

MESSAGE

Hong Kong is going through a process of economic re-structuring at the onset of the global knowledge economy. While the new economy holds promises of new opportunities, it also poses major challenges for our workforce.

The changing world order, with China's impending entry into the World Trade Organisation, and rapid technological development demand unprecedented vigilance and responsiveness in order to maintain our competitiveness. The Government will step up its efforts to monitor the changing manpower requirements of the economy, in consultation with the market players, and meet the demand through training and re-training of our people. Where necessary, we shall continue to bring in talents and workers from outside to fuel the growth of our economy and fill positions shunned by local workers.



As new trades appear and the less competitive ones fade away, our workers must acquire new knowledge and upgrade their skills continually to remain competitive in the labour market. We will offer extra help to enhance the employability of the more vulnerable groups in the community, such as young school leavers and workers with low skills and education. We attach importance to re-establishing their confidence, developing the adaptability to change and nurturing the capacity for continual learning. We wish to see in our workers the spirit of enterprise and self-reliance, which is the bedrock of Hong Kong's success and competitiveness.

Our mission is to have in place a dynamic, well-motivated and versatile workforce. To accomplish this will require the joint efforts of employers, employees and the Government. We will continue to promote good employer-employee relations, protect the safety and health of workers, and progressively improve employment conditions in a way which is commensurate with Hong Kong's socio-economic development.

I welcome comments on the initiatives in this booklet, and views on how the Education and Manpower Bureau can serve you better.

A handwritten signature in black ink, appearing to read 'Fanny Law', written in a cursive style.

(Mrs Fanny Law)
Secretary for Education and Manpower

Investing In Our Human Capital

Policy Objective and Key Result Areas

INVESTING IN OUR HUMAN CAPITAL

Our Policy Objective is to develop and implement policies and strategies to ensure that Hong Kong has in place a well-trained, well-motivated and adaptable workforce.

Overall Targets

Our targets this year in pursuing this Policy Objective are –

- to upgrade the skills of our workforce to enhance Hong Kong's economic competitiveness, and to ensure that the level of training and adaptability of Hong Kong's workforce meets the needs of the local economy
- to help the unemployed to re-enter the workforce as soon as possible, and to minimise the duration of unemployment

Progress

In the past year, we had two targets at the Policy Objective level.

Our first target was to upgrade the skills of our workforce to enhance Hong Kong's economic competitiveness, and to ensure that the level of training and adaptability of Hong Kong's workforce meets the needs of the local economy. During the year, we have continued to provide quality training and retraining through the Vocational Training Council (VTC), the Employees Retraining Board (ERB), the Construction Industry Training Authority (CITA) and the Clothing Industry Training Authority. We have also set up special projects to provide focused training for young school leavers and aspirants to the IT industry.

Our second target was to help the unemployed to re-enter the workforce as soon as possible, and to minimise the duration of unemployment. To this end, the Task Force on Employment, led by the Financial Secretary, has devised a wide range of measures to ease unemployment and help job creation. In terms of creating new job opportunities, the Government has put in a lot of effort in accelerating public

works and infrastructural projects, as well as various environmental and community projects. We are confident that many job opportunities have been created by these initiatives. With the steady recovery of the local economy, the unemployment rate has declined. The Labour Department (LD) has continued to strengthen its employment services and successfully helped 40% more job-seekers find employment over the past 12 months.

We also achieved the following progress in our six Key Result Areas (KRAs).

1 Identify needs and review policies and standards

In the past year, we completed the consultancy study on the best overseas practices in manpower forecasting. The study provided qualitative analysis of the manpower forecasting practices in selected economies and assessed their relative merits in terms of their application to Hong Kong. On the basis of the study, we are taking steps to develop a manpower forecasting model best suited to Hong Kong. Also in view of Hong Kong's economic restructuring and China's accession to the World Trade Organisation, together with relevant bureaux and departments, we conducted an assessment of our future manpower requirements by broad industries, occupations and educational levels in the next five years. In addition, we commissioned an academic institute to carry out a special study on the employment prospects of the middle aged. These studies are expected to be completed before the end of 2000 and the findings will be used as an important reference in formulating the training and retraining strategy for our local members.

Through its 24 training boards and general committees, the VTC has continued to tap the advice of the industries in drawing up training plans. Preparation for a new Chinese Cuisine Training Institute has proceeded on schedule and the new institute will commence operations in December 2000 to provide systematic practical training and trade testing in Chinese cuisine. The VTC has also completed two consultancy reviews on improving the methodology of its manpower surveys and the apprenticeship scheme.

We continued to monitor closely the manpower needs of the construction industry through the Working Group on Training and Retraining for the Construction Industry. To meet the needs of the industry, the CITA has increased its training capacity in selected trades.

2 Foster a skilled and dynamic workforce

In the past year, we made good progress in our work to rationalise the management, academic and training structure of the VTC. Taking into account the manpower needs of a knowledge- and service-based economy, additional training places in foundation and certificate courses which place emphasis on core generic skills like IT, communication and numeracy have been provided. The VTC is also implementing a \$176 million three-year strategy to upgrade its IT infrastructure to enhance the quality of teaching and learning. Under the new Memorandum of Administrative Arrangements, the VTC is given greater flexibility in managing its funding, which will enable it to respond promptly to changing market needs. Under the new funding arrangement, the VTC envisages that more innovative programmes in areas like IT and vocational English will be provided.

On employees retraining, the ERB completed the exercise to restructure, standardise and modularise its major courses. Corresponding training manuals have been developed to ensure consistency in standards. The aim is to enhance the quality of retraining courses and hence their recognition by employers. The ERB continued to provide special tailor-made retraining courses to cater for the specific needs of the job market. Two Retraining Resources Centres were set up to provide continuing learning opportunities for retrainees.

With active input from industry representatives, we designed a new IT Assistant Course to meet the demand for junior IT personnel. The pilot course, which was jointly offered by the VTC and the ERB, received an enthusiastic response and the placement rate of successful trainees has generally been encouraging. In addition, to cope with market demand, VTC's Information Technology Training and Development Centre provided over 2 000 extra training places in its upgrading courses for in-service personnel as well as conversion courses for non-computer university graduates.

In the past year, CITA provided an additional 1 500 full-time training places. To enhance the quality of its graduates, CITA now requires all trainees of the basic craft and short courses to pass the Intermediate Trade Test before graduation.

The Youth Pre-employment Training Programme, which was introduced at a time of high youth unemployment, was successfully launched in September 1999. A total of 10 700 trainees attended the Programme and over 5 700 of them undertook workplace attachment training. Upon completion of the Programme, a survey was carried out amongst participants. The vast majority of respondents considered the Programme useful and supported its continuation.

3 Promote good employer/employee relations

The LD implemented a number of initiatives to promote good employer/employee relations. In the 12 months ending August 2000, over 1 400 promotional activities have been organised by the LD. In 1999, the LD launched for the first time the Good People Management Award to encourage and commend employers who have made outstanding achievements in good people management practices. At the industry level, the LD has been promoting voluntary consultation through the setting up of tripartite committees. Four new tripartite committees were formed. To strengthen promotional efforts for effective labour-management communication and better understanding of the Employment Ordinance amongst small and medium-sized enterprises (SMEs), the LD organised a series of promotional activities to reach out to over 90 000 SMEs. The compilation of a comprehensive guide on employees' rights and benefits under labour laws is on schedule for completion by end-2000.

In the past year, the LD handled a total of 30 000 labour disputes and claims, and 60.5% of them were resolved amicably through conciliation.

4 Enforce employee rights and benefits

We introduced legislative amendments to improve the settlement mechanism of fatal compensation claims. These improvement measures came into operation on 1 August 2000.

In respect of employees' compensation, we completed a review on whether Chinese medicine should be recognised in labour legislation. Relevant parties are being consulted on the recommendations arising from the review.

We consulted interested parties on the recommendations arising from the consultancy review on the Employees Compensation Assistance Scheme. In view of the complexity of the issue, further consultations are necessary before a package of reform proposals can be formulated and introduced into the Legislative Council.

Since the setting up of the Intelligent Call Centre in 1999, over 99% of calls were able to be connected to the Centre, thus providing the public with a user-friendly and easily accessible telephone enquiry service.

On the law enforcement side, we continued to conduct vigorous inspections of workplaces to ensure that employers meet their obligations under the labour laws and to assist in clamping down on illegal employment. During the past 12 months, 175 395 inspections and 5 701 prosecutions were conducted.

5 Deliver an efficient employment service

We revamped the Job Matching Programme, to enable job-seekers to obtain the latest information about the current labour market and receive core skills training in areas such as communication and interviewing skills in group counselling sessions conducted by placement officers.

The work of the Careers Advisory Service is under review. We aim at providing a more focused and effective service in the dissemination of career information and career advice to young people and school leavers.

