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information and Members' names removed)**

S.C. 15/2019

**Minutes of the 64th Meeting of the Staffing Committee
held at 3:00 p.m. on Tuesday, 12 November 2019
via Teleconference**

Present : Chairman - Mr. Sunny Tan

 Members - Mr. Mohamed D. Butt
 Miss Kathy Chan Nap-sze
 (Assistant Commissioner for Innovation and
 Technology (Funding Schemes),
 representing Ms. Rebecca Pun, JP,
 Commissioner for Innovation and
 Technology)
 Ms. Mandy Kwok Man-yee
 Ms. Amy Lee Sau-king
 Ms. Juan Leung Chung-yan, MH
 Ms. Melody Luk, BBS, 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

Absent with Apologies: Mr. Li Hoi

In Attendance from HKPC:

Dr. Lawrence Cheung	Chief Innovation Officer
Mr. Edmond Lai	Chief Digital Officer
Ms. Flora Li	Chief People and Culture Officer
Ms. Vivian Lin	Chief Financial Officer
Ms. Wendy Ip	Senior Manager, Compensation & Benefits
Ms. Agnes Tang	Senior Manager, Human Resources Management
Ms. Gillian Luk	Senior Manager, Council Secretariat
Ms. Olivia Poon	Manager, Council Secretariat

Special Arrangement for the Meeting

The Chairman said that in light of the traffic disruption near the Kowloon Tong district, the Staffing Committee (SC) meeting was held via teleconference. He thanked Members for calling in to join the meeting and their cooperation during the arrangement.

Declaration of Interest

The Chairman reminded Members to declare interest should they observe any direct/pecuniary interest in any matter to be discussed at the meeting.

I. Confirmation of Minutes (S.C. 10/2019)

1. The Draft Minutes of the 63rd SC Meeting held on 23 July 2019 had been circulated to Members and there were no requests for amendments. The Minutes were taken as read and confirmed and the Secretariat would arrange signing of the Minutes by the Chairman.

II. Matters Arising

(A) Paper Circulations since Last Meeting

2. Invited by the Chairman, reported that:

- (a) Members approved by circulation on 20 September 2019 via paper S.C. 12/2019 the appointment of General Manager, Digital Transformation. The selected candidate would report for duty on 2 January 2020; and
- (b) Members were informed by circulation on 14 August 2019 via paper S.C. 11/2019 about the impending departure of CPO . Recruitment for the post had been kick started.

III. HKPC's Programme and Estimates for 2020/21 – Staff Establishment (S.C. 13/2019)

3. Invited by the Chairman, briefed Members on the staff establishment for 2020/21 which was proposed to remain unchanged as in 2019/20 i.e. 662 permanent manning for HKPC. If including the 33 project manning for Automotive Platforms and Application Systems R&D Centre (APAS), the total staff establishment would be 695.

6. After discussion, Members endorsed the staff establishment for 2020/21 for submission to the Council for approval.

IV. Staffing Position of HKPC (S.C. 14/2019)

7. Members noted the staffing position of HKPC as at 30 September 2019 as presented by .

V. Any Other Business

(A) Recruitment of General Managers

9. Members noted the report by that the recruitment for the posts of General Manager, Corporate Development Division; and General Manager, Robotics & AI Division would be kicked off. Both posts were within the approved establishment for Grade 7 and recruitment would be conducted in line with established procedures.

(B) 2019/20 Annual Salary Adjustment

10. Members noted that as the Legislative Council's approval of the Civil Service Pay Adjustment was still pending, the salary adjustment for HKPC staff members for 2019/20, which was approved by the Council in September 2019, had not been implemented yet. Pending completion of the required approval procedures, back pay would be arranged for eligible staff with retrospective effect from 1 October 2019.

(C) Attendance Record of SC Members

11. Members noted their attendance record for 2019 as circulated together with the meeting agenda and papers by email on 5 November 2019.

(D) 2020 Meeting Schedule

12. Members noted the tentative 2020 SC meeting schedule, as follows:

Meeting	Date and Time
65 th SC meeting	10 March 2020 (Tuesday) 3:00pm
66 th SC meeting	14 July 2020 (Tuesday) 3:00pm
67 th SC meeting	17 November 2020 (Tuesday) 3:00pm

VI. Date of Next Meeting

13. Members noted that the next meeting would tentatively be held on 10 March 2020 at 3:00 pm.

14. There being no other business, the Chairman thanked Members for their attendance and the meeting was closed at 3:20 p.m.