

**Minutes of the 28th Meeting of
the Committee on Integrated Family Service Centres**

Date : 28 May 2018 (Monday)
Time : 2:30 p.m.
Venue : Room 919, 9/F, Revenue Tower, Wan Chai, Hong Kong

Present

Social Welfare Department (SWD)

Ms SIU Kin-heung, Mabel	Chief Social Work Officer (Family and Child Welfare)1	(Chairperson)
Miss HAU Suk-kwan	Assistant District Social Welfare Officer (Central Western, Southern and Islands)1	
Ms LAI Kwok-man, Karmen	Officer-in-charge/Chai Wan (East) Integrated Family Service Centre [Representing Ms POON Hau-yuk , Assistant District Social Welfare Officer (Eastern and Wan Chai)1]	
Ms TUNG Wai-ni, Winnie	Officer-in-charge/Ngau Tau Kok Integrated Family Service Centre [Representing Ms FUNG Man-yu, May, Assistant District Social Welfare Officer (Kwun Tong)2]	
Mr KWONG Chong-ki	Assistant District Social Welfare Officer (Wong Tai Sin and Sai Kung)1	
Ms CHAN Chun-mei	Assistant District Social Welfare Officer (Wong Tai Sin and Sai Kung)2	
Ms CHUNG Si-weng, Renee	Assistant District Social Welfare Officer (Kowloon City and Yau Tsim Mong)1	
Mr LAI Huen-lam, Stephen	Assistant District Social Welfare Officer (Sham Shui Po)1	
Mr CHAN Ping-ching, Roy	Assistant District Social Welfare Officer (Shatin)1	
Mr TAM Kam-chi	Assistant District Social Welfare Officer (Tai Po and North)2	
Miss AU YEUNG Yee-kit	Social Work Officer /Integrated Family Service Centre (Yuen Long)2 [Representing Mr LAM Chi-ming, James, Assistant District Social Welfare Officer (Yuen Long)1]	

Ms YU Yuen-han, Jenny	Assistant District Social Welfare Officer (Tsuen Wan and Kwai Tsing)1	
Mrs NG NG Lai-chun, Quinnie	Assistant District Social Welfare Officer (Tuen Mun)2	
Ms CHAN Mei-yi	Senior Social Work Officer (Family)2	
Ms LAM Hiu-ying, Clara	Social Work Officer (Family)1	(Secretary)

Non-governmental organisations (NGOs)

Mr MUI Wai-keung, Moses	Chief Officer (Family and Community) Hong Kong Council of Social Service	
Ms Eliza LAM	Head of Family Service Caritas – Hong Kong	
Ms Judy Chan	Head of Service Hong Kong Family Welfare Society	
Mrs LEUNG LI Chi-mei, Cross	General Manager (Family and Community Core Business) Hong Kong Christian Service	
Mr CHAM Kwok-wing, Kerin	Director of Program International Social Service Hong Kong Branch	
Mr NG Ka-kui, Charles	Programme Director (Family and Community) Christian Family Service Centre	
Mrs Angela CHIU	Executive Director The Hong Kong Catholic Marriage Advisory Council	
Ms TSUI Shuk-yin, Terry	Social Work Supervisor Hong Kong Children and Youth Services	
Ms Wendy WONG	Senior Manager St James' Settlement	
Ms WONG Chor-ling, Bell	Supervisor Long Love Integrated Family Service Centre Tung Wah Group of Hospitals [Representing Dr Wong Fung-ye, Margaret, Assistant Community Services Secretary (Youth and Family)]	
Ms LUI Yu-heung, Terri	Division Head (Family Service Division) Yang Memorial Methodist Social Service	

Ms KEUNG Choi-yin Service Director,
Hong Kong Sheng Kung Hui Welfare Council Limited

Ms YAM Pui-wah, Zerlina Islands and Tung Chung District Supervisor
The Neighbourhood Advice-Action Council

