



The Legislative Council of the Hong Kong Special Administrative Region

Handbook on Services Provided for Members by the Legislative Council Secretariat

This handbook is available on the Legislative Council Website at:

<https://www.legco.gov.hk/en/about-legco/the-secretariat.html#services-provided-for-members> (English)

<https://www.legco.gov.hk/tc/about-legco/the-secretariat.html#services-provided-for-members> (Chinese)

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1. INTRODUCTION

1.1 This Handbook provides:

- (a) an overview of the main duties of various Divisions of the Legislative Council (“LegCo”) Secretariat (“the Secretariat”); and
- (b) information on the services for individual Members.

1.2 Relevant circulars will be issued by the Secretariat from time to time.

The Legislative Council Commission

1.3 The Legislative Council Commission (“the Commission”) is a statutory body established under The Legislative Council Commission Ordinance (Cap. 443). It consists of 13 members including the President of the Council (“President”) who is the Chairman of the Commission. Its functions include providing administrative support and services to the Council through the Secretariat; providing office accommodation to Members and staff of the Secretariat; and supervising the operation of the Secretariat.

1.4 There are five committees under the Commission to carry out delegated functions. They are the Committee on Personnel Matters, the Committee on Members’ Operating Expenses, the Committee on Facilities and Services, the Committee on the Use of Legislative Council Square and the Appeals Committee on the Use of Legislative Council Square.

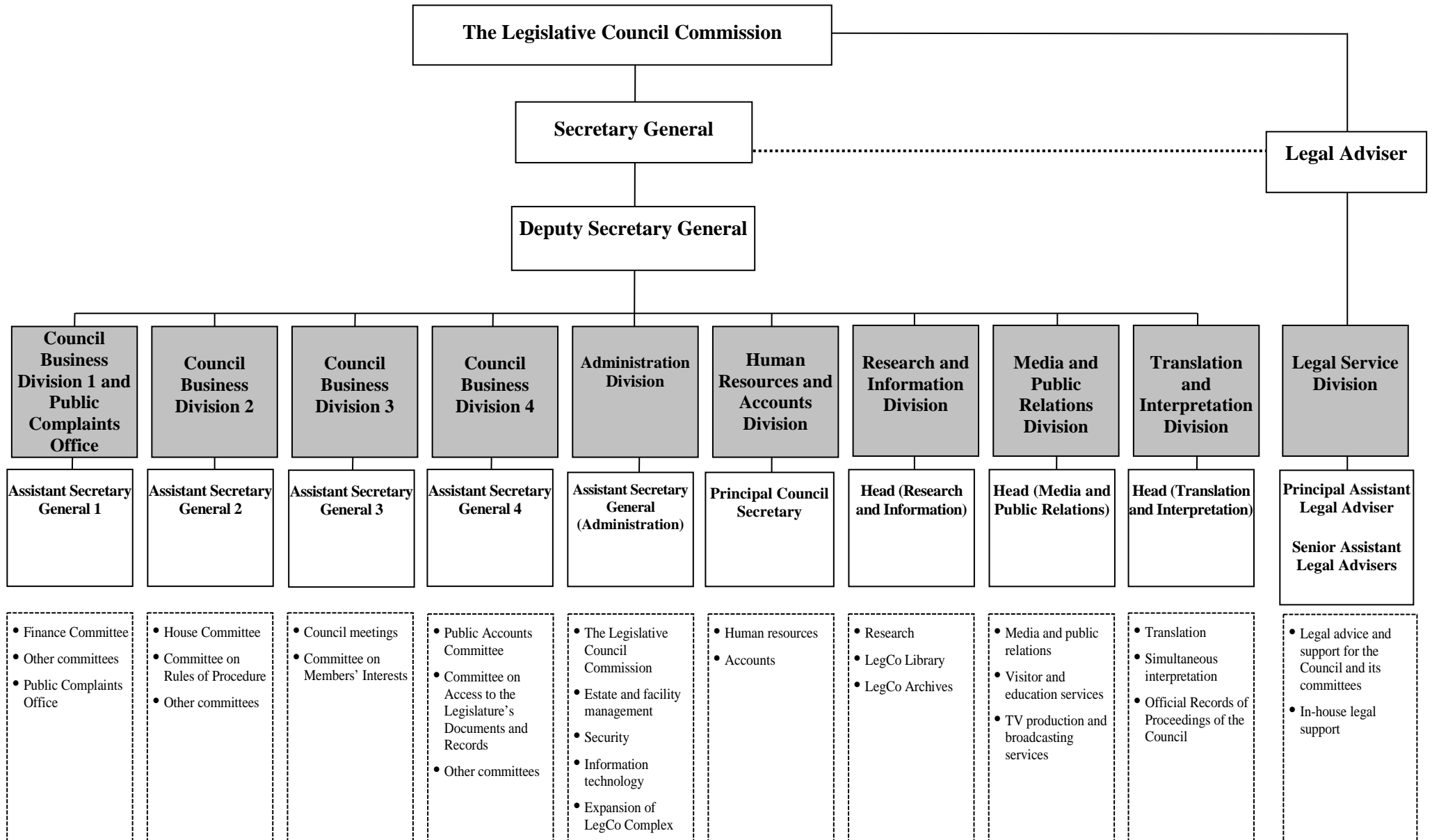
The Legislative Council Secretariat

1.5 The Secretariat operates under the supervision of the Commission. The Secretariat’s mission is to provide efficient and professional secretariat, research and administrative support for the Council, enhance public understanding of the activities of the Council and ensure an effective avenue for redressing grievances of members of the public.

1.6 As at 1 November 2022, the Secretariat had an establishment of 686 posts and comprised 10 divisions. Secretariat staff are not civil servants but are directly employed by the Commission. They are required to serve LegCo with complete political impartiality and shall not engage in political activities. The working relationship between Members and Secretariat staff should be professional, courteous and based on mutual respect.

1.7 The Secretary General (“SG”), appointed by the Commission, is the chief executive of the Secretariat responsible to the Chairman of the Commission for the administration of the Secretariat. SG is also the Clerk to LegCo responsible for advising the President on all matters relating to the procedure of the Council. The Legal Adviser of the Secretariat is the Counsel to the Legislature who has the general duty of advising the President and the Clerk to LegCo on legal questions arising in relation to the business or administration of the Council. An organization chart of the Secretariat is on page 2 and available on the LegCo Website. At present, the Secretariat offices are located (a) in the LegCo Complex (“the Complex”); (b) on 2/F and 46/F of the Queensway Government Offices; and (c) on 12/F of CITIC Tower.

Organization chart of the Legislative Council Secretariat



2. COUNCIL BUSINESS DIVISIONS AND PUBLIC COMPLAINTS OFFICE

2.1 The following four Council Business Divisions, each headed by an Assistant Secretary General, in the Secretariat provide support services for the Council and its committees as well as the LegCo Redress System:

- Council Business Division 1 and Public Complaints Office;
- Council Business Division 2;
- Council Business Division 3; and
- Council Business Division 4.

2.2 Council Business Divisions 1, 2 and 4 mainly provide support services for committees and Panels while Council Business Division 3 provides support services for and coordinates and deals with matters relating to Council meetings. Council Business Division 4 also supports Members in their contacts with legislators and visitors from other jurisdictions as well as members of district organizations. The Public Complaints Office assists Members in processing cases received under the LegCo Redress System. The servicing scope of the four Divisions are summarized on page 17.

Committees serviced by Council Business Division 1 and Public Complaints Office, and Council Business Divisions 2 and 4

Panels

Functions

2.3 Currently, a total of 18 Panels are formed by resolution of the Council on 8 July 1998 and as amended on 26 October 2022 to monitor and examine policy matters within specified areas of responsibilities corresponding to the respective Policy Bureaux in the Government. Panels also provide a forum for the exchange of views on Government policies and issues of public concern, and for the Administration to consult Members on major legislative and financial proposals prior to their formal introduction to the Council or the Finance Committee. Each Panel may also set up subcommittees to study specific policy issues under its purview.

Membership

2.4 All Members, other than the President, may join a Panel by submission of returns to the Secretariat by noon on the Friday immediately following the first Council meeting of a new term. If the number of Members who have signified membership exceeds 20, the committee seats are to be allocated in accordance with the mechanism set out in Appendix IIIB to the House Rules (“HR”). The term of office of the members of a Panel shall be one session. The chairman and deputy chairman are elected by and from members of the Panel. A subcommittee set up under a Panel shall consist of members of that Panel.

2.5 A Member who joins the Council after the start of a session may join a Panel by submission of a return to the Secretariat within one month of the date on which he/she is declared elected as Member of the Council, provided that the number of members of the Panel does not exceed 20. In the event that the number of Members' returns for joining a Panel exceeds the number of committee seats of that Panel available for allocation, the allocation of the seat(s) in that Panel will be determined by drawing lots in accordance with the mechanism set out in Appendix IIIB to HR.

Meetings

2.6 The meetings of each Panel are normally held on a monthly basis.

Bills Committees

Functions

2.7 Bills Committees are formed by the House Committee on a need basis to study bills that warrant special and in-depth scrutiny by Members. The general merits, principles and detailed provisions of the bill as well as any relevant amendments are considered by a Bills Committee.

Membership

2.8 All Members, other than the President, may join a Bills Committee. If the number of Members who have signified membership exceeds 15, the committee seats are to be allocated in accordance with the mechanism set out in Appendix IIIB to HR. The chairman is elected by and from members of the committee.

2.9 A Member who joins the Council after the start of a session should signify membership for the Bills Committee(s) of his/her choice within one month of the date on which he/she is declared elected as Member of the Council, provided that the number of members of the Bills Committee(s) does not exceed 15. In the event that the number of Members' returns for joining a Bills Committee exceeds the number of committee seats of that Bills Committee available for allocation, the allocation of the seat(s) in that Bills Committee will be determined by drawing lots in accordance with the mechanism set out in Appendix IIIB to HR.

Other Committees

Select Committees

Functions

2.10 The Council may appoint one or more select committees for in-depth consideration of matters or bills referred by the Council. Where so authorized by the Council, select committees may, as required when exercising its powers and functions, summon persons concerned to attend before the committee to give evidence or to produce documents under section 9(1) of the Legislative Council (Powers and Privileges) Ordinance (Cap. 382). As soon as a select committee has completed consideration of the matter or bill referred to it, it reports to the Council and is thereupon dissolved. The servicing of select committees is shared among the four Council Business Divisions.

Membership

2.11 The President decides the size of a select committee and appoints its chairman, deputy chairman and members, taking into account the recommendations of the House Committee.

Investigation Committees

Functions

2.12 Article 79(7) of the Basic Law (“BL”) provides that the President shall declare that a Member is no longer qualified for the office when he or she is censured for misbehaviour or breach of oath by a vote of two-thirds of the Members present. Under Rule 49B(1A) of the Rules of Procedure (“RoP”), a motion may be moved to censure a Member under BL 79(7) (“censure motion”). RoP 49B(2A) provides that upon the moving of a censure motion, debate shall be adjourned and the matter stated in the motion shall be referred to an investigation committee unless the Council otherwise orders. Under RoP 73A(2), an investigation committee is responsible for establishing the facts stated in the censure motion and giving its views on whether or not the facts as established constitute grounds for the censure. The committee is required to report to the Council as soon as it has completed investigation of the matter referred to it. The servicing of investigation committees is shared among the four Council Business Divisions.

Membership

2.13 An investigation committee consists of a chairman, a deputy chairman and five members who shall be Members appointed by the President in accordance with an election procedure determined by the House Committee.

Main Duties of Council Business Division 1 and Public Complaints Office

2.14 Headed by Assistant Secretary General 1, Council Business Division 1 and Public Complaints Office, apart from providing secretariat and support services for six Panels (please refer to the servicing scope on page 17) and any Bills Committee or subcommittee on policy issues or legislative proposals relating to the terms of reference of these Panels, also serves the Finance Committee and its two subcommittees, namely the Public Works Subcommittee and the Establishment Subcommittee, and provides support services for Members in the operation of the LegCo Redress System. Details of the functions and memberships of these committees and subcommittees are summarized below.

Finance Committee

Functions

2.15 The Finance Committee is a standing committee of the Council. The functions of the Finance Committee are those conferred upon the Committee by the Public Finance Ordinance (Cap. 2), any other law and RoP of LegCo, and such as may from time to time be referred to the Committee by the Council. Its functions include examining the Estimates of Expenditure, approving proposals to change the Estimates of Expenditure approved by the Council, and approving commitments under some of the Funds set up under section 29 of the Public Finance Ordinance. The Finance Committee may appoint subcommittees to assist in the performance of its functions.

Membership

2.16 The Finance Committee consists of not less than 50 members (including the Chairman) who shall be those Members (other than the President) having signified membership in accordance with Appendix I to the Finance Committee Procedure. The term of office of a member of the Committee is the whole term of the Council, except in the case of resignation from the Committee. The Chairman and Deputy Chairman of the Committee are elected by and from its members.

Meetings

2.17 Finance Committee meetings are usually held on Friday afternoons.

Subcommittees

2.18 There are two subcommittees under the Finance Committee: the Public Works Subcommittee and the Establishment Subcommittee.

Public Works Subcommittee

Functions

2.19 The Public Works Subcommittee considers submissions from the Administration on, and as appropriate, recommends to the Finance Committee:

- the upgrading of projects to or downgrading from Category A of the Public Works Programme;
- the approval of new commitments for capital subvention works projects funded under Capital Works Reserve Fund Head 708;
- changes to the scope and/or approved project estimates of projects currently in Category A of the Public Works Programme and the works projects funded under Capital Works Reserve Fund Head 708; and
- whether there is to be further discussion of a public works proposal by the Finance Committee.

Membership

2.20 The Public Works Subcommittee consists of not less than 15 members (including the Chairman) who shall be those Members (other than the President) having signified membership in accordance with Appendix I to the Public Works Subcommittee Procedure. The term of office of a member of the Subcommittee is the whole term of the Council, except in the case of resignation from the Subcommittee. The Chairman and Deputy Chairman of the Subcommittee are elected by and from its members.

Meetings

2.21 Public Works Subcommittee meetings are usually held once every two weeks, on Wednesdays from 8:30 am to 10:30 am.

Establishment Subcommittee

Functions

2.22 The Establishment Subcommittee examines requests for variations in the establishment of the civil service and makes recommendations to the Finance Committee on:

- proposals for the creation, re-development and deletion of permanent and supernumerary posts remunerated on/according to the directorate pay scales;
- changes to the structure of civil service grades and ranks (including pay scales, new grades and new ranks);
- changes to the organizational structure of the Government and consequential transfer of posts;
- proposals for the creation of directorate level consultancy positions for individuals for periods lasting more than 12 months;
- changes to the departmental establishment ceilings shown in the Estimates; and
- whether there is to be further discussion of an establishment proposal by the Finance Committee.

The Subcommittee also reports to the Finance Committee on changes in departmental establishments shown in the Estimates and on the size and cost of the civil service.

Membership

2.23 The Establishment Subcommittee consists of not less than 15 members (including the Chairman) who shall be those Members (other than the President) having signified membership in accordance with Appendix I to the Establishment Subcommittee Procedure. The term of office of a member of the Subcommittee is the whole term of the Council, except in the case of resignation from the Subcommittee. The Chairman and Deputy Chairman of the Subcommittee are elected by and from its members.

Meetings

2.24 Establishment Subcommittee meetings are usually held once every two weeks, on Wednesdays from 8:30 am to 10:30 am.

Legislative Council Redress System

2.25 The Public Complaints Office is responsible for providing support services for Members in the operation of the LegCo Redress System.

Redress System

2.26 BL 73 provides, inter alia, that LegCo of the Hong Kong Special Administrative Region shall “receive and handle complaints from Hong Kong residents”. However, the operation of the Redress System is not defined by law. Under the Redress System, Members provide assistance, where justified, to individual members of the public and deputations who are aggrieved by government actions or policies. They also deal with representations on government policies and legislation as well as other matters of public concern. Complaints and representations about the services of public organizations, where appropriate, are also handled under the Redress System.

2.27 The Public Complaints Office assists Members in the processing of cases received under the Redress System, and reports the cases to Members. Members are directly involved in the handling of cases under the Duty Roster Member System and the Ward Duty Member System.

Duty Roster Member System and Ward Duty Member System

2.28 In groups of nine, Members take turns to be on duty each week to oversee the Redress System, and to receive and handle representations of and complaints made by deputations. The purpose of the Duty Roster Member System is to share the workload among Members.

2.29 Each Duty Roster Member also takes turns once during his/her duty week to be on “ward duty” for two hours. The Member on ward duty (“Ward Duty Member”) will:

- meet with individual members of the public by appointment; and

- give guidance to the Public Complaints Office on the processing of cases.

2.30 If an individual member of the public/a deputation wishes to meet with a particular Member who is not on the duty roster, the request will be forwarded to the Member concerned. The Member may join the Ward Duty Member/the Duty Roster Member for the interview.

2.31 Where Members meet with individual members of the public/deputations outside the LegCo Redress System, the Public Complaints Office will not provide staffing support.

Main Duties of Council Business Division 2

2.32 Headed by Assistant Secretary General 2, Council Business Division 2, apart from providing secretariat and support services for six Panels (please refer to the servicing scope on page 17) and any Bills Committee or subcommittee on policy issues or legislative proposals relating to the terms of reference of these Panels, also services the House Committee and Committee on Rules of Procedure. The functions and membership of these committees are detailed below.

House Committee

Functions

2.33 The House Committee makes preparations for meetings of the Council and considers matters relating to the business of the Council. The House Committee also decides whether to set up Bills Committees or subcommittees to scrutinize bills or subsidiary legislation. The agenda of the regular meetings of the House Committee normally includes the following items: reports on bills and subsidiary legislation tabled in Council; questions that Members intend to put to the Government; and Members' motions to be moved and debated. The House Committee may also consider, in such manner as it thinks fit, any other item relating to the business of the Council.

2.34 In addition, a petition presented to the Council will be referred to the House Committee under RoP 20(6) if the request for the petition to be referred is supported by no less than one half of all Members of the Council. The House Committee decides the manner of consideration of the petition and may present a report to the Council after the consideration of the petition.

Membership

2.35 The House Committee shall consist of not less than 50 members (including the Chairman). All Members, other than the President, may join the House Committee by submission of returns to the Secretariat by noon on the Friday immediately prior to the first Council meeting of a new term. The term of office of the members of the House Committee shall be the whole term of the Council except in the case of resignation from the Committee. The Chairman and Deputy Chairman of the Committee are elected by and from its members. A Member who joins the Council after the start of a session may join the House Committee by submission of a return to the Secretariat within one month of the date on which he/she is declared elected as Member of the Council.

Meetings

2.36 House Committee meetings are normally held every Friday afternoon at 2:30 pm while the Council is in session. When a Finance Committee meeting is scheduled to be held in the same afternoon, the House Committee meeting will, if necessary, be suspended at such time when the Finance Committee meeting is scheduled to begin and resumed to deal with the unfinished business on the agenda after the Finance Committee meeting. In addition to regular meetings, special House Committee meetings are held with the Chief Secretary for Administration and/or other senior government officials to discuss major issues of public concern.

Subcommittees

2.37 The House Committee may appoint subcommittees to assist in the consideration of specific items of subsidiary legislation that require detailed study. The functions, membership and procedural arrangements of these subcommittees are similar to those of Bills Committees. The House Committee may also appoint subcommittees to study issues of public concern which fall outside the purview of Panels or straddle the purview of a number of Panels, or any other matters relating to the business of the Council. All Members, other than the President, may join these subcommittees. A subcommittee to study subsidiary legislation or any other matters relating to the business of the Council shall consist of not more than 15 members, and a subcommittee to study issues of public concern which fall outside the purview of Panels or straddle the purview of a number of Panels shall consist of not more than 20 members. If the number of Members who have signified membership exceeds the specified number, the subcommittee seats are to be allocated in accordance with the mechanism set out in Appendix IIIB to HR.

Committee on Rules of Procedure

Functions

2.38 The Committee on Rules of Procedure is established under RoP 74. Its functions are:

- to review RoP of the Council and the committee system, and to propose to the Council such amendments or changes as are considered necessary; and
- to examine matters of practice and procedure relating to the Council referred by the Council or its committees or the President, or raised by its own members.

Membership

2.39 The Committee consists of a chairman, a deputy chairman and 10 members who are Members appointed by the President in accordance with an election procedure determined by the House Committee.

Main Duties of Council Business Division 3

2.40 Headed by Assistant Secretary General 3, Council Business Division 3 mainly provides support services for Council meetings, which include:

- processing questions, bills, subsidiary legislation, proposed resolutions and motions not intended to have legislative effect;
- assisting the President in ruling on matters and proceedings related to the items above and dealing with related matters;
- providing procedural advice for the President and Members on matters and proceedings relating to Council meetings;
- preparing agendas and scripts for and minutes of Council meetings;
- arranging the tabling of subsidiary legislation, reports and papers; and
- undertaking logistical arrangements for and coordination of matters relating to Council meetings.

2.41 Council Business Division 3 services the Committee on Members' Interests and maintains the Register of Members' Interests. It also services an investigation committee if necessary.

Notice of Business for a Council Meeting

2.42 The notice periods required for various items of business at a Council meeting are as follows:

Presentation of papers	2 clear days
Presentation of petitions	3 clear days
Questions	7 clear days
Resumption of Second Reading debate on bills	normally 12 clear days
Amendments to bills	7 clear days
Motions	12 clear days
Amendments to motions	5 clear days
Motions to amend subsidiary legislation or other instruments	5 clear days
Motions to extend the scrutiny period of subsidiary legislation or other instruments	3 clear days
Adjournment motions under RoP 16(4)	7 clear days
Motions to take note of the report in relation to subsidiary legislation or other instruments presented to the Council	2 clear days

Note : The expression "clear days" as a period of time excludes the day of the giving of a notice, the day of the relevant meeting and intervening public holidays, and ends at 5 pm on the last day of that period.

Matters Relating to Members' Interests

Registration of Interests

2.43 Under RoP 83, Members must register their registrable interests, as defined in RoP 83(5), by furnishing to the Clerk to LegCo particulars of their interests in a form approved by the President. Members returned through a general election must make the first-round registration of such interests not later than the first Council meeting of a term, while Members returned through a by-election must do so within 14 days from the date of becoming a Member. Members are also required to register any subsequent change in such interests within 14 days of such change. Members are required to use the System for Registration of Members' Interests, which can be accessed via Members' Portal,¹ to register their interests. The interests registered by Members are entered in a Register of Members' Interests, which is made available for public inspection at the Council's library and on the LegCo Website.

Committee on Members' Interests

Functions

2.44 The Committee on Members' Interests is a standing committee of the Council with the following functions:

- to examine the arrangements made for the compilation, maintenance and accessibility of the Register of Members' Interests;
- to consider any proposals made by Members or others as to the form and contents of the Register;
- to consider any complaint made in relation to the registration and declaration of Members' interests or any complaint of a failure to do so and, if it thinks fit after consideration, investigate such complaint;
- to consider any complaint made in relation to the conduct of Members referred to in RoP 83AA (Claims for Reimbursement of Operating Expenses or Applications for Advance of Operating Funds) and, if it thinks fit after consideration, investigate such complaint;
- to consider matters of ethics in relation to the conduct of Members in their capacity as such, and to give advice and issue guidelines on such matters; and
- to report to the Council and make recommendations including a recommendation as to a sanction under RoP 85 (Sanctions relating to Interests, Operating Expenses or Operating Funds).

Membership

2.45 The Committee consists of a chairman, a deputy chairman and five members who are Members appointed by the President in accordance with an election procedure determined by the House Committee.

¹ Please see paragraph 8.38 of this Handbook for details about Members' Portal.

Main Duties of Council Business Division 4

2.46 Headed by Assistant Secretary General 4, Council Business Division 4, apart from providing secretariat and support services for six Panels (please refer to the servicing scope on page 17) and any Bills Committee or subcommittee on policy issues or legislative proposals relating to the terms of reference of these Panels, also serves the Public Accounts Committee, Committee on Access to the Legislature's Documents and Records, and Parliamentary Liaison Subcommittee. The functions and membership of these committees and the subcommittee are detailed below.

2.47 The Division is also responsible for handling access requests for the Legislature's documents and records from the public, and coordinating corporate liaison services.

Public Accounts Committee

Functions

2.48 The Public Accounts Committee is established under RoP 72. It is a standing committee of the Council and its practice and procedure are governed by RoP. Its functions are:

- to consider reports of the Director of Audit on the accounts of the Government; and
- to consider reports of value-for-money audits carried out by the Director of Audit relating to the economy, efficiency and effectiveness of Government departments and relevant public bodies.

Membership

2.49 The Committee consists of a chairman, a deputy chairman and five members who are Members appointed by the President in accordance with an election procedure determined by the House Committee.

