The Hong Kong Council of Social Service
Minutes of the 2nd Meeting of
The Standing Committee on Sector and Capacity Development (2020-21)

Date: 14 January, 2021 (Thursday)
Time: 10am – 12noon
Format: ZOOM meeting online

Present:

Ms. YEUNG Kin Ha, Yvonne (Chairperson)	Hong Kong Young Women's Christian Association
Ms. CHAN Lai Kwan, Queenie	Evangelical Lutheran Church Social Service - Hong Kong
Mr. CHAN Wai Leung	Caritas - Hong Kong
Ms. FUNG Dun Mi, Amy	New Life Psychiatric Rehabilitation Association
Ms. KONG Ka Wai, Judy	InspiringHK Sports Foundation Limited
Ms. LEE Shuk Wai, Anthea	The Society of Rehabilitation and Crime Prevention, Hong Kong
Ms. LI Chi Mei, Cross	Hong Kong Christian Service
Dr. LUI Wai Ling, Annissa	Hong Kong Lutheran Social Service, The Lutheran Church - Hong Kong Synod
Mr. YU Hang Tsui, Walter	CareER Association Limited
Ms. WONG Sau Wa	Church of United Brethren in Christ, Hong Kong Limited, The - Social Service Division

Apology:

Mr. CHAN Kin Hung, Charles	The Boys' and Girls' Clubs Association of Hong Kong
Mr. CHIU Han Man, Raymond	Baptist Oi Kwan Social Service

In attendance:

Mr. Cliff CHOI (Secretary)	HKCSS
Ms Tina Lee (Recorder)	HKCSS
Ms. CHEUNG Lai-wah	HKCSS
Mr. Peter KWOK	HKCSS
Ms. Stella HO	HKCSS
Ms. Lois LAM	HKCSS
Mr. Tony LEE	HKCSS
Mr. Tony YAU	HKCSS

1. **Welcome newly elected members**
   Ms. YEUNG Kin Ha, Yvonne welcomed two new co-opted members for joining the Committee, Ms. KONG Ka Wai, Judy and Mr. YU Hang Tsui, Walter.

2. **Confirmation of the Agenda**
   The agenda of this meeting was confirmed.

3. **Confirmation of the Minutes of last meeting (Appendix 1)**

The minutes of the last meeting was confirmed.

4. **Highlights of work units (Appendix 2)**

Ms. CHEUNG Lai-wah briefed the Committee on coming two seminars on women and gender mainstreaming at workplace in end of February and early March. Guest speakers from seven NGOs will share their insights on this topic such as intervention means, perspectives, and real cases.

Ms. Kiki WONG reported to the Committee that the HKCSS was exploring new platforms to facilitate knowledge sharing with the international welfare sector during pandemic when overseas conferences and study visits are unable to organize.

Ms. Stella HO highlighted item #17 of the Progress Report that Senior Solicitor of Intellectual Property Department was invited to speak on the copyright legislation in Hong Kong at a webinar to be held on 8 February. Participants can learn how to avoid copyright infringement and the statutory permitted acts. More than 150 persons had already registered for the event.

Ms. Stella HO also informed the Committee that the Project has been worked with PricewaterhouseCoopers Hong Kong on a toolkit set in regard to data governance. A focus group would be conducted in early February about the usage, constraints, comments and practices of data management inside NGOs.

Mr. Tony LEE highlighted the work of ITRC. As at 31 December 2020, Digital Television Assistance Programme (DTVAP) had received over 28,000 applications. In order to provide timely assistance to eligible households for minimizing the disturbance due to the switch-over, special arrangement for boosting the capacity of hotline service and the efficiency of processing applications have been made since early December 2020. DTVAP would run until 15 July 2021 and the Team has received over 3,000 applications and ITRC targeted to complete the application procedures by mid-February.

In addition, Mr. Tony LEE also updated Members on IT Security Audit Pilot Project. 22 NGOs have participated in the IT Security Audit Pilot Project, supported by SWD. After carrying out the security audit and scanning exercise of the participating NGOs' IT systems and the compilation of the IT Security Practice Guide for the social welfare sector, the Team was conducting training for the managements of the 22 participating NGOs. Another project named Social Inclusion Programmes, two existing funders, Microsoft HK and UBS, would continue to support NGOs on in Year 2021-22. Two programmes, namely "Microsoft Future Ready 2020" and "Twist again! Parent-Kid CS Unplugged Programme" aimed at providing digital skill training and career planning for the unemployed youth amid the pandemic, and empowering parents to work together with their children in the journey of learning digital skill through unplugged activities respectively.

Ms. Lois LAM mentioned that the application deadline of NGO Executive Leadership Development Programme 2021 was 15 December 2020. Regarding another feature programme in the HKCSS Institute HR Forum, it was successfully held on 5 January, theme of this year was staff mental health.

5. **Updates on LSG Review and service review (MLS)**

In November 2020, the Council had submitted a letter to DSW to express strong opinion on deficiencies of current Review that critical issues, including adequacy of subvention benchmark and staff remunerations, staffing establishment, adequate level of administrative provisions, were not

properly addressed. In the letter, the Council recommended (a) to engage stakeholders exploring a valid and agreeable methodology to collect year-of-experience data and to deduce whether subvention benchmark was sufficient; and (b) to formulate appropriate and cost-effective monitoring measures and compliance requirements, and to provide sufficient resources for central administration. The letter was also circulated to all subvented agency members. DWS replied the letter in response to the points (a) and (b). Members raised various concerns about DWS's replies and practical applications in NGOs to execute recommendations suggested by DSW. The Council would gather Agency Members' comments and considerations and discuss them with SWD in a meeting on 21 January.

On the other hand, the Council had started an initiative to best use the platform of Welfare Agenda and Priority Setting (WAPS) exercise to formally engage SWD in discussion on Service Review / Review of Staffing Establishment. In our plan, a task force, comprising Chairpersons and Vice Chairpersons of relevant Committees of Council, would be formed to steering the formulation, addition of service review priorities (and relevant data collection exercise, if deemed necessary) and expediting the review process.

6. **NGO Governance Health Program 2021 (GPP)**
   Ms. Stella HO briefed the Committee about NGO Governance Health Program 2021. This programme had great and positive feedback from participating NGOs in the past few years. The Council kept exploring funding resources to relaunching this initiative, finally the Hong Kong Jockey Club Charities Trust tentatively agreed to sponsor the programme. Contents were enhanced such as more proactive follow-ups and refined words in the health check framework. Health check reports and tips will be uploaded to the Programme website for public sharing. Workshops may be setup to those NGOs in which have health issues.

7. **Legal support and training programs for NGOs (GPP)**
   Ms. Stella HO provided an update on a core governance issue regarding legal compliance. Webinars on anti-money laundering and anti- terrorist financing were under preparations. Different law firms would provide pro bono talks on the introduction of due diligence required for NGOs to your donors/ beneficiaries/ partners. Stella invited Members to give some suggestions on legal topics of workshops, and means of legal supports after the meeting.

8. **Updates on NGOs Salary Survey (HKCSSI)**
   Ms. Lois LAM reported that new format for Result Release Session of NGO Salary Survey would be adopted, four concurrent online discussions on 4 February each with a specific theme would be led by one member in Advisory Group. The four themes were (1) pay management practice, (2) salary data of all staff, (3) turnover rate and measures adopted to copy with recruitment and retention challenges, and (4) employee relations and engagement.

9. **A. O. B.**
   There was no other business.

10. **Date of upcoming Committee meetings**
    Ms. CHEUNG Lai-wah advised that next Committee meeting would be arranged on 15 April during 10:00 am - 12:00 noon.