

(English translation of the original letter in Chinese submitted on 19 March 2008)

To: Ms Miranda Hon
Clerk
Public Accounts Committee
Legislative Council

Dear Ms Hon,

Re: The Director of Audit's Report on the results of value for money audits

Thank you again for inviting me to the public hearing regarding The Director of Audit's Report about the Hong Kong Tourism Board. After I confirmed my attendance to the public hearing, I was sent some reference document by the Secretariat of the Public Accounts Committee which I have never seen before. As those documents were very helpful to my recollection of the entire case, I wish to take this opportunity to supplement more information for the Committee's reference. I've marked those additional information in **BOLD** on the enclosed table for your easy reference.

Please accept my sincere thanks once again for granting me this opportunity to defend my case. Please don't hesitate to contact me on [REDACTED] should you need any more clarification. Thank you!

Yours sincerely,

Lau Yee Man

(ex-HKTB Corporate Communication & PR Manager)

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Date	Content	Remarks
26 April 2006	Denis Law, Senior Manager, Strategic Planning, sent an email to Cynthia Leung, Acting General Manager, Corporate Communications & PR (CCPR) and Aliana Ho, General Manager, Tourism Marketing, regarding a Market Study in France and asked if they or their team members would like to attend.	Please refer to email in Attachment *A
27 April 2006	Cynthia forwarded Denis' email to her subordinate Claire Lau, CCPR Manager, and asked if she wanted to attend.	Ditto
28 April 2006	Claire replied Cynthia that she could use the opportunity to meet with her counterparts, i.e. HKTB's Director for French-speaking Europe and the PR agency and discuss some media and PR-related issues.	
Same day	Cynthia emailed Denis and Claire, telling both of them that she would like to send Claire as a representative of CCPR division. She also requested Claire to participate in the research in London as well.	
<u>3 May 2006</u>	<u>Claire emailed the secretary of Cynthia to notify her about such business trip. She then reminded Claire to fill in the Business Travel Request Form. Claire replied that she would wait for Cynthia's return after her holiday and would asked for her permission to take a few days off after the trip. She would then submit both the Business Travel Request Form and the Leave Application Form for the secretary to follow up.</u>	<u>Cynthia went to Pattaya for business from 24 to 25 April, and then to New York for business and stayed behind in New York for holiday until she returned to work on 8 May. (Please refer to attachment 甲.)</u> On the same day, Claire started to discuss with HKTB's Director in France to arrange meetings and asked Cynthia's secretary to help make flight reservation.
8 May 2006 (Monday)	Claire emailed Cynthia to report on the detailed schedule of the business trip to London and Paris between 16 to 24 May and also asked for her approval to take a few days off afterwards as she still had 5 and a half day outstanding days-off which would be forfeited by end of June.	Please refer to Attachment *B

*Note by Clerk, PAC: All the enclosures not attached.

Same day	Cynthia replied by email, saying that she was happy with what Claire had proposed.	
<u>9 May 2006</u> <u>(Tuesday)</u>	<u>Claire followed the established procedures and submitted the Business Travel Request Form and Leave Application Form to Cynthia for approval and signature.</u>	The established procedure is to have the forms approved and signed by Cynthia. Her secretary will then send it to the Deputy Executive Director Grace Lee via internal delivery. The signed document will be sent back to Cynthia. Claire will then receive it and be able to keep it for record.
	Claire informed HKTb's Director in France about her business trip to Paris with Strategic Planning team. The Director replied Claire that she couldn't book Claire to the same hotel as the rest of the team owing to a large convention taking place in Paris at the time. The Director then suggested Claire to book another hotel by herself. Claire then found herself a room via the internet.	Regarding the schedule in London, Denis informed the Regional Director in London about Claire's participation and asked her to arrange hotel accommodation for Claire.
<u>12 May 2006</u> <u>(Friday)</u>	<u>Cynthia's secretary emailed Grace's secretary to ask her about Claire's Business Travel Request Form because she only received Claire's Leave Application Form from Grace, but not the Business Travel Request Form.</u>	<u>Claire was not copied in this email. Cynthia's secretary followed up on this per established procedures.</u>
12 May 2006 (Friday)	Claire Lau received her Leave Application Form but not the Business Travel Request Form. She then asked Cynthia several times about it but was never told that the business trip was not approved. Cynthia only told Claire that the leadership team had asked her why there was a need to send a team member from the CCPR division. Cynthia also told Claire that wouldn't be a problem and she would talk to them.	
<u>15 May 2006</u> <u>(Monday) *The</u> <u>day before</u> <u>Claire Lau's</u> <u>departure.</u>	<u>Grace Lee's secretary emailed Cynthia's secretary, telling her that Claire's Business Travel Request Form was on its way to Cynthia.</u>	<u>Claire was not copied in this email.</u>

<u>16 May 2006</u> <u>(Tuesday)</u> <u>Claire Lau's</u> <u>departure day</u>	Claire kept on asking Cynthia about the Business Travel Request Form because she still hadn't got it back from Cynthia. <u>Cynthia replied Claire that she hadn't received it yet but reassured Claire that there wouldn't be any problem because she would talk to the Executive Director Clara Chong.</u>	<u>Claire reported duty at the office as usual because her flight to Paris was in the evening. Claire only went home for her luggage after finishing all her work before her departure for the airport. Claire also had meetings with her team members to ensure everything was in order and told her team to call her any time they needed her.</u>
Same evening	Claire Lau departed for Paris to attend the scheduled meetings.	
<u>12 June 2006</u>	Claire asked Cynthia again if she had got back the Business Travel Request Form because Finance Department would also require a copy for record. Cynthia then told Claire that the Form had been lost. She then asked Claire to fill in another one for her to sign.	<u>Claire had to be in charge of a large-scale international travel trade and media programme as soon as she returned from the trip. It also took her some time to collect all the necessary supporting document like credit card statements and telephone bills, therefore she didn't follow up on the Form immediately after her return.</u>
<u>Same day</u>	<u>As Cynthia's reply sounded quite odd to Claire, after she had filled in the form for the second time and Cynthia had signed on it again, Claire sent it directly to Grace Lee's office instead of via Cynthia's secretary. She also attached all the supporting document like the email correspondence between her and Cynthia for Grace's reference.</u>	
Same day	The Business Travel Request Form was approved by Grace and sent back to Claire the same day. Grace made a remark "refer to email on 12/6/06" with Cynthia next to her signature. Claire was not copied in the said email.	Please refer to Attachment *C.