

會員手冊

Members Manual



香港社會服務聯會
The Hong Kong Council of Social Service

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會員手冊的目的

PURPOSE OF THE MANUAL

This Manual is compiled for the purpose of providing members with updated information regarding the Council in the aspects of its structure, facilities and in particular, its services to agency members. The Manual also aims to facilitate members to understand and be familiar with their rights and obligations, as well as privileges of being members of the Council.

此手冊的編印旨在為會員提供有關社聯在其組織架構、設施及特別在會員服務上的最新資料。此外，我們希望透過會員手冊能讓會員明瞭及熟識他們的權利與義務，包括在加入社聯為會員後所獲得的優惠。

社聯的遠象與使命

VISION AND MISSION

Vision of the Council

To establish a welfare sector that is highly accountable, efficient and responsive to social needs, upholding the long-term sustainable development of society and the well being of our citizens.

Mission of the Council

To promote the development of social welfare, together with its agency members: enhancing accountability of social welfare service agencies; promoting improvement of social welfare service; facilitating agencies to better serve the community; advocating equality, justice, social integration and a caring society; and setting the local welfare sector as model within international community.

社聯的遠象

在本港建立一個具高度問責、有效率、具成效、能照顧社會需要的社會福利界，維護社會的長遠持續發展和市民的福祉。

社聯的使命

與機構共同推動社會福利的發展，增強社會福利服務機構的問責；推動更完善的社會福利服務，促進機構服務社會的能力；共同倡導公平、公義、共融和關懷的社會，讓本港福利界成為國際社會的典範。

社聯的五項核心業務

THE FIVE CORE BUSINESSES OF HKCSS

Agency Development and Partnership

To liaise with social welfare agencies, provide membership services and professional support, facilitate resource development; promote public understanding of welfare agencies and their services, enhance public accountability; foster strategic cross-sectoral partnership with the business and other professionals, and also pool together the effort of the third sector, to build a cohesive and caring society.

Service Development and Liaison

To promote social service development and planning, enhance service quality, promote and encourage agencies to adopt good practices, review service delivery models, provide forums for exchanges and joint endeavours, keep abreast of the overall needs and changes of society.

Quality Management and Efficiency Enhancement

To co-ordinate training activities organized by the Council, enhance welfare agencies' capability, promote social services efficiency and effectiveness, promote sharing of experience in quality management, the effective use of management systems and tools to improve management and service delivery of social welfare services.

Policy Research and Advocacy

To undertake and support research and other evidence based studies on policies which have impact on welfare and social development, monitor and analyze social development statistics and trends, conduct policy analysis, advocacy and response, maintain regular dialogue with policy makers and communications with the public to promote understanding and influence policy making.

機構發展及伙伴聯繫

支援社會福利機構；提供會員服務及專業支援；促進資源發展；加強公眾對福利服務及機構的認識；增強公眾問責，以及推動社會福利界與商界及其他專業團體的策略伙伴聯繫，共同建立共融及關懷的社會。

服務發展及聯繫

推動社會服務發展及策劃；提升服務質素；促進及鼓勵機構實踐良好工作模式；檢討服務模式；鼓勵機構互相分享經驗，促進彼此合作，以及掌握社會需要及轉變。

卓越管理及效率促進

統籌社聯的培訓課程；增強福利機構的能力；促進社會服務效率及成效；推動機構分享卓越管理經驗，以及應用管理系統及工具以改良社會福利服務的管理及提供。

政策研究及倡議

進行及支持影響福利及社會發展政策的實證研究；監察及分析社會發展數據及趨勢；對社會政策進行分析、倡導及回應；與政策制訂者保持經常對話，並促進公眾認識及影響政策制訂。

International and Regional Networking

To foster network and exchanges with international and regional counterparts for experience sharing and practice advancement, represent the NGO sector to participate in and contribute to the international and regional social welfare and social development agenda, facilitate the local welfare sector to keep abreast of international agenda on welfare issues and standards of practices, monitor the compliance of the international conventions related to welfare and social development in Hong Kong.