The re-provisioning and integration of job centres of the Employment Services Division, branch offices of the Labour Relations Division and the Careers Information Centres is on course. By the end of August 2000, four job centres have been re-provisioned and integrated with the Labour Relations Division offices and Careers Information Centres to provide a one-stop service for members of the public seeking employment and labour relations services. As a result of the improved services, out of 162 309 job-seekers registered with job centres during the period of September 1999 to August 2000, 58 892 were successfully placed in employment. The number of job-seekers registered has been lower than the target set mainly because the LD has introduced the Interactive Employment Service which enables job-seekers to search for jobs without having to register.

During the past 12 months, we achieved the targets namely to display vacancy information within 24 hours upon receipt, and to arrange in-depth employment counselling session for job-seekers registering for the Job Matching Programme within one week.

The computerisation programme for the Selective Placement Division was completed and fully implemented in November 1999. The programme has significantly improved the efficiency and effectiveness of the placement service to job-seekers with a disability. During the last 12 months, 3 350 job-seekers with a disability were registered with the Selective Placement Service and 1 902 of them were placed in employment. The placement rate of job-seekers with a disability in the 12 months ending August 2000 reached a record high of 56.8%, which was much higher than the 39.4% for the 12 months ending August 1999.

6 Promote and regulate safety and health at work

We made satisfactory progress in our initiatives to promote and regulate safety and health at work. As reflected in our statistics, Hong Kong's safety record is improving. In 1999, the number of fatal industrial accidents was 52, a 23.5% drop from the 1998 figure, while the number of non-fatal industrial accidents was 35 934, a 16.4% decline from the 1998 figure. Overall, the number of industrial accidents and the accident rate per 1 000 workers fell by 16.4% and 14.9% respectively compared with the figures of 1998. The trend of improvement continued into the first quarter of 2000 with the number of accidents and the accident rate per 1 000 workers decreasing further by 6.9% and 5.5% respectively compared with the corresponding period in 1999. Industrial accident statistics are now available on the Internet.

During the 1999-2000 legislative session, the Legislative Council passed the Factories and Industrial Undertakings (Amendment) (No.2) Ordinance 1999 to remove the six-month time bar on prosecuting proprietors of notifiable workplaces for failure to meet the notification requirement. It also approved the Factories and Industrial Undertakings (Safety Management) Regulation, and the Factories and Industrial Undertakings (Loadshifting Machinery) Regulation. Progress is being made on the preparation of new regulations concerning medical examinations for employees in designated occupations, the protection of habitual users of display screen

equipment, as well as on the provision and use of personal protective equipment. Drafting of the amendment regulation in regard to safety officers and safety supervisors is pending a review of the need to require safety officers and safety auditors to undergo continual professional development.

We continued to promote the concept of occupational safety and health. During 1999, 5 277 promotional visits were made, and 2 360 talks, lectures and seminars were organised. We launched the safety icon in October 1999. We staged two major publicity programmes to promote safety at work in the catering and the construction industries. We also continued with our programme to reach out to SMEs to spread the safety and health message to them. The do-it-yourself kit to help SMEs to develop safety management system was launched in March 2000.

On the enforcement side, we reached the performance targets. In 1999, 114 895 inspections, and 11 394 investigations were made, as a result of which 32 650 warnings were issued, 2 916 prosecutions were conducted, and 2 634 suspension or improvement notices were issued.

For occupational health, we met the targets of conducting medical examinations for workers exposed to special occupational health hazards and field surveys on occupational hygiene in 1999 as well as in the first six months of 2000. By August 2000 we have set up an Integrated Services Group comprising eight multi-disciplinary teams of professional officers to provide one-stop integrated services to employers.

Progress on each previously announced initiative under the above KRAs is set out in the “Detailed Progress” section of this report.

Looking Forward

To achieve our overall targets this year, we will undertake the following initiatives and targets under each of the KRAs for the coming year.

1

Identify needs and review policies and standards

We can only work to ensure that Hong Kong’s employment and workforce needs are met if we have a clear picture of current and future needs, and identify potential gaps.

The Education and Manpower Bureau works in partnership with not only other policy bureaux but also statutory and advisory bodies, private sector groups and employers to assess the current and future demand for appropriately skilled people, both generally and for particular sectors. This picture of future need covers not only the volume of different skills needed, but also the requirements for safety and health standards, employee rights and benefits and other aspects of employment. The results of this work underpin all the remaining activities under this Policy Objective to deliver a well-trained and adaptable workforce. Our aim is to develop a thorough understanding of Hong Kong’s skill and manpower needs and take appropriate action to meet the needs.

We will assess our performance in respect of this KRA against the following indicator –

- The percentages of reviews completed in time and agreed changes implemented. Our target is 100%.

We will pursue the following initiatives and targets to deliver results in this area –

Initiative *	Target
To study the feasibility of developing an “econometric model” as an additional manpower forecasting tool for Hong Kong <i>(Education and Manpower Bureau (EMB))</i>	To complete the feasibility study and to consider implementing improvements to the manpower forecasting methods in 2001

* the bracketed information denotes the agency with lead responsibility for the initiative

Initiative	Target
<p>To review under the aegis of the Working Group on Training and Retraining for the Construction Industry the long-term and short-term training needs of the construction industry</p> <p><i>(EMB)</i></p>	<p>To recommend appropriate measures in 2001 to meet the needs through the organisation of full-time/part-time courses and professional development courses</p>
<p>To carry out a survey to gauge the type of domestic services which are required by potential employers and employers of foreign domestic helpers</p> <p><i>(EMB)</i></p>	<p>To formulate appropriate strategies in 2001 to meet the demand for domestic services through the training and provision of local domestic helpers</p>
<p>To examine the outcome of the study on assessment of employment impact arising from Hong Kong's economic restructuring and China's accession to the World Trade Organisation</p> <p><i>(EMB)</i></p>	<p>To formulate a strategy to meet the future manpower needs of different economic sectors before the end of 2001</p>

We must ensure that Hong Kong has a well-trained workforce equipped to meet the demands of a dynamic economy and to contribute to our overall economic competitiveness. The workforce must not only have the skills to meet current needs but also be versatile, and adaptable so as to be able to seize emerging opportunities. As Hong Kong moves into a knowledge-based economy, we must place particular emphasis on enhancing IT training at different levels.

Employers have an important role to play in training and developing their employees for the challenges of the future. While the education system prepares our young people for work, the Government invests significantly in technical education, vocational training, and retraining to support the efforts of employers.

The Vocational Training Council, which is funded by the Government, delivers a comprehensive system of technical education and vocational training. Its training schemes and centres provide pre-employment and upgrading training at the operative, craft, technician and technologist levels. These schemes are reviewed periodically to ensure that they meet the changing needs of the economy.

The Employees Retraining Board runs the Employees Retraining Scheme (ERS) to help workers adjust to changes in the labour market. Continuous efforts have been made to enhance the effectiveness and flexibility of the ERS to meet changing market needs.

The construction industry is important to Hong Kong's continued development. The Construction Industry Training Authority (CITA) provides, through its training centres, full-time and part-time courses for tradesmen, operators and supervisors in the construction field. CITA also carries out trade testing, with the aim of raising standards, and certificate tests for operators of certain construction equipment, with the aim of improving safety.

The Clothing Industry Training Authority (CLITA) provides full-time and part-time training courses at different levels relevant to the needs of

the industry. CLITA has in recent years introduced new courses to promote the application of information technology in the clothing industry.

To ensure that Hong Kong’s economic and infrastructural development is not hampered by any bottleneck in labour supply, we allow the importation of labour under strict control. This policy is based on two cardinal principles. First, local workers must be given priority in filling job vacancies in the labour market. Second, only employers who are genuinely unable to recruit local workers to fill their job vacancies are allowed to bring in imported workers for such vacancies.

We will assess our performance in respect of this KRA against the following indicator –

- The volume and types of training and retraining provided and how the changing needs of different sectors are met. Our target is to adjust flexibly the number and types of training/retraining places to meet the evolving needs of different sectors.

