

**立法會**  
**Legislative Council**

LC Paper No. AS 16/17-18

Ref : AM1/75/99/02  
Tel : 3919 3012  
Date : 5 December 2017  
From : Chief Council Secretary (Administration)  
Legislative Council Secretariat  
To : Hon Members of the Legislative Council

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**Reduce consumption of paper  
Opt to receive soft copies of documents**

The Legislative Council ("LegCo") Secretariat provides soft copies of most meeting documents for Members via their Lotus Notes and other email accounts. Members can also access the soft copies of these documents at the LegCo website. They may choose to print meeting documents on a need basis.

2. To economize on the use of paper, many types of documents are already provided to Members in soft copy only. After a review by the Secretariat, starting from 7 December 2017, some additional types of documents will be included. These types of documents are basically those not for discussion at open meetings, such as minutes of Panel meetings and documents provided by the Administration which have been tabled at meetings or are received after meetings. Members may wish to refer to **Appendix I** for details.

3. Other than the types of documents listed in Appendix I, hard copies of documents (including those which will be discussed at meetings) will continue to be provided to Members as requested. A table showing the types of documents of which the hard copies are provided to individual Members concerned is in **Appendix II** (Chinese version only).

4. We would like to appeal to Members to minimize the use of hardcopies of documents as far as practicable. The LegCo Commission attaches great importance to the implementation of effective measures to reduce paper consumption. The quantity of paper consumed by the Secretariat will be reported in the Secretary General's annual Environmental Report, which is

annexed to the Commission's annual report.

5. A table giving information about the availability of the soft copies of various types of documents is in **Appendix III** (Chinese version only) (also serving as a **reply slip** for Members). Members are invited to critically review their need for hard copies of documents and indicate in the **reply slip** (**Appendix III**) the types of documents for which they no longer need the hard copies, and send it to the Secretariat on or before **15 December 2017 (Friday)**.

6. For enquiries, please contact the undersigned at 3919 3012 or Miss Emily CHAN, Administrative Assistant (Administration) 4, at 3919 3014.



(Sharon CHUNG)

Chief Council Secretary (Administration)

Encls.

只以電子複本形式提供的文件  
Documents provided in soft copy only

編號 Serial No.	文件類別 Type of document
<i>立法會會議文件</i> <i>Documents of Legislative Council meetings</i>	
S1	立法會會議預告 Notices of Council meetings
S2	立法會會議議程初訂本 Preliminary Agendas of Council meetings
S3	立法會會議紀要 Minutes of Council meetings
S4	<p>提交立法會的文件及有關預告 Papers tabled in Council together with the relevant notices</p> <p>(a) 若干團體、委員會的年報及經審計的帳目 Annual reports and audited accounts of certain organizations, boards and committees</p> <p>(b) 藉條例成立的若干基金的財務報告或受託人報告 Financial reports or trustee's reports of certain funds established by ordinances</p> <p>(c) 審計署署長衡工量值式審計結果報告書* Reports of the Director of Audit on the results of value for money audits*</p> <p>(d) 審計署署長每個財政年度的政府帳目審計結果報告書* Report of the Director of Audit on the Accounts of the Government for each financial year *</p> <p>(e) 每個財政年度的政府帳目 Accounts of the Government for each financial year</p> <p>(f) 其他提交立法會的文件 Other papers tabled</p>

\*政府帳目委員會委員獲發報告的印文本及電子複本。

Members of the Public Accounts Committee are provided with hard and soft copies of the Report.

<b>編號</b> <b>Serial No.</b>	<b>文件類別</b> <b>Type of document</b>
S5	財政預算案相關文件 Budget-related papers  (a) 經濟概況及展望 Economic background and prospects  (b) 經濟報告 Economic reports
S6	議員提出的補充質詢數目紀錄 Records of numbers of supplementary questions asked by Members
S7	議員提出的立法會質詢的摘要 Summaries of Legislative Council ("LegCo") questions asked by Members
S8	恢復二讀辯論法案的預告 Notices of resumption of Second Reading debate on bill
S9	議案辯論及休會辯論的登記 Registration of motion and adjournment debates
S10	議案辯論的發言時間通告 Notices of speaking time for motion debates
S11	已舉行的議案辯論的進度報告 Progress reports on motion debates held
<b>委員會/小組委員會會議文件</b> <i>Documents of committee/subcommittee meetings</i>	
S12	財務委員會的會議紀要 Minutes of meetings of the Finance Committee
S13	政府當局就議員對預算的質詢而提交的書面答覆 Administration's written replies to Members' questions on the Estimates

<b>編號 Serial No.</b>	<b>文件類別 Type of document</b>
S14	工務小組委員會的會議紀要 Minutes of meetings of the Public Works Subcommittee
S15	人事編制小組委員會的會議紀要 Minutes of meetings of the Establishment Subcommittee
S16	內務委員會的下列文件： The following documents of House Committee:  (a) 定於立法會會議上提出的質詢 Questions scheduled for Council meetings  (b) 已在會議席上提交或於會議之後提交的下列文件：公職人員發言稿，以及議員/團體代表的意見書或文件 Speaking notes of public officers and submissions from Members/deputations which have already been tabled at meetings or are received after meetings  (c) 已向內務委員會作出口頭匯報的法案委員會及附屬法例小組委員會所提交的書面報告 Written reports of Bills Committees and subcommittees on subsidiary legislation which have made verbal reports to the House Committee  (d) 政府當局就議員在內務委員會特別會議席上所提問題作出的回應 Administration's response to Members' questions raised at special House Committee meetings  (e) 以傳閱方式請議員審閱及通過的會議紀要及逐字紀錄本 <sup>#</sup> Minutes and verbatim transcripts of meetings which are circulated to Members for consideration and confirmation <sup>#</sup>