國際及地區事務

保持與海外接觸，維繫網絡，以豐富本地經驗及促進服務提升；代表本港志願福利界參與及為國際及地區社會福利及社會發展議程作出貢獻；協助本港社會福利界掌握與福利事務及服務標準借鑑有關的國際議程，以及監察國際條約在本地實施的情況。

會員申請資格、申請程序及退出會籍

MEMBERSHIP CRITERIA, APPLICATION AND TERMINATION

Membership Criteria

According to Clause 13 of the Council's Constitution, organizations wishing to apply for Agency Membership must fulfill the following criteria in order to be eligible:

1. They must be recognized by the Council as being a non-profit-making body;
2. They must have been in operation for a period of at least one year;
3. They must possess a Constitution or similar document of incorporation;
4. They must publish their annual report and audited accounts or certified accounts with regards to annual income and expenditure;
5. They must comply with such other conditions as may be prescribed by the Executive Committee from time to time.

Membership Application

1. Upon the request of the agency applying for membership, the Council will either send the application form and the relevant materials to the agency, or advise the agency to download it from our home page.
2. Upon the return of the completed forms and the relevant documents from the agency, they will be checked to ensure whether they are meeting the criteria.
3. If the criteria are met, an agency visit will be arranged to learn more about the agency and its expectations on joining the Council.

申請資格

根據社聯會章第十三條，申請為機構會員的團體須具有下列的資格：

1. 須經本會承認其為非牟利團體；
2. 開辦至少一年；
3. 須有公司章程或類似的公司文件；
4. 須印備年報及核數報告或經證明為正確的周年收支帳目；
5. 必須遵守社聯執行委員會隨時修訂的其他條件。

申請程序

1. 當社聯收到團體申請機構會籍事宜時，會郵寄申請表格及有關資料予該團體或提議該團往社聯網頁下載；
2. 當收到團體寄回已填報的表格及有關文件後，社聯同事會核對文件以察看該團體是否合乎入會資格；
3. 如果合乎資格，我們會安排一機構探訪，以進一步瞭解該機構運作及其對加入社聯為會員的期望；

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| <p>4. After the visit, an Agency Report, summarizing the objectives of the agency, as well as the services and activities, their future plan and expectations, etc. will be prepared and sent to the Executive Committee for consideration and endorsement.</p> | <p>4. 探訪完畢後，社聯同工將會撰寫一份機構探訪報告，內容包括機構的未來計劃及對社聯的期望等。此報告將會呈交予執行委員會以作考慮及通過；</p> |
| <p>5. Once the application has been approved by the Executive Committee of the Council, a letter will be sent to the agency informing them of the approved agency membership of our Council with the notice of payment for membership fee.</p> | <p>5. 當申請獲社聯執行委員會通過後，機構將會收到由社聯發出的通知函件，通知其會籍正式被批核，並繳交會員費用。</p> |

Membership Termination

Any Member wishing to terminate membership may do so provided that written notice is given to the Executive Committee.

The Executive Committee has the right to terminate membership under the following circumstances:

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| <p>1. If a Member ceases to fulfill the definition of membership as prescribed in Clause 7 (a) of the Constitution of the Council;</p> | <p>1. 凡不履行本會章程第七條之規定者；</p> |
| <p>2. If an Agency Member ceases to fulfill the eligibility criteria as prescribed in Clause 13 of the Constitution of the Council;</p> | <p>2. 凡機構會員不符合本會章程第十三條所規定的本會會員資格者；</p> |
| <p>3. If membership fees are not paid within six months of the due date of the year;</p> | <p>3. 凡逾期半年未繳交會費者；</p> |
| <p>4. If an Agency Member fails to provide audited accounts or certified accounts with regards to annual income and expenditure within 18 months from the end of its financial year;</p> | <p>4. 凡機構會員未能在其財政年度終結後的十八個月內提交核數報告書，或經證明為正確的周年收支帳目；</p> |
| <p>5. If in the opinion of the Executive Committee, the conduct or behaviour of an Agency Member or Life Member is prejudicial to the good name of the Council.</p> | <p>5. 如執行委員會認為其行為或作為對本會的聲譽有損者。</p> |

退出會籍

任何本會會員如欲退出會籍須以書面通知本會執行委員會。

在以下情況下執行委員會有權開除本會會員的會籍：

Independent Appeal Board

There is an independent Appeal Board set up by the Council to handle appeals related to membership. The Appeal Board has five members, with a Chairperson appointed by the Executive Committee.

