

政府總部
公務員事務局
香港添馬添美道2號
政府總部西翼



CIVIL SERVICE BUREAU
GOVERNMENT SECRETARIAT
WEST WING
CENTRAL GOVERNMENT OFFICES
2 TIM MEI AVENUE, TAMAR
HONG KONG

本函檔號 Our Ref.: LM to PC/700/000/85 Pt. 4 II

來函檔號 Your Ref.:

電話號碼 Tel. No.: 2810 3074

傳真號碼 Fax No.: 2501 0749

電郵地址 E-mail Address: csbts@csb.gov.hk

網址 Homepage Address: <http://www.csb.gov.hk>

九龍九龍灣
啟祥道9號
信和工商中心4樓416室
香港前高級公務員協會會長
陳鴻烈先生

陳先生：

公務員及合資格人士接種季節性流感疫苗先導計劃

謹此通知貴會，政府將會於**2024年10月28日**推出公務員及合資格人士接種季節性流感疫苗先導計劃（先導計劃）。

有意參與先導計劃的公務員及合資格人士須事先致電公務員診所的預約專線（電話號碼：3950 9800），透過自動電話預約系統進行預約。自動電話預約系統會於**2024年10月24日早上九時**起全日運作。公務員及合資格人士可在系統中選擇指定公務員診所後，預約未來七個工作天（星期六、日及公眾假期除外）該診所的流感疫苗接種時段。

—— 本局已於2024年10月17日發出便箋，透過各局／部門把有關先導計劃的安排通知現職公務員。隨函附上有關便箋，以供參閱。

希望貴會把以上資料通知會員。如貴會對上述安排有任何疑問，歡迎致電2810 3084或2810 3077與本局聯絡。

公務員事務局局長
(歐尚旻 代行)



2024年10月17日

便箋

發文人：公務員事務局局長
檔號：(1) in LM to PC 700/000/85 Pt.4 II
電話：2810 3074
傳真：2501 0749
電郵：csbcos@csb.gov.hk
日期：二零二四年十月十七日

受文人：各常任秘書長
各部門首長
(經辦人：部門主任秘書)
來文檔號：
日期：
傳真：
總頁數：3 + 附件

公務員及合資格人士接種季節性流感疫苗先導計劃

行政長官於《2024 年施政報告附篇》中公布，政府將會推出公務員及合資格人士接種季節性流感疫苗先導計劃（先導計劃），讓公務員及合資格人士到公務員診所免費接種流感疫苗。請將本便箋內容告知所有合資格享用公務員醫療福利的人員。

先導計劃的目標

2. 公務員（尤其是負責提供公共服務的前線職員）經常有機會接觸市民，先導計劃旨在可更好保障公務員及合資格人士的健康及減低流感在社區和工作間傳播的風險。維持一支健康的公務員隊伍，能減低流感高峰期期間因公務員患病而對提供公共服務的影響，並減輕對公營醫療系統的負擔。

先導計劃的要點

3. 先導計劃將於 2024 年 10 月 28 日正式展開。參與先導計劃屬自願性質，計劃要點如下－

對象	所有公務員及合資格人士 (年齡：6 個月或以上)
疫苗種類	滅活流感疫苗
疫苗接種地點	由衛生署營運的六間公務員診所 ¹ ，分別位於柴灣、灣仔、紅磡、荃灣、西貢及粉嶺

¹ 公務員診所的資料可瀏覽衛生署網頁 [https://www.dh.gov.hk/tc_chi/] → 電話號碼及地址 → 診所及健康中心一覽表 → 公務員診所 [https://www.dh.gov.hk/tc_chi/clinictimetable/tc.htm]

費用	全免
接種名額	約 30 000 個

預約安排

4. 有意參與先導計劃的公務員及合資格人士須事先致電公務員診所的預約專線（電話號碼：3950 9800），透過自動電話預約系統進行預約。自動電話預約系統會於 2024 年 10 月 24 日早上九時起全日運作。公務員及合資格人士可在系統中選擇指定公務員診所後，預約未來七個工作天（星期六、日及公眾假期除外）該診所的流感疫苗接種時段。如有人士取消預約，系統會即時更新籌額，供其他致電人士預約。有關預約流程，請參閱附件。

