

**年報的封面設計：**為配合香港經濟形勢的變化及香港特區政府最新向工業發展政策，香港生產力促進局重新調整服務重心，建基於本局現時核心能力，包括生產科技、資訊科技、環境科技及管理系統，生產力局提供「八大支柱」服務，配合工業界瞬息萬變的需要，應對在生產力大變的影響，代表了「八大支柱」服務的種類，顯示生產力局的發展新方向。

**Cover Design:** Building on the Council's core competence of manufacturing technologies, information technologies, environmental technologies and management systems, HKPC re-aligned its services under eight pillars to meet the needs of industry in the light of the changing economic landscape and in support of the HKSAR Government's new policy on industry development.

The images projected on the HKPC Building encapsulate the essence of the Council's eight pillars of services.





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## 生產力

生產力是有效運用創意和資源，提高產品和服務的附加值，是競爭優勢的真正本源，能帶來長遠的經濟效益及提高生活水平。

## 使命

香港生產力促進局的使命，是透過向香港的企業提供橫跨價值鏈的綜合支援來提升卓越生產力，從而更有效地運用資源，提高產品和服務的附加值，以及加強國際競爭力。

## Definition of Productivity

Productivity is the effective use of innovation and resources to increase the value-added content of products and services. It is the true source of competitive advantage that creates long term economic viability and a better standard of living for all.

## Mission

HKPC's mission is to promote productivity excellence through the provision of integrated support across the value chain of Hong Kong firms, in order to achieve a more effective utilization of resources, to enhance the value added content of products and services, and to increase international competitiveness.

# 香港生產力促進局簡介 | Corporate Profile

香港生產力促進局於一九六七年依據法例成立，擁有多元化的專業技術知識。工作目標是提高本港的生產力，並鼓勵本港工商界採用更有效率的生產方式。

香港生產力促進局的工作由理事會監察，成員包括一名主席及廿二名委員，來自資方、勞方、學術界、專業團體和關乎生產力事務的政府部門。

香港生產力促進局和轄下的附屬公司為超過三千間公司提供各種服務。至於收入來源，部份是政府資助，其餘來自服務收費。

香港生產力促進局的九龍塘生產力大樓，設有超過三十個卓越中心、十個實驗室、展覽廳及一系列培訓設施。借助這些先進設施，生產力局為工業及商界，提供範圍廣泛的服務，涵蓋生產科技、管理系統、資訊科技及環境科技四個範疇。

目前香港經濟正朝著高增值的方向升級轉型，為求保持香港在世界市場上的競爭力，有需要不斷的引進新的應用技術。為擔當這角色，生產力局大量投資發展新技術及專業能力，持續提升員工的表現。

香港生產力促進局服務顧客的能力，全賴員工廣泛的專業技能、團隊合作精神，以及對工作的投入與熱誠。管理層非常鼓勵員工接受訓練，提高其個人能力，而生產力局的內部組織極具靈活性，鼓勵不同部門本著顧客為先的精神，衷誠合作。

香港生產力促進局積極滿足客戶要求，致力提供專業及具效率的服務，提升企業在本地及國際市場的競爭力。生產力局的全體專業顧問，均以令顧客完全滿意為服務宗旨。

The Hong Kong Productivity Council (HKPC) is a multi-disciplinary organization established by statute in 1967 to promote increased productivity and the use of more efficient methods throughout Hong Kong's business sectors.

HKPC is governed by a Council comprising a Chairman and 22 members. This Council represents managerial, labour, academic and professional interests, as well as a number of government departments concerned with productivity issues.

HKPC and its subsidiary companies provide a multitude of services to around 3,000 clients each year. The operation of HKPC is supported by fee income from its services and a government subvention in balance.

With over 30 Centres of Excellence, 10 testing laboratories, as well as exhibition and training facilities at its headquarters at the HKPC Building in Kowloon Tong, HKPC provides a diverse range of services in manufacturing technologies, management systems, information technologies and environmental technologies to clients from different industrial and commercial sectors.

As the Hong Kong economy continues to move to higher value-added production, a constant flow of creatively applied technology is essential if the territory is to stay ahead in competitive global markets. To fulfil its role, HKPC is focused on both new technologies and continuous competence development in order to upgrade the performance of its workforce.

HKPC's ability to serve its customers depends entirely on the diverse professional skills, teamwork and loyalty of its employees. Staff members are encouraged to upgrade their individual capabilities through training programmes, while organizational flexibility encourages inter-disciplinary teamwork on behalf of clients.

HKPC endeavours to meet the needs of clients to enhance their competitive advantage in both the local and world markets. HKPC is committed to providing a professional and efficient service in a supportive environment. Total customer satisfaction forms the core service goal of HKPC's team of professional consultants.

## 主席前言 | Foreword from the Chairman



**作**為支援香港工業的主要機構，香港生產力促進局一直與時並進，配合香港工商業瞬息萬變的發展。為確保生產力局的服務切合香港工商企業的業務轉變，以及其在產品價值鏈所擔當的不同角色，本局委託顧問公司進行策略檢討，顧問報告在二〇〇二年二月完成，並於四月呈交立法會工商事務委員會審議。本局隨即在上一財政年度落實顧問報告建議的優先項目。

在二〇〇三至二〇〇四年度，香港生產力促進局參照顧問報告的建議，重新調整服務重心。為配合香港經濟形勢的變化，以及支持香港特區政府推動香港工業邁進高增值、高科技、高知識產權、高創意的發展方向，生產力局制訂一套建基於三大策略及八項支柱服務的五年發展計劃。

首先，香港廠商近年已逐步擴闊其在價值鏈上的業務活動，並從原設備製造 (OEM) 轉型至原創設計生產 (ODM)，更逐步開拓原創品牌生產 (OBM) 的業務模式。

雖然產品製造仍是本港廠商主要的業務活動，但廠商現時已積極參與價值鏈的上游至下游各個環節，如上游的產品設計、貨源搜尋、市場研究，以至生產、品質控制及下游的物流管理、倉儲及配送。

香港生產力促進局五年發展計劃的第一個核心策略，是透過提升製造技術及流程，協助本地及珠三角的香港廠商，升級轉型至價值鏈上高增值的層次。

其次，內地與香港更緊密經貿關係安排 (CEPA) 為製造業帶來新的商機。從事高檔品牌產品製造以及高知識產權含量產品的公司將會特別受惠。香港生產力促進局的第二項策略，是致力促進本地及珠三角創新工業的發展，把握 CEPA 為製造業締造的發展機遇。為此，生產力局將進一步加強科技轉移與商品化、業務配對、知識產權管理，以及產品設計等方面的服務。

Consistent with its role as an industry support organization, HKPC has moved with the times to meet the changing needs of local trade and industry. To ensure that its services remain relevant as its customers undergo a major transformation both in the nature of their business and in the breadth of their involvement along the value chain, a consultancy study to review the Council's strategic focus and recalibrate its directions was completed in February 2002. These recommendations were submitted to the Legislative Council Panel on Commerce and Industry in April 2002. The implementation of some initial priorities as recommended by the study was completed during the last financial year.

In 2003/2004, HKPC took steps towards refocusing its services consistent with the recommendations of the consultancy study. To meet the needs of industry in the light of the new economic landscape and in support of the HKSAR Government's new policy to nurture industry development, emphasizing high value-added, high technology, high intellectual property (IP) and high creative contents in industries, the Council has adopted a five-year plan designed around three strategies and eight "pillars of services".

Over the years, Hong Kong manufacturers have been broadening their activities along the value chain and in the process, have undergone transformation from original equipment manufacturing (OEM) to original design manufacturing (ODM), setting the scene for progressive move towards original brand manufacturing (OBM).

Without diluting the focus on manufacturing *per se*, now they are equally engaged in upstream activities such as product design, materials sourcing and market research, through production and quality control to downstream activities such as outbound logistics, warehousing and distribution. HKPC's "Strategy One" therefore aims to meet the needs of Hong Kong manufacturers in their move up the value ladder through *technology and process upgrading*, both locally and in the Pearl River Delta (PRD).

Another factor is the new manufacturing opportunities arising from the Closer Economic Partnership Arrangement (CEPA) between the Hong Kong SAR and the Mainland. Companies most likely to benefit from this development include those engaged in the manufacturing of high-value, brand name products as well as those with high knowledge content. Under the Council's "Strategy Two", we strive to facilitate the development of companies in Hong Kong and the PRD, especially innovative industries, and to assist them to tap the *new manufacturing opportunities* offered by CEPA. In this connection, HKPC will further strengthen its services in technology transfer and commercialization, business matching, intellectual property management, as well as product design.

A third factor involves the emergence of various industrial centres in the Mainland that have brought about in their wake the formation of regional clusters of related industries. The scope and purpose of our "Strategy Three" seeks to provide *regionalization and globalization* support to improve the market

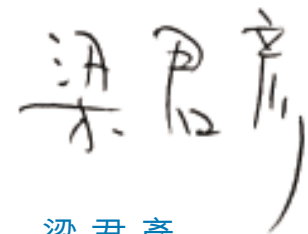


第三，近年來，內地興起了大量的產業中心，逐步形成由相關工業組成的地區性產業集群。因應這項發展，生產力局的第三項策略，將致力支援及促進香港與珠三角的港資企業，利用區域化及全球化的優勢，提升市場佔有率及競爭力。

上述三大策略，是建基於香港生產力促進局四項核心能力，包括生產科技、資訊科技、環境科技，以及管理系統；並以四個生產力改善重點來主導，分別是：發明及創新、商品及量產化、製造及管理流程、信息及知識產權管理。生產力局將通過「八大支柱」服務，以落實推行三大策略。

為加強以上服務的推廣，香港生產力促進局已擴大服務網絡，為珠三角的香港企業提供更快捷緊密的支援。年內，生產力局首家珠三角的諮詢公司在廣州啟業，本局正籌備在東莞、深圳及珠海等珠三角重點城市開設辦事處。本局亦在二〇〇四年二月設立 CEPA 業務發展中心，為香港、內地及海外企業提供業務合作平台，創造商機。

最後，我在此衷心多謝各位委員，夙夜不懈，帶領香港生產力促進局開拓新方向。更要感謝本局全體職員，在過去一年的逆勢下，悉力以赴，創出佳績。本人深信憑藉員工的竭誠努力，以及各委員的英明指導，香港生產力促進局必能與工商業界更緊密合作，並肩前進，再創新高峰。



梁君彥

香港生產力促進局主席

share and competitiveness of Hong Kong as well as PRD enterprises, most of which are Hong Kong-owned.

These three strategies are anchored on the foundation blocks of HKPC's core competence – manufacturing technologies, information technologies, environmental technologies and management systems. Guided by the four "Productivity Enhancement Foci" of *Invention & Innovation, Commercialization & Industrialization, Manufacturing & Management Processes, and Information & IP Management*, the three strategies are supported by HKPC's eight pillars of services.

To enhance the delivery of these services, HKPC has extended its network to provide on-site support for Hong Kong companies operating in the PRD. During the year, HKPC opened its first PRD subsidiary in Guangzhou. We are in the process of setting up offices in other key industrial cities in the PRD, including Dongguan, Shenzhen and Zhuhai. The CEPA Business Development Centre (CBDC), established by

HKPC in February 2004, on the other hand, will provide a focal point for synergy building among local, Mainland and overseas companies for seizing this window of opportunities.

I must thank our Council Members for their relentless efforts in steering HKPC through a period of transition and our dedicated staff members for their hard work during an exceptionally difficult year. I am confident that, with the efforts and commitment of our staff, as well as the guidance provided by our Council Members, HKPC will grow with industry from strength to strength while forging ahead with renewed strategies and directions.



**The Hon Andrew Leung, SBS, JP**  
Chairman



## 引言

本人於二〇〇三年九月加入香港生產力促進局，正值本局將要開展新的策略方向，回應本港的經濟形勢變化。

雖然出任生產力局的總裁只有一年，但早於一九九四年，本人已加入生產力局成為理事會委員直至二〇〇〇年。期間，除了就本局的業務策略提出意見外，並於一九九八至二〇〇〇年擔任職員事務委員會主席，參與制訂人力資源策略。

去年履新後的首要任務是領導生產力局進行全局性的集思廣益，為生產力局的未來發展擬訂五年的策略架構。我深信，憑藉本局的雄厚根基，在這個策略架構的指導下，香港生產力促進局必能回應工商企業瞬息萬變的需要，支援工商業把握機遇，邁步向前。

## 工作匯報

香港生產力促進局持續為客戶提供卓越的服務。本局在一九九五年中推出服務承諾，在二〇〇三至二〇〇四年度，絕大多數的服務指標均達到承諾水平。根據每年進行的顧客調查結果，客戶高度滿意本局的服務。

在二〇〇三至二〇〇四年度，生產力局共主辦十六個大型會議，並參與其他三個會議。本局為多個工商行業舉辦二十四個考察團。年內，生產力局主辦了三個展覽，並參與六個本地及外地展覽。

(生產力局於二〇〇三至二〇〇四年度舉辦的會議及考察團詳列於附錄一及附錄二。)

(生產力局主辦及參與的展覽詳列於附錄三。)

按照檢討生產力局角色、管理及營運的顧問研究報告建議，本局在年內提供的綜合支援服務，包括以下四個範疇：生產科技、資訊科技、環境科技及管理系統。

## Introduction

I joined HKPC in September 2003 at a time when the Council was about to move into a new phase of strategic repositioning to meet the needs of changing times.

Whilst my service with the Council has barely been a year, my association with the Council however dated back to 1994 when I served as a Council Member until 2000. Apart from advising on HKPC's business policies as a Council Member, I was able to participate in the formulation of human resources policies of the Council during my chairmanship of HKPC's Staffing Committee from 1998 to 2000.

Once on board my priority was to steer a Council-wide "Think Tank" to draw up a 5-year strategic framework for the future development of the Council. I believe that, building on the strengths of HKPC, and guided by this framework, designed to address the changing needs of our customers, we will be able to support industry in capturing the emerging opportunities going forward.

## Overall Activities

Externally, HKPC has continued to maintain a high standard of services to its clients. HKPC launched its Service Pledge in mid-1995. In 2003/2004, the pledged standards were largely achieved. Based on our annual customer survey, the overall customer satisfaction level on HKPC's services remained high.

In 2003/2004, HKPC organized 16 major conferences and participated in another 3. A total of 24 study missions were organized by HKPC for various industrial and services sectors. During the year, HKPC organized 3 exhibitions and participated in 6 local and overseas exhibitions.

*(Complete lists of conferences and study missions organized by HKPC in 2003/2004 are outlined in Appendix I & II respectively)*

*(A complete list of exhibitions organized by HKPC and exhibitions with HKPC's participation is outlined in Appendix III)*

Based on the recommendations of a recent consultancy study to re-examine HKPC's role and operation, HKPC continued during the year to provide integrated and streamlined services in the four programme areas of manufacturing technologies, information technologies, environmental technologies and management systems.

## Manufacturing Technology

In 2003/2004, HKPC continued to develop and introduce advanced technologies for transfer to local industry. Many such projects were implemented with support from the Government's Innovation and Technology Fund (ITF). This source of funding has enabled HKPC to implement projects and services to meet the new and emerging needs of industry.

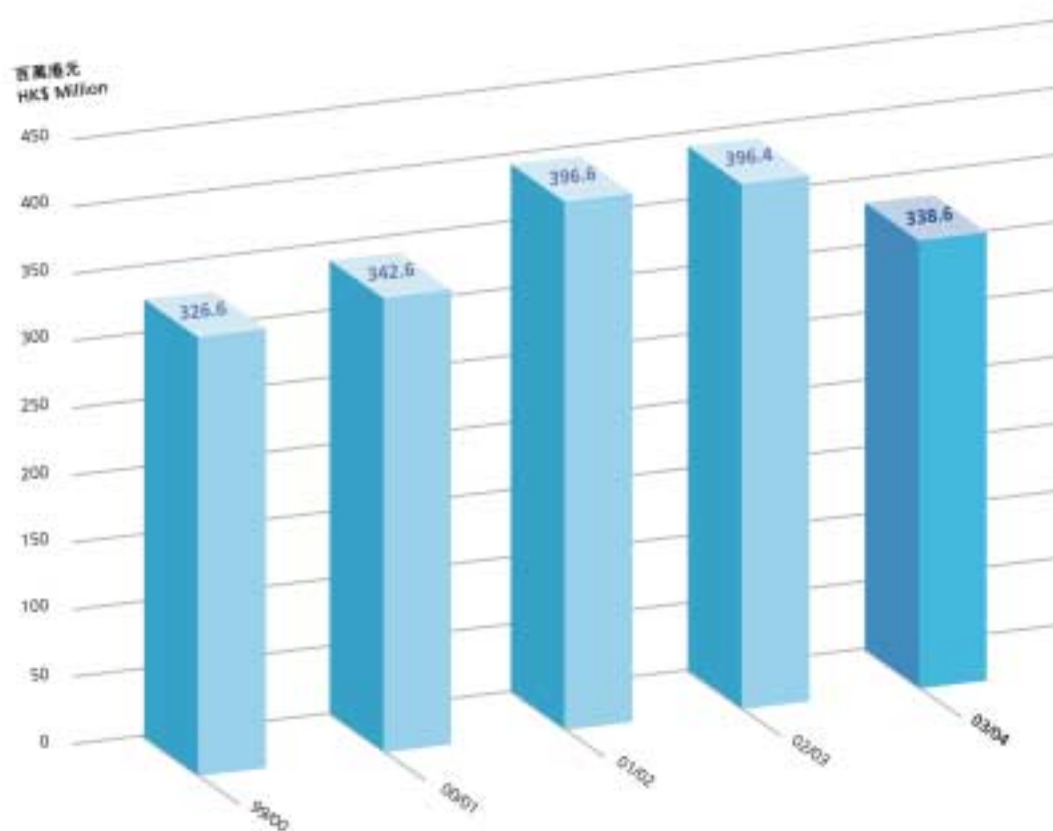
During the year, we managed to secure the approval of 8 ITF projects initiated by HKPC and 14 projects with HKPC as the implementation agent. The total funding amounted to \$52.75 million.

In collaboration with trade associations, HKPC also undertook ITF projects for the wireless technology industry, the automotive components industry, the metal industry, the plastics industry, the spectacles and optical industry, the jewellery industry and the electrical appliances industry. The outcome of these projects will be disseminated to industry either by HKPC directly or through trade associations.

*(A complete list of approved ITF projects undertaken by HKPC in 2003/2004 is outlined in Appendix IV)*

In technology upgrading, HKPC undertook projects to introduce advanced technology and design to local industry in the areas of high density interconnect (HDI) printed circuit boards, miniaturization of electronic components, micro-electroforming, and various new techniques of surface finishing as well as injection moulding for the plastics industry. Through forums, seminars and business matching, HKPC continued to help local

## 過去五年服務收費增長 Growth of Fee Income over the Past 5 Years



### 生產科技

在二〇〇三至二〇〇四年度，生產力局繼續研究及發展先進科技，並轉移本地工業界，其中不少項目獲得香港特區政府創新及科技基金的資助，讓本局能推行各類項目及服務，迎合工業界新興的需求。

本年度，獲創新及科技基金資助的計劃，包括八個本局的新項目，以及十四個由本局代理執行的項目，資助總額達五千二百七十五萬元。

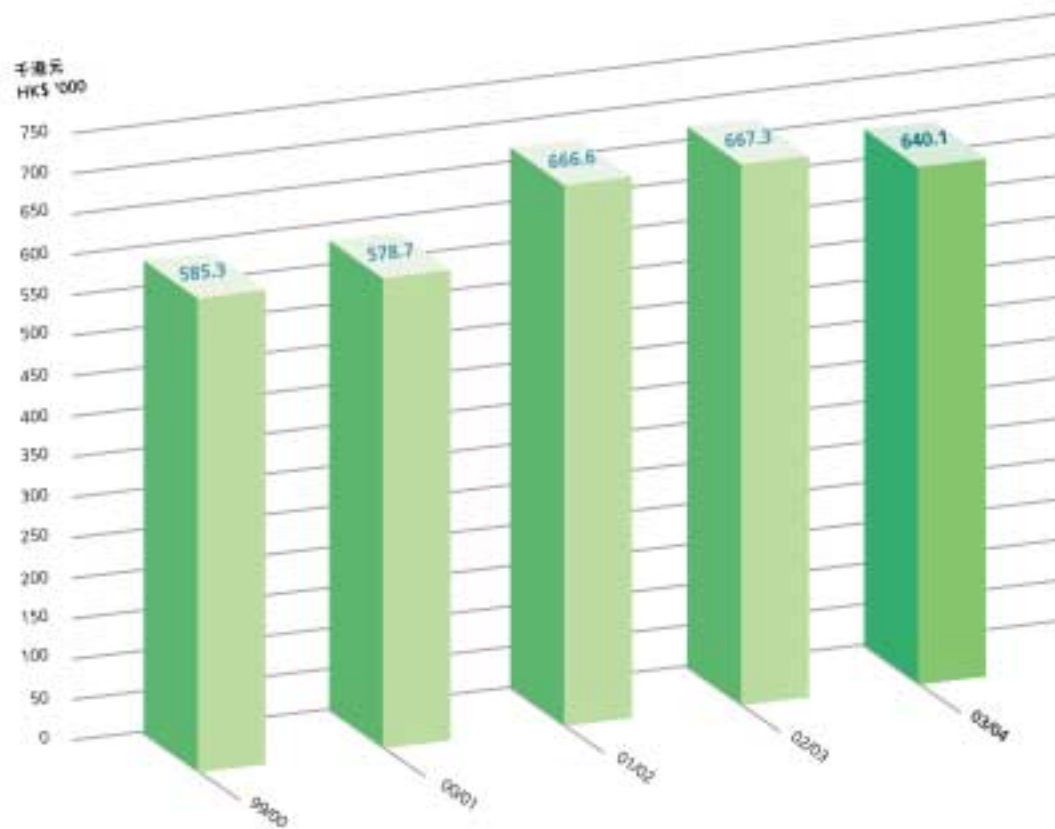
生產力局更與各行業商會合作，先後為無線科技、汽車零部件、金屬、塑膠、眼鏡及光學、珠寶及電器行業推行創新及科技基金項目，並透過本局及商會向業界發放科研成果。

(生產力局於二〇〇三至二〇〇四年度推行的創新及科技基金項目一覽表詳見本年報附錄四。)

在提升科技方面，生產力局積極引入先進科技及創新設計，包括：高密度互連印刷線路板技術、電子零件微型化、微電鑄技術、多種表面處理技術，以及為塑膠業而設的先進注塑技術。本局透過舉辦論壇、研討會及商業配對等服務，不斷協助本地發明家及製造商將創意設計轉化為商品。

隨著生產力局的服務地域從香港擴大至珠三角，年內，本局首家在珠三角的全資附屬企業正式在廣州開業，全力為在華南經營業務的本港企業加強提供技術轉移、管理顧問及培訓服務。

## 過去五年服務收費增長（按每名僱員計） Growth of Fee Income Per Staff over the Past 5 Years



inventors and manufacturers develop their ideas and designs into commercial products.

With HKPC's geographical focus expanded during the year from Hong Kong to the PRD, the Council opened its first wholly owned PRD subsidiary in Guangzhou to strengthen its support in technology transfer, management consultancy and training programmes for Hong Kong companies operating in southern China.

In response to the new business opportunities arising from CEPA, HKPC established the CEPA Business Development Centre as a platform for synergy building between local, Mainland and overseas companies. To help Hong Kong industry explore manufacturing opportunities beyond the PRD, HKPC organized

a series of study missions to industrial centres in various parts of the Mainland.

Close links between HKPC and the Mainland were maintained in the fields of industrial research and development. In 2003/2004, HKPC continued to play an important role between Hong Kong industry and key Mainland academic and research institutes, organizing a series of forums and roadshows to forge business partnerships between Mainland and Hong Kong enterprises. In anticipation of the higher knowledge content of 'made in Hong Kong' products that would benefit from the terms under CEPA, HKPC also formed a strategic alliance with several Mainland provinces and municipalities to help these companies enhance their capabilities in the handling of intellectual properties.

因應 CEPA 所帶來的商業新機會，生產力局設立了 CEPA 業務發展中心，作為本地、內地及海外企業的合作平台。本局亦組織了一系列的考察團，考察內地的工業中心，探索珠三角以外的生產機會。

生產力局與內地一直緊密合作研發工業科技。二〇〇三至二〇〇四年度，在推動本地工業與內地學術及研究機構的合作方面，本局繼續發揮關鍵作用。生產力局先後舉辦多個論壇及巡迴推介會，促進內地與香港科技產業的互惠合作。由於高知識產權含量的香港產品將會在 CEPA 下顯著受惠，因此，本局與多個省市的科技機構締結策略聯盟，加強香港企業在知識產權方面的運用能力。

## 環境科技

環境管理日受注重，已成為優質生活的要素。年內，生產力局繼續提高工商界及社會大眾的環保意識。本局亦為內地的香港廠商完成多個環保項目，協助企業符合國內外的環保法規及標準，提高全球競爭力。為支援本地環境科技產業，生產力局獲委託進行顧問研究，為本地環科業建議發展藍圖。

此外，生產力局亦加強公共衛生方面的環境科技支援服務。在嚴重急性呼吸系統綜合症(非典型肺炎)疫症爆發期間，生產力局為本地醫院開發了多種創新的方案，防範疫症傳播。

## 資訊科技

生產力局繼續協助中小企業廣泛採用資訊科技，並推出專為中小企而設的「資訊科技方案指南」，旨在鼓勵本港的中小型企業實現資訊化的營運管理。為協助香港的物流服務商加強競爭力，生產力局舉行了「無線射頻識別技術探索」研討會，推廣這項新科技的應用。為支援本港資訊科技業發展，本局為本地軟件供應商出版了一本業務經營指南，並加強推廣能力成熟程度模型集成 (CMMI) 國際標準，改善本地軟件開發商的競爭力。此外，由創新及科技基金資助於二〇〇一

年二月成立的香港電腦保安事故協調中心，已踏入第三年，中心繼續為社會大眾提供資訊保安服務，並與內地及地區性的機構結盟，加強服務。

## 管理系統

在二〇〇三至二〇〇四年度，生產力局重整其為工商企業提供管理系統的服務重點，加強為製造業及相關行業提供包含 ISO 9000、全面品質管理以及 OHSAS 18001 職業健康和安全管理體系的綜合管理系統標準。年內，本局繼續提供典範借鑑、知識管理及客戶服務質素提升服務，強化各行業的競爭力。

中小企業仍是生產力局的主要服務對象。本局透過「SMECare Net」為中小企業提供橫跨價值鏈的綜合支援，並舉辦了多個有關中國稅務、物流及內銷的研討會，協助中小企迎接 CEPA 及中國入世的商機與挑戰。本局亦製作了一個網上工具，協助本地中小企為其業務發展，選擇最合適的融資方案。

## 總結

香港生產力促進局過去一年的工作，為本局迎接未來的挑戰，奠下穩固基礎。

生產力局嶄新的策略架構，方向清晰，配合機構改組，已為本局的發展注入新動力。在「科技與流程提升」、「CEPA 新機遇」、「區域化及全球化」三大策略的帶動下，香港生產力促進局將會不斷推陳出新，精益求精，為本地及內地的香港企業創造競爭優勢。



楊國強

香港生產力促進局總裁

## Environmental Technology

Environmental management has been increasingly recognized as a crucial factor in maintaining quality living. During the year, HKPC continued to enhance environmental awareness among the business community and the general public. For Hong Kong companies operating in the Mainland, HKPC implemented various projects to help them increase global competitiveness and comply with local environmental regulations. To support the emerging local environmental technology industry, HKPC undertook a study to formulate a roadmap for its future growth.

In addition, the Council also strengthened its capabilities in the area of public health. During the outbreak of Severe Acute Respiratory Syndrome (SARS), HKPC developed several innovative solutions for local hospitals and the community at large as preventive measures against the epidemic.

## Information Technology

During the year, HKPC continued to promote a wider adoption of IT among SMEs. The Online Solutions Directory was launched to help local SMEs transform their operations into e-enterprises. To help Hong Kong's logistic services providers sustain their competitiveness in an expanding market, HKPC organized the "Radio Frequency Identification (RFID) Discovery Day" to promote adoption of this new technology. For the IT industry, HKPC published a business guidebook for local software vendors, and strengthened its promotion of Capability Maturity Model Integrated (CMMI) as an international standard that would enhance the competitiveness of local software developers. Meanwhile, the Hong Kong Computer Emergency Response Team Co-ordination Centre (HKCERT), established by HKPC in February 2001 with ITF funding and now in its third year of operation, continued to provide information security services to the community while strengthening its capabilities through the formation of strategic alliance with its regional and Mainland counterparts.

## Management Systems

In 2003/2004, HKPC refocused its services in management systems to emphasize the deployment of integrated systems that encompass ISO 9000, Total Quality Management and the occupational health and safety system OHSAS 18001 for manufacturing and related industries. Other services met their needs in benchmarking, knowledge management and frontline service quality to enhance competitiveness.

SMEs continued to be HKPC's prime target audience. As CEPA and China's accession to the WTO created new challenges and opportunities, HKPC provided comprehensive services across the value chain through its SMECare Net, complemented by various seminars on taxation rules, logistics and domestic sales in the Mainland, as well as a web-based project to help local SMEs identify suitable financial schemes for their business needs.

## Conclusion

The year in review has laid a solid foundation for HKPC in preparation for the challenges ahead.

The strategic repositioning framework has given us a clear direction and the associated re-organization will enable HKPC to move forward. Guided by the three strategies on technology and process upgrading, new manufacturing opportunities, and regionalization and globalization support, we will continue to launch new initiatives and fine-tune our services to meet the changing needs of Hong Kong companies, both locally and in the Mainland.



**K.K. Yeung, JP**  
Executive Director



# 組織架構 | Organization Structure



## 生產技術科 Manufacturing Productivity Branch

工業標準部  
Industrial Standards Division

製造科技部  
Manufacturing Technology Division

材料科技部  
Materials Technology Division

紡織製衣部  
Textiles & Apparel Division

## 產品發展科 Product Productivity Branch

CEPA業務發展及產品知識產權部  
CEPA Business Development & IP Division

環境及產品創新部  
Environment & Product Innovation Division

生產力培訓學院  
Productivity Training Institute

信息策略部  
Strategic Information & Intelligence Division

## 企業管理科 Business Productivity Branch

企業資訊自動化部  
Enterprise Automation Division

企業發展及物流部  
Enterprise Value & Logistics Consultancy Division

資訊科技業發展部  
Information Technology Industry Development Division

品質及業務流程部  
Quality & Process Improvement Consultancy Division

卓越管理及人力發展部  
Total Enterprise Management Consultancy Division

## 機構事務科 Corporate Services Branch

企業傳訊部  
Corporate Communications & Events Division

理事會秘書及企業發展部  
Council Secretariat & Corporate Development Division

財務部  
Finance Division

人力資源及行政部  
Human Resources & Administration Division

**Operational Review**

工作回顧

The logo for HKPC (Hong Kong Polytechnic University) is displayed on a building facade in the background. The logo consists of a circular emblem with a stylized 'H' and 'K' inside, followed by the letters 'HKPC' in a bold, sans-serif font. Below the letters are three horizontal lines of smaller text, likely representing the university's name in Chinese and English.

HKPC

The title 'Manufacturing Technology' is presented in two styles. The top style is the Chinese characters '生產科技' (Shēng chǎn kē jì) in a large, white, outlined font. The bottom style is the English translation 'Manufacturing Technology' in a bold, white, italicized sans-serif font. The text is centered on a blue grid background that recedes into the distance.

生產科技

*Manufacturing Technology*



生產力局與香港設計師協會合辦「第五屆國際創新設計研討會」，協助本地工業提升競爭力及產品設計能力。研討會主禮嘉賓包括香港旅遊發展局主席及香港設計師協會顧問周梁淑怡(中)、生產力局科技商品化委員會主席朱鈞林(左)、生產力局總裁楊國強(左三)及香港設計師協會主席吳秋全(右三)。

HKPC and the Hong Kong Designers Association (HKDA) organize the "5th International Innovative Industrial Design Symposium" to help local companies enhance their competitiveness and product design capabilities. Officiating guests at the Symposium include Mrs Selina Chow (centre), Chairman of Hong Kong Tourism Board and Advisor of HKDA; Mr Locky Chu (first from left), Chairman of the Technology Commercialization Committee, HKPC; Mr K K Yeung (third from left), Executive Director of HKPC and Mr Charles Ng (third from right), Chairman of HKDA.

在二〇〇三至二〇〇四年度，香港生產力促進局繼續加強對本港製造業的支援，透過多元化的顧問服務提升本地業界的設計及創新能力，改進製造流程及管理系統以加強競爭力。同時，本局在創新及科技基金資助下進行多個開發項目，研究成果有助全面提升不同行業的技術能力。

年內，生產力局繼續與內地及國際研究機構締結策略聯盟，引進嶄新的製造技術，為香港工業建立競爭優勢。

## 創新產品開發

為加強本港企業的產品開發能力，香港生產力促進局於二〇〇三至二〇〇四年度推出一系列技術轉移服務，舉辦會議及研討會探討最新的設計及創新趨勢，並開發可提升本港業界競爭力的自動

化設備。為建立本港的創新文化，生產力局積極推廣知識產權的觀念，而本局的專業測試服務，亦繼續協助香港製造商符合海外法規。

## 產品設計及開發

為了協助香港的設計專業人員，更有系統地交流知識及經驗，香港生產力促進局與香港設計師協會特別合辦「第五屆國際創新設計研討會」。研討會為本港業界與國際專家提供分享經驗的平台，同場舉辦的展覽，更展示本港設計師的成功個案及產品。此外，香港設計師協會委託生產力局編製一本載有詳細步驟的設計成功要素手冊及一本設計個案手冊，以提升其會員的設計能力及協助其發展商機。

為了推動香港企業以創新文化建立競爭優勢，本局在年內舉行了一系列推廣產品創新的研討會，當中包括六個 TRIZ (一種關於創新發明及解決難題的理論) 及兩個以系統性創新為主題的研討會。

本局為一家塑膠產品製造商開發一套機械化自動處理系統，能夠在吹塑機內插入兩個塑膠裝飾部件。該系統不但大幅縮短加工流程，更能確保品質穩定。這家製造商藉此贏取該產品的獨家供應合約。在首套系統成功試產之後，本局獲該製造商委託供應另外四台系統，以配合公司的業務增長。

## 知識產權

### 知識產權服務中心

為培養本地的發明及創新文化，生產力局推行知識產權支援計劃，提供專利、設計及註冊商標服務。作為創新及科技基金「專利申請資助計劃」的認可執行機構，本局致力協助本地公司及發明家透過登記專利、評估概念及保護知識產權(包括專利、外觀設計、商標及

In 2003/2004, HKPC continued to strengthen its support for the local manufacturing sectors through a range of consultancy services to enhance their design and innovation capabilities, as well as manufacturing processes and management systems to increase their competitiveness. In addition, HKPC undertook projects funded by ITF with deliverables that provided application support to enhance the technological capabilities of a wide range of industries.

During the year, HKPC continued to forge strategic alliances with research institutions in the Mainland and overseas countries to usher in new manufacturing technologies to enhance the competitiveness of Hong Kong industries.

## Innovative Product Development

In 2003/2004, to enhance the product development capabilities of local companies, HKPC provided a wide range of services in technology transfer, organized conferences and seminars on the latest trends in design and innovation, and developed automation equipment that enhanced the competitiveness of local industry. To foster a culture of innovation, HKPC also continued to promote IP rights. In addition, HKPC's testing service helped local manufacturers comply with overseas regulations.

## Product Design and Development

To develop localized methodologies for systematic knowledge transfer for Hong Kong design practitioners and professionals, HKPC organized the 5th International Innovative Industrial Design Symposium for the Hong Kong Designers Association (HKDA). The Symposium provided an experience sharing platform with international experts, whereas the concurrent exhibition showcased success stories and products by local designers. In addition, HKPC was commissioned by HKDA to compile a step-by-step design practice manual and a design cases handbook to enhance the design capabilities and business opportunities of its members.

During the year, to foster a culture of innovation among Hong Kong companies as a key to enhanced competitiveness, HKPC organized a series of promotional seminars on product innovation, including 6 seminars on TRIZ (Theory of Inventive Problem Solving, abbreviation

from the Russian) and another two on systematic innovation.

