

**Report on the  
Activities of  
The Legislative Council  
Commission  
2001-2002**

Prepared for tabling in  
the Legislative Council in  
accordance with section 13(5) of  
The Legislative Council  
Commission Ordinance (Cap.443)

# The Legislative Council Commission

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# The Chairman's Review

I am pleased to report another busy year for The Legislative Council Commission.

In April 2001, the Commission set up a Working Group to Review the Organization and Structure of the Legislative Council Secretariat, which is chaired by me. The task of the Working Group is to review the existing organization, structure, establishment and operational management procedures of the Legislative Council Secretariat for the provision of efficient and effective support to the Council and its committees. The Working Group has completed two reports, which have been endorsed by the Commission. Recommendations of the Working Group include a new organizational structure of the Legislative Council Secretariat and improvements to work procedures, communication and management of the Secretariat as well as provision of information to the public and the press. The third and final report of the Working Group is expected to be completed by the end of 2002.

Pursuant to the Commission's sustained efforts in past years to get a site for a centrally located purpose-built building to house all Council facilities and offices under one roof, the Administration finally decided in April 2002 to proceed with the development of the Tamar site for a new Legislative Council Complex, together with a Central Government Complex and other community facilities. A Task Force on New Legislative Council Building, chaired by me, was formed in May 2002. I expect that



the Task Force will have to work hard in the years ahead to oversee the project. I and Mrs Selina CHOW, have been invited to sit on the Special Selection Board for the Tamar development project. The project is scheduled for completion in 2007.

Since 1998, the "Open Day" of the Legislative Council Building has become an annual event that is well supported. This year saw an increase in the number of school groups, community groups, and individuals visiting the Building. Members of the Council were enthusiastic in helping to conduct tours for our visitors.

Continued efforts are made to enhance office efficiency through modern information technology. Following the installation of Internet access at every seat in the Chamber last summer, the same arrangement will be made in Conference Room A this summer. A digital recording system is being developed to record proceedings of meetings in digital format and to facilitate retrieval of these records at every workstation in the Secretariat and Members' Offices.

Looking ahead, my colleagues and I will endeavour to continue to do our utmost to serve the community and to meet the expectations of the people of Hong Kong.



Rita FAN  
Chairman  
The Legislative Council Commission

## The Legislative Council

The second Legislative Council of the Hong Kong Special Administrative Region (HKSAR) consists of 60 Members, of whom 24 are returned by direct elections in geographical constituencies, 30 are elected from functional constituencies and six are elected by an Election Committee. In accordance with the Basic Law and the Legislative Council Ordinance (Cap. 542), the term of office of Members of the second Legislative Council is four years.

The President of the Legislative Council is elected by and from amongst Members of the Council.

The main functions of the Legislative Council are to enact laws, control public expenditure and monitor Government policies. The Council normally meets every Wednesday afternoon in the Chamber of the Legislative Council Building. In addition, three meetings are held where the Chief Executive answers questions from Members. The Council's proceedings are recorded verbatim in the Official Record of Proceedings of the Legislative Council.

Apart from attending Council meetings, Members also perform their duties through a system of committees. There are three standing committees under the Council -

- Finance Committee, which scrutinizes proposals for public expenditure;
- Public Accounts Committee, which examines reports of the Director of Audit on the accounts of the Government and the results of value-for-money audits; and

- Committee on Members' Interests, which considers matters relating to Members' declaration of interests and matters of ethics in relation to their conduct.

The House Committee co-ordinates the activities of the Council. The Committee on Rules of Procedure examines matters of practice and procedure relating to the Council and its committees.

Bills Committees and Subcommittees are formed by the House Committee, as the need arises, to study bills and subsidiary legislation put forward by the Administration and Members. During the period under review, 34 Bills Committees and 18 Subcommittees were formed.

There are 18 Panels under the Council which receive regular briefings from Government officials on their respective policy areas, and monitor Government policies and performance. The Panels also examine major legislative and financial proposals before they are introduced into the Council and the Finance Committee respectively.

The Council operates a redress system to receive representations from members of the public on issues relating to Government policies, decisions, practices and procedures. The system also covers complaints relating to non-Government bodies providing services for the general public.

## The Legislative Council Commission

Administrative support and services to the Legislature are provided by a secretariat which operates under the Commission. The Commission is established under The Legislative Council Commission Ordinance (Cap 443). The Ordinance, which was enacted in April 1994, provides the legal framework for the Commission and the independent Secretariat to operate with managerial and financial autonomy.

### Members of the Commission

The Legislative Council Commission comprises 13 members, namely -

- the President of the Council, who is also the Chairman of the Commission;
- the Chairman of the House Committee of the Council, who is also the Deputy Chairman of the Commission;
- the Deputy Chairman of the House Committee; and
- ten other members elected by and from amongst Members of the Legislative Council.

### Term of Office of Commission Members

Unless otherwise determined by the Council by resolution, the term of office of members elected under section 4(1)(e) of the Ordinance shall be one year from the date of election or until the next House Committee meeting held for the election of Commission members, or until the next dissolution of the Legislative Council, whichever is the earlier.

## Functions of the Commission

The main functions of the Commission, as set out in section 9 of the Ordinance, are -

- providing through the Secretariat administrative support and services to the Council;
- providing office accommodation to Members of the Council and staff of the Secretariat;
- supervising the operation of the Secretariat;
- producing an official report of all proceedings in the Council and in any committee of the whole Council; and
- performing such other duties as the Council may by resolution determine.

### Powers of the Commission

As provided under section 10(1) of the Ordinance, the main powers of the Commission include -

- determining the structure and functions of the Council Secretariat;
- employing staff in the Secretariat, dismissing and disciplining such staff and determining their numbers, grading, duties, remuneration and other terms and conditions of service;
- formulating and executing managerial and financial policies expedient to the performance of the Commission's functions;
- preparing the annual estimates of income and expenditure and programme of activities of the Commission; and
- receiving, expending and investing funds.

## Committees of the Commission

Three committees have been appointed by the Commission to carry out certain delegated functions. These committees are -

- **Committee on Personnel Matters**, which deals with appointment and other personnel matters;
- **Committee on Facilities and Services**, which looks after the provision of accommodation and facilities to the Council and the Secretariat; and
- **Committee on Members' Operating Expenses**, which advises on administrative matters relating to Members' operating expenses.

The terms of reference and membership of these committees are set out in **Appendix 1**.

## The Legislative Council Secretariat

The mission of the Legislative Council Secretariat is to provide efficient administrative, secretariat and research support for the Council, enhance community understanding of the activities of the Council and ensure an effective avenue for redress.

The Secretary General is the Clerk to the Legislative Council and the chief executive of the Legislative Council Secretariat. He is responsible to the Chairman of the Commission for the administration of the Secretariat.

As at 31 March 2002, there were 313 posts on the establishment of the Secretariat. The staff establishment by number and rank is set out in Appendix 2. Administrative support and services are provided for the Council and its committees through the following nine divisions -

- Council Business Division 1
- Council Business Division 2
- Council Business Division 3
- Legal Service Division
- Research and Library Services Division
- Complaints Division
- Public Information Division
- Translation and Interpretation Division
- Administration Division

The organization of the Secretariat is shown in **Appendix 3**.