Work Cycle

2.50 The Director of Audit submits three reports to the President each year, including one report on the audit of the Government's annual statements of account and two reports relating to value-for-money audits. Upon receipt of the Director of Audit's reports, the Committee holds public hearings to receive evidence from the controlling officers of Government departments and relevant public bodies and other parties. The Committee then deliberates in camera on the evidence taken at the public hearings and draws up reports which contain its conclusions and recommendations on various issues. The Committee is required to conclude its findings and table its report on the Director of Audit's reports in the Council within three months after the Director of Audit's reports are laid. Under exceptional circumstances when more time is required to study a particular subject, a supplemental report may be submitted to the Council.

Committee on Access to the Legislature's Documents and Records

Functions

2.51 The Committee on Access to the Legislature's Documents and Records is established under RoP 74A. Its functions are:

- to determine whether a document or record of the Legislature (or its committee) should be made available for access earlier than the expiry of the closure period specified in the Policy on Access to the Legislature's Documents and Records ("the Policy");
- to set guidelines for implementing the Policy;
- to consider any objection against the denial of access to such a document or record by the Clerk to LegCo; and
- to consider any other matter relating to or arising from the Policy.

Membership

2.52 The Committee consists of a chairman who is the President, a deputy chairman who is the Chairman of the House Committee, the Deputy Chairman of the House Committee, and not more than 10 other members elected in such manner as the House Committee may determine.

Parliamentary Liaison Subcommittee

Functions

2.53 HR 34 provides for the formation of a Parliamentary Liaison Subcommittee under the House Committee. Its functions are:

- to promote liaison and develop good relationship with parliamentary bodies in various territories;
- to consider proposals for the formation of friendship groups with legislatures outside Hong Kong;
- to deal with all matters pertaining to the activities of parliamentary friendship groups, including sending delegations on visits outside Hong Kong and hosting activities with delegations visiting Hong Kong; and
- to make recommendations to the House Committee in respect of the above.

Membership

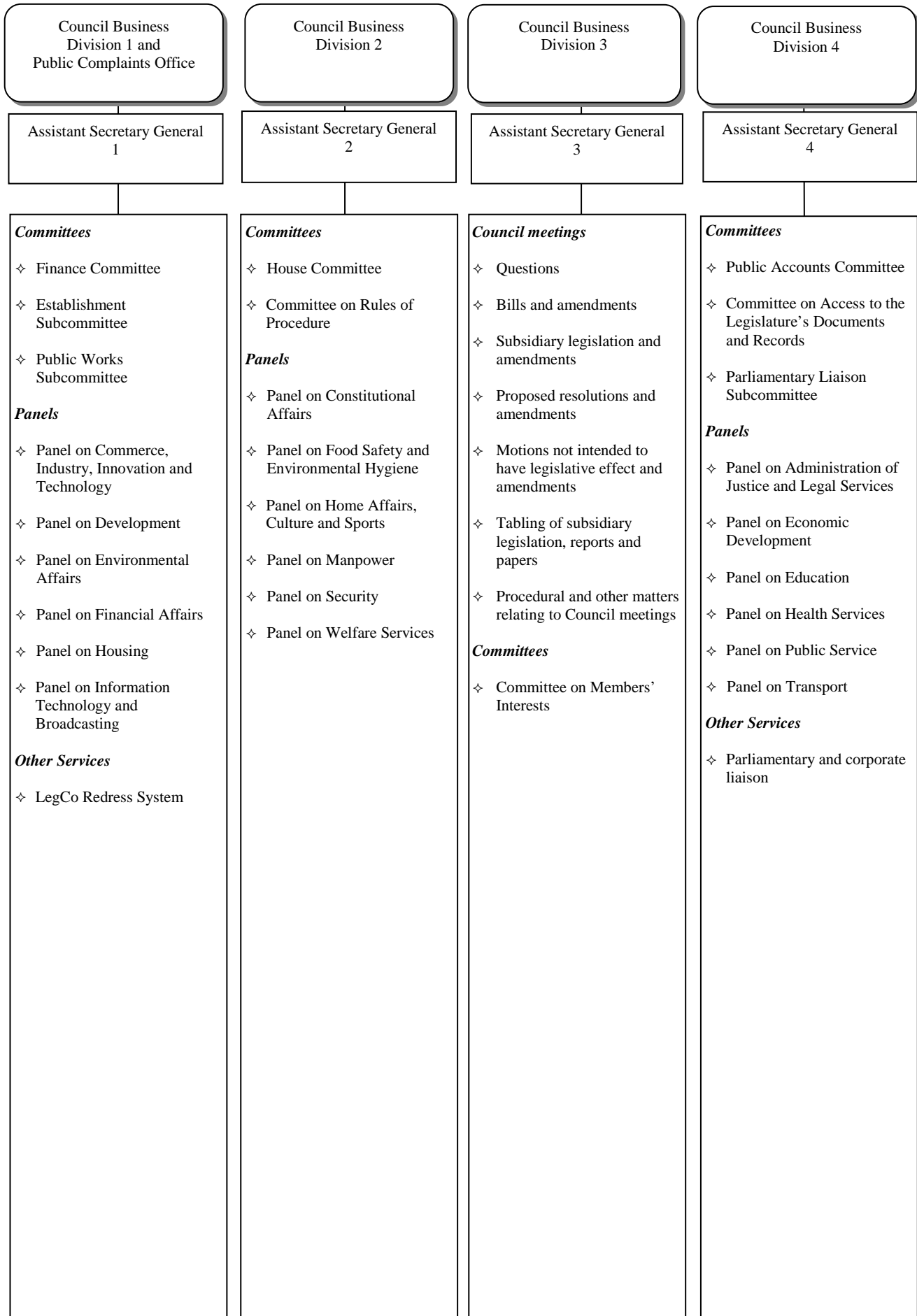
2.54 The size of and procedure for electing members of the Subcommittee are determined by the House Committee. The House Committee does not set any limit on the membership size of the Subcommittee.

Corporate Liaison Services

2.55 To enhance contact between Members and the diplomatic community in Hong Kong, meetings and luncheons are organized to provide opportunities for Members to meet and exchange views with consular officials and district organizations, including members of Heung Yee Kuk and District Councils, on the work of the Council as well as matters of mutual concern.

2.56 Regular luncheons and social functions are organized to enhance relationship and communication between Members and senior Government officials as well as other persons or organizations.

Servicing scope of Council Business Divisions and Public Complaints Office



3. HUMAN RESOURCES AND ACCOUNTS DIVISION

Main Duties

3.1 The Human Resources and Accounts Division is headed by Principal Council Secretary. The main duties of the Division include:

- executing the Commission's human resources and financial policies; and
- processing the payment of Members' remuneration and their claims for operating expenses reimbursement.

Administrative Arrangements

3.2 The Human Resources and Accounts Division comprises the following two offices:

- Accounts Office; and
- Human Resources Office.

3.3 Support services to Members provided by these offices are summarized in the ensuing paragraphs.

Accounting Support

3.4 Headed by Accountant, the Accounts Office is mainly responsible for overseeing the general accounting matters of the Secretariat, and processing the payment of Members' remuneration and their claims for operating expenses reimbursement.

Members' Remuneration and Claims for Operating Expenses Reimbursement

3.5 Members' remuneration and reimbursement ceilings for operating expenses are set out in **Appendix A**.

3.6 A Guide for Reimbursement of Operating Expenses for Members of the Legislative Council ("the Reimbursement Guide") which sets out the guiding principles and arrangements for claiming reimbursement of various types of expenses is in **Appendix B**, which may also be accessed through Members' Portal.

3.7 **Appendix C** is an Explanatory Note on Remuneration package for Members of the Legislative Council ("the Explanatory Note"). It sets out the conditions for claiming medical allowance and obtaining the end-of-service gratuity. It also explains the taxability of Members' remuneration package and the deductibility of Members' unreimbursed operating expenses for tax purposes.

3.8 While the monthly remuneration is credited automatically to the bank account designated by the Member concerned before the end of each month, reimbursement of expenses is made, also by direct credit, as soon as a submitted claim is examined and found to be in compliance with the Reimbursement Guide. Starting from the Seventh LegCo, a new electronic submission system has been launched for Members to submit claims for reimbursement of operating expenses.

3.9 Members may wish to note that they may claim office operation expenses, setting up and information technology expenses incurred or paid from the day election results are declared, in accordance with paragraph 6 of the Reimbursement Guide. Members may also apply for advance of operating funds to finance their office operation, entertainment and travelling expenses as well as setting up and information technology expenses, details of which are set out in paragraphs 90 to 94 of the Reimbursement Guide.

Compliance Audit

3.10 Members' reimbursement claims are subject to compliance audit annually. The main purpose of the audit is to ensure that there is no conflict of interest in the use of public funds and, where necessary, interests are properly declared. Briefings are conducted periodically to enhance Members', as well as their staff's, understanding of the requirements of the audit. Further details are set out in paragraph 89 of the Guide.

Human Resources Support

3.11 Headed by Chief Council Secretaries (Human Resources and Accounts)1 and 2, the Human Resources Office is responsible for formulating and implementing manpower strategy to meet service needs by attracting, motivating and retaining talents. It is also responsible for planning and arranging training and development programmes to ensure that Secretariat staff have the necessary skills and expertise to provide effective support to Members and the Council on a sustainable basis. In addition, the Office oversees matters relating to staff relations and welfare, performance management, conditions of service as well as human resources management information systems. The Office also assists in servicing the Committee on Personnel Matters under the Commission.

4. LEGAL SERVICE DIVISION

Main Duties

4.1 Headed by Legal Adviser, the Legal Service Division provides independent legal advice and support to LegCo and its committees. The Division also provides in-house legal support to the Commission and the Secretariat. It is directly accountable to the Commission and professionally independent from the rest of the Secretariat. The Legal Adviser is also the Counsel to the Legislature, who has the general duty of advising the President and the Clerk to LegCo on legal questions arising in relation to the business or administration of the Council.

Administrative Arrangements for Delivery of Service

Legislative Matters

- Preparing legal reports to the House Committee on bills and subsidiary legislation.
- Providing legal advice and support to Bills Committees and subcommittees formed by the House Committee to study bills and subsidiary legislation by:
 - (a) attending all meetings of the Bills Committees and subcommittees to advise on substantive legal and drafting issues;
 - (b) assisting in the scrutiny of amendments proposed by the Administration;
 - (c) assisting in the drafting of amendments proposed by the relevant Bills Committees or subcommittees;
 - (d) giving advice on draft amendments proposed by members of the relevant Bills Committees or subcommittees upon request; and
 - (e) assisting in the compilation of committee reports to the House Committee.
- Giving advice on the drafting of bills presented by Members upon request.

Non-legislative Matters

- Advising Panels and other committees on the legal aspects of matters under consideration and attending their meetings where necessary.
- Providing in-house legal support in legal proceedings involving the Commission, Members of the Council where the proceedings concerned arise out of their LegCo duties, and officers of the Council in the discharge of their official duties.

Other Business of the Council

Questions

- Advising on legal issues arising from the content of draft questions, and their compliance with RoP from the legal point of view.

Motions

- Advising on the legal aspects relating to the wording of motions, and their compliance with RoP from the legal point of view.

Council Business

- As Counsel to the Legislature, the Legal Adviser advises the President and the Clerk to LegCo on legal questions arising in relation to the business or administration of the Council.

The Legislative Council Commission and the Legislative Council Secretariat

- Providing in-house legal support to the Commission and the Secretariat on matters relating to the performance of their respective functions.

The Legislative Council Redress System

- Advising Duty Roster Members and the Public Complaints Office of the Secretariat on legal issues arising from complaints received and handled under the LegCo Redress System.

Individual Members

- Advising Members and their staff upon request on matters which arise out of Members' LegCo duties and relate to the business of the Council.

5. RESEARCH AND INFORMATION DIVISION

Main Duties

5.1 The Research and Information Division is headed by Head (Research and Information). The main duties of the Division include:

- providing research and information services to the Council, its committees and Members;
- conducting research studies, undertaking search tasks and producing write-ups on topical issues and other areas of Members' concern;
- providing reference and library services for Members, Members' staff and Secretariat staff ("Members and staff");
- providing members of the public with access to the records of the Council and its committees;
- developing and managing databases to facilitate searching and retrieval of information relating to Members and Council business;
- managing the LegCo Website and the LegCo Mobile App to provide timely and up-to-date information on Members, Council business, and other activities relating to the Council and its committees;
- hosting thematic exhibitions on matters of interest or concern to Members, as well as on how LegCo business has evolved over time to promote the general understanding of the work of the Council and its committees;
- selecting, acquiring, managing and preserving archival records and material as corporate memory of LegCo;
- providing reference and access service to archival records and material for Members and staff as well as members of the public;
- performing records reviews for Access to Information Requests and conducting regular assessments on time-expired archival records according to the established policies of LegCo; and
- developing and issuing records management guidelines and standards to ensure proper recordkeeping in the Secretariat as well as authorizing records disposal in the Secretariat.

Administrative Arrangements

5.2 The Research and Information Division comprises the following three offices:

- Research Office;
- Library; and
- Archives.

5.3 Support services provided by these offices are summarized in the ensuing paragraphs.

Research Services

5.4 The Research Office provides non-partisan research to the Council and its committees. Most research studies are undertaken at the requests of the Council, its committees and Members. In addition, research papers on topical issues in anticipation of Members' information need and the Council's current and future businesses are prepared from time to time.

5.5 Several categories of research publications are prepared by the Research Office. For research projects requested by committees and Members, research findings will be presented either in the form of "Information Notes", which provide more elaborate analysis, or "Fact Sheets", which are short papers mainly containing factual information and statistics. The Research Office also undertakes "Research Tasks" at the requests of Members, providing a collection of authoritative, relevant and reliable information on a particular topic together with a summary of research findings. In addition, the Research Office initiates its own research projects periodically and presents the relevant findings either as "Research Briefs", which provide a more comprehensive review on broader subject matters, or as "Essentials", which are shorter and more succinct research papers. All these research publications are prepared with a view to identifying major issues of concerns, providing overview of policy developments in Hong Kong, and supplementing with relevant experience in other places for readers' reference.

5.6 Meanwhile, "Numbers and Figures" and "Statistical Highlights" are two further categories of research publications offering quick reference on basic facts and key figures about chosen topics. "Numbers and Figures" are collections of data taken from various credible sources including both official local and international reports; and "Statistical Highlights" are concise commentaries on key statistical indicators on selected topics in graphical presentation for easy understanding of readers.

Preparation of Country Overviews and Background Briefs

5.7 In addition to the above research publications, country overviews and background briefs are also prepared to provide Members with concise background information in relation to their overseas duty visits and meetings with delegations from outside Hong Kong.

Library Services

5.8 The LegCo Library is a reference library that offers a full range of library services, including reference, lending and inter-library loan services, for Members and staff. The Library also conducts regular workshops and Library tours to enable Members and staff to familiarize themselves with its printed collections and electronic resources. While only

Members and staff may borrow from the Library, members of the public are welcome to visit the Library to inspect records of the Council and its committees.

Library Collections

5.9 The Library has been striving to develop its collections, with a focus on constitutional-related subjects to serve as a knowledge hub on the role, functions, work, people and history of LegCo, and the development of the constitutional systems in the Mainland and other places.

5.10 The Library occupies a total area of 805 m² and has a collection of about 50 000 volumes of books and about 40 000 volumes of LegCo records, of which over 50% are on constitutional-related subjects. The collections are maintained under three major categories, namely LegCo Records Collection, Constitutional Collection and General Collection.

Electronic Resources

5.11 The Library has endeavoured to develop different databases to provide users with quick access to LegCo information. These databases include: (a) LegCo Members Database, which provides information on Members appointed/elected to the Council since 1843; (b) Members' Interests Database, which provides information on any pecuniary interest or other material benefit received by individual Members, and that such interests might reasonably be thought by others to influence their actions, speeches or votes in LegCo, or actions taken in their capacity as LegCo Members; (c) Bills Database, which contains key dates and the amendment history of more than 7 000 bills considered by the Council since 1844; (d) Database on Official Record of Proceedings, which provides a one-stop search for users' easy retrieval of information on business conducted in Council meetings since the 2012-2013 session; (e) Rules Database, which facilitates searching of records on amendments to individual rules of RoP, HR, and the Procedures of Finance Committee and its two Subcommittees. Members may access the electronic database of the Library via Members' Portal; and (f) Research Publication Database, which facilitates searching and viewing of the Research Office's publications.

5.12 The Library also proactively sources and subscribes to a wide range of databases to keep Members abreast of the public sentiments in Hong Kong as well as of the constitutional and legal issues in the Mainland and the rest of the world. Example of these databases include WiseNews (covering print and web news) (also available via Members' Portal), Lexis-Nexis, OECD iLibrary, Database of the National People's Congress and Database of the Chinese People's Political Consultative Conference, Chinese Government Database, Communist Party of China Database, PKU Law and Britannica Online.

Library Publications

5.13 The Library produces three monthly publications entitled "Stay informed – Latest Mainland policy reports", "Stay informed – Latest overseas policy reports" and "Stay informed – Latest parliamentary news" respectively. These publications aim to keep Members and staff informed of the latest policies, important legislative and financial proposals, major inquiry and audit reports of selected jurisdictions as well as the latest development in the rules and practices of overseas parliaments. Added to these, the Library also prepares a monthly "New Addition List" regarding books recently acquired into its collections.

Library Facilities and Opening Hours

5.14 Workstations for access to the Library catalogue and specified electronic resources, photocopiers, colour and black and white printers, and facilities for disabled persons are provided on the Library premises.

5.15 The opening hours of the Library are from 9:00 am to 6:00 pm, Monday to Friday (except public holidays).

Legislative Council Website and Mobile App

5.16 The Library provides content and architecture management for the LegCo Website (<https://www.legco.gov.hk>), and assists in streamlining the internal work process to enhance the efficiency in information dissemination. Internet users can access via the LegCo Website the latest information on LegCo business and some 330 000 digitized LegCo records, including records of the “Official Proceedings of the Legislative Council” dated back to 1844; open records of LegCo committees dated back to the 1995-1996 session; and documents considered and/or issued by the Basic Law Drafting Committee and its special groups, the Basic Law Consultative Committee, the Hong Kong Government, professional bodies and academic institutions. The Library also provides content and architecture management for the LegCo Mobile App, which offers timely alerts to App users regarding the latest LegCo businesses and activities.

Archival Services

5.17 The LegCo Archives was established in 2012 to develop and implement an integrated archives and records management programme for the Legislature. Over 35 000 records of the Legislature with enduring value have been selected and preserved professionally, and the Archives provides reference, access and copying services for these archival records to Members and staff as well as members of the public. The Archives also offers guidance and assistance in identifying primary sources on topics relating to its archival holdings.

5.18 Reviews of time-expired archival records and those records which have not reached their maximum closure periods but are requested under Access to Information Requests are carried out by the Archives according to the established policy of LegCo. Information on the newly released archival records is published on the LegCo Website. Reading room facilities and services are available for on-site records consultation. Members may also use the Reading Rooms of the Archives to inspect confidential records and materials provided to the Council or its committees through arrangement of the respective clerks.

5.19 The Archives welcomes Members’ donation of records and material as part of the institutional memory of the Legislature. The donated items will be processed professionally according to international standards and best practices, and preserved in the optimal environment of the Archives Repository for access.

5.20 The Archives also provides advice on records management (from records creation to final disposal) and conducts workshops and tours of facilities from time to time to familiarize Members and staff with its services and holdings.

Electronic Archives Catalogue

5.21 The Archives offers an Electronic Catalogue for Archival Records of the Legislature (“CAROL”) to facilitate searching of information and reservation of archival records for on-site consultation. CAROL has been made available for access via the LegCo Website since mid-2015 and can now be accessed via Members’ Portal as well.

Opening Hours

5.22 The opening hours of the Archives are from 9:00 am to 6:00 pm, Monday to Friday (except public holidays).

6. MEDIA AND PUBLIC RELATIONS DIVISION

Main Duties

6.1 The Media and Public Relations Division is headed by Head (Media and Public Relations). The main duties of the Division include:

- providing publicity and public relations advice for the Council and its committees on matters concerning Council business;
- maintaining close liaison with media representatives and managing media facilities in the Complex to facilitate press coverage of meetings and activities of the Council and its committees;
- handling press and public enquiries in relation to Council business;
- issuing press releases on all Council business related matters;
- televising and broadcasting live on the LegCo Website and internal broadcasting system all open meetings and official media briefings of the Council and its committees, and providing live audio/video signals of these meetings and briefings to news organizations for broadcasting and reporting purposes;
- producing official publications and multi-media publicity materials to inform the public of the work and functions of the Legislature such as the Annual Report, videos and fact sheets on LegCo;
- providing photographic service for all official events and local visits of the Council and its committees;
- maintaining the LegCo YouTube Channel for posting video recordings of all open meetings and official media briefings of the Council and its committees and local visits, as well as managing the LegCo Flickr Photo Album, Photo and Video Gallery on the LegCo Website and LegCo Photo Archives on Members' Portal for posting photos of Members' official events and activities for Members' use;
- providing education and visitor services such as guided tours of the Complex and "Meeting with Members" programme for the public;
- coordinating and servicing Members' meetings with visiting delegations;
- maintaining the education facilities in the Complex;
- developing LegCo branded souvenir items and operating a Souvenir Shop in the Complex to enhance visitors' experience; and
- providing reception service for visitors.

Media Facilities and Publicity

Use of Press Conference Rooms for holding media briefings

6.2 Members can reserve Press Conference Rooms 1A and 1B on 1/F of the Complex during office hours (from 9:00 am to 6:00 pm, Monday to Friday, except public holidays) to conduct media briefings on matters relating to Council business. The opening hours of the Press Conference Rooms may vary with the opening hours of the Complex.

6.3 Bookings are processed on a first-come-first-served basis. Members are required to reserve the Press Conference Rooms for holding media briefings through the Members' Meeting Room Booking System ("MRBS") on Members' Portal at least two hours in advance. Each booking shall not exceed two hours. The President and committee chairmen conducting official press conferences will have priority over individual Members to use these rooms. In case a timeslot reserved by individual Members overlaps with the time of aforementioned official press conference, the original booking made by individual Members will be cancelled with an advance notice of not less than 3 working days (including Saturday but excluding Sunday and public holidays). The Members concerned will receive an email notification for alternative arrangements.

6.4 For follow-up actions by the Secretariat, Members are requested to provide booking details including date, time, venue, Members' names, subject of the media briefing and contact number when making reservations for the use of Press Conference Rooms through MRBS.

6.5 In addition, the public address system in the Press Conference Rooms is available for use during office hours. Members are required to make the request through MRBS at least two hours before the media briefing is held.

6.6 Cancellation of bookings should also be made via MRBS as soon as possible if the reserved Press Conference Rooms or public address system are no longer required.

6.7 Podiums of the Press Conference Rooms are for Members' exclusive use. Any other persons should not use the podiums for any purpose, including conducting media briefings with Members, or posing for photos with Members.

6.8 For enquiries, please contact the General Administration Office of the Secretariat at 3919 3026 during office hours, or contact the Security Control Room in the Complex at 3919 3044 during non-office hours.

Use of speaker podiums at Press Positions

6.9 Members and public officers can use the speaker podiums at the Press Positions on 1/F and 2/F of the Complex to conduct "stand-up" media briefings. Deputations attending a meeting or guests attending a LegCo official event are also allowed to use the speaker podiums, provided that the interviews are related to matters discussed at the meeting or related to the event. The use of the speaker podiums is on a first-come-first-served basis and no booking is required.

6.10 Any other persons should not use the speaker podiums for any purpose, including posing for photos with Members or accompanying Members to conduct briefings or interviews.

Use of Press Interview Rooms

6.11 Members can reserve the Press Interview Rooms on 1/F and 1M/F of the Complex to conduct interviews with news organizations when the rooms are not in use for official purposes.

6.12 Members wishing to book these rooms should inform the Division via email at enquiry@legco.gov.hk with booking details to avoid clashes. Bookings are processed on a first-come-first-served basis.

Official media briefings

6.13 The Division arranges and assists in all official media briefings or press conferences conducted by the President and committee chairmen. The Division will also help coordinate official media briefings by Members after the delivery of the Policy Address and the Budget Speech.

Press marshalling and photographic services

6.14 The Division provides photographic services for all official events and local visits of the Council and its committees. Press marshalling services will also be provided if media representatives are invited.

Contact list of LegCo-beat reporters

6.15 The Division compiles and updates a list of LegCo-beat reporters from time to time to facilitate Members to keep contacts with the media for the purpose of carrying out Council business related matters. Members can search and download the contacts of relevant reporters via the online database of “Contact list of LegCo-beat reporters” on Members’ Portal.

Requests for interviews

6.16 Reporters with requests for interviews with individual Members can either approach the Members direct or contact the Division to obtain the telephone numbers of the Members concerned.

