

**For Discussion on  
12 December 2022**

**LEGISLATIVE COUNCIL  
PANEL ON HOME AFFAIRS, CULTURE AND SPORTS**

**District Services and Community Care Teams**

**PURPOSE**

This paper briefs Members on the details of the District Services and Community Care Teams (Care Teams).

**BACKGROUND**

2. As announced in the 2022 Policy Address, Care Teams will be set up in the 18 districts to support the Government's district work.

3. Care Teams will organise caring activities (such as visiting the needy and distributing supplies to them) and assist in handling incidents and emergencies (such as assisting in the operation of temporary, cold and heat shelters and providing suitable assistance to those affected). The actual work of Care Teams will vary according to the needs of the individual communities. Besides, Care Teams can help the Government disseminate information to the public and report the views of the public to the Government.

**ORGANISATION AND FORMATION**

4. With reference to the District Council Ordinary Election constituency boundaries, the Government will delineate each of the 18 districts into different sub-districts, and set up a Care Team in each sub-district. District Officers will be the commanders of all Care Teams in their districts, responsible for directing and deploying Care Teams in their work and operations.

5. We will widely engage local organisations to form Care Teams so as to consolidate the efforts of all sectors in community building. District organisations will form the Care Teams through a selection process. Each

Care Team will have around 8 to 12 members, including one captain and one vice-captain. An organisation may take charge of the work of more than one sub-district. Depending on the nature and scale of the activities, Care Teams may mobilise non-team members to provide the manpower required for individual activities.

## **SELECTION PROCESS**

6. The selection process for Care Teams consists of two stages: (1) organisation selection stage and (2) proposal assessment stage. The Territory-wide Assessment and Steering Group on Care Teams (Steering Group) chaired by the Secretary for Home and Youth Affairs, and the District Assessment and Coordinating Panels on Care Teams (District Assessment Panels) chaired by District Officers of the 18 districts, will be responsible for the selection process to ensure its transparency and fairness. The composition and terms of reference of the Steering Group and District Assessment Panels are at **Annex 1** and **Annex 2** respectively. Details of the two-stage selection process are as follows.

### ***(1) Organisation Selection Stage***

7. The purpose of the first stage of selection is to ensure that organisations forming Care Teams are patriotic and love Hong Kong; will support and follow the Government's leadership; have certain level of district network and service experience; possess cross-district mobilisation capability; and are able to consolidate and will seek community resources. To this end, the Steering Group will set criteria to assess the experience and ability of the applicant organisations in the above areas.

8. Applicant organisations must meet the assessment criteria set by the Steering Group in order to pass the first stage of selection. District Assessment Panels will assess whether the organisations meet the above criteria and submit the results to the Steering Group for approval. Only organisations that have passed the first stage of selection can submit service proposals in the second stage.

## **(2) *Proposal Assessment Stage***

9. The purpose of the second stage of selection is to assess the detailed service proposals of the applicant organisations having regard to the service needs of individual sub-districts, so as to select the most suitable organisations to become the Care Teams of the sub-districts.

10. District Offices (DOs) will prepare service outlines for each sub-district based on local circumstances, specifying the mandatory service requirements and key performance indicators (KPIs) (e.g. total number of service targets/number of service times, number of caring activities, types of buildings visited, etc.). Organisations that have passed the first stage of selection can submit service proposals for the work of the sub-districts based on the service outlines. Organisations must specify in their proposals the service level and budget for each service item. Organisations can also propose add-on services based on their experience or understanding of the sub-districts. In order to encourage Care Teams to take part in community building and promote social cohesion, proposals with add-on services relating to policy promotion and education or large-scale district celebration activities will be given priority.

11. Besides, organisations are required to provide the list of proposed members of the Care Teams in their service proposals. The proposed composition of members should be diverse and inclusive, fully consolidating the strengths of different sectors with the participation of young people, women, people of different races, etc. as well as people with the relevant service experience or professional knowledge to cater for the service needs of the sub-districts. Members of the Care Teams must be patriotic and love Hong Kong, and have community service experience.