獨立上訴委員會

社聯設有獨立上訴委員會，處理有關會籍上訴事宜。上訴委員會由五人組成，其主席由社聯執行委員會任命。

會員的權利與義務

RIGHTS AND OBLIGATIONS OF MEMBERS

1. Rights to Elect and be Elected to Council's Committees

1.1 General Meeting

All Agency Members and Life Members of the Council shall enjoy rights of membership to avail themselves of the facilities of the Council and to attend, to nominate, to elect, and to be elected at the general meetings of the Council.

1.2 Executive Committee

The official representative of Agency Members and Life Members shall have the rights to nominate and to elect members of the Executive Committee of the Council

Any persons who are current members of the Board or other similar bodies or paid staff of Agency Members and Life Members shall have the rights to be nominated and to be elected as member of the Executive Committee provided that only one person from each Agency Member may be so nominated and elected at the same election.

1.3 Standing Committees

The Executive Committee may from time to time as it deems necessary set up Standing Committees within the Council. The composition and size of the Standing Committees shall be decided by the Executive Committee.

1. 參與社聯各級委員會的選舉及被選的權利

1.1 全體會員大會

所有機構會員及永久個人會員均有同等權利享用社聯的設施、出席社聯全體會員大會及擁有提名、選舉及被選的權利。

1.2 執行委員會

每名機構會員的正式代表和永久個人會員均有權提名及選舉執行委員會成員。

任何機構會員的現有董事會董事或類似但不同稱謂的機制的成員或受薪職員和永久個人會員，均有權被提名、參選及出任執行委員會成員。但每一機構會員只能在同一次選舉中有一名候選人。

1.3 常設委員會

執行委員會可隨時按實際需要在本會成立常設委員會。各常設委員會的組織與大小均由執行委員會決定。

The election of the Standing Committee shall be held during the Annual General Meeting. Only one representative from the same Agency Member shall be nominated to become member of the same Standing Committee.

常設委員會選舉須在周年會員大會上舉行。每一機構會員只能提名一名代表參與同一常設委員的選舉。

2. Obligations of Members

All Agency Members are required to fulfill the following obligations:

2.1 To submit copies of their annual reports within 18 months from the end of their financial year;

2.2 To submit copies of their audited accounts or certified accounts with regards to annual income and expenditure within 18 months from the end of their financial year;

2.3 To pay annual membership fees

Fees for membership shall be payable annually on the first day of April in such amounts as shall be from time to time determined by the Executive Committee. Fees are payable within thirty days upon approval of membership in the full amount with the exception that successful applicants admitted after the thirtieth day of September in any year shall be liable to one-half of the appropriate amount for that year ending on the following thirty-first day of March.

No membership fees are liable to be refunded unless in the opinion of the Executive Committee there is good and sufficient cause to do so. The Executive Committee has the right in exceptional circumstances to allow a Member to pay an amount smaller than the currently payable fee.

2. 機構會員的義務

所有機構會員必須履行以下義務：

2.1 於其財政年度終結後的十八個月內提交年報；

2.2 於其財政年度終結後的十八個月內提交核數報告，或經證明為正確的周年收支帳目；

2.3 繳交每年會費

會費須於每年四月的第一日繳交，其數額由執行委員會隨時決定，申請者須於被接納成為本會會員之三十日內繳交全部會費。凡於該年九月三十日之後成為本會會員者，只須繳付該年應繳費用的一半，其有效期至翌年三月三十一日。

