

**THE HONG KONG COUNCIL OF SOCIAL SERVICE**  
**Standing Committee on Sector and Capacity Development**  
**(2022-23)**

Minutes of the 1<sup>st</sup> meeting held on 12 Dec 2022 at 3:30pm in Room 202 of the Duke of Windsor Social Service Building.

Present:	Ms. YEUNG Kin Ha, Yvonne (Chairperson)	Hong Kong Young Women's Christian Association
	Ms. WONG Sau Wa (Vice-chairperson)	Church of United Brethren in Christ, Hong Kong Limited, The - Social Service Division
	Mr. CHAN Wai Leung, Charlie	Caritas - Hong Kong
	Mr. CHIU Han Man, Raymond	Baptist Oi Kwan Social Service
	Ms. CHAN Lai Kwan, Queenie	Evangelical Lutheran Church Social Service - Hong Kong
	Ms. CHAN Siu Lai	The Salvation Army
	Ms. LI Chi Mei, Cross	Hong Kong Christian Service
In-attendance:	Mr. LAI, Raymond	HKCSS
	Mr. FUNG, Ricky	HKCSS
	Mr. YAU, Tony	HKCSS
	Mr. LAM, Ryan	HKCSS
	Ms. TAI, Carmen (Recorder)	HKCSS
Apology	Mr. CHU Muk Wah, Daniel	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

**(1) Welcome and Introduction**

- On behalf of HKCSS, Mr. Raymond Lai welcomed new members to join the Committee.

**(2) Terms of Reference of the Committee and Declaration of Interests**

- The terms of reference of the Committee was introduced in the meeting. Members were also reminded to declare the interests for any possible conflict of interest.

**(3) Election of Chairperson and Vice-Chairperson**

- Ms. YEUNG Kin Ha, Yvonne was nominated by Mr. CHIU Han Man, Raymond. The nomination was seconded by Mr. CHAN Wai Leung, Charlie. Ms. YEUNG Kin Ha, Yvonne was elected as the Chairperson of the Committee unanimously.
- Ms. WONG Sau Wa was nominated by Mr. CHIU Han Man, Raymond. The nomination was seconded by Mr. CHAN Wai Leung, Charlie. Ms. WONG Sau Wa was elected as the Vice-Chairperson of the Committee unanimously.

**(4) Appointment of representatives to serve in the Council's Committees**

- The following representatives were appointed by the Committee to join the other Council's Committee:

<b>Committee / Group</b>	<b>Representing Member(s)</b>
1. Executive Committee	Ms. WONG Sau Wa
2. Strategy Committee on Tech Enablement	Ms. WONG Sau Wa
3. Strategy Committee on Talent Development	Ms. LI Chi Mei, Cross
4. Strategy Committee on Co-creation	Mr. CHIU Han Man, Raymond
5. Steering Committee on NGOs Governance Platform Project	Mr. CHAN Wai Leung, Charlie
6. Steering Committee on Work in Mainland China	Ms. LEE Shuk Wai, Anthea
7. Steering Committee on Joint Insurance Scheme	Mr. CHAN Wai Leung, Charlie
8. Assessment Committee for Membership Application	Ms. LEUNG Siu Ling, Ivy Ms. LI Chi Mei, Cross
9. Advisory Committee on NGOs Salary Survey	Ms. CHAN Lai Kwan, Queenie
10. Organizing Committee of the 2023 Best Practice Awards	Ms. YEUNG Kin Ha, Yvonne

**(5) Co-option of new members and vacancy replacement mechanism**

- Members suggested to invite Walter as a Co-option member. This would be further discussed in the next meeting.
- Members also proposed the replacement of the vacancy of Mr. CHU Muk Wah, Daniel with the candidate who received the highest votes in the committee election in AGM 2022. The staff team would follow up accordingly.

**(6) Confirmation of Minutes of Last Meeting (Appendix 1)**

- Members confirmed the Minutes without any amendment.