5. 經系統成功預約的人士，可透過系統查詢或取消約期。如已預約人士未能如期出席，應盡早經系統取消約期，以騰出可供預約的接種名額予他人使用。

接種流程²

6. 公務員診所的職員會在已預約接種流感疫苗的公務員及合資格人士到達診所時，確認其身分及預約記錄。醫護人員在接種前會先進行健康評估，以識別公務員及合資格人士是否適合接種流感疫苗，然後才會為確定合適的人士安排接種。

7. 為鼓勵在職公務員參與先導計劃，在職公務員將獲准在辦公時間內前往公務員診所接種流感疫苗，並應在完成接種後盡快返回工作崗位，以盡量減少因缺勤而對所屬部門的公共服務造成影響。有關申請暫時離開工作崗位以參與先導計劃的實際安排，請向部門主任秘書查詢。

查詢

8. 公務員及合資格人士可瀏覽公務員事務局網站 https://www.csb.gov.hk/tc_chi/admin/benefits/66.html，查閱先導計劃

² 公務員及合資格人士可事先參考衛生署衛生防護中心關於「不要等，快打針，防流感」的單張：
http://www.chp.gov.hk/files/pdf/seasonal_influenza_vaccination_pamphlet_tc.pdf

的資料。有關「2024-25 季度本港季節性流感疫苗接種」常見問題，請瀏覽衛生署衛生防護中心網頁 <https://www.chp.gov.hk/tc/features/100764.html>。

9. 如對本便箋有任何查詢，請先向部門主任秘書提出。部門主任秘書如有疑問，可聯絡本局高級行政主任（服務條件）2（電話：2810 3077）或行政主任（服務條件）2（電話：2810 3084）。

公務員事務局局長

（歐尚旻



代行)

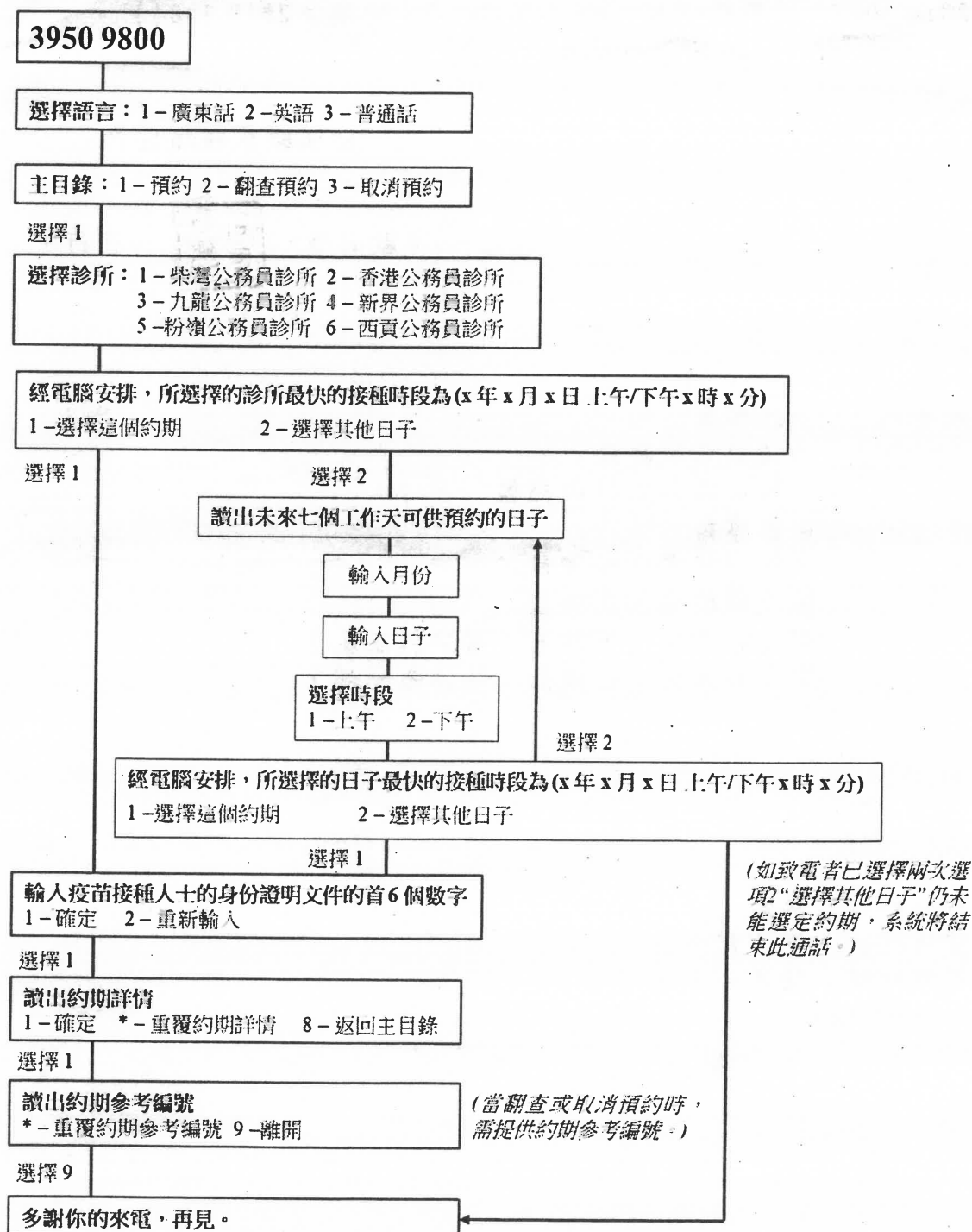
副本送： 廉政專員
司法機構政務長
公務員敘用委員會秘書
申訴專員
立法會秘書處秘書長
醫院管理局行政總裁
衛生署署長（經辦人：醫院員工組）
庫務署署長（經辦人：退休金分部）