會費一旦繳付概不發還，但經執行委員會同意，認為其有充足理由者除外。在特殊情況下，執行委員會有權批准本會會員繳付低於當時規定的費用。

2.4 Members are also requested and expected to take up the following obligations:

2.4.1 To take part in the work of or serve as members in the various levels of Committees or Task Groups of the Council;

2.4.2 To participate in Council's meetings and to exercise rights in elections;

2.4.3 To contribute towards fulfilling the aims and objectives of the Council.

2.4 所有機構會員會被邀請及被期望遵守以下義務：

2.4.1 參與社聯工作或擔任社聯各級別的委員會或工作小組；

2.4.2 出席社聯有關會議及行使選舉權利；

2.4.3 為達成社聯的目標獻出力量。

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為會員提供的服務與優惠

Services to and Privileges of Members

社聯出版的刊物
THE COUNCIL'S PUBLICATIONS

To arouse public concern for attention and discussion on certain social phenomenon and problems as well as to facilitate information and experiences sharing with agency members, the Council has been active in producing reports or publications on the issues. These include Resource Books for specific services; Books for best practice; Reports on Consultative Papers regarding proposed policies or ordinances by government; Annual Submission to the Chief Executive; Directory of Social Service Organizations, etc. The Council would also at times issue reports based on the conducted researches or studies for information and reference of the government and the concerned parties.

In order to facilitate its members to have the updated information on such publications, members would either be provided with the hard copies of the publications or soft copies through the Council's Website, or be informed of the availability and ways to acquire the publications.

為引發社會大眾對某些社會現象及問題的關注與討論，並且促進機構會員相互間知識與經驗交流，社聯一向積極就此等問題發表言論，並輯成報告及刊物。此包括為某些服務編印資料冊；優質服務分享彙編；對政府提出的政策及條例的諮詢文件的回應報告；社聯對特首施政報告的年度建議書；香港社會服務機構總覽等。此外，社聯亦會不定期就其所進行的研究及調查作專題報導以讓政府及有關團體參考。

為方便機構會員獲取上述最新社聯出版的刊物的訊息，社聯會提供予機構會員此等刊物的印刷本或將其刊載於社聯網頁以供機構會員下載，或發出通知，使會員知悉如何獲得此等書刊的途徑。

社聯的圖書館服務
THE COUNCIL'S LIBRARY SERVICE

The Reference Library of the Council has rich collections of social welfare related literatures. Library collections include books, periodicals, policy documents, research reports, non-governmental organizations yearbooks, etc. Members of the Council are welcomed to make use of our library services and facilities.

Memberships of the Library are distinguished into two categories, Corporate and Individual Membership :

1. Corporate Member [Apply for the Library Membership on behalf of the corporate / agency / organization]

1.1 Agency Members of the HKCSS
Agency Members of the HKCSS are eligible to get a corporate membership card free of charge. Staff members of the corporate when holding the valid membership card can make use of our library services and facilities.

1.2 Supplementary Membership Card
Agency Members can apply for supplementary membership cards for their service units for facilitating more staff members of the agency to get access to our library. Membership fee for each supplementary membership card is HK\$100 per year.

2. Individual Members [Apply for the Library Membership individually]

Staff Members of Agency Members of the HKCSS are eligible to apply for individual membership of the Library. Membership fee is HK\$50 per year.

香港社會服務聯會參考圖書館主要藏有與社會福利及社會工作相關的書籍、期刊、政策文件、研究報告及非政府機構年報等資料。圖書館歡迎各機構會員使用館內各項服務及設施。

圖書館會員主要分為團體會員及個人會員兩類：

1. 團體會員（以團體/機構/組織名義申請成為圖書館會員）

1.1 社聯機構會員
社聯機構會員可免費申請成為圖書館團體會員，並會獲發一張圖書館團體會員證。機構會員的職員當持有有效圖書館會員証時，可使用圖書館內的服務與設施。

1.2 附屬證
圖書館團體會員可以為其附屬單位申請附屬證，讓團體內更多員工可使用圖書館的服務及設施。每一張附屬證的年費為港幣一百元。

2. 個人會員（以個人名義申請成為圖書館會員）

社聯機構會員的職員可以申請成為圖書館會員，會費每年港幣五十元。

Services Provided for Members of the Reference Library

- **Loan Service**
Members can borrow books, journals and audio-visual materials from the Reference Library.
- **Reference Service**
Library staff are willing to advise and assist members to locate relevant information and make use of library facilities.
- **On-Line Public Access Catalog (OPAC)**
Members can search the Library's catalog through the Internet. The URL of the Library's OPAC is <http://library.hkcss.org.hk>
- **Reservation Service**
Members can use the Library's OPAC system to reserve library materials, which are being borrowed by other users.
- **Renewal Service**
Members can use the Library's OPAC system to renew the borrowed items.
- **Recommendation to Books Replenishment Service**
Members can recommend the Library to acquire new books and journals.
- **Free Information**
Members will receive Council's Reference Library Newsletter so as to keep them informed of the latest information and development of the Library.

