

機構事務

Corporate Affairs

系統發展及 資訊科技提升計劃

運用數碼科技提升運作效能是本局重點策略之一，得到香港賽馬會慈善信託基金的資助，一套更全面的義工網絡系統「行義香港」已分階段推出。此外，本局亦獲社會福利發展基金撥款，成功提升機構財務管理系統及西園長者中心會員系統。

為配合服務發展及運作系統的需求，本局制訂的「工作效率及網絡安全提升計劃」也順利完成。年內，除了增置視訊會議系統及遠端辦公設施，以應對疫情帶來的挑戰，全新設計的機構網頁亦已推出。

2020會員大會

本局2020周年會員大會順利於11月3日舉行，報告機構過去一年的工作成果及財務狀況，並選出2020-2021年度新一屆董事會。

System Development and IT Upgrading Project

The application of digital technology to enhance operational efficiency has been our strategic focus. Funded by The Hong Kong Jockey Club Charities Trust, a comprehensive volunteer engagement system – ‘Volunteer Hongkong’ was launched in phases. In addition, with the support from the Social Welfare Development Fund, we have upgraded the financial management system and enhanced the membership management system of the Western Garden Neighbourhood Elderly Centre.

To meet the service development and operation needs, the Work Efficiency and Network Security Upgrading Project was completed in the year. Amidst the pandemic, video conferencing system and remote working arrangement were adopted. The Agency’s web site was also revamped in the year.

Annual General Meeting 2020

The Annual General Meeting 2020 was held on 3 November to report on the Agency’s work achievements and financial status of the past year and to elect the Board of Directors for 2020-2021.

2020-2021董事會
Board of Directors for 2020-2021



職員傑出表現獎

為嘉許及鼓勵職員的工作表現，本局設立傑出表現獎，年度獲獎的職員有13名。

Outstanding Staff Award

To recognize and encourage excellent performance, the Outstanding Staff Awards were presented to 13 staff members.

職員傑出表現獎 Outstanding Staff Award

| | | | |
|-------|----------------------------|-------|----------------------------|
| 陳志梅女士 | Ms Chan Chi Mui, Natalie | 梁紫珊女士 | Ms Leung Chi Shan, Jessie |
| 陳嘉樂先生 | Mr Chan Ka Lok | 勞加宜女士 | Ms Lo Ka Yi, Christy |
| 陳德宜女士 | Ms Chan Tak Yi, Tracy | 蕭素芳女士 | Ms Siu So Fong, Joanne |
| 張明翠女士 | Ms Cheung Ming Chui, Candy | 黃靜文女士 | Ms Wong Ching Man, Shirley |
| 馮順雄先生 | Mr Fung Shun Hung, Francis | 黃美施女士 | Ms Wong Mei See, Margaret |
| 劉定忠先生 | Mr Lau Ting Chung, Tevas | 黃佩珍女士 | Ms Wong Pui Chun, Joey |
| 李碧如女士 | Ms Lee Pik Yu, Carmen | | |



本局主席沈之弘醫生頒發職員傑出表現獎
AVS Chairman Dr Shum Chi Wang presented the Outstanding Staff Awards



長期服務獎

為嘉許長期服務的董事、委員、職員和義務職員，本局頒發長期服務獎。年內達指定服務年期的4名董事和委員、2名職員和17名義務職員獲嘉許。

Long Service Award

Long-serving members and staff whose length of service reached the designated number of years would be presented the Long Service Award. In the year, 4 Board and Committee members, 2 staff members and 17 volunteer staff members were recognized.

