



行政 Administration

本局會議出席紀錄

本局在2017-2018年度召開了6次會議，其中一次出席成員數目未達法定人數要求。各成員出席率列表如下：

Attendance at Council Meetings

In 2017-2018, the LASC has convened six meetings but there were not enough members present to constitute a quorum for one of the meetings. The attendance rate of members is set out in the table below:

法援局成員姓名 Name of Council Members	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	3	60%
鄭心怡女士 Ms Anna KWONG	5	100%
劉麥嘉軒女士 Mrs Ayesha LAU	4	80%
梁宏正先生 Mr Clarence LEUNG	4	80%
彭韻僖女士 Ms Melissa PANG	5	100%
潘素安女士 Ms Josephine PINTO	4	80%
王惠貞女士 Ms Connie WONG	1	20%
法援署署長 Director of Legal Aid	5	100%

* 不包括該次出席成員數目未達法定人數的會議
excluding the meeting for which there were not enough members present to constitute a quorum

環保措施

本局依循「減少、再用、回收」概念，盡力成為有環保意識的消費者。於2017-2018年度，本局延續所有減廢節能的措施，並將兩件已損壞的辦公室設備更換為有能源標籤或低耗能的產品。為進一步減少對環境的影響，本局已加強培訓以提升員工的環保意識，同時鼓勵他們積極參與制定保護環境的措施。

職員編制

截至2018年3月31日止，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。

Environmental Initiatives

The Council has sought to implement the Reduce, Reuse and Recycle (3Rs) concept and to be an environmentally conscious consumer. All existing measures to minimize waste, conserve energy, etc. were continued in 2017-2018. Two items of office equipment, which were no longer working, were replaced by models with lower energy consumption or showing the "Energy Label". To further minimize the environmental impact, the Council also enhances staff awareness and participation in devising measures to protect the environment.

Staffing

As at 31 March 2018, two posts in the Secretariat were filled by contract staff and four other posts were filled by civil servants seconded from the Government.