

ICAC Regional Office (Kowloon West)

Work Plan 2008/2009

Objective

This document outlines the work focuses of the ICAC Regional Office (Kowloon West) (“the Office”) for 2008/09.

Factors Considered in Work Plan Formulation

2. When formulating its work plan for 2008/2009, the Office has considered the overall work strategy of the Community Relations Department (CRD), Independent Commission Against Corruption (ICAC) and the following factors:

(I) Corruption Situation and Trend

3. The total number of corruption reports received by the ICAC in 2007 stood at 3,600, an 8% increase as compared to 2006. Those against the private sector accounted for 66% (2,376) of all corruption reports received while those against government departments and public bodies took up a respective share of 27% (975) and 7% (249).

4. Corruption reports against the private sector in 2007 increased by 17% as compared to 2006. Regarding building management, the number of reports increased by 18% (from 822 in 2006 to 972), accounting for 27% of all corruption reports. Most of these reports concerned contract management for building maintenance and financial management. The number of reports pertaining to catering and entertainment services increased by 37% (from 137 to 188) and they were mostly related to corrupt dealings between purchasing staff and food suppliers, including the acceptance of inferior goods, ordering goods at an inflated price and placing unnecessary orders. In the area of finance and insurance, the number of reports dropped by 6% (from 166 to 156) and they were mostly related to improper approval of loans, fraudulent insurance claims, misuse of company funds, unauthorized disclosure of customers' information, and corrupt practice in awarding contracts.

5. Despite a downward trend in the number of corruption reports against government departments (a 9% drop as compared to 2006), the ICAC remains concerned about the abuse of public office by law enforcement officers, harbouring of illegal acts, maintaining association with undesirable elements and indebtedness caused by gambling, etc. In addition, increased outsourcing of works and services by the Government has led to correspondingly higher corruption risks in the management of such works and service contracts. For instance, civil servants were associated with undesirable service contractors and suppliers, and some service contractors or suppliers involved in corruption cases were former colleagues of serving civil servants, thus giving rise to

conflict of interest situations.

(II) Economic Environment

6. With increased economic activities between Hong Kong and the Mainland, Hong Kong businessmen investing on the Mainland, particularly the Small and Medium Enterprises (SMEs) engaging in cross-boundary business, need to understand the anti-corruption laws and related regulations of the two jurisdictions and implement corruption prevention initiatives. In light of some recent corruption cases involving the top echelon of listed companies which caused widespread concern from the business sector and the public, companies have to enhance the integrity of directors and the top management as well as improve corporate governance. Besides, in view of recent corruption cases in which food suppliers offered bribe to purchasing staff of restaurants and catering chains, the catering services sector and food suppliers also have to raise their corruption prevention awareness, establish good corporate governance and strengthen control over purchasing procedures.

(III) Public Demand

7. There is a rising demand for government service in relation to people's livelihood. For instance, in light of the tremendous amount of money and complicated monitoring procedures involved in building maintenance works, the public would expect the Government to provide an efficient service to help them effectively monitor such works and prevent possible corruption problems.

Highlights of Work Plan

8. When formulating the work plan, apart from having regard to the above factors, the Office will focus on providing tailor-made preventive education services to specific target groups in light of the local characteristics, needs of our targets and corruption-prone areas.

9. In 2008-2009, the Office plans to conduct about 800 visits and corruption prevention talks as well as over 30 special programmes in Yau Tsim Mong, Kowloon City and Sham Shui Po to promote anti-corruption messages, aiming to reach about 50,000 people. The details of the plan are as follows:

(I) To Help Building Management Bodies Implement Clean and Effective Building Management

10. In view of the consistently high level of corruption reports on building management, and over half of them involving the tendering and monitoring procedures of works or service contracts, the ICAC plans to adopt a focused approach in tackling the building management problem to remind stakeholders of the points-to-note in building maintenance. In 2008, the ICAC will strengthen co-operation with relevant organisations in conducting a range of territory-wide publicity and community education activities, including special features on television, radio and newspapers; workshops and roving exhibitions, etc. to promote integrity and quality building management. Workshops would also be held for members of owners' corporations (OCs) participating in the Hong

Kong Housing Society's (HKHS) "Building Management and Maintenance Scheme" to explain the anti-corruption law and the points-to-note in building maintenance.