| 長期服務獎 — 董事 | Long Service Award — Board Members |
|----------------------|--|
| 曾佩娟女士 (20年) | Ms Tsang Pui Kuen, Camilla (20 years) |
| 范佐浩先生, SBS, JP (10年) | Mr Fan Chor Ho, Paul, SBS, JP (10 years) |

| 長期服務獎 — 委員 | Long Service Award — Committee Members |
|-------------|--|
| 簡銘進先生 (15年) | Mr Swadiq Khan (15 years) |
| 葉松秀先生 (5年) | Mr Larry Yip (5 years) |

| 長期服務獎 — 職員 | Long Service Award — Staff |
|-------------|--------------------------------------|
| 陳潔玲女士 (30年) | Ms Chan Kit Ling, Abigail (30 years) |
| 李佩琪女士 (30年) | Ms Lee Pui Ki, Likie (30 years) |

| 長期服務獎 — 義務職員 | Long Service Award — Volunteer Staff |
|--------------|--------------------------------------|
| 袁惠芳女士 (25年) | Ms Yuen Wai Fong (25 years) |
| 李岳恩先生 (20年) | Mr Lee Ngok Yan, David (20 years) |
| 陳秀雲女士 (15年) | Ms Chan Sau Wan, Wendy (15 years) |
| 陳慧華女士 (15年) | Ms Chan Wai Wah, Viva (15 years) |
| 葉慧心女士 (15年) | Ms Ip Wai Sum, Fion (15 years) |
| 馬立銘先生 (15年) | Mr Ma Lap Ming, Alan (15 years) |
| 黃麗卿女士 (15年) | Ms Wong Lai Hing, Tracy (15 years) |
| 黃立成先生 (15年) | Mr Wong Lap Shing, Daniel (15 years) |
| 張日初先生 (10年) | Mr Cheung Yat Chor (10 years) |
| 馮漢威先生 (10年) | Mr Fung Hon Wai (10 years) |
| 蘇志慧女士 (10年) | Ms So Chi Wei, Angela (10 years) |
| 蔡靖女士 (10年) | Ms Tsoi Ching (10 years) |
| 陳柱光先生 (5年) | Mr Chan Chu Kwong, Mike (5 years) |
| 李蕙心女士 (5年) | Ms Lee Wai Sum, Alice (5 years) |
| 吳榮基先生 (5年) | Mr Ng Wing Kei (5 years) |
| 戴瀟蕊女士 (5年) | Ms Tai Ho Sum, Shelly (5 years) |
| 謝寶齡女士 (5年) | Ms Tse Po Ling, Pauline (5 years) |



本局主席沈之弘醫生(中)頒發長期服務獎予董事和委員：
(由右至左) 范佐浩先生、曾佩娟女士、葉松秀先生和簡銘進先生
Dr Shum Chi Wang, AVS Chairman (middle) presented the Long Service Awards to Board and Committee members: (from right to left) Mr Paul Fan, Ms Camilla Tsang, Mr Larry Yip and Mr Swadiq Khan



本局主席沈之弘醫生(中)頒發職員長期服務獎予李佩琪女士(右)和陳潔玲女士(左)
Dr Shum Chi Wang, AVS Chairman (middle) presented the Long Service Staff Awards to Ms Likie Lee (right) and Ms Abigail Chan (left)



本局副主席曾佩娟女士(中)頒發長期服務獎予義務職員：
(由右至左) 陳秀雲女士、袁惠芳女士、李岳恩先生和馬立銘先生
Ms Camilla Tsang, AVS Vice-Chairman (middle) presented the Long Service Awards to volunteer staff: (from right to left) Ms Wendy Chan, Ms Yuen Wai Fong, Mr David Lee and Mr Alan Ma



本局副主席彭韻偉律師(後排中)頒發長期服務獎予義務職員：
(前排右至左) 蔡靖女士、張日初先生和謝寶齡女士
(後排右至左) 吳榮基先生、戴瀉蕊女士、李蕙心女士和陳柱光先生
Ms Melissa Pang, AVS Vice-Chairman (middle of back row) presented the Long Service Awards to volunteer staff: (from right to left of front row) Ms Tsoi Ching, Mr Cheung Yat Chor and Ms Pauline Tse (from right to left of back row) Mr Ng Wing Kei, Ms Shelly Tai, Ms Alice Lee and Mr Mike Chan

