

政府總部  
勞工及福利局

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政府總部



LABOUR AND WELFARE BUREAU  
GOVERNMENT SECRETARIAT

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24 June 2019

Ms Wendy JAN  
Clerk to the Legislative Council Panel on Welfare Services  
Legislative Council Complex  
1 Legislative Council Road  
Central, Hong Kong

Dear Ms JAN,

**Legislative Council Panel on Welfare Services  
Follow-up Actions for Meeting on 20 May 2019**

**Special Scheme on Privately Owned Sites for Welfare Uses**

At the meeting of the Panel on Welfare Services held on 20 May 2019, the Government was requested to provide information on how it would actively encourage non-governmental organisations (NGOs) to participate in the Special Scheme on Privately Owned Sites for Welfare Uses (Special Sites Scheme) and assist participating NGOs in taking forward their project proposals. Relevant information is set out as follow.

On encouraging NGOs to participate in the Special Sites Scheme, when launching a new phase of the Scheme (Phase Two of the Special Sites Scheme) in April 2019<sup>1</sup>, apart from issuing letters inviting NGOs to apply for the Special Sites Scheme, an invitation notice has also been uploaded onto the website of the Social Welfare Department (SWD). Besides, a briefing session was conducted for interested NGOs on 6 May 2019 for introducing details of Phase Two of the Special Sites Scheme.

Since the launch of the Special Sites Scheme in September 2013 (Phase One of the Special Sites Scheme), the Government has been providing appropriate

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<sup>1</sup> The closing date of application is 30 August 2019.

assistance for NGO applicants under the Special Sites Scheme during the planning or development process of their project proposals. Relevant assistance include –

- (a) The provision of one-stop assistance, by the Labour and Welfare Bureau (LWB) and the SWD<sup>2</sup>, in coordinating comments from government departments concerned on the development matters arising from the project proposals with a view to optimising the development potential of the sites and identifying possible constraints at an early stage.
- (b) To facilitate NGO applicants under the Special Sites Scheme to prepare funding applications and tender documents, the SWD has devised various guidelines and templates for their reference. The Architectural Services Department (ArchSD), as the technical adviser of the SWD, has also been providing technical advice on project proposals financed by the Lotteries Fund (LF) under the Special Sites Scheme. NGO applicants may contact the ArchSD directly for advice on the technical aspects relating to the funding, tender or project matters.
- (c) Since the launch of the Special Sites Scheme, the LWB and the SWD have conducted seven information exchange sessions with NGO applicants and the Hong Kong Council of Social Service and made a number of clarifications and refinements on the arrangements of Phase One of the Special Sites Scheme, including (1) NGO applicants which do not have in-house technical or professional manpower support in terms of architectural service/estate management may apply for funding under the LF to engage Authorised Persons or consultants to assist them in preparing funding applications for the conduct of technical feasibility studies<sup>3</sup>; (2) NGO applicants may apply for funding under the LF to engage project management services to help them monitor the project delivery during the project implementation stage<sup>3</sup>; (3) NGO applicants may apply to the SWD for providing ancillary facilities in their projects. If the gross floor area (GFA) of ancillary facilities does not exceed 10% of the total GFA of the project concerned, the applicant NGO may apply for funding under the LF to cover the capital and fitting-out costs of such facilities; (4) Unless with discretionary approval by the Government, the projects generally should not involve demolition of buildings less than 25 years old. The SWD will nevertheless consider exercising its discretion to relax this requirement having regard to the merits of individual projects; and (5) NGO applicants will apply for LF grants in phases to meet the cost of consultancy service and that of capital works according to the actual progress of their projects, instead of seeking the two grants above in one go.

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<sup>2</sup> From the launch of the Special Sites Scheme until end of 2017, the Policy and Project Co-ordination Unit (PPCU) under the Chief Secretary for Administration's Office provided the relevant one-stop assistance. Following an internal reorganisation of the Government in end of 2017, the relevant services were transferred to the LWB and the SWD.

<sup>3</sup> Each application will be considered by the SWD on a case-by-case basis.

- (d) Having regard to the experience gained under Phase One, the Government has proposed enhancement with regard to the expenses on rent and rates involved in decanting arrangement. If the relevant NGOs intend to rent premises as temporary re-provisioning, and can demonstrate to the SWD that alternatives for decanting (e.g. making use of vacant premises of NGO applicants/affiliate NGOs, implementing the redevelopment/expansion project by phases, or making use of earlier completed projects for decanting purposes for other project proposals, etc.) are not feasible, the SWD may, as a last resort, consider exercising its discretion to approve the use of the LF to meet the rent and rates for the temporary re-provisioning for a specified short period of time under the Special Sites Scheme.

The LWB/the SWD will continue to coordinate the implementation of Phase One and Phase Two of the Special Sites Scheme, arrange information exchange sessions and adopt other suitable means to strengthen communication with NGO applicants, such as visiting NGO applicants and conducting on-site inspections and discussions on their respective projects, to assist NGO applicants to take forward different projects.

Yours sincerely,



( Ms Rebecca CHEUNG )  
for Secretary for Labour and Welfare

c.c. Director of Social Welfare (Attn.: Mr Kenneth WOO)