12. The Steering Group will set criteria to assess the proposed services of the organisations, their proposed composition of the Care Teams, as well as their use of resources. District Assessment Panels will assess the proposals and submit the results to the Steering Group for approval. The organisation with the highest score will become the Care Team of that sub-district.

## **RESOURCES**

13. The Government will provide Care Teams with some of the resources required. The DOs will stipulate the amount of funding for each sub-district in the service outlines mentioned in paragraph 10 above based on the circumstances of each sub-district. The total amount of funding for each Care Team for a two-year service agreement ranges from about \$800,000 to \$1,200,000.

14. Care Teams aim to consolidate community resources and forces. In addition to the funding provided by the Government, we encourage applicant organisations to provide caring services through sponsorship, donation or internal resources. Therefore, the organisations' capability and plans to provide additional resources will form part of the assessment criteria for organisations and service proposals.

## **MONITORING MECHANISM**

15. DOs will enter into funding agreements with organisations selected as Care Teams based on the approved service proposals. Care Teams must observe the funding provisions and the guidelines/rules issued by the Home Affairs Department for the purpose of Care Teams. They are also required to submit work reports to the DOs every six months, and submit work and financial reports every year. Care Teams' annual work and financial reports will be presented to the District Assessment Panels and the Steering Group. All incomes and expenses of Care Teams must be audited by independent certified public accountants.

16. DOs will regularly monitor the work of Care Teams by, for example, conducting inspection or attending relevant activities/services to evaluate service effectiveness, and review the progress of Care Teams in meeting the KPIs. DOs can terminate the funding agreements with those Care Teams that persistently fail to meet the KPIs, and demand return of the disbursed funding from the organisations concerned.

## **TIMEFRAME**

17. The Government will initially set up Care Teams in the Tsuen Wan and Southern districts in the first quarter of 2023, and will invite applications for the first stage of selection for the Care Teams in the two districts in December 2022. With reference to the experience in the Tsuen Wan and Southern districts, the Government will gradually set up Care Teams in other districts.

## **ADVICE SOUGHT**

18. Members are invited to note and comment on the details of Care Teams.

**Home and Youth Affairs Bureau**  
**Home Affairs Department**  
**December 2022**

**Territory-wide Assessment and Steering Group on Care Teams**

**Membership**

- Chairman: Secretary for Home and Youth Affairs
- Vice-chairman: Under Secretary for Home and Youth Affairs
- Members: Under Secretary for Education  
Under Secretary for Labour and Welfare  
Under Secretary for Security  
Permanent Secretary for Home and Youth Affairs  
Director of Home Affairs  
and representatives of other Bureaux/Departments when required.
- Secretary: Assistant Director of Home Affairs (5)

**Terms of Reference**

The terms of reference are as follows –

- (a) To steer the overall direction and implementation of District Services and Community Care Teams (Care Teams);
- (b) to set criteria for assessing organisations and service proposals;
- (c) to consider and approve the list of organisations passing the first stage of selection based on the recommendations of District Assessment and Coordinating Panels on Care Teams (District Assessment Panels);
- (d) to consider and approve, in the second stage of selection, the formation of Care Teams on the basis of the service proposals from organisations passing the first stage of selection recommended by District Assessment Panels; and
- (e) to monitor the overall performance of Care Teams and to decide on other matters relating to Care Teams at the territory-wide level.

**District Assessment and Coordinating Panels on Care Teams**

**Membership**

Chairman: District Officer

Vice-chairman: Assistant District Officer

Members: Representatives of:  
Commissioner of Police  
Director of Fire Services  
Director of Food and Environmental Hygiene  
Director of Social Welfare  
and representatives of other Bureaux/Departments when required.

Secretary: Provided by District Office

**Terms of Reference**

The terms of reference are as follows –

- (a) To assess, in the first stage of selection, applications from organisations and to make recommendations to the Assessment and Steering Group on Care Teams (Steering Group);
- (b) to assess, in the second stage of selection, the service proposals from organisations passing the first stage of selection and to make recommendations on the formation of District Services and Community Care Teams (Care Teams) to the Steering Group;
- (c) to coordinate matters in relation to the operation of Care Teams at the district level; and
- (d) to monitor the performance of Care Teams and to decide on other matters relating to Care Teams (including the variation and termination of agreements) at the district level.