

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

Minutes of the 3rd meeting held on 24 May 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 Lai Kwan, Queenie	Evangelical Lutheran Church Social Service - Hong Kong
	Ms. CHAN Siu Lai	The Salvation Army
	Mr. CHAN Wai Leung, Charlie	Caritas - Hong Kong
	Mr. CHIU Han Man, Raymond	Baptist Oi Kwan Social Service
	Ms. LEE Shuk Wai, Anthea	The Society of Rehabilitation and Crime Prevention, Hong Kong
In-attendance:	Mr. Raymond LAI	HKCSS
	Mr. Tom CHAN	HKCSS
	Ms. Joyce HO	HKCSS
	Ms. Hindy KAI	HKCSS
	Ms. Vicky LI	HKCSS
	Mr. Ricky FUNG	HKCSS
	Mr. Andy CHAN (Recorder)	HKCSS
Apology:	Ms. LEUNG Siu Ling, Ivy	Christian Family Service Centre
	Ms. LI Chi Mei, Cross	Hong Kong Christian Service

(1) Confirmation of minutes of last meeting

- Members confirmed the Minutes without any amendment.

(2) Matter Arising

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

- HKCSS raised concerns on the Guidelines in the Lump Sum Grant Steering Committee held in March, and received positive feedback from SWD – 1) expanding scope of service and activities exemption from SWD subvented to SWD coordinated/supported; 2) the management decision of NGO with clear definition to define FSA / FSA-related activities in view of the principles of Guideline; 3) implementation of the Guidelines will be started in 2024/2025; 4) remain the existing practice to calculate annual LSG Reserve.
- Subvention team of SWD will attend the meeting of Specialized Committee on Sector Finance held on 8 June. Some of sector’s concerns would be discussed, including administrative method to handle cross-financial year project, exception of cost apportionment for self-financing units (focus on the social centres with SWD’s rent and rate grant) and social enterprises (focus on project granted by SWD’s “Enhancing Employment of People with Disabilities through Small Enterprise”, definition of FSA / FSA-related in various service setting as well as the arrangement and coordination of service inspection between service branches, subvention branch and finance branch. Members suggested to collect real cases and scenarios from NGOs for further discussion with SWD.
- Members suggested: 1) Explore different scenarios for optimizing the Guideline with reasonable timeline for data collection; 2) connecting the corresponding service branch; 3) consolidating the cases which would be endorsed by SWD for NGOs’ reference to implement the cost apportionment guideline effectively.

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

- The Council submitted two papers to SWD through 2023 WAPS to follow-up the recommendations of LSG review report, including: “提供足夠中央行政支援、加快人手編制檢討” (chapter 2) and “提供配套支援、推動服務數碼轉型” (chapter 3). Major recommendations are suggested to strengthen the grant level of central administration, speed up the review of service review and notional staffing establishment as well as the flexible use of LSG reserve etc. The proposal has been uploaded to the WAPS webpage.
- The latest notification letter to NGOs for the “implementation of the Recommendations of the review Report on Enhancement of Lump Sum Grant Subvention System” pertaining to the recommendations related to NGO’s governance has been sent to the Chairpersons of NGOs in March.

- Concerning about the use of LSG reserve, it would be followed up in the coming meeting of Specialized Committee on Sector Finance held on 8 June 2023

(2.3) Best Practice Awards in Social Welfare 2023

- The staff team invited members to nominate projects to participate and promote the Award. Members were reminded that the application deadline of 2023 Best Practice Awards in Social Welfare would be 16 June 2023.

(2.4) Update on Strategy Committees

- A policy statement on Developing Family Office Businesses in Hong Kong was announced on 24 March by the Government. It sets the stance and measures on developing a conducive and competitive ecosystem for global family offices to thrive in Hong Kong. Concerning the issue of the Policy Statement, the Strategy Committee on Co-creation will try to explore the policy implication to the welfare sector and possible direction and strategy to address the trends. Besides, Stakeholders Engagement, Solution Hub and Caring Company Scheme will be discussed in coming meeting.

(2.5) Teams' Progress Report

- The MLS team briefly introduced the objective, function and new infrastructure of the NGO directory. The major focus of the enhancement would be service accessibility and visibility of service units. In addition, smart search and auto-suggestion on service will be introduced. Members suggested: 1) provide simplified Chinese keyword search for cross-border students to assess easily; 2) cover the services provided by non-subsidized NGOs; 3) frequently update the signature projects with specific themes.

(3) Digitalization in Social Welfare Sector

- The ITRC team reported the findings and observations in IT survey for the needs of NGOs. Top priorities in welfare sector were: Client Information System (CIS), Donation System, Event Enrollment System, and payment. Besides, the Data analytic and data-driven decision making should be promoted in service planning, delivery and management. In addition, Cloud Strategy for welfare sector should be developed so as to facilitate the development of data analytic. On the other hand, Software-as-a-Service (SaaS) model would be promoted.
- Members suggested: 1) review and clearly define the role of HKCSS to promote digital transformation in welfare sector. 2) development of tech talent in welfare sector should be addressed. 3) develop platform to incubate innovate tech-project by collaborative partnership of NGOs and Startups; 4) promote knowledge and good

practice sharing; 5) introduce the IT experts and startups to NGOs for further collaboration.

(4) HKCSS Convention cum HK Social Service Expo

- The Convention cum Expo was successfully held with objectives achieved on 15 February 2023 which over 5,000 participants attended the event. Members appreciated the Council’s effort with some recommendations: 1) objectives and functions of the Convention cum Expo in view of the new strategic goals and plans of HKCSS as endorsed in 2022 should be reviewed; 2) effective mechanism for setting Agenda should be developed, particularly how to communicate well with the Committee members, Agency members and stakeholders; 3) Cross-sectoral collaboration and co-creation should be promoted; 4) target participants of the event should be further reviewed.
- Tentatively, the 2-day program of Convention cum Expo 2024 would be held in early May 2024 which aim at promoting consensus building of agenda setting and facilitating cross-sectoral co-creation and collaboration.

(5) A.O.B.

- Nil

(6) 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: _____