We will pursue the following initiatives and targets to deliver results in this area –

Initiative	Target
To continue to provide useful employment-related training courses and workplace attachments for school leavers mainly between the age of 15 and 19 to upgrade their skills and employability <i>(Education and Manpower Bureau (EMB)/Labour Department (LD))</i>	To launch a new phase of the Youth Pre-employment Training (YPT) Programme for school leavers in October 2000

Initiative	Target
<p>To introduce a new component - On-the-Job Training Scheme - to the YPT Programme. Under the Scheme, employers will provide on-the-job training of three months for trainees. The Government will provide a training subsidy of \$2,000 per trainee per month for a maximum of three months</p> <p><i>(EMB/LD)</i></p>	<ul style="list-style-type: none"> ● To secure an adequate number of on-the-job training places for trainees who have completed the YPT Programme ● To launch the Scheme for a three-year period commencing mid-2000
<p>To meet the needs of the IT sector for trained manpower</p> <p><i>(EMB/Information Technology and Broadcasting Bureau/ University Grants Committee/ Vocational Training Council (VTC))</i></p>	<ul style="list-style-type: none"> ● To consult relevant government bureaux and departments and seek to implement the following recommendations of the study on IT manpower and training needs during 2001: <ul style="list-style-type: none"> – increasing the supply of IT practitioners locally; – strengthening the links between the Government, employers and training providers by setting up an IT Manpower Forum; and – improving the range, relevance, timeliness and flexibility of existing IT programmes to cater for needs of the market ● The Vocational Training Council (VTC) to develop an e-learning portal by 2001 which will enable VTC courses to be delivered on the Internet

Initiative	Target
	<ul style="list-style-type: none"> ● The VTC to establish an IT Skills Assessment Test Centre by 2001 to develop and implement an effective assessment mechanism to measure the IT skill competencies of IT practitioners ● To provide 1 000 training places in the IT Assistant Course each year in the coming two years to increase the supply of trained manpower at the junior assistant level
<p>To provide recurrent funding to the Employees Retraining Board (ERB) to allow it to have a stable source of funding to provide quality retraining <i>(EMB)</i></p>	<p>To provide recurrent funding to the ERB from financial year 2001-2002 onwards</p>
<p>To promote skills upgrading training for in-service elementary workers <i>(EMB)</i></p>	<p>To device focused skills upgrading training programmes for elementary workers in 2001-2002 and 2002-2003 through an allocation of \$400 million</p>
<p>To further expand the coverage of trade tests to 45 trades <i>(Construction Industry Training Authority (CITA))</i></p>	<p>A total of 29 trades, in addition to the existing 16, will be added to the trade testing scheme in the next three years, with 20 trades in the year 2000, six in 2001 and three in 2002</p>

Initiative	Target
<p>To further expand the variety and training capacity of the continuing education courses for the construction industry (CITA)</p>	<p>To offer an additional 5 000 training places for the continuing education courses in the 2000-2001 training year. These places cover skills-related courses, management-related courses, safety-related courses, tailor-made courses for employees of contractors and upgrading courses helping serving workers to pass trade tests</p>
<p>To enhance vocational education programmes in Chinese medicine (VTC)</p>	<p>To establish a Centre for Traditional Chinese Medicine Manufacturing by 2001 to support a new Higher Diploma course on “Pharmaceutical Technology in Chinese Medicine” and other in-service training programmes</p>
<p>To enhance training programmes for workplace English (VTC)</p>	<ul style="list-style-type: none"> ● To establish a Vocational English Centre to run the Hong Kong Vocational English Programme (HKVEP) by September 2001 ● To develop in conjunction with employers a series of vocational English courses validated by the HKVEP. The first set of courses will be developed by September 2001

Good employer/employee relations are essential to social stability, the broader prosperity of the community and the success of the Hong Kong economy.

The primary responsibility for good relations rests with employers and employees themselves. They need to work together in effective partnership to secure the continued success of their enterprises.

The Government seeks to facilitate good employer/employee relations and provides a framework for resolving disputes. This includes –

- providing conciliation services to assist employers and employees to resolve disputes
- promoting public understanding of labour laws and encouraging good labour management practices and communication together with good human resource management
- adjudicating employment claims promptly and efficiently through the Minor Employment Claims Adjudication Board, to help relieve the workload of the Labour Tribunal
- registering and regulating trade unions to bring about sound administration and responsible trade unionism

We seek to promote harmonious employer/employee relations, with a view to minimising labour disputes, employee claims and work stoppages. To this end, we seek to strengthen the promotion of effective communication between employers and employees, as well as direct and voluntary consultation at the enterprise and industry levels on employment issues.

Hong Kong has continued to maintain a good record of harmonious employer/employee relations. In the 12 months ending August 2000, the total number of days lost through work stoppage was only 1 071, or 0.35 working days per 1 000 wage earners and salaried employees. This figure, which is amongst the lowest in the world, reflects our generally peaceful labour relations scene.

We will assess our performance in respect of this KRA against the following indicators –

- Percentage of labour disputes and claims resolved amicably. Our target is to resolve 60% of the labour disputes and claims handled by Labour Department.
- Timely completion of proposed initiatives. Our target is to complete all our proposed initiatives on time.

We will pursue the following initiatives and targets to deliver results in this area –

Initiative	Target
<p>To promote workplace consultation and co-operation at the enterprise level <i>(Labour Department (LD))</i></p>	<ul style="list-style-type: none"> ● To produce a promotional video on workplace consultation by mid-2001 ● To publish a new practical guide on the benefits, modes and points to note in workplace co-operation by early 2001
<p>To further strengthen voluntary co-operation between employers, employees and the government on employment matters at the trade/industry level <i>(LD)</i></p>	<ul style="list-style-type: none"> ● In co-operation with the industry-based tripartite committees produce practical guides on subjects of mutual concern for the employers and employees in the trade/industry in 2001 ● To prepare a Code of Labour Relations Practice and produce a CD-ROM on leave rostering for the catering trade by end-2000
<p>To promote the importance of distinguishing employer/employee relationship from contractor/sub-contractor relationship <i>(LD)</i></p>	<p>To organise publicity activities to enhance understanding by employers and employees by early 2001</p>

Initiative	Target
<p>To produce a resource kit to promote sound trade union administration and responsible trade unionism</p> <p><i>(LD)</i></p>	<p>To produce the kit by end-2000</p>
<p>To consider appropriate strategies for promoting effective communication and voluntary negotiation in the light of the results of a survey on “Communication and Human Resources : Hong Kong Style”</p> <p><i>(LD)</i></p>	<p>To complete by end-2000</p>

Employees will only give their best if their employment and working conditions are perceived to be fair. Protecting the rights of employees includes ensuring equal protection for local and imported workers under the labour laws.

The aim is to progressively improve employees' rights and benefits in a way which is commensurate with the pace of Hong Kong's economic and social development, and to strike a reasonable balance between the interests of employers and employees. We aim to ensure that our labour standards are comparable to those of neighbouring economies at a similar level of development.

The Government's role is to set, promote and, where necessary, ensure enforcement of rights and standards. We provide customer-oriented information services to ensure that employees and employers know their rights and obligations, and enforce compliance by vigorous inspections, investigations of complaints and prosecutions. The Government adheres firmly to the system of tripartism or tripartite co-operation amongst employers, employees and the Government, mainly through the role of the Labour Advisory Board (LAB). The LAB, comprising an equal number of employer and employee representatives, has long been the most important consultative forum on labour matters. As a general practice, the Government consults the LAB on all proposals on labour laws before introducing them into the legislature. Over recent decades, the success of this tripartite structure has led to significant improvements in employee welfare and benefits.

We will assess our performance in respect of this KRA against the following indicators –

- Timely introduction of legislation to improve employees' rights and benefits. Our target is to introduce such legislation in time.
- Number of inspections conducted to safeguard employees' rights and benefits. Our target is to conduct 163 000 inspections in the coming year.

- Timely completion of reviews affecting employees' rights and benefits. Out target is to complete all such reviews on time.

We will pursue the following initiatives and targets to deliver results in this area –

Initiative	Target
<p>To consult relevant parties with a view to taking forward the recommendations of the study on the feasibility of recognising Chinese medicine under the Employment Ordinance, Employees' Compensation Ordinance, Pneumoconiosis (Compensation) Ordinance and Pneumoconiosis Ex Gratia Scheme <i>(Education and Manpower Bureau (EMB))</i></p>	<p>On the basis of consultation with relevant parties, recommend amendments to the Employment Ordinance, Employees' Compensation Ordinance, Pneumoconiosis (Compensation) Ordinance and the procedures under the Pneumoconiosis Ex Gratia Scheme, where appropriate, and consult the Labour Advisory Board in the 2000-2001 legislative session</p>
<p>To empower the Labour Tribunal to make an order of reinstatement/re-engagement for cases involving unreasonable and unlawful dismissal without the need to secure the consent of the employer <i>(EMB)</i></p>	<p>To introduce legislative amendments into the Legislative Council in 2001 to amend the Employment Ordinance</p>
<p>To review the levels of compensation under the Employees' Compensation Ordinance and the Pneumoconiosis (Compensation) Ordinance <i>(Labour Department (LD))</i></p>	<p>To complete the review in 2000</p>

Initiative	Target
<p>To review the provisions of the Employees' Compensation Ordinance to streamline the processing of employees' compensation claims</p> <p><i>(LD)</i></p>	<p>To complete the review in 2001</p>
<p>To publicise the major provisions of the Employees' Compensation Ordinance. The key message of these promotional programmes is to remind employers to comply with the statutory requirement of taking out insurance cover for their liabilities under the Ordinance and at common law</p> <p><i>(LD)</i></p>	<p>To launch a series of promotional programmes such as staging exhibitions, organising seminars and broadcasting radio/TV Announcements of Public Interest to publicise the major provisions of the Ordinance in 2000 and 2001</p>
<p>To review the financial position of the Protection of Wages on Insolvency Fund to ensure that it meets the current and future demands</p> <p><i>(EMB)</i></p>	<p>To complete the review in 2001</p>
<p>To modify the Employees Compensation Assistance Scheme to enable it to be financially viable in the long term</p> <p><i>(EMB)</i></p>	<p>To introduce changes to the Scheme in 2001</p>

The employment service contributes to employment by helping job-seekers to find jobs, helping employers to find workers, and ensuring that employment opportunities for local workers are not affected by illegal employment or abuse of the labour importation scheme.

