

法律援助会议出席纪录

法律援助局在 2020-2021 年度召开了六次会议，其中一次出席成员数目未达法定人数要求。各成员出席率列表如下：

Attendance at Council Meetings

In 2020-2021, the Council 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 –

法律援助成员 Council Members	出席会议次数 # No. of Meetings Attended [#]	出席率 Attendance Rate
梁永祥教授 SBS, JP Prof. William LEUNG SBS, JP	5	100%
陈晓峰律师 MH, JP Mr Nicholas CHAN MH, JP	5	100%
蓝嘉妍律师 * Ms Karen LAM *	1	50%
刘麦嘉轩女士 BBS, JP Mrs Ayesha LAU BBS, JP	5	100%
刘诗韵女士 JP * Ms Serena LAU JP *	2	100%
李佩珊女士 * Ms Rosita LEE*	2	100%
白天赐大律师 Mr Timothy PARKER	5	100%
石书铭大律师 Mr Randy SHEK	4	80%
温丽司女士 Miss Iris WAN	4	80%
法律援助署署长 Director of Legal Aid	5	100%

[#] 出席成员数目未达法定人数要求的一次会议并不计算在内。

A meeting for which there were not enough Members present to constitute a quorum was not included.

* 有关成员于2020年9月1日加入法律援助局。在2020年9月至2021年3月期间，本局召开了两次会议，不包括法定人数不足的一次会议。

They joined the Council as Member on 1 September 2020. During the period from September 2020 to March 2021, two meetings were convened, excluding the one without sufficient quorum.

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，在提供公共服务时已参考这些指引。本局会按要求提供有关「提供大律师证明书计划」的口译和笔译服务。于2020年，本局已将相关通告和申请表翻译成中英文以外的十种语言（即孟加拉语、印度语、印尼语、尼泊尔语、旁遮普语、他加禄语、泰米尔语、泰语、乌尔都语和越南语），以帮助不同种族的人士了解计划详情及递交申请。

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 made reference to the Guidelines in the delivery of services to members of the public. Interpretation and translation services on the Scheme on Provision of Certificate by Counsel will be provided upon request. In 2020, The Council had also translated the relevant notice and application form into ten languages other than Chinese and English (namely, Bengali, Hindi, Indonesia, Nepali, Punjabi, Tagalog, Tamil, Thai, Urdu and Vietnamese) to assist people of diverse race in understanding the details of the Scheme and submitting applications.



职业安全与健康

为减低新型冠状病毒散播的风险，本局为办公室添置了一台空气净化器，并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 2021 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 2020-2021 年度，本局从政府收取的补助为 6,977,000 元，全年总支出为 6,778,000 元。

Occupational Safety and Health

To reduce the risk of the spread of novel coronavirus through air in the office, the Council had acquired an air purifier and 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 has 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, curtains and fan coil units, and the provision of alcohol-based handrub and 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 2021, 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 2020-2021 amounted to \$6.977 million. Total expenditure of the year was \$6.778 million.