

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

Minutes of the 2nd meeting held on 22 Mar 2023 at 2:30pm in Room 203 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
	Ms. CHAN Siu Lai	The Salvation Army
	Mr. CHIU Han Man, Raymond	Baptist Oi Kwan 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
	Ms. LI Chi Mei, Cross	Hong Kong Christian Service
In-attendance:	Mr. Raymond LAI	HKCSS
	Ms. CHEUNG, Lai Wah	HKCSS
	Mr. Ricky FUNG	HKCSS
	Mr. Charles HO	HKCSS
	Ms. Hindy KAI	HKCSS
	Ms. Christine KWAN	HKCSS
	Ms. Vicky LI	HKCSS
	Ms. Jessica TAM	HKCSS
	Ms. Carmen TAI (Recorder)	HKCSS
Apology:	Ms. CHAN Lai Kwan, Queenie	Evangelical Lutheran Church Social Service - Hong Kong
	Mr. CHAN Wai Leung, Charlie	Caritas - Hong Kong

(1) Confirmation of minutes of last meeting (Appendix 1)

- Members confirmed the Minutes without any amendment.

(2) Matter Arising

(2.1) Operational Guidelines on FSA-related Activities and Cost Apportionment

- SWD provided the draft of Operational Guidelines on FSA-related Activities and Cost Apportionment to the Lump Sum Grant Steering Committee on 27 February. After the Council's initial review of the Draft, it was observed that many issues should be clarified with SWD and hence, Council called an urgent meeting with concerned NGOs on 7 March to collect sector's view first. Members of the Specialized Committee on Sector Finance, Standing Committee on Sector & Capacity Development and Standing Committee on Service Development and their agency heads, service heads and agencies' finance representatives, attended the meeting. After the meeting with SWD on 8 March and 10 March respectively as well as the Agency Heads Meeting on 20 March, the Council would raise the concerns of the sector regarding the draft Guidelines in the Lump Sum Grant Steering Committee held on 23 March.
- Members expressed concerns and expected to provide flexibility and autonomy for agencies to define FSA activities, determine the apportionment method on a reasonable basis, and record them in an appropriate manner according to its own circumstances and being monitoring by their governance and administrative policy and procedures. Besides, the exempted services or activities for apportionment should be expanded from SWD subvented or subsidised to SWD supported/co-ordinated. Members also suggested the guideline to be fully implemented in 2024/25 and started to carry out the monitoring in accordance with the new guidelines in 2025/26. Moreover, briefing session organized by SWD was also expected to facilitate NGOs to understand the guidelines and communication with SWD.

(2.2) Follow-up on the Recommendations of LSG Review Report

- Members noted that the recommendations of the review report on enhancement of LSG Subvention System related to the governance would be discussed in coming the Lump Sum Grant Steering Committee held on 23 March. NGOs are expected to enhance the transparency of their governing boards and senior management as well as the use of LSG reserve and Provident Fund by proper channels for the public to access the information. NGOs also needs to consult staff on important matters appropriately by appropriate and possible ways. Besides, the staff remuneration policies are also expected to disclose to concerned staff for reference. Member stated that more explanation on the definition of the "important matters" is needed.

- Concerning the use of LSG reserve fund, the coming Specialized Committee on Sector Finance would have follow-up discussion with SWD after the Council received the reply from SLW.

(2.3) NGO Due Diligence

- The chapters and appendixes of the tool kit were briefly introduced. The staff team reported that the launch of the tool kit would be delayed due to a law amendment. HKCSS would revisit the tool kit and the Chinese and English versions would be published in the first half of 2023. Members suggested to pay attention to the regulation of crowdfunding activities and update after the legislation.

(2.4) Best Practice Awards in Social Welfare

- The staff team introduced the 2023 Best Practice Awards in Social Welfare that the invitation of application has been launched. Members were invited and encouraged to promote the Award. A zoom briefing session would be held on 31 Mar 2023 to introduce the Award Scheme to interested NGOs.