Arrangements during meetings of the Council and its committees

6.17 Staff members of the Division will be on duty during meetings of the Council and its committees to provide the necessary assistance to Members, media representatives and members of the public.

Meeting footage

6.18 The TV Production Team of the Division provides high-resolution footage download service of all open meetings and official media briefings of the Council and its committees for Members. Footage of the current LegCo session is available through the self-service designated PCs installed at the LegCo Library. Members may contact the Division to download footage from previous LegCo sessions, which is subject to a service charge.

Photos and videos

6.19 Photos of open meetings, official media briefings, visits and official events of the Council and its committees taken by the Division are uploaded to the Photo and Video Gallery on the LegCo Website, Photo Gallery on the LegCo Mobile Application, the LegCo Flickr Photo Album, as well as LegCo Photo Archives on Members' Portal. Members are welcome to download and share the photos for Council business related purpose.

6.20 Video recordings of all open meetings and official media briefings of the Council and its committees are uploaded to the LegCo YouTube Channel, while videos taken for local visits and official events are uploaded to the LegCo YouTube Channel as well as Photo and Video Gallery on the LegCo Website.

6.21 General viewers of these photos and videos may also share/link the content on/to other social media sharing websites and mobile applications, blogs or email accounts.

Corporate Liaison and Public Education²

Members' meetings with visiting delegations

6.22 The Division coordinates some of the Members' meetings with visiting delegations referred by government departments and consuls-general in Hong Kong. These meetings provide Members with the opportunities to brief visitors on the work of the Council and the latest developments in Hong Kong. Circulars will be issued to invite Members' participation in such meetings.

Booking of guided tours of the Complex

6.23 To enhance visitors' understanding of the work of the Council, guided tours of the Complex are available for booking by Members for their guests. Circulars will be issued to invite Members to make such bookings.

Meeting and engaging with the public

6.24 The Division organizes education programmes for students. Members can take part in a "Meet the Students" session during visit and education activities for schools. Under the "Meeting with Members" programme, informal gatherings are held for Members and students to meet and chat in a relaxed atmosphere. Students are free to discuss with Members topics relating to the work of the Council, social issues and their interested topics. New initiatives are integrated into the programme from time to time to develop different forms of engagement. The annual summer internship programme organized for tertiary students also incorporates "Meeting with Members" sessions. Circulars will be issued to invite Members' participation in such programmes.

² In view of the development of the COVID-19 pandemic, some of the face-to-face activities will be switched to online mode or suspended as necessary.

Reception and Legislative Council Souvenirs

Reception service

6.25 Members' visitors are allowed to gain admission to the Complex with the permission of Members. To facilitate and expedite the registration of Members' visitors at reception counters of the Complex for the issue of temporary admission passes, Members are requested to log on to the Electronic Visitor Admission System to enter the information of the visitors and the details of the meetings prior to the arrival of the visitors. For visitors arriving on short-notice or walk-in visitors, confirmation of the Members' Offices will be sought before they are registered and temporary admission passes are issued.

Souvenir Shop

6.26 A Souvenir Shop has been set up in the Main Lobby on G/F of the Complex for the sale of a variety of LegCo branded souvenirs. Members are welcome to visit the Shop to pick the souvenirs for personal and official use. The LegCo Souvenir catalogue is available on the webpage of the Shop (https://app.legco.gov.hk/souvenirshop/english/ss_category.aspx). The Shop also offers souvenirs for Members' purchase. Members may contact the Shop at 3919 3186 or via email at souvenir@legco.gov.hk to obtain a list of these souvenirs.

7. TRANSLATION AND INTERPRETATION DIVISION

Main Duties

7.1 The Translation and Interpretation Division is headed by Head (Translation and Interpretation). The main duties of the Division include:

- producing the Official Record of Proceedings of the Legislative Council;
- translating all Council papers including committee papers, minutes and reports;
- supervising simultaneous interpretation services in English, Cantonese, Putonghua and sign language for the Council and its committees;
- overseeing the provision of translation and on-site interpretation services between Chinese/English and eight languages (i.e. Urdu, Hindi, Nepali, Thai, Bahasa Indonesia, Tagalog, Punjabi and Vietnamese) for committee meetings and scheduled meetings held under the Redress System upon the requests of members of the public who speak these languages;
- providing consecutive interpretation service for non-bilingual Members at meetings with deputations and overseas visitors, if necessary;
- providing transcription service for the Council and its committees; and
- coordinating the compilation of the Drafting and Editing Manual, providing in-house language advice to various Divisions of the Secretariat, and giving input to language training programmes.

Administrative Arrangements

7.2 A draft version of the Official Record of Proceedings of the Legislative Council is produced in three working days after each Council meeting. A confirmed version incorporating amendments proposed by Members and public officers is issued within four working days after the release of the draft. A translated version is published normally within 24 working days after the relevant Council meeting.

7.3 In general, committee papers are translated before the meetings.

8. ADMINISTRATION DIVISION

Main Duties

8.1 The Administration Division is headed by Assistant Secretary General (Administration). Its main duties include:

- providing secretariat support for the Commission and its committees, namely the Committee on the Use of Legislative Council Square, Appeals Committee on the Use of Legislative Council Square and Committee on Facilities and Services;
- providing support services for Members;
- overseeing the estate management and security of the Council's premises;
- overseeing the improvement/alteration works in the Complex and offices of Members and Secretariat;
- providing administrative support for other Divisions of the Secretariat;
- overseeing the development, support and operation of information technology ("IT") infrastructure and business applications for Members and the Secretariat; and
- overseeing the implementation of the expansion project of the Complex.

Administrative Arrangements

8.2 The Administration Division comprises the following offices/team:

- Estate Management Office;
- General Administration Office;
- Information Technology Office;
- Security Office; and
- Special Duties Team.

8.3 Relevant support services for Members are highlighted in the ensuing paragraphs.

Access to the Legislative Council Complex and Members' Offices in CITIC Tower

Access control

8.4 Members and their staff are issued with access cards for entry to the Complex and access to designated locations (including Members' offices) inside the Complex and/or CITIC Tower. The number of staff access cards for each Member is subject to a ceiling of 15. All cardholders are required to display their access cards prominently at all times while in the

Complex, notify the duty security officer of any loss of access cards, and return the access cards to the Security Office when they cease to be Members or Members' staff.

8.5 Members' staff are only allowed to access their own office floors on 6/F to 8/F of the Complex or 13/F or 15/F of CITIC Tower. During a meeting of the Council, the House Committee or the Finance Committee and one hour before and after the meeting, two staff of each Member are allowed to access the floor on which the venue of the relevant meeting is located (i.e. 1/F or 2/F of the Complex). The relevant Members' staff need not be designated and the Secretariat issues two access passes to each Member for such purpose. The access passes are transferable for use by staff of other Members. Both the Members who lend their access passes to other Members or borrow other Members' access passes are held responsible for the use of those access passes. However, while the Council, the House Committee or the Finance Committee is sitting, all Members' staff are not allowed to enter the relevant meeting venue even they have the access passes.

Security screening

8.6 All persons seeking to enter the Complex (except persons holding valid access cards issued by the Secretariat) are required to produce their proof of identity to the responsible Secretariat staff for inspection and registration, and to pass through a metal detector archway and have their belongings screened by an X-ray machine at Public Entrance(s) of the Complex. When the Amber or Red Alert is issued by the Secretariat, all persons seeking to enter the Complex are required to go through the security screening procedures (details of the colour alert mechanism: <https://www.legco.gov.hk/en/visiting/legislative-council-complex/colour-alert-mechanism-e.pdf>).

8.7 Members and their staff seeking to enter CITIC Tower or their offices there are not required to go through the security screening procedures.

Parking facilities

Parking of Members' vehicles and bicycles in the Complex

8.8 Members whose offices are in the Complex or CITIC Tower may park their vehicles (with a carpark label issued by the Secretariat and displayed at all times) at the LegCo Carpark ("Carpark") on LG1/F of the Complex. Members may apply for and cancel their carpark labels by using the LegCo Administrative Support System ("LASS") (which may also be accessed via Members' Portal). Carpark labels no longer needed should be returned to the Secretariat within seven working days.

8.9 A Member may park only one vehicle at any one time on weekdays (except public holidays) and up to two vehicles on Saturdays, Sundays and public holidays. The second vehicle of a Member must be parked in one of the visitor parking spaces subject to availability and on a first-come-first-served basis, and prior booking is not entertained.

8.10 A Member may park only one bicycle at any one time at a designated area outside Members' Entrance 1 on G/F of the Complex ("the designated area"). No riding of bicycle is allowed in any areas managed by the Commission.

Parking of visitors' vehicles/bicycles in the Complex

8.11 A Member may reserve for their visitors (a) up to two vehicle parking spaces in the Carpark and (b) up to two bicycle parking spaces in the designated area for not more than four hours on any single day from 7:00 am to 10:00 pm. Use of those parking spaces is free-of-charge.

8.12 Booking of those parking spaces may be made two weeks in advance but not later than 24 hours prior to the intended day of parking, and will be processed on a first-come-first-served basis. For security reason, no overnight parking of visitors' vehicles/bicycles is allowed. Booking should be directed to the Security Office at 2537 1935 or by email: so@legco.gov.hk.

Chargers for electrical vehicles

8.13 There are 15 parking spaces equipped with chargers for electrical vehicles. Members are advised to drive away their vehicles immediately after charging so that other vehicles may use the chargers.

Parking in CITIC Tower

8.14 Members whose offices are in CITIC Tower may rent parking spaces in the car park of CITIC Tower at their own cost. The prevailing charges are as follows (effective from 1 April 2023):

- monthly parking smart card deposit : HK\$100 per card;
- floating space : HK\$5,000 per month; and
- designated space : HK\$6,200 per month.

8.15 Applications for parking spaces in CITIC Tower shall be made in writing to the Building Management Office of CITIC Tower ("BMO/CITIC"). For details, please contact BMO/CITIC on 2104 6222. Bicycle parking facilities are not available in CITIC Tower.

Use of the LegCo car badge/label/sticker/lapel pin

8.16 Members may purchase the LegCo car badge, windscreen label and car body sticker at their own cost. Those items should only be displayed on serving Members' vehicles registered with the Secretariat. Members should notify the Secretariat when there are changes to the registration numbers of the vehicles displaying those items ([Form for Notification of Change can be downloaded here](https://www.legco.gov.hk/general/english/sec/corg_ser/handbook/members-handbook-notification-of-change-e.pdf): https://www.legco.gov.hk/general/english/sec/corg_ser/handbook/members-handbook-notification-of-change-e.pdf). A lapel pin is also available from the Secretariat for exclusive use by Members at their own cost. ([Order Form can be downloaded here](https://www.legco.gov.hk/general/english/sec/corg_ser/handbook/members-handbook-order-form-e.pdf): https://www.legco.gov.hk/general/english/sec/corg_ser/handbook/members-handbook-order-form-e.pdf). The costs incurred will be charged to the Social Functions Accounts of the Members concerned.

Facilities and Services in the Legislative Council Complex and CITIC offices

Members' Offices

8.17 Each Member is provided with a Member's Office on one of the 6/F to 8/F of the Complex or 13/F or 15/F of CITIC Tower, and it should be used for LegCo-related business. Members' Offices are provided either in the form of individual offices or combined offices shared by two or more Members in the Complex, or in the form of individual cellular offices for Members and open plan workstations for their staff in CITIC offices. The "User guidelines and conditions for the use of Members' offices in the Legislative Council Complex and CITIC Tower" are in **Appendix D**.

Chamber and Conference Rooms

8.18 The Chamber and the five Conference Rooms (i.e. Conference Room 1, Conference Room 2 (which may be divided into two conference rooms: Conference Rooms 2A and 2B), Conference Room 3, Conference Room 4 and Conference Room 5 (which is for holding closed meetings only)) are reserved for meetings of the Council and its committees. Council meetings are normally held in the Chamber. Meetings of committees may be held in the five Conference Rooms.

8.19 The Chamber and all the Conference Rooms will be opened one hour before the first meeting to be held in the relevant venue for setting-up and will be closed 15 minutes after the meeting has ended.

Meeting rooms

8.20 Members may reserve the meeting rooms set out in **Appendix E** through the Members' Meeting Room Booking System panel installed outside each of those rooms or via Members' Portal. Members are required to observe the relevant rules and conditions as set out in **Appendix F**.

Members' Activity Room

8.21 Members' Activity Room (Room 504 on 5/F of the Complex) is equipped with fitness equipment and shower facilities for Members' exclusive use. No guest is allowed in the room.

Harbourview Corner of the Roof Garden

8.22 The Roof Garden is on 5/F of the Complex and open to all Members and Secretariat staff. Members' Offices and divisions of the Secretariat may use the Harbourview Corner of the Roof Garden for office functions subject to its availability.

Lactation Rooms

8.23 Two lactation rooms on G/F of the Complex are available for use by female Complex users with valid access cards issued by the Secretariat.

Coffee Corner

8.24 Coffee Corner (Room 503 on 5/F of the Complex) is for use by Members and directorate staff of the Secretariat. They may invite their guests to the Coffee Corner. The cost for the food and beverage purchased is charged to the Social Functions Accounts of the Members and directorate staff concerned.

Social Functions Account

8.25 Social Functions Accounts for individual Members are set up and kept to record expenses incurred in various social activities, expenses on meals arranged for Members during Council meetings, Guest Day Lunches, food and beverage in the Ante Chamber and food purchased at the Coffee Corner, as well as expenses on purchasing LegCo branded souvenirs. Members are billed via e-Statements at the beginning of each month for the expenditures incurred in the preceding month.

Cafeteria

8.26 The Cafeteria is on G/F of the Complex for all authorized users including Members and their staff, Secretariat staff, reporters and members of the public authorized to enter the Complex. The Cafeteria has a Members' Zone which is for exclusive use of Members and their guests.

8.27 The administrative arrangements for the use of the relevant facilities in the Complex are detailed in **Appendix G**.

Administrative Support

Steward Services and Catering Services

8.28 Steward services are provided during meetings of the Council and its committees.

8.29 Meals are normally served for Members in the Dining Hall on 1/F of the Complex when Council meetings are held. Dining service may be arranged there depending on the progress of Council meetings. The cost for the meals is shared by Members and charged to their Social Functions Accounts.

8.30 Guest Day Lunches for Members and their guests are normally held in the Dining Hall on Tuesdays and Fridays except for summer break and days when official lunches are hosted by the President.

8.31 Luncheons and other social functions are organized on a regular basis to facilitate exchanges between Members and senior government officials as well as other guests or organizations.

Despatch service

8.32 Daily despatch service is provided for Members' Offices in the Complex and CITIC Tower from Monday to Friday (except public holidays). Members may also collect their mails from the pigeon lockers located in the Receipt and Despatch Office (on G/F of the Complex next to Public Entrance 2).

8.33 To save paper and promote green culture in LegCo, the Secretariat provides soft copies of documents to Members via emails and Members' Portal. Members are encouraged to minimize the use of hard copies as far as practicable.

Central messaging service

8.34 The Secretariat will send urgent messages to Members through the central messaging service when necessary. Those messages will be sent to Members' personal mobile phones via the short message service.

Use of the LegCo emblem for name cards and stationery

8.35 The copyright of the LegCo emblem belongs to the Commission. Members may use the emblem on their name cards and stationery. A graphic manual of the emblem together with a soft copy of the emblem has been prepared for Members' reference. Please contact the General Administration Office at 3919 3018 for a copy of the manual.

Booking of VIP Facilities

8.36 Members are entitled to use the VIP facilities at various immigration control points such as the Hong Kong International Airport. For details, please contact the General Administration Office at 3919 3026.

Information Technology Support

8.37 The Commission has supported a series of IT initiatives as highlighted below to promote a paperless LegCo and facilitate Members and the Secretariat to streamline workflow and enhance operational efficiency.

Members' Portal

8.38 Members' Portal is a one-stop online work platform for Members' use only. On Members' Portal, Members can handle a wide range of LegCo-related business online by accessing the following services/systems:

Meetings/activities and papers (seven days) and related systems

- (a) a schedule of all Council and committee meetings and other activities to be held within seven days and the related documents including agendas and papers;
- (b) the electronic copy of the script(s) for the Council meeting(s) to be held within seven days;
- (c) system for non-attendance notification for Council meetings ("NANC") through which Members can notify the Secretariat if they have to leave the Chamber and cannot return within 15 minutes, or if they cannot attend the Council meeting for the whole day;

- (d) system for accessing the agenda and papers for closed meetings of the Commission, the Committee on Rules of Procedure, the Public Accounts Committee and the Committee on Members' Interests to be held within seven days, provided that the Members concerned are members of the relevant committees;
- (e) LegCo procedures and related matters;
- (f) *System for Signing Up for Meetings and Activities* ("SSMA") through which Members can, among other things, signify membership for all committees/panels and register for official activities;
- (g) *System for Notice/Application Forms for Council Meetings* ("SNAF") through which Members can give notices on all Council meeting business online;
- (h) *system for Special Finance Committee Meetings Questions* ("SFCQ") through which Members can input questions for special meetings of the Finance Committee;
- (i) remote voting system for Council meetings;

Application for use of services / facilities

- (j) *LegCo Administrative Support System* ("LASS") through which Members may provide/update their biographical and contact information, submit applications for various administrative and support services provided by the Secretariat including access cards and LegCo carpark labels, and notify the President of their departure from Hong Kong.
- (k) *Members' Meeting Room Booking System* ("MRBS") which is a self-help system for Members to reserve meeting rooms based on real-time availability of those rooms;
- (l) *Electronic Visitor Admission System* ("EVAS") through which Members can register in advance the information of their visitors to the Complex or their offices;

WiseNews and Resource Centre

- (m) *WiseNews* which is an online platform for news clipping and searching;
- (n) *Handbook on services provided by the Legislative Council Secretariat for Members* which details the main duties of various divisions of the Secretariat and the services and facilities for Members;
- (o) *Library System* through which Members can access the various electronic resources maintained by the LegCo Library;
- (p) *Catalogue for Archival Records* ("CAROL") which contains a list of records preserved by the Archives and related information;

- (q) *Photo Archives* which contains photos of Members' activities that were taken by the Secretariat and may be downloaded by Members for Council business-related purposes;

Operating expenses reimbursement

- (r) *Expense Claim System* ("ECS") through which Members can submit their claims for reimbursement of operating expenses; and *A Guide for reimbursement of operating expenses* which sets out the guiding principles and arrangements for claiming reimbursement;

Registration of interests

- (s) *System for Registration of Members' Interests* ("SRMI") through which Members can register their interests online; and *Guidelines on Registration of Interests*;

LegCo email and Contacts

- (t) *Microsoft Outlook email account* which facilitates exchange of messages between Members and the Secretariat and the despatch of documents to Members by electronic means;
- (u) Members' Contact Directory;
- (v) LegCo Secretariat Telephone Directory;
- (w) Government Telephone Directory;
- (x) Contact list of LegCo-beat reporters;

Redress System

- (y) Documents issued under the Redress System; and
- (z) *Redress System Reference Manual* which provides information on the LegCo Redress System and related matters.

Other major IT support services and facilities

8.39 Besides Members' Portal, various other IT support services and facilities are provided to facilitate Members' participation in meetings of the Council and committees:

- (a) the *Electronic Voting System* ("EVS") in the Chamber and Conference Rooms 1, 2, 3 and 4 provides both voting and request-to-speak queuing management functions for meetings of the Council, Finance Committee and its two subcommittees, House Committee, Panels and other committees;
- (b) the *Information Display System* ("IDS") installed in the Chamber and Conference Room 1, under which Members can: (i) view, edit and print their documents; (ii) browse

the Internet; (iii) raise a point-of-order; and (iv) receive meeting information such as e-script, the number and names of Members waiting to speak, the title and text of a motion and its amendment being voted on, voting results, and presentations conducted at and live broadcast of the meetings held in other conference rooms;

- (c) the *LegCo Mobile App* provides a convenient way for Members to access LegCo-related information including What's New, Calendar, Photo Gallery, Members' Contact Directory, Webcast, Press Release, Rules and Practices, Social Media Sharing, and Push Notification;
- (d) the *Annunciator System* provides, through annunciators installed at various locations in the Complex, meeting information including live meeting broadcast, meeting schedules, meeting agendas, the number and names of Members waiting to speak during a Council meeting, voting results and ad-hoc real-time information;
- (e) the *LegCo Webcasting System* enables Members to access live broadcast of open meetings and official press conferences of the Council and its committees as well as their archive records. Both audio and video webcasts are provided. Members may also access the system online through computer workstations, mobile devices and the LegCo Mobile App;
- (f) the *Members' Participation Records System* is a web-based system through which Members can view the records of their participation in Council business and other activities of LegCo; and
- (g) Wireless Internet access points are installed at various locations in the Complex and CITIC offices.

Remuneration Package for Members of the Seventh Legislative Council

Remuneration and Personal Benefits

(a) Monthly Remuneration*

	<u>Per Month</u>
• President	\$213,740
• President's Deputy cum House Committee Chairman	\$160,310
• a Member who does not serve on the Executive Council	\$106,870
• a Member who serves on the Executive Council	\$71,250

	<u>Per Year</u>
(b) Medical allowance*	\$37,220

	<u>Per Term</u>
(c) End-of-service gratuity	15% of the total remuneration for the term

Operating Expenses Reimbursement

	<u>Per Year</u>
(d) Office operation*	\$2,932,080
(e) Entertainment & travelling*	\$234,180
(amount which may be used for employing staff)	(\$117,090)
(f) President's entertainment (for discharge of President's duties)*	\$234,410

	<u>Per Term</u>
(g) Setting up and Information technology	\$375,000 or \$262,500 (for Members who have claimed setting up expenses in the previous term)
(h) Winding up (when a Member leaves office)	\$244,340 (i.e. 1/12 of the annual office operation expenses reimbursement) plus actual severance payments

* Items (a), (b), (d), (e) and (f) above are subject to annual adjustments in October each year in accordance with the movements of the Consumer Price Index (C).

**A Guide for Reimbursement
of Operating Expenses
for Members of the Legislative Council**

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A Guide for Reimbursement of Operating Expenses for Members of the Legislative Council

Introduction

A Member of the Legislative Council ("LegCo") is provided with reimbursements to cover expenses arising out of his/her LegCo duties. Different reimbursable amounts and conditions are applicable to different types of expenses. They are detailed in the paragraphs indicated below —

- (a) office operation (paragraphs 13 - 34);
- (b) entertainment and travelling (paragraphs 35 - 42);
- (c) postage (paragraph 43);
- (d) setting up and information technology (paragraphs 44 - 46); and
- (e) winding up (paragraphs 47 - 56).

2. A Member may claim reimbursement of expenses relating to LegCo business. "LegCo business" refers to activities relating to the exercising of the powers and functions of LegCo as stipulated in Article 73 of the Basic Law, general policy issues as well as matters which have been raised or discussed at meetings of LegCo and/or its committees. The guiding principles which should be observed by Members in claiming reimbursement of expenses are set out in paragraphs 7 to 12. General principles of the reimbursement system and the mechanism for adjustment of the reimbursable amounts are detailed in paragraphs 57 to 87 and paragraph 88 respectively.

Jan 2022

3. Annual compliance audits are conducted (paragraph 89).

Jan 2022

4. A Member may apply for advance of operating funds to finance those expenses classified under (a), (b) and (d) in paragraph 1 above. The detailed procedures are set out in paragraphs 90 to 94.

Jan 2022

5. A Member may report unreimbursed expenses to the Secretariat for tax deduction purposes and as an indication to the Administration the total financial resources required in carrying out his/her LegCo duties. Further details are set out in paragraphs 95 and 96.

Jan 2022

6. A Member may claim office operation expenses and setting up expenses incurred or paid in the period from the date election result is announced to the date before the start of the new LegCo term out of the reimbursable amounts set out in paragraphs 13 (under office operation expenses reimbursement for the 2022 reimbursement year) and 44 (under setting up and information technology expenses reimbursement for the Seventh LegCo), using **Form A** and **Form C** respectively.

Jan 2022

Guiding Principles

7. A Member or his/her relatives (see Appendix IV) must not have any direct or indirect financial interest in, or be able to derive any financial benefits from, any transaction in respect of which reimbursement is claimed.
8. A Member should refrain from claiming reimbursement for any transaction from which he himself/she herself, his/her relatives or business associates may be perceived to have benefited.
9. A Member should use public funds in an open, fair and accountable manner.
10. If a conflict of interest cannot be avoided or has arisen, a Member, when applying for reimbursement, should make a declaration of his/her interest which will be made available for public inspection.
11. Should there be a transaction in respect of which reimbursement is claimed or may be claimed, and there is a perceived conflict of interest, or the transaction has become a matter of public concern, the Member should take steps to resolve the conflict in favour of the public interest.
12. A Member should separate his/her private and LegCo operations/interests as far as possible, and be seen to be doing so to avoid any perception of conflict of interest or wrongful personal benefit.

