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information and Members' names removed)**

**P.C. 42/2022 (Revised)**

**Revised Minutes of the 151<sup>st</sup> Meeting of the Hong Kong Productivity Council  
held at 9:30 a.m. on Friday, 2 December 2022 in the Board Room  
2<sup>nd</sup> floor, HKPC Building, 78 Tat Chee Avenue, Yau Yat Chuen, Kowloon**

**Present:** Chairman – Hon Sunny Tan

Members – Mr. Bryant Chan Wan-sing  
Ms. Clara Chan Yuen-shan, MH  
Mr. Ricky Chan Wai-chung  
Mr. Brian Cheng Ho-wai  
Mr. Raymond Ho Kam-biu, JP (Deputy Commissioner  
for Labour)  
Mr. Marvin Hsu Tsun-fai, JP  
Ms. Mandy Kwok Man-ye  
Dr. Cecilia Lam Kwok-ying (representing Mr. Adolph  
Leung Wing-sing, JP, Government Economist)  
Ms. Juan Leung Chung-yan, MH  
Mr. Eddie Mak Tak-wai, JP (Permanent Secretary for  
Innovation, Technology and Industry)  
Mr. Bernard Poon Che-wai  
Ir Paul Poon Wai-yin  
Ms. Rebecca Pun Ting-ting, JP (Commissioner for  
Innovation and Technology)  
Ms. Jenny Tam Kam-lin  
Prof. Tam Kar-yan, MH, JP\*  
Mr. Donald Tong Chi-keung, GBS\*  
Mr. Patrick Wong Chi-kwong  
Ms. Maggie Wong Siu-chu, JP (Director-General of  
Trade and Industry)  
Ms. Karmen Yeung Ka-yin\*  
Mr. Emil Yu Chen-on, BBS, JP\*

**Absent with Apologies:** Ms. Vivien Lau Man-ye

\*attendance via Microsoft Teams application

### **In Attendance from the Innovation and Technology Commission:**

Mr. Indiana Wong Man-chung

### **In Attendance from HKPC:**

Mr. Mohamed D. Butt, MH	Executive Director
Dr. Lawrence Cheung	Chief Innovation Officer
Mr. Edmond Lai	Chief Digital Officer
Ms. Vivian Lin	Chief Operating Officer
Ms. Eliza Ng	Chief People and Culture Officer
Ms. Christina Cheung	Chief Financial Officer
Mr. Ray Ko	Chief Compliance Officer
Ms. Gillian Luk	Head, Council Secretariat
Ms. Olivia Poon	Manager, Council Secretariat

### **Welcome to New Chairman**

Mr. Mohamed D. Butt, Executive Director (ED) welcomed Hon Sunny Tan, new Chairman to chair the meeting. The Chairman said that he was pleased to chair the meeting as Council Chairman and he looked forward to Members' continued support to the Council in the time ahead.

### **Safety Video**

A safety video was shown to Members about the safety measures in the HKPC Building.

### **Mode of Meeting**

The Chairman said that the Council meeting was held physically in HKPC with four Members joining the meeting via Microsoft Teams application. He thanked Members for joining the meeting.

### **Welcome to New Members**

The Chairman welcomed Ms. Maggie Wong Siu-chu, Director-General of Trade and Industry and Dr. Cecilia Lam Kwok-ying, Principal Economist representing Government Economist, who attended the meeting for the first time.

## **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 (P.C. 28/2022 Revised)**

1. The Revised Draft Minutes of the 150<sup>th</sup> Council meeting held on 27 July 2022 were circulated to Members on 16 November 2022. As there were no further requests for amendments, the Revised Draft Minutes of the meeting were taken as read, confirmed and signed by the Chairman.

### **II. Matter Arising**

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

2. reported paper circulations to Members since the last Council meeting held on 27 July 2022:

- (a) extension of the 50% concessionary offer to Hong Kong SMEs for another 6 months till 31 March 2023 as a special relief measure under the challenging economic environment (P.C. 30/2022), which was approved by Members by circulation on 28 September 2022; and
- (c) a half-yearly report on programme area distribution of fee-charging integrated learning courses commenced in 2022/23 for Members' information (P.C. 31/2022).

### **VII. Programme and Estimates of HKPC for 2023/24 and Three-Year Forecast 2023/24-2025/26 of HKPC Income and Expenditure (P.C. 36/2022)**

27. Invited by the Chairman to introduce the paper, ED said that the Game Plan approved by the Council at its 150<sup>th</sup> meeting held on 27 July 2022 would continue to be pursued in the next 3 years. This was based on the consideration that the 6 strategic directions under the Game Plan were still highly relevant to industry needs and in line with Government policy directions. The 6 strategic directions were “Intelligent Manufacturing”, “Re-industrialisation - Made in Hong Kong” as renamed from “Re-industrialisation”, “Smart and Green Living”, “FutureSkills”, “Digitalisation and Cyber Security” as well as “SME and Start-up Support”.

