

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 measures

To promote a greener environment and efficient use of resources, the Legislative Council Secretariat has implemented a number of paper-saving measures. Members are invited to note that the following documents for committee meetings serviced by Council Business Divisions 1 and 2 will normally be provided in softcopy only with a view to reducing paper consumption:

(a) *Attendance list for committee meetings*

The softcopy of the list will be issued to members via Lotus Notes mails before the meeting. Hardcopies of the list will be tabled at the meeting but will not be issued to members before the meeting.

(b) *List of relevant papers previously issued*

To facilitate reference of the relevant papers previously issued, the Clerk to a Bills Committee/subcommittee provides in an appendix to the agenda a list of relevant papers previously issued. As the list may be very long, hardcopies of the list will no longer be circulated to members for each meeting. Instead, the Clerk will indicate on the agenda that such a list is available on the LegCo website, and provide the address of the relevant web page on the agenda.

(c) *PowerPoint presentation materials*

The Administration and deputations sometimes make PowerPoint presentations during committee meetings. As PowerPoint functions primarily as a visual presentation tool, and members and deputations can watch the presentation on a screen during the meeting, hardcopies of the presentation materials will not be provided at the meeting, unless requested by members or the presenter has prepared sufficient copies for distribution to members. The softcopy of the presentation materials will be issued to members via Lotus Notes mails and uploaded onto the LegCo website after the meeting.

(d) *Papers for deputations*

In respect of meetings attended by deputations, a complete set of submissions from other deputations will no longer be prepared separately for each deputation. To facilitate deputations' access to related papers before the meeting, the Clerk will state the web address for access of relevant papers in the invitation letter to deputations. Deputations will nevertheless be provided with hardcopies of the relevant paper from the Administration to facilitate discussion during the meeting.

2. Opportunity is also taken to remind Members to bring along relevant papers to committee meetings as this would minimise spare copies to be prepared.

3. Members who have feedback on the above arrangements are welcome to contact the undersigned or the respective committee clerks.

(Mrs Vivian KAM)
Assistant Secretary General 2

b.c.c. SG
ASG1
CCSs, SCSs and CSs of CBD1 and 2