For a manufacturer of plastic products, HKPC developed an automatic robotic handling system that could insert two pieces of decorative plastic parts into the blow moulding machine, thereby shortening the process cycle and at the same time ensuring a consistent quality. As a result, the company won a contract as sole supplier of this product. Upon the successful testing of the first set of system, HKPC was commissioned to supply four more sets to meet the company's growing business.

## Intellectual Property Rights (IPR)

### Intellectual Property Services Centre

To foster a culture of invention and innovation, HKPC implemented an IPR programme that provided services in patent, design and trademark applications. As one of the implementation agencies of the Patent Application Grant under ITF, HKPC helps local companies and inventors capitalize on their intellectual work through patent registration, concept evaluation and IP protection, including patents, industrial designs, trademarks and copyrights.



作為創新及科技基金「專利申請資助計劃」的認可執行機構，生產力局之「知識產權服務中心」協助本地公司及發明家透過登記專利、評估概念及保護知識產權，將知識工作的成果轉化為資本。

As one of the implementation agencies of the Patent Application Grant under ITF, HKPC's Intellectual Property Services Centre (IPSC) helps local companies and inventors capitalize on their intellectual work through patent registration, concept evaluation and IP protection.

版權)，將知識工作的成果轉化為資本。

香港要成為創新中心，必須保護知識產權以促進發明及創新的風氣。本局於一九九八年六月成立知識產權服務中心，為本港廠商、發明家及設計師提供一站式知識產權服務。

知識產權服務中心的服務範圍包括：新發明的專利尋索、根據專利編號尋索專利及有關之專利系列的法定地位，並就發明與設計保障提供策劃建議。此外，一旦接獲客戶要求，知識產權服務中心可於數小時內向客戶提供大部份美國及歐洲專利局的專利文件。

### 與內地機構合作

為提高香港及內地企業的知識產權管理水平，生產力局在年內與廣東省知識產權局聯合開展「創新一知識型企業」合作計劃。根據這項計劃，雙方將就香港及內地企業的知識產權管理及認證工作展開典範借鑑研究。

在第一階段，生產力局及廣東省知識產權局將會在粵、港兩地分別選出二十家企業進行研究，從人力資本、市場資本、過程資本、知識產權資本及創新資本五方面作評估。有關研究結果將整理為企業的典範借鑑標準，並於第二階段推廣給兩地企業。計劃

的第三階段是在香港成立「創新一知識型企業認證中心」，為兩地企業進行有關評估與認證工作。

為了向本港及內地企業提供商業配對、科技交流及合作的機會，生產力局與來自北京、上海、重慶、武漢、廣州及深圳的科技產權交易機構簽署合作備忘錄，建立「科技產權交易平台聯盟」。

這項合作旨在善用內地雄厚的科研能力，再結合香港在融資、知識產權保護和國際市場網絡方面的優勢，為香港及內地的機構、企業及投資者提供一個有效的科技及知識產權交易平台。根據合作備忘錄，聯盟成員將透過連串推廣與交流活動，鼓勵和提倡電子和電機、光電子、移動通訊、汽車和零部件等行業進行技術轉移、產品商品化和締結合作伙伴。

為使工商企業認識知識產權對產品設計的重要性，生產力局在年內舉行了一個「創新產品及發明的知識產權工程」研討會，為專注以知識產權推展業務的公司介紹創新的難題解決方法。

### 專利申請資助計劃

一九九八年四月，生產力局獲香港特區政府創新科技署委任為「專利申請資助計劃」兩家認可執行機構之一。在二〇〇三至二〇〇四年度，本局審核一百九十三宗申請，其中六十五宗獲政府批准資助。自計劃推出以來，本局已審核八百九十六宗專利申請。在四百四十九宗由本局推薦的申請之中，有三百六十九宗獲政府批准資助。在這些個案中，有三百三十五宗成功在本地、內地及海外註冊，包括一百一十三個短期專利、八十個美國專利及七十一個中國實用新型專利。

### 出版及培訓

年內，生產力局在網上刊載個別工業的最新專利資訊，方便公眾人士瀏覽。這些工業包括玩具、電子消費品、家庭器具、鐘錶、建築、環境、電訊科技及關鍵性零部件。此外，本局於年內為不同行業舉辦共六個研討會。



生產力局與來自北京、上海、重慶、武漢、廣州及深圳的科技產權交易機構成立「科技產權交易平台聯盟」，為本港及國內企業提供商業配對、科技交流及合作的機會。

To facilitate business matching, technology exchange and collaboration between Hong Kong and Mainland enterprises, HKPC establishes the "Technology Trading Platform Strategic Alliance" with technology stock exchanges from Beijing, Shanghai, Chongqing, Wuhan, Guangzhou and Shenzhen.



生產力局副總裁(產品發展)李錫勳博士(左)於「第二屆上海高新科技成果推介會」上頒贈紀念品予上海技術產權交易所高級經理宣曉弟。此推介會之目的為展示上海高新科技項目及為香港與內地企業提供有效的商業配對及科技聯盟的平台。  
 Dr Stephen Lee (left), Director (Product Productivity) of HKPC, presents a souvenir to Mr Xuan Xiaodi, Senior Manager of Shanghai Technology Stock Exchange, at the Forum on "Business Opportunities with Innovative Enterprises from Shanghai" which aims to promote technology collaboration and business matching between Hong Kong and Mainland companies.

The protection of IPR as a measure to promote invention and innovation is a crucial component in Hong Kong's development as a centre of innovation. To provide one-stop IP service to Hong Kong manufacturers, inventors and designers, HKPC established the Intellectual Property Services Centre (IPSC) in June 1998.

The IPSC provides novelty searches for inventions, legal status and family searches based on patent numbers, planning and advising on the protection of inventions and designs. Most of the patent documents from the United States and European patent offices can be obtained within hours of a client's request.

### Collaboration with Mainland Organizations

During the year, to enhance the standard of IP management for Hong Kong and Mainland companies, HKPC launched the "Innovation-Knowledge Enterprise Scheme" in collaboration with the Guangdong Provincial Intellectual Property Office. Under this scheme, the two parties would conduct a study on the best practices in IP management and audits for Hong Kong and Mainland companies.

The initial phase of the Scheme would select 20 companies each from Hong Kong and the Guangdong Province for a study on their IP management in the areas of human capital, market capital, process capital, IP capital and innovation capital. The findings would then be consolidated into the best practices and standards for IP management, and promoted to Hong Kong and Mainland enterprises. HKPC and the Guangdong Provincial Intellectual Property Office would also set up an Innovation-Knowledge Enterprise Centre in Hong Kong to conduct IP audit for local and Mainland companies.

To facilitate business matching, technology exchange and collaboration between Hong Kong and Mainland enterprises, HKPC signed a Memorandum of Understanding with the technology stock exchanges from Beijing, Shanghai, Chongqing, Wuhan, Guangzhou, and Shenzhen to establish the "Technology Trading Platform Strategic Alliance".

Leveraging on the Mainland's technological capabilities and Hong Kong's strengths in finance, IP management and international networking, the collaboration aimed to provide an effective technology and IP trading platform for organizations, enterprises and investors in Hong Kong and the Mainland. Under the agreement, member organizations would encourage technology transfer, product commercialization and partnership in the areas of electronics, opto-electronics, wireless communications and automotive industries through promotional and experience sharing activities.

During the year, to bring home the importance of IP in product design, HKPC organized a seminar on IP engineering for innovative products and inventions, focusing on a creative problem solving method for IP driven companies.

### Patent Application Grant

In April 1998, HKPC was appointed by the Hong Kong SAR Government as one of the two implementation agencies of the Patent Application Grant. In 2003/2004, HKPC screened 193 applications, of which 65 were subsequently approved for funding by the Government. Since the programme's inception, HKPC had screened 896 applications for patent grant, of which 369 of the 449 cases recommended by HKPC were subsequently approved by the Government. Of these, 335 cases had successfully registered with





透過創新及科技基金資助，生產力局為本地電子業提供有關無鉛錫技術支援，藉此提升該行業的技能。  
*With the support of the ITF, HKPC provides technical support to local electronics companies to enhance their capabilities through the adoption of Lead-Free Soldering Technology.*

前身為 Institute for Printed Circuits，在一九九九年採納 IPC 作為官方名稱。)

本局為一家照明產品製造商開發了一個光學部件，能將 LED(發光二極管)的點狀光源轉變為均勻發光的照明管。

由於發光二極管具有高能量效益及更長的工作壽命，因此在照明產品中正逐步取代燈泡的位置。可是，發光二極管卻無法產生圓柱狀的照明光源。故此，本局特為客戶提供全面的解決方案，包括光學及產品設計、原型、精確模具設計及製作，以及塑膠注塑的試產，成功開發出一套具有微細坑紋的塑膠燈管。

生產力局於一九九四／一九九五年度向香港的工業界引入「綜合生產改善計劃」。本局在年內繼續協助公司精簡營運流程，並利用「綜合生產改善計劃」培養一種持續改善的文化。

其中一個個案，是一家從事感應器設計及生產的美國上市公司，其深圳的製造廠希望改善工場運作的表現。

## 製造科技及管理系統

### 科技提升

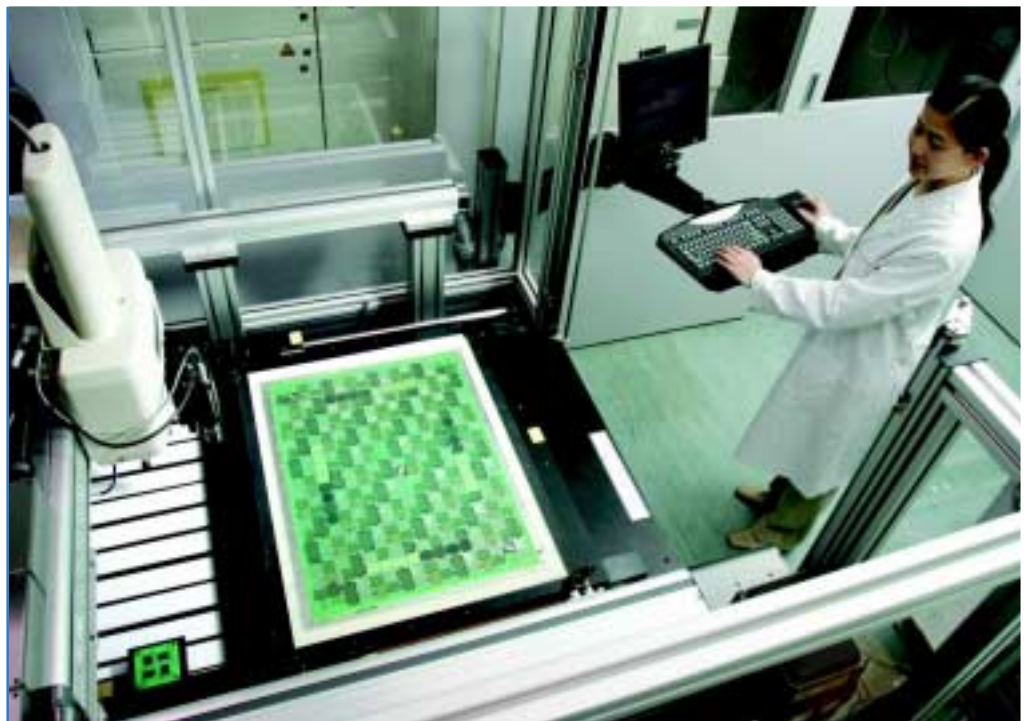
為提升本港製造商的技術水平，生產力局於二〇〇三至二〇〇四年度引進多種先進生產技術，其中大部份獲得創新及科技基金資助。本局又為不同行業，特別是香港的基礎工業，在加工技術方面提供支援服務。

(由生產力局於二〇〇三／二〇〇四年度推行的創新及科技基金項目一覽表詳見本年報附錄四)

### 電子業

年內，在創新及科技基金的資助下，生產力局將無鉛錫的線路板組裝技術轉移給本港的電子零件製造商。

此外，本局亦獲創新及科技基金資助下，與首要線路板測試機構美國 Conductor Analysis Technologies 締結策略聯盟，在亞洲區設置首個 IPC-9151 測試系統。IPC-9151 是 IPC 最新制訂的標準。(IPC



本局獲創新及科技基金資助，在亞洲區設置首個 IPC-9151 測試系統，協助本地的線路板製造商改進產品製程及其質量和可靠性。IPC-9151 是 IPC 最新制訂的標準。  
*With funding support from the ITF, HKPC sets up the first IPC-9151 test system in Asia to help PCB fabricators improve their production process and PCB quality/reliability. IPC-9151 is a new standard released by the IPC.*

local, Mainland and overseas patent offices, including 113 short-term patents, 80 US patents and 71 PRC Utility Model patents.

### Publications and Training

During the year, HKPC's patent updates for specific industry sectors, including toys, consumer electronics, household appliances, watches and clocks, building, environment, telecommunications technology and critical components were put online for wider accessibility. In addition, HKPC organized 6 seminars for these and other industry sectors.

## Manufacturing Technology and Management

### Technology Upgrading

To enhance the capability of local manufacturers, in 2003/2004 HKPC introduced a number of advanced production technologies, many of which were implemented with funding support from ITF. In addition, HKPC provided assistance in processing technology for various industry sectors, in particular Hong Kong's foundation industries.

*(A complete list of approved ITF projects undertaken by HKPC in 2003/2004 is outlined in Appendix IV)*

### Electronics

For Hong Kong's manufacturers of electrical and electronic components, HKPC implemented an ITF project to transfer lead-free soldering technology for printed circuit board assembly (PCBA) to local industry.

With funding support from ITF, HKPC formed a strategic alliance with Conductor Analysis Technologies (CAT), a leading US company in the provision of PCB testing services, to set up the first IPC-9151 test system in Asia, a new standard released by the IPC (formerly the Institute for Printed Circuits, which adopted IPC as its official name in 1999).

For a company engaged in the manufacturing of lighting products, HKPC developed an optical part to convert light emitting diode (LED) point source to an evenly distributed rod-like tube.

Owing to the high power efficiency as well as its longer life-span, LEDs are gradually replacing light bulbs in lighting products. However,

LEDs are unable to give cylindrical illumination. With a turnkey solution comprising optical and product design, prototyping, precision tooling design and fabrication, as well as trial production run in plastic injection moulding, HKPC developed a micro-grooved plastic illumination tube for the purpose.

In 1994/95, HKPC introduced the Integrated Productivity Improvement (IPI) Programme to Hong Kong industry. In 2003/2004, HKPC continued to assist companies to streamline their operations and to inculcate a continuous improvement culture through IPI.

A case in point was the Shenzhen manufacturing operations of a US-listed company engaged in the design and supply of sensors and sensor-based consumer products seeking to improve its shopfloor performance.

HKPC helped the company establish IPI working teams, train the team members, identify and measure the operations' core processes, redesign and implement the process flow, and measure the results and effectiveness of the new system. Activity time in man-hours was reduced by 504.6 per week, achieving the target of improving the ratio of sales to indirect headcount by 13%.

For a Hong Kong manufacturer of micromotors, HKPC utilized its capabilities in Computer Aided Engineering (CAE) to develop a 48-cavity precision tooling with products run-out from all cavities within the acceptable tolerances. With a reduction of the run-out from over 50 microns to within 20 microns, the rejection rate from the company's customers was greatly reduced.

### Textiles and Apparel

In 2003/2004, HKPC continued to support the local textiles and clothing industry through the development of new technologies, upgrading the production lines of local and PRD factories, and organized study missions to explore the latest technology and market trends.

To help local manufacturers conform to and sustain the social compliance requirements of international buyers, HKPC implemented a series of consortium projects that reduced excessive overtime work through a productivity enhancement on the shopfloor.

To help local SMEs migrate from the traditional original equipment manufacturing (OEM) mode of production to an original design



生產力局總裁楊國強(右三)、香港特別行政區政府工商及科技局常任秘書長(通訊及科技)何宣威(左五)、資料顧問有限公司主席兼行政總裁高錕教授(右四)及香港光電協會創會會長劉傑(左二)與其他主禮嘉賓攝於首個區內舉行之「中華光電產業與商機論壇」。  
 Mr K K Yeung (third from right), Executive Director of HKPC, joins Mr Francis Ho (fifth from left), Permanent Secretary for Commerce, Industry and Technology (Communications and Technology), HKSAR Government; Prof Charles K Kao (fourth from right), pioneer in the use of fibre optics in telecommunications; Mr Daniel Lau (second left), Founding President of Hong Kong Optoelectronics Association and other officiating guests at the opening ceremony of the region's first "Greater China Photonics Industries & Business Opportunities Forum".

本局協助該公司設立「綜合生產改善計劃」小組，向組員提供培訓、確定及量度核心營運流程、重新設計及推行新的流程，以及量度新系統的績效和效率。最終能每星期減少生產流程的人員工時超過五百零四小時，並令銷售額與間接人手比率改善達百分之十三。

生產力局發揮本身在電腦輔助工程的能力，為香港的微型馬達製造商開發一個有四十八個模腔的精密模具，並且由這些模腔製成的產品偏擺均達到合理的容差範圍。這模具能夠將本來超過五十微米的偏擺減少至 20 微米以內，大幅減低顧客的退貨率。

### 紡織及成衣業

生產力局於二〇〇三至二〇〇四年度繼續全面支援紡織及成衣業，包括開發新科技、協助業界提升本地及國內廠房的生產線，以及舉辦海外考察團了解最新的科技發展及市場趨勢。

為協助本港製造商持續符合國際買家所要求遵守的社會責任，本局落實了一系列的合作計劃，透過加強工場的生產力，從而減少

大量的超時工作。

為了協助中小型企業由傳統的「原設備生產」模式轉移至「原創設計生產」模式，本局舉辦了一個海外培訓計劃，與英國倫敦時裝學院合辦「時裝設計與產品開發培訓課程」。由於獲得業界的熱烈反應，該培訓計劃在二〇〇四年三月再度舉辦。

本局在年內開發了一個創新的電子針織指示裝置，以加強人手針織工序的效率及效益，尤其能應付市場對針織圖案日益複雜的要求。

該裝置除了設有自動導紗器選擇之外，亦設有一個自動化電腦輔助生產操作箱(CAM Box)，以展示及監察在人手針織機上以標誌及符號形式顯示的針織指示。這樣便能盡量減少生產流程期間的人為錯誤、監察成

品的品質及向工人發出提示訊號，通知其更改設置或針織圖案。

本局在年內協助八家紡織及成衣企業在 ISO 技術委員會所發出的期限之前，將其品質管理系統提升至符合 ISO 9001: 2000 版本的要求。

### 鐘錶

本年度，生產力局繼續為香港的工業界開發嶄新的離子電鍍技術。本局為一家鐘錶零部件製造商開發一套能製作真正黑色鍍層的「物理氣相沉積」系統，可加強產品抗磨性及對消費者的吸引力。

生產力局綜合運用各種鍍層技術，成功開發一套黑色離子電鍍系統。在整個項目之中，本局提供一站式服務，包括建議廠房佈局及設施要求、操作及保養培訓、優化系統運作及借鑑產品品質，並為客戶安裝離子電鍍生產線。本局的系統令黑色鍍層生產良率由百分之二十提升至百分之九十九點五，但成本則是海外進口系統的十分之一。

manufacturing (ODM) mode, HKPC organized an overseas training programme in collaboration with the London College of Fashion on "Product Design and Development for the Fashion Industry". Due to overwhelming response from the industry, the programme was repeated in March 2004.

During the year, HKPC developed an innovative electronic knitting instruction device to enhance the effectiveness and efficiency of manual knitting operations, particularly in the handling of increasingly sophisticated knitting patterns demanded by the market.

The device, with automatic yarn-carrier selection and automatic CAM box operation to display and monitor knitting instructions presented in the form of notations and symbols mounted on hand-knitting machines, minimizes human errors during the operations, monitors output quality and generates a signal to alert the worker on the need to change the setup or knitting patterns.

During the year, HKPC helped 8 companies in the textiles and clothing industry convert their quality management system to the requirements of ISO 9001: 2000 version within the deadline prescribed by the relevant ISO Technical Committee.

### Watches and Clocks

In 2003/2004, HKPC continued to develop new ion plating technologies for Hong Kong industries. For a watch components manufacturers, HKPC developed a Physical Vapour Deposition (PVD) system for true black coating, which provides strong wear resistance and enhanced market appeal.

HKPC integrated various coating technologies to develop a system for depositing true black ion plating coating. With one-stop service including advice on plant layout and facility requirements, training on operation and maintenance, optimization of processing parameters and benchmarking on product quality, HKPC installed an ion plating line for the client. HKPC's system brought the yield rate of black coating from 20% to 99.5%, at one-tenth of the cost of equivalent systems from overseas.

### Medical Devices

In 2003/2004, to help local industry develop the relevant technical capability and explore new and emerging markets, HKPC assisted the establishment of the Hong Kong Medical and Healthcare Device

Manufacturers Association. During the year, HKPC also completed an ITF project on a sterilization validation scheme to assist Hong Kong manufacturers to comply with overseas standards.

For a Hong Kong company engaged in the manufacturing of powered toothbrushes, classified as Class 1 medical device by the Food and Drug Administration (FDA) of the USA, HKPC provided a one-stop service that included site planning, an integrated system for product labelling, medical device reporting, establishment registration and device listing as required by the Quality System Regulation (QSR) for medical devices, as well as training for the staff.

### Diecasting and Tooling

The use of magnesium alloys, especially for computer, communications and consumer electronic (3C) products, is rapidly widening with a continuously growing market. During the year, to help Hong Kong surface finishers explore these new business opportunities, HKPC developed an integrated solution that also encompassed the relevant process design.

Based on the process know-how of magnesium surface finishing through R&D work from past ITF projects, including electroplating, conversion coating and anodizing, HKPC designed the factory layout and developed the equipment for a leading Hong Kong manufacturer



生產力局成功為四種醫療器材制訂消毒效能草案，協助香港廠商符合海外標準。  
HKPC develops sterilization validation protocols for four selected medical devices to help Hong Kong manufacturers comply with overseas standards.

## 醫療設備

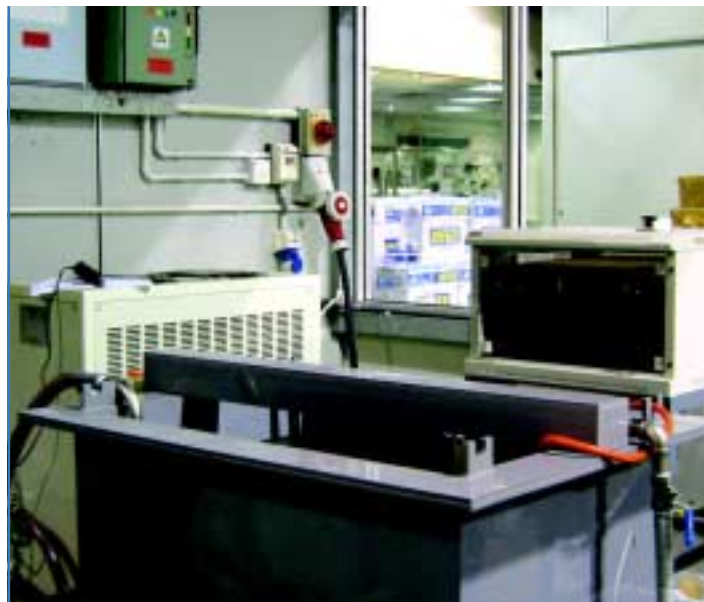
為了協助本港業界發展相關的技術能力及開發新興市場，本局在年內協助業界成立「香港醫療及保健器材製造商協會」。在本年度，生產力局亦完成了一項有關消毒效能確效計劃的創新及科技基金項目，協助香港廠商符合海外標準。

本港一家電動牙刷生產商，其產品屬於美國藥物食品管理局的第一級醫療產品 (FDA Class 1)。本局為這家生產商提供一站式的服務，包括廠址規劃，以及建立一套綜合化的管理系統，用以進行產品標籤、醫療器材報告、進口商與製造商登記表、醫療器材產品登記等程序，以符合FDA對醫療器材實施的品質系統規範(QSR)的規定。本局亦為該生產商的員工提供培訓。

## 壓鑄及模具

鎂合金的用途，尤其在電腦、通訊及電子消費產品方面的應用範圍正不斷擴大，市場亦不斷增長。為了協助香港的表面處理業發掘商機，本局在年內開發了一套綜合解決方案，並包含有關的工序設計。

本局在以往創新及科技基金的研發項目中，已掌握不少鎂合金表面處理的技術，包括電鍍、轉移塗層及陽極氧化。本局以這些知識為本，為香港一家首要製造商在珠三角的鋅及鎂壓鑄廠房，設計廠房



生產力局透過提供鎂合金表面處理技術及有關的工序設計，提升本地及珠三角廠商生產高增值的鎂合金產品的能力。

*HKPC enhances the capabilities of local and PRD industries in the manufacturing of high value-added magnesium products through the provision of magnesium surface finishing processing know-how.*



主禮嘉賓攝於生產力局協辦之「2004國際納米暨先進複合材料工業應用會議」開幕典禮。

*Officiating guests at the opening ceremony of the "2004 International Conference on Industrial Applications of Nanomaterials and Advanced Composites" co-organized by HKPC.*

佈置及開發生產設備。該系統能符合內地嚴格的環境法規，達到「零」廢水排放，而且化學品的使用量亦是海外同類系統的三分之一。由這項免專利技術所開發的產品通過所有測試，包括附著力、侵蝕、抗磨及塗層兼容性等。該製程能輕易轉用於其他電子零部件業、汽車零部件業，以及生產高「強度／重量比」要求的部件。

為了協助本港的模具製造業保持競爭力，本局在年內進行了一項創新及科技基金項目，開發一套綜合性三維電腦數控激光焊接及模具加工系統，以備一旦設計規格改變或模具損毀時，修改及維修模具。該系統包括軟件及硬件，比傳統的氬氣燒焊工序有更多優點，包括高密度的焊接質料，毋須熱處理仍然高度堅硬，可於燒焊後在同一系統上高速加工以提高精確度，更能應用於不同的焊接物料、熱能影響範圍集中、可進行垂直的物

of zinc and magnesium diecast parts operating in the PRD. The system was able to comply with the stringent environmental regulations in the Mainland, achieving “zero” waste discharge and using only one-third of the chemicals as required for operating a similar system from overseas. Products from this royalty-free technology passed all tests on adhesion, corrosion, wear resistance and coating compatibility. The process could be easily adapted for deployment in other electronic components and automotive component industries, as well as for the production of parts requiring high strength-to-weight ratio.

To help the local mould and die making industry sustain its competitiveness, HKPC implemented a project with ITF funding to develop an integrated 3D computer numerical control (CNC) laser deposit welding and machining system, for modifying or repairing moulds in cases of design specification changes or mould damages. Comprising both software and hardware, the system has numerous advantages over the conventional argon welding process, including high density of the welded material, high degree of hardness without heat treatment, high accuracy through subsequent high speed milling on the same machine, application with various welding materials, small heat affected zone, possibility of vertical material build-up and programming through an extension of a CAD/CAM system. A series of 6 seminars and workshops were held to disseminate the technology to over 170 participants.

### **Jewellery**

During the year, HKPC introduced a new technology involving advanced separation and refinery processes for mixed scraps of gold, platinum and palladium produced in jewellery manufacturing processes.

For a local company, HKPC provided consultancy support on establishing an in-house advanced gold recovery system comprising an incineration furnace, a gold dissolution and filtration system, a fume cupboard, scrubber and gold assay system. With a high recovery rate and short cycle time, the system helped the company reduce gold loss and enhance its competitiveness.

### **Eyewear**

To help Hong Kong’s eyewear manufacturers upgrade their capabilities in product design, product quality as well as quick

response to world market trends, HKPC implemented an ITF project to develop a 3D Semantic and Parametric Feature Based Spectacle Component Database and a Numeric Control Programming and Machining Technology for Eyewear Manufacturing Industry.

The project consisted of the development of a 3D semantic and parametric feature based spectacle component database and a specific, intelligent 5-axis NC programming system. The system, called EyeWare, enables the rapid modification of any pre-defined spectacle components by changing various dimensions and/or parameters to create innovative spectacle designs, and is adapted to dealing with small orders with a variety of frame designs. Incorporating engineering in 5-axis advanced machining, EyeWare significantly shortens the production cycle of high quality small batch spectacle frames.

For a local manufacturer of high quality and innovative eyewear, HKPC provided integrated support in the production of freeform sunglasses. The project included generating the optical design and product design, as well as developing the inspection system together with the client. The cost effective moulding platforms for the production of freeform optics and the set of special fixture and tooling developed by HKPC significantly enhanced the client’s manufacturing, machining and inspection capabilities. At the Salon International de l’Optique Lunetterie (Silmo) in Paris, the second largest trade show for eyewear worldwide, the client’s freeform sunglasses were presented and received positive response from its customers.

HKPC would disseminate the fabrication technologies to the local spectacles industry and adapt the freeform machining and precision moulding technology for the needs of novel freeform products such as projection screen for viewing meters in cars, as well as other kinds of fashionable eyewear.

### **Automotive**

For a manufacturer of critical components for automotive and electrical appliance industries, HKPC provided assistance in ISO/TS 16949:2002 certification to help the company satisfy the automotive tier-supplier requirements.

The deployment of ISO/TS 16949:2002 requires a high level of both technical and managerial knowledge in the areas of gap assessment, human resources development, quality management system

料填補，及可結合電腦輔助設計／電腦輔助製造系統，進行數控編程加工。本局在年內舉辦了六個研討會及工作坊來介紹這項技術，超過一百七十人出席。

### 珠寶

本年度，生產力局向珠寶業界引入嶄新的科技，包括先進的分離及精煉流程，用作處理在珠寶製造流程中所產生的黃金、白金及鈳的碎屑。

本局為一家本港公司提供顧問服務支援，建立一套應用於公司內部的先進黃金回收系統，包括燃燒室、黃金溶解及過濾系統、煙櫥、洗擦機及黃金成色檢定系統。該套黃金回收系統備有高度的回收率及快速的工作周期，協助該公司減少黃金損耗及加強競爭力。

### 眼鏡

為協助香港的眼鏡製造商提升產品設計能力、提升產品品質及迅速回應世界市場的趨勢，生產力局推行一項創新及科技基金資助項目，開發一套以三維含義及參數化特徵電腦輔助設計技術為基礎的眼鏡零件資料庫，以及眼鏡製造專用先進五軸數控編程加工系統。

該項目包括建立一個眼鏡零件資料庫，以及專用於眼鏡製造的五軸數控編程加工系統。這套名叫「EyeWare」的系統，只要透過更改不同的尺寸或參數，便可迅速修改任何預先設定的眼鏡零部件，以製作更富創意的眼鏡設計。這套系統亦適用於處理包括多款眼鏡框設計的小量訂單。EyeWare備有先進的五軸工程技術，能大幅縮短製造高質而小量眼鏡框的生產周期。

生產力局協助一家製造高質及創新眼鏡的本港企業，製造自由形狀的太陽眼鏡。該項目包括與客戶開發光學設計、產品設計及檢測系統。本局在該項目中開發了一套合乎成本效益的注塑模製作平台，



生產力局總裁楊國強(左六)率領本地工業家到重慶考察，與重慶市市委書記黃鎮東(右六)及其他高級政府官員會面。  
Led by HKPC's Executive Director Mr K K Yeung (sixth from left), local industrialists meet with Mr Huang Zhen-dong (sixth from right), Secretary, CPC, Chongqing Municipal Committee and other senior government officials during a study mission to Chongqing.

可用於製造自由形狀的眼鏡，以及由本局特別設計的模具及夾具，大幅加強客戶的製造、加工及檢驗能力。客戶其後參加在巴黎舉行的全球第二大規模的Silmo眼鏡展覽會，展示其自由形狀的太陽眼鏡，獲得客戶的好評。

生產力局其後向本港的眼鏡製造業介紹有關的製造技術，以及修改這套自由形狀的加工及精密模具技術，以應用於製造其他新穎的自由形狀的產品，例如汽車的儀錶的投射屏幕，以及其他潮流眼鏡產品。

### 汽車

生產力局協助一家汽車及電器產品關鍵性零部件的本港製造商取得ISO/TS 16949:2002認證，幫助該公司符合汽車層級供應商的要求。

ISO/TS 16949:2002認證要求在多方面均具備高水平的技術及管理知識，包括差距評估、人力資源發展、品質管理系統發展及執行、

development and implementation, process auditing, application of advanced quality and productivity tools, continuous improvement process, as well as system maintenance.

With assistance from HKPC, the company became the first ISO/TS 16949:2002 certified diecasting automotive components manufacturer in Hong Kong, fulfilling all technical requirements of the International Automotive Task Force (IATF).

## e-Factory and Enterprise Resource Planning (ERP)

In 2003/2004, to help local manufacturers sustain their competitiveness in the digital economy, HKPC continued to promote and disseminate the “e-Factory” concept through a series of symposiums and workshops.

During the year, HKPC launched a new series of practical, technology-based training courses in e-Logistics, e-Supply Chain Management, e-Customs, e-Information Infrastructure and Security, e-Financial Technologies, Strategic e-Enterprise Application and Shopfloor Dynamics.

Enterprise Resource Planning (ERP) is a comprehensive resources management solution that supports a full range of manufacturing and distribution methods and practices. Successful implementation enables a company to reduce inventory level by 20%, shorten manufacturing cycle by 25% and improve on-time delivery by 95%. Owing to the huge initial investment on hardware and the high cost of professional consultancy support during the implementation, ERP used to be deployed mainly by larger companies as a competitive tool.

During the year, HKPC continued to provide ERP services for SMEs in the manufacturing sectors.

To help SMEs adopt ERP, HKPC provided consultancy on needs assessment, system

selection, implementation assistance, project management, operational review and improvement programme.

Under the ERP Highway Service, HKPC also provided conceptual and hands-on training, system customization, workflow procedures, performance measurement and complete project management and support at an affordable subscription fee.

During the year, HKPC continued to enhance the Enterprise Process Navigator (EPN) solution, an innovative process-driven ERP software. In collaboration with a local developer, e-KPI and e-Report functions were added to the system, further enabling SME manufacturers to manage their operations effectively.

For the OEM mode of production with its characteristics of high mix, low volume, short lead-time and tight profit margin, HKPC leveraged on its strategic alliance with world-leading ERP developers for the provision of comprehensive and specific one-stop ERP solutions.



由生產力局及香港汽車零部件工業協會共同成立的香港汽車科技及智能中心·協助香港工業界開拓蓬勃的內地汽車市場。

*The Hong Kong Automotive Technology and Knowledge Centre, established by HKPC and the Hong Kong Auto Parts Industry Association, helps Hong Kong industry tap the rapidly growing Mainland automotive market.*



流程審核、應用先進品質及生產工具、持續改善流程及系統保養。

在本局的協助下，該公司成為香港首家ISO/TS 16949:2002 認可的壓鑄汽車零部件製造商，並符合「國際汽車工作組」(IATF)訂下的所有技術要求。

### 數碼工廠及企業資源規劃

為提高本地製造商在數碼經濟的競爭力，生產力局繼續舉辦會議及工作坊，推廣「數碼工廠」的概念。

本年度，生產力局推出嶄新系列的實用技術培訓課程，主題包括電子物流、電子供應鏈管理、電子報關、電子資訊基建及保安、電子財務技術、策略性電子企業應用、精益製造流程及工場動態管理。

「企業資源規劃」是全面的資源管理計劃，支援生產及營運的每一環節，有助公司降低存貨水平達兩成，縮短百分之二十五的生產周期，並提高百分之九十五的及時送遞率。由於硬件的起步投資高昂，加上推行這項計劃所需的專業顧問收費不菲，所以採用「企業資源規劃」的主要是大企業。



生產力局之「CEPA業務發展中心」協助香港及海外企業掌握CEPA的新機遇，開拓內地市場。

HKPC's CEPA Business Development Centre aims to help local and overseas companies take advantage of CEPA for entry into the Mainland market.



生產力局主席梁君彥(左)於生產力(廣州)諮詢有限公司開幕典禮上，頒贈紀念品予香港特區政府工商及科技局常任秘書長(通訊及科技)何宣威。

HKPC Chairman Mr Andrew Leung (left) presents a souvenir to Mr Francis Ho, Permanent Secretary for Commerce, Industry and Technology (Communications and Technology), HKSAR Government, at the opening ceremony of the Productivity (Guangzhou) Consulting Co., Ltd.