圖書館為會員提供的服務

- **借閱服務**
會員可外借圖書館藏書、期刊及視聽資料。
- **諮詢服務**
圖書館職員樂意協助會員查詢所需資料及善用圖書館資源。
- **公眾檢索目錄**
會員可以透過互聯網絡，進入參考圖書館的公眾檢索目錄系統 <http://library.hkcss.org.hk>，檢索圖書館資料。
- **預訂書籍服務**
會員可以利用參考圖書館的公眾檢索目錄系統，預訂已借出的資料。
- **續借服務**
會員可以利用參考圖書館的公眾檢索目錄系統，續借資料。
- **採購建議**
會員可以建議參考圖書館購買他們所需的資料。
- **免費資訊**
會員可免費獲得參考圖書館快訊，方便掌握參考圖書館的最新資料及發展。

➤ Electronic Library

The Electronic Library Project will facilitate members to make access to social welfare information through the Library system on Internet. The Library will collect Internet resources on social welfare for members. The Library has converted nearly one thousand Council's documents from 60's-80's into electronic format. Members can download the documents from the Library home page.

➤ 電子圖書館

透過電子圖書館計劃，社聯參考圖書館會為會員搜集互聯網上有關社會福利的資源。圖書館亦已將社聯六十至八十年代的文件及資料近一千份轉成電子圖像檔案。會員可以在圖書館網址直接瀏覽或下載那些檔案。

Further information could be obtained from our staff through telephone at 2864-2973 or e-mail at library@hkcss.org.hk or visit our library or its home page (<http://library.hkcss.org.hk>).

會員如欲進一步了解圖書館的服務，可瀏覽圖書館的網頁或向圖書館職員查詢。我們更歡迎會員親身到圖書館參觀。

圖書館聯絡電話: 2864 2973 電郵: library@hkcss.org.hk 網址: <http://library.hkcss.org.hk>

6.3

社聯的網頁
THE COUNCIL'S WEBSITE

The Council hosts the Website: <http://www.hkcss.org.hk>, featuring the following contents:

- Organization profile, activities, projects, researches and publications of the Council;
- Hyper link to NGOs and welfare services related websites;
- Privilege schemes and services for Council's Members;
- Information on related community projects organized by Agency Members or NGOs;
- Brief introduction on the development of social welfare services in Hong Kong.

Through the Council's Website, Members can :

- Freely get the up-to-date information on development of the Council as well as the welfare sector.
- Freely view and download electronic documents and research reports.
- Freely hyper link agencies' websites to Council's website.
- Freely make use of the job opportunity column in Council's website to advertise agencies' vacant posts.

由社聯主持的網頁，其網址為：<http://www.hkcss.org.hk>，並擁有如下的內容及特徵：

- 載有社聯機構概要、活動、計劃、研究及出版刊物等介紹；
- 可連結往非政府機構及其他福利服務相關的網址；
- 載有為機構會員提供的優惠計劃及服務簡介；
- 載有由機構會員主辦有關社區活動的訊息；
- 載有香港社會福利服務發展的簡介

會員亦可透過社聯網頁：

- 免費獲取有關社聯及福利界發展的最新資訊；
- 免費瀏覽及下載電子文件及研究報告；
- 免費將機構的網頁連結往社聯的網頁；
- 免費利用社聯網頁刊登機構職位空缺及招聘訊息。

6.4

物資捐贈與有關基金訊息
INFORMATION ON MATERIAL DONATIONS AND FUNDS

The Council has been occasionally approached by other organizations and individuals who would like to make material donations to NGOs through the network of the Council.