<sup>#</sup> 於2017年12月7日起，只以電子複本形式提供。  
To be provided in soft copy only w.e.f. 7 December 2017

<b>編號</b> <b>Serial No.</b>	<b>文件類別</b> <b>Type of document</b>
S17	<p>事務委員會、法案委員會及小組委員會<sup>^</sup>的下列文件： The following documents of Panels, Bills Committees and subcommittees<sup>^</sup>:</p> <p>(a) 已在會議席上提交或於會議之後提交的下列文件：政府當局提交的文件<sup>#</sup>、公職人員發言稿，以及議員/團體代表的意見書或文件 Papers provided by the Administration<sup>#</sup>, speaking notes of public officers, and submissions from Members/deputations which have already been tabled at meetings or are received after meetings</p> <p>(b) 政府當局提供的電腦投影片簡介資料 Powerpoint presentation materials provided by the Administration</p> <p>(c) 使用電子表決系統進行表決的結果 Results of voting conducted by using the Electronic Voting System</p> <p>(d) 會議紀要<sup>#</sup> Minutes of meetings<sup>#</sup></p> <p>(e) 在會議上通過的議案以及政府當局就該等議案所作的書面回應<sup>#</sup> Motions passed at meetings and the Administration's written responses to such motions<sup>#</sup></p>

<sup>^</sup>包括事務委員會及法案委員會轄下各小組委員會、附屬法例小組委員會及內務委員會轄下的其他小組委員會(議會聯絡小組委員會及立法會議員酬金及工作開支償還款額小組委員會除外)

Including the subcommittees under Panels and Bills Committees, subcommittees on subsidiary legislation and other subcommittees under the House Committee (except Parliamentary Liaison Committee and Subcommittee on Members' Remuneration and Operating Expenses Reimbursement)

<sup>#</sup>於2017年12月7日起，只以電子複本形式提供。

To be provided in soft copy only w.e.f. 7 December 2017

<b>編號</b> <b>Serial No.</b>	<b>文件類別</b> <b>Type of document</b>
<i>申訴及資源管理部發出的文件</i> <i>Documents issued by the Complaints and Resources Management Division</i>	
S18	傳閱予當值議員/全體議員的意見 Views circulated to Duty Roster Members / all Members
S19	秘書處人事安排通告 Circulars on staffing arrangements of the LegCo Secretariat
S20	值勤議員日誌 Ward Member diaries
S21	當值議員輪值時間表 Schedule for Duty Roster Members
<i>資訊服務部發出的文件</i> <i>Documents issued by the Information Services Division</i>	
S22	資料研究組發出的通告 Circulars issued by the Research Office
S23	資料研究組擬備的研究文件 Research papers prepared by the Research Office
S24	圖書館發出的文件 Papers issued by the Library
S25	圖書館擬備的刊物 Publications prepared by the Library
S26	檔案館發出的通告/文件 Circulars/papers issued by the Archives

編號 Serial No.	文件類別 Type of document
<b>翻譯及傳譯部發出的文件</b> <i>Documents issued by the Translation and Interpretation Division</i>	
S27	口頭補充質詢的書面答覆 Written replies to oral supplementary questions
S28	立法會會議過程正式紀錄草擬本 Draft version of Official Record of Proceedings of LegCo meetings
S29	立法會會議過程正式紀錄確定本 Confirmed version of Official Record of Proceedings of LegCo meetings
S30	立法會會議過程正式紀錄翻譯本 Translated version of Official Record of Proceedings of LegCo meetings
<b>公共資訊部發出的文件</b> <i>Documents issued by the Public Information Division</i>	
S31	專責採訪立法會新聞的記者聯絡名單 Contact list of LegCo beat reporters
S32	每日報章精選 Daily news highlights
S33	議員預約立法會綜合大樓教育導賞團(通告) Booking of guided educational tours of the LegCo Complex (circular)
S34	邀請議員參與立法會綜合大樓的參觀活動(通告) Invitation to participate in the visit programmes of the LegCo Complex (circular)
S35	其他由公共資訊部發出的通告/文件 Other circulars/papers issued by the Public Information Division



編號 Serial No.	文件類別 Type of document
<i>總務部發出的文件</i> <i>Documents issued by the Administration Division</i>	
S36	每日活動表 Daily diaries
S37	8星期立法會活動預報 Eight-weekly forecasts of LegCo activities
<i>政府政策局、部門及其他機構發出的文件</i> <i>Documents issued by Government Policy Bureaux, Departments and other organizations</i>	
S38	由各政策局發出的立法會參考資料摘要 LegCo Briefs from Policy Bureaux
S39	禮賓處處長發出的訪港外賓預報 Forecasts of Visitors issued by the Director of Protocol