

行政

Administration

法援局会议出席纪录

法援局在2019-2020年度召开了四次会议，各成员出席率列表如下：

Attendance at Council Meetings

In 2019-2020, the Council has convened four meetings. The attendance rate of members is set out in the table below –

法援局成员 Council Members	出席会议次数 No. of Meetings Attended	出席率 Attendance Rate
李家祥博士 GBS, JP* Dr Eric LI Ka Cheung GBS, JP*	3	100%
梁永祥博士 SBS, JP# Dr William LEUNG Wing-cheung SBS, JP#	1	100%
陈晓峰先生 MH Mr Nicholas CHAN Hiu-fung MH	4	100%
庄伟伦先生 Mr Warren GANESH	4	100%
刘麦嘉轩女士 JP Mrs Ayesha Macpherson LAU JP	3	75%
梁宏正先生 JP Mr Clarence LEUNG Wang-ching JP	4	100%
白天赐先生 Mr Timothy PARKER	3	75%
石书铭先生 Mr Randy SHEK	2	50%
温丽司女士 Miss Iris WAN	3	75%
王惠贞女士 SBS, JP Ms Connie WONG Wai-ching SBS, JP	3	75%
法律援助署署长 Director of Legal Aid	4	100%

* 李家祥博士担任本局主席至2019年8月31日止。在2019年4至8月期间，本局召开了三次会议。
Dr Eric LI Ka Cheung served the Council as Chairman up to and including 31 August 2019. During the period from April to August 2019, three meetings were convened.

梁永祥博士自2019年9月1日起成为本局主席。在2019年9月至2020年3月期间，本局召开了一次会议。
Dr William LEUNG joined the Council as Chairman on 1 September 2019. During the period from September 2019 to March 2020, one meeting was convened.

采纳促进种族平等行政指引

政府于2019年修订其推行的促进种族平等行政指引，并期望所有政府政策局、部门和相关机构采纳。这些指引为公共机构提供指导，以期使所有香港市民，不论种族，皆有平等机会获得公共服务。本局应政府的呼吁，决定参考这些指引，在提供公共服务时为有需要人士安排合适的语言支援服务。

职业安全与健康

鉴于本局办公室所在地区的空气污染情况，特别于2019年下半年期间，以及新型冠状病毒散播的风险，本局聘用了一间获认可的室内空气质素检定证书签发机构，评估办公室的室内空气质素，并获得由环境保护署所推行的办公室及公众场所室内空气质素检定计划下发出的「卓越级」室内空气质素检定证书。此外，为减低病毒感染和散播的风



Adoption of Administrative Guidelines on Promotion of Racial Equality

The Administrative Guidelines on Promotion of Racial Equality implemented by the Government were revised in 2019 and aimed to be applied to all government bureaux and departments as well as related organisations. These Guidelines provide guidance to public authorities so that people of Hong Kong, regardless of their race, enjoy equal access to public services. In response to the Government's appeal, the Council decided to make reference to the Guidelines in the delivery of services to members of the public. Arrangement will be made to provide appropriate language services as and when necessary.

Occupational Safety and Health

In view of air pollution in the area where the office is located particularly during the period from mid to late 2019 and the risk of the spread of novel coronavirus through air, the Council had engaged an accredited Indoor Air Quality Certificate Issuing Body to assess the indoor air quality of the office and was awarded with "Excellent Class" under the Indoor Air Quality Certification Scheme implemented by the Environmental Protection Department. Furthermore, the Council stepped up measures to reduce the risk of infection and the spread of the virus including the arrangement of regular cleansing service for the carpet, curtain and fan coil units, and the provision of alcohol-based handrub and

险，本局已加强一系列防控措施，包括定期清洗地毯、窗帘和风机盘管组件，并于办公室入口处提供酒精搓手液和设置消毒地垫。本局亦为需要向公众提供面对面服务或外勤工作的员工，配备外科口罩。本局致力为员工提供一个无菌且受良好保护的工作环境。

职员编制

截至2020年3月底，秘书处共有六名职员，包括四名由政府借调的公务员和两名由本局聘请的合约员工。

财务事宜

本局为公帑资助的法定机构，于2019-2020年度，本局从政府收取的补助为7,192,000元，全年总支出为6,914,000元。

sanitising mat at the entrance of the office. The Council also provided staff with a surgical mask when rendering face-to-face services to members of the public or performing outdoor duties. The Council is sought to furnishing a germ-free and well-protected working environment for staff of the Council.

Staffing

As at the end of March 2020, the Secretariat had six staff members comprising four civil service staff seconded from the Government and two staff employed by the Council on a contract basis.

Finance Matters

The Council is a government-funded statutory body. Subventions received from the Government for 2019-2020 amounted to \$7.192 million. Total expenditure of the year was \$6.914 million.