11. To tie in with the above programmes, the ICAC will launch a series of clean building management initiatives in the year, including –

- jointly produce a Building Maintenance Toolkit with the HKHS to help OCs implement corruption prevention measures for effective tendering and monitoring of building maintenance projects;
- establish an enquiry hotline to provide the public with a speedy and convenient service;
- set up a thematic website to introduce corruption problems related to building management, corruption prevention measures and ICAC's services; and
- produce training video and CD-ROM to help OC members and building management personnel understand the Prevention of Bribery Ordinance and adopt corruption prevention measures.

12. Besides, the Office also plans to invite the Yau Tsim Mong District Council to co-organize a series of programmes on the theme of "Integrity and Quality Building Management and Maintenance". The purpose is to introduce to the OCs and relevant organizations in the district corruption prevention measures and the ways to effective

management and maintenance work; and to promote integrity and quality building management and the importance of active participation of the residents in the building management. For details of the programme, please refer to the "Integrity and Quality Building Management and Maintenance" Yau Tsim Mong District Project Proposal in the Annex.

(II) To Promote Business and Professional Ethics as well as Good Corporate Governance

13. In light of the social concern over corporate governance and integrity management, CRD will co-operate with relevant regulators and professional bodies to hold a series of regular workshops on ethical management for the company management and professional consultants. Management best practices will also be produced to enhance their understanding about the possible ethical dilemmas encountered by the board of directors and management, and to help them practice ethical leadership. With regard to the SMEs engaging in cross-boundary business, CRD will launch a two-year ethics promotion programme for them. Tailor-made corruption prevention and educational services will be offered to SMEs through the corruption prevention guide jointly produced with the Guangdong Provincial People's Procuratorate and the networks of trade associations of various industries and chambers of commerce.

14. To promote integrity of the Food Industry and Insurance Industry, CRD will organize corruption prevention seminars with the relevant organizations in the industries in 2008. The ICAC will

proactively liaise with major catering groups, chain restaurants and the food and beverages departments of hotels to introduce corruption prevention services. It will also approach the food suppliers to remind them not to canvass business by offering bribe. CRD will promote a training package comprising a filmlet on managing staff integrity and a corruption prevention guide to the insurance sector. New talk contents will also be developed for the Continuing Professional Development courses of the insurance sector.

15. To align with the above strategy, the Office plans to approach around 90 business organizations in Yau Tsim Mong, Kowloon City and Sham Shui Po, including listed companies, hotels, travel and retail, banking, construction, real estate and property management sectors, to promote corruption prevention services to the managers and arrange talks for staff. Some 4,300 staff members will be reached through these activities.

(III) To Help Entrench an Integrity Culture in the Public Sector

16. To entrench the culture of probity in the civil service, the ICAC co-operates with the Civil Service Bureau to set up a network comprising 150 Ethics Officers from 80 policy bureaux/departments. Workshops will be conducted in 2008 to heighten Ethics Officers' awareness of the common corruption pitfalls in managing outsourced service and works contracts. Furthermore, the ICAC will help Ethics Officers formulate and implement integrity entrenchment programmes in their respective departments. For instance, assistance would be offered to them in producing training videos,

developing case studies materials and arranging thematic workshops for staff of various levels.

17. In order to help the public sector enhance its integrity culture, the Office will continue to arrange talks for various government departments such as Hong Kong Police Force, Hongkong Post, Highways Department and Lands Department. Besides, the Office will also provide ethics training and talks for the public bodies, such as China Light and Power Company Limited, Hong Kong Polytechnic University and hospitals in the district. It is expected that some 4,000 public officers will be reached.

(IV) To Step up the Promotion of Positive Values among Young People

18. The ICAC has always placed great importance to promoting integrity and positive values among youths. CRD started to visit individual universities in 2007 to explore the possibility of incorporating integrity messages into their formal curriculum and General Education courses. Responses from the universities were positive. In 2008, CRD will continue to strengthen co-operation with universities in implementing these initiatives, including arranging talks for members of the executive committees of student societies and teaching staff, and incorporating probity messages in the General Education courses. Besides, the ICAC will continue to explain the evils of corruption and the provisions of the anti-corruption law to secondary school students through talks and interactive drama performances and arrange corruption prevention talks for the students studying associate degree programmes. To

achieve the above initiatives, the Office will offer over 100 multi-faceted activities/talks for tertiary institutions, secondary and primary schools and youth organizations in the district.