## Functions and Services of the Legislative Council Secretariat

### Council Business Divisions

Servicing of meetings of the Council and its committees is undertaken separately by three divisions: Council Business Divisions 1, 2 and 3. The three divisions are each headed by an Assistant Secretary General. Their respective responsibilities are described below -

### *Division 1*

Council Business Division 1 provides secretariat and administrative services for the Finance Committee and its two subcommittees, nine Panels as well as the Bills Committees and Subcommittees which were related to the terms of reference of these Panels. It also provides service for the Select Committee on Building Problems of Public Housing Units following a resolution in the Council on 7 February 2001. Prior to 1 February 2002, the division also served the Committee on Rules of Procedure. Following a decision of the Commission to rationalize the services provided by the various divisions, the servicing of the Committee on Rules of Procedure was transferred to Council Business Division 3 on 1 February 2002. During the period from 1 April 2001 to 31 March 2002, the division serviced a total of 457 meetings (including briefings), seven local visits and two overseas visits.

Apart from providing services for committees, an important area of work of the division in the 2001-2002 session was the scrutiny of the legislative proposals relating to the revamping of the financial infrastructure. For this purpose, an overseas duty visit was conducted in April 2001 to study the financial systems in the United Kingdom and the United States. Towards the end of the financial year, background research and logistical arrangements had also commenced to facilitate two other overseas visits to be undertaken by the Panel on Information Technology Broadcasting and the Panel on Planning, Lands and Works scheduled for September 2002.

To enhance productivity, the division put in place a number of measures to optimize the use of staff resources on the one hand, and improve the services to committees on the other. The initiatives included the following -

- Strengthening support services to committees by providing comprehensive background papers or information briefs on specific subjects to facilitate Members' discussion
- Exercising flexibility in the deployment of staff in the division to cope with fluctuating demand
- Reviewing the mechanism in preparing draft minutes of meetings with a view to speeding up the drafting process
- Devising the conduct of a trial scheme of Senior Legislative Assistant and Legislative Assistant to strengthen the supporting services in the Council Business Divisions and to provide a career path for Secretariat staff for the development of specialization in servicing committees

The Chief Assistant Secretaries of the division, with the support of all Senior Assistant Secretaries on a rotation basis, provided services for meetings-cum-luncheons held between Members and District Council members. Research work was undertaken by designated Senior Assistant Secretaries on each of the topics to be raised for discussion at these meetings. Matters which required follow-up actions were often referred to the Panels concerned or resolved in case conferences.

## *Division 2*

Council Business Division 2 services the House Committee, nine Panels as well as Bills Committees and Subcommittees on subjects relating to the policy areas of such Panels. During the period from 1 April 2001 to 31 March 2002, the division serviced a total of 363 meetings (including briefings) and 11 visits.

In providing services for committees, some of the major items and issues dealt with by the division in the 2001-2002 session included arrangements for the election of Chief Executive, the proposed system of accountability for principal officials, medical complaints mechanism, combating unauthorized gambling activities, right of abode in Hong Kong, food safety and the control of avian flu, outstanding capital works projects of the former provisional municipal councils as well as human rights and discrimination issues. The division also did research work and made logistical arrangements to facilitate an overseas visit to study the systems of executive accountability in the United Kingdom, France and Germany undertaken by the Panel on Constitutional Affairs in June 2001.

To enhance productivity, the division put in place a number of measures to optimize the use of staff resources on the one hand, and improve the services to committees on the other. The initiatives included the following -

- Expediting the preparation of minutes of committee meetings by setting target time for the production of minutes

- Strengthening support services to committees by providing comprehensive background papers or information briefs on specific subjects to facilitate Members' discussion
- Enhancing the content of the reports on legislation to the House Committee by providing analyses of policy issues

The Chief Assistant Secretaries of the division, with the support of all Senior Assistant Secretaries on a rotation basis, provided services for meetings-cum-luncheons held between Members and District Council members. The division also provided services for Members' meeting with Councillors of Heung Yee Kuk. Research work was undertaken by designated Senior Assistant Secretaries on each of the topics to be raised for discussion at these meetings. Matters which required follow-up actions were often referred to the Panels concerned or resolved in case conferences.

## *Division 3*

The division provides secretariat and administrative support services for meetings of the Legislative Council. During the period from 1 April 2001 to 31 March 2002, the division serviced 34 meetings of the Council, including three meetings devoted to the Chief Executive's Question and Answer Session.

The division also services two standing committees of the Council, namely, the Public Accounts Committee and the Committee on Members' Interests. With effect from 1 February 2002, support services for the Committee on Rules of Procedure have been provided by the division. During the report period, the Public Accounts Committee held 18 public hearings and 32 meetings, and submitted to the Council two reports on its examination of the Director of Audit's value-for-money audit reports. The Committee on Members' Interests held three meetings. During the period from 1 February 2002 to 31 March 2002, the Committee on Rules of Procedure held one meeting.

In addition, the division services the Parliamentary Liaison Subcommittee of the House Committee. The Subcommittee maintained contacts with the friendship groups which the Council had formed with the legislatures of Australia, Canada, the European Union, Japan and Singapore respectively, and with other legislatures. Together with other Members of the Council, members of the Subcommittee received visiting parliamentarians and dignitaries from other territories. Senior staff members of the Secretariat also received visitors to the Council. A total of 112 meetings were held with visitors during the report period.

From 16 to 24 February 2002, a delegation of Members of the Council visited Ottawa and Toronto in Canada, during which they held meetings with Members of the Canada-Hong Kong Parliamentary Friendship Group, Members of Parliament, senior government officials and representatives of public and private organizations. Issues of mutual interest were discussed. The delegation also received briefings on a variety of subjects, including environmental protection, health care and information and communications technology.

### **Legal Service Division**

The Legal Service Division provides legal advice and support for all committees of the Council on bills, subsidiary legislation and other legal matters. The division also renders legal advice to individual Members on matters relating to the business of the Legislative Council. In addition, the division provides in-house legal service for The Legislative Council Commission and the Legislative Council Secretariat. It is the division's mission to provide comprehensive and reliable legal advice, analysis, research, and information services that are timely, objective, non-partisan, and where necessary, confidential; thereby contributing to an informed legislature.

Apart from being the head of the Legal Service Division, the Legal Adviser is also the Counsel to the Legislature. Under the Rules of Procedure, the Counsel to the Legislature has the general duty of advising the President and the Clerk to the Legislative Council on legal issues in relation to the business or administration of the Council.

