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行政

Administration



本局會議出席紀錄

Attendance at Council Meetings



本局在2015/2016年度召開了5次會議，各成員出席率列表如下：

The Council has held five meetings in the year 2015/2016. Attendance rate of respective members is set out in the table below:

姓名 Name of Council Member	出席會議次數 No. of Meetings Attended	出席率 Attendance Rate
李家祥博士 Dr Eric Li Ka Cheung	5	100%
周凱靈女士 Ms Juliana CHOW	4	80%
葉毓強先生 Mr Albert IP	3	60%
鄺心怡女士 Ms Anna KWONG	5	100%
梁宏正先生 Mr Clarence LEUNG	4	80%
李超華先生 Mr Joseph LI	4	80%
彭韻僖女士 Ms Melissa PANG	4	80%
潘素安女士 Ms Josephine PINTO	4	80%
王惠貞女士 Ms WONG Wai Ching	3	60%
法援署署長 Director of Legal Aid	5	100%

內務及綠色管理

Housekeeping and Green Management Measures

為了加強辦事處的保安，本局將於入口處安裝閉路電視及音頻/視頻對講機系統。此外，本局繼續致力減低辦公室能源消耗和紙張使用量，包括盡量使用電子媒介（電郵、網頁等）發佈資訊；如已透過電郵發出的文件，則避免再次寄出正本；辦公時間內只開啟有需要的照明設備，及將辦公室儀器設定為節能模式。從2016年起，本局在切實可行的情況下，選購獲機電工程署頒發自願性能源效益標籤計劃認證的具能源效益的辦公室器材。

To strengthen office security, the Council will install CCTV and Audio/Visual Intercom System at the entrance of the Council office. Also, the Council continues its efforts to minimize energy consumption and to enhance paper savings in its office by adopting electronic platform (e.g. e-mail, website, etc.) in disseminating information, avoiding sending original documents which have been sent by electronic means, reducing lighting to minimum required for illumination and setting office equipment to energy saving mode during office hours. In 2016, the Council has started procuring energy efficient office equipment certified under the voluntary Energy Efficiency Labelling Scheme (EELS) by the Electrical and Mechanical Services Department as far as practicable.

員工及財政

Staff and Finance

截至2016年3月31日，秘書處有兩個職位由本局聘請的合約員工擔任，另外四個職位則由政府借調公務員擔任。

As at 31 March 2016, two posts in the secretariat were filled by contract staff recruited by the Council while four other posts were filled by civil servants seconded from the Government.

於2015/2016年度，本局從政府收取的補助為6,170,000元，全年總支出為5,780,000元。

Subventions received from the Government for 2015-2016 was \$6.17 million. Total expenditure of the year was \$5.78 million.

