

**THE HONG KONG COUNCIL OF SOCIAL SERVICE**  
**5<sup>th</sup> Meeting of**  
**The Standing Committee on Sector and Capacity Development (2018-19)**

Date : 23 July 2019 (Tuesday)  
 Time : 10:00 am – 12:30 pm  
 Venue : Room 103, 1/F, Duke of Windsor Social Service Building,  
 15 Hennessy Road, Wanchai, Hong Kong

**Present:**

Ms. YEUNG Kin-ha, Yvonne	Hong Kong Young Women's Christian Association
Ms. YEUNG Yee-ching, Noel	Kwun Tong Methodist Social Service
Mr. AU YEUNG Wai-hong, Peter	Heep Hong Society
Ms. Judy KONG	InspiringHK Sports Foundation
Ms. LI Siu-fan, Perina	The Salvation Army
Ms. LO Ka-lok, Annie	Hong Kong Family Welfare Society

**Apology:**

Ms. CHAN Pui-yi	Hong Kong Christian Service
Dr. LUI Wai-ling, Annissa	Hong Kong Lutheran Social Service, The Lutheran Church - Hong Kong Synod
Mr. SUEN Kwok-tung, Eddie	SAHK
Mr. TSANG Kin-ping	Hong Kong Alliance for Rare Diseases
Ms. WONG Sim-yim, Rebecca	Hong Kong Sheng Kung Hui Welfare Council Limited

**In attendance:**

Mr. Cliff CHOI (Secretary)	HKCSS
Ms. CHEUNG Lai-wah	HKCSS
Ms. Stella HO	HKCSS
Ms. Lois LAM	HKCSS
Ms. Shirley Kiang	HKCSS
Ms. Hindy Kai	HKCSS
Ms. Kiki Wong	HKCSS
Mr. Matthew Chiang (Recorder)	HKCSS

**1. Confirmation of minutes of the last meeting (Appendix 1)**

The minutes of the last meeting was confirmed.

**2. Confirmation of the Agenda**

The agenda was confirmed.

**3. Matters Arising**

Without HKCSS's consensus, eight small NGOs submitted a letter to SWD about cost apportionment which content direct copied a HKCSS internal document shared with

Agency Members for the preparation of Agency Heads Meeting. The use of such content was neither notified nor approved by HKCSS who held the copyright. The NGOs withdrew the letter after notification and had sent apologies to SWD and HKCSS. The Specialized Committee on Sector Finance discussed the issue and felt sorry to the case. Ms. Anne LO questioned whether similar cases can be prevented in the future. The Chairlady suggested the use of watermark for documents comprising private and undisclosed data. A reminder in Committees involving agencies' heads also recommended to ensure potential reader were alert to documentation confidentiality, while document handling and classification should be strictly enforced.

#### **4. Highlights of work units (Appendix 2 – Progress Report)**

The progress report was sent to all Members before the meeting.

Ms. Lois LAM of HKCSSI introduced the Luncheon with CEO to be held on 20 August. Mr. SHUN Chi Ming, Head of the Hong Kong Observatory was invited to give a sharing on how he leads the Observatory to serve the general public. Members are invited to join the luncheon.

Ms. Shirley KIANG of ITRC reported that the funding proposal for ICT System Risk Assessment and Audit had been approved in June 2019 and 22 NOGs will participate in the pilot programme. The Assessment and Audit will last for 27 months. The details and insights collected in this project will lead to the production of a practice guide for general reference.

#### **5. Membership Review and Suggested Amendments to Constitution (MLS)**

Ms. CHEUNG Lai-wah briefed Members that three meetings were held to review the membership application and management procedures which would lead to the amendment of HKCSS's Constitution. The discussion paper was presented to the Committee.

Ms. CHEUNG Lai-wah introduced several suggestions of the discussion paper especially on membership application criteria and the scope/definition of social services that would be adopted in reviewing the services of applicant NGOs. To enhance accountability and representation of the decisions made to the applications, a Vetting Committee that carrying a role to assess the suitability of applicant NGOs would be formed under ExCo and the Committee is also required to meet with applicants, to clarify any uncertain areas that the staff team identified. The recommendation report for every membership application would be submitted to ExCo for making final decision.

Ms. Noel YEUNG expressed her concern about the workload of the vetting committee, while Ms. Annie LO agreed with the definition set by HKCSS. Ms. CHEUNG Lai-wah explained that the membership applications would be examined and submitted to vetting committee three times per year. Suggestions on membership rights involving the number of vote in General Meeting were discussed. It was suggested that Agency Members remain 2 votes to which are held by her management staff and board member.

Three clauses which are related to 1) refined objects for Inland Revenue Department, 2) membership applications criteria and 3) alignment between English and Chinese versions

and more accurate description proposed to be amended at the Extraordinary General Meeting to be held in November. The membership Review Report and suggested amendments to Constitution would be submitted to ExCo for opinions.

#### **6. Lump Sum Grant Review (MLS)**

Ms. CHEUNG Lai-wah reported that the general analysis of Lump Sum Grant Review was completed and presented in the focused-group meetings. The analysis was recommended to be distributed in advance to maintain relevant discussions. Collection of opinions from Member agencies was emphasized. Task force meetings would be held in September. HKCSS also started to formulate recommendations on the enhancement of staffing establishment.

#### **7. Community Care Fund Digital Terrestrial Television Assistance Programme (ITRC)**

Ms. Shirley KIANG reported that the programme would be started in September. The programme, sponsored by Commerce and Economic Development Bureau, aimed at changing new television set for the underprivileged families in Hong Kong for the launch of digital broadcast in 2020.

Ms. Noel YEUNG advised that HKCSS should clarify with the government that whether the service for DTTV is counted by DECC/NEC FSA service targets and the calculation of administration charge for applications handling and validation to ITRC towards the central administration apportionment.

(Post meeting notes: Administration fee (\$200/ application) would be provided to participated NGOs. The amount is with reference to CCF One-off Living Subsidy for Low-income Households Not Living in Public Housing and Not Receiving CSSA. In view of the workload, the application procedure and application form would be simplified and application is on self-claimed basis. Only shortlisted applicants have to submit supporting documents for the application.)

#### **8. Personal Data Privacy Protection information package (GPP)**

Ms. Stella HO presented the Data Privacy Ordinance Toolkits which was designed to fulfill NGOs' need but still in compliance with PCO requirement. Members are invited to review the toolkit and give comments. A consolidated draft would be presented before next meeting.

#### **9. The third Executive Leadership Development Programme (HKCSSI)**

Ms. Lois LAM reported that the enrollment procedure of the captioned programme would be launched in December 2019 in order that the programme could be commenced in the first quarter of 2020. Members are encouraged to nominate potential executive to participate the 6-month programme.

#### **10. Date of next meeting**

The date of next meeting is tentatively marked on 17 September 2019 at 2:30pm at Room 103. The necessity of having the fifth meeting is subject to further consideration.