## Research and Library Services Division

The division provides research support for the Council and its committees. During the period under review, a total of 39 research studies were undertaken, and 13 reports, 20 information notes and six fact sheets were published. The subjects studied comprised -

- Process of appointment of judges in some foreign countries
- Regulation of health food in some overseas places
- Pension schemes for legislators in some overseas countries
- Re-extradition of fugitive offenders between Hong Kong and the Mainland
- Parliamentary handling of non-ordinary bills
- Medical complaints mechanism in overseas places
- Regulation of medicines in Australia
- Information on Hong Kong's ties with neighbouring jurisdictions
- Executive accountability systems in the United Kingdom, Germany and France
- Protection for banking consumers in overseas jurisdictions
- Restrictions on activities of former heads of government and former senior members of government
- Regulation of public meetings and public processions in San Francisco, New York and London
- Practices of overseas jurisdictions in building up or maintaining their fiscal reserves
- Process of appointment of senior members of government in selected countries
- Information on the development of public housing of the Housing Authority
- 24-hour operation at boundary control points

The Legislative Council Library provides reference support for Members, their personal assistants and Secretariat staff. Library holdings and publications are open to members of the public, with Council papers and records, and official publications forming the core collection. Other reference materials include encyclopaedia, dictionaries, parliamentary publications, directories, books on social, political and economic subjects, CD-ROM databases, as well as audio-visual tapes of Council and committee meetings. Current affairs materials include local and overseas newspapers and journals. An electronic press cuttings reference service is available to Members and Secretariat staff. In addition, the Library is linked to a number of external databases.

In 2001-2002, the Library received a total of 11 735 enquiries. The Library collection reached 29 677 items. The number of visits made to the Library was 7 433. The number of books loaned out was 7 093.

An Information Management Support Team (IMST) was formed under the Library in December 2001 for more efficient management of both the Council's web site and the bilingual information search and retrieval system, the Research and Library Information System (RLIS). Under the new working procedure, most of the Council and committee papers are now available on the web site within one working day of receipt. In addition, both the quality control and consistency of the data uploaded onto the Council web site and RLIS have improved.

RLIS provides an effective searching tool for Members and staff to retrieve the unclassified documents of the Council and its committees published since 1 July 1997 as well as some internal documents of the Secretariat. Since its commissioning on 24 December 1999, RLIS has maintained a high utilization rate. In 2001-2002, there were on average 13 365 searches a month on documents of the Council and its committees and 305 searches a week on the Library catalogue. The system operates 24 hours a day and seven days a week, allowing convenient access to Library resources. The system also greatly enhances the efficiency of the operation of the Library.

### **Complaints Division**

The Complaints Division provides support service for Members to enable them to deal with complaints and representations lodged with the redress system of the Council. The division assists Members in processing cases to redress grievances and bring to light the need for improvement in Government policies and procedures where appropriate.

The work of the division includes meeting and corresponding with complainants, examining the cases lodged and communicating with relevant organizations and Government departments, assisting Members in determining suitable courses of action, as well as scheduling and servicing interviews with complainants and case conferences with Government officials.

In 2001-2002, the division assisted Members in handling 978 cases, which comprised 163 group representations and 815 cases. Most of the issues dealt with were related to public housing and estate management, applications for right of abode in Hong Kong, public transport services, comprehensive social security assistance, and compensation arising from redevelopment programmes and clearance and land resumption exercises.

During this period, the division took the following measures to optimize the use of staff resources and improve efficiency -

- Reviewing existing practices and introducing a structured and simplified format for the preparation of minutes of meetings
- Enhancing the proficiency of staff through the setting of goals, the provision of training on procedural matters, and the organization of experience sharing sessions and visits to Government departments and public organizations
- Consulting Duty Roster Members on all complaint cases expeditiously to ensure the provision of quality support service to Members and the timely delivery of service to clients

## **Public Information Division**

The Public Information Division is responsible for promoting the work of the Council through planning and organizing media activities and civic education programmes. It handles press and public enquiries received by telephone, mail, e-mail and fax. It also maintains close contact with representatives of the media and assists them in reporting Council activities and events.

The Division provides a daily newspaper clipping service to assist Members in Council business, including gauging public opinion on topical issues.

Through the division's automated fax-on-demand service, members of the public and the press are able to retrieve up-to-date Council information at any time. Information prepared by the division, including weekly meeting schedules, Members' Biographies and the Council's Annual Report, is also available on the Council's web site.

The division received a record number of requests for guided tours of the Legislative Council Building during the period under review, in part due to Members' enthusiasm in conducting these tours. The number of tours increased from 144 in 2000-2001 to 239 in 2001-2002. To make these tours more informative and interesting, the division produced a set of animated presentation slides with quiz games to foster understanding of the Council and its work. The slides have been uploaded onto the Council's web site.

In cooperation with the Education Department, the division strengthened its liaison with schools to help students obtain first-hand information on the structure and functions of the legislature. Efforts included participation in the Life-wide Learning Programme, which encourages schools to organize visits to the Legislative Council Building and the inclusion of presentation slides, fact sheet, pamphlets and an introductory video detailing the work of the Council on the Education Department's Education City web site. Comprehensive teaching kits for both primary and secondary schools were also produced.

## **Translation and Interpretation Division**

The division provides translation, interpretation and transcription service for the Council and its committees, as well as Chinese word processing service for other divisions of the Secretariat.

The division is responsible for the production of the Official Record of Proceedings of the Legislative Council, also known as the Hansard, which is the verbatim report of proceedings of the Council. It is published, in the first instance, in the language of the speeches delivered on the floor, and then translated into two versions, one in Chinese and the other in English. Both the verbatim and translated versions of the Official Record can be viewed on the Council's web site. For the 34 Council meetings held during the period under review, the division produced 7 053 pages of the "floor" version of the Official Record, representing an increase of some 7% over the same period in the previous year. The floor version was subsequently rendered into 8 500 pages of English text and 5 989 pages of Chinese text.

The division also translates questions, motions, committee papers, minutes of meetings and other Council papers. During the year, the total translation output increased by 33% to 12 410 720 words.

Initiatives were introduced by the division to achieve productivity gains through sustained staff enhancement, streamlined working procedures and the optimal use of office automation facilities. With pooling arrangements in place, staff resources were deployed flexibly for more efficient and effective delivery of service.

During the report period, two in-house seminars were conducted to update translation officers on the vocabulary, syntax and usage of Cantonese.

### **Administration Division**

Headed by the Principal Assistant Secretary (Administration), the division provides secretariat service for the Commission and internal administrative support for other divisions of the Secretariat. The division also administers Members' remuneration and operating expenses reimbursements, and assists in organizing the Council's corporate social functions. During the year, the division serviced eight meetings of the Commission and its committees and 17 meetings of the Working Group to Review the Organization and Structure of the Legislative Council Secretariat. In addition, the division assisted in organizing a total of 72 social functions for Members.

The division assists the Secretary General in executing the administrative, financial and personnel policies of the Commission. It also provides building management and security services in Council premises, and supervises the development and application of information technology in the Secretariat.

### **Financial Arrangements**

Through a separate head of expenditure in the HKSAR Government's annual Estimates, the Commission is provided with funds to support the work of the Legislative Council. Recurrent funding is classified under two subheads in the Estimates: one for Members' remuneration and operating expenses reimbursements, and the other for the Secretariat's staff emoluments and general expenses. Any savings in the latter may be put into an operating reserve and deployed at the discretion of the Commission. Non-recurrent funding is also obtainable for one-off activities and capital projects.

