

THE HONG KONG COUNCIL OF SOCIAL SERVICE
Minutes of the 3rd Meeting of
The Standing Committee on Sector and Capacity Development (2019-20) (Draft)

Date : 11 May 2020 (Monday)

Time : 2:30pm – 5:00pm

Format : Zoom meeting online

Present:

Mr. CHAN Kin-hung, Charles(Chairman)	The Boys' and Girls' Clubs Association of Hong Kong
Mr. CHIU Han Man, Raymond	Baptist Oi Kwan Social Service
Mr. CHAN Wai-leung	Caritas - Hong Kong
Ms. CHAN Lai-kwan, Queenie	Evangelical Lutheran Church Social Service – Hong Kong (Representative of Specialized Committee on Sector Finance)
Mr. AU YEUNG Wai-hong, Peter	Heep Hong Society
Ms. CHAN Pui-yi	Hong Kong Christian Service
Ms. LO Ka-lok, Annie	Hong Kong Family Welfare Society
Dr. LUI Wai-ling, Annissa	Hong Kong Lutheran Social Service, The Lutheran Church - Hong Kong Synod
Ms. WONG Sim-yim, Rebecca	Hong Kong Sheng Kung Hui Welfare Council Limited
Ms. Judy KONG	InspiringHK Sports Foundation
Ms. FUNG Dun-mi, Amy	New Life Psychiatric Rehabilitation Association
Ms. WONG Sau-wa	The Church of United Brethren in Christ, Hong Kong Limited – Social Service Division

Apology:

Mr. CHUN Shing-Chi	Life Workshop
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In attendance:

Mr. Cliff CHOI (Secretary)	HKCSS
Ms. CHEUNG Lai-wah	HKCSS
Ms. Tina Lee (recorder)	HKCSS
Mr. Peter Kwok	HKCSS
Mr. WK TAM	HKCSS
Ms. Stella HO	HKCSS
Ms. Lois LAM	HKCSS
Mr. Tony LEE	HKCSS
Ms. Ricky FUNG	HKCSS

1. Confirmation of the Agenda

The Agenda was confirmed unanimously by the Committee.

2. Confirmation of the Minutes of the First Meeting

The Minutes was confirmed unanimously by the Committee.

3. Highlights of work units (App 2)

The progress report was sent to all Members before the meeting and staff team highlighted below updates.

Mr. Cliff CHOI updated more funding opportunities were coming for non-subvented NGOs and invited 3 Members to screen project proposals received, mainly document review of brief introductions from NGOs.

Ms. Lois LAM reported HKCSS Institute resumed face-to-face trainings from mid May for Agency Members. The Institute would conduct a HRM talk with hybrid mode (face-to-face and online) for the first time in June.

Ms. Stella HO reported the tax exemption cases were a special discretion given to 5 concerned agency members by Government. NGOs could not use them as preceding cases for future tax assessment. Mr. Cliff CHOI reminded NGOs may need to adjust operations to align with their charitable clause. The Council would organize a sharing with representative(s) from The Inland Revenue Department to explain “Tax Guide for Charitable Institutions and Trusts of a Public Character” in July or August.

4. Application of Electronic Payment and Collection Technology in Social Service Sector (MLS)

Ms. CHEUNG Lai-wah explained that to facilitate Agency Members to keep abreast of the development of the technology of electronic payment and collection, which may enhance operational efficiency in NGOs' daily monetary transactions and donation appeals, the Council had been liaising with several major local service suppliers for introducing their services applicable to social service organizations. As planned, a few potential suppliers would be invited to make presentations in the briefing session in July, several NGOs who have experience in electronic payment would also joined as commentators. Mr. Peter AU YEUNG would explore the possibility with the Council to invite Global Payments to the briefing as well. Moreover, the Council would conduct a pre-assessment of the level of understanding of electronic payment and collection technology among Agency Members before the briefing.

Mr. WK TAM reminded Members that the role of the Council is to facilitate Agency Members to identify suitable suppliers and service packages that meet their needs. While best possible terms would be negotiated for Agency Members, the Council would remain neutral in service choice and have no vested interest in the course. Agency Members shall pay attention to costs of installation and system integration, transaction surcharge and maintenance fee, bank account requirements during their negotiations with suppliers.