In attendance

Ms KWAN Po-shan, Avis Social Work Officer (Family)3 / SWD

Miss LAU Leung-yuk, Grace Assistant Social Work Officer (Family)1 / SWD

Welcoming remarks

The Chairperson welcomed Mr KWONG Chong-ki of SWD who replaced Ms LAM Bun-ngee to serve as a Member of the Committee. She also welcomed colleagues who attended the meeting on behalf of Members, including Ms WONG Chor-ling, Bell of the Tung Wah Group of Hospitals, Ms TUNG Wai-ni, Winnie, Ms LAI Kwok-man, Karmen and Miss AU YEUNG Yee-kit of SWD.

Confirmation of minutes of last meeting

2. Minutes of the 27th meeting were confirmed without amendment.

[Post-meeting notes: The confirmed minutes of the 27th meeting were sent to Members on 29.5.2018 and uploaded onto SWD Homepage accordingly.]

Matters arising

*Sharing on the Development of Parenting Capacity Assessment Framework (PCAF)
(para.3, p.3)*

3. Upon the roll out of PCAF Social Worker version for children of 0-12 month in July 2017, Ms Clara LAM shared that further training seminar and workshop was conducted in May 2018 with over 150 participants. To facilitate the related social workers to make reference to the training content, sound recording of and the powerpoint files prepared by the speakers at the training seminar would be uploaded to the e-learning platform. Taking the opportunity, Members were invited to encourage IFSC/ISC staff to use PCAF in conducting assessment on parents/carers with 0-12 month old children. Ms LAM furthered that the Task Group on PCAF was currently working on the Social Worker version for children of 13-36 month. Members would be informed about the progress when available.

4. Ms LAM recapped that the draft Guiding Note on Using the Parenting Capacity Observation Record Form (Record Form) for family aides (FAs) and their social work supervisors had been sent to Members for comment after the last meeting. Comment from

Department of Health (DH) was also sought. Having incorporated their views, the draft was revised and would be sent to Members for comment. She highlighted the gist of the revisions to Members and stressed that FAs should be guided to use the Record Form under supervision of their supervising social workers in consultation with the caseworkers and assessment should be conducted by social workers.

[Post-meeting note: The draft Guiding Note together with the FA Record Form was sent to Members for comment on 29.5.2018. For NGO IFSCs/ISCs, details in setting up new account for log-in to e-Learning Centre of Staff Development and Training Section of the Social Welfare Department was provided to Members vide the same email.]

Training courses (para. 4, p.4)

5. Ms Avis KWAN briefed Members the training courses including those in relation to PCAF and divorce proceeding conducted from 1.3.2018 to 31.5.2018 and to be conducted from 1.6.2018 to 30.9.2018. The information was sent to Members before the meeting. She encouraged Members to nominate suitable colleagues to attend the training courses.

Sharing of the new initiatives in the Chief Executive's 2017 Policy Address (para. 7, p.4)

6. Ms CHAN Mei-yi recapped that as announced in the 2017 Policy Address, SWD would enhance the co-parenting support for separated/divorced parents and their children. Among others, SWD planned to set up five co-parenting support centres to be operated by NGOs to render services to separated/divorced parents and their children, including co-parenting counselling, parenting co-ordination service, structured parenting groups or programmes, child-focused counselling/groups or programmes, as well as children contact service. With a view to introducing the concept of co-parenting and parental responsibility at an early stage, IFSCs operated by SWD would be allocated additional supervisory manpower resources for enhancing parents' capability to cope with separation/divorce and strengthening family functioning, through district-based co-ordination. They would also arrange related training/sharing for professionals in the districts.

7. Mr Moses MUI welcomed the initiatives and considered that apart from enhancing the district-based co-ordination, SWD should centrally co-ordinate and consolidate the strategies of various districts so as to more effectively introduce the concept of co-parenting and parental responsibility. He also concerned about the division of work among the related service units. Ms CHAN shared that there would be platforms for IFSCs/ISCs and co-parenting support centres to share and discuss the concerned matters including the strategies in promoting the concept and collaboration issues. As the services concerned were currently in the planning stage, details would be finalised and share with Members when available.

