

法援局會議出席記錄

法援局在2022-2023年度召開了六次會議。各成員出席率列表如下：

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 –

法援局成員 Council Members	出席會議次數 No. of Meetings Attended	出席率 Attendance Rate
梁永祥教授 GBS, JP Prof. William LEUNG GBS, JP	6	100%
鄭宇傑大律師* Mr Bosco CHENG*	3	100%
艾家敦大律師* Mr Robin EGERTON*	2	67%
傅嘉綿律師* Mr Tom FU*	2	67%
劉詩韻女士 MH, JP Ms Serena LAU MH, JP	5	83%
李佩珊女士 Ms Rosita LEE	5	83%
岑君毅律師 JP* Mr Ronald SUM JP*	3	100%
溫麗司女士 Miss Iris WAN	5	83%
楊建霞女士* Ms Yvonne YEUNG*	1	33%
法律援助署署長 Director of Legal Aid	6	100%

* 有關成員於2022年9月1日加入法援局。在2022年9月至2023年3月期間，本局召開了三次會議。
These Members joined the Council on 1 September 2022. During the period from September 2022 to March 2023, three meetings were convened.

採納促進種族平等行政指引

政府於2019年修訂其推行的促進種族平等行政指引，並期望所有政府政策局、部門和相關機構採納。這些指引為公共機構提供指導，以期使所有香港市民，不論種族，皆有平等機會獲得公共服務。本局應政府的呼籲，在提供公共服務時已參考這些指引。本局會按要求提供有關「提供大律師證明書計劃」的口譯和筆譯服務。於2022-23年，本局已檢視該計劃的申請表格及通告，並已為最新的通告安排翻譯。有需要的市民可向本局查閱相關資訊。本局員工會適當運用在培訓中所學到的技巧，協助不同種族人士遞交申請。

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.





職業健康與安全

為確保員工在安全潔淨的環境中工作，本局聘用了一間獲認可的室內空氣質素檢定證書簽發機構，評估辦公室的室內空氣質素，並獲得由環境保護署所推行的辦公室及公眾場所室內空氣質素檢定計劃下發出的「卓越級」室內空氣質素檢定證書。此外，本局繼續安排定期清洗地氈、窗簾和風機盤管組件，並於辦公室入口處提供酒精搓手液和設置消毒地墊，從而減低細菌散播的風險。其次，本局亦為需要向公眾提供面對面服務或外勤工作的員工，配備外科口罩和手套。本局致力為員工提供一個無菌且受良好保護的工作環境。

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.

職員編制

截至2023年3月底，秘書處共有五名職員，包括四名由政府借調的公務員和一名由本局聘請的合約員工。

財務事宜

本局為公帑資助的法定機構，於2022-2023年度，本局從政府收取的補助為7,200,000元，全年總支出為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.

