

THE HONG KONG COUNCIL OF SOCIAL SERVICE
Minutes of the 1st Meeting of
The Standing Committee on Sector and Capacity Development
(2021-22)

Date : 6 December 2021 (Monday)
Time : 14:30 pm – 16:30 pm
Venue : Rm 103, 1/F, Duke of Windsor Social Service Bldg., 15 Hennessy Rd., Wanchai, Hong Kong

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
Ms KONG Judy (Left at 4:00 pm)	InspiringHK Sports Foundation Limited
Mrs LEUNG LI Chi Mei, Cross	Hong Kong Christian Service
Ms LEUNG Siu Ling, Ivy	Christian Family Service Centre
Dr LUI Wai Ling, Annissa	Hong Kong Lutheran Social Service, The Lutheran Church - Hong Kong Synod
Mr CHU Muk Wah	Yang Memorial Methodist Social Service
Mr 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 Wai Leung	Caritas - Hong Kong
Mr CHIU Han Man, Raymond	Baptist Oi Kwan Social Service
Ms LEE Shuk Wai, Anthea	Society of Rehabilitation and Crime Prevention, Hong Kong, The

In attendance:

Mr Cliff CHOI (Secretary)	HKCSS
Ms CHEUNG Lai-wah	HKCSS
Mr Tony LEE	HKCSS
Ms Vicky LI	HKCSS
Ms Hindy KAI	HKCSS
Mr Tom CHAN (Recorder)	HKCSS

1. Welcome newly elected members

Ms CHEUNG Lai-wah welcomed all members to join the Committee, particularly newly elected members Mr CHAN Wai Leung (Apology), Mr CHIU Han Man, Raymond (Apology), Mr CHU Muk Wah, Ms LEUNG Siu Ling, Ivy and Ms WONG Sau Wa.

2. Election of Chairperson and Vice-Chairperson

2.1 Election of Chairperson

Ms YEUNG Kin Ha, Yvonne was nominated by Ms CHAN Lai Kwan, Queenie. The nomination was seconded by Mrs LEUNG LI Chi Mei, Cross. There was no other nomination received. Ms YEUNG Kin Ha, Yvonne was elected as the Chairperson of the Committee unanimously. Ms YEUNG chaired the meeting onwards.

2.2. Election of Vice-Chairperson

The position of Vice-Chairperson was self-nominated by Ms WONG Sau Wa. The nomination was seconded by Ms CHAN Lai Kwan, Queenie. There was no other nomination received. Ms WONG Sau Wa was elected as the Vice-Chairperson of the Committee unanimously.

3. Confirmation of the Agenda

The Agenda was confirmed unanimously by the Committee.

4. Confirmation of the Minutes of the fifth meeting of last term (Appendix 1)

Ms CHEUNG Lai-wah reported that the Committee of the last term had adopted the minutes. The Committee noted the arrangement.

5. Highlights of Work Units (Appendix 2)

Ms CHEUNG Lai-wah highlighted that the Directory and Information System of HKCSS members (Directory) and the Welfare Sector Profile Project and Mr Cliff CHOI demonstrated the special features of the Directory. Agency members were requested to log in to the new platform and update agency information by 20 December 2021. A member commented that HKCSS can collect aggregated data of the welfare sector and present the development of the sector through the above projects. It will facilitate public searching of social services and will help the sector build consent of the reporting format. A member added that some NGOs might need extra effort to collect the data requested by the Directory. Ms CHEUNG and Mr CHOI replied that the council team referred to over 100 agencies' annual reports and comments from donors to decide the required data in the Directory. The council team will review the result and make necessary adjustments in the next year after completing the data collection and analysis process.

Ms Vicky LI highlighted the progress updates of the NGOs Salary Survey 2021 conducted by the HKCSS Institute. The Survey received continuous support from the Agency Members. 135 Agency Members completed the questionnaire this year compared with 133 last year. In addition, Ms LI shared that the HKCSS Institute will launch a new certificate programme in Primary Healthcare for Social Workers in between February and April 2022. The target participants will be registered social workers in NGOs who are interested to support primary healthcare initiatives in the community.

Ms Hindy KAI reported that after the ICSW North East Asia Regional Conference 2021, the organizing parties are exploring new ideas for collaboration between regions. Due to the continued outbreak of the COVID-19, Ms KAI reported that the overseas tour under the SWD funding would be not feasible. As an alternative, HKCSS submitted a year plan to SWD to organize Webinars and invite overseas speakers to share the experience with the Agency Members.