在本年度，生產力局繼續為從事製造業的中小型企業提供資源規劃服務。

為協助中小企業採用企業資源規劃，本局提供全面的顧問服務，範疇包括需求評估、系統選擇、執行協助、項目管理、運作檢討及改善計劃。

本局的「企業快線」計劃以經濟的租用收費，向中小企提供一站式服務，包括企業資源規劃與軟件應用培訓；調校系統以迎合各公司的運作模式；改善業務流程與守則；制訂績效指標與量度方式；以及提供整體項目管理與支援。

年內，本局繼續加強旗下寬頻EPN企業流程導航方案。這是以流程為主導的創新企業資源規劃軟件。本局並與香港一家開發商合作，在系統中加入數碼化企業績效指標(e-KPI)及報告(e-Report)功能，進一步令中小型製造商更有效管理日常營運。

In addition, in 2003/2004, HKPC completed the development of the phase one module of an industry-specific ERP system for the printing industry, which included the processing of sales order, job order and shipping order, and continued onto the phase two module with production planning and shopfloor control. A similar system for the machinery industry was also initiated.

## Technological Collaboration between Hong Kong and the Mainland

In 2003/2004, HKPC strengthened its support for Hong Kong manufacturers in the PRD.

By forming strategic alliance with technology suppliers and international buying offices, HKPC assisted local industry to source specific technologies to develop new business opportunities.

In February 2004, to help local and overseas companies take advantage of CEPA and facilitate their entry into the Mainland market, HKPC established the CEPA Business Development Centre (CBDC).

Serving as a hub of information, design and intellectual property solutions and professional services, the CBDC provides technology-related companies with integrated office facilities and convenient access to HKPC's professional support network, helping them to develop new Mainland business opportunities on time and with minimal risk.

Leveraging on HKPC's knowledge of the local business scene and the Mainland market, the CBDC aims to facilitate collaboration among companies, promote joint ventures, assist in product design adaptation and product repackaging, and carry out modification of production process to meet the realities of manufacturing in a different location for an unfamiliar but enormously attractive market. Following the opening ceremony, a Trade and Industry Forum on "CEPA Opportunities" was held in collaboration with Commercial Radio Hong Kong.

During the year, the CBDC organized a gathering to promote collaboration between Hong Kong and Shijiazhuang, Hebei Province, and a forum for entrepreneurs to share their views on CEPA, and another forum to present the technology achievements and business

opportunities of Futian, Shenzhen. To explore the rapidly growing photonics market in the Mainland, the CBDC also organized the Greater China Photonics Industries & Business Opportunities Forum 2003 jointly with the Hong Kong Opto-electronics Association.

In March 2004, to provide integrated support across the value chain of Hong Kong enterprises operating in the PRD, HKPC opened its first wholly owned subsidiary in the Mainland - the Productivity (Guangzhou) Consulting Co., Ltd. The event marked the extension of HKPC's services network from Hong Kong to the PRD region. The Company would provide project consulting services on technology upgrading, environmental protection technology, management systems and related training.

In addition, HKPC organized a series of study missions to the Mainland for various industries. These included a study mission to Shanghai on non-ferrous metal casting, one to Nanjing and Shanghai on nanotechnology, two to Jiangsu and Shanghai on medical healthcare devices and manufacturing capability and the latest development of foreign enterprises of plastic and metals industries respectively, and another to Ningbo and Wenzhou on the toys, houseware and premium industry.

To promote technological co-operation and information exchange with a focus on the automotive and related industries between Hong Kong and the Mainland, HKPC organized a study mission to Chongqing in December 2003.

As the first event held upon the signing of a collaboration agreement between HKPC and the Chongqing Science and Technology Commission to facilitate human resources development, industrial consultancy, information technology and international technology transfer, the study mission explored advantages arising from the implementation of CEPA in January 2004.

To help Hong Kong manufacturers of electrical appliances familiarize themselves with the production environment and infrastructure in the Mainland, HKPC organized jointly with the Hong Kong Electrical Appliances Manufacturers Association a study mission to Ningbo, Taizhou and Wenzhou, key cities for this industry. With 65 participants from the electrical appliances and related sectors, the 5-day mission visited 14 factories in the cities.



為了有效地開展香港與國內企業在汽車及相關製造業範疇的科學技術交流與合作，生產力局組織高科技考察團訪問重慶市汽車及相關製造業。

HKPC organizes a study mission to Chongqing to promote technological co-operation and information exchange between Hong Kong and the Mainland with a focus on the automotive and related industries.

針對OEM接單生產模式的量少、款多、交貨期短及邊際利潤微薄的特點，本局透過與領導全球的企業資源規劃開發商建立策略性聯盟，為OEM模式的製造商提供全面及專門的一站式企業資源解決方案。

本局在年內亦為印刷業開發一套企業資源規劃系統，並已完成第一階段的單元，包括處理銷售訂單、工作單及裝貨單。本局會繼續第二階段單元的開發工作，包括生產規劃及工場管理。此外，本局亦為機械業開發類似的系統。

## 香港與內地科技合作

在本年度，生產力局加強對珠三角香港製造商的支援。

生產力局藉著與技術供應商及國際採購公司建立策略性聯盟，協助本港業界搜尋專門的科技，以發展新的商機。

為了協助本港及海外企業善用《內地與香港更緊密經貿關係安排》(CEPA)的優勢開拓內地市場，本局於二〇〇四年二月成立「CEPA業務發展中心」。

「CEPA業務發展中心」作為資訊、設計及知識產權、解決方案及專業服務的樞紐，可為科技企業及相關行業提供綜合的支援設施，透過本局的專業顧問及工業聯繫網絡，讓中小企在最快捷的時間及最低風險下，在內地市場拓展新商機。

憑著生產力局對本港營商環境和內地市場的深厚認識，中心將會致力推動企業間的合作。此外，中心也可協助企業將產品重新設計及包裝，或修改生產工序，以適應在中國內地這個既陌生，又具有無比吸引的市場內之實際生產環境。為配合「CEPA業務發展中心」的開幕，生產力局與商業電台「政經星期六」合辦「CEPA工商論壇」。

「CEPA業務發展中心」在年內舉辦了一個座談會，推廣香港與河北省石家莊的合作，讓兩地企業家分享對CEPA的見解。本局又舉行了一個座談會，介紹深圳福田的科技成果及商機。為探討內地增長迅速的光電子市場，「CEPA業務發展中心」亦與香港光電協會合辦「中華光電產業與商機路演及講座」。

為了向珠三角的香港企業提供橫跨價值鏈的綜合支援，生產力局於二〇〇四年三月開設了在內地的第一家獨資企業——生產力(廣州)諮詢有限公司，標誌著香港生產力促進局的服務地域，正式從香港擴大到整個珠三角地區。該公司會協助珠三角的工商企業提升技術、推行環保項目、改善管理以及培訓卓越的人才。

此外，本局為不同的行業舉辦了一系列的內地考察團，包括一個以有色金屬鑄造為主題的上海考察團、一個以納米技術為主題的南京及上海考察團、兩個分別以醫療保健設備及生產，以及外資塑膠及金屬企業的最新發展等為主題的江蘇及上海考察團，以及分別以玩具、家居用品及禮品業為主題的寧波及溫州考察團。

為促進香港與內地企業在汽車及相關製造業的技術交流與合作，生產力局於二〇〇三年十二月組織了考察團訪問重慶市。

是次活動是生產力局及重慶市科學技術委員會簽訂「科技合作框架協議書」後之首個活動。該協議促進雙方在人力資源發展、工業顧問、資訊科技服務以及國際科技轉移等多個範疇的合作及交流。此外，考察團旨在發掘《更緊密經貿關係安排》於二〇〇四年一月落實推行後所湧現的商機。

為協助香港電器製造商了解內地的生產環境及設施，本局與香港電器製造業協會聯合舉辦考察團，前赴寧波、台州及溫州等電器業的主要中心。整個考察團包括來自電器及相關行業共六十五人，在五天的考察時間內走訪了這些城市的十四家工廠。



HKPC

# 資訊科技

*Information Technology*



香港特區政府資訊科技署署理署長麥鴻崧(前排中)、生產力局總裁楊國強(前排左五)及其他主禮嘉賓與第一屆「Linux商業應用大獎」的大獎得主於 LinuxWorld 會議開幕儀式上合照。Mr Stephen Mak (front row, centre), in his capacity as Acting Director of Information Technology Services, HKSAR Government; Mr K K Yeung (front row, fifth from left), Executive Director of HKPC and other officiating guests pose for a photograph with the grand winners of Hong Kong's first Linux Business Adoption Award at the opening ceremony of the "LinuxWorld Conference & Expo".

資訊科技是推動香港經濟升級轉型的關鍵要素。在二〇〇三至二〇〇四年度，香港生產力促進局繼續全面推動製造業應用數碼科技，協助中小企業廣泛採納電子商貿及資訊科技，並致力提供資訊保安及軟件品質保證的支援服務。

## 電子商貿及流動電算

### 電子商貿

#### 資訊科技方案指南

為促進本港中小企應用資訊科技，本局在二〇〇三至二〇〇四年度獲得中小企業發展支援基金撥款，與香港資訊科技商會合作建立網上「資訊科技方案指南」。該指南羅列五百多家香港供應商的服務，其設計方便中小型企業針對本身業務的獨特需要，搜尋解決方案，協助其改善供應鏈上每個環節的生產力，並可推廣香港軟件供應商的產品及服務。

本局在年內舉辦「網絡應用服務研討會暨展示會」(Web Services Showcase)，促進本港中小型企業應用電子商貿。

### 第一屆「Linux 商業應用大獎」

為推廣Linux平台在工商業上的應用，生產力局在本年度與香港特區政府資訊科技署及香港Linux商會聯合舉辦第一屆「Linux商業應用大獎」。該獎項旨在加強工商界及教育界對Linux作業系統及其各種應用情況之認識，以及推動各界廣泛利用Linux平台開發資訊科技應用系統。「Linux商業應用大獎」分為四個類別，包括：「辦公室自動化及商業應用」、「基建及通訊應用」、「教育應用」及「Linux器材應用」。

### 網頁易

在二〇〇三至二〇〇四年度，為協助中小企善用互聯網優勢，開拓商機，生產力局於本年度繼續推行《網頁易》「中小企電子商貿普

Information technology (IT) is one of the keys to Hong Kong's successful economic transformation. In 2003/2004, HKPC implemented a comprehensive programme to promote IT applications for the manufacturing industries, encourage IT and e-commerce adoption among SMEs, and provided services in IT security and quality assurance.

## E-Commerce and Mobile Computing

### E-Commerce

#### Online Solution Directory

In 2003/2004, to facilitate the adoption of IT among SMEs, HKPC developed the Online Solution Directory jointly with the Hong Kong Information Technology Federation (HKITF) and with funding support from the SME Development Fund. Listing the services of over 500 services providers in Hong Kong, the Directory was designed to facilitate the search by SMEs for solutions specific to their business environment, helping them choose the appropriate solutions along their activities in the supply chain, while promoting the products and services of software vendors in Hong Kong.

During the year, to facilitate the adoption of e-commerce by local SMEs, HKPC organized the Web Services Showcase.

#### 1st Linux Business Adoption Application Award

In 2003/2004, to promote the application of IT over the Linux platform, HKPC launched the 1st Linux Business Adoption Application Award jointly with the Information Technology Services Department (ITSD) of the Hong Kong SAR Government and the Hong Kong Linux Industry Association. Aiming to raise the awareness of the business and educational sectors on the possibility of Linux, and motivate more individuals and companies to deploy IT application over the Linux platform, the Award consisted of four categories, namely, Office Automation and Business Application, Infrastructure Building and Communication Application, Educational Application, and Linux Appliance.

### WebEC

In 2003/2004, to help SMEs leverage on the advantages of the Internet to create business opportunities, HKPC continued to operate

the WebEC project to enable SMEs to build their own web sites. At a nominal monthly fee, the project provided corporate web site functions and features with a few mouse clicks. In addition, HKPC organized 240 training sessions and free seminars for over 3,600 participants. During the year, 336 new clients joined the service, bringing the total to 477 active and confirmed SME customers. The project was supported by more than 10 major trade associations.

### e-Logistics and Radio Frequency Identification (RFID)

With the rapid changes taking place in the global supply chain, IT has become an important enabler for the local logistics industry. In 2003/2004, to promote the adoption of advanced IT, HKPC continued to implement "Logistics Centre Setup Planning and Operation Dynamics", a comprehensive training programme for logistics and warehouse professionals, and a practical course in electronic customs



為協助本港企業掌握有關無線射頻識別(RFID)技術的最新發展,生產力局舉辦「無線射頻識別技術探索」研討會,共有八百多名商界人士參加。

Over 800 representatives from the local business community attend HKPC's Conference on "RFID Discovery Day" to gain the latest updates on radio frequency identification (RFID) technology.

declaration. New initiatives during the year included a series of seminars in Dongguan, Huizhou, Foshan, Shenzhen, Zhongshan and Guangzhou to promote the digitization of manufacturing and logistic data as a means of enhancing competitiveness.

及化計劃」，助中小企設立本身的網站。這項計劃只收取象徵式月費，完成幾個簡單操作後，中小企便可建立功能完備的公司網站。此外，本局舉辦了二百四十個培訓課程及免費研討會，吸引超過三千六百名參加者。年內，該計劃共增加了三百三十六個新訂戶，令這項計劃獲得四百七十七家中小型企業參與，更得到十多家主要商會支持。

### 電子物流及無線射頻識別技術

隨著全球供應鏈瞬息萬變，本局於年內繼續推出為物流及倉儲專業人士而設的「物流中心成立策劃及運作」課程，以及中國電子報關管理的實務課程。此外，本局亦於東莞、惠州、佛山、深圳、中山及廣州各地舉辦研討會，介紹工業生產信息化及電子物流如何加強競爭力。

### LANSA 整合方案

為協助香港製造商在全球供應鏈方面保持優勢，本局舉辦了有關LANSA 整合方案的研討會。LANSA 整合方案是一套以互聯網為基礎的系統，能夠讓不同的軟件平台及應用方案互相交換數據，這系統已獲全球大型零售商所採用。

### 無線射頻識別技術

由於無線射頻識別技術能夠自動讀取貨品的資料，故此在整條供應鏈上的每個環節都能發揮效用，包括製造、物流，以至跨境運輸。

無線射頻識別技術迅速成為全球供應鏈上的重要技術，而國際主要的連鎖零售商亦強制供應商使用，對本港及內地供應商可能帶來巨大影響。有見及此，生產力局與香港無線發展中心、香港數碼港管理有限公司及資訊科技署聯合舉辦「無線射頻識別技術探索」研討會，並獲十三間本地商會擔任支持機構。

研討會吸引了八百多名工貿界人士參加，介紹有關技術的最新發展及商機，更重點探討無線射頻識別技術如何解決珠三角及香港貨物清關的瓶頸問題。

### 流動電算

香港生產力促進局在本年度繼續推廣無線及流動科技作為推動業務發展的工具，並推行了多項計劃，包括進行一項有關本港中小型企業應用流動電子商貿的調查，為無線應用方案開發商提供培訓課程，以及舉辦會議和研討會。此外還有向中小型企業提供最新

的科技資訊及進行典範研究調查，旨在協助本港中小型企業應用有關科技，加強競爭力。

無線科技及流動商貿發展日益蓬勃，為協助香港企業捕捉湧現的商機，生產力局舉辦「無線及流動科技論壇」，吸引二百多名參加者。

為推動無線科技在香港的應用及發展，本局獲得創新及科技基金資助，與香港無線科技商會合作開發一套沿用現有流動電話網絡的方位測量系統，以應用於車隊管理。本局在年內舉辦了一項國際性研討會，探討最新的位置定位科技及位置定向應用技術，共吸引超過二百名參加者。



立法會議員馬達國(左五)主持由本港及海外講者參與之「香港電影跨媒體及跨行業發展商機探索研討會」，作為「香港國際影視展」的其中一個重點活動。

Legislative Councillor the Honourable Ma Fung-kwok (fifth from left) chairs a panel of local and overseas speakers at the "Symposium on Cross-media and Cross-business Development of Hong Kong Film Industry", organized as a concurrent event of FILMART.

## LANSA Integrator

To help Hong Kong manufacturers sustain their position in the global supply chain, HKPC organized a seminar on LANSA Integrator, a web-based system that enabled the interchange of data between different software platforms and applications that had been adopted by major retail chains worldwide.

## Radio Frequency Identification (RFID)

By enabling automatic reading of the identity of goods, RFID could be deployed across the entire supply chain from materials sourcing through manufacturing to logistics and cross border transportation.

In response to the rapid development of RFID as a key technology in the global supply chain mandated by world-leading retail chains with potentially momentous impact for Hong Kong and Mainland suppliers, during the year, HKPC organized "RFID Discovery Day 2004" in collaboration with the Hong Kong Wireless Development Centre, the Hong Kong Cyberport Management Company Limited and the ITSD, with 13 trade associations as supporting organizations.

Attended by over 800 representatives from industry, the Conference presented the latest development and business opportunities of RFID, giving special focus to customs declaration to reduce the bottleneck between Hong Kong and the PRD.

## Mobile Computing

In 2003/2004, HKPC continued to promote wireless and mobile technology as an enabling business tool. Initiatives launched during the year included a survey on the adoption of mobile commerce (m-commerce) by local SMEs, training programmes for developers of wireless applications, symposiums and seminars that provided the latest technology updates, and study of best practices that helped local SMEs adopt the technology for greater competitiveness.

During the year, to help Hong Kong companies capitalize on the opportunities arising from the rapid development of wireless technology and mobile commerce, HKPC organized the "Wireless Forum 2003", which attracted over 200 participants.

In 2003/2004, to promote the development, usage and awareness of wireless technology applications in Hong Kong, HKPC implemented



香港特別行政區政府資訊科技署署長黃志光在「無線射頻識別技術探索研討會」上致辭。

*Mr Alan Wong, Director of Information Technology Services, HKSAR Government, presents a keynote address at the "RFID Discovery Day 2004" Conference.*

the ITF project "Develop an Accurate Low-cost Mobile Location Estimation System (MLES) For Fleet Management Applications Using Existing Mobile Phone Infrastructure" in collaboration with the Hong Kong Wireless Technology Industry Association. During the year, HKPC organized an international symposium to provide the latest update on location positioning technologies and location-based applications. The Symposium was attended by over 200 professionals.

## e-Learning and Multimedia

### e-Learning

In 2003/2004, HKPC continued to improve and expand the scope of its online training portal <hkseminar.com>. By offering seminars and a selection of contents, ranging from presentations by renowned speakers and subject experts to information on the latest business trends and market developments, the portal aims to enhance the productivity and staff development of local SMEs. A total of 180 hours of e-seminars were made available, making <hkseminar.com> one of the largest e-seminars video streaming portals in the Asia Pacific region. In addition, free access was made available to the community through public libraries and the SME Centre of the Trade and Industry Department of the Hong Kong SAR Government. During





當時在任的香港特區政府工商及科技局局長唐英年於「第一屆香港數碼娛樂傑出大獎」頒獎典禮上致辭。

*The Honourable Henry Tang, in his capacity as the Secretary for Commerce, Industry and Technology of the HKSAR Government, delivers an address at the 1st Digital Entertainment Excellence Awards presentation ceremony.*

用於分享工作間的最佳典範及知識，以一個預設的遊戲流程為中心，並連接至一個標準的遊戲介面。至今已有十多家本港企業採用。

## 數碼娛樂

香港生產力促進局在本年度繼續擔當數碼娛樂工業、學術界及政府之間的中介角色，本局的主要工作重點，是促進香港電影及娛樂事業，應用數碼科技以加強競爭力。

電影、電腦動畫、娛樂軟件及電影商品之間的媒體融合已是大勢所趨。為協助香港企業從中發掘新的商機，香港生產力促進局舉辦「香港電影跨媒體及跨行業發展商機探索研討會」，共吸引三百多名人士參加。

承接第一屆「香港數碼娛樂傑出大獎」的圓滿成果，本局於今年度再次舉辦第二屆「香港數碼娛樂傑出大獎」，表揚本港數碼娛樂行業專業人士的卓越成就。該項大獎獲得香港特區政府工商及科技局贊助，共吸引超過八十名參加者競逐，較去年度增加兩成。

生產力局在本年度推出「數碼娛樂及影視製作海外實習計劃」，旨

## 網上學習及多媒體服務

### 網上學習

在二〇〇三至二〇〇四年度，生產力局繼續改善及加強「網上演講廳」(hkseminar.com)的內容，搜羅各行業精英的專業見解，商界最新發展和市場動向，協助本港中小企業發展人力資源，提升生產力。「網上演講廳」現時儲存一百八十小時的網上研討會內容，是亞太區最大型及備有視像串流的網上研討會廣播站。此外，市民更可在公共圖書館及香港特區政府工業貿易署中小型企業中心免費登入該網站。在本年內，「網上演講廳」每日平均有一百名人士瀏覽。該網站自二〇〇一年二月推出至今，錄得超過十萬瀏覽人次。

生產力局在本年度開發了 GAME BOARD 工具，能於培訓課程內協助學員的學習，或與 QUIZ BANK 配合使用，作為培訓前後的評估工具。GAME BOARD 的設計是



生產力局與香港數碼娛樂協會首度組織參展團，在全球最大型的「數碼娛樂博覽會」(E3 Expo) 展館內設置「香港館」，展出本港數碼娛樂公司的最新技術、作品和服務。是次活動獲工業貿易署的中小企業發展支援基金資助。

*Innovative digital entertainment works from Hong Kong are showcased at the Hong Kong Pavilion in the Electronic Entertainment Expo 2003 (E3 Expo), USA. The Pavilion is jointly organized by HKPC and the Hong Kong Digital Entertainment Association, with support from the SME Development Fund of the HKSAR Government.*

the year, the portal recorded an average of 100 visitors per day. In total, over 100,000 visitors were recorded since the launch of the portal in February 2001.

During the year, HKPC developed GAME BOARD, a tool that can be used either as a learning activity in training programmes or, in conjunction with its auxiliary QUIZ BANK, as an assessment tool before or after a training activity. Designed to facilitate the sharing of best practice and knowledge at the workplace, GAME BOARD was centred around a pre-set game process linked with a standard game interface. The tool had been adopted by more than 10 local companies.

## Digital Entertainment

In 2003/2004, HKPC continued to fulfil its role as a major intermediary between the digital entertainment industry, academia and Government. The chief focus was to facilitate the adoption of digital technology to enhance the competitiveness of the local film and entertainment industry.

To help Hong Kong companies explore the new business opportunities arising from the trend of media convergence between motion pictures, computer animation, entertainment software and merchandises, HKPC organized the Digital Entertainment Industry Symposium - Cross-media and Cross-business Strategy. The Symposium was attended by over 300 practitioners.

In 2003/2004, following the success of the previous year, HKPC organized the second Hong Kong Digital Entertainment Excellence Awards to recognize the achievements and promote excellence of the local digital entertainment industry. The Awards scheme, sponsored by the Commerce, Industry and Technology Bureau (CITB) of the Hong Kong SAR Government, attracted over 80 applicants, a 20% increase from the previous year.

To facilitate the exchange of skills and foster cooperation, as well as provide an opportunity for local graduates to gain practical and actual working experience in world-leading digital entertainment companies, HKPC implemented an Overseas Internship Programme on Digital Entertainment and Video Production. 15 students were selected for internship in the USA.

During the year, HKPC was commissioned by the CITB to conduct a study on the present status of Hong Kong's digital entertainment industry, including the number of establishments, employment situation and development opportunities.

In 2003/2004, HKPC also implemented a project with funding support from the SME Development Fund to promote the technology and capabilities of Hong Kong's digital entertainment overseas. Under this project, HKPC led a delegation and set up a Hong Kong Pavilion at the E3 Expo, the largest of its kind worldwide, held at the Los Angeles Convention Center in May 2003.

## Support for Cultural and Creative Industries

During the year, to promote cultural development and awareness among the general community, HKPC was commissioned by the Home Affairs Bureau of the HKSAR Government to act as implementation agent for the Hong Kong Cultural Industries Expo. Focusing on the three major sectors of publishing, printing and design, the Expo and the concurrent international conference attracted over 13,000 visitors. The project also included a series of seminars, awards and exhibitions spanning over a 14-month period.

## Support for the IT Industry

### Business Guidebook for Hong Kong Software Developers 2003

In 2003/2004, to help SME software companies strengthen their competitiveness in the local and Mainland markets, HKPC compiled the "Business Guidebook for Hong Kong Software Developers 2003" jointly with the Information and Software Industry Association (ISIA) and with funding support from the SME Development Fund. The Guidebook contains expert guidance, practical advice, best practices, checklist and contact details of relevant organizations that can assist companies to deal with topics ranging from the formulation of business plan to the deployment of quality standards.

## Collaboration between Hong Kong and Guangzhou Software Sectors

In 2003/2004, to help Hong Kong and Guangzhou software sectors



民政事務局長何志平(左五)及立法會議員霍震霆(左三)於「香港文化產業博覽」開幕典禮上任主禮嘉賓。  
*Dr Patrick Ho Chi-ping (fifth from left), Secretary for Home Affairs, HKSAR Government and Mr Timothy Fok (third from left), Legislative Councillor, officiate at the opening ceremony of the Hong Kong Cultural Industries Expo.*

在促進技術交流及合作，以及讓本港畢業生得以在世界著名的數碼娛樂公司汲取實際工作經驗的機會。今年共有十五名學生獲選前往美國進行實習。

本局在年內獲工商及科技局委託，進行一項有關香港數碼娛樂工業現況的調查，內容包括業界公司數目、就業情況及發展機會。

香港生產力促進局在本年度獲得中小企業發展支援基金資助，前赴海外推廣香港數碼娛樂業的技術及能力。根據該資助項目，本局在全球最大型的E3「數碼娛樂博覽會」內設置「香港館」。博覽會於美國加州的洛杉磯會議中心舉行，生產力促進局組織了代表團出席這項活動。

### 支援文化及創意產業

為了向公眾推廣文化發展及文化意識，香港特區政府民政事務局資助舉辦「香港文化產業博覽」，並委託本局作為執行機構。博

覽會及同場舉行的國際會議以出版、印刷及設計三個界別為主題，共吸引一萬三千多名參觀人士。該項目為期超過十四個月，內容包括研討會系列、獎項及展覽等活動。

## 支援資訊科技業

### 香港軟件公司商務指南 2003

香港生產力促進局在年內獲得中小企業資助計劃資助，與資訊及軟件業商會合作出版《香港軟件公司商務指南 2003》，藉此加強本港中小型軟件開發商在本地及內地市場的競爭力。該本商務指南的內容輯錄了不同的專業指導、意見和經驗、借鑑典範、各種營運執行細則，以及與上述五個業務範疇有關

的組織的聯絡資料等，以協助香港軟件開發商解決不同的課題，包括制訂業務策略以至推行軟件品質標準等。

### 穗港軟件業建立合作平台開拓 CEPA 商機

為了協助穗港軟件業捕捉 CEPA 所帶來的商機，生產力局在本年度推動兩地業界建立合作平台。

根據香港資訊科技商會與天河軟件園的合作備忘錄，雙方將推行一連串項目，包括籌建軟件企業合作發展平台、舉辦軟件發展論壇、貿易展覽會、技術研討會、培訓課程及兩地產業發展通訊，以便互通兩地業界信息，促成技術交流和業務合作。此外，生產力局將提供技術支援，協助建立一個穗港軟件企業信息共享網絡。生產力局及香港資訊科技商會聯合編製的網上「資訊科技方案指南」將會與天河軟件園旗下的「企業資源共享及合作網」連繫起來，藉此把逾一千家本港軟件商的資訊科技方案推廣至內地市場。

tap the opportunities arising from CEPA, HKPC facilitated the establishment of a collaboration programme between the two parties.

Under the agreement, HKITF and the Tianhe Software Park would co-develop and launch a joint database service, organize software development forums, trade fairs, technical seminars and training, as well as launch a newsletter to facilitate information exchange and business partnership. In addition to providing technical support in establishing an information-sharing platform, the IT Solution Directory jointly developed by HKPC and HKITF would be linked with the Guangzhou Software Enterprise Resources Network, promoting the IT solutions of more than 1,000 Hong Kong services providers to potential customers in the Mainland.

## Software Industry Information Centre

In 2003/2004, HKPC's Software Industry Information Centre (SIIC), established under an ITF project in 1996, continued to help the local IT industry through activities such as briefings and seminars, research studies, website updating and regular publication of journals. The SIIC also set up a library with a wide selection of market research



獲香港特區政府工業貿易署的中小企業發展支援基金資助，並由生產力局及香港資訊科技商會共同編製的網上「資訊科技方案指南」，提供不同行業的軟件方案，協助企業將流程自動化，解決業務運作上遇到的問題，改善工作效率及生產力。工商及科技局署理副秘書長(通訊及科技)黃靜文在該指南的開展儀式上致辭。

Funded by the SME Development Fund of the HKSAR Government's Trade and Industry Department, HKPC and the Hong Kong Information Technology Federation jointly develop the IT Solution Directory to offer industry-specific applications for SMEs to automate process, solve operational problems, and enhance efficiency and productivity. Ms. Adeline Wong, Acting Deputy Secretary (Communications and Technology), Commerce, Industry & Technology Bureau, HKSAR Government speaks at the Directory's launch ceremony.

reports. With a membership of over 250 local IT companies, the SIIC continued to undertake joint marketing campaigns with local and Mainland members. During the year, the SIIC organized 8 seminars for its members, on topics ranging from Enterprise Resource Planning (ERP) and document management systems to warehouse logistics and multimedia video conferencing.

Commissioned by the Information and Technology Broadcasting Branch of the Hong Kong SAR Government, HKPC completed two bi-annual surveys on Hong Kong's software industry in the second and fourth quarters of 2003. During the year, HKPC also provided secretariat services for the Hong Kong International Computer Conference 2003 organized by the Hong Kong Computer Society.

## Software Quality

In 2003/2004, following the development of the Hong Kong Software Quality Assurance Model, HKPC continued to assist local software vendors in improving their software development procedures and testing services.

During the year, HKPC organized a total of 19 events on the Capability Maturity Model (CMM) for software, Capability Maturity Model Integration (CMMI) and Software Quality Assurance (SQA), including training programmes, workshops and seminars with a total of 191 participants. HKPC also continued to be the authorized local organizer for the Certified Software Quality Analyst (CSQA) and Certified Software Tester (CSTE) Examination. To assist local independent software vendors in achieving CMM Level 2 or above, HKPC also initiated a CMM Assessment project with funding support from the ITF. Under this project, 15 software companies were selected to participate in the financial assistance scheme.

## Information Security and Infrastructure

### Hong Kong Computer Emergency Response Team Co-ordination Centre (HKCERT)

To provide a centralized contact on computer security incident reporting and response for local enterprises and Internet users, in February 2001 HKPC established the HKCERT with funding support of \$10.7 million from the ITF.

## 軟件業資訊中心

生產力局轄下的「軟件業資訊中心」獲創新及科技基金撥款資助，於一九九六年成立。在二〇〇三至二〇〇四年度，該中心繼續透過不同活動協助本港的資訊科技業，包括介紹會、研討會、研究調查、更新網站及定期出版刊物。中心又設有圖書館，提供大量市場研究報告以供查閱。目前，「軟件業資訊中心」共有二百五十家本港資訊科技公司會員，中心將繼續聯同本港及內地會員共同籌辦市場推廣計劃。中心在本年度為會員舉行了八個研討會，主題包括企業資源規劃、文件管理系統、倉庫物流及多媒體視像會議。

生產力局續獲工商及科技局轄下資訊科技及廣播科委託，在二〇〇三年第二季及第四季對香港軟件業進行一年兩次的調查。本局在年內又替香港電腦學會舉辦的「2003 香港國際電腦會議」擔當秘書處工作。

## 軟件品質

生產力局成功建立「香港軟件質量保證模型」後，於二〇〇三至二〇〇四年度繼續協助本港軟件商改善軟件開發及測試過程。

本年度，生產力局共舉行十九項有關「能力成熟程度模型」(CMM)、「能力成熟程度模型集成」(CMMI)及「軟件質量保證」(SQA)的活動，包括培訓課程、工作坊及研討會，參加者共一百九十一名。本局亦續任「特許軟件品質師」(CSQA)及「特許軟件測試工程師」(CSTE)考試的香港認可主辦單位。此外，香港特區政府創新及科技基金撥款，推出「能力成熟度模型評核基金」計劃，資助本地獨立軟件商取得「能力成熟程度模型」第二級或以上認證，並由生產力局負責推行。

## 資訊保安及基建

### 香港電腦保安事故協調中心

為了向本地企業及互聯網用戶提供一個中央的聯絡機制，統籌電腦保安事故的報告及處理，生產力局於二〇〇一年二月獲創新及科技基金撥款一千零七十萬港元，成立香港電腦保安事故協調中心。

香港電腦保安事故協調中心在本年繼續負責香港電腦保安事故的回應及復原工作，並確認和分析保安漏洞，以及針對保安威脅採取預防行動。

二〇〇三至二〇〇四年度，中心共接獲三千七百零五宗電腦保安事故報告，是去年度的七點五倍。自二〇〇一年二月中心運作以來，



生產力局與資訊及軟件業商會合作出版《香港軟件公司商務指南2003》，藉此加強中小型軟件開發商在本地及內地市場的競爭力。生產力局總經理(資訊科技業發展)容啟泰(右)及資訊及軟件業商會主席黃濶(中)攝於該指南的介紹會上。  
HKPC and the Information and Software Industry Association (ISIA) jointly published the "Business Guidebook for Hong Kong Software Developers 2003" to help SME software companies strengthen their competitiveness in the local and Mainland markets. Mr K T Yung (right), General Manager (Information Technology Industry Development) of HKPC and Ms Satti Wong (centre), Chairman of ISIA, officiate at the launch ceremony of the Guidebook.

接獲的電腦保安事故報告累計達四千九百一十一宗。當中，有五百九十六宗是保安事故，而三千一百零九宗是病毒事故。中心網站共發放二十七次電腦病毒警報，並以電郵向訂戶發放二十六次警報。中心並於其網站刊載八十七個保安警報，其中九個經電郵傳送給訂戶。截至二〇〇四年三月，共有六千七百七十九家公司及個別人士登記為訂戶，當中有五百八十六個為短訊訂戶。中心的網站在年內共錄得超過一百萬名訪客。

中心在年內繼續加強與國際資訊保安組織的聯繫。該中心是「亞太電腦保安事故回應組織」的創會會員，而在六月加入國際性的「保安及事故回應組織論壇」成為會員。此外，中心在本年度與中國國家計算機網絡應急技術處理協調中心簽訂協議，促進內地與香港的資訊保安合作。

### 增進資訊保安認識

香港電腦保安事故協調中心在本年度舉辦了各種活動，增進大眾對資訊保安的認識，包括展覽、研討會、培訓課程、媒界專訪及發表

In 2003/2004, the HKCERT continued to provide critical services for Hong Kong's business community by coordinating computer security response and recovery actions, identifying and analyzing vulnerabilities and taking preventive measures against security threats.

In 2003/2004, the HKCERT received 3,705 incident reports, 7.5 times the figure of the previous year, bringing the total to 4,911 cases since its establishment in February 2001. Of the reports received, 596 were on security incidents and 3,109 on virus incidents. The Centre also issued 27 virus alerts on its web site and e-mailed 26 alerts to subscribers. In addition, 87 security alerts were posted on the web site, whereas 9 were e-mailed to subscribers. In March 2004, 6,779 companies and individuals were registered as subscribers, of which 586 were SMS subscribers. In 2003/2004, the website recorded over 1 million visitors.

Over the past years, the HKCERT also continued to build up its international connections. In June 2003, the HKCERT, as a founding member of the Asia Pacific Computer Emergency Response Team (APCERT), became a member of the Forum of Incident Response and Security Teams (FIRST). During the year, the HKCERT signed an agreement with its Mainland counterpart, the CNCERT/CC of China, to foster collaboration in information security between Hong Kong and the Mainland.

### Awareness Programmes

During the year, the HKCERT undertook various awareness programmes including showcases, seminars, training courses, interviews and published articles. HKPC also organized the Information Security Showcase 2003 with the ITSD of the Hong Kong SAR Government as supporting organization. The event attracted over 1,000 visitors. The Information Security Summit 2003,

the first regional event of its kind held in Hong Kong, was attended by over 150 local and international professionals. The seminar on Incident Response and Forensics Workshop, held as a concurrent programme of the 29th meeting of the Asia Pacific Economic Cooperation Telecommunication Working Group (APECTEL 29), was attended by over 150 local and regional delegates.