19. Apart from schools, CRD has also promoted moral education to youths through different channels. In 2008, we will invite a number of youth uniform groups (such as the Hong Kong Scouts Association and Civil Aid Service) to co-organise integrity projects with the ICAC Club. Under the programme, ICAC messages will be subtly incorporated into their regular activities and training. This one-year project will be formally launched in May 2008.

(IV) To Promote Clean Elections at All Levels of Public Elections

20. The new LegCo Election will be held in September 2008. The ICAC will map out a comprehensive clean election campaign, for example, to produce reference information for candidates and election agents and to set up an election enquiry hotline to answer questions from candidates, election agents and members of the public. A points-to-note leaflet will also be produced for voters to raise their understanding about the laws.

21. Apart from explaining the provisions of the Elections (Corrupt and Illegal Conduct) Ordinance to candidates and relevant stakeholders in briefings organized by the Electoral Affairs Commission and relevant departments, the Office will also arrange briefings for relevant organizations to remind them of the points to note in organizing and participating in electioneering activities to

avoid breaching the law inadvertently. They include political groups and parties, professional bodies, business organizations, functional constituencies, residents' associations such as OCs and Mutual Aid Committees, as well as other potential candidates and election agents.

22. Lastly, the Office will continue to increase its presence in the community to entrench the integrity culture. Through more than 200 visits/talks, we will strengthen ties with district organizations and local community to provide corruption prevention services and enlist their support. To further enhance the transparency of the ICAC, the Office will conduct five Meet-the-Public sessions to increase public understanding about ICAC's work. We also encourage the local organizations to organize community involvement projects. The Office will offer technical assistance and support in accordance with circumstances.

Advice Sought

23. Members are welcome to give views on the above work plan.

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ICAC Regional Office (Kowloon West)

11 April 2008

“The Promotion of Integrity & Quality Building Management and Maintenance” — Yau Tsim Mong District Project Proposal

Background

In recent years, increased problems and accidents caused by ageing multi-storey buildings lacking proper maintenance have aroused much public and government concern. As a result, different programmes and initiatives have been launched to improve the situation. In the past few years, the number of corruption reports on building management, particularly on maintenance works, received by the ICAC rose to about 800 to 900 per year on average, accounting for 40% of all private sector reports. Most of them were about members of Owners Corporations (OCs) soliciting or accepting advantages from engineering consultants, contractors or property management companies for assisting the latter to secure building maintenance or management contracts. As OC members are mostly volunteers and always lack the professional knowledge and time to handle building management and maintenance work, they will be easily exploited by the corrupt. For instance, the corrupt may resort to illegal means such as bribery, fraud and collusion to secure work contracts and even make profits through sub-standard works.

2. To address the above problems, the ICAC will step up its efforts on enforcement, prevention and education; production of relevant corruption prevention guides, videos and websites; and organize a series of territory-wide publicity and community

educational programmes on “The Promotion of Integrity & Quality Building Management and Maintenance” in 2008/09 with relevant government departments and District Councils.

3. To this end, ICAC Regional Office/Kowloon West cordially invites the Yau Tsim Mong District Council to co-organise a series of publicity and educational activities on “The Promotion of Integrity & Quality Building Management and Maintenance” to alert building management organizations and residents of the district to the significance of quality and integrity building management and maintenance.

Programme Objectives

4. We aim to introduce to OCs and relevant organisations the corruption prevention measures and the ways to effective management and maintenance; and to promote to residents the significance of quality and integrity building management and maintenance as well as the importance of active participation.

Target

5. To achieve the above objectives, our programmes will target at OCs, related organizations and residents in the district.

Co-organizers

6. Apart from the Yau Tsim Mong District Council and Yau Tsim Mong District Office, ICAC Regional Office/Kowloon West will also invite the Property Management Advisory Centre (Yau Tsim

Mong) of the Hong Kong Housing Society to be a co-organizer as well.