## Financial Estimates for 2023/24 and Forecast for 2023/24-2025/26

28. then took Members through the financial estimates for 2023/24 and forecast for 2023/24-2025/26.

## Staff Establishment for 2023/24

30. briefed Members on the proposed staff establishment for 2023/24. The manning for the Automotive Platforms and Application Systems R&D Centre (APAS) would remain unchanged at 33.

## 2022/23 Targets for Key Performance Indicators

31. then took Members through the proposed Key Performance Indicator (KPI) targets for 2023/24 (Appendix 14 of paper).

32. After discussion, Members approved:

- (a) HKPC's Three-Year Forecast for 2023/24-2025/26 as endorsed by the Finance Committee at its 76<sup>th</sup> meeting held on 15 November 2022;
- (b) the detailed Programme and Estimates of HKPC for 2023/24 which included the staff establishment for HKPC which was endorsed by the Staffing Committee at its 73<sup>rd</sup> meeting held on 8 November 2022; and
- (c) the proposed targets for KPIs for 2023/24 as endorsed by the BDC at its 79<sup>th</sup> meeting held on 15 November 2022.

35. Separately, Members noted the Three-year Forecast of HKPC's related entities in the Mainland for 2023/24 to 2025/26 (paragraph 43 of paper) and the indicative funding from the Innovation and Technology Fund (ITF) to support the operation of APAS in 2023/24 - 2024/25 (paragraph 47 of paper) which did not form part of HKPC's income and expenditure forecast for the purpose of subvention requirement.

## **VIII. Revision of Audit Committee's Terms of Reference (P.C. 37/2022)**

36. Invited by the Chairman, introduced the proposed revision to reflect the expansion of the Audit Committee's function to oversee the design and implementation of an anti-corruption programme in HKPC.

39. Members approved the revised Terms of Reference of the Audit Committee as set out at the Appendix of the paper.

**IX. Report from the Audit Committee (P.C. 38/2022)**

40. Members noted the report from the Audit Committee on matters considered at its 60<sup>th</sup> meeting held on 8 November 2022.

**X. Report from the Business Development Committee (P.C. 39/2022)**

41. Members noted the report from the Business Development Committee on matters considered at its 79<sup>th</sup> meeting held on 15 November 2022.

**XI. Report from the Finance Committee (P.C. 40/2022)**

42. Members noted the report from the Finance Committee on matters considered at its 76<sup>th</sup> meeting held on 15 November 2022.

**XII. Report from the Staffing Committee (P.C. 41/2022)**

43. Members noted the report from the Staffing Committee on matters considered at its 73<sup>rd</sup> meeting held on 8 November 2022.

**XIII. Any Other Business**

**(A) Compliance Training and Activities**

44. Members noted the update by \_\_\_\_\_ on the recent compliance training and activities of HKPC.

**(B) Strive and Rise Programme**

46. Members noted a presentation by \_\_\_\_\_ that in support of the Strive and Rise Programme by the Government, HKPC was going to arrange activities to help participating students broaden horizons.

(C) 2022 Winter Internship under InnoTalent Programme

48. Members noted a report by on the 2022 Winter Internship which had recruited students from local and international universities to join a 6-week experiential training programme in HKPC between December 2022 and January 2023.

49. and thanked HKPC for its continued efforts in running the programme to widen the talent pipeline and meet the manpower needs of Hong Kong's development.

(D) Biz Expand Easy and BEE ePass

50. Members received a presentation by with a video shown on the BIZ Expands Easy (BEE) funding portal which was set up as a one-stop integrated platform consolidating information of various government funding schemes for ease of access by SMEs. The portal, which also came with a BEE ePass Service to streamline the application process, had attracted more than 35,000 views since launch in September 2022.

(E) Topic Sharing for Council Members

51. said that HKPC had previously arranged sharing sessions for Members on emerging technologies like Industry 4.0 and Metaverse. invited Members to propose topics of interest for HKPC to arrange further sharing sessions to keep Members abreast of the latest developments in relevant areas.

(F) Declaration of Interest

52. The Chairman said that as an annual exercise, Members would be requested in early 2023 to update their Register of Interests. Timely submission from Members would be appreciated.

(G) Attendance Record of Council Members

53. Members noted their attendance record for 2022 as circulated together with the meeting agenda and papers by email on 25 November 2022 and shown at the meeting. The Chairman reminded Members to try their best to attend future meetings.

(H) Meeting Schedule for 2023

54. Members noted the tentative Council meeting schedule for 2023 shown at the meeting, as follows:

<b>Meeting</b>	<b>Date and Time</b>
152 <sup>nd</sup> Council meeting	30 March 2023 (Thursday) 3:00 pm
153 <sup>rd</sup> Council meeting	20 July 2023 (Thursday) 3:00 pm
154 <sup>th</sup> Council meeting	23 November 2023 (Thursday) 3:00 pm

#### **XIV. Date of Next Meeting**

55. Members noted that the next meeting was tentatively scheduled on 30 March 2023 at 3:00 p.m.