To raise the awareness of information security among Hong Kong's business community, representatives from the HKCERT gave a series of industry briefings to various sectors. For the fourth consecutive year, the Centre, jointly with the ITSD and the Hong Kong Police Force of the Hong Kong SAR Government, conducted a survey on the types of computer attacks and their impacts, and the security technologies adopted. A total of 3,000 locally registered companies were interviewed by proportional sampling from 10 major industrial sectors and by telephone. The findings were released in February 2004.



生產力局獲創新及科技基金撥款成立香港電腦保安事故協調中心。該中心自二〇〇一年成立迄今，共處理超過四千九百宗電腦保安事故。

Administered by HKPC and sponsored by the ITF, the Hong Kong Computer Emergency Response Team Co-ordination Centre (HKCERT) has handled over 4,900 cases since its establishment in 2001.

文章。生產力促進局在香港特區政府資訊科技署的支持下，舉辦了「資訊保安博覽會2003」，吸引超過一千名人士參觀。此外，本局舉辦「信息安全高峰會2003」，是香港首個國際性資訊保安會議，共吸引超過一百五十名本港及國際專家出席。至於在「第29次亞太經濟合作組織電訊及資訊工作小組會議」同場舉行的「事故回應及鑑證工作坊」，則共有一百五十名本港及地區代表出席。

為提高香港工商界對資訊保安的警覺，香港電腦保安事故協調中心為不同行業舉行連串的演講會。該中心亦連續第四年進行本地資訊保安調查，今年度更與資訊科技署及警務署合作進行。調查範圍包括電腦入侵的種類、影響，以及本地公司所採用的保安科技。調查採用電話訪問形式進行，按比例抽樣方法從十個主要行業中訪問了三千家本港註冊公司。調查結果已於二〇〇四年二月公佈。

### 公共服務電子化計劃 (ESD) 及 ISO 10646 國際編碼標準

電子交易若要在本港暢通無阻，有賴完善的資訊基建。生產力局於二〇〇三至二〇〇四年度，積極參與推廣「公共服務電子化計劃」及「政府互動服務指南」。



(左起)香港特區政府資訊科技署助理署長(資訊基建及保安事務科)王錫泉、生產力局總經理(資訊科技業發展部)容啟泰及香港警務處商業罪案調查科科技罪案組總警司黃福全聯合公佈「資訊保安調查2003」的結果。

(From left) Mr John Wong, Assistant Director of Information Technology Services, HKSAR Government; Mr K T Yung, General Manager (Information Technology Industry Development), HKPC; and Mr Vincent Wong, Chief Superintendent, Commercial Crime Bureau, Hong Kong Police Force, announce results of the "Information Security Survey 2003".



生產力局總裁楊國強(右)於「信息安全高峰會2003」上向開幕主禮嘉賓香港特別行政區政府資訊科技署署長黃志光致送紀念品。

Mr K K Yeung (right), Executive Director of HKPC, presents a souvenir to Mr Alan Wong, Director of Information Technology Services, HKSAR Government at the opening ceremony of "Information Security Summit 2003".

香港特區政府計劃制訂一套共通的中文界面，以便市民能更準確地使用中文進行電子通訊。配合政府的策略，本局於去年度建立「ISO 10646 資訊中心」網站，而今年繼續加強該網站的服務。該網站旨在發布有關支援 ISO 10646 國際編碼標準和「香港增補字符集」的資訊科技產品資料。該網站於年內錄得七萬名使用者瀏覽。

### 公開密碼匙基礎建設 (PKI)

年內，生產力局繼續協助推廣由香港特區政府香港郵政簽發的電子核證證書。這種數碼證書有助市民及機構在電子交易過程中確認對方身份。本局除管理香港郵政電子核證推廣及資訊中心外，亦支援香港特區政府在智能身分證內置電子證書的計劃。生產力局舉辦了六個有關的研討會，向市民大眾推介有關服務的好處，包括商業應用，吸引超過四百人參加。

## Electronic Service Delivery (ESD) and ISO 10646

To create an infrastructure for the free flow of electronic transactions in the community, in 2003/2004 HKPC undertook an active role in promoting the Electronic Service Delivery (ESD) and the Interactive Government Services Directory.

In response to the Hong Kong SAR Government's initiative to establish a common Chinese language interface to facilitate more accurate electronic communication, HKPC continued to strengthen the "ISO 10646 Information Center" web site developed in the previous year. The site aimed to disseminate information of IT products that support the ISO 10646 standard and the Hong Kong Supplementary Character Set (HKSCS). In 2003/2004, the site was visited by over 70,000 users.

## Public Key Infrastructure (PKI)

During the year, HKPC continued to provide support for the Hongkong Post e-Cert, a digital certificate issued by Hongkong Post of the HKSAR Government which allows individuals and organizations to authenticate the identity of subscribers. In 2003/2004, in addition to operating the e-Cert Promotion and Support Centre and in support of the HKSAR Government's initiative to deploy e-Cert in the new Smart ID Card, HKPC co-organized 6 seminars on related topics to introduce the advantages, including business applications, of the service to a wider public, attracting over 400 participants.

## Information Services

### Directories and Bulletins

During the year, HKPC published numerous trade information directories, including the Directory of Hong Kong Industries, the Directory of Hong Kong Linkage Industries, the Hong Kong IT Directory, the Directory of Hong Kong Industrial Suppliers, and the Directory of Hong Kong Plastics Industries. Patent updates for specific industry sectors, including toys, consumer electronics, household appliances, watches and clocks, building, environment, telecommunications technology and critical components were placed online for wider accessibility. In addition, monthly and bi-

monthly bulletins were published for the metals, plastics, electronics, toys, logistics, and textiles and clothing industries. In 2003/2004, HKPC also published the handbook "Keys for Product Design and Development Professionals to Enter the PRD Market" and "Study on Hong Kong IC Industry".

During the year, these directories and bulletins were revamped to enhance their value to users. The bulletins incorporated reports on global market and technology trends, in-depth analyses, special cover stories and a China column. For the directories, corresponding CD-ROM versions were developed, and a 'China Company Listing' section has been incorporated to meet the needs of the ever increasing international and Hong Kong traders and manufacturers who direct their sourcing activities to the Mainland. Selected contents were put on the Internet for wider access by industry.

The circulation network of these publications in the Mainland was further enlarged for greater exposure. Corresponding electronic versions of the Bulletins were published on the e-Publishing platform.

### Surveys

In 2003/2004, HKPC continued to conduct the "Survey on e-Business Adoption in Hong Kong", a half-yearly study that measured development and deployment of e-business in the local business sector, in which 98% of the establishments were SMEs. In these surveys, a total of over 2,000 local companies were interviewed by telephone. Their e-adoption mode was classified into six ascending levels ranging from 0 to 5, representing "No Intention", "Show Intention", "Basic Adoption", "Prospecting", "Business Integration" and "Business Transformation" accordingly. During the year, to study the development and adoption of m-commerce in the local business sector, HKPC also undertook a survey jointly with the ITSD on m-commerce facilities adopted by local SMEs. To investigate the adoption level, concerns and difficulties on the deployment of open source software among local SMEs, HKPC conducted a survey commissioned by the Communications and Technology Branch of the HKSAR Government and ITSD. The findings, together with business models and recommendations, were disseminated to the public.





生產力局出版的部份刊物  
A selection of HKPC publications

## 資訊服務

### 指南及刊物

年內，生產力局出版多種商業資訊指南，包括《香港工業指南》、《香港金屬連繫工業指南》、《香港資訊科技業指南》、《香港工業供應商指南》及《香港塑膠業指南》。本局亦在網上發放最新專利資訊，便利工商各界人士查閱，範圍包括：玩具、電子產品、家庭器具、鐘錶、建築、環境、電訊科技及關鍵性零部件。此外，本局亦為各行業出版月刊及雙月刊，這些行業包括金屬、塑膠、電子、玩具、物流管理及紡織成衣業。本局於年內亦出版《產品設計和開發專

業人士—珠三角致勝指南》手冊及《香港芯片設計行業研究報告》。

本局於年內全面革新資訊指南及期刊內容，為用戶提供更高增值的資訊服務。工業期刊增闢環球市場及科技趨勢、評論分析、封面專題及內地版面。資訊指南增設光碟版本，並加入「中國內地企業名錄」，以協助國際及香港廠商和貿易商在內地發掘供應商。本局並選取特定的內容在互聯網發放，方便更多業界人士閱覽。

本局並進一步擴大刊物在內地的發行網絡，並製作網上版本，以接觸更多的讀者。

### 調查

本年度，生產力局繼續進行「香港中小型企業電子商業應用指數」調查。該項每半年進行一次的調查，目的是探討本港企業（其中百分之九十八為

中小型企業）應用電子商業的情況和進展。是次調查以電話訪問形式進行，共成功調查二千多家本港公司。調查將公司應用電子商業的程度分為六級，由最低的「零度應用」遞進至「初步認識」、「基本應用」、「網上互動」、「商業綜合」及「商業轉型」。

年內，本局與資訊科技署聯合調查本港中小型企業應用流動商業設施的情況，以探討商界應用流動電子商業的情況和進展。本局亦獲香港特區政府通訊及科技科與資訊科技署的委託，調查本港中小型企業在應用開放源碼軟件方面的水平、關注範圍及困難。調查結果連同商業模式及建議已向公眾發表。



HKPC

# 環境科技

*Environmental Technology*



香港特區政府環境運輸及工務局局長廖秀冬博士(前排中)主持2003香港環保企業獎頒獎典禮，藉此表揚在環境措施取得卓越成就的本地機構。

*Dr Sarah Liao (front row, centre), Secretary for the Environment, Transport and Works, HKSAR Government, officiates at the 2003 Hong Kong Eco-Business Awards Presentation Ceremony to recognize local companies for their outstanding environmental practices.*

## 香港環保企業獎

為表揚本港工商企業改善環境表現的成就，並促進本地公司廣泛採納優良的環境措施，環境保護運動委員會於一九九九年委託生產力局，開展「香港環保企業獎」。環境保護運動委員會是政府資助機構，致力向市民大眾推廣環保意識。本局在二〇〇三至二〇〇四年度，再獲該委員會邀請，與香港中華總商會及香港總商會合辦這項獎勵計劃。

「二〇〇三年香港環保企業獎」共設有「環保辦公室獎」、「環保物業管理獎」及「最佳環保報告獎」。香港生產力促進局負責替該三個獎項制訂環保模式，舉行有關的講座以傳播最新的環保知識及趨勢，以及制訂整個獎項計劃，包括評審程序及標準，並為參加機構進行技術評審。今年，共有一百三

十九家機構報名參加競逐，反映出該獎項廣受香港工商界的認同，而且越來越多機構意識到業務持續增長與環保措施是相輔相成的。

## 香港環保標籤

為鼓勵工商界及消費者製造與購買環保產品，環保促進會於二〇〇〇年十二月開展「香港環保標籤」計劃，由生產力局負責推行及提供技術支援。

本局獲委託釐訂該計劃下各種產品製造的相關環保標準。只要產品符合標準，將獲獨立發證機構頒發「香港環保標籤」。申請者可將標籤貼於產品上，讓消費者購買環保產品時得到可靠的指引。

自從計劃推出以來，共有十六款油漆產品及一款清潔產品獲頒發「香港環保標籤」。對於油漆產品類別，「香港環保標籤」表示這些產品含有較低水平的揮發性有機物質，而且不含鹵化溶劑及甲醛；至於清潔劑類的產品，則易於透過生物降解及不含任何有毒成份。此外，兩類產品的包裝都必須符合若干環保要求。

為改善本港的環境質素，在二〇〇三至二〇〇四年度，香港生產力促進局繼續致力協助工商企業符合環保法例及標準，提供環境審核及環境影響評估服務，加強社會大眾的環保意識。

配合香港環境科技產業的迅速發展，生產力局開展環保工業支援計劃，協助本地業界發展環科產品，開拓內地及東南亞市場商機。本局轄下獲「香港實驗所認可計劃」認可的環境測試實驗室，可提供一系列污染分析服務，包括空氣污染物、工業污水、噪音、廢物及污水處理方法測試。本局亦全力協助珠三角的香港製造商符合當地及國際環保標準，加強競爭力。

## 培訓及環保意識推廣

為提高本地工商界及社會大眾的環保意識，香港生產力促進局推行多元化的工作項目，範圍包括國際環境管理標準(ISO 14000)、法例依從管理、清潔生產方法，以及環保意識推廣活動。

In 2003/2004, HKPC implemented a comprehensive programme to enhance public awareness of environmental issues, helped companies comply with environmental regulations, and provided services in environmental audit and environmental impact assessment.

In response to Hong Kong's rapidly growing environmental technology industry, HKPC launched a support programme to help companies commercialize their technologies and tap new opportunities in the growing Mainland and South East Asian markets. The Council's laboratory, accredited by the Hong Kong Laboratory Accreditation Scheme (HOKLAS) for environmental testing, provided a wide range of services including analysis on air pollutant, industrial effluents, noise measurements, as well as treatability tests on waste and wastewater. In addition, HKPC continued to assist Hong Kong manufacturers in the PRD to enhance their capabilities to comply with local and international environmental standards.

## Training and Awareness Programmes

These initiatives covered international standards (ISO 14000) on environmental management, compliance to regulations, cleaner production and a promotional platform to enhance environmental awareness among local businesses and the community at large.

## Eco-Business Awards

To recognize the efforts of the local business sectors in improving their environmental performance and to promote a wider adoption of good environmental practices among local companies, in 1999 HKPC was commissioned by the Environmental Campaign Committee (ECC), a government funded organization for the promotion of environmental awareness in the community, to launch the ECO-Business Awards. In 2003/2004, HKPC was again requested by the ECC to organize the Award scheme jointly with the Chinese General Chamber of Commerce and the Hong Kong General Chamber of Commerce.

The 2003 Hong Kong Eco-Business Awards consisted of several categories, including Green Office, Green Property Management and Best Environmental Reporting. HKPC was charged with the development of green models and practices for the 3 categories,

organizing relevant seminars to disseminate knowledge and the latest trends in environmental protection, the development of the Award scheme comprising assessment procedures and criteria, and conducting the technical assessment of participating organizations. The total number of 139 entries reflected the recognition of the Award scheme among Hong Kong businesses, as well as the widespread awareness that sustainable growth and environmental measures are compatible factors in productivity.

## The Green Label

To promote green consumerism, in December 2000 the Green Council launched the Hong Kong Green Label scheme with HKPC as the implementation agent.

Under this scheme, HKPC was commissioned to set up the relevant environmental criteria for the manufacturing of different products. Third party certification bodies would issue "Green Labels" to products that satisfy the criteria, thus providing consumers with a reliable guideline for environmentally friendly products.

Since the inception of the scheme, 16 products in the paints category and another product in the detergents category had been awarded the Green Label. In the former category, the awarding of the Label signifies that the products contain a lower level of volatile organic compounds (VOCs) and are completely devoid of halogenated solvents and formaldehyde, and that the detergent is easily biodegradable and without any toxic elements. In both categories, the



生產力局編製的「明智減廢指南」是「明智減廢計劃」活動項目之一，旨在協助及鼓勵本港企業採取適當的措施去減少、循環再造及再用廢物。

HKPC publishes the Wastewise guidebook as one of the programmes under the Wastewise Scheme to assist and encourage local businesses to adopt appropriate measures to reduce, reuse and recycle solid waste materials.

## 明智減廢計劃

為協助及鼓勵本港企業採取適當的措施去減少、循環再造及再用廢物，香港特區政府環境保護署在一九九九年推行「明智減廢計劃」，作為政府「減少廢物綱要計劃」的一部份。

香港生產力促進局獲委託負責設計活動、制訂「明智減廢指南」、舉辦公眾宣傳活動、管理所有「明智減廢計劃」成員的資料、協助參與計劃的公司建立及推行可量度的目標，並評估他們的成果。

參與計劃的公司若能夠成功地推行最少三個減廢目標，便可獲環境保護署頒發「明智減廢標誌」證書及可採用「明智減廢標誌」。迄今，共有六百七十三家機構申請參與這項計劃。當中，有一百二十一家機構獲得「明智減廢標誌」及八十一家獲得「卓越明智減廢標誌」。

## 國際標準 - ISO 14000

### 橡子計劃

本年度，香港生產力促進局獲得中小企業發展支援基金的撥款資助，與商界環保協會一起推行香港首個「橡子計劃」。「橡子計劃」源自英國，以分階段形式協助中小企業因應其需要及限制，從而建立環境管理體系。

廣義來說，「橡子計劃」將ISO 14000的標準分為五個不同的主要階段，以便中小企業能夠逐步建立及推行環境管理體系。根據這項計劃，香港生產力促進局與商界環保協會一起為參與企業的代表，針對每個階段舉行培訓課程，傳授有關的知識和技巧，並且提供實地技術支援。參與的中小型企業在完成每一個階段之後，認證機構便會進行審核，核實企業是否成功符合計劃的要求。這項計劃一共招募了八家企業為試點公司。他們的經驗將會被編纂成指南，派發給廣大中小型企業，分享計劃成果。



在中小企業發展支援基金的撥款資助下，生產力局及商界環保協會攜手推行香港首個「橡子計劃」，藉此協助中小企建立環境管理體系。

With support from the SME Development Fund, HKPC and the Business Environment Council jointly launch the first Project Acorn in Hong Kong to help local SMEs adopt environmental management systems.

## 提升市民的生活質素

在二〇〇三至二〇〇四年度，生產力局推行多項計劃，改善香港環境，提升市民的生活質素。這些計劃包括協助本港公司符合有關空氣質素及廢水處理方面的環保法例。此外，本局亦推出節約能源及循環再造的項目。

### 節約能源

本年度，生產力局繼續在香港進行「節能表現承諾合約」項目。本局為愉景灣高爾夫球會設計及安裝全套能源節約系統，可大量節省照明及空調設備的能源，成本效益顯著。

### 改善空氣質素

生產力局在年內協助不同的行業透過控制其工作流程中所產生的油煙、煙霧、廢氣及塵粒，藉此減少對香港空氣質素的影響及符合政府標準。

packaging must also comply with certain environmental requirements.

## Wastewi\$e Scheme

To assist and encourage local businesses to adopt appropriate measures to reduce, reuse and recycle their solid waste materials, the Environmental Protection Department (EPD) of the Hong Kong SAR Government launched the Wastewi\$e Scheme in 1999 as part of the Government's Waste Reduction Framework Plan.

HKPC was commissioned to design the programme, develop the Wastewi\$e guidebook, organize publicity campaigns, manage all Wastewi\$e member accounts, assist participating companies to establish and implement measurable targets, and assess their achievement.

Scheme participants who have successfully implemented at least 3 targets were presented with a certificate granted by EPD and the right to use the Wastewi\$e logo. Since the inception of the programme, 673 organizations had applied for certification, of which 121 and 81 had been awarded the Wastewi\$e Logo and the Gold Wastewi\$e, respectively.

## International Standards - ISO 14000

### Project Acorn

During the year, HKPC implemented an SME Development Fund project in collaboration with the Business Environment Council (BEC) to launch the first Project Acorn in Hong Kong, a modular approach to EMS development and implementation that originated in the UK to meet the needs and constraints of SMEs.

In broad terms, the Project Acorn approach broke down the ISO14001 standard into 5 different key modules of manageable size for SMEs to develop and implement. Under this project, HKPC together with BEC organized training programmes for representatives of the participating SMEs for each module to disseminate the relevant knowledge and skills. In addition, on-site technical support was also provided. Upon completion of each module, the participating SMEs were assessed by certification bodies to determine their success. A

total of 8 pilot companies were recruited for the project. Their experience would be consolidated in a guidebook for distribution to a wider range of SMEs.

## A Better Quality of Life

In 2003/2004, HKPC continued to implement projects to improve Hong Kong's environment, thereby helping build a better quality of life for the community. These included initiatives to help local businesses comply with environmental regulations on air quality and wastewater treatment. In addition, projects on energy saving and recycling were launched.

## Energy Saving

In 2003/2004, HKPC continued to implement energy saving performance contracting projects in Hong Kong. During the year, HKPC undertook the comprehensive work of designing and installing energy saving systems for the Country Club in Discovery Bay. The project, bringing energy savings mostly in the areas of lighting and air conditioning, proved to be highly cost-effective.



設置於生產力局環境測試實驗室內之氣相色譜質譜儀可分析各類水質·中藥·土壤及沉積物中之微量有機物成份。

Housed in HKPC's Environmental Laboratory, the Gas Chromatography is used to analyze trace organic compounds in water, sediments, soil and traditional Chinese medicine samples.



生產力局為一家位於大埔的鋁廠設立污水處理系統。  
A wastewater treatment plant set up by HKPC for an aluminium work company in Tai Po.

### 食肆污水及油煙處理

本年度，生產力局開發了兩套用於食肆的污水處理系統，分別是「易浮」(E-FLOT)及「快隔易」(ESY-GO)。「易浮」是一套以電絮凝法為基礎的污水處理系統，用作除去食肆污水中的乳化油。「快隔易」則是一個經改良的隔油池，用作聚集油滴，除去細微的顆粒及浮渣。在試點計劃之中，部份本港食肆及食堂已同時裝設「易浮」及「快隔易」系統，除油效果符合政府的污水排放標準。

生產力局在年內繼續發展「除煙寶」靜電除油煙機，為食肆提供簡單而合乎成本效益的處理油煙方法，效用持久，保養簡易。至今已有超過一百家食肆採用該技術來解決油煙問題，大部份是中小型餐館。

年內，環境保護署亦委託香港生產力促進局編製「測試食肆廚房油煙控制設備的標準操作程序」，旨在評估香港市面上各式油煙控制設備的除油煙效益，為制訂商用除油煙設備的性能標準邁出第一步。

### 車輛廢氣排放

在二〇〇三至二〇〇四年度，香港生產力促進局繼續致力減少車輛對環境的影響。年內，本局向環境保護署的外判環境顧問公司提供技術協助，開發一個遙控感應器，量度車輛所排放的廢氣中，碳氫化合物、氮氧化物及一氧化碳的水平。此外，本局亦與環境保護署攜手舉行一系列有關環保駕駛的研討會，吸引超過五百名參加者。至於另一系列有關石油氣的士之安全駕駛、自行檢測及保養的研討會，則吸引超過二百名職業司機參加。

本局繼在二〇〇二年獲香港特別行政區政府機電工程署委託研究為選定的能源消耗組別制訂能源消耗量指標及基準之後，在本年度再次獲得機電工程署委託進行「為運輸及交通業界制訂能源消耗量指標及基準」研究。

### 重建火葬場的環境影響評估

生產力局於本年度獲香港特區政府建築署委託進行「重建鑽石山火葬場的環境影響評估」研究。建築署在該項目中擔任香港特區政府食物環境衛生署的工程代理。該項環境影響研究重點評估以一個內設六組火化爐的新火葬場取代現有鑽石山火葬場的建議。為了減低空氣污染，新火化爐會安裝先進的空氣污染控制系統，用作處理火化爐所排放的煙道氣。政府已於二〇〇四年一月向公眾公布最終的評估研究報告。



生產力局開發的「易浮」(E-FLOT)，是一套以電絮凝法為基礎的污水處理系統，可幫助除去食肆污水中的乳化油。  
The E-FLOT developed by HKPC is an electro-flocculation system that can help remove emulsified oil in restaurant wastewater.

## Better Air Quality

In 2003/2004, HKPC assisted various industrial sectors, through controlling the emission of oil mist, smoke, exhaust and dust particles produced in their work processes, to reduce the impact on Hong Kong's air quality and comply with Government standards.

### Restaurant Wastewater and Oil Mist Treatment

During the year, HKPC developed two sets of systems for restaurant wastewater treatment: E-FLOT, a system based on electro-flocculation for the removal of emulsified oil in restaurant wastewater, and ESY-GO, a modified grease trap that coalesced oil droplets and removed fine particulate and floating scum. Pilot systems of both E-FLOT and ESY-GO were installed in several local restaurants and canteens, with results that met the wastewater discharge standards of the Government.

In 2003/2004, HKPC continued to develop CrystalVent, an electrostatic precipitator that provided a simple and cost-effective way for treating oil mist from restaurants with sustained efficiency and ease of maintenance. Over 100 restaurants, the majority of which were SMEs, had adopted the technology to solve their mist emission problems.

During the year, HKPC also completed a project commissioned by the EPD to develop "A Standard Operating Procedure (SOP) for Testing Oil Mist Control Equipment for Restaurant Kitchen Exhaust". The SOP, which aimed to evaluate the oil mist removal efficiency for various kinds of oil mist control equipment available in Hong Kong, was the first step towards standardizing the requirement on the performance of such equipment for use in commercial kitchens.

### Exhaust from Vehicles

In 2003/2004, HKPC continued to implement projects that helped vehicles reduce their impact on the environment. During the year, HKPC provided technological assistance for an environmental consulting company contracted by the EPD to develop a remote sensor capable of measuring the hydrocarbons (HC), nitrous oxides (NOx) and carbon monoxide (CO) levels of exhaust fume of vehicles. In addition, jointly with the EPD, HKPC organized a series of seminars on eco-driving, attracting over 500 participants, and another series on safe driving, self testing and maintenance of LPG taxis, which was attended by more than 200 professional drivers.

Following the completion of a study commissioned by the Electrical and Mechanical Services Department (EMSD) of the Hong Kong SAR Government in 2002 to develop energy consumption indicators and benchmarks for selected energy consuming groups in Hong Kong, in 2003/2004 HKPC was again appointed by the EMSD to conduct a study on the "Development of Energy Consumption Indicators & Benchmarks for Transport Sector".

### Environmental Impact Assessment for the Reprovisioning of a Crematorium

During the year, HKPC conducted a study on the "Environmental Impact Assessment (EIA) for the Reprovisioning of Diamond Hill Crematorium", commissioned by the Architectural Services Department (ASD) of the Hong Kong SAR Government, which acted as the works agent for the Food and Environmental Hygiene Department of the Hong Kong SAR Government. The EIA project consisted of the proposed replacement of the existing Diamond Hill Crematorium by a new one with six new cremators. To reduce the air pollution impact, advanced air pollution control systems would be installed to treat the flue gas from the cremators. The final EIA report was officially released to the public in January 2004.

### Smokeless Joss Paper Furnace

HKPC was commissioned by a leading local charity organization to develop a turnkey solution for smoke emission from joss paper furnaces in traditional Chinese temples. Based on HKPC's successful experience in oil mist control for restaurants using electrostatic precipitation technology, HKPC developed an integrated smokeless joss paper furnace. The prototypes were tested at an electrostatic precipitator manufacturer's factory in the Mainland before the design was finalized. The performance of the equipment proved to be highly satisfactory and was officially accepted by the EPD as a solution to the joss paper smoke emission problem.

### Indoor Air Quality

In 2003/2004, HKPC continued to operate the Indoor Air Quality (IAQ) Information Centre of the EPD located at the HKPC Building. With an IAQ-friendly design, the Centre demonstrated the different ways to enhance IAQ in the office, at home and in public places.



## 無煙化竈爐

香港生產力促進局受本港一家著名慈善機構的委託，針對傳統中式廟宇化竈爐所排放的煙霧，開發一整套解決方案。本局憑著成功採用靜電除油煙技術協助食肆控制油煙的經驗，開發了一台綜合性無煙化竈爐。在確定產品的最終設計前，其原型已在國內一間靜電除



為回應業界因二〇〇三年 SARS 爆發後對工作場所空氣質素水平日益關注，生產力局設計了「室內空氣殺菌消毒系統」，該系統可以在不同室內環境中收集及消滅室內空氣中的有害微生物。

To address the local business community's concern on the air quality of their workplace following the SARS outbreak in 2003, HKPC develops the Indoor Air Disinfection System to collect and kill bacteria in different indoor environments.



本局環境測試實驗室的先進設備，可分析空氣中微量揮發性有機化合物。

Equipped with advanced facilities, HKPC's Environmental Laboratory provides services to analyze trace volatile organics compounds (VOCs) in air samples.

油煙機製造廠進行測試，證實該設備的性能表現極佳，並正式獲得環境保護署接納為化竈煙霧問題的解決方案。

## 室內空氣質素

生產力局在本年度繼續營運由香港特區政府環境保護署設於本局的「室內空氣質素資訊中心」，推廣室內空氣質素，展示改善辦公室、家居及公眾場所室內空氣質素的不同方法。

本局在年內亦協助環境保護署正式推行「室內空氣質素檢定計劃」。這套自願參與的計劃，旨在鼓勵香港商業樓宇及公眾場所的業主改善物業的室內空氣質素。符合室內空氣質素指標的物業，可向室內空氣質素資訊中心註冊。本局舉行了三場研討會來推廣有關計劃，共吸引五百名參加者。

## 五金廠廢氣排放

本年度，生產力局獲一家熱浸鍍鋅工廠委託，設計及建立一套袋式空氣過濾系統及抽氣系統，分別處理熱浸鍍鋅缸及其他工序缸所排放的廢氣，以符合環境保護署發出「指明工序牌照」的要求。該系統成功裝設在廠房中央天井的有限空間之內。本局完成這項目之後，全港所有五間熱浸鍍鋅廠均採用這套系統，而本港一家鋁廠亦委託本局開發相類的系統。

During the year, HKPC also helped the EPD officially launch the Indoor Air Quality Certification Scheme, a voluntary scheme to encourage commercial buildings and public places owners in Hong Kong to improve the indoor air quality of their premises. Compliance with the respective IAQ objectives would be registered with the IAQ Information Centre. To promote the scheme, HKPC organized three seminars, attracting over 500 participants.

### Fume Emission from Metal Works

During the year, to comply with the requirements for the granting of the Specified Process Licence (SP Licence) by the EPD, HKPC was commissioned by a hot-dip zinc galvanizing factory to design and construct a bag filter system and an air extraction system to handle the fume emission from the hot-dip zinc galvanizing tanks and other process tanks respectively. The system had to be fitted within the constraints of the available site located inside the central light well of the factory building. Following the success of this project, the system had been adopted by all five operating hot-dip zinc galvanizing factories in Hong Kong. A similar system was developed for a local aluminium factory.

### Cleaner Production

#### Oxidative Vacuum Filtration

To help manufacturers in Hong Kong and the PRD meet the increasingly stringent wastewater discharge regulations, in 2003/2004, HKPC completed an ITF project to develop an oxidative vacuum filtration system.

Based on existing air depolarizing technology, the system could effectively treat wastewater with high chemical oxygen demand (COD) and biological oxygen demand (BOD) content with high toxicity, as well as total suspended solids (TSS) value, which were major criteria for environmental regulatory compliance. User-friendly and cost-effective, the system allowed continuous filtration without any interruption to the manufacturing process. The fast process not only helped minimize treatment time and space for storing wastewater, but also reduced the use of chemicals, thereby eliminating pollution problems and lowering operational cost. Pilot projects in a leading local diecasting company and a food processing factory were in progress.

To help local leather manufacturers reduce the effluence of polluted waste water, solid wastes and odour, thereby complying with the increasingly stringent environmental requirements in Hong Kong's major markets, HKPC implemented an ITF project to develop chrome-free tanning technology. With this technology, 80% of the good thermal stability property of the leather produced by the conventional chrome-tanned method could be achieved, a quality standard now widely accepted by importers in developed countries. Taking this further, the project aimed ultimately to develop a more detailed tanning mechanism, which would lead to a process capable of producing chrome-free leather of even higher quality.

During the year, HKPC completed an ITF project to develop the first pilot system for electrolytic dye reduction technology for the textiles industry. The technology eliminated the use of reducing agents for indigo dyeing in jeans manufacturing, thereby significantly reducing the high costs for chemicals and waste treatment incurred by conventional processes.

### Severe Acute Respiratory Syndrome (SARS)

The global outbreak of Severe Acute Respiratory Syndrome (SARS) in March 2003 exerted a tremendous impact on Hong Kong. Responding quickly with innovative solutions, HKPC developed sewerage and air disinfection systems as preventive measures against this epidemic.

#### Toilet Disinfection

In July 2003, to prepare for the possible recurrence of SARS, the Hong Kong SAR Government took measures to enhance the city's infection control capability by renovating 9 public hospitals. The proposed renovation involved the modification of some existing patient wards into special isolated SARS wards equipped with enhanced infection control facilities. The project was targeted for completion by October 2003.

As revealed by investigations on SARS cases in the community, severe outbreak could be caused by the invisible virus transmission via defects in the sewerage system.

## 清潔生產

### 真空氧化過濾

為協助香港及珠江三角洲的製造商符合日益嚴格的污水排放法規，生產力局在本年度完成一項創新及科技基金項目，開發一套真空氧化過濾系統。

該系統以現有的空氣電極技術為基礎，有效處理高化學耗氧量(COD)、高生物耗氧量(BOD)、高毒性及高懸浮固體總量值(TSS)的污水。以上各項均是符合環保條例的主要標準。該套簡便易用及合乎成本效益的系統，能夠在不需要中斷生產流程的情況下持續進行過濾。這個快速流程不但有助減少處理時間及儲存污水的空間，更減少化學品的使用量，從而消除污染問題及降低營運成本。該系統正在一家本港著名的鑄造廠及食品加工廠中進行試驗。

為協助本港的皮革業減少排放受污染的廢水、固體廢物及臭氣，從而符合香港主要出口市場日益嚴格的環保要求，生產力局在創新及科技基金資助下，推行了一項無鉻鞣製皮革的項目。這項科技令皮革的熱穩定性能達到傳統鉻鞣的百分之八十，這品質水平獲先進國家的入口商所接受。這項目最終將建立一套更完善的鞣革裝置，生產更高質量的無鉻皮革。

在本年度，生產力局完成了一項創新及科技基金項目，為紡織業的電還原織染技術開發首套試點系統。該技術有助減少進行靛藍染時所使用的還原劑，從而減省化學品及廢水處理的成本。

### 嚴重急性呼吸系統綜合症(SARS)

二〇〇三年三月，全球爆發嚴重急性呼吸系統綜合症(SARS)疫潮，香港亦深受衝擊。香港生產力促進局迅速回應，成功開發污水及空氣消毒系統，為疫症的預防，提供創新的解決方案。

### 洗手間消毒系統

二〇〇三年七月，香港特區政府為了預防SARS的再臨，對九家醫院進行改裝工程，加強香港控制疫症傳播的能力。這些改裝工程包括加強部份現有病房的傳染控制設施，以作為SARS的特別隔離病房。

根據SARS的社區感染個案調查顯示，社區出現大規模爆發的原因，可能由於病毒透過污水系統的缺陷來傳播。

基於消毒廁所污水能更有效控制病毒傳染，生產力局特別設計及開發了全球首套廁所污水自動消毒系統，並向建築署介紹該解決方



為了預防SARS的重臨，生產力局研發了「廁所污水消毒系統」，藉此控制醫院病房廁所排放的污水，並減少病毒傳播的機會。

To prevent the possible recurrence of SARS, HKPC develops the Toilet Waste Disinfection System to control sewage discharged from hospital toilets and reduce the risk of disease transmission.

案。其後，建築署委託本局在瑪嘉烈醫院進行一項試驗研究。該研究在三星期內完成，顯示出該系統能有效減少細菌多達百分之九十九點九九。最後，本局承接了合約，為所有SARS病房的廁所進行改善工程，涉及三家主要醫院共一百三十九張病床。這三家醫院分別是瑪嘉烈醫院、威爾斯親王醫院及伊利沙伯醫院，全都安裝了本局所建議的廁所污水自動消毒系統。成功完成該項目之後，本局獲建築署的邀請，替將於二〇〇五年落成，分別位於瑪嘉烈醫院及屯門醫院的傳染病中心，安裝所建議的廁所污水自動消毒系統。

Noting that disinfecting the toilet sewage could significantly improve infection control, HKPC designed and developed an automatic toilet waste disinfection system (TWDS), the first of its kind in the world, and presented the solution to the ASD, which commissioned HKPC to undertake a pilot study at the Princess Margaret Hospital. The study was completed within 3 weeks, demonstrating an efficiency of over 99.99% in bacteria reduction. Subsequently, HKPC was contracted to modify all the toilets in the SARS wards, a total of 139 units in 3 major hospitals, namely the Princess Margaret Hospital (PMH), Prince of Wales Hospital (PWH) and Queen Elizabeth Hospital (QEH), and install the proposed TWDS. All works were completed by late October, 2003. Upon the success of this project, HKPC was invited by the ASD to install the proposed TWDS in the Infectious Disease Centre at Princess Margaret Hospital and Tuen Mun Hospital to be built in mid 2005.

### Indoor Air Disinfection System and Product Disinfection System

In response to the local business community's concern to raise the hygiene standard of their workplace following the SARS epidemic outbreak, HKPC developed the Indoor Air Disinfection System and Product Disinfection System.