The Council, upon receiving such intention of donations, will make the messages known to the Agency Members through either individual contact or Council's Website.

The donations may be in various forms and quantities, ranging from office equipments and furniture, home furniture, football matches tickets, books and magazines, second-hand lorry, to entertainment programmes for children, etc.

社聯會不定時接獲熱心機構及人士意欲透過社聯網絡捐贈物資或物品予非政府社會服務機構。

社聯當接獲此等捐贈意圖後，會按情況透過個別接觸或網頁將訊息傳予機構會員。

從以往資料顯示，捐贈物品的種類及數量頗為廣泛及參差，從辦公室用具及設備以至傢俬、足球賽事門票、書刊、二手貨車及招待兒童享用某些消閒歡娛活動等。

社聯主辦的研討會、分享會及培訓活動
SEMINARS, SHARING SESSIONS, AND TRAINING ACTIVITIES

To promote social service development and effectiveness, knowledge and skill in social work practice, the Council organizes various activities in the form of seminars, sharing sessions, report-back sessions on overseas conferences or study tours, consultations, training courses and workshops for the participation of staff of agency members.

In addition to these knowledge sharing activities, staff of agency members are also encouraged to take part in the training courses and workshops organized by the Council. Currently, the Council is running about 200 courses for more than 4,700 social welfare personnel each year. These courses can be classified into two main categories, namely the computer training courses and courses related to professional and management training in social welfare sector.

為促進社會服務界別內的服務發展與效率、社會工作的知識、技巧與實踐，社聯一直致力舉辦不同類型的研討會、分享會、參與海外會議或交流後的匯報及分享會、諮詢會、培訓課程及工作坊等，以讓機構員工參加。

社聯除舉辦上述促進知識交流的活動外，亦鼓勵機構同工參加由社聯主辦的各類訓練課程與工作坊。目前，社聯每年平均舉辦約 200 個訓練課程，為超逾 4700 位社會福利從業人員服務。此等課程主要分為兩大類別：電腦訓練課程及社會福利專業與管理訓練課程。

**招聘廣告優惠計劃
ADVERTISEMENT SCHEME**

Privileged advertisement scheme is available for use by members of the Council:

社聯機構會員可享用如下的招聘廣告優惠計劃：

Recruitment Advertisements in Leading Local Newspapers

在本港各大報章刊登招聘廣告

The Council has been working with a number of leading local newspapers offering special prices at a rate ranging from 20 to 85% off from the original prices for the agency members of the Council who make recruitment advertisements in their newspapers. The Newspapers on the List are:

社聯與本港多份具影響力的報章取得協議，就是社聯機構會員當在此等報章刊登招聘廣告時，報章會給予他們折扣優惠，減幅由二折至八五折不等，此計劃所包括的報章如下：

- SOUTH CHINA MORNING POST
- HONG KONG ECONOMIC TIMES
- APPLE DAILY (JOB SEEKERS)
- MING PAO (JUMP)
- RECRUIT
- SING TAO DAILY
- HONG KONG iMAIL (JOB MARKET)
- JIU JIK MAGAZINE

- 南華早報
- 經濟日報
- 蘋果日報
- 明報 (JUMP)
- Recruit
- 星島日報
- Hong Kong iMail (Job Market)
- 招職

Free Recruitment Advertisement on the Web-site of HKCSS

Free recruitment advertisement on the web-site of the HKCSS is offered to agency members. The details of the arrangement are as follows:

Restrictions of Recruitment text:

Agency Members should undertake to typeset and artwork design of the advertisement. Every advertisement should state clearly with the name, address or fax number of the agency, vacant posts, name and telephone number of the contact person (please refer the sample in the following page). The Council will not be responsible for any coordination work during the recruitment process.

