

# 管理 Management

## 行政 Administration

### 法援局会议出席记录

法援局在2024-2025年度召开了四次会  
议。各成员出席情况列表如下：

### Attendance at Council Meetings

In 2024-2025, the Council convened four meetings. The  
attendance of members is set out in the table below –

法援局成员 Council Members	出席会议次数 No. of Meetings Attended
梁永祥教授 GBS, JP Prof. William LEUNG GBS, JP	4
陈建强医生 SBS, JP * Dr Eugene CHAN SBS, JP *	2
胡士远大律师 * Mr Sebastian HUGHES *	2
艾家敦大律师 Mr Robin EGERTON	3
傅嘉绵律师 Mr Tom FU	3
刘诗韵女士 MH, JP Ms Serena LAU MH, JP	4
李佩珊女士 Ms Rosita LEE	4
邵燕宁博士 * Dr Elaine SHIU *	1
岑君毅律师 JP Mr Ronald SUM, JP	3
法律援助署署长 Director of Legal Aid	4

\*有关成员于2024年9月1日加入法援局。于2024年9月1日至2025年3月31日期间，本局召开了两次会议。

\* These Members joined the Council on 1 September 2024. Two meetings were convened during the period from 1 September 2024 to 31 March 2025.



## 采纳促进种族平等行政指引

政府于2019年修订其推行的促进种族平等行政指引，并期望所有政府政策局、部门和相关机构采纳。这些指引为公共机构提供指导，以期使所有香港市民，不论种族背景，皆有平等机会获得公共服务。为配合政府的政策，本局向市民提供服务时已采取了具体措施，将「提供大律师证明书计划」的申请表格及相关通告翻译为中英以外的十种语言，方便不同语言背景的人士使用。于2024-2025年度，本局继续按要求提供有关计划的传译和笔译服务，为不同种族人士提供支援。

## Adoption of Administrative Guidelines on Promotion of Racial Equality

The Administrative Guidelines on Promotion of Racial Equality implemented by the Government were revised in 2019 and aimed to be applied to all Government Bureaux and Departments as well as related organisations. These Guidelines provide guidance to public authorities so that people of Hong Kong, regardless of their racial background, enjoy equal access to public services. In support of the Government's policy, the Council has taken practical actions in the delivery of services to members of the public and translated the relevant notice as well as the application form of the Scheme of Provision of Certificate by Counsel into ten languages other than Chinese and English for people of linguistically diverse groups. In 2024-2025, the Council continued to provide interpretation and translation services on the Scheme upon request and render support for people of different races.

## 行政 Administration

### 职业健康与安全

本局一直为员工提供一个安全且卫生的工作环境。于2024年，本局再度聘用一间获认可的室内空气质素检定证书签发机构，评估办公室的室内空气质素，并获得由环境保护署所推行的办公室及公众场所室内空气质素检定计划下发出的「卓越级」室内空气质素检定证书。此外，本局亦定期为办公室安排地毯、窗帘和风机盘管组件的清洗服务，以缔造无菌及安全的工作环境，让全体员工发挥最佳的工作表现。

### Occupational Safety and Health

The Council has maintained a safe and hygienic working environment for the employees. In 2024, the Council engaged an accredited Indoor Air Quality Certificate Issuing Body again to assess the indoor air quality of the office and was awarded with “Excellent Class” under the Indoor Air Quality Certification Scheme implemented by the Environmental Protection Department. Moreover, regular cleansing services were also arranged for the carpet, curtains and fan coil units in the Council office so that a germ-free and well-protected working atmosphere was developed for all staff to perform at their best.





## 职员编制

截至2025年3月底，秘书处共有五名职员，包括四名由政府借调的公务员和一名由本局聘请的合约员工。

## Staffing

As at the end of March 2025, the Secretariat had five staff members comprising four civil service staff seconded from the Government and one staff employed by the Council on contract basis.

## 财务事宜

本局为公帑资助的法定机构，于2024-2025年度，本局从政府收取的补助为6,830,000元，全年总支出为6,639,000元。馀额将结转至下一财政年度。

## Finance Matters

The Council is a Government-funded statutory body. Subventions received from the Government for 2024-2025 amounted to \$6.83 million. Total expenditure of the year was \$6.639 million. The remainder will be carried forward to the next financial year.