The Indoor Air Disinfection System was designed to effectively collect and kill bacteria in ambient environment by mixing indoor air with droplets of disinfectant solution, which would then be collected by an electrostatic precipitator. Further disinfection would be carried out using an activated carbon filter and HEPA filter. With a bacteria removal efficiency of over 95%, the system could be used in different indoor environment including production floors, offices, shopping malls and hospitals. During the year, over 30 sets of the systems were sold.

The Product Disinfection System, on the other hand, utilized high concentration of ozone gas to kill bacteria adhering to items, with the disinfection efficiency reaching 99%. It could be used to disinfect reusable personal protection equipment (PPE) items and product samples, providing extra health protection to staff members and assurance to overseas customers.

## Support for Hong Kong Companies in PRD and the Mainland

Hong Kong's environmental problems are closely bound with those in the Mainland, in particular the PRD. In 2003/2004, HKPC helped numerous local companies in the Mainland adopt cleaner production, thereby improving water and air quality.

During the year, HKPC implemented numerous projects to help Hong Kong manufacturers in the PRD comply with local environmental regulations and reduce costs through cleaner production. Three examples are highlighted below.

For the Shekou plant of a Hong Kong listed company engaged in the manufacturing of printed circuit boards (PCBs), HKPC designed and built a new wastewater treatment plant with an ultimate capacity of 8,000 cubic metre per day. In this turnkey project completed during the year, HKPC teamed up with a local partner to provide one-stop service to the client.



生產力局用高溫消毒爐協助客戶在進行微生物測試時，消毒盛載水質樣本之器具。  
The Autoclave is used by HKPC to help clients disinfect glassware that holds water samples for microbiological tests.

## 「室內空氣殺菌消毒系統」及「物品消毒系統」

SARS 爆發後，本港工商界對工作場所的衛生水平日益關注，為回應業界需要，生產力局分別開發了「室內空氣殺菌消毒系統」及「物品消毒系統」。

「室內空氣殺菌消毒系統」的設計，是將室內空氣抽入與系統內的消毒劑水沫混和，從而有效收集及消滅室內空氣中的有害微生物，再以靜電除霧器收集。之後再經活性炭和高效能微粒空氣過濾器作雙重處理，加強消毒效能。這系統的除菌效能高達百分之九十五以上，適用於不同的室內環境，包括廠房、辦公室、商場、醫院等場所。本局在過去一年已出售超過三十套系統。

「物品消毒系統」則利用高濃度的臭氧，消滅黏附在物件上的細菌，消毒效能可達百分之九十九。這系統適用於消毒可再用的個人防護工具及貨辦，除可保障僱員的健康之外，亦增強海外客戶的信心。



生產力局為本港一家熱浸鍍鋅廠設計及安裝廢氣處理設施。  
An air pollution control facility designed and installed by HKPC for a hot-dip zinc galvanizing factory in Hong Kong.

## 支援珠三角香港廠商

香港的環保問題與內地關係密切，尤其與珠江三角洲息息相關。生產力局於年內協助多家於內地設廠的香港廠商，採用更清潔的生產方法，改善水質及空氣質素。

年內，本局推行多項計劃協助珠三角的香港製造商，符合當地的環保法例及採用更清潔的生產方法以減低成本。以下是其中三個典範個案。

本局替一家香港上市公司的蛇口印刷電路板製造廠，設計及設立新的污水處理系統，處理能力達到每日八千立方米。本局夥拍一家本港公司，在本年度合作完成這個項目，為廠商提供一站式支援。

整個污水處理設施建於地底，採用了本局的S-IX系統。其設計符合深圳環保局嚴格的污水排放標準。當廠房全面投產，須要將經處理的污水循環再用，因此在整個項目的設計內要加入循環用水的裝置。本局成功完成這個項目，有助日後繼續協助珠三角地區的印刷電路板製造廠及電鍍廠解決污水處理難題。

此外，本局又為一家深圳的電鍍廠設計及供應一套透膜式水回收系統。廠房每天使用四百三十噸清洗水，而該系統的回收水容量達到三百噸，回收率高達百分之七十。該套系統特別適合生產設施位於缺水或限制供水地區的香港廠商。

善用水源及提高污水處理標準，是工商企業近年面對的挑戰，令珠三角地區以外的企業亦要求生產力局提供有關服務。本年度，一家上海的化工廠委託本局設計及設立一套廢水處理系統，改善其環保表現，以符合當地的污水排放標準。

生產力局在本年度亦繼續向客戶提供全面的ISO 14001顧問服務。此外，本局又與香港城市大學合辦第二屆「華南地區清潔生產和污染管理研討會」。

The entire wastewater treatment plant, deploying HKPC's S-IX system and designed to meet the very stringent effluent discharge standard set by the Bureau of Environmental Protection in Shenzhen, was to be built underground. As the company needed to recycle the treated effluent when production reached full capacity, water recycling facilities were also incorporated into the design. The successfully completed project further enhanced HKPC's track record in providing PCB and electroplating wastewater treatment in the PRD.

For an electroplating factory in Shenzhen, HKPC designed and supplied a membrane-based water recycling system. Out of a daily usage of 430 tonnes of rinse water, the system achieved a recycling volume of 300 tonnes or a recycling rate of 70%. The technology also met the needs of various Hong Kong companies with manufacturing operations located in regions where water supply is scarce and strictly regulated.

Over the years, there had been increased pressure on improved water usage and higher level of effluent treatment, creating further demands for HKPC services beyond the PRD. In 2003/2004, to improve its environmental performance towards compliance with local effluent discharge standards, a chemical plant in Shanghai commissioned HKPC to design and construct a wastewater treatment system.

During the year, HKPC also strengthened its consultancy to provide full services on ISO 14001. In addition, HKPC organized the second Regional Conference on Clean Technologies for Pollution Prevention and Control in the PRD jointly with the City University of Hong Kong.

## Support for the Local Environmental Industry

### Consultancy Study

To assess the development potential of the local environmental technology industry (ETI) and identify the issues instrumental to the sustainable growth of this industry, in May 2001 ITC commissioned HKPC to undertake a consultancy study. The study was completed in 2003/2004.

The study included baseline surveys of the current ETI in Hong Kong; its counterparts in the Mainland and 14 overseas economies in North America, Europe and the Asia Pacific region, as well as their respective markets. In addition, the study also included assessments on the manpower training needs of Hong Kong's ETI and a local ETI model. Recommendations on measures to enhance the industry's competitiveness were submitted to the ITC as a basis for policy actions and strategies.

### Support to Local Environmental Industry Programme

In 2003/2004, to help Hong Kong's environmental technology companies capitalize on their technical capabilities and tap new markets, especially the Mainland market, HKPC continued to implement the "Support to Local Environmental Industry Programme".

The programme included the publishing of a periodical on opportunities for the environmental industry in the Mainland, establishing databases related to the Mainland's environmental projects, collaborating with companies for the development of advanced technologies and products, and organizing seminars and workshops.

Under this programme, HKPC leveraged its networking with local, Mainland and overseas industry and academia to provide business matching services, helped potential Mainland users source the appropriate technologies, systems or equipment from overseas, and assisted in the commercialization of viable research results.

During the year, HKPC organized a "Capability-building Programme to Increase the Competitiveness of Hong Kong Professional Engineers for Entering the China Environmental Market" jointly with the Institution of Mechanical Engineers (Hong Kong Branch), the China Environmental Protection Fund, and the Hong Kong Institution of Engineers (Environmental Division).

In January 2004, to promote technology transfer as a means of facilitating the development of the environmental industry in Hong Kong, HKPC organized a conference to disseminate to the private sector the environmental technology developed by local academic and research institutions as well as supporting organizations.



生產力局與英國機械工程師學會香港分會、中華環境保護基金會及香港工程師學會環境分部合辦「加強中港專業工程師於環保市場的合作」項目，以加強本地工程師在內地環保市場的競爭力。

*HKPC organizes a "Capability-building Programme to Increase the Competitiveness of Hong Kong Professional Engineers for Entering the China Environmental Market" jointly with the Institution of Mechanical Engineers (Hong Kong Branch), the China Environmental Protection Fund, and the Hong Kong Institution of Engineers (Environmental Division).*

## 支援本地環保工業

### 顧問研究

為評估本地環境科技行業的發展潛力，以及掌握有助該行業持續發展的因素，創新科技署於二〇〇一年五月委託生產力局進行有關的顧問研究，本局在二〇〇三/二〇〇四年度完成該項研究。

顧問研究主要收集本地環境科技產業的基本資料及市場發展情況，與內地，及北美、歐洲與亞太區共十四個海外地區的環科業

作出比較。此外，研究亦評估本港環科業的人力培訓需求及本港環境科技產業模式，並就如何加強香港環境科技行業競爭力提出建議，以供政府參考及制訂政策。

### 支援本地環保工業計劃

為協助香港的環境科技公司善用本身技術、拓展國內外的新市場，生產力局於二〇〇三/二〇〇四年度推行「支援本地環保工業計劃」。

該計劃包括出版期刊報導內地環保市場的商機、設立與內地環保項目有關的數據庫、與業界合作開發先進的環保科技及產品，以及舉辦研討會及工作坊。

在計劃下，生產力局透過其本地、內地及海外業界與學術界的網絡，提供商業配對服務，協助潛在的內地用戶向海外物色合適的技術、系統或設備，促進研究成果的商品化。

在本年度，生產力局與英國機械工程師學會香港分會、中華環境保護基金會及香港工程師學會環境分部合辦「加強中港專業工程師於環保市場的合作」項目，以加強本地工程師在內地環保市場的競爭力。

為透過技術轉移促進香港環保工業的發展，生產力局於二〇〇四年一月舉辦了一個大型會議，向私人企業介紹由本地學術機構、研究機構及支持機構開發的創新環保科技。

HKPC

# 管理系统

*Management Systems*





香港特區政府財政司司長唐英年(右四)及其他主禮嘉賓(右起)香港旅遊發展局主席周梁淑怡、香港生產力促進局副主席王明鑫、香港服務業獎籌備委員會署理主席及工業貿易署署理署長容偉雄、中央評審團主席梁振英、香港總商會副主席蔣麗莉博士、香港零售管理協會主席余鵬春及香港貿易發展局前總裁施祖祥攝於二〇〇三香港服務業獎頒獎典禮上。

*The Honourable Henry Tang (fourth from right), Financial Secretary of the HKSAR Government and other guests (from right) the Honourable Selina Chow, Chairman of the Hong Kong Tourism Board; Mr M Y Wong, Deputy Chairman of HKPC; Mr Philip Yung, Acting Director-General of Trade and Industry and Acting Chairman of the Organizing Committee of the Hong Kong Awards for Services; the Honourable Leung Chun-ying, the Chairman of the Central Judging Panel; Dr Lily Chiang, Vice Chairman of the Hong Kong General Chamber of Commerce; Mr Yu Pang-chun, Chairman of the Hong Kong Retail Management Association and Mr Michael Sze, former Executive Director of the Hong Kong Trade Development Council officiating at the 2003 Hong Kong Awards for Services Presentation Ceremony.*

**優**質管理是企業的成功要素，在二〇〇三至二〇〇四年度，香港生產力促進局繼續加強支援中小企業，開拓新服務，協助中小企採用品質管理系統，加強競爭力。本局更透過典範借鑑及推廣卓越營運模式，協助中小企業知己知彼、與時並進。

## 國際管理標準

在二〇〇三至二〇〇四年度，香港生產力促進局繼續提供顧問及培訓服務，協助企業加強品質管理系統，包括國際管理標準、全面品質管理及針對特定行業的品質標準，例如適用於汽車零部件業的 QS-

9000，以及廣受採用的 HACCP 食品安全重點控制體系。

## 品質管理

本年度，生產力局加強對製造業的國際管理標準顧問服務，特別是集 ISO 9000:2000、ISO 14000 及 OHSAS 18001 於一身的綜合管理系統 (IMS)。

生產力局在本年度協助香港一家首要的印刷廠，建立 ISO 9000:2000、ISO 14000 及 OHSAS 18001 的綜合管理系統，強化員工的核心技能，為公司增值。

本局在年內協助一家國際鬚刨及刀片生產商的廣州廠房，精簡其 ISO 9001、ISO 14001 及 OHSAS 18001 系統管理架構，減省重複的文件及步驟，並取得「綜合管理系統」認證。

此外，本局亦積極舉辦研討會及提供顧問服務，推廣「美國國家優質管理大獎」的評核標準及其對改善機構表現的效用。

年內，生產力局協助「中國質量協會」發展「卓越績效管理模式」，並舉辦諮詢師及績效評估師的培訓課程。本局亦協助內地多家機構透過建立改善小組，以及推行全面品質管理系統，提升業務表現，並為參加「全國質量管理獎」的機構提供顧問服務。

## 製造業品質系統

在二〇〇三至二〇〇四年度，生產力局推行多項計劃，協助本港製造商達至國際品質標準。年內，生產力局向十三家公司共一千五百人提供全面品質管理顧問服務。本局自從一九九五年推出全

In 2003/2004, HKPC continued to strengthen and develop new services for local companies, especially SMEs, to assist them to adopt quality management systems for increased competitiveness. Through benchmarking and the dissemination of best practices, HKPC helped them identify performance gaps and set new targets.

## International Management Standards

In 2003/2004, HKPC continued to provide consultancy and training services to help companies enhance their quality management systems. These included international management standards and Total Quality Management (TQM), as well as industry specific quality standards such as QS-9000 for the automotive components industry and the widely adopted Hazard Analysis and Critical Control Point (HACCP) standards for the food industry.

## Quality Management

In 2003/2004, HKPC strengthened its consultancy services in international management standards for the manufacturing sector, in particular integrated systems that combined ISO 9000: 2000, ISO 14000 and OHSAS 18001.

During the year, HKPC assisted a leading local printing house in establishing a management system that integrated ISO 9000:2000, ISO 14000 and OHSAS 18001 to build up the core competence of its staff and enhance shareholder value.

For the Guangzhou factory of a world leading manufacturer of razors and cartridges, HKPC provided assistance in eliminating duplications in its ISO 9001, ISO 14001 and OHSAS 18001 systems, resulting in a unified system with Integrated Management System (IMS) certification.

In addition, HKPC organized seminars and provided consultancy services to introduce the Malcolm Baldrige National Quality Award (MBNQA) assessment criteria and its function in enhancing organizational performance.

During the year, HKPC provided assistance for the China Association for Quality (CAQ) in developing the Performance Excellence Model, as well as programmes to train certified assessors and consultants.

HKPC also helped organizations in the Mainland to enhance their business performance through building improvement teams and establishing a TQM System, and provided consultancy services for participants of the China Quality Management Award.

## Quality Systems for Manufacturing

In 2003/2004, HKPC implemented various projects to help local manufacturers attain international quality standards. During the year, HKPC provided consultancy services in TQM for 13 companies with 1,500 participants. Since the launch of a TQM pilot programme in 1995, a total of 677 companies with over 6,800 participants had received assistance from HKPC in this area.

During the year, HKPC helped a local toy manufacturer establish a TQM programme to close the performance gaps identified by business process mapping. Through the establishment of Implementation Manager, Work Improvement Team (WIT) Sponsors and 10 WITs with relevant training workshops for these groups, the company showed a countable project saving of around \$100,000, with estimated annual saving at \$4,000,000.

During the year, HKPC continued to provide training programmes in Six Sigma for all operational levels, including champions, black belts and green belts. The programmes attracted over 220 participants.



生產力局舉辦知識管理會議向本地工商企業介紹最新的知識管理解決方案。  
HKPC organizes the Knowledge Management Conference to promote knowledge management practices to local business and organizations.

面品質管理試點計劃以來，已向六百七十七家公司，超過六千八百人提供服務。

本年度，生產力局協助一家本港玩具製造商推行全面品質管理計劃，以改善表現差距。計劃內容包括成立「執行經理」、「工作改善小組贊助者」，及十個工作改善小組，以及向這些小組提供有關的培訓工作坊，該計劃為製造商帶來約十萬港元的項目節省金額，估計全年可節省四百萬港元。

年內，本局繼續舉辦六色格碼(Six Sigma)各級人員的培訓課程，包括：「盟主」(Champion)、「黑帶人員」(Black Belts)及「綠帶人員」(Green Belts)，共有二百二十多名參加者。

## 最佳典範

在二〇〇三至二〇〇四年度，生產力局的亞洲典範借鑑中心繼續推展新的項目，協助本港公司達到世界水平。該中心於一九九八年十月成立，旨在促進、匯集及推廣典範借鑑活動。成立於一九九八年的優質服務中心，亦不斷為工商企業提供改善顧客服務的一站式方案。

## 典範借鑑及知識管理

先進國家的企業，已廣泛利用典範借鑑作為量度及比較營運效益的工具，但香港的專業服務行業，卻缺乏有關的服務表現及營運統計數據。生產力局在本年度獲香港私家醫院協會的委託，進行一項典範借鑑研究，為業界提供有價值的參考資料。

在該項研究之中，生產力局為香港的私家醫院制訂了一個典範借鑑模式，針對的範疇包括管理及行政、專業臨床服務、臨床專科、臨床支援服務、資訊服務及住宿／支援／商業服務。本局透過典範借鑑研究、品質評核及實地考察，從而確定醫院在優質管理方面的最佳典範。本局透過舉辦培訓及會議，向參加典範借鑑的醫院傳授從研究中所得的最佳典範及知識。

企業能夠透過借鑑建立最佳的運作典範，並將所得的寶貴知識傳遞至機構內每一個部門，從而改善整體的生產力及效率。亞洲典範借鑑中心於本年度繼續推廣知識管理，透過舉辦行政人員簡報會及工作坊，協助本地工商企業將典範借鑑所得的最佳運作知識，在公司上下推而廣之，共同分享。本局於二〇〇三年七月舉辦了知識管理研討會，介紹最新的知識管理解決方案。此外，本局亦於二〇〇三年十一月舉辦知識管理會議及展覽，共吸引一百四十五名參加者。本局在年內亦與香港大學政策二十一有限公司合作，推出知識管理文憑課程。

## 香港服務業獎：生產力

「香港服務業獎」於一九九七年設立，旨在提高香港服務業的水準。香港零售管理協會、香港服務業聯盟、香港旅遊發展局、香港貿易發展局及香港生產力促進局分別擔當該獎項不同類別的主辦機構。生產力局已連續六年主辦「香港服務業獎：生產力」，特別委託美國馬里蘭大學馬里蘭優質生產力中心任首席評審員，並建議衡量服



生產力局總裁楊國強(中)主持「CEPA企業名家論壇2003」內的專題討論環節，參與討論的嘉賓包括香港特區政府工業貿易署副署長梁卓文(右二)及花旗集團商業銀行部主管原天佑(左二)。

HKPC's Executive Director, Mr K K Yeung (centre) chairs a panel discussion at the CEPA Entrepreneur Forum 2003 organized by HKPC and Citigroup. Other panelists include Mr Clement Leung (second from right), Deputy Director-General of Trade and Industry of the HKSAR Government and Mr Allen Yuen (second left), Head of Commercial Banking Group of Citigroup.



由生產力局及客戶中心協會合辦的「客戶服務中心管理會議」，探討客戶服務業的最新應用技術及典範管理模式。講者包括客戶中心大獎得獎機構代表及來自新加坡、澳洲、內地及香港的業內專家。

Award-winning companies and experts from Singapore, Australia, Hong Kong and the Mainland share their best practices and experience in call centre operations at the Call Centre Management Symposium jointly organized by HKPC and the Call Centre Association.

## Best Practices

In 2003/2004, HKPC's Asia Benchmarking Clearinghouse (ABC), established in October 1998 to promote, integrate and disseminate benchmarking activities, continued to launch new initiatives to help companies in Hong Kong attain world-class standards. On the other hand, the Service Quality Centre, also established in 1998, continued to provide one-stop solutions in customer services.

## Benchmarking and Knowledge Management (KM)

Whereas benchmarking has been an essential tool in measuring and comparing operational efficiency across companies in advanced industrial countries, performance and operational statistics for Hong Kong's professional services were not available. In 2003/2004, HKPC helped redress this need through a benchmarking study commissioned by the Hong Kong Private Hospitals Association.

Under this project, HKPC developed a benchmarking model focusing on management and administration, professional clinical services, clinical specialties, clinical support services, information services and

hotel/support/commercial services of private hospitals in Hong Kong, and identified the best practices of the hospitals' quality management level through a benchmarking study, quality assessment and site visits. The best practices and knowledge derived from the project would be disseminated through training and conference among the participants.

With the development of best practices through benchmarking, an organization can disseminate these practices among its divisions to improve overall productivity and efficiency. As a logical extension of benchmarking and best practice transfer, in 2003/2004 the ABC continued to promote knowledge management practices to local businesses and organizations through executive briefings and education workshops. To introduce the latest KM solutions, HKPC organized the KM Seminar in July 2003. In addition, the Knowledge Management Conference and Showcase in November 2003 attracted 145 participants. During the year, jointly with Policy 21 Limited of the University of Hong Kong, HKPC launched the KM Diploma Programme.

## The Hong Kong Award for Services: Productivity

To upgrade the overall standard of Hong Kong's services sector, the Hong Kong Awards for Services was launched in 1997 with the Hong Kong Retail Management Association, the Hong Kong Coalition of Service Industries, the Hong Kong Tourism Board, the Hong Kong Trade Development Council and HKPC as leading organizers of the various categories. As organizer of the Service Productivity Award for the sixth consecutive year, HKPC engaged the Maryland Centre for Quality and Productivity, University of Maryland, to act as lead assessor and advise on service productivity measurement. A total of 29 entries were received, covering a wide spectrum of the local service industry, including air cargo, logistics, property management, health care, telecommunications, IT, social services, government departments, tourism, finance and banking, houseware, trading and security.

In March 2004, to recognize the achievements of the award winners, HKPC organized the China-Hong Kong Productivity and Quality Awards Winners Sharing Symposium cum 2003 Hong Kong Award for Services: Productivity Winners Showcase, where past winners of both award schemes shared with participants their experience and success stories.

務生產力的準則。本年度共有廿九家公司參與競逐「香港服務業獎：生產力」。這些公司來自各行各業，包括空運、物流、物業管理、保健、電訊、資訊科技、社會服務、政府部門、旅遊、金融及銀行、家品、貿易及保安。

為表揚優勝機構的成就，本局於二〇〇四年三月舉辦中港兩地生產力及質量獎分享會及「香港服務業獎：生產力」優勝機構實力展，讓兩地的獲獎機構分享成功經驗和秘訣。

## 服務質素

### 客戶服務中心及客戶關係管理

在本年度，生產力局舉辦了「客戶服務中心管理會議2003」，讓客戶服務業人士分享經驗，並藉此向其展示最新科技。本局在年內與香港客戶服務中心協會合辦研討會介紹業內的最新趨勢，並舉辦「亞太區客戶服務中心研究」研討會，介紹區內有關客戶服務中心的研究。此外，本局亦與香港一家首要的電訊服務供應商合作，為客戶服務中心從業員提供一系列的培訓課程。

本局在年內亦推行其他有關品質服務的工作，包括於二〇〇三年七月舉辦以中小型企業為對象的「客戶關係管理研討會」，及於二〇〇四年三月舉行「客戶關係管理會議」。此外，本局為香港特區政府懲教署提供顧問服務，在署內建立以客為本的文化。為協助中小型企業改善服務，本局亦編製了「發展優質顧客服務才能」指南，並在年內派發了五千本。

本局在年內替一家國際石油公司的香港分公司設計一項「卓越顧客服務計劃」。該計劃包括在機構層面整合服務策略的發展及執行，包括策略發展、建立文化、服務評核、培訓及實地指導。

香港生產力促進局在年內獲香港優質顧客服務協會的委託，在香港進行一項有關顧客服務的研究，協助香港企業在持續經濟困境的情況下推行變革。

該項研究的目的，是找出各主要行業面對的市場逆境及其所受的影響，了解顧客期望及行為模式的轉變，以及評估不同公司如何成功變革，以優化成本及提升服務水準，從而迎合或超越顧客的期望。這項調查的摘要，已刊載於《優質顧客服務指引(6) - 逆境破浪》。

本局並為香港優質顧客服務協會會員，舉辦了一個經驗交流工作坊。

生產力局在年內亦協助香港優質顧客服務協會舉辦「中小型企業優質顧客服務大獎」，共收到八十份參賽提名名單。本局負責更新獎項的評審標準，為「香港優質顧客服務協會優質顧客服務大獎」及「中小型企業優質顧客服務大獎」進行跨行業的評審工作。本局並且將評審所收集的卓越顧客服務典範，編輯成一本小冊子向業界派發，藉此提供借鑑平台，從而改善各企業的顧客服務表現。此外，本局於二〇〇三年十月至二〇〇四年二月期間，舉辦「顧客服務在您心」研討會系列，共有超過一千七百名人士參加。

### 優質旅遊服務

本局於年內繼續推行香港旅遊發展局的「優質旅遊計劃」。該計劃至今已踏入第四年，旨在加強香港優



本地企業家出席由生產力局及商業電台合辦之「中小企製造業非典型自我危機管理策略論壇」。  
*Local industrialists gather together for the Forum on "Best Practices in Crisis Management by SME Manufacturers during the SARS Outbreak" jointly organized by HKPC and Commercial Radio Hong Kong.*

## Service Quality

### Call Centres and Customer Relationship Management (CRM)

To share experience and present new technologies in Call Centre operations among field practitioners, HKPC organized the Call Centre Management Symposium 2003 jointly with the Hong Kong Call Centre Association (HKCCA). Other HKPC initiatives in collaboration with the HKCCA included a "Getting through the Tough Time" seminar to present the latest industry trends, and the Asia Pacific Call Centre Research Seminar to introduce call centre research in the region. Jointly with a leading local provider of telecommunication services, HKPC also conducted a training series for call centre professionals.

Other HKPC initiatives in the area of quality service included the Customer Relationship Management Seminar in July 2003 targeted at local SMEs, and the Customer Relationship Management Conference in March 2004. For the Correctional Services Department of the Hong Kong SAR Government, HKPC provided consultancy services to inculcate a customer focused culture. To help local SMEs improve their service, HKPC compiled a guidebook on "Development of People Competencies for Customer Service Excellence". During the year, 5,000 copies of the guidebook were distributed.

For the local branch of an international oil company, HKPC devised a Customer Service Excellence Programme, which incorporated an integrated organization-wide approach for service strategy development and implementation, encompassing strategy development, culture development, service assessment, training and field coaching.

During the year, to help Hong Kong companies implement changes necessitated by a prolonged period of economic difficulties, the Hong Kong Association for Customer Service Excellence (HKACE) commissioned HKPC to undertake a survey on customer service in Hong Kong.

The survey identified the major adversities prevailing in the market and their impact on major industry sectors, investigated the changing expectations and behaviors of customers, and evaluated the successful changes and best practices adopted by different

organizations in optimizing costs and services to meet or exceed customer expectations. The findings of the survey were summarized in a report "Guide to Customer Service Excellence (6) - Riding Out Adversities". An experience sharing workshop was organized for HKACE members.

During the year, HKPC also helped the HKACE implement the SME Customer Service Award. For the Award scheme, HKPC recruited over 80 nominations for entry, updated the award criteria, and conducted cross-sectoral assessment for both the HKACE Customer Service Awards and the SME Customer Service Awards. To provide a benchmarking platform for organizations to improve their performance in this area, good practices discovered during the assessment would be disseminated in the form of a pamphlet. In addition, HKPC organized a series of seminars entitled "Customer Service in Your Heart" which spanned from October 2003 to February 2004, and was attended by 1,700 participants.

### Quality Tourism Service

In 2003/2004, HKPC continued to implement the "Quality Tourism Services (QTS)" established by the Hong Kong Tourism Board. Now in its fourth year, the scheme aimed to help service providers in the tourism industry achieve tourist value and satisfaction and reinforce Hong Kong's service quality image. During the year, 195 companies in the retail and restaurant sectors were assessed by HKPC and awarded the QTS decal. Since its launch, over 1,398 establishments had passed the assessment. The scheme would remain in operation to ensure a continuous improvement in Hong Kong's service quality.

## Human Resources Development

In 2003/04, to help Hong Kong companies develop their human resources, HKPC continued to provide training programmes that met the demands and aspirations for continuous learning and performance improvement of individuals and companies. Through the formation of strategic alliances with professional bodies, academic institutions and IT solutions providers, HKPC further strengthened its capabilities with the launch of professional diploma training programmes.



生產力局科技商品化委員會主席朱鈞林在中小企市場推廣日展覽會「香港生產力促進局展館」開幕儀式上致辭。

*Mr Locky Chu, Chairman of the HKPC's Technology Commercialization Committee, speaks at the opening ceremony of the HKPC Pavilion at the SME Market Day.*

質服務的形象，鞏固旅客在香港購物和飲食消費的信心。本局在年內向一百九十五家從事零售及餐飲業的商戶進行評審，並頒發「優質旅遊服務」標誌。計劃自推出至今，已有超過一千三百九十八家商戶通過評審。該計劃將會持續推行，確保香港的服務質素不斷改善。

## 人力資源發展

為協助香港工商機構發展人力資源，生產力局在二〇〇三至二〇〇四年度，積極與專業團體、學術機構及資訊科技供應商建立策略性聯盟，舉辦多元化的培訓項目及專業文憑課程，迎合個人及企業對持續學習及改善表現的需要。

## 人力資源管理

為協助本地機構改進生產力及服務質素，生產力局在本年度繼續向公營及私人機構提供一系列人力資源管理顧問綜合服務。

年內，業界對人力資源發展的服務需求不斷上升，尤其是為客戶度身設計的企業內部培訓、協助客戶制訂才能模式以改善人力資源、成立評審中心以改善招聘成效，以及制訂事業發展及接班人計劃的程序。

年內，本局亦推行顧問項目，協助香港公司加強人力資源管理能力。本局協助一家上市的電聲產品製造商推行平衡計分卡，建立部門及企業層面的平衡計分卡。此外，本局推出「綜合績效管理系統」顧問服務，確保政策執行、平衡計分卡、表現評核、職級結構、培訓及發展均能配合公司的業務目標。本局在年內亦推出「卓越人力資源計劃」，包括人力資源系統檢討、教練及培訓等一站式服務。

本局在年內亦舉辦一個有效激勵士氣及建立團隊的遊戲工作坊；另外亦推出一項有關獎勵及維繫員工的策略性薪酬檢討顧問服務，以及有助改善人力資源管理流程的六色格碼(Six Sigma)顧問服務。

## 人力發展

培訓課程是生產力局的重要服務，旨在促進知識及專業技術轉移，帶動生產技術發展，提高香港的生產力。

在二〇〇三至二〇〇四年度，本局繼續為香港工商界提供培訓服務，開辦了八百零七項課堂訓練課程，修讀人數逾一萬二千。此外，本局更舉辦遙距學習課程及研討會以傳授知識與技術。在這一年度，本局開辦了三十五個不同主題的研討會及工作坊。

市場對技能訓練和人力資源發展課程的需求仍然殷切。這些訓練課程共佔本局所有培訓課程總數約22.5%。其他課程包括品質及管理發展、ISO 9000 及與品質有關的主題、全面品質管理、商業及營運流程、項目管理，以及生產管理策略及運作。



生產力局推出的「卓越人力資源計劃」，包括人力資源系統檢討、教練及培訓等一站式服務。

*HKPC's Human Resource Excellence Programme combines HR system review with coaching and training.*

## Human Resource Management

During the year, HKPC offered a range of comprehensive human resource management consulting services to help organizations from both the public and private sectors improve productivity and service quality.

During the year, there was a growing demand for HKPC's services in this area, especially for tailor-made in-house training programmes, the development of competency models to help clients enhance their human resources, and the establishment of assessment centres to improve their recruitment, career development and succession planning processes.

During the year, HKPC also implemented consultancy projects to help Hong Kong companies enhance their human resources management capability. For a Hong Kong listed electro-acoustic manufacturer, HKPC conducted a Balanced Scorecard (BSC) Implementation project which established a corporate BSC to align the company's departmental BSCs. In addition, HKPC launched a consultancy service in "seamless integrated performance management system", which aligned policy deployment, BSC, performance appraisal, grading structure and training and development with a company's business goals. The Human Resource Excellence Programme, also launched in 2003/2004, combined HR system review, coaching and training as a one-stop service.

Other projects included a workshop on motivating games for organizing effective team building, a consultancy service on strategic compensation review for reward and retention, and Six Sigma for HR Processes Improvement.

## People Development

Training forms an integral part of HKPC's services, whose goal is to facilitate the effective transfer of knowledge and expertise, thereby bringing about the process of development and change necessary to enhance productivity.

In 2003/2004, HKPC continued to be one of Hong Kong's leading providers of training services to industry.

During the year, HKPC organized a total of 807 in-class training programmes. The total number of participants was over 12,000.

Other forms of knowledge and technology dissemination included distance learning programmes and seminars. In 2003/2004, HKPC organized a total of 35 seminars and workshops on a wide range of topics.

Skills training and human resources development courses continued to be in great demand, which together constituted about 22.5% of in-class training programmes offered by HKPC. Other programmes included quality and management development, ISO 9000 and quality related subjects, total quality management (TQM), business and operation processes, project management and manufacturing strategy and operation.

HKPC offered a wide range of technology courses to help companies keep up-to-date with new technological developments. A total of 158 advanced manufacturing technology programmes were conducted during the year, many of which were first-of-its-kind courses. A total of 174 computer training programmes on data communications and network, software applications and tools were conducted in 2003/2004.

## IT Training

Over the years, HKPC has teamed up with world-class organizations to offer advanced IT training to upgrade the skills of the local workforce and IT professionals. In 2003/2004, HKPC continued to promote the use of IT to enterprises and organizations, and provided training for their technical staff. These included Internet/Intranet/e-commerce technologies, Java/XML technologies, web services technologies, Windows 2000/UNIX/LINUX operating systems, 3D Graphics/Animation, Multimedia and Database technologies, Web Security, Firewall/Intrusion Detection and Network/Router technologies.

During the year, HKPC launched training programmes and diploma courses that coached participants for the Certified Information System Auditor (CISA) and Certified Information Systems Security Professional (CISSP) examinations, examination for Microsoft and the Computing Technology Industry Association (CompTIA) qualifications, Oracle Certified Professional examinations, the Red Hat Certified Engineer examinations, as well as a course in "Advanced Diploma in



為協助本地公司掌握最新技術，本局提供種類眾多的技術課程。年內舉辦一百五十八項先進製造技術課程，其中不少均屬全港首辦。本局亦舉辦了一百七十四項電腦訓練課程，內容包括數據通訊與網絡，以及軟件應用與工具。

### 資訊科技培訓

生產力局一向致力與世界一流機構合辦資訊科技高級培訓課程，提升本地人才的技術水平，同時協助資訊科技專業人員掌握尖端技術。年內，本局繼續向企業及機構推廣資訊科技的應用，並為其技術人員提供各種有關培訓，課程範圍涵蓋互聯網／內聯網／電子商貿、Java/XML 技術、網絡服務技術、Windows 2000／UNIX／LINUX 操作系統、三維繪圖／動畫、多媒體及資料庫技術、網絡保安、防火牆／入侵偵測，以及網絡／路由器技術。

在本年度，本局推出了多項資訊科技的備試及文憑課程，包括「認可資訊系統審計師」(CISA)、「認可資訊系統保安專家」(CISSEP)、CompTIA 資格、Oracle Certified Professional 認證、Red Hat 認可工程師，以及可考取 Sun 認證系統管理員 (SCSA)、Microsoft Certified Professional (MCP)、Certified Internet Webmaster (CIW) 及 Cisco Certified Network Associate Exam (CCNA) 的「專業資訊科技工程高級文憑課程」。

本局亦與其他機構合辦這類課程，包括 Red Hat Linux、Oracle、Sun Microsystems、Macromedia、英國國家電腦中心、職業訓練局及僱員再培訓局。

在二〇〇三至二〇〇四年度，本局繼續與職業訓練局合作，為社區人士開辦由政府資助的「資訊科技助理」培訓課程。在這計劃下，本局共舉辦三個導師指導班，培訓了七十五名學員。

## 企業創富

中小型企業是香港經濟的重要支柱。為協助企業改善營商表現及競爭力，生產力局透過旗下中小型企業中心提供全面服務，其中包括每星期舉行的行政人員講座及調查研究，以協助中小企業及向中小企提供支援服務的供應商制訂業務策略；此外還有廣泛的顧問服務，範疇涵蓋財務融資、管理、資訊科技及業務網絡。

在二〇〇三至二〇〇四年度，本局繼續與工業貿易署的中小企業支援與諮詢中心保持緊密合作，為本港的中小型企業提供支援。為加強本港中小型企業認識創新及創意思考對增加產品、服務及品牌價值的重要性，本局舉辦了「創意增值三部曲」系列研討會，探討「設計」、「品牌」及「創意」對營商的重要性，共吸引七百五十名參加者。



CEPA 中小企商機博覽的「香港生產力促進局館」開幕儀式主禮嘉賓包括(左起)香港物流協會主席梁智敏、香港中小企業國際交流協會會長梁礪鋒、香港中小企業商會會長陳國威、香港生產力促進局副主席王明鑫、科技商品化委員會主席朱鈞林及總裁楊國強。

Officiating guests at the opening ceremony of the HKPC Pavilion at the CEPA SME Expo include (from left) Mr Raymond Leung, Chairman, Hong Kong Logistics Association; Mr Joseph Leung, President, the Hong Kong Association of International Co-operation of Small and Medium Enterprises; Mr Felix Chan, President, the Hong Kong Chamber of Small and Medium Business Ltd; Mr M Y Wong, Deputy Chairman of HKPC; Mr Locky Chu, Chairman of the Technology Commercialization Committee of HKPC and Mr K K Yeung, Executive Director of HKPC.

