

THE HONG KONG COUNCIL OF SOCIAL SERVICE
Standing Committee on Sector and Capacity Development

Date : 7 June 2018 (Thursday)
 Time : 2:30pm-5:15pm
 Venue : Room 1410, 14/F, Duke of Windsor Social Service Building,
 15 Hennessy Road, Wanchai, Hong Kong

Present:

Mr KWOK Lit Tung (Chairperson)	Christian Family Service Centre
Ms YEUNG Yee Ching, Noel (Vice-chairperson)	Kwun Tong Methodist Social Service
Ms CHAN Ching Yee, Susan	Evangelical Lutheran Church Social Service - Hong Kong
Ms CHAN Pui Yi	Hong Kong Christian Service
Ms CHOI Ka Yi, Jenny	St. James' Settlement
Mr CHUN Shing Chi	Life Workshop
Ms LI Siu Fan, Perina	The Salvation Army
Ms WONG Sim Yim	Hong Kong Sheng Kung Hui Welfare Council Limited

Apology:

Ms YEUNG Kin Ha, Yvonne (Vice-chairperson)	Hong Kong Young Women's Christian Association
Mr AU YEUNG, Peter	Heep Hong Society
Mr SUEN Kwok Tung, Eddie	SAHK
Mr TSANG Kin Ping	Hong Kong Alliance for Rare Diseases

In attendance:

Mr Cliff CHOI	HKCSS (Secretary)
Ms CHEUNG Lai Wah	HKCSS
Ms Stella HO	HKCSS
Ms Lois LAM	HKCSS
Mr Edmond KEUNG	HKCSS
Mr Peter KWOK	HKCSS
Ms Valerie LAU	HKCSS
Ms Irene HOU	HKCSS (recorder)

Adoption of the Agenda

The agenda of the meeting was confirmed.

1. Confirmation of the Minutes of the Last Meeting held on 8 February 2018

The organization of Ms Noel YEUNG was amended as “Kwun Tong Methodist Social Service”.

Mr CHUN Sing Chi of Life Workshop had sent apology for the last meeting.

Item 9 “Mr. Tony LEE briefed the survey result in which most NGOs, except for the very large ones, are able to afford the resources for major IT investments, eg. on innovative application of ICT.” was amended as “Mr. Tony LEE briefed the survey result in which most NGOs, except for the very large ones, are unable to afford the resources for major IT investments, eg. on innovative application of ICT.”

Item 14 “There being no other business, the meeting ended at 11:45am.” was amended as “There being no other business, the meeting ended at 5:00pm.”

The minutes of the last meeting was confirmed after the above amendments.

2. Matters Arising

Matters arising were covered in the work reports and discussion items.

3. Highlights of Work Units

Detailed progress report was set out in Appendix 2.

4.1 Membership Liaison and Service

4.1.1 Promotion of Industry Standard of Funding to Administration Support to Project-based Services

Ms CHEUNG Lai Wah reported that in the seminar held on 30 May, representative of SWD was invited to elaborate the current practice on the provision of central administrative supports while two NGO representatives shared their experience, and a session of sub-group discussion was carried out to collect comments and feedbacks from over 100 participants. The discussion and comments would be incorporated in a report to be submitted to the Specialized Committee on Sector Finance to facilitate the engagement of the sector and the lobbying strategy to other funders.

Ms CHAN Pui Yi highlighted some comments from the group discussion that except for the eight funds managed by SWD, other funding sources did not include the central administrative costs, and some funding sources could hardly cover the program cost, let

alone administrative cost. She also mentioned that while central administrative supports was one of the areas that the sector was advocating, there were needs for industry standards of funding to areas including rental cost, staff salary and reporting requirement.

Ms CHEUNG Lai Wah said that the above mentioned issues would be followed up by the Specialized Committee on Sector Finance.

4.1.2 Project Star – Co-located Offices in Shatin

Ms CHEUNG Lai Wah reported the progress of setting up a Base for Capacity Development for Self-financed NGOs cum Co-located Offices, aiming to support small sized NGOs and promote collaboration of agencies in the New Territories.

4.2 International & Mainland China Affairs

Ms Valeria LAU tabled the list of (68) registered Hong Kong NGOs in the Mainland. It was noticed that the quantity of registered HK NGOs in Guangdong was rather small although there should be quite a number of HK NGOs operating. The reason would be the fact that overseas NGOs were requested to register under a specific supervisory organization (主管單位) but most of the HK NGOs in Guangdong provided services in various natures that no single supervisory organization could accommodate. Such situation was reported to the Liaison Office of the Central people's Government in HKSAR.

Ms Susan CHAN asked if there was any analysis on the registered NGOs as it was found that most of them were foundations. Ms Valeria LAU responded that the reason was unclear but it was noted that the registration procedures were complicating and varied among different provinces. She further explained that the Council had been supporting NGOs to file the registration in the Mainland by providing relevant information, and a self-help group would be set up to assist NGOs which were intended to file the registration. A working group on Guangdong-Hong Kong-Macao Bay Area was also formed.

