

# 香港前高級公務員協會 有限公司

**HONG KONG FORMER SENIOR CIVIL SERVANTS ASSOCIATION LTD.**

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主題：回應公務員事務局致各政府部門「義工招募」通告

親愛的會員：

今天中國內地遭遇到前所未有的武漢新型冠狀病毒攻擊，形勢非常嚴峻。

香港亦有多宗確診病例，極需要香港人，同心協力，共渡難關。

為響應政務司司長的呼籲現職及退休公務員參加義工服務，本會已聯絡公務員事務局並取得有關參加義工的通告及相關附件給各會員了解義工服務的需求。敬請量力而為及見下文公務員事務局致各政府部門中英文「義工招募」通告及附件。

本會行政助理曾藹慈，可統籌相關義工服務。電話：2363 6938，電郵：  
[hkfscsa@hotmail.com](mailto:hkfscsa@hotmail.com)。

趁此元宵佳節，祝大家身體健康，如意吉祥！

陳鴻烈

會長

2020年2月8日

附件：「義工招募」通告

## **郵件標題：新型冠狀病毒抗疫工作 - 義工招募**

各位部門首長：

為應對新型冠狀病毒的嚴峻疫情，我呼籲各位全力配合政府的抗疫工作，在切實可行的範圍內准許屬下員工擔任某些非醫療 / 非專業運作職務，由衛生署 / 民政事務局及其轄下部門 / 社會福利署(社署)安排，為他們的工作提供緊急支援。此外，懇請各位協助聯絡貴部門的退休人員，以盡量招募更多義工參與有關工作。齊心抗疫，至為重要。

### **現職人員**

2. 請呼籲下列人員響應，並請有意參與的人員向部門主任秘書登記：

- (a) 公務員；
- (b) 非公務員合約僱員；或
- (c) 退休後服務合約僱員。

3. 只要有關人員並非負責提供緊急服務或與新型冠狀病毒感染相關的主要公共服務，亦非根據在家辦公特別安排提供基本和有限度服務，部門主管可考慮批准該人員參與是次義務工作。

4. 我們會另行通知獲批人員向衛生署 / 民政事務局 / 社署報到。該等人員將按其現行服務條款和條件，由貴部門借調到有關決策局 / 部門擔任義務工作。他們的薪酬維持不變，並繼續由貴部門的常額編制承擔。

### **退休人員**

5. 請貴部門亦嘗試聯絡退休人員，呼籲他們響應是次招募。我們明白部門未必能夠在短時間內收集所有退休人員的聯絡資料，請盡力而為。

### **工 作**

6. 義工可能會被安排擔任的工作示例，載於附件 A。

附件 A - 工作示例

### **訓練和設備**

7. 我們會為義工安排簡介 / 訓練，以便他們稍後投入工作；亦會為他們獲指派的特定工作提供所需設備（例如防護用具）。衛生署 / 民政事務局 / 社署會向每名現職 / 退休人員及其所屬部門提供服務記錄，以供存檔和管理之用。

### **跟進工作**

8. 請呼籲和鼓勵貴部門的現職和退休人員響應是次招募，並告知有意參與的人員填寫附件 B 的回覆表格。請各部門主任秘書收集表格後交回公務員事務局，由該局轉交衛生署 / 民政事務局 / 社署。衛生署 / 民政事務局 / 社署之後會就詳細安排聯絡有關

義工，如有需要，亦會聯絡部門主任秘書。請指派一名部門人員為聯絡人，並提供其姓名、電郵地址和流動電話號碼，以便安排有關工作。

#### 附件 B - 回覆表格

9. 由於政府正實施公務員在家辦公安排，部分人員未必能夠直接收取電子郵件，因此，請透過其他途徑（例如 WhatsApp 羣組），盡量向各人員轉達本文內容。

10. 查詢一般人事管理事宜，政府僱員請聯絡公務員事務局高級首席行政主任（一般職系）張佩蓮女士（電話：9839 1192）或公務員事務局首席行政主任（一般職系）盧廣祥先生（電話：6340 6509），非公務員合約和退休後服務合約僱員請聯絡公務員事務局首席助理秘書長（人力）梁嘉盈女士（電話：6312 6553）。

查詢運作詳情，請聯絡衛生署總行政主任（人事及醫院員工）鄭保芬女士（電話：2882 7552）、民政事務局總行政主任（行政）張惠慈女士（電話：3509 8006）或社署助理署長（青年及感化服務）郭李夢儀女士（電話：2892 5555）。