Professional IT Engineering" towards Sun Certified System Administrator (SCSA), Microsoft Certified Professional (MCP), Certified Internet Webmaster (CIW) and Cisco Certified Network Associate (CCNA) examinations.

HKPC also provided training programmes in alliance with Red Hat Linux, Oracle, Sun Microsystems, Macromedia of USA, National Computing Centre, UK, the Vocational Training Council (VTC) and the Employees Re-Training Board.

In 2003/2004, in collaboration with the VTC, HKPC continued to provide government funded training programmes for IT Assistants for the local community. Under this scheme, HKPC organized 3 instructor-led classes and trained a total of 75 participants.

## Enterprise Enhancement

SMEs form the backbone of the Hong Kong economy. To help them improve their performance and competitiveness, HKPC provided a range of comprehensive services through its SME Centre. These included weekly executive seminars, surveys and studies that helped SMEs and their service providers formulate business strategies, and consultancy services ranging from financing and management to IT and business networking.

In 2003/2004, HKPC continued to work closely with the Support and Consultation Centre for SMEs ("SUCCESS") of the TID to provide support for local SMEs. To promote among local SMEs an awareness of the importance of innovation and creative thinking in adding value to their products, services and brand names, a series of seminars on "Innovation and Value Added" was organized. With topics ranging from "Let's Start from Design" and "Re-Branding" to "Infinity", the series attracted more than 750 participants.

### Services for SMEs

The SME Centre was set up with a funding of HK\$4.5 million from the ITF in December 1997 to enhance the competitiveness of local SMEs. In 2003/2004, the Centre continued to provide affordable customized services for SMEs, including 50 SME executive seminars and solution workshops, as well as training programmes, attracting 4,894 participants. With China's accession to the WTO and the



「企業預警應變計劃」大使在流動展覽中向嘉賓解釋計劃如何幫助企業有效地監控經營風險，從而增強管理能力。是項計劃獲中小企業發展支援基金資助以及由生產力局推行。

*Ambassadors at the Enterprise Performance Alert Programme Roadshow explain to visitors how the Programme, implemented by HKPC and supported by the SME Development Fund, can assist local SMEs in managing their business performance and risks.*

implementation of CEPA, 12 of these activities dealt exclusively with Mainland issues, including taxation, investment, financing, brand building and logistics.

### SME Operating Environment Index

Since July 1998, the SME Operating Environment Index was launched by the SME Centre to provide a useful reference for Hong Kong's SMEs in the areas of market opportunity, financial and investment situation, operating costs, human resources and risk assessment.

The quarterly survey provided an analysis of SMEs' expectations on business growth, profit and market penetration in the Mainland.

Each survey interviewed around 600 SMEs from both the manufacturing and the services sectors, identifying their views on market trends, human resources needs, salary adjustment, impact of interest rates and recent events, and collaboration partners for entry into the China market. Findings of the Index were widely reported in the local media.

### SMECARE Net

During the year, HKPC completed development of the SMECARE Net to strengthen its services for SMEs. Through the formation



中小型企業中心在創新及科技基金支援下成立，為中小企提供全面服務及連繫網絡，使中小企能採用最符合成本效益的方法來增強競爭力。

*Established with support from the Innovation and Technology Fund, the SME Centre offers total solutions and networking opportunities for SMEs to enhance their business growth and competitiveness in the most cost-effective manner.*

## 中小企業支援服務

本局轄下中小型企業中心獲香港特區政府創新及科技基金撥款四百五十萬元，於一九九七年十二月成立，旨在提高本地中小型企業的競爭力。年內，中心繼續為本地中小型企業提供度身設計、經濟實惠的服務，包括先後舉辦五十個行政人員講座、業務方案研習班及培訓課程，吸引四千八百九十四人參加。針對中國加入世貿及《更緊密經貿關係安排》的落實，中心又特別舉辦十二項有關中國營商的活動，內容圍繞稅務、投資、融資、品牌建立及物流等。

### 中小型企業經營環境指數

中小型企業中心於一九九八年七月推出「中小型企業經營環境指數」，旨在向香港的中小企業提供實用的營商參考資料。調查範疇包括市場商機、財務及投資狀況、營運成本、人力資源及風險評估等。

此項季度調查，訪問約六百家從事製造業及服務業的中小企業，目的在分析他們對業務增長、盈利，以及拓展內地市場的看法。

調查指標反映中小企對營商環境的展望，包括市場趨勢、公司人力資源的需求、薪金調整、利率及近期事件所產生的影響，以及他們對開拓內地市場的合作夥伴之看法。調查結果廣為本港傳媒報導。

### SMECARE Net 中小企業支援服務

在本年度，生產力局完成了 SMECARE Net 的發展，加強對中小企業的支援。本局透過與各界建立策略聯盟，針對八個重點範疇為企業提供方案，包括：管理發展、專業顧問、內地商機、評核工具、研究、電子商貿及資訊科技，以及企業聯繫。

在解決方案方面，本局得到中小企業發展支援基金的資助，推出「企業預警應變管理計劃」，向中小型企業提供一個網上自我評估工具及為期一天的工作坊，旨在協助本港中小型企業監察業務表現及風險。此外，本局亦舉辦多項工作坊及研討會，讓中小型企業分享經驗、了解最新市場情況，以及建立商業聯繫。

在管理發展方面，本局協助中小型企業改善人力資源及借鑑傑出的管理典範。在專業顧問方面，本局設立「專家諮詢熱線」及「企業智囊面面談」服務，為中小企提供業務診斷及解決方案。

本局在年內舉辦多項培訓工作坊及內地考察團，協助本港的中小型企業發掘商機。本局亦設立網上評核工具，協助企業評估本身在盈利能力、生產力、流動現金、財務融資、投資及風險管理方面的水平。在研究方面，除了每季的「中小型企業經營環境指數」外，更特別增加一項「中小企業發展指數」，調查現行營商情況及妨礙中小型企業發展的因素，以便向企業提供參考資料，從而評估自身的狀況及制訂發展策略。在電子商貿及資訊科技方面，本局向中小型企業展示如何能夠成功經營電子商貿，並協助企業實施資訊保安措施。

此外，本局的企業聯繫計劃提供「一站式」財務融資數據庫及聯繫服務。本局更設有外展服務，由中小企業大使主動造訪，向企業提供管理及營運上的支援。

of strategic alliances, these services cover the 8 major areas of solutions, management development, expert advisory services, Mainland opportunities, assessment tools, research, e-business and IT, and networking.

In the area of *Solutions*, HKPC launched the Enterprise Performance Alert Programme with funding support from the SME Development Fund to assist local SMEs in managing their business performance and risks. The programme provided an online assessment tool supplemented by a one-day intensive workshop. Other workshops and seminars provided a platform for experience sharing, market updates and networking.

In the area of *Management Development*, HKPC provided assistance in staff development as well as company benchmarking. Under the *Expert Advisory Services*, a hotline and an SME Clinic were set up to provide diagnoses and solutions for SMEs.

To explore the *Mainland Opportunities* of local SMEs, HKPC organized numerous training workshops and study missions to the Mainland. HKPC also provided *Assessment Tools* to help local SMEs assess their performance in profitability, productivity, cashflow, financing, investments and risk management. In the area of *Research*, HKPC developed a "SME Growth Index", in addition to the quarterly "Business Operating Environment Index for SMEs", to examine existing conditions and barriers for the growth of local SMEs, with an aim to provide reference for companies to evaluate their present position and formulate growth strategies. In the area of *e-Business and IT*, HKPC demonstrated the successful implementation of e-commerce and helped enterprises implement measures for information security.

In addition, HKPC's *Networking* programmes provided one-stop financial database and financing networking services. In an outreach programme, HKPC's SME Ambassadors contacted local companies proactively to provide assistance on management and operational issues.

### Other Initiatives

To help local SMEs meet the various operational and survival challenges in the current economic situation, HKPC initiated a project with funding support from the SME Development Fund which aimed

to provide up-to-date online information on financial products, thereby helping them identify the financial schemes most suitable for their business needs. With a user-friendly online financial website, knowledge enhancement activities, networking and advisory sessions, the project provided a platform for SMEs to sustain their operations with effective financial management, and strengthen their relationships with financial institutions.

In 2003/2004, to help SME executives meet the new challenges and master the increasingly complex management issues arising from the changing business environment, HKPC launched various diploma courses. Among others, these included "Diploma in Management Studies for SME Executives" jointly organized with the Open University of Hong Kong, "Professional Diploma in Business Administration in the PRC" with the Hong Kong Chamber of Small and Medium Business Ltd., "Professional Diploma in Financial Planning" with the Society of Registered Financial Planners Ltd., "Diploma in Technical Market Research and Business Analysis" with SAS Institute Ltd., "Professional Diploma in Corporate Governance and Directorship" with the Hong Kong Institute of Directors and "Executive Diploma in Leadership for the 21st Century" with a world-leading consulting firm.



生產力局透過SMECARE Net加強對中小企業的支援。

HKPC strengthens its services for SMEs through the establishment of the SMECARE Net.

## 其他工作

為協助本港中小型企業在現時的經濟環境下克服各種經營的挑戰，本局得到中小企業發展支援基金的資助，在網上向中小型企業提供最新的融資產品資訊，從而協助他們搜尋最適合本身業務需要的融資計劃。該融資網站不但簡便易用，而且備有增進知識的活動，以及企業聯繫與顧問環節，協助中小型企業透過有效的財務管理來維持業務發展，並且加強他們與財務機構的關係。

在二〇〇三至二〇〇四年度，本局推出多項文憑課程，協助中小型企業的行政人員在瞬息萬變的業務環境之中，迎接新挑戰及應付日益複雜的管理事務。其中，包括與香港公開大學合辦的「中小型企業行政人員管理文憑課程」、與香港中小型企業商會有限公司合辦的「中國工商管理專業文憑」、與註冊財務策劃師協會合辦的「註冊財務策劃師專業文憑」、與賽士軟件研究所有限公司合辦的「技術市場研究及業務分析文憑」、與香港董事學會合辦的「企業管治及董事專業文憑」，以及與一家世界知名的顧問公司合辦「21世紀領導行政文憑課程」。



生產力局與來自北京、上海、重慶、武漢、廣州及深圳的科技產權交易機構共同簽署五加一「科技產權交易平台聯盟」合作備忘錄，藉此為本港及國內企業提供商業配對、科技交流及合作的機會。生產力局總裁楊國強在該合作備忘錄簽署儀式上致辭。

HKPC and technology stock exchanges from Beijing, Shanghai, Chongqing, Wuhan, Guangzhou, and Shenzhen sign a Memorandum of Understanding (MOU) to establish the 'Technology Trading Platform Strategic Alliance' to facilitate business matching, technology exchange and collaboration between Hong Kong and Mainland enterprises. Mr K K Yeung, Executive Director of HKPC, speaks at the MOU signing ceremony.

## 《更緊密經貿關係安排》及中國加入世貿

本局在年內與有關的專業團體及業界商會合作，為中小型企業舉辦一系列的研討會、工作坊及考察團，協助本港企業把握《更緊密經貿關係安排》及中國加入世貿所帶來的商機。其中一個研討會以本局的Ace Solution為主題。該解決方案有助不同的製造業減少廢物及採用更高效率的工具以增強生產力。其他的研討會主題包括有關香港製造商在內地營運的需知，例如外資企業的稅務安排、人力資源、品牌及市場推廣，以及採購及物流等課題。

此外，香港生產力促進局繼續與中山大學港澳珠三角研究中心合作出版《珠三角現代產業》季刊，旨在促進兩地交流合作。

## 專業聯合中心

「專業聯合中心」於二〇〇〇年由十個專業團體共同成立，旨在支援專業社群的發展及鼓勵各專業團體為香港經濟及發展作出更大貢獻。「專業聯合中心」的十個創辦會員包括：香港大律師公會、香港牙醫學會、香港會計師公會、香港醫學會、香港律師會、香港工程師學會、香港建築師學會、香港規劃師學會、香港園景師學會及香港測量師學會。

本局肩負中心的管理工作，並透過「IWISE」策略，實踐中心的使命，「IWISE」包括五大要素：資訊科技管理、聯繫全球專業網絡、提倡創意企業、凝聚專業力量及善用電子科技開創商機。

年內，本局繼續致力為專業團體舉辦研討會及其他活動，主題集中於管理及流程效益，共吸引逾七百名專業人士參加。本局亦為香港牙醫學會推出「第四屆持續醫學教育講座」(CME)及在珠三角地區舉行了九次巡迴展覽，並協助製作宣傳材料，包括中文版本的宣傳光碟。

年內，本局亦協助「專業聯合中心」為香港專業聯盟首次舉行跨專業界別的活動，協助香港的年輕專才掌握珠江三角洲的最新市場資訊及商機。在這活動下，本局舉行了兩次「青年專業人士國內交流及增值計劃」前赴廣州考察，共吸引一百七十三名專業人士參加。

本年度，生產力局繼續管理於去年推出的「香港專業服務」網站，加強香港專業社群的凝聚力及提升形象。該網站是香港特區政府工商服務業推廣署委託本局設立，並得到九十多個專業團體的積極參與。年內，該網站錄得九百萬次的成功點擊率及超過四百九十萬次頁面閱覽率。

## CEPA and China's Accession to WTO

To help local enterprises capture the business opportunities arising from CEPA and China's accession to the WTO, HKPC organized a series of seminars, workshops and study missions for SMEs jointly with relevant professional and industrial associations. These included seminars on HKPC's proprietary Ace Solution to help various manufacturing sectors eliminate waste and adopt high efficiency tools for enhanced productivity. Other topics addressing the needs of Hong Kong manufacturers in the Mainland included taxation for foreign owned enterprises, human resources issues in the Mainland, branding and marketing, as well as sourcing and logistics in the Mainland.

In 2003/2004, HKPC continued to publish the quarterly magazine "Modern Enterprises in the PRD" in collaboration with the Center for Studies of Hong Kong, Macau and Pearl River Delta, Zhongshan University in Guangzhou.

## The Joint Professional Centre

The Joint Professional Centre (JPC) was established by ten leading local professional bodies in 2000 to support the development of the professional community and to encourage professional associations to contribute to the progress and well-being of the economy. The Centre's founding members included: the Hong Kong Bar Association, the Hong Kong Dental Association, the Hong Kong Society of Accountants, the Hong Kong Medical Association, the Law Society of Hong Kong, the Hong Kong Institution of Engineers, the Hong Kong Institute of Architects, the Hong Kong Institute of Planners, the Hong Kong Institute of Landscape Architects and the Hong Kong Institute of Surveyors.

As Centre Manager, HKPC supported the JPC to achieve its objectives through the implementation of an "IWISE" strategy: I for information technology management, W for window for global networking, I for innovative enterprise, S for synergized professional community, and E for e-world opportunity.

During the year, HKPC continued to organize seminars and other events for professional associations, mainly in the areas of management and operational efficiency, with a total of over 700



逾二百名業界人士出席由中國銀行(香港)、生產力局中小型企業中心及工業貿易署中小企業支援與諮詢中心攜手合辦之「把握CEPA機遇·拓展內地市場」研討會。  
Over 200 participants attend the "Capitalizing CEPA Opportunities, Exploring Mainland Market" Seminar organized jointly by the Bank of China (Hong Kong), HKPC's SME Centre and the Support and Consultation Centre for SMEs (SUCCESS) of the Trade and Industry Department, HKSAR Government.

participants. For the Hong Kong Dental Association, HKPC launched the 4th Continuing Medical Education (CME) Lecture for dentists, and administered 9 roadshows in the PRD with promotion collaterals, including the production of a promotional VCD in Chinese.

In 2003/2004, to help Hong Kong's young professionals acquire the latest market information and business opportunities in the PRD, HKPC assisted the JPC to implement a first-of-its-kind cross-disciplinary programme for the Hong Kong Coalition of Professional Services. Under this project, two "Young Professional Exchange and Enhancement Tours" to Guangzhou were organized, attracting 173 participants.

In 2003/2004, HKPC continued to manage the website "hkprofessionals.com" launched in the previous year to create synergy and enhance the image of Hong Kong professionals. Commissioned by the Business Service Promotion Unit of the Hong Kong SAR Government, the website had the involvement of over 90 professional bodies. During the year, the site recorded over 9 million successful hits, and over 4.9 million page views.

## 企業服務 | Corporate Services



(左起)香港特區政府工商及科技局常任秘書長(通訊及科技)何宣威、生產力局主席梁君彥、及立法會資訊科技及廣播事務委員會副主席楊孝華議員主持第五屆中國國際高新技術成果交易會「香港館」的開幕禮。

(From left) Mr Francis Ho, Permanent Secretary for Commerce, Industry and Technology (Communications and Technology) of the HKSAR Government; Mr Andrew Leung, Chairman of HKPC; and the Honourable Howard Young, Vice Chairman of Information Technology and Broadcasting Panel of the Legislative Council officiate at the opening ceremony of the Hong Kong Pavilion at the China Hi-Tech Fair (CHTF) 2003 in Shenzhen.

在二〇〇三至二〇〇四年度，香港生產力促進局轄下的行政及財務部和企業傳訊部，繼續提供各項企業服務，協助生產力局推展工作。

### 企業傳訊

#### 企業傳訊

企業傳訊部於年內舉辦多項公共關係及推廣活動，向工商界傳揚生產力局的使命。此外，企業傳訊部亦制訂了一套進取的企業傳訊工作計劃，推廣生產力局的服務及活動，加強本局作為工商企業首選生產力夥伴的形象。

為加深公眾對生產力局的認識，本局派出高層管理人員及專業顧問，為三十多個商會、社區組織、學校及商界主持專題演講，講解本局的使命及服務。在生產力局的訪客計劃下，超過六千八百名來自本地、內地及海外政府機構及其他組織的人士，考察了生產力局所提供的多元化服務。

#### 媒體宣傳

在二〇〇三至二〇〇四年度，企業傳訊部推行了一項策略媒體計劃，加深公眾對生產力局各項活動及服務的認識。除定期發放新聞稿、舉辦記者會、專訪及媒體簡報外，本局亦在香港各主要報章每週刊登生產力專欄，包括香港經濟日報的《生產力創富》專欄，報導本局的生產科技服務及成功個案；《明報》的《管理新知》專欄，為新一代的管理人介紹最新的工商管理概念；《太陽報》的環境管理專欄，以及《大公報》的《環保·Com》專欄，探討最新的環保科技市場趨勢。此外，本局每月於《文匯報》、《信報》及《明報》出版特刊，向工商界及公眾匯報本局的最新動態，並促進香港與內地的業務合作。

#### 活動策劃

為協助工商企業把握《內地與香港更緊密經貿關係安排》(CEPA)實施所帶來的商機，生產力局銳意促進香港與內地的商業及科技合作。在二〇〇三至二〇〇四年度，企業傳訊部積極組織及推廣有關CEPA的活動。

在二〇〇三年十二月，香港生產力促進局、香港工業總會、香港特區政府駐粵經濟貿易辦事處與佛山市人民政府攜手合作，在佛山市舉辦「香港珠三角工商界聯合晚會」。逾一千名來自本港及珠三角的工商領袖、廠家及政府高級官員出席。

In 2003/2004, HKPC's two support divisions, namely Administration and Finance, and Corporate Communications and Events, continued to play a significant role in providing corporate services for the Council.

## Corporate Communications and Events

### Corporate Communication Programme

Throughout the year, the Corporate Communications and Events Division continued to disseminate HKPC's mission to the industrial and business sectors through various public relations and publicity campaigns. In addition, a proactive Corporate Communication Programme was designed to promote HKPC's services and activities and enhance the Council's image as a preferred partner in productivity.

To communicate HKPC's corporate mission and services to a wider audience, HKPC's management team and professional consultants made presentations to more than 30 trade associations, community organizations, schools and business sectors over the year. Under the HKPC visitors programme, over 6,800 people from local, Mainland and overseas government bodies and organizations visited HKPC to gain a better understanding of the wide-ranging integrated services provided by the Council.

### Media Programme

In 2003/2004, a strategic media programme was implemented to enhance HKPC's visibility and increase public awareness for the Council's activities and services. In addition to press releases, press conferences, interviews and media briefings, regular editorials on productivity were featured on a weekly basis with leading print media. These included the "Productivity Enhancement" column in the Hong Kong Economic Times on HKPC's manufacturing technology services and successful case studies, a column in Ming Pao on the latest business management concepts for a new generation of executives, specials on environmental management in The Sun, as well as the latest market trends in environmental technologies published in the Ta Kung Pao. Moreover, monthly supplements in Wen Wei Po, Hong Kong Economic Journal and Ming Pao Daily kept the Hong Kong business community and the general public abreast of upcoming

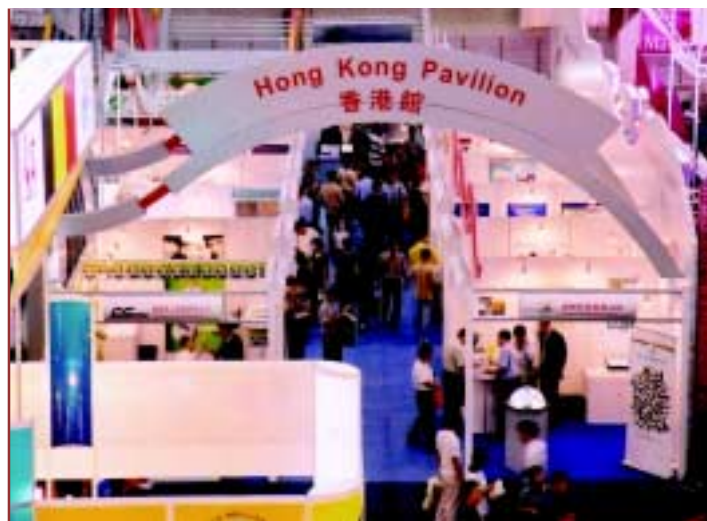
HKPC initiatives and facilitated business matching between Hong Kong and the Mainland.

### Event Management

To help companies capitalize on the business opportunities arising from the implementation of CEPA, HKPC was actively involved in initiatives fostering business and technology collaboration between Hong Kong and the Mainland. In 2003/2004, the Corporate Communications and Events Division took a leading role in organizing and publicizing these events.

In December 2003, HKPC, the Federation of Hong Kong Industries, the HKSAR Government's Hong Kong Economic and Trade Office in Guangdong and the Government of Foshan City joined forces in organizing the 'Hong Kong - PRD Industrial Promotion Gala Dinner' in the city of Foshan. Over 1,000 industrial leaders, manufacturers and senior government officials from Hong Kong and the PRD attended the Dinner.

In February 2004, the CEPA Business Development Centre, with support from the HKSAR Government, trade associations and trade commissions, was established to help local and overseas companies



中國國際高新技術成果交易會「香港館」是由香港特別行政區政府創新科技署與生產力局合辦。

The Hong Kong Pavilion at the China Hi-Tech Fair is organized by the Innovation and Technology Commission of the HKSAR Government and HKPC.



在香港特區政府、各大商會及各國駐港商務專員公署的支持下，生產力局在二〇〇四年二月成立CEPA 業務發展中心，協助本地及海外企業利用CEPA 的條件，開拓內地市場新興的發展商機。多國的商務專員、工商界、學術界及政府官員，出席了中心的開幕典禮，生產力局於典禮後隨即舉行與商業電台合辦的「CEPA 工商論壇」。

生產力局在內地成立的首家獨資企業 - 生產力(廣州)諮詢有限公司，在二〇〇四年三月正式投入服務，以加強對珠三角區港商的綜合支援服務。開幕儀式由粵港兩地的官方代表主持，包括廣東省人民政府港澳事務辦公室主任黃子強、香港特別行政區政府工

商及科技局常任秘書長(通訊及科技)何宣威、香港特別行政區政府駐粵經濟貿易辦事處主任梁百忍，是次活動更得到本地及珠三角的媒體廣泛報導。

本局年內參與多個展覽會，向公眾推介生產力局的創新科技及服務。其中包括中小企市場推廣日、CEPA中小企商機博覽，以及第五屆中國國際高新技術成果交易會(高交會)的「香港館」。高交會「香港館」由創新科技署及生產力局合作籌辦。

### 獎項計劃

為進一步推動本地工業及服務業的優質發展，本局自一九九〇年開始，擔任「香港工業獎」生產力組別的主辦機構；亦自一九九七年起，擔任「香港服務業獎」生產力組別的主辦機構。年內，本局續獲委任為「香港工業獎」及「香港服務業獎」的秘書處，負責統籌工作，包括為兩個大獎舉辦隆重的頒獎典禮。此外，本局再獲委任為國務院「國家科學技術獎」香港特區的秘書處，協助進行「國家技術發明獎」及「國家科學技術進步獎」兩個獎項的推薦工作。

### 行政

#### 人力發展

生產力局積極推行長遠的人力發展計劃。年內，員工共參加五千八百一十五個本地培訓課程與研討會，及七十二個海外培訓計劃。

為提高人力資源的質素，本局繼續推行見習員工計劃。自一九九五年九月起，本局共聘請六十八名見習人員。經本局嚴格訓練後，有關人員分派至不同部門，負責各類客戶項目。

生產力局大力支持政府為傷健人士創造就業機會的政策，在二〇〇三至二〇〇四年度，本局共有兩位有關僱員，佔員工總人數 0.3%。

年內，兩名於本局服務逾二十五年及二十四位服務年資達十五年的員工獲頒「長期服務獎」。兩名分別屬於專業職級及一般職級的員



主持生產力(廣州)諮詢有限公司開幕儀式的主禮嘉賓包括(左起) 香港特區政府駐粵經濟貿易辦事處主任梁百忍、廣東省人民政府港澳事務辦公室主任黃子強、生產力局主席梁君彥、香港特區政府工商及科技局常任秘書長(通訊及科技)何宣威及生產力局總裁楊國強。

Officiating guests attending the opening ceremony of the Productivity (Guangzhou) Consulting Co., Ltd. include (from left) Mr Peter Leung, Director of the Hong Kong Economic and Trade Affairs, Guangdong, HKSAR Government; Mr Huang Ziqiang, Director-General, Hong Kong and Macao Affairs Office, Guangdong Provincial People's Government; Mr Andrew Leung, Chairman of HKPC; Mr Francis Ho, Permanent Secretary for Commerce, Industry and Technology (Communications and Technology), HKSAR Government; and Mr K K Yeung, Executive Director of HKPC.



在二〇〇三年香港工業獎頒獎典禮上，福田科技有限公司董事總經理查毅超(左)獲香港特區行政長官董建華頒予生產力組別大獎。  
*Mr Sunny Chai (left), Managing Director of Fook Tin Technologies Ltd is presented with the Productivity Grand Award by the HKSAR's Chief Executive, Mr Tung Chee-hwa, at the 2003 Hong Kong Awards for Industry Awards Presentation Ceremony.*

Throughout the year, HKPC participated in various exhibitions and trade shows to introduce the Council's innovative technologies and services to the public. Among these were the SME Market Day, CEPA SME Expo and the China Hi-Tech Fair 2003 Hong Kong Pavilion which was jointly organized by the ITC and HKPC.

### Awards Schemes

HKPC has always been a supporter and promoter of productivity excellence. Since 1990, HKPC has been responsible for administering the Productivity category of the Hong Kong Awards for Industry and the Productivity category of the Hong Kong Awards for Services since 1997. During the year, HKPC continued to provide Secretariat services to co-ordinate the overall programme of the Awards Schemes, including the well-attended Awards Presentation Ceremony of both schemes. HKPC also continued to act as Secretariat in the HKSAR to assist in the nomination for the State Technological Invention Award and the State Scientific and Technological Progress Award of the State Science and Technology Awards initiated by the State Council.

take advantage of CEPA and tap the growing opportunities in the Mainland market. The Centre's opening ceremony was attended by a wide cross section of guests from trade commissions, business and industrial sectors, the academia, as well as government officials. The ceremony was followed by a forum on CEPA opportunities co-organized by HKPC and Commercial Radio Hong Kong.

In March 2004, HKPC's first wholly owned subsidiary in the Mainland - the Productivity (Guangzhou) Consulting Co., Ltd., was officially opened in Guangzhou to provide integrated support to enterprises operating in the PRD. The opening ceremony was officiated by Mr Huang Ziqiang, Director-General, Hong Kong and Macao Affairs Office, Guangdong Provincial People's Government; Mr Francis Ho, Permanent Secretary for Commerce, Industry and Technology, HKSAR Government; and Mr Peter Leung, Director of the Hong Kong Economic and Trade Affairs, Guangdong, HKSAR Government, and was extensively reported by the local and PRD media.



生產力局主席梁君彥於週年晚宴上致辭。  
*HKPC's Chairman Mr Andrew Leung addresses staff at the Council's Annual Dinner.*



生產力局職員康樂會舉辦的射箭活動，令員工紓緩工作壓力。  
Archery training class organized by HKPC's Staff Recreation Club (SRC) helps staff get relief from stress.

為鼓勵員工自我增值，精益求精，本局於年內繼續推行「質量改善小組」計劃。由各部門專業職級人員組成的二十五個「質量改善小組」，致力研究及推行與「開源節流」有關的質量改善計劃。

### 職員康樂

在本年度，職員康樂會舉辦了各類型活動，改善內部溝通，紓緩工作壓力，以及服務社區。除了舉辦週年晚宴及聖誕聯歡會等每年一度的盛事之外，職員康樂會亦參加了龍舟競賽、捐血行動、便服日、護幼教育基金等慈善活動，表達本局對社會的關心。職員康樂會亦舉辦了各類的文康活動，包括遠足、太極、高爾夫球、足球、射箭、保齡球、舞獅及社交舞等，令員工保持身心健康。

工，獲頒「最有價值員工獎」，表揚其優秀表現及貢獻。

### 工作改善

生產力局自一九九三至九四年度起，成立工作改善小組，以善用局內資源及改善組織溝通。本年度三十六個工作改善小組共提出一百七十九項改善計劃，涵蓋廣泛的課題，包括生產力、溝通、職業健康與安全、標準與流程、節約能源、環境及保安等。

工作改善小組能夠發揮多方面的效益，包括節省成本、提高效率、改善客戶服務、加強員工歸屬感和士氣、鼓勵員工參與決策過程，以及促進全機構的內部上下溝通。為表揚小組成員的努力，本局於週年晚會上頒發「表現最佳之工作改善小組」及「最佳工作改善項目」兩大獎項。如去年一般，獲「最佳工作改善項目」獎項的小組成員贏得新加坡之旅，參加在當地舉行的「品質圈研討會」。



生產力局職員參加大埔區龍舟邀請賽。  
HKPC staff members take part in the annual Tai Po District Dragon Boat Race.

## Administration

### Staff Development

HKPC is committed to the long-term growth and development of its staff members. During the year, HKPC staff attended a total of 5,815 local training courses and seminars, and 72 overseas programmes.

In 2003/2004, HKPC renamed its Cadet Officer Programme to Trainee Programme to carry on its mission in developing a pool of high caliber human resources for the Council. A total of 68 cadet officers have been recruited since its launch in September 1995. After undergoing an intensive training programme on HKPC's services, these staff would be absorbed into the various divisions to undertake project work for clients.

In support of the HKSAR Government's drive to employ people with disabilities, 2 members with disabilities (0.3% of the total) were maintained in HKPC's workforce.

In 2003/2004, 2 staff members who had served HKPC for over 25 years and 24 staff members who had served HKPC for 15 years, received the Long Service Award. Another 2 staff members, one from professional grading and the other from general grading, received the Most Valuable Person Award in recognition of their performance and contribution to HKPC.

### Work Improvement

To achieve synergy by optimizing resources and improving organizational communications, a Work Improvement Team (WIT) programme has been implemented since 1993/94. During the year, 36 Work Improvement Teams (WITs) submitted 179 improvement projects covering a wide range of topics on productivity, communications, health and safety, standards and procedures, energy saving, environment and security.

The formation of the WITs has encouraged staff participation in decision making and fostered a greater sense of corporate citizenship while providing channels for horizontal communications between divisions and branches, and vertical communications with management. Team members' efforts were recognized at HKPC's Annual Dinner during which the top performing WITs and the best



「為紡織業發展一套電解還原的織染技術」項目小組成員憑藉傑出的市場調查與推廣而榮膺「最佳研發商品化項目」。

Team members of the project on "Development of an Electrolytic Dye Reduction Technology for Textile Industry" are awarded the "Best CRD Project of the Year".

WIT Projects of the Year were awarded. Similar to the previous year, members of the team that received the Best WIT Project Award won a trip to attend the Quality Circle Conference in Singapore.

In 2003/2004, HKPC continued to undertake the Quality Improvement Team (QIT) programme encouraging its staff members to achieve the goal of continuous improvement. During the year, 25 QITs were formed, engaging the professional staff from all divisions, with each QIT submitting a quality improvement project pertaining to the programme's theme - "Cost Saving / Earning".

### Staff Recreation

During the year, the Staff Recreation Club (SRC) organized a diverse programme of activities that aimed to enhance internal communications, offer relief from work stress and provide support to community services. Besides organizing large-scale events such as HKPC's Annual Dinner and Christmas Party, SRC also participated in the Dragon Boat Race, the Blood Donation Action, Dress Casual Day and the "We Care Education Fund" to demonstrate HKPC's support for worthy causes. Sports and leisure activities ranging from hiking, Tai Chi, golf, soccer, archery, bowling, lion dance training to social dance classes were organized to help staff attain a more balanced and healthy style of living.

## 附屬公司 | Subsidiary Companies

香港生產力促進局轄下設有各家附屬公司：設計創新(香港)有限公司、製衣工藝示範中心有限公司、生產力大樓管理有限公司，以及生產力(控股)有限公司，該公司持有生產力(廣州)諮詢有限公司、生產力(東莞)諮詢有限公司及生產力(深圳)諮詢有限公司。

### 設計創新(香港)有限公司

設計創新(香港)有限公司於一九八六年成立，於一九九〇年九月，該公司正式成為本局的附屬機構，並於一九九三年十一月改用現時名稱，基於該公司深信新名稱有助提高形象，令產品增值。

該公司一直致力協助本地工業提升產品附加值，更與本局的科技產業聯交所合力向工業界推廣設計創新服務。

本年度，設計創新(香港)有限公司繼續推行該公司董事局採納的業務計劃。回應市場需求，該公司將服務擴大至產品開發、企業形象發展及展覽設計。該公司亦參加了中小企業市場推廣日及香港玩具展，加強工業界對創新設計的認識及應用。在海外方面，該公司參加了韓國的 Seongnam 2003 世界設計論壇，與國際設計同業交流心得。

#### 董事局成員包括：

譚偉豪(董事局主席)、李錫勳博士、伍達倫博士、林天福、王明鑫、王錫基及楊國強。

HKPC has the following subsidiaries: Design Innovation (HK) Ltd., Clothing Technology Demonstration Centre Company Ltd., BMM Ltd., and the Productivity (Holdings) Limited which owns the Productivity (Guangzhou) Consulting Co., Ltd., the Productivity (Dongguan) Consulting Co., Ltd. and the Productivity (Shenzhen) Consulting Co., Ltd.

### Design Innovation (HK) Ltd.

Design Innovation (HK) Ltd. (DI (HK) Ltd.) was established in 1986 and officially became a subsidiary company of HKPC in September 1990. The company adopted its present name in November 1993, on the basis that a reputable design house name would add value to its products.

DI (HK) Ltd. maintains the momentum in helping the local industry increase their value added content. The company collaborates with HKPC's TechMart to promote industrial design and provide stronger support to industry.

