

第二章：紀常會的運作方式

處理建議書的程序

2.1. 建議書於提交紀常會後，通常會首先交由有關小組委員會審議，由該小組委員會草擬有關建議。紀常會則負責監督各小組委員會的工作、批核小組委員會的建議並在需要時加以修改，然後將建議呈交行政長官。

2.2. 建議書來自下列三方面：

- (a) 紀律部隊首長；
- (b) 政府當局；及
- (c) 警察評議會、紀律人員評議會和廉政公署職員協商委員會的職方。

對於來自個別員工協會的建議書，紀常會通常會把建議書轉交有關的紀律部隊管方，以便在研究時可一併考慮管方的意見。

2.3. 處理建議書的程序載於附錄D。我們在一九九三年十月至一九九八年六月期間審議的事項一覽表，載於附錄E。

工作計劃

2.4. 紀常會約每隔六個月，便會邀請各紀律部隊和政府當局列出他們打算提交

CHAPTER 2 :

METHOD OF OPERATION OF THE STANDING COMMITTEE

Procedures for Processing Submissions

2.1. Submissions to the Standing Committee are normally channelled through, in the first instance, the appropriate Sub-Committee, which will formulate its own recommendations. The Standing Committee oversees the work of the Sub-Committees, approves their recommendations, or amends them if it sees fit, and then submits its advice to the Chief Executive.

2.2. Submissions come from three main sources -

- (a) heads of the disciplined services;
- (b) the Administration; and
- (c) the Staff Sides of the Police Force Council and of the Disciplined Services Consultative Council, and also the ICAC Staff Consultative Committee.

In the case of a submission which comes direct from an individual staff association, the Standing Committee will normally refer it to the disciplined service management concerned before examining it in detail, so that management views on the issue can be considered.

2.3. The set of procedures followed when submissions are received is at *Appendix D*. A list of the issues that we have considered from October 1993 to June 1998 is at *Appendix E*.

Work Programme

2.4. At about six-month intervals, we invite the disciplined services and the

紀常會考慮的事項，以及他們要求處理這些事項的優先次序。然後我們會根據這些資料擬訂工作計劃，定出考慮各事項的時間表。擬訂工作計劃時會顧及以下各點：

- (a) 各紀律部隊及政府當局所要求的優先次序；
- (b) 對一些複雜事項進行研究和分析需預留充分時間；及
- (c) 秘書長辦公室的工作量分配。

2.5. 我們會將訂定的工作計劃送交各有關紀律部隊和政府當局，讓各紀律部隊的首長將有關工作計劃轉告其屬下人員。

紀常會及小組委員會會議

2.6. 紀常會及各小組委員會在有需要時召開會議。在一九九三年十月至一九九八年六月期間，紀常會及各小組委員會共舉行了17次正式會議。簡單的事項通常會以傳閱方式提交各委員考慮。

與職方代表和部門管方舉行非正式會議

2.7. 除正式會議外，紀常會的委員還不時與紀律部隊高層管理人員，以及紀律人員評議會、警察評議會和廉政公署職員協商委員會的職方代表舉行非正式會議。這些會議讓彼此有機會毫無拘束和坦誠地交換意見，也讓我們了解紀律人員對有關問題的感受，有助於加強彼此間的了解。

Administration to identify issues which they want us to consider, and to indicate the priority which they attach to each issue. On the basis of this information, we draw up a work programme for each of the services, setting the time-frame for each issue and taking into account -

- (a) the priorities proposed by the disciplined services and the Administration;
- (b) the need to allow sufficient time for research and analysis to be undertaken on complex issues; and
- (c) the need to spread the workload of the Office of the Secretary General.

2.5. The work programmes are then passed to the disciplined services and the Administration, and the heads of the services are requested to inform their staff of the timetable for issues which concern them.

Meetings of the Standing Committee and its Sub-Committees

2.6. The Standing Committee and its Sub-Committees meet as and when the need arises. Between October 1993 and June 1998, the Standing Committee and its three Sub-Committees have held 17 formal meetings. Straightforward issues are normally considered by circulation.

Informal meetings with staff representatives and the departmental managements

2.7. In addition to formal meetings, Members of the Standing Committee also meet with the senior management of the disciplined services and representatives of the staff side of the Disciplined Services Consultative Council, the Police Force Council and the ICAC Staff Consultative Committee (Staff Sub-Committee) from time to time on an informal basis to foster

the free and frank exchange of views. This enables us to stay in touch with the sentiments of disciplined services staff and helps foster mutual understanding.



紀常會委員訪問香港海關羅湖管制站
Committee Members visit the Customs control point at Lo Wu

訪問紀律部隊

2.8. 我們經常前往各紀律部隊訪問。這些訪問可分為兩類：

- (a) **與工作有關的訪問** 讓我們就正審議的事項蒐集資料，更深入了解該紀律部隊某方面的工作；或
- (b) **一般性訪問** 與管職雙方會晤和交談，深入了解他們的問題，並親身體會實際情況。

我們覺得這些訪問很有用。對於有機會與管職雙方坦率而無拘束地交換意見，我們甚感

Visits to the Disciplined Services

2.8. We conduct periodic visits to the disciplined services. These visits are either -

- (a) **work-related visits**, during which we learn more about a particular aspect of the work of a disciplined service in relation to an issue under our consideration; or
- (b) **general visits**, during which we meet and talk to the staff and management, learn more about their problems and get a feel for the actual conditions on the ground.

We find these visits useful and appreciate the opportunity to talk freely with the managements

高興。我們也對紀律部隊上下各級人員一致的工作熱誠和態度，留下深刻的印象。我們在本報告書所涵蓋期間曾進行的訪問一覽表，載於附錄F。

and staff. Without exception, we have been impressed by the dedication and hard work displayed at all levels throughout the disciplined services. A list of the visits undertaken during the report period is at *Appendix F*.



紀常會委員訪問港島警察衝鋒隊
Committee Members visit the Police Emergency Unit, Hong Kong Island