(2.5) Oversea Study Tour 2023/24

- HKCSS would organize 11 overseas study tours with the topics including aging, rehabilitation, end-of-life & palliative care, housing, evidence-based practice and digitalization etc. HKCSS would cover 50% of application fees and agencies would be responsible for the remaining cost. A full list of overseas study tours would be sent to agency members soon.

(2.6) Update on Strategy Committees

- The three strategy committees reported the main focus of the discussions in the first meeting.
- The Strategy Committee on Talent Development brainstormed the qualities of talent and discussed the current trends on talent development. The members of the committee shared their observation and commented that the focus of talent development was far more than knowledge and skill training. It should include expansion of staff's horizon, nurturing and mentoring, improving networking skills, providing boarder exposure, nurturing a business mindset, etc. In addition, the members emphasized the retaining of talents and staff development. The members suggested to organize a cross-NGO job attachment programme, and more visits and sharing sessions within the sector and cross-sector.
- The Strategy Committee on Tech-Enablement reported on the tasks and progress of the team. Members supported and recommended the Digital Social Service Platform, data-driven decision-making for forecasting service needs, and connecting IT

companies or start-ups with NGOs, etc.

- The Strategy Committee on Co-Creation reported the reorganization of the staff team structure and announced the formation of the co-creation team. They discussed the definition of “strategy” and their discussion focus. The members showed concerns on the principle and mechanism to identify specific agenda and suggested not to focus on program-level tasks. The direction and focus of the Caring Companies Scheme would be further revised.
- The members observed that there might have overlapping of work of different Committees and suggested to clearly define some key concepts, such as “impact-driven”, so as to establish a common ground to further discuss and explore the strategic collaboration. Internal communication channels and coordination mechanisms for information sharing should be developed. Further communication between the Council and Agency Members as well as concerned stakeholders is suggested.

(2.7) Highlight of Team’s Annual Work Focus and Progress Update

- Refer to the appendixes.

(3) Consultation on Enhancing Regulation of Crowdfunding Activities (Appendix 2)

- 3-month consultation on enhancing regulation of crowdfunding activities was launched in December of 2022. Staff team introduced various recommendations on enhancing the transparency and accountability of crowdfunding activities. In addition, a Crowdfunding Affairs Office is proposed to set up for the coordination of the regulatory and administrative matters related to crowdfunding activities centrally. HKCSS would consolidate the opinions and submit a feedback paper to the Government before 7 Apr.
- Focus groups were arranged by the Council before to collect opinions from the sector. Member suggested to consider the exemptions to fulfill the requirements, such as an exemption for section 88 and NGOs under SWD’s subvention. Members also showed concerns on the responsibility of reporting for participating parties in donation platforms, such as including oversea platforms. On the other hand, as donors should disclose their real name after the donations exceed the certain amount, members suggested to increase the amount level so as to facilitate the donation. The application procedure was also suggested to streamline for one application for activities within the same scheme with the same nature. In addition, required time for approval of application should be shorten and an appeal mechanism should be established. The members suggested to engage Legislative Council Members to reflect the views collected from welfare sector.

(4) HKCSS Convention cum HK Social Service Expo – Review and Recommendations

- The event was held on 15 Feb 2023. Due to time constraints, the evaluation of the event would be presented in next meeting.

(5) Digitalization in Social Welfare Sector – Focus and Strategy

- Due to time constraints, the focus and strategy would be shared in the next meeting. The budget speech raised the policy direction for the development of the smart city. Members suggested to invite guests to share on smart city and facilitate the application of AI in welfare services.

(6) A.O.B.

- Nil

(7) Date of next meeting and proposed meeting schedule

No. of meeting	Date	Time
4	19 Jul 2023	2:30-5:00pm
5	20 Sep 2023	2:30-5:00pm

Adopted by: _____
(Chairperson)

Date: _____