The Commission is required to compete with Government policy bureaux and departments for new resources under the annual Resource Allocation Exercise. For the purposes of the Public Finance Ordinance, the Secretary General is designated as the Controlling Officer responsible for the financial resources afforded to the Commission.

The Commission's accounts are subject to examination by the Director of Audit. The Director is empowered to conduct value-for-money audits and examinations into the economy, efficiency and effectiveness with which the Commission expends its resources in performing its functions and exercising its powers.

The net financial provisions obtained for the Commission in 2001-2002 amounted to \$375.690 million, which included \$122.902 million for Members' remuneration and operating expenses reimbursements, and \$252.788 million for the Secretariat's staff emoluments and general expenses.

### **Appointment of Staff**

Appointment of Secretariat staff is normally on a three-year agreement. Grading, remuneration and other terms and conditions of service of staff are broadly in line with those applicable to civil servants. Remuneration comprises a basic salary paid in accordance with the salary scale applicable to civil servants holding comparable jobs, a cash allowance in lieu of certain fringe benefits enjoyed by civil servants, and an end-of-agreement gratuity. Staff of the Commission are required to serve the Council with complete political impartiality.

During the year, a total of 14 recruitment exercises were conducted and 30 new staff were appointed as a result. In addition, 13 internal promotion and in-service appointment exercises were held.

### **Enhanced Productivity Programme**

The Secretariat also participates in the Enhanced Productivity Programme (EPP) launched by the Government, which aims at improving productivity and efficiency whilst at the same time achieving savings in recurrent expenditure of 5% by 2002-2003. Major measures of the programme include re-distribution of duties in various divisions, streamlining of working procedures, reduction of staff establishment by natural wastage and stoppage

of allowance for undertaking additional responsibilities etc. With the deletion of four established posts during the year, a total of 13 posts have been deleted under the EPP. The EPP savings submitted to the Government in the 2001-2002 financial year was \$7.14 million. In the course of the three years from 2000-2001 to 2002-2003, cumulative savings of \$21.649 million in the Secretariat's annual recurrent expenditure will be achieved.

### **Review of Organization and Structure**

A Working Group to Review the Organization and Structure of the Legislative Council Secretariat was formed in April 2001. The terms of reference and membership of the Working Group are set out in **Appendix 4**. During the year under review, the Working Group held 17 meetings. Its First Interim Report recommending a new organizational structure in the Legislative Council Secretariat was endorsed by the Commission in December 2001. In May 2002, the Commission approved the Working Group's Second Interim Report, which contained recommendations in staffing structure and ranking, work procedures, communication in and management of the Secretariat, as well as provision of information for the public and the press. Other issues being considered by the Working Group include the recruitment and promotion policies of the Secretariat.

## Development of Information Technology

The Legislative Council network backbone integrates all computer systems in use by the Council and the Secretariat to enable the sharing of computer resources by Members and staff. They can access information kept in individual application systems from their desks and communicate with each other in an efficient manner. About 25 servers and 400 workstations are in use. Apart from common office automation software applications and administrative systems, the Council is equipped with business support systems, such as the Electronic Voting System, the Legislative Council Business Information System (LEBIS), the Research and Library Information System, the Schedule Display System and the Legislative Council Business System. The e-mail system also allows Secretariat staff to communicate with outsiders electronically through the Internet in a fast and effective manner. The web site of the Legislative Council contains information on the business transacted in Council and committees, which can be searched by users.

During the year under review, the following projects were undertaken to enhance information technology in the Council -

- Replacement of the Internet access line, as a result of which the speed of data transfer over the Internet is now 12 times faster than before
- Completion of the project to migrate the electronic mailing system to an advanced one
- Continuation of the LEBIS re-development project
- Commencement of the Digital Recording System project, which enables recording of meetings in digital format

## Accommodation

Apart from the Legislative Council Building, facilities and offices of the Council are accommodated at two other locations: third, fourth and fifth floors of Central Government Offices (West Wing) and third, fourth, fifth and sixth floors of Citibank Tower. Each Member is provided with a 40m<sup>2</sup> office within Council premises. Forty-six Members' offices are housed in the Central Government Offices (West Wing), whilst the Citibank Tower premises accommodate the remaining 14 Members' offices and most of the staff of the Secretariat.

Although the present accommodation is already an improvement to the pre-1996 situation, the Commission still considers it far from ideal, as Members and staff have to put up with the inconvenience of having offices and facilities in three different locations. To enhance efficiency, the Commission is of the view that in the long term there should be a centrally located purpose-built building for the Legislative Council and the Secretariat; and has been actively pursuing this target since 1998. In April 2002, the Administration finally decided to proceed with the development of the Tamar site for a new Legislative Council Building together with a Central Government Complex and other community facilities. The Administration envisaged that the development programme would be completed in 2007.

A Task Force on New Legislative Council Building was formed on 9 May 2002. The membership of the Task Force is in **Appendix 5**. Since its formation, the Task Force had held six meetings to draw up the planning and design parameters for the New Legislative Council Building. Views on the requirements for the conceptual design and facilities of the new building were sought from Members and users of the building, including staff and the press. The draft submission prepared by the Task Force was considered by the Commission at a special meeting on 25 June 2002. Upon the Commission's approval, the submission was forwarded to the Administration for inclusion in the design brief for the Tamar site development. The contents of the submission were also made public on the same date.

To meet the present and anticipated shortfall of offices for Members and staff in the interim period, the Commission has requested for the provision of additional office space.

## **Environmental Protection**

The Legislative Council Secretariat is committed to conducting all its activities and operations in an environmentally responsible manner. A report covering the environmental goal, policy and management adopted by the Secretariat is in **Appendix 6**. All staff are required to make special efforts to protect the environment through the green measures shown in the report.

## **Staff Development**

In 2001-2002, arrangements were made for 242 attendances in China studies, language, computer, management and leadership courses and seminars, organized by the Civil Service Training and Development Institute (CSTDI) and other local training organizations. CSTDI also organized nine exclusive job-related courses for 230 Secretariat staff. In addition, in-house training courses, workshops and seminars were organized. These included seven Putonghua courses and workshops, workshops on translation skills, seminars on procedural matters for Assistant Secretaries, and nine other job-related workshops and seminars.

During the period under review, two Chief Assistant Secretaries visited the Australian Commonwealth Parliament and another Chief Assistant Secretary was sent on an attachment to the UK Parliament. An Assistant Legal Adviser and a Senior Assistant Secretary participated in the US-HK Parliamentary Staff Exchange Programme in the United States.

In addition, the Legal Adviser visited the California Legislature in the United States and an Assistant Legal Adviser attended the "Lawyers and Government: Managing Change" study programme in the United Kingdom.

### **Staff Consultative Committee**

The Staff Consultative Committee, comprising 19 elected representatives of various grades of staff of the Secretariat and chaired by the Secretary General, provides a channel for staff to express their views on matters affecting them and their welfare. The committee held four meetings during the year. Major issues that went through this consultation process included implementation of the Mandatory Provident Fund Scheme and proposals relating to the review on the organization and structure of the Legislative Council Secretariat.

