

立法會
Legislative Council

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From : Assistant Secretary General 2
Legislative Council Secretariat

To : Hon Members of the Legislative Council

Paper-saving measure

Members are invited to note a paper-saving measure which has been implemented by the Legislative Council Secretariat in respect of committee meetings serviced by Council Business Divisions 1 and 2. The paper-saving measure, which relates to the issuance of submissions from deputations, is set out below.

2. Under the existing practice, submissions from deputations are treated in the following manners:

- (a) those which are received in time before a committee meeting are issued to members in both hard and soft copy before the meeting; and
- (b) those which are not received in time are tabled at the meeting and issued to members in both hard and soft copy after the meeting.

3. While no change is made to the arrangement stated in paragraph 2(a) above, the following revised arrangements have been implemented in respect of paragraph 2(b) above with a view to economizing on paper -

- (a) as a standard practice, submissions provided by deputations and tabled at meetings will be issued under a covering memo to members after the meeting by Lotus Notes mail only; hardcopies will be provided upon request by individual members. In case reference to these submissions is required at future meetings, the committee clerk concerned will indicate on the relevant agenda that these submissions have been issued through Lotus Notes mail, to facilitate retrieval by members; and

- (b) for bulky reports or publications provided by deputations and tabled at meetings, copies which have not been collected by individual members will be sent to their offices by despatch after the meeting. Members will be notified by Lotus Notes mail that such a report or publication has been tabled at the meeting, and a softcopy and/or the hyperlink of the report or publication, if available, will be provided in the Lotus Notes mail.

4. Members who have any views on the above arrangements are welcome to contact the undersigned or the respective committee clerks.

(Mrs Vivian KAM)
Assistant Secretary General 2