The Labour Department provides a comprehensive range of free employment assistance and counselling to job-seekers through its network of job centres, and to people with a disability through the Selective Placement Service. The Job Matching Programme and the Outreaching Placement Service, in particular, provide an employment service to those who have lost their jobs.

We have been under continued pressure during the past 12 months but have nonetheless delivered an upgraded, proactive and efficient service to meet the surge in demand for employment services.

We will assess our performance in respect of this KRA against the following indicators –

- Number of job-seekers registered with the job centres of the Employment Services Division. Our target is to register about 190 000 job-seekers in the coming year.
- Number of job-seekers with a disability registered with the Selective Placement Service. Our target is to register about 3 780 job-seekers in the coming year.
- Number of able-bodied job-seekers placed. Our target is to place about 47 500 able-bodied job-seekers in employment in the coming year.
- Number of job-seekers with a disability placed. Our target is to place about 2 000 job-seekers with a disability in employment in the coming year.
- Time taken for job-seekers to receive counselling and placement services from the job centres. Our target is one week in the coming year.

We will pursue the following initiatives and targets to deliver results in this area –

Initiative	Target
<p>To provide hyperlinks from the existing Interactive Employment Service (IES) website of the Labour Department (LD) to other employment websites and to allow private employment agencies to post their job vacancies on IES free of charge</p> <p><i>(Labour Department (LD))</i></p>	<p>To provide the enhanced service by the end of 2000</p>
<p>To provide a one-stop information centre on labour-related matters - Cyber Resource Centre - to the business community</p> <p><i>(LD)</i></p>	<p>To develop LD's Cyber Resource Centre for Business by the end of 2000</p>
<p>To improve the job-searching skills of job-seekers with a disability to enhance their employment opportunities</p> <p><i>(LD)</i></p>	<p>To develop a new Self-help Integrated Placement Service (SHIPS), which includes group counselling, interviewing techniques and use of computer, by the end of 2000</p>

The aim is to protect the safety and health of employees at work, and to safeguard others who may be exposed to safety and health hazards arising from work-related activities.

The primary responsibility for workplace safety and health rests with employers and employees. Employers must, as far as reasonably practicable, ensure the safety and health at work of all their employees. Employees have an important duty to ensure both their own safety and the safety of their fellow workers.

Safety and health at work are protected under the Occupational Safety and Health Ordinance, the Factories and Industrial Undertakings Ordinance and the Boilers and Pressure Vessels Ordinance. The Government helps employers and employees control their risks at work by enforcing the legislation and promoting safety management through advice, training, publicity and promotional activities. The Government's attention is targeted at more accident-prone industrial undertakings, such as construction sites.

We will assess our performance in respect of this KRA against the following indicators –

- Number of fatal industrial accidents. Our target is to have an improvement over 1999 figures in the coming year.
- Number of non-fatal industrial accidents. Our target is to have an improvement over 1999 figures in the coming year.
- Accident rate per 1 000 industrial workers. Our target is to have an improvement over 1999 figures in the coming year.
- Number of inspections made. Our target is to conduct about 125 000 inspections in the coming year.
- Number of warnings issued by occupational safety officers. Our target is to issue about 27 000 warnings in the coming year.
- Number of prosecutions conducted. Our target is to conduct about 2 700 prosecutions in the coming year.

- Number of suspension or improvement notices issued. Our target is to issue about 1 800 notices in the coming year.

We will pursue the following initiatives and targets to deliver results in this area –

Initiative	Target
<p>To improve work safety by requiring operators of gas welding and flame cutting equipment to undergo safety training and to obtain a certificate</p> <p><i>(Education and Manpower Bureau (EMB))</i></p>	<p>To introduce a new regulation under the Factories and Industrial Undertakings Ordinance in the 2000-2001 legislative session</p>
<p>To improve the safety performance of construction sub-contractors by holding both the principal contractor and the sub-contractor jointly and severally liable for offences</p> <p><i>(EMB)</i></p>	<p>To introduce an amendment to the Construction Sites (Safety) Regulations in 2001</p>
<p>To enhance operational efficiency of the Occupational Safety and Health Branch of the Labour Department and its delivery of service to the public by developing a Management Information System</p> <p><i>(Labour Department (LD))</i></p>	<p>To appoint a contractor to develop the system in early 2001</p>

Initiative	Target
<p>To prepare the following new Codes of Practice to promulgate safety and health standards –</p> <ul style="list-style-type: none"> ● Safety Management ● Bamboo Scaffold Safety ● Metal Scaffold Safety ● Container Handling Safety in Container Yards <p><i>(LD)</i></p>	<ul style="list-style-type: none"> ● Completion in early 2001 ● Completion in early 2001 ● Completion in mid-2001 ● Completion in mid-2001
<p>To promote understanding and compliance with legislation and Codes of Practice on safety and health at work through the production of a CD-ROM</p> <p><i>(LD)</i></p>	<p>To produce the CD-ROM in mid-2001</p>
<p>To promote renovation work safety</p> <p><i>(LD)</i></p>	<p>To prepare booklets and an Announcement of Public Interest on renovation work safety in early 2001 to instil safety knowledge and awareness in renovation contractors and workers</p>
<p>To enhance the safety awareness of catering and construction workers and their families</p> <p><i>(LD)</i></p>	<p>To launch safety promotion programmes targeting at workers in the catering and the construction industries and their families and complete the programmes in the fourth quarter of 2000 and the first quarter of 2001 respectively</p>

Initiative	Target
<p>To promote a healthy lifestyle in the working population (LD)</p>	<p>To organise promotion programmes to discourage people from smoking, drinking alcohol and using over-the-counter drugs at work in the fourth quarter of 2000</p>
<p>To promote hearing conservation (LD)</p>	<p>To produce, in conjunction with the Occupational Deafness Compensation Board, an educational video for the promotion of hearing conservation in the noisy trades and launch it in the fourth quarter of 2000</p>
<p>To promote the prevention of silicosis (LD)</p>	<p>To produce, in conjunction with the Pneumoconiosis Compensation Fund Board, an educational video to promote the prevention of silicosis and launch it in early 2001</p>
<p>To raise the awareness of occupational health problems among workers in specific occupational groups (LD)</p>	<p>To launch tailor-made occupational health programmes for students, school staff and disciplinary personnel in the fourth quarter of 2000</p>
<p>To establish occupational disease-specific patient support groups to enhance knowledge on self-care and mutual support through experience sharing (LD)</p>	<p>To conduct programmes for eight patient support groups in 2001</p>

Investing In Our Human Capital

Detailed Progress

1

Identify needs and review policies and standards

To achieve results in this area, various initiatives have been undertaken in the past years. Details are set out below –

Initiative *	Target #	Present Position +
To develop Hong Kong into a regional training centre for Chinese cuisine by the establishment of a Chinese Cuisine Training Institute for providing systematic practical training in Chinese cuisine; and by introducing a trade testing system <i>(Vocational Training Council (VTC))</i>	To commission the Institute by the end of 2000 <i>(1999)</i>	Construction and renovation work has commenced as scheduled for completion by end-2000. <i>(Action in Progress: On Schedule)</i>