### **Staff Recreation**

A Staff Recreation Club is formed to promote friendship and mutual help among staff of the Secretariat, and to organize recreational activities for them. During the period under review, the Club organized a series of recreational activities such as outings, interest classes, as well as a Christmas party for the staff of the Secretariat.

# Report of the Director of Audit to The Legislative Council Commission

I have audited the financial statements on pages 59 to 69 which have been prepared under the accounting policies set out in note 2 to the accounts.

## **Respective responsibilities of The Legislative Council Commission and the Director of Audit**

Under the provisions of section 13(3)(a) of The Legislative Council Commission Ordinance (Cap. 443), The Legislative Council Commission is responsible for the preparation of financial statements. In preparing the financial statements, The Legislative Council Commission has to select appropriate accounting policies and to apply them consistently.

It is my responsibility to form an independent opinion, based on my audit, on those statements and to report my opinion to you.

## **Basis of Opinion**

I have audited the financial statements referred to above in accordance with the provisions of sections 13(3)(b) and 13(4) of The Legislative Council Commission Ordinance, section 15(1)(a) of the Audit Ordinance (Cap. 122) and the Audit Commission auditing standards. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by The Legislative Council Commission in the preparation of the financial statements, and of whether the accounting policies are appropriate to the circumstances of The Legislative Council

Commission, consistently applied and adequately disclosed.

I planned and performed my audit so as to obtain all the information and explanations which I considered necessary in order to provide me with sufficient evidence to give reasonable assurance as to whether the financial statements are free from material misstatement. In forming my opinion I also evaluated the overall adequacy of the presentation of information in the financial statements. I believe that my audit provides a reasonable basis for my opinion.

## **Opinion**

In my opinion the financial statements give a true and fair view of the state of affairs of The Legislative Council Commission as at 31 March 2002 and of its surplus and cash flows for the year then ended and have been properly prepared in accordance with the provisions of section 13(3)(a) of The Legislative Council Commission Ordinance.



Audit Commission  
Hong Kong  
19 June 2002

(Dominic Y T Chan)  
Director of Audit

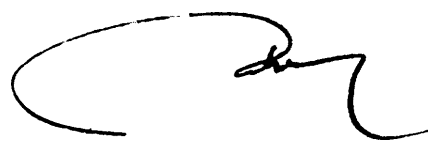
# The Legislative Council Commission Balance Sheet as at 31 March 2002

	Note	2002 HK\$'000	2001 HK\$'000
<b>Fixed assets</b>	2F, 4	11,081	11,522
<b>Non-current assets</b>			
Operating funds advanced to Members	2C	9,748	9,579
<b>Current assets</b>			
Prepayments and accounts receivable	5	2,282	2,924
Cash and bank deposits		167,129	135,979
		<u>169,411</u>	<u>138,903</u>
<b>Current liabilities</b>			
Accounts payable and accrued charges	6	26,368	22,440
Current portion of gratuity payments accrued	2D	10,043	16,575
		<u>36,411</u>	<u>39,015</u>
<b>Net current assets</b>		<u>133,000</u>	<u>99,888</u>
<b>Total assets less current liabilities</b>		153,829	120,989
<b>Non-current liabilities</b>			
Gratuity payments accrued	2D	<u>33,259</u>	<u>17,290</u>
<b>Net assets</b>		<u>120,570</u>	<u>103,699</u>
<b>Capital Assets Subvention Reserve</b>	2H, 7	11,081	11,522
<b>Operating Reserve</b>	8	101,564	81,853
<b>Income and Expenditure Account</b>		<u>7,925</u>	<u>10,324</u>
		<u>120,570</u>	<u>103,699</u>

Approved by The Legislative Council Commission on 11 June 2002



Hon Mrs Rita Fan, GBS, JP  
Chairman



Mr Ricky C C Fung, JP  
Secretary General

# The Legislative Council Commission Income and Expenditure Account for the Year Ended 31 March 2002

	Note	2002 HK\$'000	2001 HK\$'000
<b>Income</b>			
Subventions from Government		375,987	353,719
Less: Members' remunerations returned to Government	3	(297)	(267)
Interest earned		5,467	9,804
Other income		39	849
Gain on sale of fixed assets		67	359
		<u>381,263</u>	<u>364,464</u>
<b>Non-capitalized expenditure</b>			
<b>Recurrent</b>			
Members' remunerations	3	42,744	43,877
Members' operating expenses reimbursements	3	78,126	69,024
Staff emoluments		207,856	194,084
General expenses		26,142	22,102
<b>Non-recurrent</b>			
Members' setting up and winding up expenses		2,622	3,332
Members' information technology and communication equipment expenses		536	858
Production of public education materials		65	355
Replacement of the Legislative Council Business System Electronic Voting System		-	1
		-	3
Implementation of the Research and Library Information System		13	562
Enhancement of the computer network		80	27
Enhancement of the Legislative Council Business Information System		2	5
Enhancement of computing facilities		139	234
Legislative Council Corporate Video 2000		331	31
Teaching kits for schools		305	128
Software asset management tools		-	1
Replacement of internal electronic mailing system		87	-
Digital Recording System		1	-
		<u>359,049</u>	<u>334,624</u>
<b>Operating surplus</b>		22,214	29,840
<b>Surplus brought forward</b>		10,324	11,954
<b>Transfer to Capital Assets Subvention Reserve</b>	2H, 7	(4,902)	(4,465)
<b>Transfer to Operating Reserve</b>	8	(19,711)	(27,005)
<b>Surplus carried forward</b>		<u>7,925</u>	<u>10,324</u>

# The Legislative Council Commission Cash Flow Statement for the Year Ended 31 March 2002

	Note	2002 HK\$'000	2001 HK\$'000
<b>Cash flows from operating activities</b>			
Net subventions received from Government		375,690	353,452
Other income		39	849
Payments to and on behalf of Members		(123,845)	(119,386)
Payments to staff		(196,868)	(221,810)
Payment of operating expenses		(26,798)	(25,634)
<b>Net cash inflow/(outflow) from operating activities</b>	9	28,218	(12,529)
<b>Cash flows from investing activities</b>			
Purchase of fixed assets		(2,951)	(4,430)
Sale of fixed assets		67	359
Interest received		5,816	9,480
<b>Net cash inflow from investing activities</b>		2,932	5,409
<b>Net Increase/(Decrease) in cash and cash equivalents</b>		31,150	(7,120)
<b>Cash and cash equivalents at beginning of year</b>		135,979	143,099
<b>Cash and cash equivalents at end of year</b>		167,129	135,979
<b>Analysis of the balances of cash and cash equivalents</b>			
Cash at bank and in hand		902	2,979
Bank deposits		166,227	133,000
		167,129	135,979

# Notes to the Accounts

## 1. The Legislative Council Commission

Established by The Legislative Council Commission Ordinance (Cap. 443), The Legislative Council Commission provides administrative support and services to the Legislative Council of the Hong Kong Special Administrative Region through the Legislative Council Secretariat.