Supporting Organizations

7. We plan to invite the following organizations as supporting organizations :

- ◆ Yau Tsim Mong East Area Committee;
- ◆ Yau Tsim Mong South Area Committee;
- ◆ Yau Tsim Mong West Area Committee; and
- ◆ Yau Tsim Mong North Area Committee

Date

8. The programme is scheduled to be held between June and December 2008.

Number of People to be Reached

9. We expect the programme will reach about 5,000 residents of the Yau Tsim Mong District.

Programme Content

10. The following activities on the theme of Integrity & Quality Building Management and Maintenance will be organized: -

I. Workshop on Integrity and Quality Building Management and Maintenance

- ◆ ICAC Regional Office (Kowloon West) will organize a workshop with relevant departments/organizations to

familiarize OCs in the district with the relevant legal provisions and corruption prevention measures relating to building management and maintenance. The launching ceremony of the programme will be featured in the workshop.

II. Roving Exhibitions

- ◆ Roving exhibitions, booth games and quizzes will be held at housing estates and large shopping malls in the district to promote the significance of integrity and quality building management and maintenance.

III. Community Involvement Project

- ◆ Under the Project, district organizations will be mobilized to conduct educational activities in different formats such as posters and quizzes.

IV. On-line Quiz

- ◆ An on-line quiz will be launched in the “Quality Management • Integrity Maintenance” ICAC website to promote the message of quality and integrity building management and maintenance to local residents.

Organizing Committee

11. It is proposed that representatives from the co-organizers and supporting organizations will form an organizing committee to implement the above activities.

Publicity

12. The Organizing Committee will publicize the programmes through the following channels :

- ◆ Publicity letters and banners;
- ◆ Information leaflets and quiz forms to be distributed by co-organizers, supporting organizations and district organizations; and
- ◆ Sub-committees of the District Council.

Programme Schedule

13. The programme schedule is as follows : -

Date	Tasks
June/July 2008	Convene the 1 st Organizing Committee Meeting
September 2008	Convene the 2 nd Organizing Committee Meeting – to discuss arrangement of the kick-off event
October 2008	Kick-off ceremony and workshop
October – December 2008	Roving exhibitions and Community Involvement Project
January 2009	Convene the 3 rd Organizing Committee Meeting – to review the programme

Budget

14. The total expenditure for the entire programme is expected to

be \$75,000. It is proposed that the expenditure be shared among the Yau Tsim Mong District Council, the Hong Kong Housing Society and the ICAC on an equal basis. For the detailed breakdown, please refer to the appendix.

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"The Promotion of Integrity and Quality Building Management and Maintenance" - Yau Tsim Mong District Project Proposal

Budget

Item	Funding by Yau Tsim Mong District Council (\$)	Funding by Hong Kong Housing Society (\$)	Funding by ICAC (\$)	Total Estimated Expenditure (\$)
I. Workshop and Launching Ceremony				
(1) Backdrop	2,000			2,000
(2) Acoustic	4,000			4,000
(3) Venue Setting	1,000			1,000
(4) Ceremony	1,000			1,000
(5) Venue and Equipment Rental		6,000		6,000
(6) Souvenirs for Officiating Guests	500			500
(7) Souvenirs for Supporting Organizations	500			500
(8) Souvenirs for Participants	500			500
(9) Banners	3,000			3,000
(10) Invitation Cards	1,000			1,000
(11) Photographer and Photo Finishing	1,000			1,000
(12) Refreshments and Drinks		2,500		2,500
(13) Food	500			500
(14) Temporary Workers			4,500	4,500
(15) Transportation		500		500
(16) Miscellaneous			500	500
(Sub-Expenditure)	15,000	9,000	5,000	29,000
II. Roving Exhibition				
(1) Venue Rental		6,000		6,000
(2) Quiz Prizes		3,000		3,000
(3) Temporary Workers			6,000	6,000
(4) Transportation		1,000		1,000
(Sub-Expenditure)	0	10,000	6,000	16,000
III. Community Project				
(1) Poster Set (around 8-10 posters per set)	2,000		10,000	12,000
(2) Temporary Workers			4,000	4,000
(3) Quiz Prizes	8,000	5,000		13,000
(4) Transportation		1,000		1,000
(Sub-Expenditure)	10,000	6,000	14,000	30,000
Total	25,000	25,000	25,000	75,000