

法律援助会议出席记录

法律援助局在2022-2023年度召开了六次会议。各成员出席率列表如下：

Attendance at Council Meetings

In 2022-2023, the Council has convened six 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 GBS, JP Prof. William LEUNG GBS, JP	6	100%
郑宇杰大律师* Mr Bosco CHENG*	3	100%
艾家敦大律师* Mr Robin EGERTON*	2	67%
傅嘉绵律师* Mr Tom FU*	2	67%
刘诗韵女士 MH, JP Ms Serena LAU MH, JP	5	83%
李佩珊女士 Ms Rosita LEE	5	83%
岑君毅律师 JP* Mr Ronald SUM JP*	3	100%
温丽司女士 Miss Iris WAN	5	83%
杨建霞女士* Ms Yvonne YEUNG*	1	33%
法律援助署署长 Director of Legal Aid	6	100%

* 有关成员于2022年9月1日加入法律援助局。在2022年9月至2023年3月期间，本局召开了三次会议。
These Members joined the Council on 1 September 2022. During the period from September 2022 to March 2023, three meetings were 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，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2022-23年，本局已检视该计划的申请表格及通告，并已为最新的通告安排翻译。有需要的市民可向本局查阅相关资讯。本局员工会适当运用在培训中所学到的技巧，协助不同种族人士递交申请。

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 2022-23, the Council has reviewed the application form and the notice for our assistance scheme and arranged for translation of the updated notice. The public in need may approach the Council for the information when necessary. All staff in the Council are ready to render help to people of diverse races in submission of applications and apply the techniques learnt in the training where appropriate.





职业健康与安全

为确保员工在安全洁净的环境中工作，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，本局继续安排定期清洗地毯、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，从而减低细菌散播的风险。其次，本局亦为需要向公众提供面对面服务或外勤工作的员工，配备外科口罩和手套。本局致力为员工提供一个无菌且受良好保护的工作环境。

Occupational Safety and Health

To ensure staff are working in a safe and clean environment, the Council has 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 continued to arrange regular cleansing service for the carpet, curtain and fan coil units, and provide alcohol-based handrub and sanitising mat at the entrance of the office in order to reduce the risk of the spread of bacteria. Furthermore, the Council also provided staff with surgical masks and gloves 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.

职员编制

截至2023年3月底，秘书处共有五名职员，包括四名由政府借调的公务员和一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2022-2023年度，本局从政府收取的补助为7,200,000元，全年总支出为6,824,000元。

Staffing

As at the end of March 2023, the Secretariat had five staff members comprising four civil service staff seconded from the Government and one 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 2022-2023 amounted to \$7.2 million. Total expenditure of the year was \$6.824 million.