## 2. Significant Accounting Policies

The accounts of the Commission are prepared on an accrual basis under the historical cost convention. The more significant accounting policies are set out below :

### A. Income Recognition

Income accounted for in the accounts includes Government subventions received, allocation warrants utilized, and interest earned on a time proportion basis.

### B. Accrual of Expenses

Members' remunerations, staff's emoluments and the Secretariat's operating expenses are accounted for as they are incurred. Members' reimbursable expenses are accounted for as they are claimed.

### C. Operating Funds Advanced to Members

Members of the Legislative Council may apply for advance of funds to finance the setting up, equipping and operation of their offices. The ceiling of advance is set by The Legislative Council Commission.

For setting up Members' offices and equipping them with information technology and communication facilities, the ceilings of advance for each Member stood at \$150,000 and \$100,000 (2001: \$150,000 and \$100,000) respectively. Funds advanced in these respects have to be settled within three months with expenses actually incurred and any excess returned to the Commission. They are classified under current assets.

For recurrent operating expenses, the ceiling of advance is equivalent to two months' office operation, entertainment and travelling expenses. On 31 March 2002, the ceiling stood at \$265,287 (2001: \$219,680). Funds advanced in this respect have to be returned to the Commission when the Member concerned leaves office. They are classified under non-current assets.

**D. Gratuity Payments**

All full-time staff employed by the Commission are on fixed agreement terms, mainly for three years with a gratuity payable upon satisfactory completion of each term. Staff gratuities incurred but not yet due for payment are fully accrued in the accounts. Those gratuities payable within one year from the balance sheet date are classified as current liabilities, while others are classified as non-current liabilities.

**E. Contributions to Mandatory Provident Fund**

The Commission has set up a Mandatory Provident Fund ("MPF") Scheme by participating in a master trust scheme provided by an independent MPF service provider to comply with the requirements under the MPF Schemes Ordinance. Contributions paid and payable by the Commission to the Scheme are charged to the Income and Expenditure Account.

**F. Capitalization of Fixed Assets**

Assets costing \$1,000 or more with estimated useful lives longer than one year are capitalized.

Capital projects under development are classified as work in progress under fixed assets. The capitalized amount comprises costs of constituent parts delivered and/or a portion of the contract price according to the stage of completion of the relevant project. On completion of a project, the assets in commission will be reclassified.

**G. Depreciation**

Depreciation is calculated to write off the historical cost of assets less any estimated residual value evenly over their estimated useful lives. No depreciation is provided for work in progress.

The annual depreciation rates are:

Furniture and fixtures	10%
Motor vehicles and office equipment	20%
Computers and software	33 $\frac{1}{3}$ %

For assets acquired in the second six months of a financial year, half-year's depreciation is charged.

## **H. Capital Assets Subvention Reserve**

Assets transferred from Government and Members are capitalized as fixed assets and a corresponding amount credited to the Capital Assets Subvention Reserve. For assets acquired with government subventions, an equivalent amount is transferred to the Reserve from the Income and Expenditure Account. Depreciation on fixed assets is charged to the Reserve.

## **I. Cash and Cash Equivalents**

For the purpose of the cash flow statement, cash and cash equivalents comprise cash and bank deposits.

## **J. Provisions and Contingent Liabilities**

Provisions are recognized for liabilities of uncertain timing or amount when (a) the Commission has a legal or constructive obligation arising as a result of a past event, (b) it is probable that an outflow of economic benefits will be required to settle the obligation, and (c) a reliable estimate can be made. Where the effect of the time value of money is material, provisions are stated at the present value of the expenditures expected to be required for settling the obligation.

Where it is not probable that an outflow of economic benefits will be required, or the amount cannot be estimated reliably, the obligation is disclosed as a contingent liability, unless the probability of outflow of economic benefits is remote. Possible obligations, whose existence will only be confirmed by the occurrence or non-occurrence of one or more future events, are also disclosed as contingent liabilities, unless the probability of outflow of economic benefits is remote.

## **K. Office Supplies**

Office supplies are charged as expenses in the year they are acquired.

## **3. Members' Remunerations and Operating Expenses Reimbursements**

Members of the Legislative Council are provided with remuneration and reimbursements for expenses arising from Council duties. The rates of such remuneration and reimbursements are proposed by the Government and approved by the Finance Committee of the Legislative Council.

Under the delegated authority from the Finance Committee, the rates for Members' monthly remuneration and recurrent operating expenses reimbursements are adjusted by the Government yearly in October according to the movement of Consumer Price Index (C).

Some Legislative Council Members voluntarily reduced their remuneration. During the year, \$297,000 (2001: \$267,000) was saved and returned to the Government.

#### 4. Fixed Assets

	Motor Vehicles	Computers and Software	Office Equipment	Furniture and Fixtures	Work in Progress	Total
	HK\$'000	HK\$'000	HK\$'000	HK\$'000	HK\$'000	HK\$'000
<b>Cost or valuation</b>						
At 1 April 2001	959	23,813	3,117	7,781	173	35,843
Additions	-	1,237	211	198	3,290	4,936
Disposals	-	(791)	(272)	(94)	-	(1,157)
At 31 March 2002	<u>959</u>	<u>24,259</u>	<u>3,056</u>	<u>7,885</u>	<u>3,463</u>	<u>39,622</u>
<b>Aggregate depreciation</b>						
At 1 April 2001	606	17,735	2,328	3,652	-	24,321
Charge for the year	192	4,128	348	700	-	5,368
Disposals	-	(791)	(265)	(92)	-	(1,148)
At 31 March 2002	<u>798</u>	<u>21,072</u>	<u>2,411</u>	<u>4,260</u>	<u>-</u>	<u>28,541</u>
<b>Net book value</b>						
At 31 March 2002	<u>161</u>	<u>3,187</u>	<u>645</u>	<u>3,625</u>	<u>3,463</u>	<u>11,081</u>
At 31 March 2001	<u>353</u>	<u>6,078</u>	<u>789</u>	<u>4,129</u>	<u>173</u>	<u>11,522</u>

## 5. Prepayments and Accounts Receivable

	<b>2002</b>	<b>2001</b>
	HK\$'000	HK\$'000
Prepayments		
Government	693	-
Staff	32	-
Others	383	719
Deposits	15	6
Receivable from		
Members - operating funds advanced	-	611
- others	5	10
Staff	419	543
Others	735	1,035
	<u>2,282</u>	<u>2,924</u>

## 6. Accounts Payable and Accrued Charges

	<b>2002</b>	<b>2001</b>
	HK\$'000	HK\$'000
Payable to		
Government	1,708	905
Members	2,181	2,444
Staff - accrued emoluments and reimbursements	91	123
- accrued leave pay	18,730	17,240
Others	3,658	1,728
	<u>26,368</u>	<u>22,440</u>

## 7. Capital Assets Subvention Reserve

	2002 HK\$'000	2001 HK\$'000
Balance at beginning of year	11,522	16,388
Transfer from Income and Expenditure Account for additions to fixed assets funded by		
- recurrent subvention	582	355
- non-recurrent subventions for		
production of public education materials	-	3
replacement of the Legislative Council Business System	-	81
Electronic Voting System	-	19
implementation of the Research and Library Information System	33	-
enhancement of the computer network	461	1,704
enhancement of the Legislative Council Business Information System	1,585	-
enhancement of computing facilities	243	1,986
multimedia LCD projectors	-	193
software asset management tools	134	124
replacement of internal electronic mailing system	1,020	-
Digital Recording System	844	-
	4,320	4,110
	4,902	4,465
Assets returned from Members	24	36
Assets transferred from Government	10	-
	16,458	20,889
Less : Depreciation charge for the year	(5,368)	(9,324)
Write-off of fixed assets at net book value	(9)	(43)
Balance at end of year	11,081	11,522

## 8. Operating Reserve

Surpluses from recurrent government subventions for staff emoluments and general expenses are credited to the Operating Reserve at the discretion of the Commission for future use on Council business.