局內人員

首席助理秘書長（員工關係）
首席行政主任（管理）
首席行政主任（一般職系）
退休事務組

自動電話預約系統流程

預約



翻查／取消預約

3950 9800

(*請備妥「約期參考編號」以翻查/取消預約)

選擇語言：1－廣東話 2－英語 3－普通話

主目錄：1－預約 2－翻查預約 3－取消預約

選擇 2

選擇 3

輸入疫苗接種人士預約時提供的身份證明文件的首6個數字

輸入約期參考編號

讀出所輸入的身份證明文件的首6個數字和約期參考編號
1－確定 2－重新輸入

翻查預約

取消預約

讀出約期詳情

*－重覆約期詳情
8－返回主目錄
9－離開

讀出約期詳情

2－確定取消約期 8－返回主目錄
9－離開

選擇 9

選擇 2

選擇 9

讀出約期已被取消

多謝你的來電，再見。

政府總部
公務員事務局
香港添馬添美道2號
政府總部西翼



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電話號碼 Tel. No.: 2810 3074

傳真號碼 Fax No.: 2501 0749

電郵地址 E-mail Address: csbts@csb.gov.hk

網址 Homepage Address: <http://www.csb.gov.hk>

17 October 2024

Mr Simon CHAN Hung-lit, President
Hong Kong Former Senior Civil Servants Association
Unit 416, 4/F., Sino Industrial Plaza
9 Kai Cheung Road
Kowloon Bay
Kowloon

Dear Mr CHAN,

Civil Service Eligible Persons Seasonal Influenza Vaccination Pilot Scheme

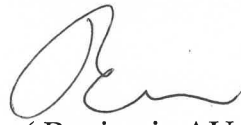
I write to inform you that the Government will launch the Civil Service Eligible Persons Seasonal Influenza Vaccination Pilot Scheme (the Pilot Scheme) on **28 October 2024**.

CSEPs interested in participating in the Pilot Scheme should call the families clinics' appointment hotline (telephone number: 3950 9800) to make appointment through an automated telephone appointment system. The automated telephone appointment system will operate round-the-clock starting from **9am on 24 October 2024**. CSEPs can select a families clinic in the system and make an appointment for vaccination time slot at the clinic in the next seven working days (excluding Saturdays, Sundays and public holidays).

We have informed serving civil servants of the relevant details of the Pilot Scheme through bureaux/departments vide our memo dated 17 October 2024, a copy of which is enclosed for your information.

It would be most helpful if your Association could help disseminate the above information to your members. If you have any enquiries on the above, you are welcome to contact us at 2810 3084 or 2810 3077.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'Benjamin AU', written in a cursive style.