免費刊登招聘消息於社聯網頁

社聯的機構會員可免費享有在社聯網頁刊登招聘消息，詳情如下：

招聘內容的規限：

機構會員應負責其招聘本文的打字及排版設計工作。每則廣告訊息應清楚注明機構名稱、地址、傳真號碼、職位空缺、聯絡人姓名及聯絡電話等（請參閱下頁附錄的樣本）。社聯在整個招聘過程上不會負上任何聯絡責任。

Enquiries: Contact Human Resources Unit of Administration Department at 2864 2912.
查詢：有關上述安排的詳情，歡迎致電 2864 2912 與社聯行政部人力資源組聯絡。

樣本 Sample of
Recruitment Advertisement



THE HONG KONG COUNCIL OF SOCIAL SERVICE ¹

OFFICER ²

To be responsible for organizing delegations to overseas conferences and liaising with overseas and mainland organizations. RSW and degree in social work. Organizational ability with aptitude for attending to details. Competent computer knowledge required. Proven communication skills in both Chinese and English languages and fluency of Putonghua a definite advantage.

Wanchai District. 5-day week and 21-day leave annually. Provident Fund provided. *Please send resume by post to **Rm 1303, Duke of Windsor Social Service Building, 15 Hennessy Road, Wanchai, Hong Kong** or by fax **2865 4916**.* ³ Only short-listed applications will be notified.

For enquiry, please contact Ms Peggy Chung at 2864 2912 ⁴

Starting date for application : August 5, 2002 ⁵

Deadline for application : August 19, 2002

每份來稿必須清楚註明下列資料：

The following information should be included in the recruitment advertisement :

- 1** 機構名稱 Name of the agency
- 2** 職位名稱 Post Title
- 3** 機構地址或傳真號碼
Address or fax number of the agency
- 4** 聯絡人姓名及電話號碼 (祇供本會聯絡之用)
Name and telephone number of the contact person (For Council staff use only)
- 5** 職位開始及截止接受申請的日期
Starting date and deadline for application for the post

6.7

資訊科技產品優惠計劃
PERSONAL COMPUTERS AND IT PRODUCTS PURCHASE SCHEME

The Council has made, through its Information Technology Resource Centre (ITRC), special arrangement with the leading computer companies in Hong Kong on discounted prices for their products sold to the agency members of the Council, through Council's arrangement. The Privileges offered are briefly as follows:

The Hardware and Software Products

Products from such companies as HP, IBM, DELL, COMPAQ, EPSON and MICROSOFT, etc. will be offered to the Council and its agency members at discounted price ranging from 20 - 80 % of its market prices.

Handling Charge

The 1 % handling charge by ITRC of the Council on the purchase and/or installation of the hardware or software products and services will be waived for agencies who are members of the Council.

社聯透過其資訊科技資源中心與香港多間著名電腦公司取得協議，在社聯的安排下，將他們的產品以優惠價錢售予社聯的機構會員。優惠詳情如下：

硬件與軟件產品

多間公司如 HP, IBM, DELL, COMPAQ, EPSON 及 MICROSOFT 等的產品將會以二折至八折的優惠價錢售予社聯及其機構會員。

處理費用

社聯資訊科技資源中心為機構處理電腦產品（硬件及軟件）買賣、安裝及服務時所應收的百份之一的處理費，機構會因其乃社聯會員身份而獲得豁免。

6.8

有關折扣優惠及資助 DISCOUNT OFFERS AND SUBSIDIES

Publications

As a benefit to the Council's members and their staff, the publications published by the Council are offered to them at a 20 % discount on the original prices. This discount rate is also applied to the CD Rom produced by the Council.

Renting of the Meeting Rooms at the Duke of Windsor Social Service Building

Both the Auditorium and the meeting rooms of the Duke of Windsor Social Service Building, which are open for hiring, are rented to the Council's members at a very special price of 30 - 45 % discount. Details of the room charges are shown below:

出版刊物

所有由社聯出版的刊物，社聯會以刊物原價八折售予機構會員及其同工，以作為對機構會員的一項優惠。此項優惠亦會適用於機構會員購買由社聯製作的光碟。

租用溫莎公爵社會服務大廈會議室

溫莎公爵社會服務大廈的禮堂及會議室均公開予社會人士所租用。而社聯更會為機構會員提供低於原租價百分之三十至四十五之折扣優惠。有關租用會議室的價格詳情如下：

會議室收費 Meeting Room Charges
 最低收費為 2 小時計 Charge per hour, minimum 2 hours

租用者類別 Categories of Hirer	場地 (座位) Venue (seats)	禮堂 Auditorium (315) 204(下層) 111(上層)	103 室 Room 103 (90)	201 室 Room 201 (110)	202 室 Room 202 (120)	203 室 Room 203 (30)
非繁忙時間 (辦公時間): 星期一至五 上午九時至下午五時 Non Peak Hour (Office hour): Monday - Friday 9:00 am - 5:00 pm						
機構會員同時亦是大廈租戶 Agency Members at the same time Tenant Organizations		\$350	\$130	\$150	\$175	\$100
機構會員 Agency Members		\$480	\$165	\$185	\$200	\$110
慈善團體 Charitable Organizations		\$550	\$220	\$245	\$275	\$130
其他團體 Other Organizations		\$760	\$290	\$325	\$360	\$210
繁忙時間: 星期一至五 下午五時至晚上十時; 星期六、日及公眾假期 上午九時至晚上十時 Peak Hour: Monday - Friday 5:00 pm - 10:00 pm; Saturday, Sunday & Public Holiday: 9:00 am - 10:00 pm						
機構會員同時亦是大廈租戶 Agency Members at the same time Tenant Organizations		\$385	\$165	\$185	\$200	\$110
機構會員 Agency Members		\$660	\$220	\$245	\$275	\$130
慈善團體 Charitable Organizations		\$880	\$330	\$370	\$410	\$220
其他團體 Other Organizations		\$1,150	\$400	\$450	\$500	\$290

Attending Council's Training Activities

The Council has been running various training courses for the participation of staff of Agency Members. With the financial support from Lotteries Fund, the Council has been able to offer these courses, mainly Computer Training and Professional Social Work Training Courses free of charge, and the Management Training Courses at relatively low course fees.

Attending Overseas Conferences and Study Visits

The Council keeps on establishing overseas networks, pooling external resources, consolidating different and diverse knowledge and experiences from overseas and the Mainland to improve local practice. To this end, the Council solicits funding from different funding bodies to organize social welfare personnel to participate in selected international conferences / overseas study visits annually

For each individual event / study visit, concerned Agency Members will be invited to apply for subsidy to participate in the event. There will be a selection panel to consider and decide whom be offered a 50 % subsidy on the costs of attending the event. If there are applicants willing to take part in the event with their own expenses, the selection panel will also consider their applications. Delegates will share with the sector the experience and the insights after the events.

The Council publishes twice annually an "Overseas Events Calendar" for Agency Members' information. The Calendar can be downloaded from the Website of the Council.

出席社聯的培訓活動

社聯致力為機構會員同工舉辦各類型的培訓課程。由於得到政府獎券基金的贊助，社聯得以安排免費課程，包括電腦課程及專業社會工作培訓課程。本會亦籌辦管理培訓課程，收取相對低廉的費用。

出席海外會議及交流訪問

社聯不斷保持與海外組織的聯繫，結集海外資源、揉合及整理海外與內地的不同知識與經驗以改進本地服務。為達成此目標，社聯向不同贊助團體申請經濟贊助以使本地社會福利從業人員參加一些經挑選而又恰當的國際性研討會或海外交流探訪活動。

對於每次個別交流活動或探訪，有關機構會員會被通知及邀請報名參與此等活動。社聯將成立一遴選委員會以甄選及決定何人可得到百分之五十的經費贊助，以出席交流活動。如當中有申請者願意自費出席上述交流活動，遴選委員會亦會考慮他們的申請。參加海外會議或交流活動的社聯代表團成員，當返回香港後，會將他們的見聞、經驗及心得與業內人士分享。

社聯每年會發出兩次有關「海外活動一覽表」以俾機構會員參閱最新的海外活動。此一總覽表亦可在社聯的網頁下載。

香港社會服務聯會

地址：香港灣仔軒尼詩道 15 號
溫莎公爵社會服務大廈 13 樓

電話：(852) 2864 2929
傳真：(852) 2865 4916
電郵：hkcss@hkcss.org.hk
網頁：<http://www.hkcss.org.hk>

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