Referral Mechanism for Handling Referrals between HD and SWD/NGOs (para. 8-10, p.5-6)

8. Ms CHAN recapitulated that to follow up the recommendation of the Ombudsman's investigation report on an alternative housing assistance case, and along the discussion on the proposed enhancement measures shared at the previous meetings of Working Group on Review on the Operation of Integrated Family Service Centre Services

(WG) as well as the IFSC Committee, the Annex 20(a) and extract of Chapter VI (Alternative Housing Assistance) of the “Guidelines and Procedures for Processing Applications for Compassionate Rehousing and Other Housing Assistance” (Guidelines) were revised by incorporating the comments from Members. The revised Annex 20(a) and Chapter VI were disseminated as Annexes to the Summary of Discussion of the 14th meeting of Liaison Group on Issues relating to Housing Assistance Cases (LG) to District Social Welfare Officers, service coordinators/supervisors of concerned NGOs and contact persons of Hospital Authority on 9.4.2018.

9. Ms KWAN supplemented that the proposed enhancement measures were discussed at the 14th LG meeting held on 28.2.2018. Housing Department (HD) confirmed that when making referrals to SWD/NGOs, the tenants/applicants should be well-informed of the specific purpose (not just under the big umbrella of housing assistance) and the date on which tenants/applicants requested or gave their consent to the specific referral should be stated. As for referrals of the same case with request from the tenant/applicant on social assistance not relating to the original request of housing assistance, HD reconfirmed that consent should be obtained by using the “Consent Form for Counselling” as agreed in the 7th and 8th LG meetings held on 8.7.2014 and 22.1.2015 respectively.

Family Support Programme (FSP) (para. 28, p.8) and the related recommendation of the final report of the Committee on Prevention of Student Suicides

10. Ms CHAN recapitulated that SWD was suggested to widely publicise outreach services provided in FSP for families with members at risk, with mental illness and those with social isolation so that they could receive timely support according to the recommendations stated in the final report of the Committee on Prevention of Student Suicides (CPSS Report) issued in November 2016. The Task Force on Prevention of Youth Suicides was formed to look at the issue of youth suicide, to take stock of the recommendations of CPSS Report and to consider if further policy measures and actions should be taken to strengthen the efforts to prevent youth suicide. In this regard, IFSCs/ISCs were encouraged to continue to implement FSP to outreach and early identify the individuals and families in need to receive appropriate services.

11. Ms CHAN shared that a workshop for providing training to social workers to equip family support persons to provide support to vulnerable / hidden families would be arranged in late 2018 to promote and share good practice. She thanked colleagues of Lam Tin IFSC and Caritas Fanling IFSC that they would share their valuable experience and practice wisdom at the workshop. Members were encouraged to nominate suitable staff to enrol in the course when announced.

Referral received from Education Bureau (EDB) and related collaboration (para. 16-17 p.7)

12. In response to the recent serious child abuse cases, Ms CHAN shared that two series of training programmes for school personnel and related professionals on handling suspected child abuse cases with focus on early identification and initial assessment were jointly organised by Hong Kong Police (HKP), EDB and SWD from January to May 2018. 13 briefings were held with over 4 000 attendance. In addition, Domestic Violence (DV) Team conducted another five similar training programmes as invited by NGOs and education organisations during the aforesaid period. It was planned that workshops for school personnel in district level would be run from October 2018 onwards.