During the year, DI (HK) Ltd. continued to implement the business plan adopted by the Board. In response to market needs, the company had diversified its portfolio to encompass services in product development, corporate identity development and exhibition design. Locally, the company participated in the SME Market Day and Hong Kong Toys Fair to enhance industry understanding and application of innovation and design. Overseas, the company participated in the Seongnam 2003, World Design Forum in Korea, to exchange expertise with international design professionals.

#### Board of Directors:

Mr Samson Tam (Chairman of the Board), Dr Stephen Lee, Dr T.L. Ng, Mr Frederick Lam, Mr M.Y. Wong, Mr Anthony Wong and Mr K.K. Yeung.

## 製衣工藝示範中心有限公司

製衣工藝示範中心在一九九〇年三月開始運作，同年九月正式成為本局的附屬機構。

年內，該中心繼續示範先進的生產技術與系統，為紡織及製衣業人士提供靈活及迅速回應的生產模式。二〇〇三年至二〇〇四年度內，共有三百六十三名來自一百二十六家公司的訪客到中心參觀。快速回應中心在一九九八年納入製衣工藝示範中心，目前備有三十項快速回應軟件，以供示範，其電子目錄內並有逾三千項快速回應技術，協助行業引入及應用有效的技術及方法，透過加速交貨及更快回應客戶要求，改善生產。

該公司的董事局已採納一個三年計劃，協助業界保持全球競爭力，並把握更緊密經貿關係安排所帶來的機遇。在計劃下，該公司將繼續提供樣辦生產、生產計劃、產品成本計算工具及外判服務。該公司的新發展，包括將現有的生產線改換為彈性生產系統，並將生產示範設施轉型為電子化的生產及電子商務環境。

為改善內部管理，該公司已將其ISO 9002:1994品質管理系統提升為二〇〇〇年版本，並正申請美國的環球服裝生產社會責任組織的WRAP的認證，以及ECO-TEX的CSM 2000標準認證。

### 董事局成員包括：

林宣武（董事局主席）、陳振東博士、初維民、何永鴻、關幹華、李乃熿博士、羅樂風、蘇應垣及陳祖龍。

## Clothing Technology Demonstration Centre Company Ltd.

Clothing Technology Demonstration Centre Company Ltd. (CTDC) commenced operations in March 1990 and was officially incorporated as a subsidiary company of HKPC in September 1990.

During the year, CTDC continued to demonstrate advanced production techniques and systems for a flexible and quick response mode of production for the textiles and garment industry. It received a total of 363 visitors from 126 organizations in 2003/2004. With the integration of the Quick Response Centre into CTDC in 1998, CTDC now houses over 30 software systems for demonstration and its electronic catalogue contains information on over 3,000 enabling technologies to help the textiles and clothing industries improve production in terms of delivery time and responsiveness to customer requirements.

The Board of CTDC has adopted a three-year plan to help the local clothing industry sustain global competitiveness and capitalize on the opportunities arising from CEPA. Under the plan, CTDC would continue to provide sample production, production planning and product costing tools and bureau services. New development activities would include the conversion of the existing production line into a flexible manufacturing system, transformation of production demonstration facilities into an e-manufacturing environment, and e-business services.

Internally, upon successful certification of the year 2000 version of ISO 9001 quality management system, CTDC is in the process of seeking accreditation in the Worldwide Responsible Apparel Production (WRAP) scheme of USA and the Compliance and Supply Chain Management 2000 scheme of ECO-TEX.

### Board of Directors:

Mr Willy Lin (Chairman of the Board), Dr John Chan, Mr Weiman Chu, Mr Ivan Ho, Mr Kwan Kon-wah, Dr Harry Lee, Mr Kenneth Lo, Mr Alan So and Mr Raymond Tan.

## 生產力大樓管理有限公司

生產力大樓管理有限公司於一九九五年四月一日正式成立，管理生產力大樓。財政來源由香港生產力促進局按成本收回的管理費而來。自該公司成立以來，不斷為生產力大樓各部門及租戶提供高質素的管理服務。過去一年，生產力大樓管理有限公司協助本局推行多項工程，提升原有大樓系統的效能。該公司亦協助本局推行週年預防維修保養計劃，確保大樓內所有系統操作正常。

### 董事局成員包括：

李錫勳博士（董事局主席）、姚和安及楊港興。

## BMM Ltd.

BMM Ltd. was established on 1 April 1995 to manage the HKPC Building. It is financed by management fee income on a cost recovery basis by HKPC. Since its establishment, the company has been providing quality building management service to both HKPC and its tenants. During the year, BMM Ltd. assisted HKPC to implement projects to upgrade the existing building facilities as well as the overall environment. It also assisted HKPC to implement an annual preventive maintenance programme to ensure the proper functioning of the building systems.

### Board of Directors:

Dr Stephen Lee (Chairman of the Board), Mr John Yeow and Mr Peter Yeung.

## 生產力(控股)有限公司及珠三角的獨資企業

生產力(控股)有限公司成立於二〇〇三年七月二十八日，目標是為珠三角區內港資企業提供橫跨價值鏈的綜合支援，協助企業更有效地運用資源，提高產品和服務的附加值，從而加強國際競爭力。

上述目標將透過在珠三角成立的獨資企業來達成。首家獨資企業—生產力(廣州)諮詢有限公司於二〇〇三年十月二十日成立，第二及第三家獨資企業—生產力(東莞)諮詢有限公司及生產力(深圳)諮詢有限公司，亦分別於二〇〇四年四月九日及二〇〇四年八月三日正式成立。

### 董事局成員包括：

生產力(控股)有限公司—梁君彥(董事局主席)、朱鈞林、譚偉豪、唐慶年、王明鑫、王錫基及楊國強。

### 董事局成員包括：

生產力(廣州)諮詢有限公司—姚和安(董事局主席)、楊國強、初維民、李錫勳博士、宋兆麟及譚錫榮。

### 董事局成員包括：

生產力(東莞)諮詢有限公司—姚和安(董事局主席)、楊國強、初維民、李錫勳博士、宋兆麟及譚錫榮。

### 董事局成員包括：

生產力(深圳)諮詢有限公司—姚和安(董事局主席)、楊國強、初維民、李錫勳博士、宋兆麟及譚錫榮。

## Productivity (Holdings) Limited and Wholly Foreign Owned Enterprises in the PRD

Productivity (Holdings) Limited was established on 28 July 2003 with the objective to promote productivity excellence through the provision of integrated support across the value chain of Hong Kong firms operating in the Pearl River Delta (PRD), to achieve a more effective utilization of resources, enhance the value added content of products and services, and increase international competitiveness.

This objective is to be achieved through incorporating Wholly Foreign Owned Enterprises (WFOEs) in the PRD. The first of such WFOEs, namely, Productivity (Guangzhou) Consulting Co., Ltd., was established on 20 October 2003. Preparation work was also undertaken in 2003 for the establishment of other WFOEs, namely Productivity (Dongguan) Consulting Co. Ltd. and Productivity (Shenzhen) Consulting Co. Ltd., which were subsequently incorporated on 9 April 2004 and 3 August 2004, respectively.

### Board of Directors:

Productivity (Holdings) Ltd. – Mr Andrew Leung (Chairman of the Board), Mr Locky Chu, Mr Samson Tam, Mr Tom Tang, Mr M. Y. Wong, Mr Anthony Wong and Mr K. K. Yeung.

### Board of Directors:

Productivity (Guangzhou) Consulting Co. Ltd. – Mr John Yeow (Chairman of the Board), Mr K. K. Yeung, Mr Weiman Chu, Dr Stephen Lee, Mr Edmund Sung and Mr Alfonso Tam.

### Board of Directors:

Productivity (Dongguan) Consulting Co. Ltd. – Mr John Yeow (Chairman of the Board), Mr K. K. Yeung, Mr Weiman Chu, Dr Stephen Lee, Mr Edmund Sung and Mr Alfonso Tam.

### Board of Directors:

Productivity (Shenzhen) Consulting Co. Ltd. – Mr John Yeow (Chairman of the Board), Mr K. K. Yeung, Mr Weiman Chu, Dr Stephen Lee, Mr Edmund Sung and Mr Alfonso Tam.



# 理事委員會 | Council Membership

## 主席

梁君彥

## 副主席

王明鑫

## 資方代表

朱鈞林

林宣武

麥鄧碧儀

潘啓祥

譚炳昌

譚偉豪

唐慶年

尹德勝

葉中賢

楊子剛

## 學術界代表

陳水助

邱霜梅

徐揚生

## 勞方代表

陳偉麟

林淑儀

鄧燕娥

## 政府官員

何宣威 工商及科技局常任秘書長  
(通訊及科技)

王錫基 創新科技署署長

楊立門 工業貿易署署長

茅以麗 署理政府經濟顧問

左陳翠玉 署理勞工處副處長

## 核數師

羅兵咸永道會計師事務所

## 法律顧問

高露雲律師行

## Chairman

Mr Andrew Leung Kwan-yuen

## Deputy Chairman

Mr M.Y. Wong

## Management Representatives

Mr Locky Chu Kwan-lam

Mr Willy Lin Sun-mo

Mrs Agnes Mak Tang Pik-yee

Mr Patrick Pun Kai-cheung

Mr James Tam Ping-cheong

Mr Samson Tam Wai-ho

Mr Tom Tang Chung-yen

Mr Paul Yin Tek-shing

Mr Daniel Yip Chung-yin

Mr Paul Young Tze-kong

## Professional/Academic Representatives

Prof. Tan Sooi-thor

Mrs Carrie Willis

Prof. Xu Yang-sheng

## Labour Representatives

Mr Chan Wai-lun

Ms Lam Shuk-yee

Ms Elizabeth Tang Yin-ngor

## Public Officers

Mr Francis Ho Permanent Secretary for Commerce, Industry and  
Technology (Communications and Technology)

Mr Anthony Wong Commissioner for Innovation and Technology

Mr Raymond Young Director-General of Trade and Industry

Ms Elley Mao Acting Government Economist

Mrs Jennie Chor Acting Deputy Commissioner for Labour

## Auditors

Messrs. PricewaterhouseCoopers

## Legal Advisers

Messrs. Wilkinson & Grist



(由左至右)

前排：朱鈞林、梁君彥(主席)、王明鑫(副主席)、譚偉豪

中排：左陳翠玉、楊立門、王錫基、楊子剛、馮程淑儀(代表何宣威)、林淑儀

後排：譚炳昌、葉中賢、潘啓祥、陳偉麟、邱霜梅、徐揚生

(未能出席委員：林宣武、麥鄧碧儀、唐慶年、尹德勝、陳水助、鄧燕娥及茅以麗)

(From left to right)

Front Row : Mr Locky Chu, Mr Andrew Leung (Chairman), Mr M.Y. Wong (Deputy Chairman), Mr Samson Tam

Middle Row : Mrs Jennie Chor, Mr Raymond Young, Mr Anthony Wong, Mr Paul Young, Mrs Betty Fung (representing Mr Francis Ho), Ms Lam Shuk-yee

Back Row : Mr James Tam, Mr Daniel Yip, Mr Patrick Pun, Mr Chan Wai-lun, Mrs Carrie Willis, Prof. Xu Yang-sheng

(Absent from the photo : Mr Willy Lin, Mrs Agnes Mak, Mr Tom Tang, Mr Paul Yin, Prof. Tan Sooi-thor, Ms Elizabeth Tang and Ms Elley Mao)

# 常務委員會 | Standing Committees

## 主席參事委員會

主席參事委員會就生產力促進局的角色及服務重點以及工業需求與市場環境的改變而確定發展路向，就香港、內地及珠江三角洲相關政策、措施及項目事宜提供建議。此外，委員會又為生產力局突發、急切及特別的事件上所採取之相應行動提供意見。

### 主席

梁君彥

### 委員會成員

朱鈞林

譚偉豪

唐慶年

王明鑫

王錫基

楊立門

楊國強

創新科技署署長

工業貿易署署長

香港生產力促進局總裁

## Chairman's Forum

The Chairman's Forum identifies emerging development direction issues for HKPC in the light of its role and focus, and the changing industry requirements and market conditions, and advises the Council on the formulation of relevant policies, initiatives and action programmes in Hong Kong and the Mainland with PRD focus. The Forum also advises the Council on appropriate actions in response to ad-hoc, urgent and special issues.

### Chairman

Mr Andrew Leung Kwan-yuen

### Members

Mr Locky Chu Kwan-lam

Mr Samson Tam Wai-ho

Mr Tom Tang Chung-yen

Mr M.Y. Wong

Mr Anthony Wong

Commissioner for Innovation  
and Technology

Mr Raymond Young

Director-General of Trade and Industry

Mr K.K. Yeung

Executive Director, HKPC

## 職員事務委員會

除總裁及高級副總裁外，本局高級員工的委任及調升，均由職員事務委員會負責審批。委員會監督職員人手情況，並於有需要時向理事會提出意見。委員會主要就人力資源發展政策向理事會提供意見。

委員會還負責監察員工的服務條件，確保足以聘請及挽留能幹的職員，並於必要時向理事會提出修改建議。委員會可作為理事會與員工之間有關薪俸條件的溝通渠道，尤其是當雙方經磋商後仍無法解決問題。

### 主席

唐慶年

### 委員會成員

陳偉麟

潘啓祥

左陳翠玉

林植廷

楊國強

署理勞工處副處長

(代表創新科技署署長)

香港生產力促進局總裁

## Staffing Committee

The Staffing Committee approves the appointment and promotion of senior staff, apart from the Executive Director and the Deputy Executive Director. The Committee monitors the staffing situation and recommends changes to the Council where appropriate. It also advises the Council on human resources development policies.

The Committee also monitors HKPC's general terms and conditions of service, to ensure that these are adequate to recruit and retain competent staff, and recommends changes to the Council where necessary. The Committee provides a channel between the Council and staff for the communication of grievances about terms and conditions of service, in situations where they cannot be resolved by consultation.

### Chairman

Mr Tom Tang Chung-yen

### Members

Mr Chan Wai-lun

Mr Patrick Pun Kai-cheung

Mrs Jennie Chor

Acting Deputy Commissioner for Labour

Mr Tony Lam

(Representing the Commissioner for  
Innovation and Technology)

Mr K.K. Yeung

Executive Director, HKPC

## 業務發展委員會

業務發展委員會負責監督本局附屬機構的表現，建議主席人選，審批年度財務報告，以及向理事會推薦資助項目。該委員會檢討業務情況及開拓新的業務發展機會，還考慮生產力局在工業轉型中所擔當的角色，向理事會就生產力局的業務發展提供意見。

### 主席

王明鑫

### 委員會成員

朱鈞林

林宣武

譚偉豪

鄧燕娥

尹德勝

葉中賢

林植廷 (代表創新科技署署長)

楊國強 香港生產力促進局總裁

## Business Development Committee

The Business Development Committee monitors the performance of HKPC's subsidiary companies, recommends the appointment of Chairmen, endorses annual budgets, and identifies subvention implications for the approval of the Council. The Committee reviews business activities and explores new business opportunities, and advises the Council on the business development of HKPC in relation to HKPC's role in the changing industrial environment.

### Chairman

Mr M.Y. Wong

### Members

Mr Locky Chu Kwan-lam

Mr Willy Lin Sun-mo

Mr Samson Tam Wai-ho

Ms Elizabeth Tang Yin-ngor

Mr Paul Yin Tek-shing

Mr Daniel Yip Chung-yin

Mr Tony Lam (Representing the Commissioner for  
Innovation and Technology)

Mr K.K. Yeung Executive Director, HKPC

## 財務委員會

財務委員會負責監督本局的財務表現，確保資金適當地運用，委員會批核本局的三年財政預算，向理事會提議年度計劃及預算。

委員會按本局條例規定，就本局的財務政策及主要開支方面的資金調動，向理事會提出意見。

### 主席

梁君彥

### 委員會成員

潘啓祥

唐慶年

王明鑫

茅以麗

署理政府經濟顧問

林植廷

(代表創新科技署署長)

楊國強

香港生產力促進局總裁

## Finance Committee

The Finance Committee monitors the financial performance of HKPC and ensures that funds made available are properly accounted for. The Committee approves HKPC's three-year forecast and recommends an annual programme and estimates for consideration by the Council.

The Committee advises the Council on matters relating to HKPC's financial policies and also on the transfer of funds between major heads of expenditure, as required by the Council's Ordinance.

### Chairman

Mr Andrew Leung Kwan-yuen

### Members

Mr Patrick Pun Kai-cheung

Mr Tom Tang Chung-yen

Mr M.Y. Wong

Ms Elley Mao Acting Government Economist

Mr Tony Lam (Representing the Commissioner for Innovation and Technology)

Mr K.K. Yeung Executive Director, HKPC

## 科技商品化委員會

科技商品化委員會制訂相關計劃來支持政府推動社區的創新及科技文化。委員會亦確定市場需要的技術，從而制訂及確定個別或整批創新及科技基金項目成果的商品化機會，同時又制訂計劃，支持政府為創新及科技發展提供基礎設施支援的計劃，以及有關推廣國際認可標準及符合標準評估服務，以加強科技發展及國際貿易的政策。

委員會還負責促進及加強與工業界、大學及內地和海外科技開發者或機構的合作，以及本地、內地及海外創新及發明組織的交流。

### 主席

朱鈞林

### 委員會成員

麥鄧碧儀

譚炳昌

陳水助

唐慶年

林植廷 (代表創新科技署署長)

楊國強 香港生產力促進局總裁

## Technology Commercialization Committee

The Technology Commercialization Committee formulates relevant programmes to support Government policy and measures to foster an innovation and technology culture in the community. The Committee identifies and develops programmes for technologies close to the market and commercialization opportunities for ITF project deliverables individually or severally. It also formulates programmes to contribute to Government initiatives in the provision of infrastructural support and Government promotion of internationally accepted standards and conformity assessment services to underpin technological development and international trade.

The Committee promotes and strengthens technology transfer and application in collaboration with industry, universities and technology developers or organizations from the Mainland and overseas, as well as exchanges with innovation and invention associations/ forums from Hong Kong, the Mainland and overseas.

### Chairman

Mr Locky Chu Kwan-lam

### Members

Mrs Agnes Mak Tang Pik-yee

Mr James Tam Ping-cheong

Prof. Tan Sooi-thor

Mr Tom Tang Chung-yen

Mr Tony Lam (Representing the Commissioner for Innovation and Technology)

Mr K.K. Yeung Executive Director, HKPC

## 中國內地委員會

中國內地委員會主要制訂相關計劃，加強內地與香港的合作，重點包括：商業信息、投資評估、專才交流、企業合作和優化企業管理。

委員會又制訂計劃，推動把香港的經驗應用於珠江三角洲以工業生產為主導的活動以及對服務業及專業服務日益增長的需求上，同時，就生產力局的內地工作活動發展方向、運用於內地活動上的資源份額，以及在適合的內地省市設立服務點和辦事處等事宜提供建議。此外，委員會亦確定因中國加入世界貿易組織(WTO)所帶來的合作機會，從而深化生產力局對在內地的香港企業的支援。

### 主席

譚偉豪

### 委員會成員

徐揚生

楊子剛

袁小惠 (代表工業貿易署署長)

林植廷 (代表創新科技署署長)

楊國強 香港生產力促進局總裁

## Mainland Committee

The Mainland Committee formulates relevant programmes to strengthen Hong Kong-Mainland collaboration with a focus on business information, investment assessment, professional and expertise interchange, enterprise cooperation and optimization of business management.

The Committee formulates programmes to promote the application of the Hong Kong experience to the production-based Mainland activities, as well as the emerging demands for service sector and professional service support. It makes recommendations on the development direction of HKPC's Mainland activities, the amount of resources utilized for Mainland activities, and the establishment of service points and offices in the Mainland. In addition, the Committee identifies collaboration opportunities arising from China's accession to the WTO and formulates programmes to deepen HKPC's support to Hong Kong companies in the Mainland.

### Chairman

Mr Samson Tam Wai-ho

### Members

Prof. Xu Yang-sheng

Mr Paul Young Tze-kong

Ms Carol Yuen (Representing the Director-General of Trade and Industry)

Mr Tony Lam (Representing the Commissioner for Innovation and Technology)

Mr K.K. Yeung Executive Director, HKPC





(由左至右)

副總裁(生產技術)初維民、總裁楊國強、副總裁(企業管理)宋兆麟、副總裁(產品發展)李錫勳博士

(From left to right)

Mr Weiman Chu, Director (Manufacturing Productivity),

Mr K. K. Yeung, Executive Director,

Mr Edmund Sung, Director (Business Productivity),

Dr Stephen Lee, Director (Product Productivity)

## 楊國強

### 總裁

楊國強，現任香港生產力促進局總裁。楊先生是資訊科技及物流專家，在其三十多年的事業發展歷程上，他率先推動多種理貨技術以及創新資訊科技系統的廣泛應用，協助香港空運業佔據世界首要席位。

楊先生是全球公認的航空貨運自動化及貨運設施的權威，歷任多個大型國際機場的貨運電腦系統專家顧問。他曾參與國際航空協會(IATA)及國際機場協會(ACI)聯合委任的專家小組，共同編寫貨運資料聯通系統的文獻手冊，為全球空運業的發展作出重大貢獻。楊先生於一九九一年獲頒香港首個資訊科技成就獎。

楊先生在一九七二至七五年期間任職國泰航空公司，先後服務於國泰香港總部及駐新加坡機場辦事處，並在一九七五年加入香港空運貨站有限公司，參與籌備一九七六年底開始營運的空運貨站。楊先生在一九八七年晉升為香港空運貨站有限公司副常務董事。

任職香港空運貨站二十五年期間，楊先生統籌多個大型的建築、工程及自動化發展項目，這些項目均成為空運業的重要典範，包括興建及營運全球第一個集運式空運貨站-香港國際機場一號貨站；設計及建立全球第一套全面性的空運貨物管理電腦系統(COSAC)；推出當時全球最大型的CIES空運業電子資料聯通系統(EDI)。

由楊先生擔任主要設計師的二號貨站，成功將資訊科技與電機理貨系統結合。二號貨站不單是當時全球最大型的單一空運貨站，更擁有全球首創的全自動化貨物處理設施。在楊先生的推動下，香港發展成為全球最大規模的航空貨運中心之一，在服務質素、生產力及可靠性方面，均領導國際航空貨運業。

在二〇〇〇年，楊先生與金融界翹楚合作籌組創業投資基金，專門從事物流、科技和金融業務的投資及管理。

長期以來，楊先生熱心參與社會服務及致力推動香港工商業的發展。他是香港電腦學會院士，在一九八九至九〇年期間擔任該會會長。其後於一九九四至二〇〇〇年期間出任香港生產力促進局理事會委員，並於一九九八至二〇〇〇年間，

## Mr Yeung Kwok-keung

### Executive Director

Mr Yeung Kwok-keung, Executive Director of the Hong Kong Productivity Council (HKPC), is a specialist in information technology and logistics. During his working career, which spans over 30 years, Mr Yeung was instrumental in helping the Hong Kong air cargo industry achieve its leadership position by pioneering the adoption of a broad range of material handling technologies and innovative IT systems.

Internationally recognized as an authority in air cargo automation and facilities design, Mr Yeung was engaged as an expert consultant on cargo computer systems for major international airports. As member of a team of experts jointly appointed by the International Air Transport Association (IATA) and the Airports Council International (ACI), he was party to the publication of a handbook for the development of community cargo systems, an initiative which contributed significantly towards the development of the air cargo industry worldwide. In 1991, Mr Yeung was honoured as the recipient of the first IT Achiever Award in Hong Kong.

Mr Yeung served at Cathay Pacific Airways from 1972 to 1975, first at its headquarters in Hong Kong and subsequently at its airport base in Singapore. He joined the Hong Kong Air Cargo Terminals Limited (HACTL) in 1975, initially as member of a small project team, preparing the company for operations in late 1976. In 1987, he was appointed Deputy Managing Director of HACTL.

During his 25 years of service with HACTL, Mr Yeung pioneered a number of significant architectural, engineering and automation initiatives which became important reference models for the air cargo industry. These included the construction and operational implementation of Terminal One at the Hong Kong International Airport, the first consolidated air cargo terminal in the world; the design and implementation of COSAC, the first comprehensive community air cargo system worldwide; and the introduction of CIES, which had the world's largest cargo electronic data interchange (EDI) system at the time.

The successful launch of Terminal Two, in which Mr Yeung played the role of chief designer, involved the integration of information technologies with electromechanical cargo handling systems. Not only was Terminal Two the largest single air cargo facilities in the world, it was also the world's first

擔任理事會轄下職員事務委員會主席及財務委員會委員。

自一九九二年以來，楊先生積極服務於香港政府各個諮詢委員會，包括擔任資訊基建諮詢委員會的委員、前工業及科技發展局及其後的創新及科技基金轄下的資訊科技委員會的主席、職業訓練局理事會委員及資訊科技訓練委員會主席、私隱專員公署個人資料監察委員會委員及科技發展執行委員會委員。楊先生於一九九八年獲香港特區政府行政長官委任為太平紳士。

楊先生熱心倡導香港的資訊科技和工程教育，以及技能培訓，歷任香港各家大學的顧問委員會委員或主席。他亦是香港特區政府資歷架構資訊科技專題小組的主席。

楊先生在一九七二年畢業於加拿大麥馬斯特大學，獲文學士學位，並擁有香港中文大學的行政管理文憑及美國加州大學柏克萊分校的行政發展文憑。

楊先生於二〇〇三年九月加入香港生產力促進局。

fully automated air cargo facilities. Under his leadership, Hong Kong became the world's largest international cargo airport and a world leader in air cargo services in terms of service standards, productivity and operational reliability.

In 2000, in partnership with a prominent leader in finance, Mr Yeung raised a venture fund and started a business specializing in the investment and management of logistics, technology and financial businesses.

Mr Yeung has a long history of participation in community services, especially in the promotion of trade and industry in Hong Kong. He is a Distinguished Fellow of the Hong Kong Computer Society (HKCS) and served as its President in 1989/90. He was a Council Member of HKPC from 1994 to 2000 and served as Chairman of the Council's Staffing Committee and member of its Financial Committee from 1998 to 2000.

Since 1992, Mr Yeung has served on various advisory committees of the Hong Kong Government. These include serving as member on the Government's Information Infrastructure Advisory Committee; Chairman of the Information Technology Committee under the then Industry and Technology Development Council and later Innovation and Technology Fund; member of the Vocational Training Council and Chairman of its IT Training and Development Committee; member of the Advisory Committee at the Office of the Privacy Commissioner for Personal Data as well as a member of its Standing Committee on Technological Developments. Mr Yeung was appointed a Justice of the Peace of the HKSAR in 1998.

As an ardent advocator of IT and engineering education as well as skills training in Hong Kong, he has served as member or Chairman on the advisory boards of most local universities. He also served as Chairman of the Government's Focus Group on Qualifications Framework for IT.

Mr Yeung graduated from McMaster University, Canada with a Bachelor of Arts degree in 1972 and has a Diploma in Executive Management from the Chinese University of Hong Kong as well as a Diploma in Executive Development from the University of California at Berkeley, USA.

He joined HKPC in September 2003.

## 初維民

### 副總裁(生產技術)

初氏曾任職於美國、中國內地及亞太區的公營及私營機構，擁有豐富的工作經驗，並在「財富雜誌五百強企業」及多家上市公司擔任專業工程師、項目經理、區域經理等職位，行業涵蓋電力工程、冶金工程、環保、化工、石油化工，以及貿易與地產。加入香港生產力促進局之前，初氏曾在中國內地協助創立及經營創新企業，並為該等公司提供評估服務，以提升其生產力與推廣先進工業技術。

初氏同時是亞太創新生產力學會會員、創新及科技基金(基礎工業項目)評審委員會委員、香港中文大學自動化系諮詢委員會主席、製衣工藝示範中心有限公司董事會副主席、香港山東商會理事、山東省海外聯誼會理事、山東省萊陽市人民政府經濟顧問及香港冀魯同鄉會名譽顧問。

初氏為美國加州註冊專業工程師及美國商會會員。他取得台灣清華大學動力機械工程學士、美國加州大學洛杉磯分校工程科學碩士，以及南加州大學工商管理碩士學位。初氏於二〇〇〇年加入香港生產力促進局。

## Mr Weiman Chu

### Director (Manufacturing Productivity)

Mr Weiman Chu brings to his position extensive working experience from both the public and private sectors of the United States, the Mainland and the Asia Pacific region. He held professional engineer, project manager and regional managerial positions for Fortune 500 and publicly listed companies, serving power, metallurgical, environmental protection, chemical and petrochemical industries, as well as trading and real estates. Prior to joining HKPC, Mr Chu initiated and managed major projects and ventures in the Mainland and provided evaluation services to enterprises to increase their productivity and promote advanced industrial control technologies.

Mr Chu is also a member of the Asia Pacific Academy for Productivity Innovation, member of the Innovation and Technology Fund (Foundation Industries Projects) Vetting Committee, Chairman of the Advisory Committee on Automation and Computer Aided Engineering of the Chinese University of Hong Kong, Vice Chairman of the Board of Clothing Technology Demonstration Centre Ltd., member of the Hong Kong Shandong Business Association, member of Shandong Overseas Friendship Association, Economic Advisor of Laiyang Municipal People's Government of the Shandong Province and Honorary Advisor of Hopei and Shandong Natives (HK) Association.

Mr Chu is a licensed Professional Engineer of the State of California and a member of the American Chamber of Commerce. He obtained a Bachelor degree in Power Mechanical Engineering from Tsing Hua University, Taiwan; a Master of Science degree from the University of California at Los Angeles; and a Master of Business Administration degree from the University of Southern California. Mr Chu joined HKPC in 2000.

## 李錫勳博士

### 副總裁 (產品發展)

李錫勳博士早期畢業於香港工業專門學院(香港理工大學前身)，後於英國Cranfield大學及蘇格蘭Heriot-Watt大學相繼取得製造工程學及電子工程學碩士學位，及後更取得英國Warwick大學工程學哲學博士學位。

李博士是英國資深特許工程師及香港資深工程師。在加入香港生產力促進局之前，曾在本港及英國工業界任職品質管理、產品開發工程師及工業工程師等，並於香港理工大學任職講師及職業訓練局任職高級講師、首席講師、系主任及署理副院長等職。

李博士在生產力局主管產品發展科，其中包括環境及產品創新部、CEPA業務發展及產品知識產權部、信息策略部及生產力培訓學院。

有關業務發展方面，協助港商拓展國內市場包括珠三角、泛珠三角等地區，特別在「內地與香港關於建立更緊密經貿關係的安排」及汽車及零部件工業發展上，配合港商與內地合作。

李博士在過去三十年積極從事教學、研究及顧問工作，近年尤致力於研究中國哲學在工程管理學上的應用。李博士曾在國際會議及學術期刊發表五十多篇論文，屢獲獎項。

李博士亦非常熱心各工程師學會及有關學會的行政工作，曾任英國電機工程師學會製造工程及系統部會長，香港工程學會製造及工業工程部會長等職務。李博士現任香港科技協會副會長及粵港科技產業促進會副會長。李博士於二〇〇〇年加入香港生產力促進局。

## Dr Stephen S. F. Lee

### Director (Product Productivity)

Dr Stephen Lee graduated from Hong Kong Technical College (predecessor of the Hong Kong Polytechnic University) and holds Master's degrees in Manufacturing Engineering and Electronics Engineering from the UK's Cranfield University and Heriot-Watt University respectively as well as a Ph. D. in Engineering from the University of Warwick, UK.

Dr Lee is a Chartered Engineer of the United Kingdom and Fellow of various Hong Kong and UK professional engineering institutions. Prior to joining HKPC, he worked in companies in both Hong Kong and the UK, holding positions as quality supervisor, product development engineer and industrial engineer. Dr Lee has also been a lecturer at the Hong Kong Polytechnic University and senior lecturer, principal lecturer, department head and acting Vice-Principal at the Vocational Training Council.

As Head of the Product Productivity Branch at HKPC, Dr Lee oversees the Environment and Product Innovation Division, CEPA Business Development and IP Division, Strategic Information and Intelligence Division as well as the Productivity Training Institute.

In business development, Dr Lee assists local industrialists to explore business opportunities for expansion across the PRD and Pan-PRD markets, particularly in areas relating to CEPA as well as in the automotive parts and components industry.

Over the past thirty years, Dr Lee has dedicated himself to education, research and consultancy services. He has presented and published over 50 papers in international conferences and journals, and is a recipient of many awards.

Dr Lee is actively engaged in committee work of various professional engineering societies. He is a past Chairman of the United Kingdom Institution of Electrical Engineers (Manufacturing & Systems) and past Chairman of the Manufacturing and Industrial Engineering Division of the Hong Kong Institution of Engineers. He is also currently the Vice President of Guangdong-Hong Kong Association for the Promotion of Technology Enterprise (Hong Kong) Ltd and Vice Chairman of The Hong Kong Association for the Advancement of Science and Technology Ltd. Dr Lee joined HKPC in 2000.

## 宋兆麟

### 副總裁(企業管理)

宋氏有超過二十年管理工作經驗，在公營及私營機構歷任要職，專注於品質及卓越商務管理的顧問服務，協助本地製造業及服務業增強全球性的競爭優勢，工作範圍涵蓋香港及中國內地。

宋氏作為香港生產力促進局代表，自二〇〇〇年獲行政長官委任為中小型企業委員會委員，現為創新及科技基金(一般支援計劃)評審委員會委員，及專業服務發展資助計劃評審委員會成員，並自香港服務業獎一九九七年舉辦以來，即為該獎項籌委會委員。宋氏亦為香港工業獎品質評審委員會委員、香港工程師學會資深會員、香港工業工程師學會董事、香港管理顧問學會公認院士、香港品質管理協會資深會員及榮譽顧問、以及香港大學工程舊生會副會長。

宋氏為香港大學工業工程學士及碩士，並擁有香港理工大學管理研究文憑。他在一九八一年加入香港生產力促進局。

## Mr Edmund Sung

### Director (Business Productivity)

Mr Edmund Sung has over 20 years of working experience in management positions in both the private and the public sectors, assisting local companies to enhance global competitiveness through productivity and quality excellence in both the services and manufacturing sectors covering Hong Kong and the Mainland.

Mr Sung is currently a member of the Small and Medium Enterprises Committee, appointed by the Chief Executive of HKSAR in 2000; a member of the Innovation and Technology Fund (General Support Programme) Vetting Committee; a member of the Professional Services Development Assistance Scheme Vetting Committee; a member of the Organizing Committee of the Hong Kong Awards for Services; a member of the Judging Panel for the Hong Kong Awards for Industry in the Quality category; Director of the Institute of Industrial Engineers (Hong Kong); Fellow of the Hong Kong Institution of Engineers; Fellow of The Institute of Management Consultants Hong Kong; Fellow and Honorary Advisor of Hong Kong Quality Management Association; and Vice President of H.K.U. Engineering Alumni Association.

Mr Sung holds both a Bachelor and a Master's Degree in Industrial Engineering from the University of Hong Kong and a Post Graduate Diploma in Management Studies from the Hong Kong Polytechnic University. He joined HKPC in 1981.

## 部門主管 | Division Heads



前排(由左至右) :

人力資源及行政部總經理楊港興、資訊科技業發展部總經理容啟泰、企業傳訊部總經理李靜雲、製造科技部總經理李利民

後排(由左至右) :

卓越管理及人力發展部總經理區明標、環境及產品創新部總經理梁偉明、材料科技部總經理楊利堅博士、財務部總經理姚和安、企業發展及物流部總經理李啟倫

*Front Row (From left to right) :*

*Mr Peter Yeung, General Manager, Human Resources and Administration,  
Mr K T Yung, General Manager, Information Technology Industry Development,  
Ms Betty Lee, General Manager, Corporate Communications and Events,  
Mr L M Li, General Manager, Manufacturing Technology*

*Back Row (From left to right) :*

*Mr M P Au, General Manager, Total Enterprise Management Consultancy,  
Mr Frank Leung, General Manager, Environment & Product Innovation,  
Dr L K Yeung, General Manager, Materials Technology,  
Mr John Yeow, General Manager, Finance,  
Mr Vincent Li, General Manager, Enterprise Value & Logistics Consultancy*

## 梁偉明

### 環境及產品創新部總經理

梁氏は特許工程師和香港工程師學會會員、英國電力工程師學會，以及電力及電子工程師學會的會員。他於一九九五年加入香港生產力促進局。

## 李利民

### 製造科技部總經理

李氏擁有超過二十八年的工程經驗。他現為註冊及特許工程師、英國機械工程師學會資深會員、香港工程師學會資深會員，亦為多個本地業界組織的會員及顧問。李氏於一九八六年加入香港生產力促進局。

## 楊利堅博士

### 材料科技部總經理

楊博士擁有三十年的相關經驗。現為特許化學師、香港機械金屬業聯合會副理事長、香港線路板協會、香港熱浸鍍鋅協會、香港金屬表面處理學會及港九電鍍業商會名譽顧問。楊博士於一九八四年加入香港生產力促進局。

## Mr Frank W.M. Leung

B.Sc.(EE), M.Sc.(EE), M.Sc.(Eng), M.B.A., M.H.K.I.E., M.I.E.E.E., M.I.E.E., C.Eng.