* the bracketed information denotes the agency with lead responsibility for the initiative

the bracketed information denotes the year in which the target was set

+ the bracketed information denotes the status of the target

Initiative	Target	Present Position
<p>To establish two Retraining Resources Centres at strategic locations to strengthen the “One-Stop Service” of the Employees Retraining Board (ERB) and to foster continuing/life-long learning</p> <p><i>(Employees Retraining Board)</i></p>	<ul style="list-style-type: none"> ● To set up two Retraining Resources Centres by the end of 1999 ● To provide “One-Stop Service” in the future Retraining Resources Centres <p><i>(1999)</i></p>	<ul style="list-style-type: none"> ● Two Retraining Resources Centres were set up at Jordan and Lok Fu respectively in December 1999 and March 2000. ● The two centres provide “One-Stop Service” to retrainees, including handling enquiries, course enrolment, organising pre-training and post-training seminars, workshops and mutual support groups, providing access to self-learning packages and up-to-date market information. <p><i>(Action Completed)</i></p>
<p>To undertake a study of the best overseas practices in manpower forecasting and consider a manpower forecasting model best suited to Hong Kong for the next ten years</p> <p><i>(Education and Manpower Bureau (EMB))</i></p>	<p>To complete the study within 1999</p> <p><i>(1998)</i></p>	<p>A consultancy study on the best overseas practices in manpower forecasting has been completed. In the light of the study’s findings, the Government will consider the development of a manpower forecasting model best suited to Hong Kong.</p> <p><i>(Action Completed)</i></p>

Initiative	Target	Present Position
<p>To review the Vocational Training Council's (VTC's) labour market analysis and apprenticeship systems (VTC)</p>	<ul style="list-style-type: none"> ● To complete the review by end-1999 (1998) ● As part of the organisational review of the VTC, to work with the VTC to – <ul style="list-style-type: none"> – identify a new methodology so that improved labour market analysis can be carried out; – identify, in the light of the resource review, those disciplines which are in least demand by students and/or employers, and those which are in great demand, and redeploy resources where appropriate (1997) 	<ul style="list-style-type: none"> ● A VTC task-force completed the review on VTC's labour market analysis in December 1999. The VTC will implement the review recommendations on improving the methodology for conducting manpower surveys and establishing data warehouse system to collect and analyse data on an industry-specific basis. <i>(Action Completed)</i> ● The VTC completed a review of the apprenticeship system in 1999 and has consulted relevant industries, its training boards and general committees of the review results. The VTC will work out an implementation timetable on the agreed recommendations. <i>(Action Completed)</i>

Initiative	Target	Present Position
<p>To study the manpower and training needs of major service sector industries. A study on the travel and tourism industry is under way and one on IT is being designed</p> <p><i>(EMB)</i></p>	<ul style="list-style-type: none"> ● To complete the travel and tourism study in the last quarter of 1998 ● To complete the IT study by mid-1999 <p><i>(1998)</i></p>	<ul style="list-style-type: none"> ● The consultancy study on the manpower and training needs of the travel and tourism industry has been completed. ● The consultancy study on the manpower and training needs of the IT industry has been completed. <p><i>(Action Completed)</i></p>
<p>Construction Industry Training Authority (CITA) to monitor closely the training needs of the industry and respond positively by increasing its flexibility to train more workers, and by collaborating with the Government, the VTC, the ERB and other tertiary/educational institutions</p> <p><i>(EMB)</i></p>	<p>During 1999, CITA will focus on meeting the long-term and short-term training needs of the construction industry through full-time courses lasting one year and shorter courses respectively. The Authority will also meet the needs of in-service construction personnel for continuing education training through professional development courses</p> <p><i>(1998)</i></p>	<p>In endeavouring to meet both the long-term and short-term training needs of the construction industry, the CITA increased in 1999-2000 its training capacity of craftsmen/technicians who are new entrants to the industry to 7 657, an increase of 24% over the previous year. Over 100 000 in-service workers have completed the mandatory safety training courses. The CITA has also provided numerous continuing education courses to meet the demands of the industry and the requirement of new laws and regulations.</p> <p><i>(Action Completed)</i></p>

2

Foster a skilled and dynamic workforce

To achieve results in this area, various initiatives have been undertaken in the past years. Details are set out below –

Initiative	Target	Present Position
<p>To mount a major and comprehensive “Youth Pre-employment Training Programme” for young school leavers in order to enhance their employability through concerted efforts of various government departments, training bodies, voluntary agencies and employers –</p> <ul style="list-style-type: none"> ● Leadership, self-discipline and team-building training ● Job search and interpersonal skills ● Computer application ● Job specific skills ● Workplace attachment <p><i>(Education and Manpower Bureau (EMB)/Labour Department)</i></p>	<ul style="list-style-type: none"> ● To provide a series of useful employment-related training courses and workplace attachments to a large number of young school leavers mainly between the age of 15 - 19 ● To upgrade the skills and employability of young school leavers ● To start the programme in September 1999 <p><i>(1999)</i></p>	<p>The Programme was launched from September 1999 to March 2000. It offered 22 132 training places in 951 training classes. A total of 10 707 trainees attended one or more modular training courses and 5 752 trainees underwent workplace attachment training.</p> <p><i>(Action Completed)</i></p>

Initiative	Target	Present Position
<p>To strengthen the quality of retraining courses administered by the Employees Retraining Board (ERB)</p> <p><i>(Employees Retraining Board (ERB))</i></p>	<ul style="list-style-type: none"> ● To improve the quality of training through course restructuring, standardisation and modularisation, and enhance the participation of employers and training providers in the design, delivery and evaluation of retraining courses through various Course Steering Groups ● To provide the unemployed with generic and transferable skills training in areas such as “soft skills”, IT and vocational languages in the core module of retraining courses 	<ul style="list-style-type: none"> ● In consultation with its 11 Course Steering Groups, the ERB has completed the course restructuring, standardisation and modularisation exercise in respect of the major course categories. Corresponding training manuals have been or are being developed for specific course categories to ensure the attainment of a common standard which would enhance the quality and recognition of retraining courses. ● The standardised course packages will not only cover the core job specific skills, but also modules on generic skills such as “soft skills”, basic computer operation, vocational languages, occupational safety and health.

Initiative	Target	Present Position
	<ul style="list-style-type: none"> ● To set up Trade Advisory Groups and a Co-ordination Forum to invite key personnel of major trade and employers associations to take part in the development of retraining programmes. Regular meetings will be held to exchange views and enhance co-ordination with trade/professional associations <p>(1999)</p>	<ul style="list-style-type: none"> ● A total of nine Trade Advisory Groups have been formed on specific course categories for the employers and trade professionals to advise on the design of the retraining courses. Regular meetings have also been held with employers and trade associations to gauge their manpower needs and views on retraining of workers. <p><i>(Action Completed)</i></p>

Initiative	Target	Present Position
<p>To enhance the ERB's placement services <i>(ERB)</i></p>	<p>To provide retrainees with extended post-employment follow-up services ranging from three to 12 months to help them retain their jobs <i>(1999)</i></p>	<p>Apart from post-training placement assistance and counselling to full-time retrainees to help them re-enter the job market, the ERB has started to conduct sample retention surveys for the major skill-based full-time retraining courses to keep track of the employment situation of retrainees. Follow-up services are also provided through the two Retraining Resources Centres which provide continuing training opportunities and self-learning packages for retrainees. This helps sustain the employability of retrainees and promotes the concept of life-long learning. <i>(Action Completed)</i></p>
<p>To increase the quantity and quality of training places in the Construction Industry Training Authority (CITA) to attract new entrants into the construction industry <i>(Construction Industry Training Authority (CITA))</i></p>	<ul style="list-style-type: none"> ● To increase the capacity of full-time training courses from 6 183 in the 1998-1999 training year to 7 657 in the 1999-2000 training year ● To require all trainees of the basic craft and short courses to pass the Intermediate Trade Test before graduation <i>(1999)</i> 	<ul style="list-style-type: none"> ● The capacity of full-time training courses has been further increased from 7 657 in the 1999-2000 training year to 7 919 in 2000-2001. ● All trainees are now required to pass the Intermediate Trade Test before graduating from the CITA courses. <i>(Action Completed)</i>

Initiative	Target	Present Position
<p>Vocational Training Council's (VTC's) existing two Technical Colleges (TCs) and seven Technical Institutes (TIs) to be integrated into one coherent management, academic and training structure, to enhance VTC's cost-effectiveness and responsiveness. To draw up a timetable, together with the VTC, to work on the phased implementation of the recommendations arising from the strategic and organisational review of the VTC to ensure that VTC will become more flexible and responsive to the changing demands of the labour market</p> <p><i>(Vocational Training Council (VTC))</i></p>	<ul style="list-style-type: none"> ● To have the integration completed by 2001-2002 to form the Hong Kong Institute of Vocational Education (IVE) <i>(1998 and 1997)</i> ● To introduce a quality assurance system into the VTC <i>(1997)</i> ● To strengthen the VTC Council and senior management <i>(1997)</i> 	<ul style="list-style-type: none"> ● The IVE was formed and the resulting new course structure was phased in during the 1999-2000 academic year. The Institute is fully operational and will be enhanced by the completion of a new wing at the Shatin campus in 2001. ● The VTC has implemented a quality assurance system called "Total Quality Initiatives". A complete reviewing, monitoring and validation system is in place for IVE courses, and an auditing and reviewing system has been set up for support and other services. ● The VTC Council has been strengthened by the appointment of more industry representatives and chairmen of its training committees. A new Deputy Executive Director (Corporate) will be created and a new Human Resources Unit and a new Central Services Unit have been set up to strengthen management and support services.