Mr Cliff CHOI reported the work of the NGOs Governance Platform Project. 53 agencies indicated

interest to take part in the Jockey Club NGO Governance Health Programme. Their board members and CEOs are invited to do an online self-assessment of their governance practices and the agencies will receive an individual governance health assessment report by February 2022. The team is deciding whether or to what extent HKCSS will share the report with other non-participating organizations. A member asked about the representativeness of the report for the whole welfare sector. Mr CHOI replied that as Jockey Club wanted HKCSS to design a more in-depth and intensive programme this year, the sample size is only 53 organizations which may not be suitable to over-generalize the result. Still, it will bring insight to the sector.

Mr Tony LEE reported several matters of the work progress of ITRC. For the HKICT Awards 2021: Smart People Award, the result was better than expected in terms of both application quantity and quality. Some categories had double winners. For the IT Security Audit Pilot Project, among the 22 participating organizations, 90% of them have cyber risk issues, and 6% of them have critical issues that will seriously affect the organizations' operation if not appropriately handled. Concerned about small-and-medium-sized Agency Members' affordability, a member asked for the average cost of fixing the cyber risk issues. Mr LEE replied that the fixing cost varies and depends on the particular issue. ITRC targets to consolidate the common pitfalls and publish a practice guide later. Mr LEE also added that the pilot project could not secure SWD's further funding at the moment. He is seeking funding from other sources currently. Ms CHEUNG Lai-wah supplemented that Cyber Insurance is readily available in the market. HKCSS invited an insurance broker to conduct a Cyber Insurance Seminar in October 2021. However, among the 48 NGO participants, the broker received only 3 inquiries after the seminar. It may imply the low consciousness of the senior NGO management toward cyber risk. For the Digital Social Service Platform, Mr LEE updated that if the response from small-and-medium NGOs is good, a funding proposal would be prepared and submitted to potential funders to seek funding support targeted in April 2022. Last, Mr LEE updated Microsoft will cease their nonprofit offers in TechDonation starting on 4 April 2022. ITRC organized briefings to alert Agency Members about the potential impact on the IT cost. A member showed concerns about the potential IT cost increment and the corresponding staff training cost for shifting to cloud service (e.g. Office 365). Another member shared the experience of joining a recent visitation to Microsoft and the future trend of using cloud service.

6. Selection of representatives to serve in Committee (Appendix 3)

The following representatives were selected by the Committee:

Committee / Group	Representing Member(s)
Executive Committee	Ms YEUNG Kin Ha, Yvonne
Assessment Committee for Membership Application	Ms YEUNG Kin Ha, Yvonne Ms LEUNG Siu Ling, Ivy
Steering Committee on Joint Insurance Scheme	Ms LI Chi Mei, Cross
Steering Committee on Work in Mainland China	Dr LUI Wai Ling, Annissa
Steering Committee on NGOs Governance Platform Project	Mr TSUI Walter
Innovation and Technology Business Management Committee	Ms WONG Sau Wa
HKCSS Institute Steering Committee	Ms KONG Judy
Advisory Committee on NGOs Salary Survey	Ms CHAN Lai Kwan, Queenie

Mr CHU Muk Wah will sit on the Innovation and Technology Business Management Committee without voting power.

7. Co-option of new members and vacancy replacement mechanism

As the Committee co-opted Ms Judy KONG and Mr Walter TSUI last year for a two-year term from 2020 to 2022, Ms CHEUNG Lai-wah reminded that there are two available seats remaining for co-opted members until 2022. Chairperson advised Members to make recommendations if there is any suitable candidate.

Regarding the vacancy replacement mechanism, if there is any vacancy, it will be filled up by the unsuccessful candidate with the next highest votes in the most recent election under his/ her consent.

8. HKCSS Consultancy Study – proposed draft vision and positioning of HKCSS

Mr Cliff CHOI updated that HKCSS appointed Mckinsey & Company to conduct a consultancy study that aims to review and recommend strategies for HKCSS's future development. Mr CHOI showed and elaborated the proposed draft vision and positioning of HKCSS to the Committee. Members raised suggestions on the wordings of the draft vision and positioning. The suggestions were collected and will be passed to the consultancy firm.

9. Declare of interest

Mr Tom CHAN briefed the Members on the Declaration of Interests Guidelines and Form. Members were reminded to return the completed Form to the secretariat after the meeting.

10. A. O. B.

Chairperson suggested setting up a Whatsapp group to facilitate exchanges between members. Committee members agreed with the suggestion.

(Post-meeting notes: The Whatsapp group was set up on 7 December 2021)

11. Date of other 3 meetings

Ms CHEUNG Lai-wah suggested that the Committee schedule four upcoming Committee meetings in response to the workload of the Committee. The Committee meetings of this term were scheduled as below:

- 21 March 2022 (Monday) from 2:30 pm – 5:30 pm
- 16 May 2022 (Monday) from 2:30 pm – 5:30 pm
- 18 July 2022 (Monday) from 2:30 pm – 5:30 pm
- 19 September (Monday) from 2:30 pm – 5:30 pm