13. Ms CHAN furthered that arising from the public concern and better awareness of school personnel after the serious child abuse cases occurred early this year, the afore-said training programmes and the refined reporting mechanism of absentees in kindergartens, IFSCs/ISCs might have received more referrals from schools relating to parenting and child care problems and request from FCPSUs for joint outreaching services might also have increased. Considering that those families with potential risks of child abuse could receive early intervention to prevent the escalation of the problem and avoidable negative experience that the children and families might need to go through during the child abuse investigation, IFSC/ISC efforts and proactive actions in coping with the service demand in the frontline amidst their heavy workload were much appreciated. For cases where initial assessment had been made by the school social workers/ school personnel and FCPSUs, IFSCs/ISCs were invited to provide early intervention to the families when receiving the referrals. Should there be any enquiries on the referrals, IFSCs/ISCs should proactively liaise with the referrers so that the children and their families could receive the needed services early. Besides, SWD IFSC colleagues were encouraged to join the outreaching visits during office hours as conducted by FCPSU workers for initial assessment as needed particularly on those marginal cases as referred.

Back up Support to NGO IFSCs/ ISCs (para. 34, p.11)

14. Ms CHAN recapitulated that the proposed revisions in Appendix III to the “Guidelines on Division of Work and Case Transfer Among IFSCs/ISCs” (Appendix III) were shared in the last meeting. WG continued the deliberation on the matter in the last two meetings and the gist of the deliberation in the WG meetings was shared. The following main principles were pertinent to proposed revisions –

- (i) the revisions were for streamlining the workflow and providing more timely integrated family service to the clients in need, along the directives of “integration”, “accessibility” and “early intervention”;
- (ii) the concerned items were pertinent to general social assessment of social workers;
- (iii) professional assessment of social workers of both SWD and NGO IFSCs/ISCs on cases not related to statutory duties should be equally considered; and
- (iv) the existing good practice would be aligned, lest grievance /complaint from clients be invited.

15. Ms LAM walked over the revisions with Members. Ms CHAN shared the concerns raised by HKCSS and NGO WG Members on the gate-keeping role of NGOs in the related assessment and recommendation, while acknowledging the proposed revisions were for streamlining the workflow. Mr Moses MUI and Mr Kerin CHAM shared the current practice of active case handled by NGOs that NGOs had been initiating to conduct need assessment and referring support-worthy cases to various government service units and emphasized that they were not playing any gate-keeping role. The Chairperson thanked for the comments and highlighted that the aim of the refinement was to state out the existing good practice that NGOs provided information to the back-up IFSCs for their active cases. It would be subjected to the professional judgement of the caseworkers to consider if it was appropriate to provide related information of their active case to the back-up SWD IFSCs to facilitate the service need assessment. In response to the enquiry of Mrs Quinnie NG

whether there was any guideline delineating which service unit to provide service to a client who was forbidden to approach an NGO IFSC and contact the concerned IFSC staff by an injunction order, while the client was residing in the service boundary of that NGO IFSC and her concern if SWD back-up IFSC had to provide the service, Ms CHAN shared that the guidelines aimed to set out the general principles governing the division of work and special cases would not be covered. IFSC/ISC colleagues should consider the welfare and interest of service users and exercised flexibility in providing the needed service.

16. The Chairperson invited Members to provide further comments on the draft revised Appendix III after meeting, if any.

[Post meeting note: The draft revised Appendix III was sent to Members vide email on 29.5.2018.]

Interpretation Service for Ethnic Minorities (EMs) (para 35-37, p. 11-12)

17. Ms CHAN recapitulated that the Commission on Poverty had discussed the "Study on EMs' Awareness and Satisfaction towards Selected Public Services" (Report) in the meeting on 7.2.2018. The Report was published on 12.3.2018. Ms CHAN and Ms KWAN briefed Members the related recommendations.

18. Ms CHAN furthered that as stated in the Report and shared at the last meeting, there had been concerns that when EMs approached the service counters or centres of SWD/NGO, they were seldom offered interpretation services even though there were noticeable communication gaps between EMs and frontline staff. Arising from the recent case regarding an EM approaching an IFSC for enquiry reported by the media, she invited Members to advise the concerned IFSC/ISC colleagues, including the staff manning the service counters, to refer to the "Points-to-note in providing welfare services for ethnic minorities" (Points-to-note) which were issued to SWD service units and NGOs IFSCs/ISCs in June 2017 and July 2017 respectively. IFSC/ISC supervisors were advised to brief the minor staff manning service counters the content of the Points-to-note.

