

THE HONG KONG COUNCIL OF SOCIAL SERVICE
Executive Committee 2024/25

Minutes of 1st Meeting of the Executive Committee for 2024/25 held on Wednesday, 11 December, 2024 at 5:00 p.m. in Rm 103, 1/F., Duke of Windsor Social Service Building, 15 Hennessy Road, Wanchai, Hong Kong.

Present : Revd Canon Hon. Peter Douglas Koon (Chairperson)
Ms. Yvonne Chak The Hon. Bernard Chan
Ms. Queenie Chan Ms. Chan Siu Lai
Ms. Kitty Chau Mr. Benny Cheung
Mr. Cooke Cheung Mrs. Angela Chiu
Mr. Raymond Chiu Mr. Thomas Chu
Ms. Hsu Siu Man Mr. Larry Kwok
Mr. Billie Lau Mrs. Patricia Lau
Ms. Lau Sze Fan Ms. Elizabeth Law
Ms. Anthea Lee Ms. Carmen Lee
Ms. Joyce Lee Mr. Kennedy Liu
Mr. Henry Ng Dr. Hon. Tik Chi Yuen
Dr. Wan Lap Man

In-Attendance : Mr. Chua Hoi Wai, Chief Executive
Ms. Grace Chan, Business Director
Ms. Cheung Lai Wah, Business Director
Dr. Jessica Tam, Business Director
Mr. Anthony Wong, Business Director

Apologies : Dr. Hon. Lam Ching Choi Dr. CC Luk
Ms. Melissa Pang Ms. Bonnie So

WELCOME

1. At the meeting, Mr. Chua Hoi Wai, Chief Executive, sought consent of the Members to proceed until the election of office-bearers for the Executive Committee (ExCo) was completed. He warmly welcomed all attending Members and took the opportunity to introduce the newly Elected Members and representatives of the Standing Committees who were joining the Council's first ExCo meeting for the term 2024-25.

ELECTION OF CHAIRPERSON, VICE-CHAIRPERSON(S), HON. TREASURER AND HON. LEGAL ADVISOR

2. Mr. Chua updated the Members on the nominations received for the election of the Chairperson, Vice-Chairpersons, Honorary Treasurer, and Honorary Legal Advisor. Proposed by Hon. Bernard Chan and unanimously supported by the attending Members, Revd Canon Hon. Peter Douglas Koon was elected as Chairperson. Ms. Yvonne Chak, Hon. Bernard Chan, and Mr. Kennedy Liu were elected as Vice-Chairpersons. Ms. Elizabeth Law was appointed Honorary Treasurer, and Mr. Larry Kwok was named Honorary Legal Advisor. All elected positions would serve a one-year term from 2024 to 2025.
3. At this point, Revd Koon, as Chairperson, took over the meeting. He expressed gratitude to the Members for their support and emphasized the importance of working together for the betterment of the community. He acknowledged the contributions of the Vice-Chairpersons and expressed his anticipation of their continued support. The Chairperson also specifically thanked Hon. Bernard Chan for his exemplary leadership as past Chairperson, noting his

unwavering commitment and vision that have significantly shaped the Council's direction over the years. Furthermore, he welcomed input from the Members and looked forward to their collaboration in the future.

DATES OF MEETINGS OF THE EXECUTIVE COMMITTEE

4. As per the Council's Constitution, the Executive Committee was required to hold a minimum of 6 meetings per year. In line with previous practices, the proposed schedule of ExCo meetings for the 2024-25 term, as outlined below, was adopted.

1st Meeting	11 December 2024	5:00 p.m.
2nd Meeting*	21 January 2025	6:00 p.m.
3rd Meeting	18 March 2025	5:00 p.m.
4th Meeting	20 May 2025 27 May 2025*	5:00 p.m.
5th Meeting	29 July 2025	5:00 p.m.
6th Meeting	30 September 2025	5:00 p.m.

** To follow-up from the last meeting, the 4th meeting has been rescheduled to 27 May 2025, due to a conflict with the S+ Summit cum Expo, which will take place on 20-21 May 2025.*

CONFIRMATION OF MINUTES OF LAST MEETING

5. Minutes of the last meeting dated 30 September 2024 were confirmed with no amendment.

MATTERS ARISING

6. No matters arising from the last minutes was reported.

MATTERS FOR INFORMATION AND APPROVAL

To note the Chief Executive's Progress Report

7. Mr. Chua highlighted and provided supplementary information to Members on the progress report.

7.1 Champions for Good Awards 2024-25

Mr. Chua reported that the soft launch held on October 3, 2024, was successful, and the Award had been actively promoted through social media and the official website. The response had been positive, with 342 entries submitted across 14 award categories. He extended our gratitude to the NGOs for their support. The first round of vetting has been completed, and all entries received constructive feedback from the judges. It was hoped that this initiative would enhance cross-sector appreciation for NGOs and foster collaboration across different sectors.

7.2 The Directory of Social Service and Welfare Sector Profiling

Mr. Chua noted that the Smart NGO platform (<https://ngo.hkcss.org.hk>) has consistently attracted around 100,000 views per month. By leveraging its features, the Council had launched and promoted the services of various NGOs. It was also aimed to enhance the platform further, expanding its functionality in the future, potentially through improved technologies such as AI.

