

THE HONG KONG COUNCIL OF SOCIAL SERVICE

**1st Meeting of
The Standing Committee on Sector and Capacity Development (2019-20)**

Date : 4 December 2019 (Wednesday)
Time : 2:30 pm – 5:00 pm
Venue : Room 1410, 14/F, Duke of Windsor Social Service Building,
15 Hennessy Road, Wanchai, Hong Kong

Present:

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
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
Mr. CHAN Kin-hung, Charles	The Boys' and Girls' Clubs Association of Hong Kong
Ms. WONG Sau-wa	The Church of United Brethren in Christ, Hong Kong Limited – Social Service Division

Apology:

Ms. LO Ka-lok, Annie	Hong Kong Family Welfare Society
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In attendance:

Mr. Cliff CHOI (Secretary)	HKCSS
Ms. CHEUNG Lai-wah	HKCSS
Ms. Stella HO	HKCSS
Ms. Hindy KAI	HKCSS
Ms. Tina LEE	HKCSS
Mr. Tony LEE	HKCSS
Ms. Kiki WONG	HKCSS
Mr. Peter KWOK (Recorder)	HKCSS

1. Welcome newly elected members

Mr. Cliff CHOI welcomed all the members and especially new members.

2. Election of Chairperson and Vice-Chairperson

The Committee agreed that 2 Vice-Chairpersons to be elected for the term 2019-20.

Election of Chairperson

Mr. CHAN Kin-hung Charles was nominated by Ms. CHAN Pui-yi, and seconded by Dr. LUI Wai-ling, Annissa.

As there was no further nomination received, Mr. CHAN Kin-hung Charles was elected as the Chairperson of the Committee for the term 2019-20.

(The meeting was chaired by Mr. CHAN Kin-hung Charles onwards.)

Election of Vice-Chairpersons

Ms. CHAN Pui-yi was nominated by Dr. LUI Wai-ling, Annissa, and seconded by Mr. AU YEUNG Wai-hong, Peter.

Dr. LUI Wai-ling, Annissa was nominated by Mr. CHIU Han-man, Raymond, and seconded by Mr. CHAN Kin-hung Charles.

Ms. FUNG Dun-mi, Amy was nominated by Ms. CHAN Pui-yi, and seconded by Ms. JUDY KONG.

Upon secret ballot, Dr. LUI Wai-ling, Annissa and Ms. FUNG Dun-mi, Amy were elected as the Vice-Chairpersons of the Committee for the term 2019-20.

3. Confirmation of the Agenda

The Agenda was confirmed unanimously by the Committee.

4. Confirmation of the Minutes of the fifth meeting of last term (App 1)

Ms. CHEUNG Lai-wah reported to the Committee that the Minutes had been endorsed by the Committee of last term. Matters arising from the last meeting would have been included in the following agenda items.

5. Highlights of work units (App 2 – progress report)

The progress report was sent to all Members before the meeting. The following highlights were made by staff members of the HKCSS.

Ms. Stella HO reported that the NGO Directors' Luncheon would be rescheduled to 17 January 2020, in which the Director of SWD, Mr. Gordon Leung would be the guest speaker.

Mr. Tony LEE provided an update on the Digital Terrestrial Television Assistance Programme (DTTAP). There were 101 centres / units supporting the implementation of the scheme and the tendering exercises for TV supply and hotline service had been completed. Mr. LEE added that the programme would be launched in mid-January 2020.

Ms. Tina LEE reported that the CEO luncheon had been cancelled and the next luncheon would be organized in April 2020.

Ms. Hindy KAI briefed the Committee that there will be two social work world conferences in 2020, to be held in Italy and Canada respectively. Call for abstracts would be ended in December 2019.

Ms. CHEUNG Lai-wah presented the progress on the “HKCSS Most Impactful Small and Medium-sized Non-subsided NGO Award 2019” under the “Project Star”. Ms. CHEUNG reported that the first stage of assessment had been completed in success with the active participation of Committee Members and other adjudicators.

The progress report was received and noted by the Committee.

