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LC Paper No. PWSC90/13-14(01)

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30 May 2014

Ms Sharon CHUNG
Clerk to Public Works Subcommittee
Legislative Council
Legislative Council Complex
1 Legislative Council Road, Tamar
Central, Hong Kong

Dear Ms Chung,

**Public Works Subcommittee
Follow-up to meeting on 19 March 2014**

With respect to PWSC(2013-14)36 on **284RS** “Signature Project Scheme (Kwai Tsing District) - Enhancement of Community Healthcare - Installation of Information Kiosks and Fitness Equipment”, Hon CHAN Yuen-han, Hon Tony TSE and Hon Alice MAK raised comments on the proposed engagement of non-civil service contract (NCSC) staff at the meeting. We would like to provide supplementary information in response to Members’ request.

In order to support the implementation of the Project and the subsequent monitoring, we propose to earmark \$4 million for Kwai Tsing District Office (K&TDO) to hire NCSC staff, namely one Project Manager and one Project Assistant, for up to three years. The NCSC staff will provide essential support in areas including liaison between relevant Government departments and the non-profit making organizations (NPOs), monitoring of project progress/performance of the NPOs, collection of user feedback, processing reimbursement claims from NPOs, etc. They will also help organise publicity events including updating project web, issuing regular project news to media/district organizations and organization of various milestone events.

Moreover, the staff will assist on the fitness equipment (FE) and information kiosks (IKs) fronts. Specific tasks include not only drafting of user specifications and tender documents, but also on-going tasks like compilation of content for display on IKs.

Subject to the approval from Finance Committee, the estimated cash flow for employing NCSC staff is as follows –

Year	Cost (\$ million)
2014-15	1.1
2015-16	1.3
2016-17	1.3
2017-18	0.3

Despite the significant workload involved, K&TDO has kept the hiring of additional manpower to the minimum and has been deploying existing staff to help implement the Project.

Yours sincerely,



(Alan LO)

District Officer (Kwai Tsing)

c.c. Secretary for Financial Services and the Treasury

(Attn. : Ms Priscilla Chan)

Director of Home Affairs

(Attn. : Ms Susan Chow)