11. 盼望各位鼎力支持！

## 義工可能會被安排擔任的工作

- (a) 依照講稿致電接受家居隔離人士；
- (b) 到場進行抽查，確定被隔離人士留在住處；
- (c) 在指定場地 / 營舍當值，確保在港沒有居所但須接受檢疫的人士留在指定場地 / 營舍內；
- (d) 為在家居及指定場地 / 營舍接受檢疫的人士 / 家庭採購和運送膳食及日用品(物品)。有關工作包括：
  - (i) 以電話 / 傳真 / 電郵等方式向供應商訂購物品；親身向供應商採購物品；以及把採購記錄存檔；
  - (ii) 以電話 / 傳真 / 電郵等方式安排運送物品；以及把運送記錄存檔；
  - (iii) 與供應商、派送員及接受家居檢疫人士／家庭聯繫，確保第(i)及(ii)項運作暢順；以及
  - (iv) 為位置偏遠的指定場地／營舍安排運送物資；以及
- (e) 處理與指定場地／營舍管理相關的後勤和協調工作。

致：部門主任秘書

### 新型冠狀病毒抗疫工作——義工回覆表格

我樂意擔任義工，參與新型冠狀病毒抗疫工作(請在擬協助的部門(可選多於一個)的空格內劃上剔號)：

- ☐ 衛生署
- ☐ 民政事務局<sup>1</sup>
- ☐ 社會福利署

2. 聯絡資料和原屬決策局／部門(退休人員請填寫退休前所屬決策局／部門)：

姓名(中英文)	:	
決策局／部門	:	
組別	:	
職銜	:	
職級	:	
流動電話號碼	:	
辦公電話號碼(如有)	:	
私人電郵地址	:	
辦公電郵地址(如有)	:	
居住地區	:	
最早可參與工作日期(只供退休人員填寫)	:	
備註(包括專業或相關訓練／資格，例如具備急救資格、在醫療輔助隊、民眾安全服務處等機構擔任義工等)	:	

簽署：\_\_\_\_\_

日期：\_\_\_\_\_

<sup>1</sup> 包括民政事務總署和康樂及文化事務署。

**Dear Departmental Secretaries,**

Further to CS's email below appealing for the strong support of all HoDs in releasing their staff where practically possible to perform volunteer work to be assigned by DH/HAB/SWD for fighting novel coronavirus infection, we should be grateful if you would forward any "Volunteers Reply Form" received to [csbvs@csb.gov.hk](mailto:csbvs@csb.gov.hk) by email or 2147-5865 by fax. Thank you very much for your support.

Management Division  
Civil Service Bureau

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From: Matthew KC CHEUNG/CSPO/HKSARG@CSO

To: All Heads of Departments@CSO,

Cc: Joshua CK LAW/CSB/POO/HKSARG@CSB, All Permanent Secretaries@CSO, &All-DS/GCN-NOTES/HKSARG@gcn-notes, AmyPMWONG/CSB/HKSARG@CSB, Alvis YTSUI/CSB/POO/HKSARG@CSB, Carrie KW CHANG/CSPO /HKSARG @CSO

Date: 07/02/2020 11:41

Subject: Volunteers for Fighting Novel Coronavirus Infection

Dear Heads of Department,

To tackle the critical situation triggered by the novel coronavirus infection, I write to appeal for your full support in releasing your staff where practically possible to take up some operational but non-medical / non-professional tasks to provide urgent support for the work of, and to be assigned by, the Department of Health (DH) / Home Affairs Bureau and its Departments (HAB) / Social Welfare Department (SWD). You are also invited to help reach out to retirees to find more volunteers for undertaking the tasks.

Our concerted effort is vital.

**Serving Staff**

2. I would be very grateful if you could make an appeal to all colleagues in your Department and invite them to come forward and register with your Departmental Secretary if they are willing to take up the urgent tasks. They can be –

- (a) civil servants;
- (b) non-civil service contract (NCSC) staff; or
- (c) post-retirement service contract (PRSC) staff.

3. In deciding which of them can be released, you may wish to consider only those who are not currently involved in performing emergency services or essential public services related to the novel coronavirus infection, and who are not required to perform duties for providing basic, limited-scale public services under the special work-from-home arrangement.