	2002 HK\$'000	2001 HK\$'000
Balance at beginning of year	81,853	54,848
Transfer from Income and Expenditure Account	19,711	27,005
Balance at end of year	<u>101,564</u>	<u>81,853</u>

## 9. Reconciliation of Operating Surplus to Net Cash Inflow/Outflow from Operating Activities

	2002 HK\$'000	2001 HK\$'000
Operating surplus	22,214	29,840
Interest income	(5,467)	(9,804)
Gain on sale of fixed assets	(67)	(359)
Decrease/(Increase) in receivables	814	(1,803)
Increase/(Decrease) in payables	1,287	(3,056)
Increase/(Decrease) in gratuities accrued	9,437	(27,347)
Net cash inflow/(outflow) from operating activities	<u>28,218</u>	<u>(12,529)</u>

## 10. Major Non-Cash Transactions

Offices and certain government-operated services used by the Secretariat are either provided by Government free of charge or funded by the respective government departments. They are not accounted for in these accounts.

## 11. Taxation

The Legislative Council Commission is exempt from Hong Kong taxation.

## 12. Capital Commitments

Outstanding commitments for acquisition of fixed assets at 31 March 2002 were as follows :

	<b>2002</b>	<b>2001</b>
	HK\$'000	HK\$'000
Authorized but not yet contracted for	3,462	5,387
Authorized and contracted for	920	544
	<u>4,382</u>	<u>5,931</u>

## 13. Comparative Figures

Certain comparative figures have been reclassified to conform to the current year's presentation.

# Appendix 1

## Committees of The Legislative Council Commission

### Committee on Personnel Matters

#### *Terms of Reference*

- (1) To consider personnel matters including staffing resources, appointment, promotion, dismissal, grading, duties, remuneration and other terms and conditions of service of staff of the Secretariat which require the attention of the Commission;
- (2) To approve appointments including acting appointments with a view to promotion of officers at Chief Assistant Secretary level and above; and
- (3) To monitor progress of appointment and personnel matters delegated to the Secretary General.

#### *Membership*

Hon Mrs Rita FAN HSU Lai-tai, GBS, JP (Chairman)

Hon NG Leung-sing, JP

Hon Margaret NG

Hon HUI Cheung-ching, JP

Hon YEUNG Yiu-chung, BBS

Hon Emily LAU Wai-hing, JP

Dr Hon LAW Chi-kwong, JP

## Committee on Facilities and Services

### *Terms of Reference*

- (1) To consider the accommodation requirements of the Council and the Secretariat;
- (2) To assess the needs of the Council and of individual Members for services and facilities for the conduct of Council business;
- (3) To formulate solutions for meeting needs identified at (1) and (2);
- (4) To consider financial matters relating to (1) to (3) above, and approve procurement of fixed assets costing above \$500,000 but not exceeding \$2,000,000; and
- (5) To monitor the progress and developments relating to the above items.

### *Membership*

Hon Mrs Rita FAN HSU Lai-tai, GBS, JP (Chairman)

Hon Mrs Selina CHOW LIANG Shuk-yee, GBS, JP

Hon James TIEN Pei-chun, GBS, JP

Hon Fred LI Wah-ming, JP

Hon Margaret NG

Hon Bernard CHAN, JP

Hon Emily LAU Wai-hing, JP

Hon Henry WU King-cheong, BBS, JP

Hon IP Kwok-him, JP

# Committee on Members' Operating Expenses

## *Terms of Reference*

- (1) To advise on administrative matters relating to Members' operating expenses; and
- (2) To review the Legislative Council Secretariat's decisions on Members' claims for operating expenses reimbursements.

## *Membership*

Hon Mrs Rita FAN HSU Lai-tai, GBS, JP (Chairman)

Hon Mrs Selina CHOW LIANG Shuk-yee, GBS, JP

Hon Fred LI Wah-ming, JP

# Appendix 2

## Staff Establishment of the Legislative Council Secretariat

Post	As at 31.3. 2002
Secretary General	1
Legal Adviser	1
Deputy Secretary General	1
Assistant Secretary General	3
Senior Assistant Legal Adviser	2
Chief Public Information Officer	1
Head, Research and Library Services	1
Principal Assistant Secretary	1
Accountant	1
Assistant Legal Adviser	6
Chief Assistant Secretary	13
Chief Translation Officer	4
Deputy Head, Research and Library Services	1
Information Technology Manager	1
Research Officer	7
Senior Assistant Secretary	26
Senior Public Information Officer	2
Senior Translation Officer	21
Assistant Accountant	2
Assistant Secretary	8
Computer Officer	2
Librarian	3
Public Information Officer	2
Translation Officer	22
Security Officer	1
Senior Clerical Officer	2
Senior Personal Secretary	3
Senior Security Assistant	2
Accounting Clerk	4
Assistant Computer Officer	3
Clerical Officer I	15
Personal Secretary I	6
Senior Chinese Word Processing Operator	3
Social Functions Assistant	1
Security Assistant	21
Personal Secretary II	23
Chinese Word Processing Operator	6
Clerical Officer II	36
Personal Chauffeur	1
Steward	5
Chauffeur	1
Motor Driver	1
Typist	17
Clerical Assistant	9
Office Assistant	17
Workman I	2
Workman II	2
<b>Total</b>	<b>313</b>



## Appendix 4

# Working Group to Review the Organization and Structure of the Legislative Council Secretariat

### *Terms of Reference*

To review the existing organization, structure, establishment and operational management procedures of the Legislative Council Secretariat for the provision of efficient and effective support to the Legislative Council and its committees.