4.3 NGO Governance Platform Project

4.3.1 Two surveys on governance

Ms Stella HO reported that two surveys on governance were launched and agencies were invited to participate. By joining the Hong Kong NGO Governance Health Survey, NGOs could get an individual report and attend debriefing sessions on how to make use of the information in the report for improvement. An in-depth debriefing service would be provided to 15 agencies, with the support from the sponsors. Deadline of indication of interest to join the in-depth debriefing service was 30 June and the deadline of online questionnaire submission was 31 August. Ms CHEUNG Lai Wah said that some NGO

representatives asked for sample questions of the survey so that they could elaborate to their board and encourage participation. Ms Stella HO responded that she would discuss with the survey partners to check if sample questions could be provided.

For the Survey on Financial Reserves of Social Service Agencies, the results would be announced in the forum on the date of AGM in November. The deadline of submission would be on 31 July. Mr Cliff CHOI He supplemented that the key findings would be shared and discussed in the Committee before announcement.

4.3.2 NGO Directors' Luncheon

A memo would be sent to agencies the day after the meeting to invite board members and heads of Agency Members to join the Directors' Luncheon to be held on 11 July with Director of Audit as the special guest. The venue would be HKICPA's office at Wu Chung House. Mr Cliff CHOI added that the Council had been liaising with the Office of Audit Commission for around nine months for an opportunity to meet and have dialogue with NGOs. There would be a Q&A session.

Members asked if seats could be reserved for the Standing Committee member. Ms Stella HO responded that she would send invitation to the members after the memo was dispatched.

4.3.3 AGM cum Governance Forum

Ms Stella HO and Mr Cliff CHOI highlighted the AGM cum Governance Forum to be held on 9 November with the theme of "Building Financial Resilience for Mission Accomplishment".

4.4 HKCSS Institute

4.4.1 Ms Lois LAM reported that the CEO luncheon would be held on 29 June at YMCA, Wanchai with the Managing Director of Towngas as the speaker. Interested Members could email her for enrollment.

4.4.2 The Organizational Health and Capacity Assessment was under development and pilot run would be made.

4.4.3 The progress of salary survey would be reported in the upcoming special meeting.

4.5 Information Technology Resource Centre (ITRC)

Mr Edmond KEUNG reported that a proposal was submitted to SWD to solicit support on security risk assessment and audit in the sector.

4.6 Internet Learning Resource Centre (ILRC)

Mr Edmond KEUNG stated that the OGCIO funding to the Internet Learning Support Program (ILSP) would end on 31 August. The management of ILRC and ITRC was merged on 1 April. The work of ILRC was wrapping up and would be taken up by ITRC. The service provided by BGCA on ILSP would be suspended after 31 August and their users were given the contact of ILRC in case they would like to continue the service through ILRC.

Mr CHUN Shing Chi shared that the need was much higher than expected, especially when the service was deemed to be a way of helping families to get out of poverty. Mr KWOK Lit Tung suggested considering soliciting support from Community Care Fund.

4. Review of Lump Sum Grant Subventions System

Ms CHEUNG Lai Wah shared that a meeting of Specialized Committee on Sector Finance and the Subvention Division of SWD was held on 9 May to discuss the FSA and cross subsidization issues. Mr Cliff CHOI, Ms CHEUNG Lai Wah and Mr Alex WONG (SWD) had a follow up meeting. Mr Cliff CHOI recapitulated the four scenarios for Members' reference and consideration:

- i additional resources supporting non-subvented service (mission, objectives and targets not relating to FSA), but with agency's central administrative support (eg Agency Head)
- ii additional resources (non-time limited) supporting FSA related service
- iii project funding supporting FSA related service
- iv service with targets not falling into FSA scope but being the extension of the FSA targets

Ms CHEUNG Lai Wah supplemented that further discussion would be made in the Specialized Committee on Sector Finance in July.

Mr Cliff CHOI reported that among the aspects that we fought for resources under the notional staff establishment, it seemed to be much feasible to have discussion on issues relating to the adjustment on the staff proportion. For issues incurring additional number of staff, service review would likely be needed. Ms CHEUNG Lai Wah shared the engagement plan and the scope of Study. Mr KWOK Lit Tung invited Members to send comments, if any, to Ms CHAN Pui Yi.

5. Initial Findings of Membership Feedback Survey 2018

Mr Peter KWOK presented the findings of the survey that agencies supported the Council's four main areas of work and its direction in general. Some respondents commented the Council should not put extra support to small sized NGOs. Mr Cliff CHOI emphasized that the programs we carried out would not target one or two specific NGOs but the agencies with similar scale as a whole.

Mr KWOK Lit Tung opined that the Government had been supportive to the Council, which might enhance the support from the agency members. For the support to small NGOs, he shared that the social needs would be more diversified and more small agencies might emerge to fulfill the needs. Mr CHUN Shing Chi mentioned that the inclusion of more small NGOs in the membership was indeed strengthening the representativeness of the Council.

Ms Noel YEUNG expressed that the design was different from the previous membership survey. The four main directions covered in the survey did not include the development of social work profession. Discussion was made on the Council's role of enhancing professional development, from training in tertiary institutes and registration to the continual development. Members agreed to have further discussion in the upcoming special meeting.

6. Four Outstanding Items of Best Practice Manual

Ms CHEUNG Lai Wah reported the progress of the discussion on the four outstanding items. Members were invited to send their comments and feedback to Ms CHEUNG Lai Wah.

7. Any Other Business

There being no other business, the meeting ended at 5:15pm.

8. Date of next meetings

Special meeting: 3-5pm, 9 August, 2018

Fourth regular meeting: 2:30pm, 27 September, 2018 (meeting date is changed to 17 September, 2018)