

(English translation prepared
by the Legislative Council Secretariat
for Members' reference only)

(Letterhead of the Office of Emily LAU, Legislative Councillor)

14 May 2001

Hon Mrs Selina CHOW LIANG Shuk-yee, JP
Chairman of the House Committee

Dear Mrs CHOW,

Regarding how the Legislative Council (LegCo) Secretariat can strengthen support to LegCo committees, I propose that the functions of clerks to committees (in particular Panels) should include collating background information on agenda items such as information on relevant questions asked and debates held in the Council and the relevant minutes of meetings of committees. In case the Administration has submitted consultation papers on policy issues, clerks to committees should also make analyses comparing the contents of the papers with the views previously expressed by the public and LegCo on the issues in question.

I am of the view that making arrangements for meetings, liaising with attendees of meetings, coordinating the collection and issue of papers and preparing minutes of meetings should not be the major duties of committee clerks as these can be adequately undertaken by general clerical staff. I propose that clerks to committees should focus their efforts on assisting committees in analysing and studying the issues in depth and providing background information and the various views of different parties on such issues, so that Members will be able to readily grasp all the relevant arguments and make a timely response.

I would like to put forward the above proposal at a House Committee meeting for discussion. Subject to Members' support, the LegCo Secretariat should put the proposal into effect as soon as possible.

Emily LAU

c.c. Mr Ricky C C FUNG
Secretary General, LegCo Secretariat