Office Operation Expenses Reimbursement

Amount

13. Each year a Member is provided with **\$2,932,080** for reimbursement of office operation expenses on an accountable basis (i.e. invoices and receipts or other evidence of payment should be provided as supporting documents when applying for reimbursement). Any unused balances can be carried forward for use until the end of the current LegCo term.

Oct 2023

Claimable Items

14. Items of reimbursable expenses are as follows —
- (a) staff expenses, including —
 - (i) staff remuneration (i.e. salaries, leave pay, gratuities, bonuses, provident fund contributions and other employment-related allowances),
 - (ii) medical benefits,
 - (iii) insurance payments,
(Note : Employers are statutorily required to provide coverage for employee compensation.)
 - (iv) statutory payments,
 - (v) recruitment expenses, and
 - (vi) training expenses;
 - (b) equipment and furniture — normally claimable items are detailed in ***section A of Appendix I***; Jan 2022
 - (c) stationery;
 - (d) periodicals, newspapers and publications;
 - (e) printing (e.g. business cards, newsletters on LegCo business);
 - (f) website expenses;
 - (g) consultancy service;
 - (h) communication charges (including postage for bulk mailing, Internet, telephone and fax charges);
 - (i) publicity items;
 - (j) activities;
 - (k) repair and maintenance of equipment and furniture;
 - (l) office insurance (e.g. insurance against public liabilities, theft, fire and other perils); and
 - (m) office accommodation expenses (including rentals, rates, government rents, management fees, and utility charges).

Further guidelines on the office operation expenses reimbursement are provided in paragraphs 15 to 33 below.

Employment of Staff

15. A Member should recruit his/her staff based on merit and preferably by open recruitment, declare any conflict of interest, and ensure that the total remuneration offered is reasonable and commensurate with the appointee's abilities. The selection process and decision should be documented in **Declaration Form I**. To enhance transparency, the Form should be submitted to the LegCo Secretariat ("Secretariat") when reimbursement for the new recruit's remuneration is claimed for the first time.

16. A Member must be directly responsible for the employment of his/her own staff. While he/she may offer employment individually, he/she may also offer employment jointly with other Members, provided their respective responsibility to the employee is clearly stated in the employment contract concerned. In either case, the job descriptions must be specified in the employment contract.

17. Intermingling of LegCo and non-LegCo business in the duties of a staff member should be avoided as far as practicable. If LegCo and non-LegCo business cannot be clearly separated and accounted for, the following arrangements should be adopted:

- (a) declare in the employment contract whether the staff member is also in the employ of the Member's business or in the employ of the Member's relatives, business associates or affiliated organizations (including but not limited to the Member's employer, political party and constituency association), and the capacity in which this staff member is to be employed at the Member's office;
- (b) detail the duties involved and the percentage of work that is related to LegCo business;
- (c) make available a copy of the employment contract for public inspection (personal identifiers and data may be blocked out if necessary); and
- (d) certify when submitting the reimbursement claim (Form A) that the staff member has performed the duties as detailed in the employment contract.

18. An employment contract may be a continuous contract, with no fixed termination date but with clauses on termination arrangements. If it is a fixed-term contract, the length of the contract should not extend beyond one month after the end of the LegCo term, and provisions for early termination should be included.

19. The names and salaries of staff must be provided in the Member's claim for reimbursement, and the claim is made available for public inspection. A copy of the employment contract must also be submitted to the Secretariat, but it is not for public inspection unless it is for fulfillment of the requirement under paragraph 17(c) above. If a staff member's Hong Kong identity card number is not shown on the employment contract, it should be supplied separately to the Secretariat in writing. A sample employment contract for Members' reference is in **Appendix II**. Furthermore, since the work of a Member's staff is closely related to the duties of the Member, a code of conduct for the staff's observance should be incorporated in the employment contract. A code of conduct, as recommended by the Independent Commission Against Corruption, is in **Appendix III**.

20. A Member is not allowed to employ his/her relatives as staff. The definition of "relative" is in **Appendix IV**.

21. Employment of staff in the name of a company is not allowed.

22. For reimbursement of advertising expenses related to staff recruitment, a copy of the recruitment advertisement must accompany the reimbursement claim for advertising expenses. The recruitment advertisement should indicate that the staff is to assist a Member in LegCo business.

23. Employment of part-time and temporary staff is subject to the same conditions as set out in paragraphs 15 to 22 above. If the staff member concerned is not qualified for enrolment with a mandatory provident fund scheme (other than for age reasons), no submission of Declaration Form I is required. In respect of a temporary employee who is employed and paid for no more than a day each time, provision of a copy of his/her employment contract to the Secretariat is not mandatory, so long as the employee's name, Hong Kong identity card number and a brief description of the work performed (e.g. the date, time, place and nature of work) are provided and confirmed by the signature of the employee.

Use of Consultancy Service

24. A Member may engage a consultant, on a regular or ad hoc basis, to assist him/her in LegCo business, such as undertaking research and preparing speeches. To avoid conflict of interest, the use of consultancy service is subject to the following —

- (a) the Member should enter into an individual contract with the consultant he/she employs;
- (b) the contract should specify clearly the scope of the services provided;

- (c) the name of the consultant and the costs of the consultancy should be included in the reimbursement claims and made available for public inspection;
- (d) a copy of the contract should be submitted to the Secretariat (it will not be available for public inspection);
- (e) the Member or his/her relatives should not have any interests in the consultant employed; and
- (f) the Member should not engage as his/her consultant his/her political party or any company/organization which his/her political party has a financial interest in or control of.

25. As a consultancy contract is not available for public inspection, the precise nature and scope of the consultancy work should be disclosed on the invoices submitted for reimbursement.

Expenses on Publicity Items

26. A Member may claim the office operation expenses reimbursement on publicity items (i.e. items publicizing his/her website, social websites, email addresses, and the addresses, telephone numbers, fax numbers, office hours and appointment arrangements of his/her offices) for the purpose of conducting LegCo business. No publicity relating to a political party is allowed, except the name and logo of the political party to which the Member belongs. Items normally claimable are set out in **section B of Appendix I**. Jan 2022

Expenses on Activities

27. A Member may use the office operation expenses reimbursement to pay for the publicity and organization of activities relating to LegCo business. Items normally claimable are detailed in **section C of Appendix I**. May 2016

Office Accommodation Expenses

28. A copy of the tenancy agreement for each leased office should be submitted to the Secretariat for public inspection.

29. A Member must not claim reimbursement for any lease of office accommodation in which he/she or his/her relatives have any financial interest.

30. A Member should avoid leasing his/her district office from his/her business associates (including but not limited to a director of a company in which the Member holds directorship, a supplier or a customer) or affiliated organizations (including but not limited to the Member's employer, company in which the Member holds directorship, political party and constituency association) as far as practicable.

31. Should a Member consider it appropriate to lease office accommodation from the parties mentioned in paragraph 30 above, having regard to his/her constituents' interest or the public interest, the Member must disclose his/her relationship with the landlord, provide justifications for leasing the property and obtain independent valuation of the market rental from a qualified property valuer. **Declaration Form II** should be submitted for this purpose when reimbursement for the rental concerned is claimed for the first time.

32. If a Member shares office accommodation with another person who is not using the office for LegCo business, a layout plan with measurements delineating the areas used by the respective occupants and the common areas of the office should be submitted to the Secretariat. The reimbursable rental should normally be in proportion to the area used, unless some other justifiable factors exist. **Declaration Form III** should be submitted for this purpose when reimbursement for the rental concerned is claimed for the first time.

33. If a district office is used partly by a Member in his/her other capacities for business which is not purely LegCo-related, requirements under paragraph 32 above, as well as other relevant parts of this Guide, also apply.

Claim Form

34. **Form A** should be used for claiming the office operation expenses reimbursement.

Entertainment and Travelling Expenses Reimbursement

Amount

35. Up to **\$234,180** a year can be reimbursed on a non-accountable basis except for the portion used to meet staff expenses as explained in paragraph 41 below. Any unused balances of one year cannot be used for reimbursement of expenses of another year.

Oct 2023

Claimable Items

36. Entertainment, liaison or travelling expenses incurred by a Member or his/her staff in or outside Hong Kong for LegCo business may be reimbursed against claims certified by the Member without supporting documents.

37. Although no supporting documents such as receipts have to be submitted, Members should only claim what they have actually expended.

38. Entertainment expenses refer to expenses for the provision of food or drink, for consumption on the occasion when it is provided, and of any other entertainment connected with, or provided at the same time as, such provisions.

39. Liaison expenses include expenses on —

- (a) floral arrangements and wreaths sent on ceremonial occasions;
- (b) functions organized by the Secretariat on LegCo premises for liaison with persons other than LegCo Members; and
- (c) compliments advertised in publications.

40. Travelling expenses refer to —

- (a) local travelling and vehicle running expenses; and
- (b) travelling and accommodation expenses outside Hong Kong.

41. A Member may use up to 50% of the amount for entertainment and travelling expenses reimbursement set out in paragraph 35 above to meet staff expenses on an accountable basis. Future associated severance payments may be reimbursed out of the office operation expenses reimbursement and winding up expenses reimbursement.

Claim Form

42. **Form A** should be used for claiming the entertainment and travelling expenses reimbursement.

Postage

43. As pointed out in paragraph 14(h) above, reimbursement for postage expenses may be claimed under a Member's office operation expenses reimbursement. Apart from this, an alternative way of claiming reimbursement for postage expenses incurred by a Member on correspondence related to LegCo business, except bulk mailing, is to submit a claim for such reimbursement from the Secretariat's own operational expenses account. For such claims, **Form B** should be submitted together with Form A; and copies of the correspondence should be kept for audit purposes.

Setting Up and Information Technology Expenses Reimbursement

Oct 2012

Amounts and Conditions

44. A Member is eligible for expenses reimbursement of up to **\$375,000** in a term for setting up his/her offices, including the one provided by the Secretariat, and for the purchase and use of information technology and communication equipment. However, a Member who has claimed any setting up expenses reimbursement in the previous term may only claim up to **\$262,500** in the current term for the purposes of renovation, removal, expansion and/or setting up of additional offices and for the addition or replacement of equipment and furniture. If the Member has to close down an existing district office to set up a new one owing to the expiry of tenancy agreement or other valid reasons, he/she may claim up to **\$375,000** (instead of \$262,500) in the current term.

Oct 2016

Claimable Items

45. Items claimable under the setting up and information technology expenses reimbursement are separated into two components for reasons stated in the preceding paragraph —

- (a) Setting up component
 - (i) fitting-out,
 - (ii) capital items (equipment and furniture other than information technology or communication equipment),
 - (iii) basic stationery items (up to \$2,000 for new offices only), and
 - (iv) other associated expenses, including fixtures, installation charges, as well as minor tools, furniture and equipment below \$3,000 each, and charges for operation, repair and maintenance of fixed assets; and

- (b) Information technology component
 - (i) capital items (limited to information technology and communication equipment), and
 - (ii) expenses incurred on operation and maintenance of information technology and communication equipment, including licence fees for software; consultancy fees and staff training costs for setting up and updating websites; charges for using web hosting and anti-virus protection services; repair charges; and telephone charges.

Oct 2016

Items normally claimable set out in **section A of Appendix I** are applicable to the equipment and furniture items in (a)(ii), (a)(iv) and (b) above.

Jan 2022

Claim Form

46. **Form C** should be used for claiming the setting up and information technology expenses reimbursement.

Oct 2012

Winding Up Expenses Reimbursement

Scope

47. Winding up expenses reimbursement is claimable when a Member ceases to be a Member of LegCo, either because he/she chooses not to stand for re-election or for reasons over which he/she has no control such as death, serious injury, defeat in an election or the dissolution of LegCo.

48. A Member who resigns or who is removed from LegCo under Article 79(6) of the Basic Law^(Note) is not eligible for the winding up expenses reimbursement.

^(Note) "When he or she [a Legislative Council Member] is convicted and sentenced to imprisonment for one month or more for a criminal offence committed within or outside the [Hong Kong Special Administrative]Region and is relieved of his or her duties by a motion passed by two-thirds of the members of the Legislative Council present;"—Article 79(6) of the Basic Law

Amount and Conditions

49. The reimbursement consists of two components —
- (a) an amount not exceeding one-twelfth of the annual office operation expenses reimbursement (i.e. **\$244,340**), of which \$10,000 may be claimed against certified claims of expenses without supporting documents, to cover all expenses other than severance payments; and
 - (b) an amount with no pre-set ceiling to cover the actual severance payments made in accordance with the provisions of the Employment Ordinance to staff employed using the office operation expenses reimbursement and to staff employed using up to 50% of the entertainment and travelling expenses reimbursement.
50. The component referred to in paragraph 49(a) (i.e. \$244,340) may also be used to meet contractual liabilities arising from the premature termination of agreements before the end of a LegCo term for reasons beyond a Member's control. The liabilities include —
- (a) payment in lieu of notice; and
 - (b) compensation to the landlord of a district office financed by the office operation expenses reimbursement, provided that the Member has informed the landlord as early as possible of his/her intention to terminate the tenancy agreement prematurely, so as to enable the landlord to identify new tenants and reduce as far as possible the Member's contractual liabilities.
51. Notwithstanding paragraph 49(b), the amount with no pre-set ceiling may also be used to compensate a Member's staff employed by him/her for less than two years. The payment should be calculated on a pro rata basis with reference to the calculation method stipulated by the Employment Ordinance for severance payments.
52. A severance payment is reimbursable only if the termination of employment is made and the payment is settled not later than one month from the date a Member ceases office.

53. During the winding up period, non-essential services should be curtailed as early as possible and acquisition of stores should be limited to quantities which are essential for the winding up. To limit the reimbursable amount for payment in lieu of notice to a reasonable level, a Member should serve notice for termination of employment to his/her staff as soon as possible and in no event later than seven days after the date of his/her cessation of office is known to him/her. Moreover, expenses for on-going services (including staff support) for any period beyond one month after the cessation of office will not be reimbursed.

54. All winding up expenses should be consolidated in one claim, which should be made within the time limit as set out in paragraph 85.

Jan 2022

Claim Forms

55. **Form E** should be used for claiming the winding up expenses reimbursement.

56. Alternatively, Members may request the Secretariat to settle the following expenses directly with the recipients, by using **Form F** —

- (a) staff salaries,
- (b) office rentals,
- (c) consultancy fees,
- (d) compensations for early termination of contracts, and
- (e) severance payments.

General Principles

Procurement

57. A Member or his/her staff should not engage a supplier or service provider whose business he/she or any of his/her relatives has a financial interest in or control of. Neither should a Member nor his/her staff, nor any of the relatives of a Member or his/her staff, derive or be able to derive any financial benefits from any transaction for which reimbursement of expenses is claimed. If this cannot be avoided, the Member should obtain at least three quotations for price and performance comparison (whenever practicable), declare interest and document the justifications for doing so (e.g. sole supplier, more competitive price from bulk purchase), using **Declaration Form IV(a)**. Where a conflict of interest situation as referred to in the Code of Conduct for Staff Employed by Legislative Council Members (Appendix III) has come to the knowledge of a Member, the Member should not allow the staff member concerned to continue to deal with the procurement. The Member should reassign the task to another staff member. If no reassignment is arranged, the Member must provide written explanation to justify that the most cost-effective procurement procedures have been adopted.

Jan 2011

58. For procurement of goods or services above \$20,000, including a contract commitment or renewal of insurance policy costing more than \$20,000, Members should obtain at least three quotations for price and performance comparison, unless a similar quotation exercise was performed within the last three months. These quotations should be in written form whenever practicable. **Declaration Form IV(b)** should be submitted when reimbursement is claimed.

Jan 2011

Supporting Documents

Documents Pertinent to Reimbursement

59. Save for the reporting of unreimbursed expenses set out in paragraphs 95 and 96 below, a Member should only submit supporting documents for the claimable amount under an accountable reimbursement. In the event that a Member submits supporting documents for amounts in excess of the claimable ceilings, the supporting documents will be returned to the Member for a decision on which items of expenditure he/she wishes to claim partially.

Jan 2022

60. Supporting documents such as invoices, receipts, etc, must be submitted to the Secretariat when claiming reimbursement for any accountable expenses. Jan 2022

61. In case an expense is shared by two or more parties, the Member who first submits the claim should certify the amount shared by each party; other Member(s) should substantiate his/her claim by providing the expenses summary which carries the certification of the Member who first submits the claim. Jan 2022

Receipts

62. For any payment not substantiated by a receipt, a Member should include the following statement on the supporting document: "Receipt is not available and I certify that payment was made on (date)." If a periodic payment is not substantiated by a receipt but reflected in the payment request of the next payment period, a copy of the request should be submitted to substantiate the payment.

Purchases Not Made in the Name of the Member or the Member's Office

63. Unless practically infeasible, invoices and receipts should be addressed to the Member or the Member's Office. For purchases which are billed to a staff member of a Member or a third party, the Member concerned should have paid the suppliers/service providers, or reimbursed the person who have made payments on his/her behalf before submitting claims for reimbursement. Jun 2022

Particulars to be Provided on Supporting Documents

64. Supporting documents for reimbursement of expenses over \$3,500 must bear the name and address of the supplier, date of purchase and full description of the item concerned. To withhold the address or any other personal data of a supplier (who is an individual) from public inspection, a Member may provide them separately in writing to the Secretariat.

Provision of Samples of Publications and Publicity Items

65. In making claims for bulk printing expenses, a sample of the printed material must be submitted to the Secretariat, together with the reimbursement claims. In the case of a signboard, hoarding or banner, a picture or a copy of the artwork should be provided. These samples will be used for determining the extent to which the related expenses could be claimed. For example, expenses for promoting a recreational activity or a non-LegCo-related organization should not be claimed. Publications and publicity items containing any commercial content will not be reimbursable.

Jan 2022

Public Inspection

66. All claim forms, declaration forms and supporting documents, except employment contracts (unless paragraph 17(c) above applies), consultancy agreements and separately provided addresses and Hong Kong identity card numbers of staff and suppliers (who are individuals), are available for inspection or photocopying by the public. In this connection, Members are reminded to obtain the consent of their staff and suppliers for their identity, invoices, receipts and other related documents to be made available to the public. Personal identifiers and data (such as Hong Kong identity card numbers, telephone numbers or home addresses) not intended to be available for public inspection should be blocked out before the supporting documents are presented to the Secretariat; information which is not essential for verification of the nature of an expense or for tracing the source of an expense (such as age, date of birth, medical diagnoses, bank account numbers, credit card numbers and credit limits) may also be blacked out before such claims are submitted.

Time of Expenditure

67. Claimable expenditure is deemed to be expended at the time payment is made by the Member or his/her staff. Credit card expenditure is deemed to be expended at the time a credit card slip or an order form is signed. Any unclaimed entertainment and travelling expenses reimbursement of one year **cannot** be used for reimbursement of expenses of another year.

Oct 2012

68. In respect of term payments covering a period of time beyond the current year, a Member may either claim full reimbursement in the year of payment, or spread his/her claim over the current and subsequent years to which the term payments relate. If the period covered by such term payments extends beyond the term of office of a Member, reimbursement will be limited to the period up to one month after his/her term of office. In case the Member is re-elected, the prepaid unreimbursed portion may be reimbursed according to the guidelines in force at the time.

Funds Set Aside

69. A Member may set aside funds from his/her office operation expenses reimbursement to pay for staff benefits such as contract bonus, double-pay or end-of-agreement gratuity, which are payable at a future date. The funds set aside should be based on, and not exceed, the Member's contractual and other legal obligations towards his/her staff. The funds will be paid to the Member without supporting documents.

70. Upon actual payment of the funds set aside and/or departure of any staff member, **Form G** should be presented to the Secretariat, together with any excess funds and receipts or other supporting documents. Excess funds set aside in previous years cannot be used to reimburse expenses other than those referred to in paragraph 69 and incurred in the year when the funds were set aside.

Minimization of Financial Commitments

71. Funds available from future operating expenses reimbursements may be curtailed for various reasons, such as early dissolution of LegCo, early cessation of office and downward revision of reimbursable amounts according to the change in CPI(C). To reduce the possibility of not getting full reimbursement, a Member should minimize his/her financial commitments. For example, a Member should make every effort to negotiate with his/her landlords to insert a break clause in his/her tenancy agreements. Also, any commitment extending beyond one month after the Member's term of office should be avoided, because reimbursement for these expenses, such as the rent related to the following LegCo term, is contingent upon the re-election of the Member.

Oct 2012

Capital Items

72. A capital item refers to any piece of equipment or furniture costing \$3,000 or more and with a life span of over one year, but excluding software and fixtures such as built-in cabinets and wall-mounted air-conditioners. Installation charges should not be capitalized.

Oct 2016

73. When a Member ceases office, he/she is required to return to the Secretariat those capital items for which reimbursement of expenses has been claimed. Before returning an item to the Secretariat, the Member must settle all outstanding payment and liability in respect of the item. Outgoing, returning or incoming Members may purchase these capital items at depreciated value as determined by the Secretariat or 5% of their original value, whichever is the higher. An outgoing Member has the first option to purchase his/her capital items, but he/she has no right to purchase capital items returned by other Members. In the event that a capital item was not fully reimbursed, the value payable by the outgoing Member is discounted by the proportion of acquisition price borne by him/her personally.

May 2016

74. For ease of valuation at the time when a Member ceases office, full description of capital items and prices of the constituent parts should as far as possible be provided at the time reimbursement of procurement expenses is claimed. Any upgrading or replacement should be detailed in **Form H** when claiming the relevant expenses.

75. In respect of every capital item reimbursed, the Secretariat will issue an asset label, with an asset number assigned, to the Member concerned. The label should be stuck on the capital item concerned for identification purposes.

76. A Member is required to forward an inventory list of capital items in December using **Form I**, showing the position as at the end of September. The inventory list should be verified by a physical count before submission to the Secretariat.

Jan 2022

Return or Purchase of Capital Items

77. When he/she ceases office, a Member should use **Forms J** and **K** to notify the Secretariat of the capital items that he/she will return or purchase. **Form J** may also be used to notify the Secretariat in case surplus capital items have to be returned.

Shared Expenses

78. Only expenses (e.g. sharing of telephone lines, computer systems, photocopiers and electricity) that are individually identifiable, clearly separable from private purposes and wholly attributable to LegCo business may be claimed.

79. Subject to paragraph 81 below, if an expense referred to in paragraph 78 above is incurred jointly with other parties or in a Member's other capacities, the Member must certify that the amount claimed is no more than the fair portion related to LegCo business and it has not been or will not be reimbursed from any other sources. The basis of sharing should be indicated.

Jan 2022

80. In case a Member shares his/her office with another person, rental and other expenses should be shared proportionally on a consistent basis from month to month. An agreement on the proportional responsibility for items shared should be signed by the parties concerned and the Secretariat notified of any changes.

81. A Member may only share the procurement expenses of a capital item with another Member or other Members. The Members concerned (i.e. the group) should sign an undertaking agreeing to the following disposal arrangements when any Member of the group ceases office —

- (a) If an outgoing Member of the group wishes to purchase the item, he/she will seek the agreement of other Members of the group and pay to the Secretariat the depreciated value or 5% of the original value of the item, whichever is the higher.
- (b) If re-elected or remaining Member(s) of the group wish(es) to retain the item for use in relation to LegCo business, the Member(s) will seek the agreement of the outgoing Member(s) of the group and pay to the Secretariat an amount equivalent to the outgoing Member(s)' share of the item at depreciated value or 5% of its original value, whichever is the higher.
- (c) If Members of the group fail to reach an agreement regarding the disposal of the item within two months, the Secretariat may take possession of the item in question without payment.

May 2016

May 2016

Payment to Members Arising from Situations, Activities or Assets for which Expenses have been Reimbursed

82. There may be circumstances where a Member receives payment arising from situations, activities or assets for which expenses have been reimbursed (e.g. compensation in respect of an employee's work-related accident or other types of insurance coverage; salary in lieu of notice paid by an employee who has resigned; or sale proceeds from the disposal of a capital item). The Member is required to use the payment on LegCo business. A separate account giving details of the payment received and subsequent usage of the payment, with supporting documents, must be submitted to the Secretariat. Otherwise, the payment must be returned to the Secretariat.

83. The payment returned to the Secretariat under paragraph 82 will increase the reimbursable balance of the corresponding expenses reimbursement by the same amount. In the case of entertainment and travelling expenses reimbursement, the Member may use the increased balance on LegCo business in the same reimbursement year.

Jan 2022

Time Limits for Making Reimbursement Claims

Office Operation Expenses, Entertainment and Travelling Expenses, Postage, and Setting Up and Information Technology Expenses

84. Except for winding up expenses reimbursements, reimbursement claims should be submitted within **three months** from the month of expenditure. However, if an advance of operating funds is obtained pursuant to paragraph 91(b) below for setting up and information technology expenses, the relevant supporting documents must be submitted together with Form C within three months from the date of advance.

