

立法會

Legislative Council

LC Paper No. CB(2)122/00-01

Ref: CB2/DC/G

Paper for House Committee Meeting on 27 October 2000

Servicing of Meetings-cum-Luncheons with District Council Members

Purpose

This paper details the work involved in servicing meetings-cum-luncheons between Members of the Legislative Council (LegCo) and members of District Councils (DC).

Background

2. At the last House Committee meeting on 20 October 2000, Members were invited vide LC Paper No. CB(2) 4/00-01 to consider the proposed arrangements for holding meetings-cum-luncheons between LegCo Members and DC members. Hon YEUNG Yiu-chung and Hon IP Kwok-him had also written to the Chairman of the House Committee suggesting that Members should organize two complete rounds of meetings (i.e. 36 meetings) with DC members within a legislative session, instead of holding only one round (i.e. 18 meetings).

3. To enable Members to consider the implications of increasing the frequency of holding meetings-cum-luncheons with DC members on staff resources, the Chairman instructed the LegCo Secretariat to prepare a paper detailing the work involved in servicing meetings-cum-luncheons between LegCo Members and DC members.

Support Services to Meetings with District Council Members

4. In view of the importance of enabling Members to understand the subject matters raised at the meetings with DC members and to take appropriate follow-up actions, each meeting-cum-luncheon is serviced by an Assistant Secretary General (ASG), who is assisted by a Senior Assistant Secretary (SAS). At present, ASG1 and ASG2 are each responsible for nine DCs and they oversee the support services given to these meetings.

5. The servicing of a meeting with a DC involves not just logistical arrangements, but also research on each of the topics to be raised at a meeting, including the background, DC members' concern about the subject matters and the actions taken by the Administration and by LegCo so far. The information collected is set out in a Members' Brief distributed to the roster Members who will be attending the meeting. During the meeting, the ASG advises the Convenor and LegCo Members on how the subject matters raised could be followed up. The ASG, with the support of Chief Assistant Secretary (Complaints) and Panel Clerks, also ensures that follow-up actions are taken accordingly.

6. The logistical support provided for a meeting-cum-luncheon is detailed as follows -

Nine weeks before meeting	SAS prepares and ASG sends invitation to DC members
	SAS contacts District Officer concerned to enquire what subject matters will be raised
	SAS undertakes preliminary research on subject matters under ASG's guidance
	SAS communicates with Policy Bureaux / Government Departments concerned about the latest position of the subject matters and drafts a Members' Brief
Two weeks before meeting	ASG finalizes the Members' Brief
	SAS confirms attendance of Members and makes logistical arrangements for meeting and luncheon
One week before meeting	SAS issues Members' Brief to Members
Meeting	ASG and SAS attend meeting and provide service
Immediately after meeting	ASG and SAS discuss follow-up actions to be taken
	SAS liaises with Clerks concerned if subject matters are to be taken up by Panels and informs the DC of any meeting scheduled
	SAS communicates with CAS(Complaints) if subject matters are to be taken up by the Complaints Division, e.g. holding case conferences or making further enquires; an SAS in the

Complaints Division will be assigned to follow up

SAS drafts letters for Convenor or ASG to Bureau Secretary concerned on issues of major concern

SAS drafts minutes of meeting for ASG's consideration

Three months after meeting

SAS consolidates follow-up actions taken so far and drafts letter to DC Chairman for ASG's clearance

Convenor issues letter to DC Chairman

Deployment of Staff

7. Members are invited to note that all SASs in the Secretariat, viz. SASs in CBD1, CBD2, CBD3, Complaints Division and Administration Division, take turns to assist ASG1 and ASG2 in providing support for meetings-cum-luncheons between LegCo Members and DC members.

8. The Secretariat estimates that the additional manpower required at SAS level to service an extra 18 meetings with DC members is about three man-months. This is worked out on the basis that at present, an SAS assists in servicing about six committee meetings in a month. To cope with the additional work, the Secretariat will also consider deploying staff other than ASG1 and ASG2 to service such meetings.

9. The increased frequency of such meetings-cum-luncheons will also result in additional workload for the Assistant Secretary (Social Functions) and the Stewards who are responsible for organizing the lunches.

Luncheon Expenses

10. On the basis that Members will hold 18 such meetings-cum-luncheons per year, \$135,000 has been set aside in the 2000-2001 budget to meet the expenses on lunches. A total of \$270,000 will be required if the number of meetings-cum-luncheons is to be doubled.

Legislative Council Secretariat

26 October 2000

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