

立法會
Legislative Council

LC Paper No. CB(2) 725/06-07

Ref : CB2/A/7

Tel : 2869 9440

Date : 22 December 2006

From : Assistant Secretary General 2
Legislative Council Secretariat

To : Hon Members of the Legislative Council

Further paper-saving measures

Further to my memo dated 7 December 2006 on paper saving measures, Members are invited to note that further measures to reduce paper consumption have been implemented in respect of committee meetings serviced by Council Business Divisions 1 and 2 in response to feedback and suggestions received. These measures are set out below.

(a) *Minutes of meetings in condensed form*

Where a report will be published upon the completion of study of a specific subject, such as a bill or a piece of subsidiary legislation, the minutes of the meetings are presented in a condensed form, together with an index on the proceedings. As members can make reference to the reports of the relevant Bills Committee or subcommittee for detailed deliberations of the committee, the minutes of these committee meetings in condensed form will be issued to members by Lotus Notes mails only; hardcopies will be provided upon request by individual members.

(b) *Reply slips*

Simple reply slips will be prepared bilingually on one single sheet.

(c) *Bulky reports/publications*

For bulky reports/publications provided by the Administration or other bodies for the information of a committee (e.g. statistical reports), and insufficient copies have been provided to the LegCo Secretariat for distribution to all committee members, the Clerk concerned will inform members that a copy has been placed in the LegCo Library for members' perusal, and individual members who want to obtain hardcopies can contact the Clerk who will make the necessary arrangements. The hyperlink of these reports/publications, if available, will also be stated in the covering memo.

For some routine papers provided by the Administration/other bodies, and which may not be bulky, such as monthly papers on statistical data, the Clerk concerned may distribute these papers to members in softcopy only; hardcopies will be provided upon request.

This measure will not apply to reports of LegCo committees, papers containing draft Committee Stage amendments prepared by the Administration/individual members and research reports prepared by the Research and Library Services Division. Hardcopies of these reports/papers will continue to be distributed to members of the relevant committee.

(d) *PowerPoint presentation materials*

In response to a Member's request, hardcopies of PowerPoint presentation materials will be provided to attending committee members to facilitate their reference during the meetings but will not be issued to non-attending members. The softcopy of the presentation materials will be issued to committee members via Lotus Notes mails and uploaded onto the LegCo website after the meeting.

(Mrs Vivian KAM)
Assistant Secretary General 2

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