Jan 2022

Winding Up Expenses

85. A Member may start winding up his/her office before the end of the LegCo Term. In respect of the consolidated claim for winding up expenses made according to paragraph 54 above, the first payment and the last payment should not be more than **six months** apart and reimbursement should be sought within **three months** from the date of the last payment.

Oct 2012

Appeal

86. Any Member whose claims are not made in accordance with the stipulated time limits may be required to give an explanation to the Committee on Members' Operating Expenses, which will determine whether the claims should be processed.

Non-reimbursable Items

87. Examples of non-reimbursable items are given as follows :

- (a) refundable deposits;
- (b) (i) penalties; and
(ii) charges incurred as a result of an act ruled by the LegCo President as inappropriate; Oct 2012
- (c) entertainment expenses solely for the Member himself/herself, his/her staff, other Members and/or their staff, unless specifically allowed by The Legislative Council Commission;
- (d) cooking utensils and appliances (other than kettle, distilled water dispenser, refrigerator, microwave oven and steamer cookware); Oct 2012
- (e) decorative items for Member's Office such as paintings, photo frames and flowers;
- (f) perishable publicity items (such as food, beverages or flowers); May 2016
- (g) publicity items having resale value (other than those of little or no resale value, such as pens) or containing commercial content; May 2016
- (h) training of personal skills for the Member himself/herself; and
- (i) sponsorship.

Adjustments

88. Reimbursement ceilings for office operation expenses, entertainment and travelling expenses and winding up expenses are subject to annual adjustment in October, in accordance with the movement of Consumer Price Index (C).

Compliance Audit

89. Members' reimbursement claims are subject to compliance audit annually. In this regard, Members are required to provide assistance when field audits are carried out, such as provision of records, explanations and justifications. For this purpose, records, including all originals of supporting documents, should be kept for at least two years.

Jan 2022

Advance of Operating Funds

Scope

90. Members may obtain advance of operating funds to finance their office operation, entertainment and travelling expenses, as well as setting up and information technology expenses.

Amounts and Conditions

91. The ceilings for advances are :

- (a) office operation expenses plus entertainment and travelling expenses — amount equivalent to two months' reimbursable amount (i.e. \$527,710); and
- (b) setting up and information technology expenses — entitlement as stipulated in paragraph 44 (i.e. \$262,500 or \$375,000), less any reimbursement already claimed.

Oct 2023

Oct 2016

92. The operating funds advanced for office operation, entertainment and travelling expenses will be used to offset the reimbursable expenses of the month immediately before a Member ceases office and any reimbursable winding up expenses. A Member who has obtained operating funds for setting up his/her offices or for the procurement of information technology and communication equipment must submit relevant supporting documents within three months from the date of advance.

93. Any funds advanced in excess of requirement should be returned to The Legislative Council Commission as soon as they are known to the Member.

Application Form

94. **Form L** should be used to apply for any advance or increase in advance up to the specified ceilings.

Reporting of Unreimbursed Expenses

95. Operating expenses fulfilling the reimbursement criteria in this Guide but not reimbursed may be reported to the Secretariat for deduction of the salaries tax of the Member concerned, provided that such expenses are substantiated by documentary evidence. Information on all unreimbursed expenses, including expenses which have exceeded the reimbursement ceiling and expenses unclaimed by Members, may also serve as an indication to the Administration the total financial resources required by Members in carrying out their LegCo duties.

96. For reporting unreimbursed expenses, **Form A2** should be used. In respect of expenses that could have been claimed under office operation expenses reimbursement, the invoices and receipts concerned should be certified by the Member concerned and marked as "not claimed". All Form A2s and supporting documents provided are retained by the Secretariat. Copies of them are also made available at the LegCo Library for public inspection, and sent together with other claim documents to the Administration for information.

* * * * *

Legislative Council Secretariat

CLAIMABLE ITEMS

Procurement of the following items may be reimbursed.

Section A

<i>EQUIPMENT AND FURNITURE</i>	
	Photocopying machine and accessories -paper feeder -document sorter Cheque writer Franking machine Paper shredder Folding machine * Overhead projector * Projector screen Document binder Document duplicator/Speed printing machine Safe Laminator Water purifier Dehumidifier Sound system with microphones and loudspeakers Vacuum cleaner Water dispenser Refrigerator Microwave oven/Steamer cookware Conference table * Video conferencing equipment (including ancillary video cameras and other accessories) * Hand-held video camera * Closed circuit television surveillance system * Computer server and related accessories
	First aid kit Television set VCD/DVD player/recorder * Scanner
	* Camera (digital and otherwise) Lighting equipment for filming Walkie-talkie Sofa * Electronic display
	Electric fan Air-cooler Air-conditioner Loudhailer White board
	* Printer * Mobile phone * Digital recorder * Tablet/Integrated mobile computing device/Portable digital assistant
	* Telephone set
	* Facsimile machine

* Items that may be reimbursed with the information technology component of the setting up and information technology expenses reimbursement

* Computer hardware and accompanying software * Monitor Computer table and rack
Fire extinguisher
File cabinet
Chair
Desk/Folding table/Work bench

Section B

<i>PUBLICITY ITEMS</i>
Signboard/Light box with - name - address of the Member's office - telephone and fax numbers of the Member's office - office hours - website and email addresses to be placed in the same building of the Member's office
Invitation card for each activity
Display board/banner with - name - address of the Member's office - telephone and fax numbers of the Member's office - office hours - website and email addresses

Section C

<i>ACTIVITIES</i>	<i>CLAIMABLE ITEMS</i>
Seminar Press conference Exhibition Quiz Competition Office opening ceremony	Rent of venue Hire of extra staff Banners Display boards Hire of sound system Set up charges Cleaning up charges Transportation for attendance and equipment Printing of handouts Printing of admission tickets Printing of leaflets Hire of video display equipment Advertisements Invitation cards Souvenirs with little or no resaleable value
Survey Signature collection campaign Questionnaire	Hire of extra staff Consultancy fees Printing charges Postage

Remarks : Recreational activities such as picnic, cruise and barbecue are not reimbursable.

(Sample)

EMPLOYMENT CONTRACT ^(Note)**Acceptance of Offer of Appointment**

I, _____ (English name as per HKID Card)
 _____ (Chinese name as per HKID Card), (HKID Card No. _____)
 accept the appointment by Hon _____ to the post of
 _____ with Hon _____'s Legislative Council (LegCo) Member's
 Office on the following terms and conditions:

1. Job Description e.g. (i) community liaison activities, *or*
 (ii) research and information gathering, *or*
 (iii) secretarial/clerical work, and
 (iv) any other ancillary duties.
2. Commencement of Duty/
 Contract Period e.g. _____, 20 ____ / _____ to _____
 (date) (date)
3. Probation Period _____ months
4. Salary/Rate per Session/
 Hourly Rate e.g. HK\$_____ per month/HK\$_____ per 3-hour
 session/HK\$_____ per hour
5. Mandatory Provident Fund contributions from employer and employee will be made in
 accordance with the provisions of the Mandatory Provident
 Fund Schemes Ordinance (Cap. 485).
6. Normal Working Hours e.g. (i) Mondays to Fridays: 9:30 a.m. to 5:30 p.m.
 Saturdays: 9:30 a.m. to 1:00 p.m., *or*
 (ii) _____ hours per week.
7. Overtime e.g. (i) overtime allowance is payable at the rate of ____% of
 the monthly basic salary per hour, *or*
 (ii) time off in lieu of overtime allowance, subject to the
 exigencies of the workload of the office, *or*
 (iii) no recompense for overtime work except for work on
 rest days and statutory or general holidays; *and*
 (iv) any overtime on a statutory holiday or general holiday
 is to be compensated by one full day off within 60 days
 after the statutory holiday or general holiday; and
 (v) any overtime on a rest day is to be compensated by one
 full day off within 30 days after the rest day (even if the
 rest day also happens to be a statutory holiday or
 general holiday); and
 (vi) if the overtime on a rest day, statutory holiday or
 general holiday is in excess of the number of working
 hours in a normal working day, it is —
 (a) not recompensed, *or*
 (b) to be compensated by an overtime allowance on
 the basis stated in paragraph 7(i) above, *or* by time
 off in lieu on a one-for-one basis, subject to the
 exigencies of the workload of the office.

8. Double Pay e.g. (i) one month's basic salary, payable before the Chinese New Year, *or*
(ii) one month's basic salary, payable on the anniversary of every year's service, *or*
(iii) none.
9. Bonus e.g. (i) based on performance and availability of funds, a discretionary bonus may be awarded, *or*
(ii) none.
10. Gratuity e.g. (i) upon satisfactory completion of the contract on _____, _____% of the basic salary earned during the service period will be payable, *or*
(ii) none.
11. Inclement Weather if a special activity or event has been scheduled, contact the supervisor for instructions notwithstanding the general arrangements stated below.
- Tropical Cyclone Warning Signal no. 8 or above*
- e.g. need not report for duty while the Signal no. 8 is in force; not required to return to work if Signal no. 8 is lowered after _____
- Rainstorm Black Warning*
- e.g. if a Rainstorm Black Warning is issued before _____, need not report for duty while the Warning is in force; return to work as soon as the Warning is cancelled, provided that weather and transport conditions permit; not required to report for duty if the Warning is cancelled after _____; and
- if issued during office hours, stay in office for safety reasons; staff working outdoor should cease work and take shelter, resume work after the Warning is cancelled and weather conditions permit.
12. Annual Leave _____ working days.
(to be taken after one full year of service)
13. Medical Benefits e.g. (i) in accordance with current medical insurance available to staff of this comparable rank at this office,
(ii) not more than \$_____ a month, on the production of a medical practitioner's receipt, *or*
(iii) none.

14. Termination of Employment e.g. (i) subject to paragraph 14(ii) below, this employment may be terminated by giving _____ month's/months' notice or salary in lieu of notice;
(ii) this employment will end _____ days/weeks/month (*period not exceeding one month*) after Hon _____ ceases to be a Member of the Legislative Council.
15. Adjustment of Salary on performance basis, with reference to the inflation linked adjustment of Members' office operation expenses reimbursement as determined by the Legislative Council Secretariat.
16. Code of Conduct compliance with the attached Code of Conduct for Staff Employed by Legislative Council Members.
17. Confidentiality all information pertaining to the operation and business of Hon _____'s Legislative Council Member's Office that is in the employee's knowledge shall be kept confidential throughout and after his/her employment with Hon _____.
18. Disclosure it is agreed that a copy of this contract shall be submitted with the Legislative Council Secretariat and made available for public inspection. The Employee further agrees that all personal information contained in this contract or pertaining to this offer of appointment may be disclosed to the Secretariat for claiming reimbursement and for public inspection.

Signature of Employee

Date

I agree to employ the above-named person on the terms and conditions stated above, for supporting my work related to the business of the Legislative Council.

*** The appointee is also in the employ of my *business/relative/business associate/affiliated organization (please see paragraph 17(a) of the Reimbursement Guide, and specify the relationship with and the name of the third party)*. The remuneration offered by this appointment is based on the arrangement that not less than ____ % (or ____ hours) of the appointee's work is related to my LegCo duties.**

Signature of Member

Date

(Note) This sample is for reference only. Members may determine the appropriate terms for their staff, provided that they are not deprived of the protection under the Employment Ordinance.

* *Paragraph to be excluded from the employment contract if inapplicable.*

CODE OF CONDUCT FOR STAFF EMPLOYED BY LEGISLATIVE COUNCIL MEMBERS

Aim

This Code aims at setting out the standard behaviour expected of Members' staff in the handling of resources and information obtained through their official capacity. Particular emphasis is placed on assisting Members' staff in avoiding potential conflict of interest situations and in upholding the high standard of conduct expected of them in carrying out their duties.

Conduct and Behaviour

Integrity

2. It is imperative that Members' staff are committed to the cardinal principles of honesty and integrity, and that their conduct and public behaviour would not bring discredit upon LegCo and the Member they serve. In particular, they should adhere to the principles of fairness, transparency and accountability when using the LegCo Members' Operating Expenses Reimbursements ("OER") for purchases.

Misuse of official position

3. Staff should not misuse their position as Members' assistants for personal gain. Examples include favouring one's relatives or friends in a recruitment process, or leaking information and giving undue favour to a particular supplier during a procurement process. Such actions may lead to disciplinary action or even prosecution.

Compliance with this Code

4. It is the personal responsibility of every staff member to understand and comply with this Code which applies equally to full-time, part-time and temporary staff.

Reporting of cases

5. In cases of non-compliance or suspected corruption or criminal offences, any person in the know should report to the LegCo Member concerned and, where appropriate, to the Independent Commission Against Corruption promptly in strictest confidence.

Acceptance and Offering of Advantages

Advantage

6. Staff of LegCo Members should not solicit, accept or offer any advantage in connection with the official dealings with the Member's office. Under Section 9 of the Prevention of Bribery Ordinance (Cap. 201), an employee of an organization who solicits or accepts an advantage in connection with his work without permission of the employer may have committed an offence. The term "advantage" is defined in the Ordinance (see **Annex I**). It includes almost anything of value such as money, gift, commission, loan, fee, reward, office, employment, contract, service or favour.

Entertainment

7. Acceptance of lavish and frequent entertainment from persons with whom the Member's Office ("MO") has official dealings should be avoided. Such persons include, but are not limited to, the media, members of the public, suppliers or any other persons who might benefit unfairly through providing such entertainment activities. Declining invitations to such would free the staff member from any obligation to the offeror. An extract of the definition of "entertainment" from the Prevention of Bribery Ordinance is in **Annex I**.

Free gifts and services

8. Free gifts and services are a kind of "advantage". Staff should decline the offer of such if the acceptance could affect their objectivity in conducting the business of the MO or lead to complaints of bias or impropriety.

9. Staff who have received gifts or souvenirs presented to them in their official capacity should seek written permission from their employer, whether they wish to retain such items or not. The form in **Annex II** should be used for this purpose. As regards the disposal methods for the gifts or souvenirs received, due consideration should be given to the alternatives set out in the form.

Conflict of Interest

10. Situations which give rise to Members or their staff being perceived to have benefited a closely related party or personally should be avoided.

11. Staff should not, in their capacity as assistants of LegCo Members, use their official position or any information made available to them in the course of performing their duties, to seek to influence another person in furtherance of their private interest.

12. For the purposes of this Code, a conflict of interest situation arises where the "private interests" of a staff member compete or conflict with the interests of the public at large or the staff member's official duties. "Private interests" include the financial and other interests of the staff member himself; his family or other relatives; his personal friends; the clubs and associations to which he belongs; any other groups of people with whom he has personal or social ties; or any person to whom he owes a favour or is obligated in any way. There are circumstances in which a tie of kinship or friendship, or some other association or loyalty which does not give rise to a financial interest, can influence the judgement of the staff member in discharging his official duties, or may reasonably be perceived as having such an influence. A staff member's duty to declare a conflict of interest therefore goes beyond the disclosure of interests that are definable in pecuniary terms.

Handling of conflict of interest situations

13. Staff should ensure the business conducted by the MO is done in an open, impartial, reasonable and acceptable manner. Conflict of interest situations should be avoided, but when they do happen, they should be declared and resolved in favour of the public interest.

14. Declarations of interest should be in writing, where appropriate, using the declaration forms in the "Guide for Reimbursement of Operating Expenses for Members of the Legislative Council".

15. Special attention should be given to procurement of goods and services, staff recruitment as well as delivery of the MO's services. For example, a conflict of interest situation may arise if a staff member takes part in the selection of suppliers, where one of the bidders under consideration is his family member, relative or personal friend. When there is perceived or actual conflict of interest, the staff member should abstain from dealing with the matter in question and report the situation to the Member, who should reassign the task to another staff.

Oct 2012

Handling of Assets and Resources

16. Staff who have access to assets acquired with public funds and resources obtained through their official capacity should ensure that they are only used for the intended purpose of performing Members' duties. Misappropriation of such properties for personal gain, such as personal use or unauthorized resale, is prohibited.

17. There should be a clear separation between resources for private business and those for LegCo business of the MO. Intermingling of such assets and resources should be avoided.

Handling of Confidential Information

Use of (privileged) information

18. Staff should not take advantage of, or benefit from, information that is obtained in connection with their duties as Members' assistants, especially when dealing with information not generally available to the public. In their official capacity at the MO, staff should only ask for information required for carrying out their duties and should not seek information for private use or personal interest.

Safekeeping of confidential information

19. Staff who have access to or are in control of confidential information should at all times ensure that such information is properly safeguarded to avoid the misuse or abuse of it. Disclosing confidential information without authorization from the Member concerned or disclosing it in return for monetary awards is strictly prohibited. Moreover, the Personal Data (Privacy) Ordinance (Cap. 486) should be observed to avoid unauthorized disclosure of any personal data.

Other Employment

20. Staff should avoid other employment which has a conflict of interest with their role as assistants of LegCo Members. For full-time staff (who normally work not less than 30 hours a week) of LegCo Members, if they wish to take up paid outside work, whether on a part-time or temporary basis, they should seek the approval of their employer.

False Claims

21. As public money is involved, it is important to ensure that reimbursements are claimed in an accountable manner. Making false claims is a criminal offence.

Diligence

22. Since Members' staff are employed with public funds, they should discharge their duties and responsibilities with due care and diligence, in accordance with their employers' established procedures and instructions. They should be committed and dedicated to their work and exercise every effort to promote the public interest.

* * * * *

INTERPRETATION OF "ADVANTAGE" AND "ENTERTAINMENT"

"Advantage" means –1

- (a) any gift, loan, fee, reward or commission consisting of money or of any valuable security or of other property or interest in property of any description;
- (b) any office, employment or contract;
- (c) any payment, release, discharge or liquidation of any loan, obligation or other liability, whether in whole or in part;
- (d) any other service, or favour (other than entertainment), including protection from any penalty or disability incurred or apprehended or from any action or proceedings of a disciplinary, civil or criminal nature, whether or not already instituted;
- (e) the exercise or forbearance from the exercise of any right or any power or duty; and
- (f) any offer, undertaking or promise, whether conditional or unconditional, of any advantage within the meaning of any of the preceding paragraphs (a), (b), (c), (d) and (e),

but does not include an election donation within the meaning of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554), particulars of which are included in an election return in accordance with that Ordinance.

"Entertainment" means the provision of food or drink, for consumption on the occasion when it is provided, and of any other entertainment connected with, or provided at the same time as, such provisions.

[Extracted from Section 2 of the Prevention of Bribery Ordinance (Cap. 201)]

(Sample)

**REPORT ON GIFTS PRESENTED TO AN EMPLOYEE
IN HIS/HER CAPACITY AS AN EMPLOYEE OF A MEMBER'S OFFICE**

To : _____
(Member)

Part I (To be completed by the recipient)

I wish to report the following gift(s) presented to me in my capacity as an employee of the Member's office on the following occasion (please specify the event and date) -

Details of gift(s) presented –

Gift	Estimated value (\$)	Offeror
(a)		
(b)		
(c)		

Additional information (if any) –

The following disposal method(s) is/are recommended –

- Gift item(s) _____ to be returned to the offeror.
- Gift item(s) _____ to be retained personally by the recipient.
- Gift item(s) _____ to be shared among staff in the recipient's office or _____*.
- Gift item(s) _____ to be displayed in the recipient's office or _____*.
- Gift item(s) _____ to be donated to an outside organization (name : _____).
- Gift item(s) _____ to be used at the office's social functions as lucky draw prize(s).

Name of recipient _____ Signature _____
Post _____ Date _____

Part II (To be completed by the Member)

- The recommendation is approved.
- The recommendation is not approved. The gift should be _____.

Name of Member _____ Signature _____
Date _____

- ✓ as appropriate * delete whichever is inapplicable

DEFINITION OF 'RELATIVE'

'Relative' means —

- (a) spouse (including a concubine);
- (b) any person with whom the Member is living in a regular union as if man and wife;
- (c) fiance, fiancée;
- (d) parent, step-parent, lawful guardian;
- (e) spouse's parent, spouse's step-parent, spouse's lawful guardian;
- (f) grandparent, great-grandparent;
- (g) child, ward of court;
- (h) spouse's child, spouse's ward of court;
- (i) grandchild;
- (j) child's spouse;
- (k) brother, sister;
- (l) spouse's brother, spouse's sister;
- (m) half-brother, half-sister;
- (n) step-brother, step-sister;
- (o) brother's spouse, sister's spouse;
- (p) brother's child, sister's child;
- (q) parent's brother, parent's sister;
- (r) parent's brother's spouse, parent's sister's spouse;
- (s) parent's brother's child, parent's sister's child.

CLAIM FOR REIMBURSEMENT OF OFFICE OPERATION EXPENSES/
ENTERTAINMENT AND TRAVELLING EXPENSES
BY MEMBERS OF THE LEGISLATIVE COUNCIL

SECTION I - DECLARATION AND CERTIFICATION

To : Secretary General
Legislative Council Secretariat
(Attn : Accounts Office)

I, _____, Member of the Legislative Council ("LegCo"), certify that my expenses listed below arose out of my LegCo duties for the month of _____ 20____. Please reimburse me with \$_____ in respect of the following :

<u>Section</u>	<u>HK\$</u>
II Staff expenses
III Equipment and furniture
IV Office accommodation expenses
V Other operating expenses
Office operation expenses	_____ (A)
VI Entertainment and travelling expenses (after transferring \$_____ to Section II for employing staff) (Note 1)	_____ (B)
Supporting documents and certified expenses amounted to	_____ (A)+(B)

I hereby declare that :

- a) all expenses covered in this claim have not been reimbursed before and proper safeguards are in place against duplicate claims; I have made payments to the suppliers/service providers, or reimbursed the persons who have made payments on my behalf, for all expenses covered in this claim;
- b) I have not claimed any reimbursement for paying my relatives, if any, employed in my office;
- c) I have not claimed any consultancy fees for services provided by my political party or any companies/organizations which my political party has a financial interest in or control of; furthermore, my relatives and I have no interest in the consultants employed;
- d) I have not claimed any reimbursement for leasing any property in which I/my relatives have a financial interest;
- e) all staff remunerations reimbursed are for performance of duties and for time worked as detailed in the respective employment contracts; the employment contract concerned has been made available for public inspection if any staff member is also in the employ of my business, or any of my relatives, business associates or affiliated organizations; should there be any substantial change in the time spent on LegCo business by any of my staff, an addendum to the employment contract concerned will be filed with the next reimbursement claim to reflect the change;
- f) I have no objection to disclosing the individual staff remuneration acknowledgments for public inspection;
- g) the funds set aside for contractual and statutory employment benefits as listed in section II below are not excessive, and will not be used for any other purposes, and I undertake to return to the Secretariat all unspent amounts;
- h) items costing \$3,000 or more and with a life span longer than one year, but excluding software and fixtures, are all included in section III below; and
- i) this reimbursement claim complies in all respects with the Reimbursement Guide, which has been read and fully understood by me.

In addition,

- * I have claimed reimbursement for paying my staff who are also in the employ of my business/relative/business associate/affiliated organization[#]. Details and justifications have been provided on Declaration Form I *attached/earlier**;
- * I have claimed reimbursement for leasing property owned by my business associate/affiliated organization[#], and consider that it is in the interest of my constituents/the public to do so. Details and justifications have been provided on Declaration Form II *attached/earlier**;
- * I have claimed reimbursement for procuring goods/services from a supplier/service provider whose business I or my relative(s) has a financial interest in or control of. Details and justifications have been provided on Declaration Form IV(a) *attached/earlier**.

Signature of Member

Date

* delete where inappropriate # affiliated organizations (e.g. employer, political party and constituency association)
(Note 1) 50% of the entitlement for (B) can be transferred to (A) for the employment of staff. Any amount already claimed but subsequently redeployed for employing staff should be entered in brackets.

SECTION II - STAFF EXPENSES

	Name of staff	Payment				Funds set aside for gratuity, double pay etc	Total	For Secretariat use
		Salary	Medical benefit	Gratuity/ double pay (not paid from funds set aside)	Others			
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
	Sub-total							
	Mandatory Provident Fund contributions							
	Employees' compensation/medical insurance premiums							
	Other staff expenses (please specify)							
	Recruitment expenses							
						Total		(Note 2)
							\$	

(Note 2) Supporting documents (invoices and receipts or other evidence of payment) should be enclosed. Personal identifiers and data (such as Hong Kong identity card numbers, telephone numbers or home addresses) not intended to be available for public inspection should be blocked out before the supporting documents are presented to the Secretariat; information which is not essential for verification of the nature of an expense or for tracing the source of an expense (such as age, date of birth, medical diagnoses, bank account numbers, credit card numbers and credit limits) may also be blacked out before such claims are submitted.

