

THE HONG KONG COUNCIL OF SOCIAL SERVICE
Minutes of the 5th Meeting of
The Standing Committee on Sector and Capacity Development
(2021-22)

Date : 19 September, 2022 (Monday)

Time : 2:30 pm – 5:30 pm

Venue : conducted via online Zoom

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
Mr CHIU Han Man, Raymond	Baptist Oi Kwan Social Service
Mr CHU Muk Wah	Yang Memorial Methodist Social Service
Ms LEE Shuk Wai, Anthea	The Society of Rehabilitation and Crime Prevention, Hong Kong
Ms LEUNG Siu Ling, Ivy	Christian Family Service Centre
Mrs LEUNG LI Chi Mei, Cross	Hong Kong Christian Service
Dr LUI Wai Ling, Annissa	Hong Kong Lutheran Social Service
Ms WONG Sau Wa	The Church of United Brethren in Christ, Hong Kong Limited – Social Service Division

Apology:

Ms KONG Judy	Inspiring HK Sports Foundation Limited
Mr TSUI, Walter	CareER Association Limited

In attendance:

Mr CHOI, Cliff (Secretary)	HKCSS
Ms CHEUNG Lai-wah	HKCSS
Mr CHAN Tom	HKCSS
Ms KAI, Hindy	HKCSS
Ms LI, Vicky	HKCSS
Mr FUNG, Ricky	HKCSS
Mr YAU, Tony	HKCSS

1. Confirmation of agenda

The committee adopted the agenda without amendment.

2. Confirmation of meeting minutes of the fourth meeting

The committee confirmed the minutes of the third meeting without amendment.

3. Highlights of work units

Mr Cliff CHOI reported that several ExCo members had discussed legal advice from the appointed law firm for the accumulated budget cut. The Council decided to meet the principal government officials for this issue with the legal basis. The meeting dates were not confirmed.

Ms Vicky LI reported that Certificate Programme for Newly Promoted Supervisors and Managers was launched in August. Apart from classroom sharing, the Programme would facilitate exchange and enhance the networking among the participants and their NGOs. Certificate Programme in Primary Healthcare would be launched in October. The early bird application was ended and the response was positive.

Ms Vicky LI also reported the progress of Governance Health Programme. Some enhancement workshops were held for the common challenges in NGO governance. In addition, a new Concise Guide Book was published in the topic of NGO Financial Reporting and Disclosure. All Concise Guide Books were available in the Project website.

Mr Ricky FUNG reported that the adjudication of Hong Kong ICT Awards was finished. The judges' comments towards the entries were positive. The presentation ceremony would be held in mid-November. Some innovation trainings and exercises were held for primary and secondary school students under WebOrganic i-Mentorship Programme. The Programme successfully received 21 proposals of social innovation for mental wellness with adoption of IoT technology and 3 outstanding proposals were awarded as encouragement. ITRC had continuously worked on NGO cyber security issue. Upon invitation from the Social Welfare Department, ITRC shared their IT Security Audit Pilot Project in which useful information of the Project could be downloaded from the website.

4. Update on recommendations of LSG Review Report

Ms CHEUNG Lai-wah shared the update on LSG Review Report. She added the Council position of supporting full consultation in welfare sector after the cost apportionment or new FSA guide book was launched.

Members raised their concerns in clarifying the implementation of cost apportionment proposal for internal staff. It was suggested that the future sharing could be conducted in two levels, in sector level and in-house level to meet the need of different agencies. The Council could help consolidating some case example from NGOs for sharing.

Members also discussed the cost apportionment and comparable rank issues in salary reporting for top 3-tier staff. SWD would make remarks when there was rank difference occurred between NGO and SWD rank system. Some NGOs had already adopted cost apportionment in their finance audit and led to rank difference issue, while others considered not to adopt until the policy launched.

Regarding the holding account, SWD suggested the use of money: (1) priority use on snapshot staff; (2) HR training and benefit; (3) service development. NGOs were required to submit their plan to SWD for the use of account balance. The holding account would merge with lump sum grant reserve three years after the account balance became zero.

5. SocTech Symposium and webinar of introduction to Metaverse

Mr Ricky FUNG introduced two future ITRC activities. The application of Metaverse was new to welfare sector and would explore with guest speakers for more possible applications in social service. Members were looking for more practical cases in welfare sector to be shared in the activities, and how the technology innovation helps in service planning and development. It was suggested that the activities could engage some cyber youth projects for identifying more practical cases.

6. Extracts of Salary Survey Report to be published

Ms Vicky LI and Mr. Tony YAU briefed the proposed arrangement of Extracts of Salary Survey Report. The Extracts were aimed to share an overview of Report results to public and to the NGOs not joining the Survey.

Members recognized the Report in helping identify the sector's recent employment situation, HR practices and remuneration packages. The report well analyzed the latest HR situation which would be benefited in policy advocacy and funding application. Members were looking forward to the new Report on how to address the employee turnover due to retirement and emigration. It was important to review the survey questionnaires or adopt new initiatives to attract

more NGOs to join.

7. AOB – NGO Due Diligence

Members raised their concerns towards carrying out due diligence review on funding sources and partners to match the requirements under National Security Law. Mr. Cliff CHOI agreed to check if the Council's due diligence policy could be shared with members. Ms Vicky LI reported that her team was working with a law firm for a due diligence guideline for NGO and aimed to release by the end of 2022.

8. Date of next meeting of next term

TBC