(Benjamin AU)
for Secretary for the Civil Service

MEMO

From Secretary for the Civil Service
Ref. (1) in LM to PC 700/000/85 Pt.4 II
Tel. No. 2810 3074
Fax. No. 2501 0749
Email csbcos@csb.gov.hk
Date 17 October 2024

To Permanent Secretaries
Heads of Departments
(*Attn.:* Departmental Secretaries)
Your Ref. in
Dated
Fax. No.
Total Pages 3 + Annex

Civil Service Eligible Persons Seasonal Influenza Vaccination Pilot Scheme

The Chief Executive announced in the Supplement to the 2024 Policy Address that the Government would launch the Civil Service Eligible Persons Seasonal Influenza Vaccination Pilot Scheme (the Pilot Scheme) to provide free influenza vaccination services for Civil Service Eligible Persons (CSEPs) in families clinics. Please bring this memo to the attention of all staff in your department who are eligible for civil service medical benefits.

Purposes of the Pilot Scheme

2. Civil servants (especially frontline staff responsible for providing public services) get in touch with the public frequently. The Pilot Scheme aims to better safeguard the health of CSEPs and reduce the risk of community and workplace transmission of influenza. Maintaining a healthy civil service will reduce the impact on public services delivery due to illness in the civil service during the influenza peak season, and alleviate the burden on the public healthcare system.

Key Features of the Pilot Scheme

3. The Pilot Scheme will commence on 28 October 2024. Participation in the Pilot Scheme is **voluntary**. Key features of the Pilot Scheme are as follows –

Targets	All CSEPs (Age: six months or above)
Type of vaccine	Inactivated influenza vaccine

Vaccination venues	The six families clinics ¹ operated by the Department of Health, which are located in Chai Wan, Wan Chai, Hung Hom, Tsuen Wan, Sai Kung and Fanling respectively
Fee	Free of charge
Vaccination quota	About 30 000

Appointment Arrangement

4. CSEPs interested in participating in the Pilot Scheme should call the families clinics' appointment hotline (telephone number: 3950 9800) to make appointment through an automated telephone appointment system. The automated telephone appointment system will operate round-the-clock starting from 9am on 24 October 2024. CSEPs can select one of the families clinics in the system and make an appointment for vaccination time slot at the clinic in the next seven working days (excluding Saturdays, Sundays and public holidays). If a CSEP cancels the appointment, the system will immediately update and release the quota for other CSEPs' reservation. A flowchart illustrating the appointment arrangement is at Annex.

5. CSEPs who have successfully made an appointment through the system can check or cancel the appointment in the system. For those who are unable to attend the scheduled appointment, they should cancel their appointments through the system as soon as possible so that the appointment quotas can be released and used by others.

Vaccination Process²

6. The staff at the families clinics will confirm the identities and appointment records of CSEPs who had made a reservation when they arrive at the families clinics. Prior to vaccination, medical staff will conduct health assessment to determine whether the CSEPs concerned are suitable for receiving the influenza vaccination, and arrange vaccination for those who are confirmed to be suitable.

7. To encourage serving civil servants to participate in the Pilot Scheme, they will be allowed to visit the families clinics to receive the influenza vaccination during their duty hours. They should return to their workplaces as soon as possible after receiving the vaccination to minimise the impact on public services of the departments concerned

¹ For details about the families clinics, please visit the website of the Department of Health (DH) [<https://www.dh.gov.hk/english/>] → Telephone/Address → List of Clinics and Health Centres → Families Clinics [<https://www.dh.gov.hk/english/clinictimetable/fc.htm>]

² CSEPs may refer to the leaflet "Don't Wait, Get a Jab, Keep Flu Away" issued by the Centre for Health Protection, DH in advance: https://www.chp.gov.hk/files/pdf/seasonal_influenza_vaccination_pamphlet_en.pdf

caused by their absence. Please contact Departmental Secretaries for arrangements to apply for temporary absence from duty to participate in the Pilot Scheme.

Enquiries

8. CSEPs can visit the website of the Civil Service Bureau <https://www.csb.gov.hk/english/admin/benefits/66.html> to learn about the details of the Pilot Scheme. For Frequently Asked Questions on “Seasonal Influenza Vaccination for the 2024-25 Season in Hong Kong”, please visit the website of the Centre for Health Protection, DH <https://www.chp.gov.hk/en/features/100764.html>.

9. Enquiries concerning this memo should be addressed to Departmental Secretaries in the first instance. If Departmental Secretaries themselves are in doubt, they may contact Senior Executive Officer (Conditions of Service)2 (tel. no: 2810 3077) or Executive Officer (Conditions of Service)2 (tel. no: 2810 3084) of this Bureau.