SECTION III - EQUIPMENT AND FURNITURE (Capital items only)

Item description	Quantity	Unit price (\$3,000 or above)	Total	Location (Office)	For Secretariat use
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
Total			\$	(Note 2)	

SECTION IV - OFFICE ACCOMMODATION EXPENSES

	Office 1	Office 2	Office 3	Office 4	For Secretariat use
Address(es) of Office(s)					
Rental (per month)					
Management fee (per month)					
Rates/Government rent (per quarter/per month*)					
Utility charges (i.e. water, electricity and gas)					
Others (please specify)					
Sub-total (Note 2)	\$	\$	\$	\$	Total \$

* please delete where inappropriate

[Omitted as spent]

OFFICE OPERATION EXPENSES/ENTERTAINMENT AND TRAVELLING EXPENSES
NOT REIMBURSED TO MEMBERS OF THE LEGISLATIVE COUNCIL

SECTION I - CERTIFICATION

To : Secretary General
Legislative Council Secretariat,
(Attn : Accounts Office)

I, _____, Member of the Legislative Council, certify that the following unreimbursed expenses, which arose out of my Council duties, were paid by me in _____ 20____.
(month)

<u>Section</u>	<u>HK\$</u>
II Staff expenses
III Equipment and furniture
IV Office accommodation expenses
V Other operating expenses
Office operation expenses	_____ (A)
VI Entertainment and travelling expenses	_____ (B)
Supporting documents and certified expenses amounted to	_____ (A)+(B)
	=====

I also confirm that the above expenses comply in all respects with the Reimbursement Guide and do not in any way overlap with those expenses reimbursed from the Legislative Council Secretariat or elsewhere. All expenses covered in this claim have not been submitted to the Secretariat before and proper safeguards are in place against duplicate submissions; I have made payments to the suppliers/service providers, or reimbursed the persons who have made payments on my behalf, for all expenses covered in this claim.

Signature of Member

Date

SECTION II - STAFF EXPENSES

	Name of staff	Payment				Total	For Secretariat use
		Salary	Medical benefit	Gratuity/ double pay (not paid from funds set aside)	Others		
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
	Sub-total						
	Mandatory Provident Fund contributions						
	Employees' compensation/medical insurance premiums						
	Other staff expenses (please specify)						
	Recruitment expenses						
					Total		(Note 1)
						\$	

(Note 1) Supporting documents (invoices and receipts or other evidence of payment) should be enclosed. Personal identifiers and data (such as Hong Kong identity card numbers, telephone numbers or home addresses) not intended to be available for public inspection should be blocked out before the supporting documents are presented to the Secretariat; information which is not essential for verification of the nature of an expense or for tracing the source of an expense (such as age, date of birth, medical diagnoses, bank account numbers, credit card numbers and credit limits) may also be blocked out before such claims are submitted.

SECTION III - EQUIPMENT AND FURNITURE

Item description	Quantity	Unit price (\$3,000 or above)	Total	Location (Office)	For Secretariat use
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
Total			\$	(Note 1)	

SECTION IV - OFFICE ACCOMMODATION EXPENSES

	Office 1	Office 2	Office 3	Office 4	For Secretariat use
Address(es) of Office(s)					
Rental (per month)					
Management fee (per month)					
Rates/Government rent (per quarter/per month*)					
Utility charges (i.e. water, electricity and gas)					
Others (please specify)					
Sub-total (Note 1)	\$	\$	\$	\$	Total \$

* please delete where inappropriate

CLAIM FOR POSTAGE
BY MEMBERS OF THE LEGISLATIVE COUNCIL

Name of Member	
Amount of postage used	
Month/Year	
Number of mailings sent out in the month	

*Note : 1. Members should keep copies of the mailings for audit purposes.
2. Members should submit claims for postage together with claims for monthly office operation expenses reimbursement.*

To : Secretary General
Legislative Council Secretariat
(Attn : Accounts Office)

I certify that the above postage expenses, excluding bulk mailing, have been incurred by me on LegCo business, and the expenses have not been and will not be claimed under the office operation expenses reimbursement. Please reimburse the above mentioned sum to me.

Signature of Member

Date

CLAIM FOR REIMBURSEMENT OF
SETTING UP AND INFORMATION TECHNOLOGY EXPENSES
BY MEMBERS OF THE LEGISLATIVE COUNCIL

To : Secretary General
 Legislative Council Secretariat
 (Attn : Accounts Office)

I, _____, hereby certify that this reimbursement claim complies in all respects with the Reimbursement Guide. Please reimburse \$ _____ under the setting up and information technology expenses reimbursement to me in _____ 20____ :
(month)

<u>Section</u>	<u>HK\$</u>
II Setting up component	
II(a) Fitting-out expenses (A)
II(b) Basic stationery (B)
II(c) Capital items (other than IT and communication equipment) (C)
II(d) Other associated expenses (D)
III Information technology component	
III(a) Capital items (limited to IT and communication equipment) (E)
III(b) Operation and maintenance of IT and communication equipment	_____ (F)

 (Note 1)

I declare that all expenses covered in this claim have not been reimbursed before and proper safeguards are in place against duplicate claims; I have made payments to the suppliers/service providers, or reimbursed the persons who have made payments on my behalf, for all expenses covered in this claim.

 Signature of Member

 Date

SECTION I - CLAIM BACKGROUND

Are you a Re-elected Member / New Member?

- Re-elected Member
 - a. Have you claimed setting up expenses reimbursement in the last LegCo term?
 - Yes
 - No
 - b. Do you set up new office in this LegCo term?
 - Yes, due to
 - expiry of tenancy agreement entered prior to the current term
 - other acceptable reasons

 (please provide supporting documents and detailed information)

- No
- New Member

(Note 1) \$375,000 may be claimed in a LegCo term; however, if reimbursement was obtained under the setting up component in the immediate previous term, only \$262,500 may be claimed, unless acceptable reasons are provided for under Section I.

SECTION II – SETTING UP COMPONENT

SECTION II(a) – FITTING-OUT EXPENSES

	Item description	Quantity	Unit price	Amount	Purchase date	For Secretariat use
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
				Total (A)		(Note 2)
					\$	

SECTION II(b) – BASIC STATIONERY (up to \$2,000, only for a new office)

	Item description	Quantity	Unit price	Amount	Purchase date	For Secretariat use
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
				Total (B)		(Note 2)
					\$	

<i>SECTION II(c) – CAPITAL ITEMS (other than IT and communication equipment)</i>						
Item description	Quantity	Unit price (\$3,000 or above)	Amount	Purchase date	<i>For Secretariat use</i>	
1	Hire purchase payments					
2						
3						
4						
5						
6						
7						
8						
9						
10						
			Total (C)		<i>(Note 2)</i>	
				\$		

<i>SECTION II(d) - OTHER ASSOCIATED EXPENSES (including fixtures, installation charges, as well as minor tools, furniture and equipment below \$3,000 each, and charges for operation, repair and maintenance of fixed assets)</i>						
Item description	Quantity	Unit price	Amount	Purchase date	<i>For Secretariat use</i>	
1	Lease payments					
2	Repair and maintenance					
3	Toner/Meter charges					
4						
5						
6						
7						
8						
9						
10						
			Total (D)		<i>(Note 2)</i>	
				\$		

(Note 2) Supporting documents (invoices, receipts or other evidence of payment) should be enclosed. Personal identifiers and data (such as Hong Kong identity card numbers, telephone numbers or home addresses) not intended to be available for public inspection should be blocked out before the supporting documents are presented to the Secretariat; information which is not essential for verification of the nature of an expense or for tracing the source of an expense (such as age, date of birth, medical diagnoses, bank account numbers, credit card numbers and credit limits) may also be blocked out before such claims are submitted.

SECTION III – INFORMATION TECHNOLOGY COMPONENT

SECTION III(a) – CAPITAL ITEMS (limited to IT and communication equipment)

	Item description	Quantity	Unit price (\$3,000 or above)	Amount	Purchase date	For Secretariat use
1	Hire purchase payments					
2						
3						
4						
5						
6						
7						
8						
9						
10						
				Total (E)		(Note 2)
					\$	

SECTION III(b) – OPERATION AND MAINTENANCE OF IT AND COMMUNICATION EQUIPMENT

	Item description	Amount	For Secretariat use
1	Printer/Fax machine toner (not photocopier toner)		
2	Telecommunication service charges		
3	Repair and maintenance (computer/communication equipment only)		
4	Website expenses		
5	Software (please specify)		
6	Lease payments		
7	Others (please specify)		
8			
9			
10			
		Total (F)	(Note 2)
			\$

[Omitted as spent]

CLAIM FOR REIMBURSEMENT OF WINDING UP EXPENSES
BY MEMBERS OF THE LEGISLATIVE COUNCIL

To : Secretary General
Legislative Council Secretariat
(Attn : Accounts Office)

I, _____, hereby certify that the expenses listed below were incurred and paid by me due to the cessation of my office. Please reimburse \$_____ to me under the winding up expenses reimbursement for the following :

<u>Section</u>	<u>HK\$</u>
I Accountable expenses (A)
II Accountable end-of-employment benefits other than severance payments (net of amounts previously set aside) (B)
III Non-accountable expenses (C)
 (A)+(B)+(C)
IV Severance payments (D)
	=====

I further declare that :

- a) all expenses covered in this claim have not been reimbursed before and proper safeguards are in place against duplicate claims; I have made payments to the suppliers/service providers, or reimbursed the persons who have made payments on my behalf, for all expenses covered in this claim;
- b) non-essential services have been curtailed as early as possible;
- c) acquisition of stores has been limited to quantities which are essential for the winding up;
- d) apart from compensation for the premature termination of contracts, if any, no reimbursement has been claimed for on-going services which extend beyond one month after the date of cessation of office; and
- e) the severance payments were not more than that required by the Employment Ordinance, or in the case of staff employed for less than two years, not more than the time-apportioned amounts calculated on the notional severance payments payable; and they were paid only to staff employed with the office operation expenses reimbursement or entertainment and travelling expenses reimbursement (but not more than 50% thereof).

Signature of Member

Date

SECTION I - ACCOUNTABLE EXPENSES

	Details of expenses with supporting documents	Amount	<i>For Secretariat use</i>
1			
2			
3			
4			
5			
6			

<i>SECTION I - ACCOUNTABLE EXPENSES (CONT'D)</i>			
	Details of expenses with supporting documents	Amount	For Secretariat use
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
	Total (A)	\$	(Note 1)

<i>SECTION II - ACCOUNTABLE END-OF-EMPLOYMENT BENEFITS OTHER THAN SEVERANCE PAYMENTS</i>			
	Particulars	Amount	For Secretariat use
	Details as per Annex to Form G (B1)		
	Less : Funds set aside previously (Note 2) (B2)	()	
	Net (B)	\$	(Note 1)

<i>SECTION III - NON-ACCOUNTABLE EXPENSES</i>			
	Nature of expenses without supporting documents	Amount	For Secretariat use
1			
2			
3			
4			
5			
	Total (C)	\$	

(Note 1) Supporting documents (invoices, receipts or other evidence of payment) should be enclosed. Personal identifiers and data (such as Hong Kong identity card numbers, telephone numbers or home addresses) not intended to be available for public inspection should be blocked out before the supporting documents are presented to the Secretariat; information which is not essential for verification of the nature of an expense or for tracing the source of an expense (such as age, date of birth, medical diagnoses, bank account numbers, credit card numbers and credit limits) may also be blocked out before such claims are submitted.

(Note 2) Funds set aside in previous years that are in excess of (B1) cannot be used to reimburse expenses other than staff benefits incurred in the year when the funds were set aside. Such excesses should be returned using Form G.

SECTION IV - SEVERANCE PAYMENTS

Name of staff	Employment period		Length of employment period		Last full month's salary	Severance pay entitled	Amount offset with accrued retirement benefits / gratuities	Net amount paid	<i>For Secretariat use</i>
	From	To	Years	Months					
	DD/MM/YY	DD/MM/YY							
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
Total (D)									
								\$	<i>(Note 1)</i>

DIRECT SETTLEMENT OF WINDING UP EXPENSES
BY THE LEGISLATIVE COUNCIL SECRETARIAT

To : Secretary General
Legislative Council Secretariat
(Attn : Accounts Office)

For the winding up of my Member's office, I, _____, would like the Secretariat to settle the following expenses on my behalf.

<u>Section</u>	<u>HK\$</u>
I Staff salaries (A)
II Office rentals (B)
III Consultancy fees (C)
IV Compensations for early termination of contracts (D)
 (A) + (B) + (C) + (D)
V Severance payments (E)
	(Note 1) =====

I further declare that :

- a) all expenses covered in this claim have not been reimbursed before and proper safeguards are in place against duplicate claims;
- b) the severance payments are not more than that required by the Employment Ordinance, or in the case of staff employed for less than two years, not more than the time-apportioned amounts calculated on the notional severance payments payable; and they are paid only to staff employed with the monthly office operation expenses reimbursement or entertainment and travelling expenses reimbursement (but not more than 50% thereof);
- c) salaries payable to my staff are for their service not later than one month after the date I ceased to be Member;
- d) the compensation(s) for early termination of contract(s) are reasonable and contractually required in view of the notice period(s) I have served; and
- e) all the above expenses are necessarily incurred on LegCo business.

Signature of Member

Date

SECTION I - STAFF SALARIES

	Name of staff	Period covered		Monthly rate	Amount payable	Bank/branch/account no. (not available for public inspection)	For Secretariat use
		From DD/MM/YY	To DD/MYY				
1							
2							
3							
4							
5							

(Note 1) Personal identifiers and data (such as Hong Kong identity card numbers, telephone numbers or home addresses) not intended to be available for public inspection should be blocked out before the supporting documents are presented to the Secretariat; information which is not essential for verification of the nature of an expense or for tracing the source of an expense (such as age, date of birth, medical diagnoses, credit card numbers and credit limits) may also be blocked out before such claims are submitted.

<i>SECTION I - STAFF SALARIES (CONT'D)</i>							
	Name of staff	Period covered		Monthly rate	Amount payable	Bank/branch/account no. (not available for public inspection)	For Secretariat use
		From DD/MM/YY	To DD/MMYY				
6							
7							
8							
9							
10							
Total (A)					\$		

<i>SECTION II - OFFICE RENTALS</i>						
	Name and address of landlord	Period covered		Monthly rate	Amount payable	For Secretariat use
		From DD/MM/YY	To DD/MM/YY			
1						
2						
3						
Total (B)					\$	
(Note 2)						

<i>SECTION III - CONSULTANCY FEES</i>							
	Name and address of consultant	Nature of consultancy work	Period covered		Monthly rate	Amount payable	For Secretariat use
			From DD/MM/YY	To DD/MM/YY			
1							
2							
Total (C)					\$		
(Note 2)							

<i>SECTION IV - COMPENSATIONS FOR EARLY TERMINATION OF CONTRACTS</i>							
	Name and address of contractor	Nature of contract	Period covered		Monthly rate	Amount payable	For Secretariat use
			From DD/MM/YY	To DD/MM/YY			
1							
2							
3							
Total (D)					\$		
(Note 3)							

(Note 2) Certified invoices should be enclosed.

(Note 3) Certified copy of agreement with compensation clause(s) highlighted must be submitted for verification and public inspection.

SECTION V - SEVERANCE PAYMENTS

Name of staff	Employment period		Length of employment period		Last full month's salary	Amount payable	Bank/branch/account no. (not available for public inspection)	<i>For Secretariat use</i>
	From	To	Years	Months				
	DD/MM/YY	DD/MM/YY						
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
Total (E)								
						\$		

EMPLOYMENT BENEFITS
PAYMENT AND REFUND OF FUNDS SET ASIDE

Name of Member	
Office Address	

To : Secretary General
Legislative Council Secretariat
(Attn : Accounts Office)

I enclose *the following receipts from my staff for settlement of their benefits / and a cheque for the excess funds no longer required. I confirm that the balance of funds as indicated below is still in my custody.

	<u>HK\$</u>
Balance of funds obtained under office operation expenses reimbursement up to the _____ (month/year)	
Less: Payments to staff (<i>details at Annex</i>) ()	
Less: Excess funds now returned (<i>cheque enclosed</i>) ()	
Balance of funds carried forward	_____
	=====

I declare that all expenses covered in this claim have not been reimbursed before and proper safeguards are in place against duplicate claims; and

I also confirm that the balance of funds being held by me is not excessive in view of my obligations under the unexpired employment agreements with my staff.

Signature of Member

Date

* please delete where inappropriate

PAYMENT OF EMPLOYMENT BENEFITS

Receipts of the following payments are enclosed:

Name of staff	Payment Period		Nature of payment (eg gratuity, year-end bonus)	Calculation of benefits (please show calculations)	Amount paid (HKD)	For Secretariat use
	From DD/MM/YY	To DD/MM/YY				
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
Total					\$	(Note)

(Note) Personal identifiers and data (such as Hong Kong identity card numbers, telephone numbers or home addresses) not intended to be available for public inspection should be blocked out before the supporting documents are presented to the Secretariat; information which is not essential for verification of the nature of an expense or for tracing the source of an expense (such as age, date of birth, medical diagnoses, bank account numbers, credit card numbers and credit limits) may also be blocked out before such claims are submitted.

**NOTIFICATION OF
UPGRADING, REPLACEMENT OR SALE OF CAPITAL ASSETS
BY MEMBERS OF THE LEGISLATIVE COUNCIL**

To : Secretary General
Legislative Council Secretariat
(Attn : Accounts Office/Supplies Office)

I, _____, have *upgraded/replaced the following capital items. Please contact my assistant, Mr/Ms _____ on _____ (telephone no.) to confirm disposal of the replaced item and update your records accordingly.

Signature of Member

Date

* please delete where inappropriate

SECTION I			
	Original asset	Particulars	For Secretariat use
1	Date of purchase		
2	Secretariat asset no.		
3	Description		
4	Amount (or estimated amount for replaced parts)		
5	State of the item	<ul style="list-style-type: none"> * upgraded with the item in Section II * traded in at \$ _____ (Note 1) * sold for \$ _____, and the proceeds have been used on _____ for which supporting documents are attached * lost / broken / in good condition * junk (disposal method to be determined by Supplies Office) Remarks : _____	Disposal method agreed by Supplies Office
6	Supplies Office's decision on disposal method	<ul style="list-style-type: none"> * to be scrapped and disposed of by Members * to be returned to the Secretariat * others : _____ 	

SECTION II			
	New item	Particulars	For Secretariat use
1	Description		
2	Net amount paid (Notes 1 and 2)		
3	Remarks		

(Note 1) The proceeds from the sale of the replaced asset or parts should be used to reduce the amount claimed for the new item.

(Note 2) Supporting documents (invoices, receipts or other evidence of payment) should be attached to the accompanying claim form. Personal identifiers and data (such as Hong Kong identity card numbers, telephone numbers or home addresses) not intended to be available for public inspection should be blocked out before the supporting documents are presented to the Secretariat; information which is not essential for verification of the nature of an expense or for tracing the source of an expense (such as age, date of birth, medical diagnoses, bank account numbers, credit card numbers and credit limits) may also be blocked out before such claims are submitted.

CAPITAL ITEMS LIST

Name of Member	
----------------	--

To : Secretary General
 Legislative Council Secretariat
 (Attn : Accounts Office)

I certify that the following capital items, acquired with Members' operating expenses reimbursements, were kept in my office(s) on _____ for use on LegCo business:
 (date)*

No.	Secretariat asset no.	Description	Date acquired	Purchase price	Reimbursed amount
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
			Page 1 total		
			Page 2 total		
			Page 3 total		
			Grand total	\$	\$

I also certify that physical count of the above items has been conducted.

 Signature of Member

 Date

* to be reported as at 30 September

CAPITAL ITEMS LIST

Page ____ of ____

Name of Member	
----------------	--

No.	Secretariat asset no.	Description	Date acquired	Purchase price	Reimbursed amount
				Page total	
				\$	\$

RETURN OF CAPITAL ITEMS
ACQUIRED WITH MEMBERS' REIMBURSEMENTS

To : Secretary General
Legislative Council Secretariat
(Attn : Accounts Office / Supplies Office)

* I / We would like to return the following capital items acquired with Members' operating expenses reimbursements. You may contact my assistant Mr / Ms _____ on _____ to make the necessary arrangements. (telephone no.)

No.	Secretariat asset no.	Description	Qty	Reimbursed amount	In good condition (✓/×)	Disposal method agreed by Supplies Office
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
		Page 1 total				
		Page 2 total				
		Grand total		\$		

Signature of Member Name : Signature of Member Name : Signature of Member Name : Signature of Member Name : Signature of Member Name :
Date :

* delete where inappropriate

RETURN OF CAPITAL ITEMS
ACQUIRED WITH MEMBERS' REIMBURSEMENTS

Page ____ of ____

No.	Secretariat asset no.	Description	Qty	Reimbursed amount	In good condition (✓/✗)	Disposal method agreed by Supplies Office
		Page total		\$		

PURCHASE OF CAPITAL ITEMS
ACQUIRED WITH MEMBERS' REIMBURSEMENTS

To : Secretary General
Legislative Council Secretariat
(Attn : Accounts Office)

* I / We would like to purchase the following capital items, which were acquired with Members' operating expenses reimbursements, at their depreciated value⁽¹⁾ as set by the Secretariat or 5% of their original value, whichever is the higher.

* The following capital items were acquired jointly by us using Members' operating expenses reimbursements. We hereby agree that _____ may purchase them at the following values :
(name(s) of Member(s))

No.	Secretariat asset no.	Description	Qty	Reimbursed amount	Purchase value
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
		Page 1 total			
		Page 2 total			
		Grand total		\$	\$

A cheque payable to "The Legislative Council Commission" in the amount of \$ _____ is enclosed.

_____ Signature of Member Name :	_____ Signature of Member Name :	_____ Signature of Member Name :	_____ Signature of Member Name :	_____ Signature of Member Name :
				Date :

* delete where inappropriate

⁽¹⁾ Predetermined depreciation methods will be adopted for determining the value of capital items returned by Members. All capital items except electronic equipment are assumed to have a useful life span of five years with an annual depreciation rate of 20%. For electronic equipment, the depreciated value will be calculated by an accelerated depreciation method (i.e. the "sum of digit" method) so as to reflect their higher initial depreciation charge and fall in book value. Based on such method, the depreciated value of electronic equipment after year 1, 2, 3, 4 and 5 of the purchase will be 2/3, 2/5, 1/5, 1/15 and 0 of the original purchase price respectively. Outgoing or incoming Members may purchase returned capital items at depreciated value or 5% of their original value, whichever is the higher.

APPLICATION FOR OPERATING FUNDS
BY MEMBERS OF THE LEGISLATIVE COUNCIL

To : Secretary General
Legislative Council Secretariat
(Attn : Accounts Office)

I, _____, would like to obtain an operating fund of \$ _____
for financing the following:

	<u>HK\$</u>	
Office operation, entertainment and travelling expenses	(A)
Office setting up and information technology expenses	_____	(B)
	=====	

I understand that :

- a) the operating fund for office operation, entertainment and travelling would be used to offset against the operating expenses reimbursement for the month immediately before I leave office and against the winding up expenses reimbursement which I may claim;
- b) the operating fund for office setting-up and information technology expenses would be offset against the setting up and information technology expenses reimbursement which I must claim with proper supporting documents within three months from the date of receiving the operating fund; and
- c) any surplus must be returned to The Legislative Council Commission as soon as it is known.

Please deposit the operating fund to my bank account per details as provided earlier.

Signature of Member

Date

RECRUITMENT OF STAFF

Name(s) of Member(s)	(1)	(2)
Post under recruitment		
SECTION I – RECRUITMENT METHOD AND PROCESS^(Note 1)		
(A) By open recruitment		
<input type="checkbox"/> Advertised in the newspaper <div style="display: flex; justify-content: space-between; margin-left: 40px;"> <div style="border-bottom: 1px solid black; width: 30%; text-align: center;"><i>(please specify)</i></div> <div style="border-bottom: 1px solid black; width: 30%; text-align: center;">Date</div> </div>		
<input type="checkbox"/> Notice displayed on the notice board/window of the office <div style="display: flex; justify-content: flex-end; margin-right: 40px;"> <div style="border-bottom: 1px solid black; width: 30%; text-align: center;">Date</div> </div>		
<input type="checkbox"/> Notice posted on the website <div style="display: flex; justify-content: flex-end; margin-right: 40px;"> <div style="border-bottom: 1px solid black; width: 30%; text-align: center;">Date</div> </div>		
<input type="checkbox"/> Through Labour Department <div style="display: flex; justify-content: flex-end; margin-right: 40px;"> <div style="border-bottom: 1px solid black; width: 30%; text-align: center;">Date</div> </div>		
<input type="checkbox"/> Others : _____ <div style="display: flex; justify-content: space-between; margin-left: 40px;"> <div style="border-bottom: 1px solid black; width: 30%; text-align: center;"><i>(please specify)</i></div> <div style="border-bottom: 1px solid black; width: 30%; text-align: center;">Date</div> </div>		
(B) By invitation (or other means) Please state the channel or relationship with the applicant(s)		
No. of applications received		
No. of applicants invited for interview		
Date(s) interviews conducted		
Name(s) of applicant(s) selected		

✓ as appropriate

(Note 1) For compliance audit purposes, relevant documents should be kept for at least two years after completion of the recruitment exercise.