5. Review on Enhancement of Lump Sum Grant Subvention System (the Review) - Data collection on Mid-point as benchmark (HKCSSI & MLS)

Ms. CHEUNG Lai-wah reported in the course of the Review, it was learnt that a preliminary conclusion had been made by the consultant [commissioned by the Social

Welfare Department (SWD)] that the current benchmark of subvention provision, i.e. mid-point of Master Pay Scale (MPS), was considered sufficient if the full MPS (i.e. starting point, maximum point, and pay-point increment fully reflecting the number of years of experience of staff) to be followed.

While the sector had a common understanding that the mid-point was insufficient in financing a strict follow of the said MPS and recognition of years of experience, the Council, under the steering of the Specialized Committee on Sector Finance, had initiated an exercise to collect both “year of experience” and “snapshot staff” data from subvented agencies, so as to develop argument for a review, and subsequent enhancement, on the mid-point benchmark provision.

The data collection was completed in early May 2020 with the concerted effort of the HKCSS Institute (the subject team of salary survey) and the Membership Liaison and Service. Mr. Cliff CHOI remarked the findings were generally supporting sector’s common understanding mentioned above to a certain extent. Meanwhile, the findings were under review by the Specialized Committee on Sector Finance.

6. Update on Information Portal and NGO support on remote office (ITRC)

Mr. Tony LEE provided an update on information portal and NGO support on remote office. Responding promptly to the rapidly-evolving epidemic situation in Hong Kong, the Social Service Anti-Epidemic Information Portal (社福抗疫資訊網站) (ac19.hkcss.org.hk) was launched in February with the support of many partner NGOs with the common objective to facilitate sharing of relevant anti-epidemic news/information particularly in the social service sector.

The Portal maintains 4 major categories of contents, including epidemic prevention advices, suggestions of home-based activities during this critical period, mental wellness and inspirational stories of good works done. As at 4 May, 500+ articles have been posted, attracting over 15,000 visitors and 50,000+ page views.

The Portal also provides easy linkage to online anti-epidemic materials donation platforms (Me2You and GoodCity.hk), with which anti-epidemic supplies can be channeled to the needy via participating NGOs. 9,800+ masks, 500+ bottles of hand sanitizer, 800+ packs of disinfection wet wipes have been distributed.

During the widespread epidemic situation, “work from home” arrangement is necessitated which in fact predominates rapidly. ITRC identified practical ICT solutions and introduced various alternatives briefly via our newsletter and provided technical advices in follow-up enquiries from NGOs.

ITRC would organize 2 webinars, respectively on Virtual Office (May) and Digital Social Service (June), for NGOs to accommodate the emergent situation whereby work-from-home arrangement may prolong.

7. Disruption of governance practices amidst the pandemic (GPP)

Ms. Stella HO reported that in collaboration with PILnet and Mayer Brown, a webinar on “NGOs’ Governance Practices Amidst COVID-19” was held on 9 April 2020. The webinar explored the special arrangements on holding board meetings and AGM during the pandemic. A total of 158 attendees joined the event.

As a follow up of the webinar, the collaboration with PILnet and Mayer Brown would further arrange free online legal consultation sessions on related matters for 8 NGOs. Mayer Brown would also take on pro bono service to help 2-3 NGOs amend their Articles of Association, allowing the agencies to hold a general meeting at two or more places by using technology. PILnet would recruit more law firms to provide similar pro bono service if other NGOs make such requests.

Upon the request of the Council, The Hong Kong Institute of Chartered Secretaries published a guidance note in April to help NGOs incorporated as companies understand the impacts of the Prevention and Control of Disease (Prohibition on Group Gathering) Regulation with regard to their meeting arrangements, in particular on AGM.

With the support of The Hong Kong Institute of Chartered Secretaries and The Tricor Group, the webinar on “Hybrid AGM under the Companies Ordinance” was held on 29 April 2020. The online seminar specifically focused on the compliance under Companies Ordinance and considerations for holding a hybrid AGM. The Tricor Group also provided a demonstration with their e-meeting system on how to perform registration, voting (with proxy) and submitting questions during a hybrid AGM. There were a total of 121 attendees at the event.

Over 270 persons had enrolled for the webinar on “Compliance of the Personal Data (Privacy) Ordinance for NGOs” co-organized with PwC, to be held at the end of May 2020. There would be two sessions respectively conducted in Cantonese and English. A bi-lingual toolkit on this topic would be distributed to our agency members after the event for their easy reference.

8. A.O.B.

There was no A.O.B.

9. Date of next meeting and upcoming meetings

Next meeting is scheduled on 13 July 2020 (Monday) at 2:30 pm.