19. It was noted that at some IFSCs/ISCs where the drop-in/cyber corner were located on floor or with entrance other than that of the reception counter. As EMs might approach these drop-in corners and enquire, the sample notice in multiple EM languages mentioned in the Points-to-note should be put at each of the reception counters/drop-in corners with copies of the sample notice available for distribution when needed.

20. To enhance the cultural sensitivity of colleagues manning reception counters/drop-in corners that EMs should have equal access to relevant social welfare services, FCWB would work out an abridged version of the Points-to-note in Chinese for reference of staff manning counters. Besides, to have a better understanding of the utilisation of interpretation services, FCWB would collect data on utilisation of interpretation services at IFSCs/ISCs tentatively starting from the third quarter of 2018-19. Members views would be sought on the draft template when available.

Student Mental Health Support Scheme (醫教社同心協作計劃) (para 41-43, p. 13)

21. Ms LAM reported that the Food and Health Bureau had planned to extend the Student Mental Health Support Scheme (the Scheme) to all districts other than the piloted districts in 2018-19 school year. A briefing session would be organised on 8 June 2018 to report the development of the Scheme. Members were invited to refer to email of Rehabilitation and Medical Social Services Section (RMB) issued on 16.5.2018.

Progress of follow-up on the recommendations of the Review on the Implementation of the IFSC Service Mode

Updates on the follow-up actions taken

22. Ms LAM reported that the updated table enclosing progress of the follow up actions had been emailed to Members before the meeting on 23.5.2018. Members were invited to note the texts related to the updated progress which were bolded in the table and would not be elaborated at the meeting.

Progress of work under various working groups

(i) WG

23. Ms CHAN shared that WG had held its 31st and 32nd meetings on 19.4.2018 and 21.5.2018 respectively for discussion on the collaboration issues between IFSCs/ISCs and MSSUs, back up support to NGO IFSC/ISCs, as well as the review on progressing of CR cases. The updates would be shared and discussed in the ensuing agenda items 4 and 5.

(ii) LG

24. Ms CHAN reported that the 14th meetings of five Local LGs of the respective clusters were held from April 2017 to March 2018. The 14th LG meeting was held on 28.2.2018 and summary of discussion was issued on 9.4.2018. The coming 15th LG meeting would be held in August 2018. The 15th meetings of five Local LGs of the respective clusters were / would be held from October 2017 to September 2018. Related colleagues were welcomed to bring up the related issues to the platforms for discussion.

Collaboration issues between IFSCs/ISCs and MSSUs of SWD

25. Ms CHAN recapitulated that comments received on the draft updated “Division of Work between MSSUs of SWD and IFSCs/ISCs of NGOs” (Division of Work) were sent to Members before the meeting. Ms Jenny YU and Mr CHAM shared their views on the role of IFSC/ISC social worker/referrer in the joint visit paid by the medical social worker of the Community Team with other professionals and proposed amendment to the draft updated Division of Work.

26. Ms CHAN furthered that while comments received on the draft updated Division of Work were summarised and would be passed to RMB, comments not related to Division of Work would be dealt with separately, in a way that the updated Division of Work would be

issued early to IFSC/ISC and MSSU for reference. Ms LAM walked over the issues to be followed up with Members who had no views on the consolidated list of matters to be followed up. Ms CHAN invited Members to provide further comments after meeting and shared that both the proposed revision to the draft updated Division of Work and the list of matters to be followed up would be passed to RMB for appropriate follow up afterwards.

[Post meeting note: The draft revised Division of Work and the list of issues of matters to be followed up were sent to Members vide email on 29.5.2018.]