(Benjamin AU)

for Secretary for the Civil Service

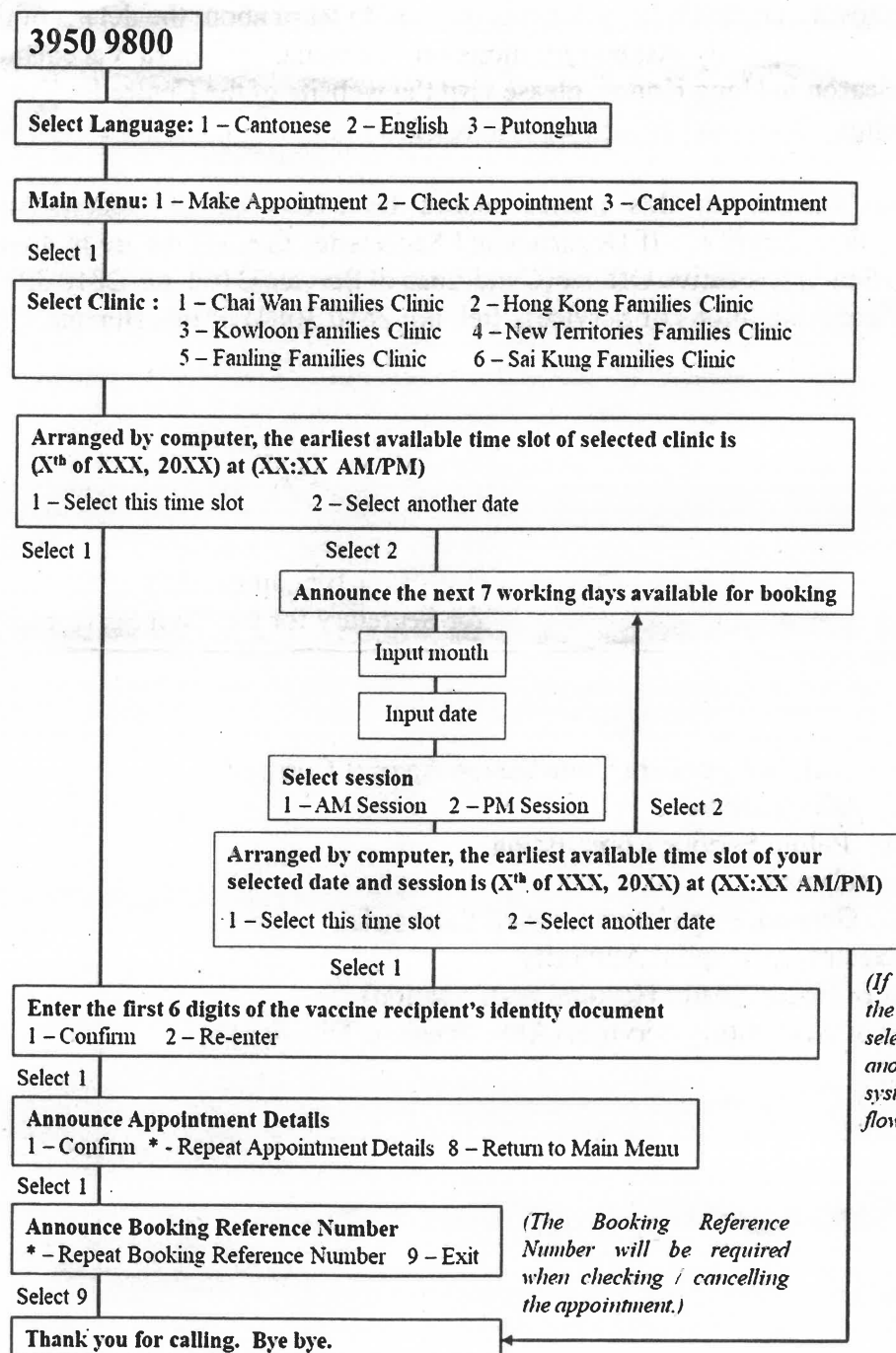
c.c. Commissioner, Independent Commission Against Corruption
Judiciary Administrator
Secretary, Public Service Commission
The Ombudsman
Secretary General, Legislative Council Secretariat
Chief Executive, Hospital Authority
Director of Health (Attn: Hospital Staff Section)
Director of Accounting Services (Attn: Pensions Division)

Internal

P(SR)
PEO(M)
PEO(G)
Pensions Section

Flowchart of Automated Telephone Appointment System

Making Appointment



Checking / Cancelling Appointment

