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confidential information and Members' names removed)**

S.C. 17/2018 (Revised)

**Revised Minutes of the 61st Meeting of the
Staffing Committee held at 4 p.m.
on Tuesday, 6 November 2018 in the Board Room,
2nd floor, HKPC Building, 78 Tat Chee Avenue, Yau Yat Chuen, Kowloon**

Present : Chairman - Mr. Sunny Tan

 Members - Mr. Mohamed D. Butt
 Mr. Bryan Ha Kwok-fung (Assistant
 Commissioner for Innovation and
 Technology (Funding Schemes),
 representing Ms. Annie Choi, JP,
 Commissioner for Innovation and
 Technology)
 Ms. Mandy Kwok Man-yee
 Ms. Amy Lee Sau-king
 Ms. Juan Leung Chung-yan
 Mr. Leung Kwong-chuen
 Mr. Li-hoi
 Ms. Melody Luk, JP (Assistant Commissioner
 for Labour (Labour Relations), representing
 Miss Mabel Li, JP, Deputy Commissioner
 for Labour)
 Mr. Patrick Wong Chi-kwong
 Mrs. Carrie Yau Tsang Ka-lai, GBS, JP

In Attendance from HKPC:

Dr. Lawrence Cheung	Director, Technology Development
Mr. Edmond Lai	Director, Business Development
Mr. Gordon Lo	Director, Business Management
Ms. Flora Li	General Manager, Human Resources and Facility Management
Ms. Vivian Lin	General Manager, Finance and Procurement
Ms. Wendy Ip	Senior Manager, Compensation & Benefits
Ms. Gillian Luk	Senior Manager, Council Secretariat
Ms. Agnes Tang	Senior Manager, Human Resources Management

I. Confirmation of Minutes (S.C. 13/2018 Revised)

1. The Revised Draft Minutes of the 60th Meeting of the Staffing Committee held on 13 July 2018 had been circulated to Members and there were no further requests for amendments. The Minutes of the meeting were taken as read, confirmed and signed by the Chairman.

II. Matters Arising

(A) Paper Circulation since Last Meeting

2. Invited by the Chairman, said that Members were informed by circulation on 25 October 2018 the recruitment arrangement for the post of General Manager, Smart Manufacturing. The recruitment was on-going.

(B) Performance Review of MPF Scheme Service Provider

3. Invited by the Chairman, said that at the 59th Staffing Committee held on 6 March 2018, Members noted that the service provider of HKPC's MPF Scheme, , had been put on a one-year probation period on account of its unsatisfactory performance in 2017, with interim review to be conducted on its performance in the first half of 2018. The interim review was conducted by the Advisory Committee on HKPC Retirement Benefit Schemes (the Committee) on 19 September 2018. In the event, the Committee recommended introducing an additional service provider to provide more choices to staff. The Management would engage a broker for the exercise in the next few months. The plan was for the alternative service provider to be formally in place in April 2019 after communication with staff about the arrangement.

(C) Annual Leave Handling

4. said that as a follow up action to the 59th Staffing Committee meeting held on 6 March 2018, HKPC had consulted the Labour Department on the carried-over arrangement for annual leave accumulated by staff. HKPC would proceed to communicate with staff about the new arrangement which would take effect on 1 April 2019 upon making respective changes to the e-leave system to align its operation with the new arrangement.

III. HKPC's Programme and Estimates for 2019/20 – Staff Establishment (S.C. 15/2018)

5. Invited by the Chairman, briefed Members on the proposed staff establishment for 2019/20. said that the overall manpower size would remain unchanged as in 2018/19 i.e. 662 permanent manning for HKPC and 33 project headcounts for Automotive Parts and Accessory Systems R&D Centre (APAS).

6. supplemented that turnover was expected to be lessened in 2019/20 in view of the broadly softening economic conditions. In addition, new initiatives were in the pipeline to retain and attract talents. Hence it was proposed to maintain the staff establishment at 662 for HKPC and 33 for APAS in 2019/20.

8. After discussion, Members endorsed the staff establishment for 2019/20 for submission to the Council for approval.

IV. Staffing Position of HKPC (S.C. 16/2018)

9. Members noted the staffing position of HKPC as at 30 September 2018 as presented by . Turnover in the first half of 2018/19 was 8.5% which was much lower than that of the same period last year (22.5%). On recent HR initiatives, said that a talent strategy was in the pipeline to nurture high potential staff for development and promotion.

V. Any Other Business

(A) Extension of Maternity and Paternity Leave

10. said that the Council's approval was being sought by circulation on a proposal to extend HKPC's maternity leave from 10 to 14 weeks and paternity leave from 3 to 5 days with full pay for Hong Kong staff. The cost implications of the proposal, based on the number of staff taking such leave in the past 3 years, was \$260K for maternity leave and \$35K for paternity leave, which was not significant. As at the date of reporting, a large majority of Council Members had indicated support to the proposal. Subject to the Council's approval being obtained, a formal application would be lodged with the Innovation and Technology Commission (ITC) for its formal approval before implementation of the enhanced benefit.

11. On behalf of the Management, _____ thanked Members for their staunch support of the proposal. _____ said that the Management was keen on creating a family friendly workplace in HKPC and trusted that the enhanced benefit would promote better work life balance and holistic well-being for staff members.

(Post-meeting note: Further to the Council’s approval of the new measure by circulation, HKPC submitted a written application to ITC on 7 November 2018 for its formal approval which was obtained on 8 November 2018. The measure came into effect on the same day.)

(B) New Organization Structure

12. Members noted a presentation by _____ on the outlined organization structure and commercial titles effective 1 February 2019.

(C) Attendance Record of SC Members

13. Members noted their attendance record in 2018 as shown on iPads provided at the meeting.

(D) 2019 Meeting Schedule

14. Members noted the proposed 2019 SC meeting schedule as shown on iPads provided at the meeting, as follows:

Meeting	Date and Time
62 nd SC meeting	5 March 2019 (Tuesday) 3:00pm
63 rd SC meeting	9 July 2019 (Tuesday) 3:00pm
64 th SC meeting	5 November 2019 (Tuesday) 3:00pm

VI. Date of Next Meeting

15. Members noted that the next meeting would be held on 5 March 2019 at 3:00pm.

16. There being no other business, the Chairman thanked Members for their attendance and the meeting was closed at 4:40 p.m.