Review on Processing of CR Cases

27. The Chairperson shared that the following issues would be reported / discussed in this meeting -

- (a) Session Summary of 2nd round of focus group meetings
- (b) Views collected from other means
- (c) Consolidated Proposed Enhancement Measures / Views
- (d) Arrangement of Formal Consultation
- (e) Follow-up Actions to be taken before the completion of the Review

28. To this end, she invited Ms CHAN and Ms KWAN to go through the items with members.

Session Summary of 2nd round of focus group meetings

29. After incorporating WG members' views, Ms KWAN reported that the draft session summaries were sent to Members on 23.5.2018. After endorsement in the IFSC Committee meeting, the session summaries would be disseminated to the target participants of the focus group meetings, similar to the practice of the 1st round. The Chairperson invited Members to share their views by 8.6.2018.

Views collected from other means

30. Ms CHAN shared that FCWB had received one view from an IFSC colleague, proposing that assessment reference and training instead of case examples should be provided to social workers. A reference on chain assessment framework was also provided. FCWB would consider making reference to the view when designing the assessment reference as illustrated in Area (I) of the Proposed Enhancement Measures.

Consolidated Proposed Enhancement Measures / Views

31. Ms CHAN shared that having incorporated WG members' comments, the proposed enhancement measures/views were re-casted. The document would be sent to Members for comment after further deliberation in the WG meeting. The Chairperson invited Members to share their views, if any, by 8.6.2018.

Arrangement of Formal Consultation

32. Ms CHAN shared that the wordings 'enhanced yardsticks' in the Road Map was revised and uploaded to SWD's 'What's New' Homepage on 2.5.2018. Having considered

the views of WG that more time should be allowed for formal consultation and the subsequent follow up of enhancement measures, FCWB had further revised the timeline in the Road Map. Ms Joyce LUI shared the further refinement and arrangement of formal consultation as stated in the Road Map.

Follow-up Actions to be taken before the completion of the Review

33. Regarding proposed actions before completion of the review, Ms CHAN recapitulated that the Acknowledgement Letter [i.e. Annex 9 to “Guidelines and Procedures for Processing Application for Compassionate Rehousing and Other Housing Assistance” (Guidelines)] was revised and the proposed enquiry items with information notes on CR to seek views from medical professionals (proposed enquiry items) was also prepared. Both of them would be sent to Members for comments after meeting. She shared that FCWB was currently seeking advice from HD on both draft documents and RMB on the proposed enquiry items. The Chairperson invited Members to share their views by 8.6.2018.

Agenda 6 Any other business

(i) Child Protection Registry (CPR) review

34. Ms CHAN reported that the enhancement of CPR in Client Information System of SWD had already been commenced since late 2017. While the Contractor was currently conducting the system development, it was expected that the User Acceptance Test (UAT) would be held in mid-June 2018. In this connection, the enhanced CPR would be expected to roll out in July 2018 after the UAT with assistance of the related FCPSU, SWD IFSCs and MSSU colleagues. For the service units of NGOs, the revised CPR data input form would be uploaded to SWD homepage for download and announcement would be issued through email near the time.

35. Although most of the recommendations made by the task group on the CPR enhancement would be incorporated in the computer system, Ms CHAN shared that some of the proposed statistics reports were not yet available owing to the limited budget. FCWB would continue to apply for additional resources to conduct the phase II enhancement.

(ii) E-learning Programme on child protection

36. Ms LAM reported that the points-to-note of invoking various provisions of Protection of Children and Juveniles Ordinance, Cap. 213 (that is, Sections 34E, 34F and 45A) had been uploaded to e-Learning Centre as an e-Course in April 2018. It was an extracted video of induction programme for newly posted FCPSU workers. Social workers from IFSCs/ISCs of both SWD and NGOs were invited to view the course for knowledge building.

