

**Revised Minutes of the 76<sup>th</sup> Meeting of the Staffing Committee  
of the Hong Kong Productivity Council  
held at 3:00p.m. on Tuesday, 7 November 2023  
via Microsoft Teams**

**Present** : Chairlady - Ms. Vivien Lau Man-ye  
  
Members - Mr. Mohamed D. Butt, MH  
Mr. Brian Cheng Ho-wai  
Mr. Geoffrey Edward Kao  
Ms. Juan Leung Chung-yan, MH  
Mr. Raymond Liang Lok-man, JP  
(Assistant Commissioner for Labour (Labour Relations), representing Mr. Raymond Ho, JP, Deputy Commissioner for Labour)  
Ms. Jenny Tam Kam-lin  
Mr. Indiana Wong Man-chung  
(Assistant Commissioner for Innovation and Technology (Funding Schemes), representing Mr. Ivan Lee Kwok-bun, JP, Commissioner for Innovation and Technology)

**Absent with Apologies:**

Mr. Ricky Chan Wai-chung  
Mr. Donald Tong Chi-keung, GBS, JP

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

Mr. Jacky Chow Chi-hang     Manager (Innovation and Technology Fund)

**In Attendance from HKPC:**

Dr. Lawrence Cheung	Chief Innovation Officer
Mr. Edmond Lai	Chief Digital Officer
Ms. Vivian Lin	Chief Operating Officer
Ms. Christina Cheung	Chief Financial Officer
Mr. Brian Wong	Chief People & Culture Officer
Ms. Gillian Luk	Head, Council Secretariat
Ms. Alexis Wong	Manager, Council Secretariat

## **Mode of Meeting**

The Chairlady said that the meeting was held via Microsoft Teams application. She thanked Members for joining the meeting.

## **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. 17/2023 Revised)**

1. The Revised Draft Minutes of the 75<sup>th</sup> Staffing Committee meeting held on 11 July 2023 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. HKPC's Programme and Estimates for 2024/25 – Staff Establishment (S.C. 18/2023)**

2. Invited by the Chairlady, briefed Members on the proposed staff establishment for HKPC for 2024/25.

4. Members endorsed the staff establishment of HKPC for 2024/25 for submission to the Council for approval.

### **IV. Staffing Position of HKPC (S.C. 20/2023)**

9. Members noted the staffing position of HKPC and senior staff movement as presented by .

12. Members also noted presentation on (a) HKPC's participation in 2 career fairs in Southeast Asia, including the Malaysia Career and Training Fair on 9-10 September 2023 and the National University of Singapore Post Graduate Career Fair 2023 on 11 October 2023 and (b) the 2023 Winter Internship under the InnoTalent Programme.

**V. Any Other Business**

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

16. Members noted their attendance record for 2023 as circulated together with the meeting agenda and papers by email on 31 October 2023 and shown at the meeting. Members were also reminded by the Chairlady to attend future meetings as far as possible.

**(D) 2024 Meeting Schedule**

17. Members noted the tentative Staffing Committee meeting schedule for 2024 shown at the meeting, as follows:

<b>Meeting</b>	<b>Date and Time</b>
77 <sup>th</sup> SC meeting	12 March 2024 (Tuesday) 3:00pm
78 <sup>th</sup> SC meeting	9 July 2024 (Tuesday) 3:00pm
79 <sup>th</sup> SC meeting	19 November 2024 (Tuesday) 3:00pm

**VI. Date of Next Meeting**

18. Members noted that the next meeting was tentatively scheduled on 12 March 2024 at 3:00p.m.

19. There being no other business, the Chairlady thanked Members for their attendance and the meeting was closed at 3:25p.m.