

**Minutes of the 65<sup>th</sup> Meeting of the  
Staffing Committee of the  
Hong Kong Productivity Council  
held at 3:00 p.m. on Tuesday, 10 March 2020  
via Microsoft Teams**

**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  
                                 Mr. Li Hoi  
                                 Mr. Raymond Liang Lok-man (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	Chief Innovation Officer
Mr. Edmond Lai	Chief Digital Officer / Chief People and Culture Officer (Acting)
Ms. Vivian Lin	Chief Financial Officer
Mr. Stanley Chu	Head, Internal Audit & Risk Management (Agenda Item IV only)
Ms. Wendy Ip	Senior Manager, Compensation & Benefits
Ms. Agnes Tang	Senior Manager, Human Resources Management
Ms. Gillian Luk	Senior Manager, Council Secretariat
Mr. Nelson Wong	Manager, Council Secretariat

## **Special Arrangement for the Meeting**

The Chairman said that in light of the coronavirus outbreak, the Staffing Committee (SC) meeting was held via Microsoft Teams application. He thanked Members for joining the meeting and their support of the special 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.

## **Welcome**

The Chairman welcomed Mr. Raymond Liang Lok-man, Assistant Commissioner for Labour (Labour Relations), who attended the meeting for the first time.

## **Vote of Appreciation**

The Chairman suggested, and Members agreed, to record a vote of appreciation to Ms. Melody Luk, BBS, JP for her contribution during her tenure as Member.

### **I. Confirmation of Minutes (S.C. 15/2019)**

1. The Draft Minutes of the 64<sup>rd</sup> SC Meeting held on 12 November 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 in January 2020 via paper S.C. 1/2020 the appointment of Chief People and Culture Officer ;

(b) Members approved by circulation in February 2020 via paper S.C. 2/2020 the

appointment of General Manager, Robotics and Artificial Intelligence ; and

- (c) Members were informed by circulation in November 2019 via paper S.C. 16/2019 about the recruitment arrangement for the post of General Manager, Corporate Development .

**(B) 2019/20 Annual Salary Adjustment**

3. Members noted that further to the Legislative Council's approval of the Civil Service Pay Adjustment on 28 February 2020, HKPC obtained in March 2020 the Innovation and Technology Commission's approval of the salary adjustment for HKPC staff members for 2019/20, which was supported by the Council in September 2019.

**IV. Update on Follow-up Actions on Reports of Director of Audit and Public Accounts Committee of Legislative Council on HKPC (S.C. 4/2020)**

8. Invited by the Chairman, briefed Members on the follow-up actions on Reports of Director of Audit and Public Accounts Committee (PAC) of Legislative Council on HKPC.

9. said that the improvement measures introduced to address the comments of the Audit Commission would remain in force after the audit exercise to ensure that the areas for improvement pointed out would continue to receive attention and be dealt with through appropriate measures arrived after thorough internal deliberation.

10. Members noted the report.

**V. Report on Performance of Service Providers of HKPC's ORSO and MPF Schemes (S.C. 5/2020)**

11. Members noted the performance of , service providers of HKPC's ORSO and MPF Schemes as presented by . Members also noted that based on the recommendations of the Advisory Committee on HKPC Retirement Benefit Schemes, the Management had agreed that should continue to be the service providers of HKPC's ORSO and MPF Schemes in 2020.

**VI. Staffing Position of HKPC (S.C. 6/2020)**

12. Members noted the staffing position of HKPC as at 31 January 2020 as

presented by .

## **VII. Any Other Business**

### **(B) Special Work Arrangement under COVID-19 Outbreak**

15. Members noted that in light of the coronavirus outbreak, HKPC had made special work from home and roster arrangements during several weeks between January and March 2020. Normal operation resumed on 9 March 2020, with enhanced sanitation measures continuing to be in place and special visitor arrangement set up to protect the health and safety of staff members.

16. In response to about the operation of Mainland offices under the outbreak, replied that WFOE staff had resumed work and Hong Kong staff who resided in the Mainland had been arranged to perform their duties by working in the Shenzhen office.

### **(C) Attendance Record of SC Members**

17. Members noted their attendance record for 2019 as circulated together with the meeting agenda and papers by email on 3 March 2020 and shown at the meeting.

## **VIII. Date of Next Meeting**

18. Members noted that the next meeting would tentatively be held on 14 July 2020 at 3:00 pm.

19. There being no other business, the Chairman thanked Members for their attendance and the meeting was closed at 3:32 p.m.