Initiative	Target	Present Position
	<ul style="list-style-type: none"> ● To modernise the training equipment in the training centres <i>(1997)</i> ● To improve teaching equipment in the TIs to satisfy the most up-to-date course requirements <i>(1997)</i> 	<ul style="list-style-type: none"> ● Funds have been allocated for the VTC to modernise the training equipment in the training centres. A total of \$20 million has been secured for modernisation of equipment in 2000-2001 and 2001-2002. ● Funding has been secured from the Government for the procurement of computer hardware and software for the provision of new Higher Diploma courses at the Shatin campus. <i>(Action Completed)</i>
<p>To build a new wing at Shatin Technical Institute to meet future demands <i>(VTC)</i></p>	<p>To complete the new wing by 2001-2002 to provide an additional 1 000 places <i>(1998)</i></p>	<p>Building work has commenced and is scheduled for completion by June 2001. <i>(Action in Progress: On Schedule)</i></p>

Initiative	Target	Present Position
<p>To enhance the VTC's IT infrastructure and services by implementing a \$176 million-strategy <i>(VTC)</i></p>	<ul style="list-style-type: none"> ● To complete the exercise by 2001-2002 <i>(1998)</i> ● To work with the VTC to enhance the VTC's existing IT infrastructure <i>(1997)</i> 	<p>Funds have been secured to enable the VTC's IT infrastructure and services to be enhanced as proposed. <i>(Action Completed)</i></p>
<p>To enhance co-ordination amongst the VTC, the ERB and the job centres of the Labour Department (LD) to maximise their resources for the benefit of job-seekers <i>(EMB)</i></p>	<p>To commence by end-1998 <i>(1998)</i></p>	<p>The computer networking between the ERB and the LD has been set up to speed up job matching, and facilitate exchange of information on job vacancies and retraining courses. The ERB and the LD have continued to organise joint career exhibitions/recruitment seminars on a regular basis. <i>(Action Completed)</i></p>

Initiative	Target	Present Position
<p>To expand special tailor-made employees retraining courses under the Employees Retraining Scheme (ERS) to retrain the unemployed in new and transferable skills</p> <p><i>(ERB)</i></p>	<ul style="list-style-type: none"> ● To implement a special promotion and marketing programme for these courses by end-1998 ● In consultation with employers, the ERB will identify more job vacancies for special tailor-made training at the employers' workplace which in addition to vital working experience, also provides trainees with a retraining allowance and 12 months' post-employment follow-up service <p><i>(1998)</i></p>	<ul style="list-style-type: none"> ● The special promotion and marketing programme for special tailor-made courses was implemented in 1998-1999. As a result of the programme, a total of 1 725 retrainees completed the various tailor-made courses in 1999, representing a 33% increase over the figure in 1998. The average placement rate is 89%. In 2000, the planned capacity is 2 000, a 5% increase over last year. ● The ERB has maintained close liaison with trade and employer associations in order to line up job vacancies in specific trades for development of tailor-made programmes. In 1999, the ERB provided tailor-made programmes for 42 employers with a total training capacity of 1 983 places. <p><i>(Action Completed)</i></p>

Initiative	Target	Present Position
<p>To develop a qualifications framework for VTC's programme and ERB's retraining programme to provide an education training ladder for the employed and unemployed <i>(EMB)</i></p>	<p>To draw up a framework for the exercise by end-1999 <i>(1998)</i></p>	<p>The VTC and ERB have studied the possibility of developing an education training ladder between their programmes and have concluded that at the current stage it would only be possible to jointly develop course linkages and skills banding for their computer and IT-related programmes so that a progression ladder can be set up for trainees of both organisations. Work on the progression ladder in their computer and IT-related programmes was completed in 2000. <i>(Action Completed)</i></p>
<p>The ERB to evaluate the effectiveness of the training bodies <i>(EMB)</i></p>	<p>The ERB to evaluate the number and composition of the training bodies with a view to assessing their performance and quality and improving their effectiveness <i>(1997)</i></p>	<p>The performance of the existing training bodies is being continuously evaluated against a set of indicators. Those which fail to meet the performance requirements of the ERB will be required to reduce their training capacity of the courses concerned or to stop offering the courses. For serious non-performers, they would be deleted from the approved list of training bodies. Since October 1999, six more training bodies have been deleted from the approved list. <i>(Action Completed)</i></p>

3

Promote good employer/employee relations

To achieve results in this area, various initiatives have been undertaken in the past years. Details are set out below –

Initiative	Target	Present Position
To launch a Good People Management Award so as to encourage, promote and benchmark companies in achieving good people management practices <i>(Labour Department (LD))</i>	To launch the Award by end-1999 <i>(1999)</i>	The Good People Management Award was launched in the second half of 1999. The event met with favourable response with a total of 119 establishments participating in it. <i>(Action Completed)</i>
To compile a comprehensive guide on employees' rights and benefits under labour laws <i>(LD)</i>	Completion by end-2000 <i>(1999)</i>	Production of a comprehensive guide on employees' rights and benefits under labour laws will be completed by the fourth quarter of 2000. The guide will be uploaded to the Labour Department's homepage on the Internet for wider public access. <i>(Action in Progress: On Schedule)</i>

Initiative	Target	Present Position
<p>To promote tripartite communication between employers, employees and the government on employment matters at the trade/industry level <i>(LD)</i></p>	<p>To form new tripartite committees and hold regular meetings to improve understanding and communication between employers' and employees' organisations on employment matters of mutual concern <i>(1999)</i></p>	<p>Apart from four tripartite committees which have already been formed in catering, construction, theatre and warehouse & cargo transport industries, four new tripartite committees have been set up in the past year in industries including property management, printing, hotel & tourism and cement & concrete. <i>(Action Completed)</i></p>
<p>To strengthen promotional efforts for effective labour-management communication and better understanding of the Employment Ordinance amongst small and medium-sized enterprises (SMEs) <i>(LD)</i></p>	<p>To organise a series of promotional activities to reach out to 90 000 SMEs <i>(1999)</i></p>	<p>A series of promotional activities have been organised. <i>(Action Completed)</i></p>

4

Enforce employee rights and benefits

To achieve results in this area, various initiatives have been undertaken in the past years. Details are set out below –

Initiative	Target	Present Position
<p>To study the feasibility of recognising Chinese medicine for the purpose of employees' compensation and other benefits under relevant labour legislation</p> <p><i>(Labour Department (LD))</i></p>	<p>To complete the review by the first quarter of 2000</p> <p><i>(1999)</i></p>	<p>The review is completed.</p> <p><i>(Action Completed)</i></p>
<p>To step up enforcement against illegal employment by the Labour Department (LD) with a view to protecting employment opportunities for the local workforce</p> <p><i>(LD)</i></p>	<p>We will conduct an additional 5 000 inspections (3% more) to workplaces in 2000 to combat illegal employment</p> <p><i>(1999)</i></p>	<p>A total of 108 930 inspections was conducted from January to August 2000, representing an achievement of 70% of the annual inspection target.</p> <p><i>(Action in Progress: On Schedule)</i></p>
<p>To strengthen co-operation and co-ordination with the International Labour Organisation (ILO)</p> <p><i>(Education and Manpower Bureau (EMB)/LD)</i></p>	<ul style="list-style-type: none"> ● To organise technical co-operation programmes with the support of the ILO 	<ul style="list-style-type: none"> ● With the technical assistance and professional support of the ILO experts, training programmes and seminars are organised on occupational safety, effective communication and voluntary negotiation as well as conciliation and mediation.

