

**Minutes of the Fifty-seventh (Special) Meeting of
The Equal Opportunities Commission
held on 30 December 2005 (Friday) at 2:30 p.m. in the
Equal Opportunities Commission's Conference Room**

Present

Mr. Raymond TANG Yee-bong

Chairperson

Dr. CHENG Kwok-kit, Edwin

Prof. Randy CHIU

Ms CHOI Wai-kam, Virginia

Mrs. CHONG WONG Chor-sar, M.H., J.P.

Mrs. KOO CHEUNG Man-kok, Christine

Dr. LAW Koon-chui, Agnes

Dr. LO Wing-lok, J.P.

The Hon TAM Heung-man, Mandy

Mr. Saeed Uddin, M.H.

Mr. YIP Kin-man, Raymond

Mr. Michael CHAN Yick-man

Secretary

[Director, Planning &
Administration]

Absent with apology

Ms LAM Kam-yi

Mr. LIU Luk-por, Desmond

Ms WONG Fung-yee, Margaret

In attendance

Mr. Joseph LI Siu-kwai	Director, Operations
Mr. Herman POON Lik-hang	Chief Legal Counsel
Ms Esther Chan Pui-shan	Senior Policy and Research Officer
Ms Loretta TANG Siu-ting	Senior Equal Opportunities Officer (Administration)

I. Introduction

1. The Chairperson (C/EOC) welcomed Members to the meeting.
2. Apologies for absence were received from Ms WONG Fung-ye, Margaret, Ms LAM Kam-yi and Mr. LIU Luk-por, Desmond.

II. Agenda Item

Follow-up actions on recommendations of EOC's Organizational Review, HRM Review and Independent Panel of Inquiry and EOC's Work Priorities

(EOC Paper No. 18A/2005, Agenda item no. 1)

3. This special meeting was a continuation of the discussion on the same agenda at EOC's 55th (Special) Meeting held on 1 December 2005.
4. The follow-up actions taken / proposed on recommendations related to "Governance, Culture and Office Management and Internal Operation" (i.e. recommendations nos. 16 – 43 in EOC Paper No. 18A/2005) were considered at this meeting. By the end of this

meeting, the discussion concerning Office Management and Internal Operation had not been completed and other recommendations not yet considered would be discussed at another special meeting to be arranged. Major discussions and decisions taken at the meeting concerning the recommendations are as follows:-

5. To broaden EOC's network, Members agreed to give consideration to increase the number of Co-opted Members in EOC's Public Education & Research Committee (PERC) and the Community Participation and Publicity Committee (CPPC). The matter would be followed-up at PERC and CPPC.

6. To strengthen EOC's governance, Members agreed to examine and where appropriate, make reference to the guidelines in "Corporate Governance for Public Bodies – A Basic Framework" published by the Hong Kong Institute of Certified Public Accountants. This would be followed-up by the working group which had been set up to look into Government's proposal on separating the posts of the Chairperson and the Chief Executive Officer.

7. To improve transparency, Members agreed that, subject to the protection of personal and confidential data, confirmed minutes of EOC meetings would henceforth be placed on EOC's Internet for access by the public. The minutes should be concise and major views and decisions to be included. Members also discussed the viability of preparing a short summary to provide quick information to the public and staff. As a trial exercise, it was agreed that preceding the issue of confirmed minutes, consideration should also be given to provide brief summary of discussions at the meeting, after confirmation received

from Members, on EOC's website, as soon as possible. **The meeting also agreed that a press conference after each regular EOC Meeting would be conducted from 2006 onwards, to enhance the communication with the media.**

8. Members referred to the formal procedures adopted at the 51st EOC's meeting held on 2 June 2005 concerning Members' collective responsibility. It was stipulated that "Once a decision has been made in accordance with proper rules and procedures, EOC Members are expected to support it and protect the corporate identity". It was reaffirmed at the meeting that Members should refrain from making personal views on the EOC decision and Members must exercise self-discipline in this regard.

9. It was understood that the Home Affairs Bureau (HAB) would be providing a proposal to the LegCo's Home Affairs Panel (HA Panel) at its meeting on 13 January 2006 on strengthening the governance of the EOC by proposing to separate the posts of the EOC Chairperson and the Chief Executive Officer. As this matter had important implication for the EOC, Members agreed that a special meeting be held on 6 January 2006 to consider this subject with a view to providing EOC's initial views to the Home Affairs Panel. It was expected that by then HAB's written proposal would have been received by the EOC.

(Post meeting note: HAB's papers to the HA Panel was provided to Members on 31 December 2005.)

10. Referring to EOC's formal procedures which required Members

not to disclose any confidential EOC matters, Members agreed to give consideration on whether Members should also sign a “Confidentiality Undertaking”. This would be an agenda item in the next regular EOC Meeting.

11. It was agreed that a strategic corporate plan for a three to five year term be developed as soon as possible to provide a framework for respective functional divisions / units to develop their annual work plan.

12. On the recommendation of providing more support for staff in relation to training and development, it was agreed that EOC should explore whether the “Continuing Education Fund” provided by the Education and Manpower Bureau (EMB) could be of use to assist EOC staff. Additionally, training and development needs of staff should be regularly assessed and individual training and development plans drawn up as appropriate to address the needs.

13. In response to the recommendation on strengthening of leadership, Members noted the establishment and the structure of the “Monday Group” within the EOC office. It was agreed that “leadership” training for staff should be explored to further address this recommendation.

14. On the recommendation concerning EOC’s future promotion and public education strategy, Members agreed to give consideration to allocating a bigger budget for community organizations to carry out projects which promote public understanding of equal opportunities. It would also be a priority of the EOC to dedicate resources and

organize programmes, including school programmes for ethnic groups which had limited understanding of the functions of the EOC and the legislation.

15. It was also agreed that partnership and the matching fund approach should be adopted as often as appropriate on EOC's promotional and educational initiatives to optimize the use of resources for the benefit of more people. CPPC and PERC would follow-up on recommendations in paragraphs 14 and 15.

16. The meeting suggested that a timeline, performance indicators and specific actions taken / proposal should be included in future updates of the three review reports whenever practicable.

17. There being no other business, the meeting was adjourned at 6:00 p.m.

18. The next (Special) meeting had been scheduled for 6 January 2006.

Equal Opportunities Commission
(Minutes confirmed by the EOC at its meeting in March 2006)