SECTION II - DECLARATION (by person(s) recommending/making the appointment decision)

- (i) The appointee *is/is not** a relative of Decision-maker (A);
*the appointee *is/is not** a relative of Decision-maker (B).
- (ii) The appointee was *known/unknown** to Decision-maker (A); *the appointee *is/was** Decision-maker (A)'s _____;
*the appointee was *known/unknown** to Decision-maker (B); *the appointee *is/was** Decision-maker (B)'s _____.
(*please specify nature of relationship other than that of being an employee of the LegCo Member's Office, if any*).
- (iii) The appointment is recommended/made purely on the basis of merit. Apart from factors such as general market condition, due regard has been paid to the abilities displayed and the remuneration requested by all applicants.

Decision-maker (A) _____
Name Position/ Capacity Signature Date

Decision-maker (B) _____
Name Position/ Capacity Signature Date

SECTION III - DECLARATION (by Member(s) employing the appointee; leave blank if the Member, being the decision-maker or one of the decision-makers, has already signed in SECTION II, unless additional information has to be given under item (iv) below)

I/We* hereby certify that:

- (i) the appointee is not a relative of Member (1);
*the appointee is not a relative of Member (2);
- (ii) the appointee was *known/unknown** to Member (1); *the appointee *is/was** Member (1)'s _____;
*the appointee was *known/unknown** to Member (2); *the appointee *is/was** Member (2)'s _____
(*please specify nature of relationship other than that of being an employee of the LegCo Member's Office, if any*);
- (iii) the appointment is made purely on the basis of merit; apart from factors such as general market condition, due regard has been paid to the abilities displayed and the remuneration requested by all applicants; and
- (iv) *the appointee is also in the employ of Member (1)'s *business/relative/business associate/affiliated organization**, namely _____;
*the appointee is also in the employ of Member (2)'s *business/relative/business associate/affiliated organization**, namely _____
(*please see paragraph 17(a) of the Reimbursement Guide, specify the relationship, and name the third party in the space provided*), a copy of his/her employment contract with this Member's Office is attached for public inspection.

Signature(s) of Member(s)

Date

* delete where inappropriate

SHARING OF OFFICE ACCOMMODATION

Name of Member	
<i>SECTION I – PARTICULARS OF OFFICE CONCERNED</i>	
Address	
Landlord	
Co-tenant (or name of the Member if office partly used by him/her for non-LegCo business)	
Business of co-tenant	
Tenancy period / Period for shared use	to
Tenancy agreement	As per attached (with demarcations for areas used exclusively for LegCo business, or otherwise, and areas commonly used)
Floor plan with measurements	
Rental for the whole office	\$ /month
Rental shared by Member for LegCo business	\$ /month
<i>SECTION II - RENTAL-SHARING BASIS AND CALCULATIONS</i>	
<i>SECTION III - DECLARATION</i>	
<p>I hereby certify that the information provided above is correct, and undertake to notify the LegCo Secretariat of any changes and cause adjustments to the sharing ratio in a fair manner whenever necessary.</p>	
<p>_____</p> <p>Signature of Member</p>	<p>_____</p> <p>Date</p>

DECLARATION OF PROCUREMENT
INVOLVING CONFLICT OF INTEREST SITUATIONS

(A Member, his/her staff or any of their relatives should not have a financial interest in or control of the business of the supplier/service provider. Neither should any of them derive or be able to derive any financial benefits from a transaction for which reimbursement of expenses is claimed. If that could not be avoided, justification and declaration are required.)

Name of Member		
<i>PROCUREMENT PARTICULARS</i>		
Product or Service procured		
Date of Procurement		
Supplier/Service provider		
<i>SECTION I: DECLARATION (to be completed by the person who or whose relative (a) has a financial interest in or control of the business of the supplier/service provider, and/or (b) derives or can derive financial benefits from the transaction)</i>		
Nature of relationship with the supplier/service provider:		
<input type="checkbox"/> The Member is a(n) <i>relative/shareholder/partner/business associate/employee*</i> (for other relationships, please specify) _____ of the supplier/service provider.		
<input type="checkbox"/> The Member's relative (relationship: _____) is _____ of the supplier/service provider.		
<input type="checkbox"/> The staff member (name: _____) is _____ of the supplier/service provider.		
<input type="checkbox"/> The staff member's relative (relationship: _____) is _____ of the supplier/service provider.		
Nature of financial interest/benefit accrued to the <i>Member/staff/Member's or staff's relative*</i> and the total amount involved: _____		
_____ Name	_____ Signature	_____ Date

✓ as appropriate * delete where inappropriate

SECTION II: JUSTIFICATION FOR DECISION AND DECLARATION (to be completed by person(s) making the procurement decision, such person(s) should, as far as possible, not be the one(s) completing Section I)

A. Justification for decision

- (1) Are you aware of the financial interest above before making the procurement decision? *Yes / No**
 (2) Did you obtain three quotations before making the procurement decision? *Yes / No**

(a) If yes, please provide details of the quotations

Quotations obtained <i>(Note 1)</i>	Quotation 1	Quotation 2	Quotation 3
Date			
Supplier/Service provider			
Means of obtaining quotations (e.g. by telephone, shopping, tender) and contact details <i>(Note 2)</i>			
Description of items offered (e.g. make/model)			
Price			
Decision	<i>Accepted/ Rejected*</i>	<i>Accepted/ Rejected*</i>	<i>Accepted/ Rejected*</i>

(b) If no, please state below the reasons for not obtaining three quotations:

(3) The procurement decision is based on consideration of the following:

- price service/support
- quality/functions convenience
- availability other reasons: _____

(Note 1) For compliance audit purposes, relevant documents should be kept for at least two years after completion of the procurement exercise.

(Note 2) If by telephone enquiry, state contact person and telephone number. If by shopping, the shop address should be stated.

B. Declaration

- (1) I/We and my/our relatives have no financial interest in, nor control of, the business of the supplier/service provider.
- (2) I/We and my/our relatives derive no financial benefits from the transaction. Neither can any of us derive any financial benefits from the transaction.

Decision-maker

(A)

Name	Position/ Capacity	Signature	Date
------	-----------------------	-----------	------

Decision-maker (B)

Name	Position/ Capacity	Signature	Date
------	-----------------------	-----------	------

** (Detailed assessment, if any, is shown in the attached, which can be/should not be* open for public inspection.)*

SECTION III - DECLARATION (to be completed by Member)

I hereby certify that:

- (i) To the best of my knowledge and belief, the above procurement complies with A Guide for Reimbursement of Operating Expenses for Members of the Legislative Council;
- (ii) **I and my relatives have no financial interest in, nor control of, the business of the supplier/service provider;*
- (iii) **I and my relatives derive no financial benefits from the transaction. Neither can any of us derive any financial benefits from the transaction; and*
- (iv) **The supplier/service provider is not a business associate of mine nor an organization to which I am affiliated; or*
- (v) **The supplier/service provider selected is a business associate of mine or an organization to which I am affiliated. Nonetheless, my procurement decision is made in the public interest.*

**In spite of the financial interest/benefit involved as stated in Section I, the procurement decision is unavoidable for the following reasons (e.g. sole supplier for the goods/services required; lower prices from using bulk contracts of an affiliated association):*

Signature of Member

Date

PROCUREMENT EXCEEDING \$20,000

(In any procurement situations where the Member, his/her staff or any of their relatives has a financial interest in or is in control of the business of the supplier/service provider, or if any of them derives or can derive a financial benefit from the transaction, Declaration Form IV(a) should be used.)

Name of Member			
<i>SECTION I – PROCUREMENT PARTICULARS (Note 1)</i>			
Product or Service procured			
Quotations obtained <i>(Note 2)</i>	Quotation 1	Quotation 2	Quotation 3
Date			
Supplier/Service provider			
Means of obtaining quotations (e.g. by telephone, shopping, tender) and contact details <i>(Note 3)</i>	<input type="checkbox"/> see attached <i>(Note 2)</i>		
Description of items offered (e.g. make/model)			
Price			
Decision	<i>Accepted/ Rejected*</i>	<i>Accepted/ Rejected*</i>	<i>Accepted/ Rejected*</i>

✓ as appropriate * delete where inappropriate

(Note 1) Three quotations should be obtained in respect of any procurement exceeding \$20,000. For compliance audit purposes, relevant documents should be kept for at least two years after completion of the procurement exercise.

(Note 2) If no new quotations have been obtained owing to reliance on a similar quotation exercise conducted within the past three months, a copy of the previous Declaration Form IV(b) concerned should be attached for reference, and the relevant supporting quotation documents should be kept for at least two years after completion of this procurement.

(Note 3) If by telephone enquiry, state contact person and telephone number. If by shopping, the shop address should be stated.

SECTION II - JUSTIFICATION FOR DECISION

The decision is based on consideration of the following:

- price
- service/support
- quality/functions
- convenience
- availability
- other reasons: _____

** (Detailed assessment, if any, is shown in the attached, which can be/should not be* open for public inspection.)*

SECTION III - DECLARATION (by person(s) making the procurement decision)

I/We* hereby certify that the above information is correct.

Decision-maker (A) _____
Name Position/ Capacity Signature Date

Decision-maker (B) _____
Name Position/ Capacity Signature Date

SECTION IV - DECLARATION (by Member; leave blank if the Member, being the decision-maker or one of the decision-makers, has already signed in SECTION III)

I hereby certify that the above information is correct.

Signature of Member Date

Explanatory Note
on
Remuneration Package for Legislative Council Members

Remuneration

Remuneration is paid to each Legislative Council (“LegCo”) Member monthly through autopay on the following scale, subject to adjustment in October according to paragraph 13 below:

	Per month (with effect from 1 October 2023)
President	\$213,740 (i.e. \$106,870 x 2)
President’s Deputy cum House Committee Chairman	\$160,310 (i.e. \$106,870 x 1.5)
A Member who does not serve on the Executive Council	\$106,870
A Member who serves on the Executive Council	\$71,250 (i.e. \$106,870 x 2/3 approx.)

Medical Allowance

2. A Member is entitled to a medical allowance of \$37,220 each year for reimbursement of medical expenses, which include actual medical and dental expenses, as well as premiums for personal medical and dental insurance cover. Any unused balances can be carried forward for use until the end of a LegCo term.

3. For an insurance premium paid or an insurance policy started before a Member takes office, the premium covering any period of tenure of the Member may be reimbursed on a time-apportionment basis, out of the medical allowance provided for the first reimbursement year after taking office.

4. As the allowance is for a serving Member, medical insurance premiums in respect of any period after the end of the LegCo term have to be borne by the Member concerned, unless the Member is re-elected, in which case the unreimbursed amounts can be claimed in the ensuing LegCo term.

5. **Form M**, in **Annex I**, should be used for claiming the medical allowance within three months after payment.

6. All claim forms and supporting documents relating to the medical allowance are retained by the Secretariat for audit purposes. They are not open for public inspection. However, the general public can find the monthly total reimbursement made to all Members at the library of the Secretariat. For claiming medical allowance, receipts issued by doctors or dentists are acceptable supporting documents. Only a general description of the nature of the charges, such as consultation and medication, is required to be indicated in the supporting documents. If personal identifiers and data (such as Hong Kong identity card numbers, credit card numbers or home addresses) and private information (such as diagnoses) appear on such supporting documents, Members may black them out before submitting the claim.

7. Members are invited to provide all their bills on medical expenses to the Accounts Office for verification, even if the amounts incurred have exceeded the reimbursement ceiling. Although the unreimbursed medical expenses cannot be used for tax deduction purpose, the information may enable the Administration to more accurately assess the appropriate level of medical allowance to be provided to Members.

8. To facilitate the collection of such information without affecting the normal processing of medical expenses to be reimbursed, Members are requested to use **Form M2**, in **Annex II**, to report their excess medical expenses and submit it together with the supporting invoices and receipts to the Accounts Office. These invoices and receipts should be certified by the Members concerned and marked as “not claimed”. All forms and supporting documents provided will be kept by the Accounts Office.

End-of-service Gratuity

9. An end-of-service gratuity equivalent to 15% of the remuneration that a Member receives during the LegCo term will be payable to the Member upon the completion of his/her term of office.

10. A Member is not entitled to receive the gratuity if he/she is declared by the LegCo President to be no longer qualified for office under Article 79 of the Basic Law^(Note 1), except as otherwise provided in paragraph 11 below.

11. Notwithstanding paragraphs 9 and 10 above, under the following circumstances, a gratuity shall be paid to a Member who does not serve out a whole LegCo term:

- (a) upon a Member's death, the gratuity should also be payable (to the administrator of the Member's estate);
- (b) when a Member loses the ability to discharge his/her duties as a result of serious illness or other reasons (Article 79(1) of the Basic Law);
- (c) when a Member accepts a government appointment and becomes a public servant (Article 79(4) of the Basic Law);
- (d) when a Member's membership ceases consequent on the dissolution of LegCo under Article 50 of the Basic Law^(Note 2); and
- (e) when the LegCo President is satisfied, if necessary after

^(Note 1) Article 79 of the Basic Law stipulates the following circumstances under which the LegCo President shall declare that a Member is no longer qualified for LegCo office –

- “(1) When he or she loses the ability to discharge his or her duties as a result of serious illness or other reasons;
- (2) When he or she, with no valid reason, is absent from meetings for three consecutive months without the consent of the President of the Legislative Council;
- (3) When he or she loses or renounces his or her status as a permanent resident of the [Special Administrative] Region;
- (4) When he or she accepts a government appointment and becomes a public servant;
- (5) When he or she is bankrupt or fails to comply with a court order to repay debts;
- (6) When he or she is convicted and sentenced to imprisonment for one month or more for a criminal offence committed within or outside the [Special Administrative] Region and is relieved of his or her duties by a motion passed by two-thirds of the members of the Legislative Council present; and
- (7) When he or she is censured for misbehavior or breach of oath by a vote of two-thirds of the members of the Legislative Council present.”

^(Note 2) Under Article 50 of the Basic Law, the Chief Executive may dissolve LegCo if he refuses to sign a bill passed the second time by LegCo, or LegCo refuses to pass a budget or any other important bill introduced by the Government, and if consensus still cannot be reached after consultations.

consulting a body comprising LegCo Members, that a Member resigns as a result of serious illness or any other valid reasons, the LegCo President should have the discretion to have the gratuity paid to the Member.

12. Under the circumstances stated in paragraph 11 above, the amount of gratuity payable shall be determined on a pro-rata basis for the time the Member has served.

Adjustments for Inflation

13. Members' remuneration and medical allowance are subject to annual adjustment in October, according to the movement of Consumer Price Index (C).

Tax Arrangements for Unreimbursed Operating Expenses

Tax Deduction

14. A Member is provided with reimbursements to cover expenses arising out of his/her LegCo duties, details of which are set out in "A Guide for Reimbursement of Operating Expenses for Members of the Legislative Council" ("Reimbursement Guide"). Unreimbursed expenses (such as expenses over the reimbursement ceilings concerned; and expenses which have passed the normal reimbursement period and unclaimed by the Member) the nature of which falls within the scope of the Reimbursement Guide can be accepted for tax deduction, provided that they are substantiated and have not been reimbursed and will not be reimbursed by the LegCo Secretariat or others.

15. The total amount of unreimbursed expenses that can be used for tax deduction should not exceed the remuneration earned by the Member in his/her capacity as a LegCo Member.

16. Tax Return—Individuals (form B.I.R. 60) is normally issued by the Inland Revenue Department (IRD) in early May of each year to cover the basis period of the preceding year. (For example, IRD will issue Tax Return for the year of assessment 2023/24 in early May 2024 for the basis period from 1 April 2023 to 31 March 2024.) The total amount of expenses which a Member wishes to claim for tax deduction should be entered in the part for “outgoings and expenses” in his/her Tax Return.

Not Verified by LegCo Secretariat

17. At the time when the Tax Return is filed, the relevant documentary evidence or receipts are not required to be submitted. These receipts and/or documentary evidence must be retained for seven years after the date of the transaction to which they relate. IRD will ask for submission of these original receipts or documentary evidence at a later date if the claim is selected for audit and review.

Verified by LegCo Secretariat

18. Alternatively, IRD is prepared to accept a certificate from the LegCo Secretariat on a Member’s unreimbursed operating expenses as evidence to support the expenses deduction claim if the Member concerned has already submitted his/her unreimbursed operating expenses for the verification of the Secretariat.

19. In relation to paragraph 18 above, a Member should present the relevant receipts and documentary evidence together with **Form A2**, in **Annex III**, to the Secretariat. After verification, a certificate on the substantiated amount not reimbursed will be issued to the Member. The documents submitted will be retained by the Secretariat. A sample of the certificate, which should be submitted to IRD when making the tax deduction claim, is in **Annex IV**.

Time-limit for Claiming Tax Deduction

20. Under section 70A of the Inland Revenue Ordinance (Cap.112), if a taxpayer considers that the tax charged for a particular year of assessment to be excessive by reason of error or omission in any Tax Return or statement submitted, he/she may make an application within six years after the end of that year of assessment to IRD and provide evidence to substantiate the application. The form in **Annex V** should be used for applying to IRD for a revision to a previous assessment.

Summary

21. “Summary of the Remuneration Package and Tax Arrangements for Legislative Council Members” is in **Annex VI** for Members’ easy reference.

* * * * *

Legislative Council Secretariat
October 2023

CLAIM FOR MEDICAL ALLOWANCE
BY MEMBERS OF LEGISLATIVE COUNCIL

To : Secretary General
Legislative Council Secretariat
(Attn : Accounts Office)

I, _____, Member of the Legislative Council (LegCo),
certify that the following are my personal medical expenses paid in
_____20____. ^(Note 1)
(month)

HK\$

Medical (including dental) expenses
Premiums on medical (including dental) insurance cover	_____
Supporting documents and certified expenses amounted to	=====

The above are supported by invoices, receipts or other documentary evidence^(Note 2).
All expenses covered in this claim have not been reimbursed before and proper
safeguards are in place against duplicate claims

Signature of Member

Date

^(Note 1) For an insurance premium paid or an insurance policy started before a Member takes office, the premium covering any period of tenure of the Member may be reimbursed on a time-apportionment basis, out of the medical allowance provided for the first reimbursement year after taking office. Insurance premiums in respect of any period after the end of the current LegCo term have to be borne by the Member concerned, unless he/she is re-elected, in which case the unreimbursed amounts can be claimed in the ensuing LegCo term.

^(Note 2) Only a general description of the nature of the charges, such as consultation and medication, is required to be indicated in the supporting documents. Members may black out personal identifiers and data (such as Hong Kong identity card numbers, credit card numbers or home addresses), as well as private information (such as diagnoses), before the supporting documents are presented to the Secretariat.

MEDICAL ALLOWANCE
NOT REIMBURSED TO MEMBERS OF THE LEGISLATIVE COUNCIL ^(Note 1)

To : Secretary General
 Legislative Council Secretariat
 (Attn : Accounts Office)

I, _____, Member of the Legislative Council ("LegCo"),
 certify that the following personal medical expenses, which were unreimbursed by
 LegCo Secretariat or any other party, were paid by me in _____ 20____. ^(Note 2)
(month)

HK\$

Medical (including dental) expenses
Premiums on medical (including dental) insurance cover	_____
Supporting documents and certified unreimbursed expenses amounted to	=====

The above are supported by invoices, receipts or other documentary evidence ^(Note 3).
 All expenses covered in this claim have not been submitted to the Secretariat before and
 proper safeguards are in place against duplicate submissions.

 Signature of Member

 Date

^(Note 1) Unreimbursed medical expenses or medical insurance premium will not be accepted for tax deduction purpose. The information on this form is used for analysis only.

^(Note 2) The insured period of the insurance premium should only be within the period of Member's LegCo term of office.

^(Note 3) Only a general description of the nature of the charges, such as consultation and medication, is required to be indicated in the supporting documents. Members may black out personal identifiers and data (such as Hong Kong identity card number, credit card number or home address), as well as private information (such as diagnoses), before the supporting documents are submitted to the Secretariat.

OFFICE OPERATION EXPENSES/ENTERTAINMENT AND TRAVELLING EXPENSES
NOT REIMBURSED TO MEMBERS OF THE LEGISLATIVE COUNCIL

SECTION I - CERTIFICATION

To : Secretary General
Legislative Council Secretariat,
(Attn : Accounts Office)

I, _____, Member of the Legislative Council, certify that the following unreimbursed expenses, which arose out of my LegCo duties, were paid by me in _____ 20____.
(month)

<u>Section</u>	<u>HK\$</u>
II Staff expenses	
III Equipment and furniture
IV Office accommodation expenses
V Other operating expenses
Office operation expenses	_____ (A)
VI Entertainment and travelling expenses (B)
Supporting documents and certified expenses amounted to	_____ (A)+(B)
	=====

I also confirm that the above expenses comply in all respects with the Reimbursement Guide and do not in any way overlap with those expenses reimbursed from the Legislative Council Secretariat or elsewhere. All expenses covered in this claim have not been submitted to the Secretariat before and proper safeguards are in place against duplicate submissions; I have made payments to the suppliers/service providers, or reimbursed the persons who have made payments on my behalf, for all expenses covered in this claim.

Signature of Member

Date

SECTION II - STAFF EXPENSES

	Name of staff	Payment				Total	For Secretariat use
		Salary	Medical benefit	Gratuity/ double pay (not paid from funds set aside)	Others		
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
	Sub-total						
	Mandatory Provident Fund contributions						
	Employees' compensation/medical insurance premiums						
	Other staff expenses (please specify)						
	Recruitment expenses						
					Total		(Note 1)
						\$	

(Note 1) Supporting documents (invoices and receipts or other evidence of payment) should be enclosed. Personal identifiers and data (such as Hong Kong identity card numbers, telephone numbers or home addresses) not intended to be available for public inspection should be blocked out before the supporting documents are presented to the Secretariat; information which is not essential for verification of the nature of an expense or for tracing the source of an expense (such as age, date of birth, medical diagnoses, bank account numbers, credit card numbers and credit limits) may also be blocked out before such claims are submitted.

SECTION III - EQUIPMENT AND FURNITURE						
Item description	Quantity	Unit price (\$3,000 or above)	Total	Location (Office)	For Secretariat use	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
Total			\$	<i>(Note 1)</i>		

SECTION IV - OFFICE ACCOMMODATION EXPENSES					
	Office 1	Office 2	Office 3	Office 4	For Secretariat use
Address(es) of Office(s)					
Rental (per month)					
Management fee (per month)					
Rates/Government rent (per quarter/per month*)					
Utility charges (i.e. water, electricity and gas)					
Others (please specify)					
Sub-total <i>(Note 1)</i>	\$	\$	\$	\$	Total \$

* please delete where inappropriate

SECTION V - OTHER OPERATING EXPENSES			
Item description		Amount	For Secretariat use
1	Stationery		
2	Periodicals, newspapers and publications		
3	Printing		
4	Website expenses		
5	Consultancy services		
6	Communication expenses (including postage for bulk mailing, Internet, telephone and fax charges)		
7	Publicity items (see claimable items in Appendix I of the Reimbursement Guide)		
8	Activities (see claimable items in Appendix I of the Reimbursement Guide)		
9	Repair and maintenance		
10	Office insurance		
11	Minor tools and equipment		
12	Software and fixtures		
13	Others (please specify)		
Total		\$	(Note 1)

SECTION VI - ENTERTAINMENT AND TRAVELLING EXPENSES			
Entertainment, liaison and travelling expenses paid (Non-accountable) (Note 2)		\$	For Secretariat use

(Note 2) Not tax-deductible

(Sample)

(Date)

Hon ABC
(Address)

Dear Hon A

**Certificate on operating expenses substantiated
but not reimbursed under the reimbursement system for
Legislative Council Members**

This is to certify that, based on the documentary evidence and certification provided, the following amounts of your operating expenses, the nature of which fell within the scope of reimbursement specified in "A Guide for Reimbursement of Operating Expenses for Members of the Legislative Council", have not been reimbursed by the Legislative Council Secretariat:

Payment Month	Office Operation Expenses	Year of Assessment
July 202M	\$xxx.xx	202M/202N
August 202M	\$y,yyy.yy	
September 202M	\$zz,zzz.zz	

Yours sincerely

(Roxanna LO)
for Secretary General

To: **Commissioner of Inland Revenue** [P.O.Box 28777, Gloucester Road Post Office, Hong Kong.
Fax No.: 2519 3796]

File No.: _____ Date: _____

Year(s) of Assessment: _____ Day-time Contact Tel. No.: _____

Postal Address: _____

Salaries Tax

Claim for Expenses Deduction against Remuneration for Member of Legislative Council

I hereby apply for revision of the salaries tax assessment(s) on the ground that I have incurred the following amount(s) of operating expenses reimbursable under the Operating Expenses Reimbursement System but have not been so reimbursed and that these expenses should be deductible under salaries tax as they were incurred wholly, exclusively and necessarily in discharging my duties as Legislative Council Member:

Year(s) of Assessment	Amount (HK\$)

- Enclosed is the certificate issued from the Legislative Council Secretariat on my un-reimbursed operating expenses reimbursable under the Operating Expenses Reimbursement System.
- I declare that the above reimbursable operating expenses have not been or will not be reimbursed/offset under the Operating Expenses Reimbursement System or by others.