7.3 Gerontech and Innovation Expo cum Summit (GIES)

The 8th Gerontech and Innovation Expo and Summit (GIES), co-hosted by the Hong Kong SAR Government and the Hong Kong Council of Social Service, and organized in collaboration with the Hong Kong Science and Technology Parks Corporation, had successfully concluded. The four-day event, held from November 21 to 24, attracted over 35,000 visitors who explored gerontechnology products and solutions. Mr. Chua also

invited key government officials to participate in private guided tours, allowing them to experience firsthand the gerontechnology innovations aimed at improving quality of life of elderly people and people with disabilities.

This year's expo showcased a variety of innovative gerontechnology products and solutions from Hong Kong, mainland China, and around the world. Notably, progress was made in promoting CareFood, including a significant step forward with the signing of a Memorandum of Understanding with the Chinese Manufacturers' Association of Hong Kong (CMA). This collaboration was crucial in establishing a standard for CareFood in the Greater Bay Area. These initiatives demonstrated the market potential for innovative developments and applications in gerontechnology across various sectors, aligning with the government's silver economy initiative and fostering further collaborations.

7.4 Caring Company Scheme (CCS)

Mr. Chua reported that following two rounds of presentations by consultants on the CCS revamp at previous ExCo meetings, progress was being made. The new nomination system was anticipated to open in Q2 2025, with results expected to be officially announced in December 2025. A working group, composed of experienced business experts from various fields and led by Hon. Bernard Chan, has been providing valuable support in overseeing the revamp.

To note and approve the Position of Funds

8. Ms. Elizabeth Law, Honorary Treasurer, provided an update on the Council's financial status as of September and October 2024. This report included details on reserves, fund balances, budgets, and the current status of ongoing projects. It was further noted that funds switched to the Tracker Fund had demonstrated stable performance.

To note and approve the change of name of Agency Member

9. Members noted and approved the change of name of an agency.

To note the Election Results of the Executive Committee, the Standing Committee on Sector Development and Finance, and the Standing Committee on Social Development for the term 2024-2026

10. Members noted the election results for the Council's Executive Committee, as well as the Standing Committees on Sector Development and Finance and Social Development for the term 2024-2026.

To note and approve the Signing Authorization for Contracts and Instruments entered into by the Council for 2024-25

11. Members noted and approved the delegation of signing authority for contracts and instruments entered into by the Council to the Chief Executive (CE). It was emphasized that a system of checks and balances would be implemented during the decision-making process, with the CE periodically reporting to the ExCo and seeking professional advice from the members. This authorization would remain in effect until the first ExCo meeting following the next Annual General Meeting of the Council.

To note and approve the New Signing Authorization of the HKCSS Bank Accounts

12. Members were referred to the meeting papers, which provided details regarding the updated signing authorization for the Council's bank accounts, the request for a corporate credit card for the Business Director, and the opening of new bank accounts for the "BOC Online Payment Service" related to the Caring Company Scheme nomination system. Members acknowledged all these matters and granted their approval.

To note and approve Amendment to the Tenancy Agreement No. 3907 KT (Address: Nos. 5-7 Yip Shing Street, Kwai Chung, New Territories) entered into with the Lands Department and the Authorization of the Council's Chief Executive to sign the Acceptance Docket with the Common

Seal of the Council

13. Members noted and resolved that the amendments of the Tenancy Agreement were approved by the Executive Committee at the meeting. Mr. Chua Hoi Wai, Chief Executive of the Council was hereby appointed and authorized by the Executive Committee to sign the Acceptance Docket and to affix the common seal of the Council thereon. Tenancy Agreement with Lands Department regarding Short Term Tenancy (STT) No. 3907 Kwai Tsing for a site which was set out in the First Schedule of the agreement, that was, 'All that piece of ground situate at Nos. 5-7 Yip Shing Street, Kwai Chung, New Territories, Hong Kong comprising an area of 1,410 square metres or thereabouts which was for the purpose of identification only shown coloured pink, pink hatched black stippled black and pink stippled black on the plan annexed hereto'.

The Acceptance Docket of STT No.3907 Kwai Tsing of Government Land at Nos. 5-7 Yip Shing Street, Kwai Chung, New Territories was signed by the above designated person for and on behalf of the Council, which was equivalent to the approval of the amended terms of STT No. 3907 Kwai Tsing by the Executive Committee of the Council.

To note and approve the Proposal to Dissolve the HKCSS Investment Fund Committee and to Revise the Terms of Reference (TOR) of the HKCSS Development Fund Committee

14. Dr. Jessica Tam, Business Director, presented a paper to the Members outlining the proposal to dissolve the HKCSS Investment Fund Committee, as its role was no longer relevant following the reallocation of all proceeds to the Tracker Fund of Hong Kong. The paper also discussed the rationale for revising the Terms of Reference (TOR) of the Development Fund Committee and establishing a new TOR for the HKCSS Development Fund. This revision aimed to align with the Council's latest developments and to integrate financial management functions, generating income to support innovative programs that align with the Council's goals, particularly for initiatives less likely to secure external funding.

All proposed changes were reviewed, and Members shared their comments. The management noted these views, and with no further inquiries, the proposal to dissolve the HKCSS Investment Fund Committee and revise the TOR of the HKCSS Development Fund Committee was noted and approved by the Members.

To note and approve Appointment of Members for Steering / Advisory Committees and Strategy Committees for 2024-25

15. Members noted and approved the appointment of members to the Steering / Advisory Committees and Strategy Committees for the term of 2024-25.

ANY OTHER BUSINESS

16. Recruitment of Chief Executive (Meeting in confidential session)
This part of the Meeting was conducted in a closed session.

DATE OF NEXT MEETING

17. The next meeting was scheduled for 21 January 2025 at 6:00 p.m.

There being no other business, the meeting was adjourned at 6:00 p.m.