## **(7) Matters Arising**

### **(7.1) Recommendations of LSG Review Report**

- The draft of the FSA related and Cost Apportionment guidelines would be released in Jan 2023 tentatively and discussed in LSG Steering Committee in March 2023. Members concerned the implementation date due to the insufficient preparation time for NGOs to take effective in April 2023 because NGOs normally started the planning of the annual budget in Feb or Mar for the next financial year. Hence, members suggested to provide one-year trial period for NGOs to fully implement the guidelines in April 2024. Members also concerned the definition of the FSA related activities and the arrangement of the cost apportionment for the non-FSA related activities. The concerned SWD staff team would be invited to introduce the Guidelines and exchange views with the members of the Specialized Committee on Sector Finance after the announcement of the Guidelines.
- Regarding the systematic reviews on service targets, service nature, service performance and notional staffing establishments in views of the changing social needs, three types of subvented services have been selected in the 1<sup>st</sup> batch of service review, including Integrated Home Care Services (Ordinary Cases), Sheltered Workshop and Integrated Vocational Rehabilitation Service Centre as well as Residential Child Care Services. Members concerned the mechanism and timeline of the forthcoming service reviews.

### **(7.2) NGO Due Diligence**

- The staff team reported on the NGO Governance Platform Project. A guideline and checklist on due diligence and procurement would be produced for NGO that would be circulated to members for comments in order to make sure that the reference kit would be applicable to NGOs. On the other hands, the topics of risk management suggested by members would be considered

### **(7.3) Progress Update of Teams**

- To accelerate ICT-enabled social innovation and digitalization of social services, SocTech Symposium 2022 – Navigating ICT-enabled Social Innovation to Accomplish Impact-driven Social Service was organized at Cyberport on 2 December. Speakers from different sectors, including NGOs, academia, social innovation, technology, policy making and the Government, were invited to share their insights and experiences to facilitate the co-creation of ICT-enabled social innovations and

technologies for social services. The winners of Hong Kong ICT Awards – Smart People Award this year also shared their innovations on the stage and through exhibition. Around 215 participants (150 in-person and 65 online) joined the Symposium, mostly from senior management and service supervisor of NGOs. With positive feedback from the stakeholders (an overall satisfaction rate of 4.4 out of 5), the Symposium would be conducted annually in future to serve as a signature event for the development of platform to identify the major agenda and issue among different stakeholders to co-create innovative solutions for digital transformation in welfare sector.

**(8) Work Focus and Concerned Agenda in coming year**

- The tentative work focus of this committee were introduced in the meeting. Generally, this committee is expected to focus on sector development with a more macro perspective by identification of sector agenda for deliberation and actions so as to build a sustainable, accountable, efficient and effective welfare sector. The Committee aims to identify organizational capacity building needs, to facilitate the sector's capacity in effective and efficient organizational management and service delivery as well as to promote digitalization and the use of information and communication technology by the Sector in organizational management and service delivery.
- Members showed concern how to support and facilitate the organizational development of the agency members, particularly the non-subvented NGOs so as to strengthen the sector development in future.
- Finance related issues would mainly be followed up by the Specialized Committee on Sector Finance. Brief summary for report back to this Committee is expected.
- HKCSS's restructuring and agenda setting cycle were introduced. Members showed concerns to the focus and expected outcome on the restructuring and suggested to further review the relationship of different Committees in the new governance structure, particularly three Strategy Committees and Standing Committees
- Members highlighted the importance of brand building and improvement of the sector's image by means of storytelling in public communication channels of the NGOs and HKCSS platform. It aimed to recognize the NGOs' contributions to the community as well as to showcase the impact of the partnership and cross-sectoral collaboration.

**(9) A.O.B.**

- Nil

**(10) Date of next meeting and proposed meeting schedule**

<b>No. of meeting</b>	<b>Date</b>	<b>Time</b>
2	22 Mar 2023	2:30-5:00pm
3	24 May 2023	2:30-5:00pm
4	19 Jul 2023	2:30-5:00pm
5	20 Sep 2023	2:30-5:00pm

Adopted by: \_\_\_\_\_  
(Chairperson)

Date: \_\_\_\_\_