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**S.C. 7/2022 (Revised)**

**Revised Minutes of the 71<sup>st</sup> Meeting of the Staffing Committee  
of the Hong Kong Productivity Council  
held at 3 p.m. on Tuesday, 8 March 2022  
via Microsoft Teams**

**Present** : Chairlady - Ms. Vivien Lau Man-ye  
  
Members - Mr. Mohamed D. Butt, MH  
Mr. Brian Cheng Ho-wai  
Ms. Mandy Kwok Man-ye  
Ms. Juan Leung Chung-yan, MH  
Mr. Raymond Liang Lok-man  
(Assistant Commissioner for Labour (Labour Relations), representing Mr. Raymond Ho, JP, Deputy Commissioner for Labour)  
Ms. Jenny Tam Kam-lin  
Hon. Sunny Tan  
Mr. Donald Tong Chi-keung, GBS  
Mr. Indiana Wong Man-chung  
(Assistant Commissioner for Innovation and Technology (Funding Schemes), representing Ms. Rebecca Pun, JP, Commissioner for Innovation and Technology)  
Mr. Patrick Wong Chi-kwong

**In Attendance from HKPC:**

Dr. Lawrence Cheung	Chief Innovation Officer
Mr. Edmond Lai	Chief Digital Officer
Ms. Vivian Lin	Chief Operating Officer, Funding Schemes
Ms. Eliza Ng	Chief People and Culture Officer
Ms. Christina Cheung	Chief Financial Officer
Mr. Ray Ko	Chief Compliance Officer (Agenda item IV only)
Ms. Gillian Luk	Head, Council Secretariat
Ms. Olivia Poon	Manager, Council Secretariat

## **Welcome to New Chairlady**

Mr. Mohamed D. Butt, Executive Director (ED) welcomed Ms. Vivien Lau Man-yea as Chairlady of the Staffing Committee. He also thanked Hon. Sunny Tan for leading the committee as Chairman from 2017 to 2021 and continuing to serve the committee as Member from January 2022.

## **Mode of Meeting**

The Chairlady thanked Members for joining the meeting which was held via Microsoft Teams application because of the pandemic. She also looked forward to Members' continued support to the Staffing Committee in the time ahead.

## **Welcome to New Members**

The Chairlady welcomed Mr. Brian Cheng Ho-wai, Ms. Jenny Tam Kam-lin, and Mr. Donald Tong Chi-keung who attended the meeting for the first time as Staffing Committee Members.

## **Vote of Appreciation**

The Chairlady suggested, and Members agreed, to record a vote of appreciation to Ms. Amy Lee Sau-king and Mrs. Carrie Yau Tsang Ka-lai for their contribution during their tenure as Members.

## **Declaration of Interest**

The Chairlady 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. 28/2021 Revised)**

1. The Revised Draft Minutes of the 70<sup>th</sup> SC Meeting held on 9 November 2021 had been circulated to Members and there were no further requests for amendments. The Minutes were taken as read and confirmed and the Secretariat would arrange signing of the Minutes by the Chairlady.

## **II. Matters Arising**

### **(A) Paper Circulations since Last Meeting**

2. Invited by the Chairlady,                      recapped 4 paper circulations to Members since the last meeting held on 9 November 2021        .

## **VI. Staffing Position of HKPC (S.C. 6/2022)**

12. Members noted                      presentation on the staffing position of HKPC as at January 2022        .

## **VII. Any Other Business**

### **(B) Talent Management**

15. Members noted                      presentation on the measures taken to contribute to building up local talents to support innovation and technology development in Hong Kong:

(a) a “2021 Winter Internship” programme under the “InnoTalent Programme” held from December 2021 to January 2022 to provide 6 weeks’ hands-on experience and learning to students, selected from some 1,000 applicants from local and international universities;

(b) including the “2021 Winter Internship”, 4 rounds of internship programmes had been held in 2020 and 2021, attracting 4,400 applications in total out of which        students were selected to join the programmes. The next round of “2022 Summer Internship” programme was open for application in March 2022; and

(c) collaboration with several tertiary institutions to bring        students to experimental learning in 2022 through industrial attachment or part-time internship programmes in HKPC. The partner institutions included:

- Hong Kong Institute of Vocational Education (IVE);
- The Technological and Higher Education Institute of Hong Kong (THEi);
- Hong Kong Shue Yan University;
- City University of Hong Kong;
- The University of Hong Kong; and
- The Hong Kong Polytechnic University.

17. referred to the cooperation with IVE and THEi, under which industrial attachments were arranged for students from engineering faculties, and said that HKPC was keen to design different training programmes to assist students to deep dive into their fields of study and obtain work exposure to support their future pursuits. HKPC would continue to explore opportunities to work with more training partners to provide unique learning experience to the next generation talents of Hong Kong.

**(C) Staff Protection under Pandemic**

18. Members received a presentation by on a series of measures to protect staff members during the fifth wave of pandemic:

- (a) special work arrangement since 24 January 2022 till 18 March 2022 (continuation subject to review depending on the pandemic development) for staff members to work from home to maintain a minimum number of staff in HKPC premises. Under the arrangement, staff members were required to, before returning to office or doing outside errands, obtain the prior approval of General Managers ;
- (b) provision of free test kits to staff members and visitors entering the HKPC Building, starting from 28 February 2022, for them to take the rapid antigen test for COVID-19 in individual kiosks set up at a designated area on the G/F of the HKPC Building. Only those tested negative would be allowed entry;
- (c) deep cleaning of HKPC premises in February - March 2022 for thorough disinfection; and
- (d) commencement of the “Vaccine Pass” arrangement on 24 February 2022. Vaccinated staff members and visitors (with at least 1 dose taken) were required to use the LeaveHomeSafe app and scan the QR Code Verification Scanner mobile application to gain entry to HKPC, apart from completing the rapid antigen test beforehand with negative result. Unvaccinated parties should produce a valid proof of negative test results issued by a government recognised testing institution within 72 hours.

19. thanked the Management for updating Members of the COVID-19 situation in HKPC on regular basis. also expressed appreciation of HKPC’s effort to maintain normal service level at a time when Hong Kong was hit hard by the pandemic.

**(D) Attendance Record of SC Members**

20. Members noted their attendance record for 2021 as circulated together with the meeting agenda and papers by email on 1 March 2022. They were also reminded by the Chairlady to attend future meetings as far as possible.

**VIII.Date of Next Meeting**

21. Members noted that the next meeting was tentatively scheduled on 12 July 2022 at 3:00 pm.

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