6. Selection of representatives to serve in Steering Committees / Advisory Committees / Task Groups (App 3)

After deliberation, the following members of had been selected to serve / to present as representatives of the Standing Committee on Sector and Capacity Development in various Committees:

Committee(s) / Group(s)	Member(s) selected
Executive Committee	Ms. FUNG Dun-mi, Amy
Assessment Committee for Membership Application	Ms. CHAN Pui-yi Mr. CHIU Han-man, Raymond
Steering Committee on Work in Mainland China	Dr. LUI Wai-ling, Annissa
HKCSS Institute Steering Committee	Ms. WONG Sim-yim, Rebecca Ms. Judy KONG
Steering Committee on Joint Insurance Scheme	Mr. CHAN Wai-leung
Steering Committee on NGO Governance Platform Project	Ms. WONG Sau-wa
Innovation and Technology Business Management Committee	Mr. Peter AU YEUNG
NGOs Salary Survey Working Group	Ms. CHAN Lai-kwan, Queenie

7. Co-option of new members and vacancy replacement mechanism

The Committee confirmed that, in case a vacancy arises mid-term for an elected Member, the seat would be filled by reference to the election result of the preceding election. The first candidate who has not yet been elected with the largest number of votes in the preceding election will be returned. The Committee also agreed that the vacancy should only be filled if the remaining term of office was more than 3 months.

With regard to co-option of new members, the Committee agreed to co-opt one to two representatives of small-to-medium-sized NGOs, with considerations on the staff number, readiness in participating in the Committee, and the organization development of the agencies. The HKCSS staff team would attempt to nominate such candidate(s) by circulation so that the invited member(s) could join the next Committee meeting.

8. Updates on Lump Sum Grant (LSG) Review and LSG related issues (MLS)

Mr. Cliff CHOI shared with the Members on latest development of the Review on the Enhancement of the Lump Sum Grant Subvention System. Members had deliberated on the various preliminary recommendations, in particular on the management and use of LSG and Provident Fund reserve. The discussions would be continued in relevant platform of the HKCSS.

9. Draft views on the new Tax Guide (GPP)

Ms. Stella HO provided an update on the HKCSS' submission in response to the announcement of the "Tax Guide". Ms. HO added that consultations had been conducted to incorporate opinions from agencies and advices from professional. Members suggested to further enrich the passage by listing more activities conducted by NGOs, e.g. operation of campsites, policy advocacies, etc. It was understood that the effect of the submission would be limited and that NGOs should be prepared to review their annual reports / websites, to seek legal and financial advice, and to align their activities with the expressed objects stated in their governing documents.

10. Update on the Review of IT Strategy for Social Welfare Sector

Mr. Tony LEE briefed the Members on the latest development of the Review. Mr. LEE reported that the SWD had appointed a consultant which would meet NGO representatives for a comprehensive study in the period of November 2019 to March 2020. The scope of the study would include but not limited to the needs and application landscapes of NGO in subscription-based services, shared IT platforms, recurrent financial implications for IT development / infrastructure maintenance, profiling of NGOs of various scales in terms of their IT needs and readiness, etc.

Members expressed concern on omitting the non-subvented sector in the Review study. It was agreed to allow HKCSS and ITRC staff team to explore supplementing the study on the non-subvented sector.

11. NGO Salary Survey

Ms. Tina LEE explained to the Members on the changes in the NGO Salary Survey, including increasing number of job codes to 18, requesting information on employee benefits by benchmarking to requirements of the labour legislations. It was noted that 123 NGOs were participating in the NGO Salary Survey 2019, representing 43,800 employees and accounting for 60% of employees of the social welfare sector.

12. Declaration of Interest

Ms. CHEUNG Lai-wah briefed the Members on the requirements of “Declaration of Interests by Members of Governing Committees of HKCSS”. Members had taken note of the requirements.

13. A.O.B.

13.1 Mr. Cliff CHOI advised Members that a governance forum on LSG review was planned to be held in February 2020. The promotional email would be sent to all agency members soon.

13.2 Mr. Cliff CHOI briefed Members on the HKCSS’ recent exploration on introducing e-Payment Platform for the sector. A non-exclusive offer from an e-Payment service provide was introduced and the Members agreed the HKCSS team to continue liaison with different providers for e-Payment offers for the sector. Members also opined that special offers should be announced as early as possible, otherwise agencies would have been engaged in service contracts and might not be able to enjoy better deals acquired by the HKCSS.

14. Date of next meeting and upcoming meetings

The following dates and time were proposed for the upcoming meetings:

Date	Meeting Time
16 March 2020 (Monday)	2:00 pm
11 May 2020 (Monday)	2:30 pm
13 July 2020 (Monday)	2:30 pm
14 September 2020 (Monday)	2:30 pm