(iii) Support Measures on Parental Responsibility

37. Ms CHAN reported that to promote the concept of parental responsibility towards children even after divorce and the need to adopt child-focus co-parenting work, FCWB had recently produced two short 2D-animation videos with one parent version and one children version.

38. Ms CHAN shared with Members the message conveyed in the video. Members were advised to encourage colleagues to use the video, which were distributed to the districts, as a resource material to enhance the service users, particularly the parents' understanding, to the importance of co-parenting to the children's care and arrangement when running educational programmes/groups. Services units could also play the videos at the reception areas. In addition, premiums had been produced to facilitate the frontline social workers to conduct public education/publicity in district level. Ms CHAN further reported that in the past 9 months, 7 psycho-educational programs were conducted in district levels. The feedbacks from the participants were all very positive. In this regards, with the availability of the materials of the psycho-educational programme for separated/divorcing/divorced parents, services units were highly encouraged to organise the programme for the suitable clientele.

(iv) Comprehensive Child Development Service (CCDS)

39. Ms CHAN reported that the 8th meeting of the Inter-departmental Coordinating Committee (ICC) on CCDS had held on 28.3.2018. At the meeting, IFSCs/ISCs were appealed to continue the good practice in providing early support service to high risk families and children. As shared by the medical professionals in the meeting, a higher proportion of the children born by substance-abused mothers (20% higher) than general children were referred for child assessment services and IFSCs/ISCs were invited to include anti-drug service units as collaboration parties when handling cases involving parents with drug abuse problem. For the same token, district colleagues were suggested including anti-drug service units in the district platforms for enhancing their collaborations with the related service units.

40. As advised by the Department of Health (DH), Members' attention were drawn to the referrals from IFSCs/ISCs to Maternal and Child Health Centres (MCHC) for joining Positive Parenting Programme (3P) that DH would assess the referred parents before arranging them to attend 3P. Caseworkers should also take note that parents with mental issues or unstable mood would not be considered as suitable for 3P. Nevertheless, DH welcomed IFSCs/ ISCs to co-organising 3P with MCHCs. Members were suggested liaising with the related MCHC colleagues at district level.

(v) Referrals from Labour Department and the materials related to the handling of Employees' Compensation Claims

41. Ms LAM shared that on and off, IFSCs/ISCs received referrals from media, police and Labour Department (LD) on cases involved industrial accidents. To facilitate the individuals and families in need could receive early service, SWD and LD had recently updated the referral templates wherein the consent from related person and the specific purpose of referral would be provided. Besides, for the purpose of providing reference to caseworkers on the rights and benefits of the employees injured at work or dependents of employees who died as a result of work-related accidents under the Employees' Compensation Ordinance and the handling of Employees' Compensation claims, a reference kit promulgated by LD had been sent to each IFSCs/ISCs in late May 2018. Supervisors of IFSCs/ISCs were invited to share the reference materials with the concerned caseworkers.

(vi) Liantang/Heung Yuen Wai Boundary Control Point (蓮塘／香園圍口岸)

42. Ms CHAN shared that the new control point was expected to come into service in late 2018. According to the existing Guidelines on Division of Work and Case Transfer Among IFSCs/ISCs (Revised in Dec 2016), for those who would be homeless and in need of immediate assistance and services at the arrival control point upon their return to Hong Kong, the IFSC/ISC with service boundary covering the arrival control point where the service would first appear should take up the case. The existing eleven arrival control points and their respective service IFSCs are listed out at Appendix IV to the Guidelines. In this connection, SWD Fanling IFSC would be the IFSC with service boundary covering the arrival control point. The updated Appendix IV would be provided to IFSC colleagues by end of 2018.

Date of next meeting

43. There being no other business, the meeting was adjourned at 5:55 p.m. The date and time of the next meeting was scheduled on 14.9.2018 (Friday) at 9:30 a.m.

[Post-meeting note: The next meeting would be held at Room 919, 9/F, Revenue Tower, Wan Chai, Hong Kong.]