### *Membership*

Hon Mrs Rita FAN HSU Lai-tai, GBS, JP (Chairman)

Hon HUI Cheung-ching, JP

Hon Howard YOUNG, JP (up to 26 October 2001)

Hon Emily LAU Wai-hing, JP

Hon James TIEN Pei-chun, GBS, JP (since 27 October 2001)

Dr Hon LAW Chi-kwong, JP

Hon NG Leung-sing, JP

Hon IP Kwok-him, JP

## Appendix 5

# Task Force on New Legislative Council Building

### *Membership*

Hon Mrs Rita FAN HSU Lai-tai, GBS, JP (Chairman)

Hon HUI Cheung-ching, JP

Hon Mrs Selina CHOW LIANG Shuk-ye, GBS, JP

Hon Bernard CHAN, JP

Hon NG Leung-sing, JP

Hon Emily LAU Wai-hing, JP

Hon Margaret NG

Dr Hon LAW Chi-kwong, JP

Hon IP Kwok-him, JP

## Appendix 6

# Secretary General's Environmental Report for the Year 2001-2002

### *Environmental Goal*

The Legislative Council Secretariat is committed to -

- \* Conducting all its activities and operations in an environmentally responsible manner
- \* Minimizing consumption of resources by efficient use of materials
- \* Minimizing negative impacts on the environment during the whole work cycle

### *Environmental Policy*

The environmental policy of the Legislative Council Secretariat requires all staff to make a special effort to protect the environment through -

- \* **Saving resources**, particularly on paper and electricity
- \* **Reducing waste** by re-using paper, collecting recyclable materials and adopting green procurements where applicable
- \* **Preserving a pleasant indoor working environment** through maintenance of good indoor air quality and minimization of noisy works during office hours
- \* **Preventing and minimizing air pollution** through the choice of commuting modes and good driving behaviour

### *Environmental Management*

Under the chairmanship of Principal Assistant Secretary (Administration), a Green Effort Team with representatives from all divisions was set up in 1993 to develop the Secretariat's environmental objectives and oversee the implementation of the green programme in the Secretariat. The Team monitors the progress and reviews the overall strategy for green management in the Secretariat.

A description of the environmental measures and the performance of these measures are included in the following table. The targets on these measures for the year 2002-2003 are also given in the table.

## Environmental Management and Future Targets

Saving Resources	Reducing Wastes	Preserving a Pleasant Indoor Working Environment
<b>I. Environmental Measures Adopted</b>		
<p><b>Economy in the use of paper</b></p> <ul style="list-style-type: none"> <li>• Use blank side of used paper for drafting</li> <li>• Print on both sides of paper</li> <li>• Use double side photocopiers</li> <li>• Use recycled paper</li> <li>• Minimize photocopies (e.g. not to make unnecessary spare and/or personal copies)</li> <li>• Minimize copies of circulars (e.g. circulate one copy to a group of staff)</li> <li>• Use old sets of documents for recirculation</li> <li>• Adopt green measures at festive seasons (e.g. promote Green Christmas, re-use decorative materials)</li> <li>• Use plain paper fax machines</li> <li>• Avoid use of fax leader pages</li> <li>• Use blank side of used paper to print incoming fax message</li> <li>• Communicate by electronic mail</li> <li>• Request softcopies from senders to facilitate future processing by electronic means</li> <li>• Upload documents, including agenda, minutes, discussion papers, submissions, reports of all open meetings onto the LegCo website (<a href="http://www.legco.gov.hk">http://www.legco.gov.hk</a>)</li> <li>• Store documents in central information systems for common access by staff</li> </ul> <p><b>Economy in the use of envelopes</b></p> <ul style="list-style-type: none"> <li>• Stop using envelopes for unclassified documents</li> <li>• Re-use envelopes or use transit envelopes</li> </ul> <p><b>Energy conservation</b></p> <ul style="list-style-type: none"> <li>• Carry out routine check to ensure that staff switch off lights, air conditioners and office equipment in unoccupied areas; and during lunch and after office hours when office is not in use</li> <li>• Modify group lighting switches to individual switches</li> <li>• Use high efficiency electric lamps/tubes</li> <li>• Reduce lighting to minimum required for illumination</li> <li>• Urge staff to use staircase for inter-floor traffic</li> <li>• Issue advice to staff on a regular basis on the need to save energy e.g. attach stickers to all switches to remind staff to turn off lights and air-conditioning when leaving</li> <li>• Control fuel consumption (e.g. minimize the use of official vehicles)</li> <li>• Encourage staff to use public transport</li> <li>• Turn off vehicle engines while waiting</li> </ul>	<ul style="list-style-type: none"> <li>• Re-use envelopes, loose minute jackets</li> <li>• Use refillable ball pens</li> <li>• Use recycled paper as far as possible</li> <li>• Use recycled printer and fax cartridges as far as possible</li> <li>• Urge staff to use their own cups instead of paper cups</li> <li>• Collect waste paper, used printer and fax cartridges, aluminum cans and plastic bottles for recycling</li> </ul>	<ul style="list-style-type: none"> <li>• Use low emission and ozone-free photocopiers</li> <li>• Use non-volatile correction fluid</li> <li>• Carry out renovation works outside office hours</li> <li>• Conduct annual air quality tests to monitor the air quality in offices</li> </ul>
<b>II. Performance on the Environmental Measures</b>		
<ul style="list-style-type: none"> <li>• Consumption of paper, including recycled paper, increased by 6% from 23 212 reams in 2000-01 to 24 675 reams in 2001-02 due to the increased number of meetings</li> <li>• Consumption of electricity increased by 11.7% from 1 791 051 kWh in 2000-01 to 2 000 307 kWh in 2001-02 due to the greater number of meetings and some special projects</li> <li>• Consumption of envelopes increased by 20% from 46 400 nos. in 2000-01 to 55 700 nos. in 2001-02 due to the increased amount of LegCo business</li> </ul>	<ul style="list-style-type: none"> <li>• Consumption of recycled paper, printer and fax cartridges reduced due to poor quality and/or substantial increase in price</li> <li>• Consumption of wooden pencils by Members, public officers and deputations at meetings increased by 33% from 1 217 nos. in 2000-01 to 1 614 nos in 2001-02 due to the increased number of meetings</li> <li>• Collection of waste paper for recycling increased by 10.7% from 35 078 kg in 2000-01 to 38 831 kg in 2001-02</li> <li>• Collection of used printer and fax cartridges for recycling increased by 41% from 208 nos. in 2000-01 to 293 nos. in 2001-02</li> <li>• Collection of aluminum cans for recycling was 252.7 kg in 2001-02, and 199 kg in 2000-01 since the introduction of this measure in July 2000</li> <li>• Collection of plastic bottles for recycling was 205.9 kg in 2001-02, and 169 kg in 2000-01 since the introduction of this measure in July 2000</li> </ul>	<ul style="list-style-type: none"> <li>• The Legislative Council Building has been designated as a smoke-free building since 1 April 1999</li> </ul>
<b>III. Targets for Year 2002-2003</b>		
<ul style="list-style-type: none"> <li>• Decrease electricity consumption by 1%</li> <li>• Decrease envelope consumption by 2% by using environmental protection bags for despatch of papers and documents to Members' Offices</li> </ul>	<ul style="list-style-type: none"> <li>• Increase procurement of recycled paper, printer and fax cartridges, subject to higher quality and lower price</li> <li>• Decrease wooden pencils consumption by 2%</li> <li>• Increase collection of waste paper by 5%</li> </ul>	