Name of Applicant : _____ Signature : _____

Please tick as appropriate.

**Summary of the Remuneration Package and Tax Arrangements
for Legislative Council Members^(Note)**

Remuneration package/ Unreimbursed operating expenses	Amount (With effect from 1 Oct 2023)	Frequency and procedures	Taxable/Tax deductible
(1) <u>Remuneration</u> President President's Deputy cum House Committee Chairman A Member who does not serve on the Executive Council A Member who serves on the Executive Council	<u>Per month</u> \$213,740 \$160,310 \$106,870 \$71,250	monthly by autopay before month-end	taxable
(2) <u>Medical Allowance</u> Each Member	<u>Per year</u> \$37,220 (Any unused balances in a year can be carried forward for use until the end of the LegCo term)	direct credit to bank accounts after submission of Form M by individual Members and verification by Accounts Office	taxable
(3) <u>End-of-service gratuity</u> Each Member	<u>Per term</u> 15% of the remuneration received	by autopay at term-end	taxable
(4) <u>Unreimbursed operating expenses</u> Each Member	no limit	(a) claim as deductible expenses when filing the annual Tax Return (form B.I.R. 60); and (b) enclose certificate (see Annex IV) issued by the Secretariat if available	total amount of deductible expenses limited to the amount of remuneration received by the Member

^(Note) Operating expenses reimbursements received by a Member according to "A Guide for Reimbursement of Operating Expenses for Members of the Legislative Council" are not taxable.

**User guidelines and conditions for the use of Members’ offices
in the Legislative Council Complex and CITIC Tower**

General

Legislative Council (“LegCo”) Members are provided with office facilities on 6/F to 8/F of the LegCo Complex (“Complex”) or 13/F and 15/F of CITIC Tower. Such facilities should be used for LegCo-related business. Users of Members’ offices in CITIC Tower (“CITIC offices”) should also comply with the house rules of CITIC Tower.

2. The Administration Division of the Secretariat is responsible for the management of Members’ offices. The contact telephone numbers for various services are as follows:

Telephone number	Services
Estate Management (general enquiries) Tel. : 3919 3033	<ul style="list-style-type: none"> • Building management matters • Repair service for fixture/furniture • Cleaning service
Estate Management (alteration works in Members’ offices) Tel. : 3919 3771	<ul style="list-style-type: none"> • Matters related to alteration works in Members’ offices
Supplies Tel. : 3919 3016	<ul style="list-style-type: none"> • Furniture/equipment items • Telephone lines in the Complex • Mobile phone service plans for CITIC offices • Carpark labels
Receipt and Despatch Tel. : 3919 3046	<ul style="list-style-type: none"> • Document despatch service
Information Technology Office – Support Hotline Tel. : 3919 3065	<ul style="list-style-type: none"> • Information technology matters

Telephone number	Services
Security Control Room Tel. : 3919 3044 (24 hours)	<ul style="list-style-type: none">• Security matters and emergency
Access Card Team Tel. : 2537 1935	<ul style="list-style-type: none">• Access cards for Members and Members' staff• Booking of visitor carparking spaces in the Complex
One-stop Hotline: 3919 3721	<ul style="list-style-type: none">• General enquiries

Fitting Out and Furniture/Equipment Items

3. Members' offices are provided with the following furniture and equipment for use in the Complex or CITIC offices (Depending on their needs, Members may purchase furniture and equipment at their own cost):

- (a) one set of office desk and chair for Member;
- (b) two sets of desks and chairs for Members' staff;
- (c) two visitor's chairs;
- (d) two cabinets; and
- (e) two telephone sets (for Members' offices in the Complex) or two mobile phones with basic service plans (for CITIC offices).

4. WiFi coverage is available in all Members' offices for Internet access.

5. Members who wish to carry out alteration works in their offices at their own cost must inform the Administration Division at 3919 3771 in advance of such works. The Legislative Council Commission has decided that as the CITIC offices are temporary and to save public money, Members should minimize any unnecessary alteration works there. For any necessary alternation works, Members should contact the Management Office of CITIC Tower via the Administrative Division. Members are required to reinstate the offices upon vacation and bear all the costs incurred.

Telephone Sockets and Power Points

6. Floor boxes comprising power points, telephone sockets and computer network nodes have been installed by the Secretariat in each Member's office in the Complex. Two telephone lines are also provided by the Secretariat. Members who wish to install additional direct telephone lines, computer network, broadband facility or fax lines should make their own arrangements at their own expenses, but the Secretariat has to be informed in advance of such installation.

7. For CITIC offices, power points are installed in each Member's office and WiFi coverage for the whole floor is available. A maximum of two mobile phones with basic service plans will be provided by the Secretariat for each Member's office upon request.

Viewing open meetings of the Council and committees

8. Members' offices in the Complex are provided with TV outlets to enable Members and their staff to view open meetings of the Council and its committees held in the Complex. Members who wish to access this facility should install their own TV sets. In addition, Members, regardless of the locations of their offices, may view open meetings of the Council and its committees through the LegCo Webcasting System on the LegCo Website.

General building management guidelines

9. Members and their staff shall observe that:

- (a) the curtain wall glass panels and framework of the Complex and CITIC Tower should be carefully maintained to avoid property losses;
- (b) any openable window in Members' offices should not be opened;
- (c) other users of the Complex or CITIC Tower should not be interfered by using loudspeaker, gramophone, musical instrument or similar apparatus or equipment;
- (d) no dangerous or hazardous goods should be kept and/or stored in Members' offices;
- (e) no part of Members' offices should be used as sleeping quarters or as domestic premises and not to cause or permit any odours and/or noxious smells;
- (f) except for Guide Dog, no animal, pet or livestock should be brought onto the Complex or CITIC Tower;
- (g) no advertisement, sign, fascia, placard, billboard, bill, notice, signboard, posters or other notification should be erected, affixed or exhibited inside Members' offices which may be visible from outside Members' offices or on the exterior of curtain wall glass panels, openable windows or any common areas of the Complex or CITIC Tower; and

- (h) no free standing sign should be placed, exposed or left in the corridor outside Members' offices or any common areas of the Complex or CITIC Tower including but not limited to staircases, lift or loading and unloading areas.

Security Measures

10. Members and their staff are advised not to keep any personal valuables in their offices, and to lock their offices when they leave. In case any assistance is required, please call the Security Control Room in the Complex via its 24-hour hotline at 3919 3044 or the Management Office of CITIC Tower via its 24-hour hotline at 2104 6222.

11. Except for re-elected Members, all keys and access cards of both Members and Members' staff must be returned to the Secretariat on the expiry of Members' term of office. Members' staff are also required to return the access cards if they cease to be Members' staff and to report any loss of access cards to the Security Office immediately. The cardholders concerned are required to pay for the material cost (\$140 each) of the lost cards.

12. The general public, with a Member's permission, are allowed to access his/her Member's office and meeting rooms for Members' use.

13. Depending on the locations to be visited, visitors are required to observe the relevant regulations below:

Complex

14. Secretariat staff are required to ascertain the identity of visitors and their purpose of visits before they are allowed to enter the Complex for their meetings with Members. To facilitate the process, Members are invited to provide the reception with the details of the meeting and the information of the visitors prior to the meeting via the Electronic Visitor Admission System.

15. In case the information of the visitors cannot be provided to the Secretariat before the meeting, the Secretariat will have to confirm the identity of the visitors upon their arrival at the Complex with the relevant Members or Members' offices by phone.

16. Visitors' temporary passes will be issued to authorized visitors to facilitate their access to the designated meeting places after they have gone through the security screening procedures at the entrance of the Complex, which include passing through a metal detector archway and having their belongings (and items to be delivered, where applicable) screened by an X-ray machine, and

have their proof of identity documents inspected and registered at the reception counter. Visitors are required to return the temporary passes when they leave the Complex.

17. The arrangements above are equally applicable to the delivery of goods/items by hand directly to Members' offices or provision of services in Members' offices arranged by individual Members.

18. Members' visitors travelling to the Complex by vehicles, who are the drivers or wish to alight inside the LegCo Carpark on LG1, are required to go to the reception at Public Entrance 2 on G/F for registration after parking.

19. During a meeting of the Council or its committees, Members' visitors will not be admitted to the floor on which the venue of the meeting is located (i.e. 1/F or 2/F of the Complex), except for visiting the Viewing Gallery on 2/F or observing meetings of the Council or its committees at the public galleries of the Chamber or Conference Rooms after registration. Members' visitors are also prohibited from entering or staying inside the Complex from 10:00 pm to 7:00 am on the following day.

CITIC Tower

20. All visitors to the CITIC offices must have made prior appointment, be received by Members' staff in the lobby on G/F and be escorted by them at all times during the visit.

21. Members should not use the CITIC offices for holding any public meetings, conferences or any other events which are open to the public. No press or media meetings, interviews or conferences should be held in the CITIC offices or any common areas of CITIC Tower. Such activities, if necessary, should be held in the designated locations in the Complex according to the relevant regulations and conditions.

Lighting and Air-conditioning

22. Motion sensors for lighting and air-conditioning are installed in Members' offices in the Complex. If the sensors cannot detect motions for 15 minutes in the open plan office (10 minutes for cellular office), the lighting and air-conditioning in the concerned office will be switched off automatically.

23. Air-conditioning to Members' offices is provided during the following hours:

Complex: Monday to Friday: 8:00 am to 6:00 pm

CITIC offices: Monday to Friday: 8:00 am to 7:00 pm
Saturday: 8:00 am to 2:00 pm
(except public holidays)

24. If provision of air-conditioning beyond the above hours (“extended AC”) is required, Members or their staff whose offices are in the **Complex** may switch on the air-conditioning system in their offices with the activation keys provided. Members will not be charged for extended AC in the Complex.

25. For **CITIC offices**, Members will be charged for extended AC according to the prevailing rate determined by the Management Office of the CITIC Tower. If more than one Member requests extended AC for the same period of time on the same floor, the cost will be shared among the requesting Members. The hourly rate for extended AC is \$410 as at November 2022. Members should put up their requests to the Security Control Room in the Complex for extended AC by phone at 3919 3044. No cancellation is allowed upon the Secretariat’s receipt of such requests. The minimum duration for extended AC is one hour and can be further extended in units of 30 minutes. Such extension period shall commence at the zeroth or 30th minute of each hour.

26. To protect environment and public money, Members and their staff are advised to refrain from using air-conditioning beyond the above hours.

Building Management/Repairs

27. The Secretariat arranges repairs for, among others, fixtures/furniture provided by the Secretariat, water and electricity supplies, air-conditioning in Members’ offices and facilities in the public areas of the Complex. For any furniture, fixture or facilities that require repair services, please contact the Estate Management Office at 3919 3033 during office hours and the Security Control Room in the Complex at 3919 3044 (24-hour hotline) in case of emergency.

28. In addition to the above hotlines, users of CITIC offices may contact the Management Office of CITIC Tower via its 24-hour hotline at 2104 6222 in case of emergency.

Pantry Services

29. Each of the common pantries on Members’ office floors is provided with a hot/cold distilled water dispenser, a microwave oven and a refrigerator. Cooking of hot meals in the pantry is prohibited. Users should regularly clear up the food left in the cupboard and refrigerator as well as food remnants in the sink after use, so as to keep the pantry clean and hygienic.

Meeting Rooms

30. The meetings rooms available for Members' reservation and the relevant regulations are set out in **Appendices E and F**.

Fire Safety

31. Fire evacuation route plans are displayed at various prominent locations on each floor of the Complex and on 13/F and 15/F of CITIC Tower. Fire drills will be conducted in due course to familiarize Members and their staff with the means of escape and evacuation procedures in case of fire.

Cleaning Service

32. The Secretariat provides general cleaning service for Members' offices. Cleaning of carpet and spraying of pesticide are arranged on a regular basis.

Despatch Service

33. There is a daily despatch service to Members' offices from Monday to Friday except public holidays. To save paper, the Secretariat provides soft copies of documents for Members via emails.

Emergency

34. In case of emergency, Members and their staff can contact the Security Control Room in the Complex at 3919 3044 (24-hour hotline) or the Management Office of CITIC Tower at 2104 6222 (24-hour hotline) for assistance round-the-clock. Members and their staff whose offices are in the Complex can also seek help from the Security Control Room by pressing the duress button installed in their offices.

Liability

35. Members are liable for any damage to the respective Members' offices allocated to them as well as any damage to/loss of the items provided by the Secretariat (e.g. keys, furniture and equipment) caused by them or their staff, and the cost of repair or replacement.

**Meeting rooms for Members' use in the Legislative Council Complex
and CITIC Tower**

Venue	Floor	Facilities					
		No. of chairs	Telephone	Television set	Water dispenser	Projector	Projection screen
Legislative Council Complex							
Room 105	1/F	12	✓	✓			
Press Conference Room 1 ¹		120			✓	✓	✓
Room 1M15a	1M/F of Ante Chamber	4		✓			
Room 1M15b		4		✓			
Room 1M15c		6		✓			
Rooms 214 and 216	2/F	14	✓	✓	✓		
Rooms 317a to 317e	3/F	3			✓		
Room 502	5/F	49	✓	✓	✓	✓	✓
Room 505a		7	✓	✓	✓		
Room 505b		36	✓	✓	✓	✓	✓
Room 506		47	✓	✓	✓	✓	✓

¹ Press Conference Room 1 can be partitioned into two smaller press conference rooms, namely 1A and 1B.

Venue	Floor	Facilities					
		No. of chairs	Telephone	Television set	Water dispenser	Projector	Projection screen
Legislative Council Complex							
Meeting rooms on Members' floors	6/F to 8/F	10	✓	✓		✓	*
CITIC Tower							
Room 1321	13/F	25			✓	✓	✓
Room 1322		28			✓	✓	✓
Room 1323		30			✓	✓	✓
Room 1537	15/F	18			✓	✓	✓
Room 1538		10			✓	✓	✓

* No projection screen is required for ultra short throw projector

**Rules and conditions for using Members’ meeting rooms
in the Legislative Council Complex and CITIC Tower**

General rules/conditions

- (a) The opening hours are from 8:00 am to 10:00 pm, seven days a week (not applicable to Press Conference Rooms);
- (b) Reservation of a meeting room has to be made under a Member’s name and at least one Member, who may not necessarily be the Member who reserved the room, has to be present in the meeting room throughout the function therein;
- (c) If the room is not used within 30 minutes from the scheduled start-time, the reservation will be cancelled (not applicable to Press Conference Rooms);
- (d) Bookings may be made no earlier than four weeks in advance, and each Member may only book a meeting room for no more than two hours per week (not applicable to the meeting rooms on 3/F, 6/F to 8/F of the Legislative Council Complex (“the Complex”)); and
- (e) Bookings of meeting rooms may be made via the web-based Members’ Meeting Room Booking System (<https://hklegco.bookings.one/>).

Rules/conditions applicable to specific meeting rooms

Meeting facilities	Rules/conditions
1. Meeting Room 105 in the Complex	1.1 For use by the President, Members and the Secretariat (some time slots must be reserved for Council meeting-related purposes). 1.2 Bookings may be made by calling the hotline on 3919 3026.
2. Waiting Rooms 214 and 216 in the Complex	2.1 When the rooms are not used as waiting rooms for public officers attending committee meetings, Members may use the rooms on Council meeting days through advance booking.

Meeting facilities	Rules/conditions
3. Meeting Rooms 502, 505a, 505b and 506 in the Complex	<p>3.1 Except for Room 502, these rooms may be booked <i>en bloc</i> under the name of a political group at the start of a legislative session for the entire session for meetings and functions, and each room may be booked for no more than three hours per week.</p> <p>3.2 Political groups wishing to block book any of these meeting rooms in the current legislative session may fill out the attached form and return it to the Secretariat.</p> <p>3.3 Each room is equipped with a self-service wireless projector. Members are required to bring their own notebook computers or other devices for using such projectors.</p>
4. Meeting rooms on 6/F to 8/F of the Complex (Two meeting rooms on each floor)	<p>4.1 The opening hours can be extended to 12:00 midnight the same day if necessary, but visitors are required to leave before 10:00 pm.</p> <p>4.2 Booking is restricted to Members whose offices are located on the respective floors.</p> <p>4.3 Each Member may only book each meeting room for no more than five hours per week. This time limit (five hours per week) is applicable to the period from 8:00 am to 10:00 pm, Monday to Saturday (including public holidays). Other periods of time during the week are not subject to this time limit.</p>
5. Three meeting rooms on 13/F and two meeting rooms on 15/F of CITIC Tower	<p>5.1 Booking is restricted to Members whose offices are in CITIC Tower.</p> <p>5.2 Members who require the provision of extended air-conditioning (“extended AC”) for using the meeting rooms outside the specified AC operating hours shall bear the cost of the extended AC. The operating hours of AC in CITIC Tower are from 8:00 am to 7:00 pm on Monday to Friday, and from 8:00 am to 2:00 pm on Saturday (except public holidays).</p>

Meeting facilities	Rules/conditions
<p>6. Three meeting rooms on the upper floor of the Ante-Chamber and meeting rooms in Room 317 on 3/F of the Complex</p>	<p>6.1 Regarding the meeting rooms on 3/F of the Complex, each Member may book the same room for no more than four hours per week, but the total number of hours for which each Member uses those meeting rooms shall not exceed 14 hours per week.</p> <p>6.2 Individual Members may use the meeting rooms and open work space in Room 317 on 3/F of the Complex for media interviews or photo/video shootings.</p>
<p>7. Press Conference Rooms 1A and 1B</p>	<p>Please refer to the Handbook on Services Provided for Members by the Legislative Council Secretariat for the arrangements for Members to use the Press Conference Rooms for holding media briefings.</p> <p>The following rules apply only to other Council business related activities conducted by Members and the Secretariat at the Press Conference Rooms:</p> <p>7.1 Opening hours are from 9:00 am to 6:00 pm, seven days a week.</p> <p>7.2 Bookings are on a first-come-first-served basis and must be made at least two hours in advance. In case the President or a committee chairman needs to conduct an official media briefing, the original booking made by an individual Member will be cancelled, but an advance notice of not less than three working days (including Saturday but excluding Sunday and public holidays) will be given to facilitate the Member concerned to make alternative arrangements.</p> <p>7.3 Depending on the circumstances, the President may exercise discretion not to open the Press Conference Rooms for use.</p>

Meeting facilities	Rules/conditions
	<p>7.4 Press Conference Rooms are for exclusive use by Members and persons holding access cards issued by the Secretariat.</p> <p>7.5 Simultaneous interpretation service is not provided.</p> <p>7.6 No person other than a Member shall use the podiums of the Press Conference Rooms (including posing for photos with Members at the podiums).</p> <p>7.7 Each Press Conference Room is equipped with a self-service wireless projector and a manual pull-down projector screen for use by Members.</p> <p>7.8 Members are required to bring their own sound amplification equipment.</p> <p>7.9 The usage times of Press Conference Rooms 1A and 1B are calculated separately. Rooms 1A and 1B can be combined into one larger room, but it can only be used for up to two hours.</p> <p>7.10 The Secretariat will need extra time to combine Press Conference Rooms 1A and 1B into one, if requested, and to reinstate the rooms after use. Due to manpower constraints, services are not provided for combining the two Press Conference Rooms for use on Saturday, Sunday and public holidays.</p>

(Please complete and return this to the Secretariat)

To : General Administration Office
Administration Division
Legislative Council Secretariat

Tel No : 3919 3026

Email address : sf-ss@legco.gov.hk

**Booking of Meeting Rooms 505a and 505b, or 506
in the Legislative Council Complex**

We wish to block book:*

- Meeting Rooms 505a and 505b
- Meeting Room 506

for the current legislative session at the following time:

on _____ (e.g. Monday) every week

from (e.g. 1:00 pm) _____ to _____.
(maximum three hours per week)

Name of
political group : _____

Name of
responsible staff member : _____

Telephone number : _____

Email address : _____

* Please select the appropriate box.

Administrative arrangements for the use of facilities in the Legislative Council Complex

All facilities for Members and staff, including Members' Offices, in the Legislative Council ("LegCo") Complex and CITIC Tower are public resources that should be used for LegCo-related business. The administrative arrangements for the use of these facilities are set out below.

Facilities reserved for Members

Ante Chamber (1/F)

2. Under section 4(1) of the Administrative Instructions for Regulating Admittance and Conduct of Person (Cap. 382 sub. leg. A), no persons other than Members or officers of the Council shall enter the Ante Chamber without the President's permission.

3. Apart from Members and officers of the Council, public officers designated by the Administration for attending Council meetings and those responsible for maintaining communication with LegCo may enter the Ante Chamber on Council meeting days. Other official guests of the Council such as overseas delegations and Secretariat staff authorized by the Secretary General ("SG") may also enter the Ante Chamber.

Dining Hall (1/F)

4. Apart from Members, the following persons may be allowed to use the Dining Hall for the following purposes:

- (a) official guests of the Council invited by the Council, the President or any committees of the Council, and official guests of the Secretariat invited by SG for attending Guest Day Lunch or any other functions organized by the Secretariat;
- (b) guests of Members on Guest Day Lunch normally held on Tuesdays and Fridays except public holidays;
- (c) invited media representatives attending workshops or other activities organized by the Secretariat; and
- (d) the Secretariat for holding training and education activities when the Dining Hall is not in use by Members.

Members' Activity Room

5. Members' Activity Room (Room 504) on 5/F of the Complex is equipped with fitness equipment and shower facilities for Members' exclusive use. No visitors are allowed in this room.

Common facilities for Members and staff

Coffee Corner and Roof Garden

6. The Coffee Corner (Room 503) is on 5/F of the LegCo Complex. Services provided by stewards at the Coffee Corner are only available to holders of Social Functions Accounts, i.e. Members and directorate staff of the Secretariat and their guests during service hours.

7. The Roof Garden located on 5/F of the Complex is open to all Members and staff. Staff members can bring food and drinks to the Roof Garden for consumption. Members' Offices and Divisions of the Secretariat may use the Harbourview Corner of the Roof Garden for office functions, subject to its availability.

Library and Archives

8. Members and staff issued with access cards may access the Stack Area and Reading Area on G/F and GM/F of the Library for reading and using the printed collections and electronic resources of the Library.

9. Members may also use the Reading Rooms of the Archives to inspect confidential records and materials provided to the Council or its committees through arrangement of the respective clerks.

10. Members and staff are provided with a library bar code on their access cards to facilitate borrowing of materials from the Library; and a user number to reserve archival records for consultation in the Reading Rooms of the Archives.

Facilities for all authorized users

11. The Public Reading Area of the Library, the Reading Rooms of the Archives, the Cafeteria, education facilities and Souvenir Shop are open to all users including the authorized public. Members of the public may reserve seats to observe open meetings of the Council and its committees in the Public Galleries.

12. Two lactation rooms (i.e. Lactation Rooms 1 and 2) on G/F of the Complex are available for use by female users. Female Members and Members' staff who hold valid access cards issued by the Secretariat may enter the rooms with their cards. Female visitors who wish to use the lactation rooms may obtain an access card for the rooms from the reception counter in the Main Lobby of the Complex.

Petitions and demonstrations

13. Individuals and groups are generally allowed to stage petitions or demonstrations at the Designated Demonstration Area ("DDA") under the drum outside Public Entrance 1 of the LegCo Complex. No temporary structure (e.g. stage and backdrop) should be used, placed, erected or kept at DDA. Further details are set out in the "Guidelines for staging petitions or demonstrations by individuals and groups at designated demonstration areas in premises managed by The Legislative Council Commission" (https://www.legco.gov.hk/general/english/visiting/guidelines_for_demonstration.html).

14. Petitions and demonstrations are not allowed at any location inside or outside the Complex (other than DDA) and in the offices of Members and the Secretariat in CITIC Tower under the management of The Legislative Council Commission or in any other area in CITIC Tower.

Legislative Council Secretariat
December 2022