4. The staff released will be advised separately to report to DH / HAB / SWD as on-loan from your Department under their existing terms and conditions of service. Accordingly, their salary would remain the same and continue to be borne out of your PE.

## **Retired Colleagues**

5. As for former colleagues who retired in your Department, we would be grateful if you would also try to contact them and appeal for their participation as volunteers for undertaking the tasks. We know that you may not be able to gather the contact details of all within a short period of time, but please try your best.

## **The Tasks**

6. Examples of the tasks that the volunteers may be invited to take up are set out at **Annex A**.

## **Training and Equipment**

7. To facilitate their work, the volunteers would be given appropriate briefings / training beforehand as well as the necessary equipment such as suitable protective gears for the specific tasks assigned. A record of service will be provided to each of the staff / retirees and their respective Department by DH / HAB / SWD for record and management purposes. **Follow-up**

8. I would be most grateful if you could make a sincere appeal to your staff and retirees, and ask those who are willing to serve as volunteers to fill in the form at **Annex B**. Please ask your Departmental Secretary to collect the forms and return them to CSB, which will channel them to DH / HAB / SWD as appropriate. DH / HAB / SWD will then contact the volunteers and, as necessary, your Departmental Secretary on the detailed arrangements. To facilitate the work, please also provide a contact person in your Department, together with his/her email and mobile number.

## **Annex B - Reply Form.docx**

9. I understand that some colleagues are working under the work-from-home arrangement and may not have direct access to emails. I would be grateful if you could make use of other communication means (e.g. WhatsApp groups) to disseminate this appeal as widely as possible.

10. For enquiries about general staff management matters, for government employees, please contact Ms Josephine Cheung, SPEO(G)/CSB, at 9839 1192, or Mr Kelvin Lo, PEO(G)/CSB, at 6340 6509; and for NCSC and PRSC staff, Ms Linda Leung, PAS(MP)/CSB, at 6312 6553. For details of the operations, please contact Ms Tiffany Cheng, CEO(PHS)/DH at 2882 7552, Miss Vicky Cheung, CEO(Adm)/HAB at 3509 8006 or Mrs Helen Kwok, AD(YC)/SWD at 2892 5555.

11. I look forward to receiving your full support!

CS

**Tasks which the volunteers may be invited to take up**

Volunteers may be invited to –

- (a) make telephone calls to home confinees according to given script;
- (b) conduct random check on spot to ascertain that the confinees stay at residence;
- (c) man designated sites / camps to ensure that confinees without residence in Hong Kong stay within the designated sites / camps;
- (d) assist in procurement and delivery of meals and daily necessities (“items”) for persons / households put under Home Quarantine (“HQ”) and designated sites / camps by –
  - (i) placing orders with suppliers through telephone / fax / email, etc.; procuring in person the items from suppliers; and keeping records of the procurements;
  - (ii) arranging deliveries of the items through telephone / fax / email, etc.; and keeping record of the deliveries;
  - (iii) liaising with the suppliers, delivery agents and persons / households under HQ to ensure smooth operation of (i) and (ii) above; and
  - (iv) in respect of designated sites / camps in remote locations, arranging deliveries of the items; and
- (e) handle the logistical and coordinate work incidental to the management of designated sites / camps.



**To : Departmental Secretary**

## **Fighting the Novel Coronavirus Infection – Volunteers Reply Form**

I would like to serve as a volunteer for helping out tasks related to fighting the Novel Coronavirus Infection in (please put a check against the department(s) that you are interested in helping out) –

- ☐ Department of Health
- ☐ Home Affairs Bureau<sup>1</sup>
- ☐ Social Welfare Department

2. Details of my contact information and parent bureau/department (before retirement for retirees) are as follows –

Name (English & Chinese)	:	
Bureau/department	:	
Division	:	
Post title	:	
Rank	:	
Contact mobile phone no.	:	
Contact office phone no. (if any)	:	
Personal email address	:	
Office email address (if any)	:	
District of residence	:	
Earliest available timing (for retirees)	:	
Remarks (e.g. professional or other relevant training/qualification, e.g. first aid, member of volunteer organisations such as AMS, CAS, etc.)	:	

Signature : \_\_\_\_\_

Date : \_\_\_\_\_

<sup>1</sup> Including Home Affairs Department as well as Leisure and Cultural Services Department