義務職員嘉許及管理

義務職員是本局寶貴的資產！為感謝義務職員的支持，並提升團隊精神及對本局的歸屬感，本局對義務職員提供嘉許、培訓、福利及所需支援（義務職員名單列於第69頁）。為進一步完善義務職員管理系統，本局於年內檢討義務職員服務細則，並全面編訂《義務職員手冊》。

職員福利、培訓及活動

本局鼓勵職員和義務職員持續專業發展，除了推薦他/她們參加相關的課程和研討會，更提供資助，讓其充實自己，不斷增值。此外，為增長工作知識及提升溝通能力，年內邀請專家講者為職員和義務職員提供培訓，包括邀請本局副主席彭韻僊律師，BBS, MH, JP 主講「知識產權知多些」、個人資料私隱專員公署人員主講「《個人資料(私隱)條例》工作坊」、科技公司 Liv Tech 和 NEC 的人員主持「美好社區『義創作』工作坊」，以及黃潔盈博士主講「萬用職場溝通術」。

聯誼活動方面，本局年內資助職員會舉行線上聖誕聯歡會，促進團隊精神和加強對機構歸屬感。

Recognition and Management of Volunteer Staff

Volunteer Staff is our valuable asset! To express our appreciation for their service and to build stronger team spirit and sense of belonging, recognition, training, welfare and support were provided to them (The volunteer staff list is on page 69). To more effectively manage volunteer staff, we have also reviewed their service guidelines and compiled the Volunteer Staff Handbook in the year.

Staff Welfare, Development and Activities

AVS encourages continuous professional development by providing financial support to staff and volunteer staff to undergo job-related training programmes and seminars. To enhance staff members' professional knowledge and communication skills, during the year, workshops on 'Intellectual Property and Copyright Ordinance' by Ms Melissa Pang, BBS, MH, JP, AVS Vice-Chairman, 'Personal Data (Privacy) Ordinance' by the Office of the Privacy Commissioner for Personal Data and 'Innovations for Community Betterment' by speakers from Liv Tech Co Ltd and NEC Hong Kong Ltd, and communication skills by Dr Carol Wong were organized.

The AVS Staff Club, subsidized by the Agency, organized the online Christmas Fun Party to promote the team spirit of staff and to reinforce their sense of belonging to the Agency.



本局董事羅汝衡博士(左一)和總幹事鍾媛梵女士(中)致送紀念品予科技公司Liv Tech和NEC的代表
Dr Anne Loh, AVS Board member (1st from left) and Ms Flora Chung, Chief Executive Officer (middle)
presented souvenirs to speakers from Liv Tech Co Ltd and NEC Hong Kong Ltd

職員和義務職員培訓及發展項目

Staff and Volunteer Staff Training and Development

| 培訓類別 Types of Training | 課程數目 No. of Courses | 參加者數目 No. of Participants | 培訓時數 No. of Training Hours |
|---|------------------------|------------------------------|-------------------------------|
| 義務工作理念和管理 Volunteer Service Management | 8 | 100 | 320 |
| 企業管治 Corporate Governance | 4 | 6 | 8 |
| 財務及優質管理 Financial & Quality Management | 16 | 101 | 226 |
| 領導才能 / 溝通和團隊合作 Leadership / Communication & Team Building | 4 | 127 | 345 |
| 資訊科技 Information Technology | 15 | 85 | 157 |
| 工作知識和技巧 Job Knowledge & Skills | 27 | 133 | 396 |
| 本地研討 / 分享會 Local Seminar / Sharing | 8 | 33 | 67 |
| 合計 Total | 82 | 585 | 1,519 |

2020 全體職員會議

本局每年舉行全體職員會議，讓各級職員和義務職員了解機構的發展目標及工作計劃，並加強內部溝通。在疫情下，2020全體職員會議於5月23日以線上形式舉行，各單位同事積極參與。

All Staff Meeting 2020

All Staff Meeting is held annually to strengthen internal communication and to familiarize staff and volunteer staff members with the Agency's goals and work plans. Amidst the pandemic, the All Staff Meeting 2020 was held on 23 May via Zoom. Staff and volunteer staff from different units participated actively.