Initiative	Target	Present Position
	<ul style="list-style-type: none"> To serve as host country for ILO fellowship programmes <p>(1999)</p>	<ul style="list-style-type: none"> We have received officials from the Mainland and various Asian countries, including Cambodia, Indonesia, Laos, Mongolia and Vietnam under the ILO fellowship programmes on employment promotion, placement services, labour laws, conciliation and arbitration. <p>(Action Completed)</p>
<p>To actively participate in tripartite forums organised by the ILO in the Asia-Pacific Region</p> <p>(LD)</p>	<p>To share experience and best practices with other economies in the region</p> <p>(1999)</p>	<p>Government officials and representatives of employers and employees had participated actively in ILO meetings in the Asia-Pacific Region on gender and women's issues, and application of fundamental principles and rights at work.</p> <p>(Action Completed)</p>
<p>To give effect to recommendations of the Review of the Employees Compensation Assistance Scheme</p> <p>(EMB)</p>	<p>To introduce legislative changes, where appropriate, to give effect to the recommendations of the review in the 1999-2000 legislative session</p> <p>(1999)</p>	<ul style="list-style-type: none"> Consultations are being conducted on the proposals in the review. Legislative amendments to be introduced into the Legislative Council in 2000-2001 session. <p>(Action in Progress: Under Review)</p>

Initiative	Target	Present Position
<p>To review the Employees Compensation Assistance Scheme to ensure the fund meets current and future demands</p> <p><i>(EMB)</i></p>	<p>To complete the review by end-1999</p> <p><i>(1998)</i></p>	<p>The consultancy review has been completed.</p> <p><i>(Action Completed)</i></p>
<p>To introduce legislation to improve the system of settlement of compensation claims in work-related fatal accidents</p> <p><i>(EMB)</i></p>	<p>To introduce legislation into the Legislative Council in the 1998-1999 session</p> <p><i>(1998)</i></p>	<p>The Amendment Ordinance was passed by the Legislative Council on 22 June 2000 and took effect on 1 August 2000.</p> <p><i>(Action Completed)</i></p>
<p>To conduct vigorous inspections of workplaces to ensure compliance with the requirements laid down in employment legislation and to assist in combating illegal employment</p> <p><i>(LD)</i></p>	<p>We will conduct 150 000 inspections in 1999</p> <p><i>(1998)</i></p>	<p>A total of 161 910 inspections were conducted in 1999.</p> <p><i>(Action Completed)</i></p>
<p>To complete the review on rest breaks</p> <p><i>(LD)</i></p>	<p>To explore whether new regulations to provide for rest breaks to protect workers' safety and health at work should be introduced</p> <p><i>(1997)</i></p>	<p>We have conducted a survey on the pattern of working time arrangements among our workforce, and made an assessment on the economic implications, as well as studied the experience of other places. We are considering the best way forward.</p> <p><i>(Action in Progress: Under Review)</i></p>

5

Deliver an efficient employment service

To achieve results in this area, various initiatives have been undertaken in the past years. Details are set out below –

Initiative	Target	Present Position
<p>To revamp the Job Matching Programme to meet the increasing demand for service brought about by the growing popularity of the programme. Group counselling in the form of a briefing session followed by a workshop will be introduced to complement individual counselling. The briefing session will disseminate key labour market information. The workshop will provide core skills training in areas such as self-analysis of strength and weakness, networking, communication and interviewing skills. Placement officers will be able to have a better knowledge about the job-seekers. This will be followed by one-to-one job matching service</p> <p><i>(Labour Department (LD))</i></p>	<p>To complete revamping of the Job Matching Programme by the end of 2000</p> <p><i>(1999)</i></p>	<p>The revamp of the Job Matching Programme has been completed.</p> <p><i>(Action Completed)</i></p>

Initiative	Target	Present Position
<p>To enhance the employment service for the construction industry by developing a dedicated website for employers and job-seekers</p> <p><i>(LD)</i></p>	<p>To complete by the end of 2000</p> <p><i>(1999)</i></p>	<p>A dedicated website has been developed and put into operation since July 2000.</p> <p><i>(Action Completed)</i></p>
<p>To revamp the Labour Department's Careers Advisory Service to render more focused and effective service in the dissemination of career information and career advisory assistance to young people and school leavers</p> <p><i>(LD)</i></p>	<p>To completely revamp the Careers Advisory Service by the end of 2000</p> <p><i>(1999)</i></p>	<p>The website of the Careers Advisory Service is under reconstruction. The first phase of enhancement is scheduled to be completed by October 2000.</p> <p><i>(Action in Progress: On Schedule)</i></p>
<p>To launch the Employment Information and Promotion Programme to strengthen rapport with employers, to canvass vacancies actively and provide analysis of labour market information</p> <p><i>(LD)</i></p>	<ul style="list-style-type: none"> ● To launch the programme before end-1998 ● To establish close links with major employers and employer associations and to expand the vacancy database to increase the chances of finding suitable jobs for job-seekers ● To hold a series of promotional activities to reach out to 22 000 employers and job-seekers by end-1999 <p><i>(1998)</i></p>	<p>The programme was launched in August 1998. Officers of the Labour Department (LD) reached out to about 49 000 employers and job-seekers from August 1998 to end-1999.</p> <p><i>(Action Completed)</i></p>

Initiative	Target	Present Position
<p>To re-provision and integrate eight job centres of the Employment Services Division with eight Labour Relations Division (LRD) offices of LD, and to integrate two careers information centres with the job centres. This seeks to expand the office premises to meet operational needs, and to improve the overall effectiveness of the employment and labour relations services for job-seekers and employees through the provision of one-stop front-line service</p> <p><i>(LD)</i></p>	<ul style="list-style-type: none"> ● To complete re-provisioning in stages over the next three years ● To benefit each year 175 000 people seeking employment services, career information and advice, and labour relations service <p><i>(1998)</i></p>	<ul style="list-style-type: none"> ● LD has, in collaboration with the Government Property Agency, formulated a three-year programme for the offices concerned. ● Four job centres were integrated with LRD offices and careers information centres from January to September 2000. ● Planning work for re-provisioning the remaining job centres is in full swing. ● 240 000 people benefited from the new integrated services from September 1999 to August 2000. <p><i>(Action in Progress: On Schedule)</i></p>
<p>To improve the efficiency of the placement service for job-seekers with a disability by fully computerising all four offices of the Selective Placement Division</p> <p><i>(LD)</i></p>	<p>To complete by end-1999</p> <p><i>(1998)</i></p>	<p>The computerisation programme was completed and fully implemented in November 1999. The programme has significantly improved the efficiency of the placement service for job-seekers with a disability.</p> <p><i>(Action Completed)</i></p>

6

Promote and regulate safety and health at work

To achieve results in this area, various initiatives have been undertaken in the past years. Details are set out below –

Initiative	Target	Present Position
<p>To amend the Factories and Industrial Undertakings Ordinance (Cap. 59) to remove the six-month time bar on prosecuting proprietors of notifiable work places for failure to meet the notification requirement</p> <p><i>(Education and Manpower Bureau (EMB))</i></p>	<p>To introduce the bill into the Legislative Council in the 1999-2000 legislative session</p> <p><i>(1999)</i></p>	<p>The Amendment Ordinance was passed by the Legislative Council in February 2000.</p> <p><i>(Action Completed)</i></p>
<p>To amend the Factories and Industrial Undertakings (Safety Officers and Safety Supervisors) Regulation to enhance the powers and training of safety officers and to extend the coverage to the container-handling industry</p> <p><i>(EMB)</i></p>	<p>To introduce the amendment regulation into the Legislative Council in the 1999-2000 legislative session</p> <p><i>(1999)</i></p>	<p>We are reviewing the need to require safety officers and safety auditors to undergo a continual professional development programme as a pre-requisite for renewal of registration.</p> <p><i>(Action in Progress: Under Review)</i></p>

Initiative	Target	Present Position
<p>To introduce a new regulation under the Occupational Safety and Health Ordinance to protect the safety and health of habitual users of display screen equipment <i>(EMB)</i></p>	<p>To introduce a control regime with regard to the use of display screen equipment and to set compliance standards by October 2000 <i>(1999)</i></p>	<p>Draft Regulation has been prepared. We will introduce the legislation into the Legislative Council at the earliest possible instance in the 2000-2001 session. <i>(Action in Progress: On Schedule)</i></p>
<p>To introduce a new regulation under the Occupational Safety and Health Ordinance on the provision and use of personal protective equipment <i>(EMB)</i></p>	<p>To introduce a regulation into the Legislative Council in late 2000 to ensure that employees are provided with suitable personal protective equipment and given adequate and appropriate information, instruction and training on the use of such equipment <i>(1999)</i></p>	<p>Drafting of the Regulation is in progress. <i>(Action in Progress: On Schedule)</i></p>
<p>Upon the Legislative Council's approval of the Factories and Industrial Undertakings (Safety Management) Regulation, to provide assistance and guidance to industrial undertakings required to implement a safety management system <i>(Labour Department (LD))</i></p>	<p>To inculcate a structured approach to manage safety and health in the construction industry and designated industrial undertakings in 2000 <i>(1999)</i></p>	<p>We published a Guide to Safety Management in 1999. We also conducted 1 664 promotional visits, 8 seminars, 22 talks, 32 training courses and 8 roving exhibitions in the first six months of 2000 to promote the concept of safety management system among employers. <i>(Action Completed)</i></p>

