

管理 Management

行政 Administration

法援局會議出席記錄

法援局在2024-2025年度召開了四次會議。
各成員出席情況列表如下：

Attendance at Council Meetings

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

法援局成員 Council Members	出席會議次數 No. of Meetings Attended
梁永祥教授 GBS, JP Prof. William LEUNG GBS, JP	4
陳建強醫生 SBS, JP * Dr Eugene CHAN SBS, JP *	2
胡士遠大律師 * Mr Sebastian HUGHES *	2
艾家敦大律師 Mr Robin EGERTON	3
傅嘉綿律師 Mr Tom FU	3
劉詩韻女士 MH, JP Ms Serena LAU MH, JP	4
李佩珊女士 Ms Rosita LEE	4
邵燕寧博士 * Dr Elaine SHIU *	1
岑君毅律師 JP Mr Ronald SUM, JP	3
法律援助署署長 Director of Legal Aid	4

*有關成員於2024年9月1日加入法援局。於2024年9月1日至2025年3月31日期間，本局召開了兩次會議。

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



採納促進種族平等行政指引

政府於2019年修訂其推行的促進種族平等行政指引，並期望所有政府政策局、部門和相關機構採納。這些指引為公共機構提供指導，以期使所有香港市民，不論種族背景，皆有平等機會獲得公共服務。為配合政府的政策，本局向市民提供服務時已採取了具體措施，將「提供大律師證明書計劃」的申請表格及相關通告翻譯為中英以外的十種語言，方便不同語言背景的人士使用。於2024-2025年度，本局繼續按要求提供有關計劃的傳譯和筆譯服務，為不同種族人士提供支援。

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

職業健康與安全

本局一直為員工提供一個安全且衛生的工作環境。於2024年，本局再度聘用一間獲認可的室內空氣質素檢定證書簽發機構，評估辦公室的室內空氣質素，並獲得由環境保護署所推行的辦公室及公眾場所室內空氣質素檢定計劃下發出的「卓越級」室內空氣質素檢定證書。此外，本局亦定期為辦公室安排地氈、窗簾和風機盤管組件的清洗服務，以締造無菌及安全的工作環境，讓全體員工發揮最佳的工作表現。

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.





職員編制

截至2025年3月底，秘書處共有五名職員，包括四名由政府借調的公務員和一名由本局聘請的合約員工。

財務事宜

本局為公帑資助的法定機構，於2024-2025年度，本局從政府收取的補助為6,830,000元，全年總支出為6,639,000元。餘額將結轉至下一財政年度。

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.

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.