

# PORT WELFARE COMMITTEE

**Minutes of the Port Welfare Committee Meeting  
held on 7 September 2018 at 2:30 p.m.  
in Conference Room A, 24<sup>th</sup> Floor,  
Harbour Building, 38 Pier Road, Central, Hong Kong**

## **Present**

Mr Gilbert FENG	Chairman	Hong Kong Shipowners Association
Mr Alok ROY	Member	Hong Kong General Chamber of Commerce
Mr CHAN Wai-leung	Member	Merchant Navy Officers' Guild - Hong Kong
Ms Emma CHIU	Member	Hong Kong Seamen's Union
Ms Cecilia CHAN	Member	Labour Department (ex-officio)
Dr LAU Ming-ho <i>(on behalf of Dr Raymond HO)</i>	Member	Department of Health (ex-officio)
Mr CHAN Ming-yau	Member	Marine Department (ex-officio)
Ms Fausta NG	Secretary	Marine Department (ex-officio)

## **In attendance**

Ms Shirley CHOW Marine Department

## **Absent with apologies**

Mr Fared Ahamad KHAN Member Hong Kong General Chamber of Commerce

## **OPENING REMARKS**

The Chairman welcomed all to the meeting and introduced the following persons –

- (a) Mr CHAN Wai-leung who had replaced Mr Michael MARQUES as representative of the Merchant Navy Officers' Guild – Hong Kong;
- (b) Mr Alok ROY who attended the meeting for the first time as representative of the Hong Kong General Chamber of Commerce;
- (c) Ms Cecilia CHAN who had replaced Ms Grace CHAN as representative of the Labour Department; and
- (d) Dr LAU Ming-ho who attended the meeting on behalf of Dr Raymond HO as representative of the Department of Health.

## **AGENDA ITEMS**

### **I. Minutes of the Last Meeting held on 28 March 2018 (Appendix A)**

2. The Secretary informed Members that the minutes of the last meeting were circulated to Members for comments in April 2018 and one minor amendment was received. The minutes were confirmed and signed by the Chairman.

### **II. Declaration of Interests**

3. The Secretary briefed new Members and reminded others that since 2002, the Committee had adopted a one-tier system for declaration of interests whereby the Chairman/a Member was required to disclose his/her interest at the meeting when he/she considered that there was a potential conflict of interest in a matter placed before the Committee. All cases of declaration of interests should be recorded in the minutes of the meeting. The meeting noted the one-tier declaration of interests system and the Chairman and Members had no interest to declare for the meeting.

### III. Discussion Items

(a) *Accounts for the Year Ended 31 March 2018 (Appendix B)*

4. The meeting noted the following financial position of the Committee for the year ended 31 March 2018 as set out on page 2 of the financial statement which had been circulated to Members before the meeting –

	\$
Income	170,800
Expenditure	176,300
Deficit	(5,500)
Surplus at the beginning of the year (i.e. 1 April 2017)	37,384
Surplus at the end of the year (i.e. 31 March 2018)	31,884

5. The meeting noted that the Marine Department's Internal Auditor had served as the Honorary Auditor for the Committee. Members endorsed the Committee's account unanimously.

(b) *Potential Donors for 2018-19 (Appendices C & D)*

6. The Secretary said that a list of recommended donors (donors who had made donations to the Committee in 2017-18) and a list of potential donors for 2018-19 had been circulated to Members together with the agenda of the meeting.

7. The Chairman remarked that the lists should be kept up-to-date as they were the primary sources of donations. The Secretary invited Members' assistance to review the lists of recommended and potential donors to include additional entries and remove the obsolete ones to maintain the lists up-to-date as far as practicable. Members were invited to let the Secretary have the proposed additions and/or deletions to the lists within two weeks after the meeting, i.e. by 21 September 2018. The appeal letters would be issued to the potential donors in the name of the Chairman on behalf of the Committee in November/December 2018.

(c) *Draft Annual Report for 2017-18 (Appendix E)*

8. The Secretary reported that a copy of the draft Annual Report for 2017-18 had been sent to Members before the meeting. The Report gave a

detailed account of the work and achievements of the two voluntary agencies, namely the Sailors' Home and Missions to Seamen and the Danish Seamen's Church, Hong Kong, with a view to impressing upon the potential donors on the need to support this very worthy cause in providing social and recreational welfare for seafarers visiting Hong Kong and those temporarily residing in Hong Kong. The Annual Report would be enclosed in the letters to be sent to the potential donors to appeal for their donations which would mainly be used for supporting the two voluntary agencies

9. The Chairman invited Members to let the Secretary have their inputs/comments on the draft Annual Report by 21 September 2018.

**IV. Any Other Business**

10. Members had no other issues to raise at the meeting.

**V. Date of Next Meeting**

11. The Chairman said that the next meeting would be held in six months' time, i.e. around March 2019. Members would be informed of the details in due course.

12. There being no other business, the meeting ended at 3:05 p.m.

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(Mr Gilbert FENG)

Chairman

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(Ms Fausta NG)

Secretary

Port Welfare Committee

March 2019