Initiative	Target	Present Position
<p>To put accident statistics, in co-operation with the Occupational Safety and Health Council, onto the Internet for the public's access</p> <p><i>(LD)</i></p>	<p>To complete the uploading of accident statistics onto the Internet by the end of 1999</p> <p><i>(1999)</i></p>	<p>Our accident statistics were uploaded onto the website of the Occupational Safety and Health Council in November 1999.</p> <p><i>(Action Completed)</i></p>
<p>To form a new Integrated Services Group comprising professional officers from occupational health and safety services to undertake promotional and enforcement inspections to chain, complex and large organisations and major hazardous installations</p> <p><i>(LD)</i></p>	<p>To provide one-stop integrated services in the second half of 1999</p> <p><i>(1999)</i></p>	<p>An Integrated Services Group, comprising 8 service teams, has been formed.</p> <p><i>(Action Completed)</i></p>
<p>To create a safety icon, in co-operation with the Occupational Safety and Health Council, to provide a focus on work safety and health, which will transcend organisational and sectoral identity</p> <p><i>(LD)</i></p>	<p>To launch the safety icon by the end of 1999 and use it in all safety promotional activities and publications on occupational safety and health</p> <p><i>(1999)</i></p>	<p>The icon was officially launched in October 1999. It has been used in all safety promotional activities and publications.</p> <p><i>(Action Completed)</i></p>

Initiative	Target	Present Position
<p>To reach out to small and medium sized-enterprises (SMEs) and promote the basic concepts of occupational safety and health among employers and employees by providing practical guide to risk identification, disseminating workplace safety information and collecting feedback during contacts with SMEs</p> <p><i>(LD)</i></p>	<p>The target number of enterprises reached is about 18 000 by end-2000</p> <p><i>(1999)</i></p>	<p>We started the promotion programme in July 1999. As at 31 July 2000, we have visited about 14 000 SMEs. We will achieve the target of 18 000 by the end of 2000.</p> <p><i>(Action in Progress: On Schedule)</i></p>
<p>To develop, in conjunction with the Occupational Safety and Health Council, a do-it-yourself kit to help SMEs develop their own safety management system</p> <p><i>(LD)</i></p>	<p>To launch the kit in the third quarter of 2000</p> <p><i>(1999)</i></p>	<p>The kit was launched in March 2000.</p> <p><i>(Action Completed)</i></p>
<p>To equip the Labour Department's occupational hygienists with the capability to undertake direct prosecution work</p> <p><i>(LD)</i></p>	<p>To step up efforts in prosecuting employers/employees who fail to comply with the laws concerning occupational hygiene</p> <p><i>(1999)</i></p>	<p>Since mid-2000, occupational hygienists have stepped up their involvement in prosecution work.</p> <p><i>(Action Completed)</i></p>

Initiative	Target	Present Position
<p>To promote the “good health is good business” concept by more vigorous use of the new Occupational Safety and Health Centre in Sham Shui Po. Lectures, exhibitions, interactive IT devices will be staged or developed for group visits and individual clients</p> <p><i>(LD)</i></p>	<p>To educate the public on the benefits of prevention of workplace accidents and diseases</p> <p><i>(1999)</i></p>	<p>Safety and health talks exhibitions and interactive multi-media kiosks have been staged or developed at the Occupational Safety and Health Centre. In 1999, 26 500 clients visited the Centre.</p> <p><i>(Action Completed)</i></p>
<p>To prepare the relevant industries for the implementation of the Factories and Industrial Undertakings (Medical Examinations) Regulation, upon approval by the Legislative Council, by more promotional activities</p> <p><i>(LD)</i></p>	<p>To prepare the public and the medical profession for the introduction of the new regulation in 2000</p> <p><i>(1999)</i></p>	<p>Promotional activities will be staged after the Regulation has been approved by the Legislative Council.</p> <p><i>(Action in Progress: On Schedule)</i></p>

Initiative	Target	Present Position
<p>To strengthen liaison with the Works Bureau, Housing Authority, Real Estate Developers Association, the Hong Kong Construction Association, the Mass Transit Railway Corporation and the Kowloon-Canton Railway Corporation to improve work safety through tighter contract conditions and disciplinary proceedings</p> <p><i>(LD)</i></p>	<p>To improve safety performance in both public and private construction sites</p> <p><i>(1999)</i></p>	<p>We have strengthened our liaison with these organisations to improve construction site safety. We have worked closely with the Works Bureau and the Housing Authority to impose sanction through administrative measures, against contractors with poor safety performance. In 1999, the number of accidents and the accident rate per 1 000 workers in the construction industry decreased by 28% and 20% respectively compared with 1998.</p> <p><i>(Action Completed)</i></p>
<p>To promote good house-keeping practices and the proper use of personal protective equipment by staging a major trade show and safety award competitions in the construction industry and catering industry</p> <p><i>(LD)</i></p>	<p>To hold the trade show in March 2000 and the award ceremonies in October 1999 and February 2000 respectively</p> <p><i>(1999)</i></p>	<p>Two safety award competitions, one for the catering industry and the other for the construction industry to promote good house-keeping were successfully concluded in October 1999 and March 2000 respectively. A major trade show on the proper use of personal protective equipment was also staged in March 2000.</p> <p><i>(Action Completed)</i></p>

Initiative	Target	Present Position
<p>To further enhance the general safety and health standards at work and reduce the risk of occupational injuries by introducing legislative provisions. These new provisions will lead to less time lost, fewer compensation claims and higher productivity as a result of better safety knowledge and awareness</p> <p><i>(EMB)</i></p>	<ul style="list-style-type: none"> ● To introduce new legislation in the 1998-1999 legislative session to provide for – <ul style="list-style-type: none"> – safety management system in designated factories and industrial undertakings, employing 100 or more employees – training and certification for operators of fork-lift trucks and earth-moving equipment – introduce a new regulation to require workers engaged in hazardous occupations to undergo pre-employment and periodic medical examinations by Appointed Medical Practitioners 	<ul style="list-style-type: none"> – The new Regulation was approved by the Legislative Council in November 1999. <i>(Action Completed)</i> – The new Regulation was approved by the Legislative Council in April 2000. <i>(Action Completed)</i> – The draft Regulation has been examined by a Legislative Council Sub-committee. We are considering the views of the Sub-committee. <i>(Action in Progress: Under Review)</i>
	<p><i>(1998)</i></p>	

Initiative	Target	Present Position
	<ul style="list-style-type: none"> ● To give early health warnings to 195 000 workers exposed to high health risks in hazardous trades <i>(1998 and 1997)</i> 	<ul style="list-style-type: none"> ● The original provision on this early warning mechanism through annual return by employers on medical examinations conducted has been removed from the proposed Factories and Industrial Undertakings (Medical Examinations) Regulation. The effect of early warnings can be achieved through the retention of medical examination reports by the workers themselves. <i>(Action Completed)</i>
<p>To conduct medical examinations and assessments for radiation workers, aviation personnel and government employees exposed to special occupational hazards <i>(LD)</i></p>	<ul style="list-style-type: none"> ● To conduct 2 000 medical examinations and assessments in 1999 to ensure that workers are physically fit for their jobs and give early warnings and treatment to them ● To ensure that our air-traffic control officers, professional air crew and private airplane pilots comply with international aviation medical standards <i>(1998)</i> 	<ul style="list-style-type: none"> ● We conducted 2 138 medical examinations and assessments in 1999. ● For air-traffic control officers, professional air crew and private airplane pilots, we issued 582 medical certificates in 1999. <i>(Action Completed)</i>

Initiative	Target	Present Position
<p>To arrange medical assessments for injured employees and employees contracting prescribed occupational diseases in the context of assessing employees' compensation claims</p> <p><i>(LD)</i></p>	<p>To conduct 75 000 sick leave clearance interviews in 1999 for workers suffering from occupational injuries or prescribed occupational diseases to facilitate their claims for compensation</p> <p><i>(1998)</i></p>	<p>We conducted 79 754 sick leave clearance interviews in 1999.</p> <p><i>(Action Completed)</i></p>
<p>To conduct surveys on various industries and epidemiological studies on health and hygiene conditions in the workplace to –</p> <ul style="list-style-type: none"> ● identify physical, chemical and biological hazards in the work environment ● evaluate the adequacy of preventive measures and recommend improvement measures ● advise employers on compliance with legislative requirements and occupational hygiene standards <p><i>(LD)</i></p>	<p>To conduct 4 000 field surveys at workplaces in 1999</p> <p><i>(1998)</i></p>	<p>We conducted 6 034 field surveys in 1999.</p> <p><i>(Action Completed)</i></p>

Initiative	Target	Present Position
<p>To actively promote the Occupational Safety Charter through encouraging voluntary subscription to the Charter by employer and employee bodies, safety practitioners and businesses</p> <p><i>(LD)</i></p>	<p>To canvass for subscriptions from as many corporations in as many trades/industries as possible</p> <p><i>(1996)</i></p>	<p>We have made good progress with this on-going programme. As at 30 September 2000, over 440 organisations have subscribed to the Charter.</p> <p><i>(Action Completed)</i></p>