### General Manager, Environment & Product Innovation

Mr Leung is a Chartered Engineer and a member of the Hong Kong Institution of Engineers, the Institution of Electrical Engineers in the UK and the Institute of Electrical and Electronic Engineers. He joined HKPC in 1995.

## Mr L.M. Li B.Sc., M.Sc.

### General Manager, Manufacturing Technology

Mr Li has more than 28 years of experience in optical, mechanical and manufacturing engineering. Mr Li is a Registered Professional Engineer (HK), a Chartered Engineer (UK) and Fellow of the Institution of Mechanical Engineers of the United Kingdom and the Hong Kong Institution of Engineers and member and advisor of a number of local industry associations. Mr Li joined HKPC in 1986.

## Dr L.K. Yeung B.Sc., M.Sc., Ph.D., C.Chem., M.R.S.C., F.I.M.

### General Manager, Materials Technology

Dr Yeung brings 30 years of related experience to HKPC. He is a Chartered Chemist and currently Vice-Chairman of the Federation of Hong Kong Machinery and Metal Industry and Honorary Advisor of the Printed Circuit Association, the Galvanizers Association of Hong Kong, the Hong Kong Metal Finishing Society and the Hong Kong and Kowloon Electroplating Trade Merchants Association Ltd. among others. Dr Yeung joined HKPC in 1984.



## 容啟泰

### 資訊科技業發展部總經理

容氏擁有三十一年資訊科技業內經驗，現為香港資訊科技商會理事、香港工業總會屬下之HKITIC諮詢委員會會員，以及多個資訊科技有關之組織擔任委員。他於一九八一年加入香港生產力促進局。

## 區明標

### 卓越管理及人力發展部總經理

區氏在策略性規劃、營運、品質管理、培訓及人力資源開發方面有超過二十三年工作經驗，其中包括十年從事提供ISO 9000認證顧問服務、標準借鑑、運作流程改善、全面優質管理、平衡計分卡及績效管理。區氏於一九九五年加入香港生產力促進局。

## 李啟倫

### 企業發展及物流部總經理

李氏擁有超過二十年國際市場拓展企業管理及管理顧問經驗，亦為亞太經合組織企業諮詢師計劃理事會委員、美國國家投資關係學會、香港董事學會會員、英國財務會計師公會香港分會資深會員，香港註冊財務策劃師協會顧問及資深會員，香港專家顧問協會董事及中國人民大學香港校友會副會長。

他於一九九七年加入香港生產力促進局。

## Mr K. T. Yung B.Sc., M.B.A.

### General Manager, Information Technology Industry Development

With over 31 years in the IT industry, Mr Yung is currently a Council Member of the Hong Kong Information Technology Federation and member of numerous IT-related organizations, including the Advisory Committee of HK Information Technology Industry Council under the Federation of Hong Kong Industries (FHKI). Mr Yung joined HKPC in 1981.

## Mr Au Ming Piu M.B.A., M.Sc.

### General Manager, Total Enterprise Management Consultancy

Mr Au has over 23 years of working experience in strategic planning, operations and quality management, and training and people development, including 10 years in providing consultancy services for ISO 9000 certification, benchmarking, business process improvement, TQM, balanced scorecard, and strategic and performance management. Mr Au joined HKPC in 1995.

## Mr Vincent Li B.A., M.B.A.

### General Manager, Enterprise Value & Logistics Consultancy

Mr Li has over 20 years of experience in management consulting, general management and business development. He is a member of the Coordinating Council of APEC SME Business Counselors Programme, the US National Institute of Investor Relations, the Hong Kong Institute of Directors, the Institute of Financial Accountants in Hong Kong and the Advisory Board of the Hong Kong Institute of Registered Financial Planners. Mr Li is also the Director of the Hong Kong Professional Consultants Association and Vice President of the Renmin University of China Alumni Association of Hong Kong.

Mr Li joined HKPC in 1997.

## 李靜雲

### 企業傳訊部總經理

李氏擁有二十七年的企業傳訊及公共關係經驗。現為善寧會籌募及推廣委員會主席。李氏於一九九六年加入香港生產力促進局。

## 姚和安

### 財務部總經理

姚氏現為澳洲執業會計師公會資深會員、香港公司秘書公會資深會士、澳洲特許會計師學會、香港會計師公會及澳洲管理學會的會員。姚氏在一九八八年加入香港生產力促進局。

## Ms Betty Lee B.A.

### General Manager, Corporate Communications and Events

Ms Lee brings over 27 years of corporate communications and public relations experience to HKPC. She is the Chairperson for the Fundraising and Promotion Sub-committee of the Society for the Promotion of Hospice Care. She joined HKPC in 1996.

## Mr John H.A. Yeow

F CPA (Aust.), ACA (Aust.), FCS (U.K.), FCIS

### General Manager, Finance

Mr Yeow is currently a fellow of the CPA Australia and the Hong Kong Institute of Company Secretaries, a member of the Australian Institute of Chartered Accountants, the Hong Kong Society of Accountants and the Australian Institute of Management. Mr Yeow joined HKPC in 1988.

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# 核數師報告 | Auditors' Report

## 致香港生產力促進局理事會成員

(根據香港生產力促進局條例在香港註冊成立)

本核數師已完成審核第106頁至第126頁之賬目，該等賬目乃按照香港生產力促進局條例(以下簡稱「條例」)第十七條，及本年報賬目附註第一項所載的會計政策編製。

## 香港生產力促進局(以下簡稱「生產力局」)及核數師各自之責任

生產力局須編製真實兼公平之賬目。在編製該等真實兼公平之賬目時，生產力局必須採用適當之會計政策，並且貫徹應用該等會計政策。

本核數師之責任是根據審核之結果，對該等賬目作出獨立意見，並按照條例第十八條向生產力局報告，除此之外本報告別無其他目的。本核數師不會就本報告的內容向任何其他人士負上或承擔任何責任。

## 意見之基礎

本核數師已按照香港會計師公會所頒布之核數準則進行審核工作。審核範圍包括以抽查方式查核與賬目所載數額及披露事項有關之憑證，亦包括評審生產力局於編製賬目時所作之重大估計和判斷，所採用之會計政策是否適合生產力局及集團之具體情況，及有否貫徹應用並足夠披露該等會計政策。

本核數師在策劃和進行審核工作時，均以取得所有本核數師認為必需之資料及解釋為目標，以便獲得充分憑證，就該等賬目是否存在重大錯誤陳述，作出合理之確定。在作出意見時，本核數師亦已評估該等賬目所載之資料在整體上是否足夠。本核數師相信我們之審核工作已為下列意見提供合理之基礎。

## 意見

本核數師認為，上述之賬目已按照賬目附註第一項所載之會計政策妥為編製，並在此基礎上足以真實兼公平地顯示生產力局及集團於二〇〇四年三月三十一日結算時之財務狀況，及截至該日止年度之盈餘，儲備變動及現金流動情況。

## 羅兵咸永道會計師事務所

香港執業會計師

香港，二〇〇四年七月二十一日

## AUDITORS' REPORT TO THE COUNCIL MEMBERS OF HONG KONG PRODUCTIVITY COUNCIL

(incorporated in Hong Kong under the Hong Kong Productivity Council Ordinance)

We have audited the accounts on pages 106 to 126 which have been prepared in accordance with Section 17 of the Hong Kong Productivity Council Ordinance ("the Ordinance") and accounting policies set out in note 1 to the accounts.

## Respective responsibilities of the Hong Kong Productivity Council (the "Council") and auditors

The Council is responsible for the preparation of accounts which give a true and fair view. In preparing accounts which give a true and fair view it is fundamental that appropriate accounting policies are selected and applied consistently.

It is our responsibility to form an independent opinion, based on our audit, on those accounts and to report our opinion solely to you, as a body, in accordance with Section 18 of the Ordinance, and for no other purpose. We do not assume responsibility towards or accept liability to any other person for the contents of this report.

## Basis of opinion

We conducted our audit in accordance with Statements of Auditing Standards issued by the Hong Kong Society of Accountants. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the accounts. It also includes an assessment of the significant estimates and judgements made by the Council in the preparation of the accounts, and of whether the accounting policies are appropriate to the circumstances of the Council and the Group, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance as to whether the accounts are free from material misstatement. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the accounts. We believe that our audit provides a reasonable basis for our opinion.

## Opinion

In our opinion the accounts have been properly prepared in accordance with the accounting policies set out in note 1 to the accounts and, on that basis, give a true and fair view of the state of affairs of the Council and of the Group as at 31st March 2004 and of the Group's surplus, movements in reserves and cash flows for the year then ended.

## PricewaterhouseCoopers

Certified Public Accountants

Hong Kong, 21st July 2004

# 綜合資產負責表 | Consolidated Balance Sheet

二〇〇四年三月三十一日 AS AT 31ST MARCH 2004

		附註 Note	2004 港元 HK\$	2003 港元 HK\$
<b>非流動資產</b>	<b>Non-current assets</b>			
固定資產	Fixed assets	2	250,701,677	255,279,256
綜合報表以外之附屬公司	Non consolidated subsidiaries	3	1	1
			<u>250,701,678</u>	<u>255,279,257</u>
<b>流動資產</b>	<b>Current assets</b>			
消耗品	Consumables		165,418	173,767
應收賬款、預付款項及按金	Accounts receivable, prepayments and deposits		49,696,344	64,121,004
銀行結存及現金	Bank balances and cash	4	84,408,307	53,200,906
			<u>134,270,069</u>	<u>117,495,677</u>
<b>流動負債</b>	<b>Current liabilities</b>			
應付賬款、應計費用及撥備	Accounts payable, accruals and provisions		(133,167,601)	(114,467,393)
政府貸款之即期部份	Current portion of government loan	5	(13,025,401)	(13,025,401)
			<u>(146,193,002)</u>	<u>(127,492,794)</u>
<b>流動負債淨額</b>	<b>Net current liabilities</b>		<u>(11,922,933)</u>	<u>(9,997,117)</u>
			<u>238,778,745</u>	<u>245,282,140</u>
<b>儲備</b>	<b>Reserves</b>	6	160,626,337	154,104,331
<b>政府貸款</b>	<b>Government loan</b>	5	78,152,408	91,177,809
			<u>238,778,745</u>	<u>245,282,140</u>

主席  
Chairman

副主席  
Deputy Chairman

香港生產力促進局理事會於二〇〇四年七月二十一日通過上列賬目  
Approved by the Council on 21st July 2004

# 資產負債表 | Balance Sheet

二〇〇四年三月三十一日 AS AT 31ST MARCH 2004

		附註 Note	2004 港元 HK\$	2003 港元 HK\$
<b>非流動資產</b>	<b>Non-current assets</b>			
固定資產	Fixed assets	2	250,676,880	255,279,256
附屬公司	Subsidiaries	3	10,188,325	1
			<u>260,865,205</u>	<u>255,279,257</u>
<b>流動資產</b>	<b>Current assets</b>			
消耗品	Consumables		165,418	173,767
應收賬款、預付款項及按金	Accounts receivable, prepayments and deposits		49,656,523	64,121,004
銀行結存及現金	Bank balances and cash	4	74,312,896	53,200,906
			<u>124,134,837</u>	<u>117,495,677</u>
<b>流動負債</b>	<b>Current liabilities</b>			
應付賬款、應計費用及撥備	Accounts payable, accruals and provisions		(133,075,928)	(114,467,393)
政府貸款之即期部份	Current portion of government loan	5	(13,025,401)	(13,025,401)
			<u>(146,101,329)</u>	<u>(127,492,794)</u>
<b>流動負債淨額</b>	<b>Net current liabilities</b>		<u>(21,966,492)</u>	<u>(9,997,117)</u>
			<u>238,898,713</u>	<u>245,282,140</u>
<b>儲備</b>	<b>Reserves</b>	6	160,746,305	154,104,331
<b>政府貸款</b>	<b>Government loan</b>	5	78,152,408	91,177,809
			<u>238,898,713</u>	<u>245,282,140</u>

主席  
Chairman

副主席  
Deputy Chairman

香港生產力促進局理事會於二〇〇四年七月二十一日通過上列賬目  
Approved by the Council on 21st July 2004

綜合  
收支賬目

Consolidated Income and  
Expenditure Account

截至二〇〇四年三月三十一日止年度 FOR THE YEAR ENDED 31ST MARCH 2004

		附註 Note	2004 港元 HK\$	2003 港元 HK\$
收入	Income			
政府資助	Government subvention	7	152,930,000	151,365,000
服務收入	Services income	8	334,807,307	390,756,696
其他收入	Other income	9	4,106,516	5,661,219
			491,843,823	547,782,915
支出	Expenditure			
職員薪俸	Staff emoluments	10	(240,760,411)	(260,390,584)
其他支出	Other expenses	11	(250,709,917)	(298,221,095)
來自本年度收支 賬目之盈餘/ (虧損)	Surplus/(deficit) for the year dealt with in the Income and Expenditure Account		373,495	(10,828,764)
轉自/(轉往)儲備	Transfer from/(to) reserves			
資本資助儲備	Capital subvention reserves	6(a)	1,602,360	17,133,715
醫療福利儲備	Medical benefits reserve	6(c)	(4,974,964)	(5,384,575)
本年度未扣除僱員 累積年假之額外 撥備之(虧損)/ 盈餘	(Deficit)/surplus for the year before additional provision for employee accumulated annual leave entitlements		(2,999,109)	920,376
僱員累積年假 之額外撥備	Additional provision for employee accumulated annual leave entitlements	1(h)(i)	–	(36,126,915)
淨虧損	Net deficit		(2,999,109)	(35,206,539)
轉往收入資助儲備	Transfer to revenue subvention reserve	6(d)	2,877,171	35,206,539
附屬公司之虧損	Deficit of subsidiaries carried forward	6(f)	(121,938)	–

# 收支賬目 | Income and Expenditure Account

截至二〇〇四年三月三十一日止年度 FOR THE YEAR ENDED 31ST MARCH 2004

		附註 Note	2004 港元 HK\$	2003 港元 HK\$
<b>收入</b>	<b>Income</b>			
政府資助	Government subvention	7	152,930,000	151,365,000
服務收入	Services income	8	334,474,171	390,756,696
其他收入	Other income	9	4,105,857	5,661,219
			<b>491,510,028</b>	<b>547,782,915</b>
<b>支出</b>	<b>Expenditure</b>			
職員薪俸	Staff emoluments	10	(240,698,236)	(260,390,584)
其他支出	Other expenses	11	(250,316,359)	(298,221,095)
來自本年度收支賬目 之盈餘／(虧損)	Surplus/(deficit) for the year dealt with in the Income and Expenditure Account		<b>495,433</b>	<b>(10,828,764)</b>
轉自／(轉往) 儲備	Transfer from/(to) reserves			
資本資助儲備	Capital subvention reserve	6(a)	1,602,360	17,133,715
醫療福利儲備	Medical benefits reserve	6(c)	(4,974,964)	(5,384,575)
本年度未扣除僱員 累積年假之額外 撥備之(虧損)／ 盈餘	(Deficit)/surplus for the year before additional provision for employee accumulated annual leave entitlements		<b>(2,877,171)</b>	<b>920,376</b>
僱員累積年假 之額外撥備	Additional provision for employee accumulated annual leave entitlements	1(h)(i)	–	(36,126,915)
轉往收入資助 儲備之淨虧損	Net deficit transferred to revenue subvention reserve	6(d)	<b>(2,877,171)</b>	<b>(35,206,539)</b>



# 綜合現金 流動表

# Consolidated Cash Flow Statement

截至二〇〇四年三月三十一日止年度 FOR THE YEAR ENDED 31ST MARCH 2004

	附註 Note	2004 港元 HK\$	2003 港元 HK\$
<b>營運活動</b>			
營運現金流入／(流出) 淨額	13	26,889,899	(28,478,477)
利息收入		216,217	724,195
<b>營運活動的現金 流入／(流出)淨額</b>		<b>27,106,116</b>	<b>(27,754,282)</b>
<b>投資活動</b>			
售賣固定資產 收入		2,523,835	1,150,791
購入固定資產		(21,751,550)	(13,048,285)
作投資用途之 銀行存款減少／ (增加)額		5,000,000	(5,000,000)
<b>投資活動的現金 流出淨額</b>		<b>(14,227,715)</b>	<b>(16,897,494)</b>
<b>融資活動</b>			
用作購置固定資產 之政府資助		23,329,000	30,182,000
政府貸款資助		13,025,401	13,025,401
償還政府貸款		(13,025,401)	(13,025,401)
用作政府貸款利息 之政府資助		5,356,075	6,217,403
支付政府貸款利息		(5,356,075)	(6,217,403)
<b>融資所得的現金流入淨額</b>		<b>23,329,000</b>	<b>30,182,000</b>
<b>現金及現金等價物之 增加／(減少)額</b>		<b>36,207,401</b>	<b>(14,469,776)</b>
四月一日之現金及 現金等價物		48,200,906	62,670,682
三月三十一日之現金 及現金等價物		84,408,307	48,200,906
<b>現金及現金等價物之 結存分析</b>			
銀行結存		84,408,307	53,200,906
扣除作投資用途 的銀行存款		—	(5,000,000)
		<b>84,408,307</b>	<b>48,200,906</b>

# 綜合儲備 變動表

# Consolidated Statement of Changes in Reserves

截至二〇〇四年三月三十一日止年度 FOR THE YEAR ENDED 31ST MARCH 2004

	附註 Note	2004 港元 HK\$	2003 港元 HK\$
生產力局於四月一日之總儲備	Total reserves of the Council as at 1st April	154,104,331	185,996,745
來自本年度收支 賬目之收入／(支出)	Revenue/(expenses) dealt with in income and expenditure account		
收入扣除支出	Income less expenditure	495,433	(10,828,764)
僱員累積年假之 額外撥備	Additional provision for employee accumulated annual leave entitlements	–	(36,126,915)
直接在儲備中確認 之收入／(支出)：	Revenue/(expenses) recognised directly in reserves:		
資本資助儲備	Capital subvention reserve		
用作購置固定資產 的政府資助	Government subvention for purchase of fixed assets		
– 已於本年度動用的款項	– funds spent in current year	21,726,640	13,048,285
– 未動用款項	– funds unspent	1,602,360	17,133,715
用作償還政府貸款 的政府資助	Government subvention for repayment of government loan		
– 本金	– principal	13,025,401	13,025,401
– 利息	– interest	5,356,075	6,217,403
出售固定資產所獲 (虧損)／利潤	(Loss)/profit on disposal of fixed assets	(33,220)	645,426
本年度折舊支出	Depreciation charge for the year	(23,771,961)	(22,068,368)
政府貸款利息支出	Interest expenses on government loan	(5,356,075)	(6,217,403)
公積金儲備	Provident fund reserve		
收回未合資格 領取退休計劃 之局方供款	Recovery of forfeited Council contributions to retirement schemes	1,156,108	763,351
已支付的人壽保險費	Life insurance premium paid	(1,032,102)	(873,590)
醫療福利儲備	Medical benefits reserve		
支付賠償及保費	Claims and premiums paid	(6,122,201)	(6,610,955)
大廈維修儲備	Building maintenance reserve		
生產力大樓翻修支出	Expenses for overhaul repair of HKPC Building	(404,484)	–
本年度淨盈餘／(虧損)	Net surplus/(deficit) for the year	6,641,974	(31,892,414)
生產力局於三月三十一日之 總儲備	Total reserves of the Council as at 31st March	160,746,305	154,104,331
匯率之差額	Exchange translation differences	1,970	–
附屬公司本年度之虧損	Loss of subsidiaries for the year	(121,938)	–
集團於三月三十一日 之總儲備	Total reserves of the Group as at 31st March	160,626,337	154,104,331

## 1 主要會計政策

## (a) 編製基準

本賬目乃按照香港生產力促進局條例第十七條、歷史成本常規法，以及附註第1(b)至1(l)項所載的會計政策編製而成。

## (b) 綜合賬目

綜合賬目包括生產力局及其若干附屬公司(附註3)截至三月三十一日止之賬目。

附屬公司為生產力局可直接或間接控制過半數投票權；有權控制其財政及營運策略，委任或撤除董事局大部份成員，或在董事局會議中持有大多數投票權之公司。

有關附屬公司於收購日起或截至出售日止之業績已適當地包括於該年度之綜合收支賬目內。

所有集團內公司之間之重大交易及結餘已於綜合賬目內抵銷。

生產力局資產負債表內之附屬公司的投資是以成本值扣除減值虧損準備入賬。附屬公司的業績按已收及應收取股息入賬。

## (c) 固定資產

固定資產以成本值減累積折舊及累積減值虧損列賬。

固定資產之折舊以直線法，於其估計可用年限內將其成本值減累積減值虧損按下列折舊年率撇銷：

生產力大樓		2%
租賃樓宇改良工程	— 生產力大樓	33 1/3%
	— 其他	剩餘租約期
傢具及設備		10%-33 1/3%

折舊於資本資助儲備內扣除，固定資產於發出有關購貨訂單後轉作資本。

## 1 PRINCIPAL ACCOUNTING POLICIES

## (a) Basis of preparation

The accounts have been prepared in accordance with section 17 of the Hong Kong Productivity Council Ordinance, under the historical cost convention, and in accordance with the accounting policies set out in note 1(b) to 1(l) below.

## (b) Consolidation

The consolidated accounts include the accounts of the Council and certain of its subsidiaries (note 3) made up to 31st March.

Subsidiaries are those entities in which the Council, directly or indirectly, controls more than half of the voting power; has the power to govern the financial and operating policies, to appoint or remove the majority of the members of the board of directors, or to cast the majority of votes at the meetings of the board of directors.

The results of subsidiaries acquired or disposed of during the year are included in the consolidated income and expenditure account from the effective date of acquisition or up to the effective date of disposal, as appropriate.

All significant intercompany transactions and balances within the Group are eliminated on consolidation.

In the Council's balance sheet the investments in subsidiaries are stated at cost less provision for impairment losses. The results of subsidiaries are accounted for by the Council on the basis of dividends received and receivable.

## (c) Fixed assets

Fixed assets are stated at cost less accumulated depreciation and accumulated impairment losses.

Depreciation of fixed assets is provided to write off their costs over their estimated useful lives less accumulated impairment losses on a straight-line basis at the following annual rates:

HKPC Building		2%
Leasehold	— HKPC Building	33 1/3%
improvements	— Others	Over the unexpired period of the lease
Furniture and equipment		10% - 33 1/3%

Depreciation is charged to the capital subvention reserve. Fixed assets are capitalised upon placing of the relevant purchase orders.

## 1 主要會計政策 (續)

## (c) 固定資產 (續)

在每年結算日，固定資產項皆透過生產力局內部及外界所獲得的資訊，評核該等資產有否耗蝕。如有跡象顯示該等資產出現耗蝕，則估算其可收回價值，及在合適情況下將減值虧損入賬以將資產減至其可收回價值。此等減值虧損在資本資助儲備入賬。

出售固定資產的收益或虧損，是出售所得收入淨額與資產賬面值之差額，並於資本資助儲備內列賬。

## (d) 消耗品

消耗品包括化學品及工具，並以成本列賬。

## (e) 應收賬款

凡被視為呆賬之應收賬款，均提撥準備。在資產負債表內列賬之應收賬款已扣除有關之準備。

## (f) 收入與開支

本局之收入及支出均記錄在收支賬目及儲備內。

直接記錄在儲備之收入及支出如下：

## 資本資助儲備

- 政府資助用作購買固定資產，支付政府貸款與利息償還
- 固定資產折舊
- 出售固定資產所得盈利或損失

## 公積金儲備

- 收回未合資格領取的職員退休金計劃局方供款
- 支付職員保單之人壽保費

## 1 PRINCIPAL ACCOUNTING POLICIES (Continued)

## (c) Fixed assets (Continued)

At each balance sheet date, both internal and external sources of information are considered to assess whether there is any indication that fixed assets are impaired. If any such indication exists, the recoverable amount of the asset is estimated and where relevant, an impairment loss is recognised to reduce the asset to its recoverable amount. Such impairment losses are recognised in the capital subvention reserve.

The gain or loss on disposal of a fixed asset is the difference between the net sales proceeds and the carrying amount of the relevant asset, and is recognised in the capital subvention reserve.

## (d) Consumables

Consumables comprise chemicals and tools and are stated at cost.

## (e) Accounts receivable

Provision is made against accounts receivable to the extent they are considered to be doubtful. Accounts receivable in the balance sheet are stated net of such provision.

## (f) Revenues and expenses

The Council's revenues and expenses are recorded in both the income and expenditure account and reserves.

Revenues and expenses recorded directly in reserves are:

## Capital subvention reserve

- Government subventions for fixed asset purchases, Government loan and interest repayments
- depreciation of fixed assets
- profit or loss on disposal of fixed assets

## Provident fund reserve

- recovery of forfeited Council contributions to the staff retirement schemes
- life insurance premium paid for staff insurance policy

## 1 主要會計政策 (續)

## (f) 收入與開支 (續)

此外，支出由以下儲備中扣除。以下儲備由收支賬目撥款資助：

應用研究及開發儲備

- 研究及開發支出

醫療福利儲備

- 支付賠償及醫療保費

大廈維修儲備

- 生產力大樓翻修支出

## (g) 收入計算方法

經常活動、固定資產採購及政府貸款與利息還款獲政府資助，該等項目之資助經實收後報賬。在財政年度內未動用的政府資助，將由有關儲備撥入下一財政年度之收支賬目。

服務收入於提供服務後入賬。

租金收入按應計基準確認。

利息收入在考慮未償還本金額及適用利率後按時間比例確認。

銷貨收益在擁有權之風險及回報轉移時確認，通常亦即為貨品付運予客戶及所有權轉讓時。

## (h) 僱員福利

## (1) 僱員假期計算方法

僱員應得病假及產假，於放取假期時確認。

僱員應得年假按應計基準確認。

在截至二〇〇二年三月三十一日為止的年度賬目內，僱員應得年假的撥備額是根據過去三年平均每年支付予僱員應得年假的金額計算。

## 1 PRINCIPAL ACCOUNTING POLICIES (Continued)

## (f) Revenues and expenses (Continued)

In addition, expenses are charged to the following reserves which are funded by appropriations from the income and expenditure account:

Commercial research and development reserve

- expenses for research and development

Medical benefits reserve

- claims and medical insurance premium paid

Building maintenance reserve

- expenses for overhaul repair of HKPC Building

## (g) Income recognition

Government subventions for recurrent activities, fixed asset purchases and government loan and interest repayments are accounted for when received. Unspent subventions arising in the financial year are transferred to the income and expenditure account from the relevant reserves in the following financial year.

Income from services is recognised when services are rendered.

Rental income is recognised on an accruals basis.

Interest income is recognised on a time proportion basis, taking into account the principal amounts outstanding and interest rates applicable.

Revenue from the sale of goods is recognised on the transfer of risks and rewards of ownership, which generally coincides with the time when the goods are delivered to customers and title has passed.

## (h) Employee benefits

## (1) Leave entitlements

Employee entitlements to sick leave and maternity leave are recognised at the time of leave.

Employee entitlements to annual leave are recognised on an accrual basis.

For the annual accounts up to 31st March 2002, the provision for outstanding employee entitlements to annual leave was based on the average annual amount paid for employee annual leave entitlements in the past three years.

## 1 主要會計政策 (續)

## (h) 僱員福利 (續)

## (1) 僱員假期計算方法 (續)

由二〇〇二年四月一日起，本局採用香港會計師公會頒佈的最新會計實務準則第34號。依照該準則，已於二〇〇二至二〇〇三年度之賬目確認港幣三千六百萬之額外撥備，以備支付截至二〇〇三年三月三十一日本局僱員所累積年假之估計金額。

## (2) 退休福利

本集團為職員設有界定退休供款計劃，這些計劃中的資產由獨立管理基金持有，與本局資產分開。本集團對該等計劃作出的供款於產生時在收支賬目入賬，而本集團的供款額是按照僱員基本薪酬的一個特定百分比計算，如僱員在未符合領取退休供款前離職，其未被領取之權益將被沒收，用以抵銷本集團日後應支付之供款。

## (i) 經營租賃

經營租賃是指擁有資產之風險及回報實質上由出租公司保留之租賃。租賃款額在扣除自出租公司收取之任何獎勵金後，於租賃期內以直線法在損益賬中支銷。

## (j) 收入資助儲備

根據香港特區政府與本局在二〇〇三年三月二十二日所簽訂的行政安排備忘錄(MAA)第8節，本局可以將每年度政府資助(包括收入資助及用於採購固定資產的資本資助)中節省的金額保留作儲備。在任何時間，儲備水平不得超出同一財政年度金額的百分之十五。二〇〇三至二〇〇四年度總資助額為港幣一億七千六百萬元(二〇〇二至二〇〇三年度為港幣一億八千二百萬元)，按此計算，MAA允許的收入資助儲備的上限為港幣二千六百萬元(二〇〇二至二〇〇三年度為港幣二千七百萬元)。

## 1 PRINCIPAL ACCOUNTING POLICIES (Continued)

## (h) Employee benefits (Continued)

## (1) Leave entitlements (Continued)

With effect from 1st April 2002, the Council has adopted the new Statement of Standard Accounting Practice 34 issued by the Hong Kong Society of Accountants. As a result of adopting this new standard, an additional provision of HK\$36 million was made in the 2002/2003 accounts for the estimated liability for annual leave as a result of services rendered by employees up to 31st March 2003.

## (2) Retirement benefits

The Group operates defined contribution retirement schemes for its employees. The assets of the schemes are separately held from those of the Group in independently administered funds. The Group's contributions to the schemes are charged to the income and expenditure account as incurred. The amount of the Group's contributions is based on specified percentages of the basic salaries of employees. Any employer's contributions relating to unvested benefits forfeited by employees who leave the schemes are used to reduce the Group's ongoing contributions otherwise payable.

## (i) Operating leases

Leases where substantially all the risks and rewards of ownership of assets remain with the leasing company are accounted for as operating leases. Payments made under operating leases net of any incentives received from the leasing company are charged to the profit and loss account on a straight-line basis over the lease periods.

## (j) Revenue subvention reserve

In accordance with section 8 of the Memorandum of Administrative Arrangement (MAA) dated 22nd March 2003 signed between the Hong Kong Government and the Council, the Council is allowed to keep any savings from its annual block grant (revenue subvention and capital subvention for purchase of fixed assets) as reserves. At any one point in time the level of reserve shall not exceed 15% of the Council's annual block grant in the current financial year. The total block grant for the year of 2003/2004 is HK\$176 million (2002/2003: HK\$182 million) and based on this, the maximum level of revenue subvention reserve allowed under the MAA will be HK\$26 million (2002/2003: HK\$27 million).

# 賬目附註 | Notes to the Accounts

## 1 主要會計政策 (續)

### (k) 外幣之轉化

外幣之兌換是以兌換日期之兌換率為依據。外幣為單位之現金資產及負債是以資產負債表日期之兌換率而兌換。因兌換而產生之差別在損益賬目中處理。

附屬公司資產負債表中之外幣是以資產負債表日期之兌換率為依據，而損益表則以平均兌換率而兌換。由此而引致之兌換差別將於儲備中處理。

### (l) 現金及現金等價物

現金及現金等價物是以成本值記入資產負債表。在現金流動表中，現金及現金等價物包含庫存現金、銀行通知存款、三個月或以下之現金投資及銀行透支。

## 2 固定資產

### 集團

## 1 PRINCIPAL ACCOUNTING POLICIES (Continued)

### (k) Translation of foreign currencies

Transactions in foreign currencies are translated at exchange rates ruling at the transaction dates. Monetary assets and liabilities expressed in foreign currencies at the balance sheet date are translated at rates of exchange ruling at the balance sheet date. Exchange differences arising in these cases are dealt with in the profit and loss account.

The balance sheets of subsidiaries expressed in foreign currencies are translated at the rates of exchange ruling at the balance sheet date whilst the profit and loss accounts are translated at an average rate. Exchange differences arising therefrom are dealt with as a movement in reserves.

### (l) Cash and cash equivalents

Cash and cash equivalents are carried in the balance sheet at cost. For the purposes of the cash flow statement, cash and cash equivalents comprise cash on hand, deposits held at call with banks, cash investments with a maturity of three months or less from date of investment and bank overdrafts.

## 2 FIXED ASSETS

### Group

		生產力大樓 HKPC Building 港元 HK\$	租賃樓宇 改善工程 Leasehold improvements 港元 HK\$	傢具及設備 Furniture and equipment 港元 HK\$	總數 Total 港元 HK\$
原值	Cost				
二〇〇三年四月一日	At 1st April 2003	267,784,136	48,233,353	183,754,949	499,772,438
添置	Additions	–	12,302,420	9,449,130	21,751,550
出售	Disposals	–	(1,778,278)	(5,398,169)	(7,176,447)
二〇〇四年三月三十一日	At 31st March 2004	267,784,136	58,757,495	187,805,910	514,347,541
折舊	Depreciation				
二〇〇三年四月一日	At 1st April 2003	68,153,764	41,388,945	134,950,473	244,493,182
本年度支出	Charge for the year	5,355,683	3,586,538	14,829,853	23,772,074
出售	Disposals	–	(136,473)	(4,482,919)	(4,619,392)
二〇〇四年三月三十一日	At 31st March 2004	73,509,447	44,839,010	145,297,407	263,645,864
賬面淨值	Net book value				
二〇〇四年三月三十一日	At 31st March 2004	194,274,689	13,918,485	42,508,503	250,701,677
二〇〇三年三月三十一日	At 31st March 2003	199,630,372	6,844,408	48,804,476	255,279,256

# 賬目附註 | Notes to the Accounts

## 2 固定資產(續)

生產力局

		生產力大樓 HKPC Building 港元 HK\$	租賃樓宇 改善工程 Leasehold improvements 港元 HK\$	傢具及設備 Furniture and equipment 港元 HK\$	總數 Total 港元 HK\$
原值	Cost				
二〇〇三年四月一日	At 1st April 2003	267,784,136	48,233,353	183,754,949	499,772,438
添置	Additions	–	12,302,420	9,424,220	21,726,640
出售	Disposals	–	(1,778,278)	(5,398,169)	(7,176,447)
二〇〇四年三月三十一日	At 31st March 2004	267,784,136	58,757,495	187,781,000	514,322,631
折舊	Depreciation				
二〇〇三年四月一日	At 1st April 2003	68,153,764	41,388,945	134,950,473	244,493,182
本年度支出	Charge for the year	5,355,683	3,586,538	14,829,740	23,771,961
出售	Disposals	–	(136,473)	(4,482,919)	(4,619,392)
二〇〇四年三月三十一日	At 31st March 2004	73,509,447	44,839,010	145,297,294	263,645,751
賬面淨值	Net book value				
二〇〇四年三月三十一日	At 31st March 2004	194,274,689	13,918,485	42,483,706	250,676,880
二〇〇三年三月三十一日	At 31st March 2003	199,630,372	6,844,408	48,804,476	255,279,256

在二〇〇四年三月三十一日，本局經已發出購貨訂單但仍未接收之固定資產已撥作資本，有關資產之成本值為港幣16,385,845元（二〇〇三年度為港幣5,359,983元）。該等資產無需計算折舊。

At 31st March 2004, fixed assets with cost amounting to HK\$16,385,845 (2003: HK\$5,359,983) have been capitalised where the purchase orders have been placed but the assets have not been received. No depreciation is provided for these assets.

## 3 附屬公司

## 3 SUBSIDIARIES

		集團 Group		生產力局 Council	
		2004 港元 HK\$	2003 港元 HK\$	2004 港元 HK\$	2003 港元 HK\$
非上市股份，按成本值計算	Unlisted shares, at cost	9,708,695	9,708,695	29,708,695	9,708,695
附屬公司欠生產力局之 數額	Amount due from a subsidiary	–	–	188,324	–
生產力局欠附屬公司之 數額	Amount due to a subsidiary	–	–	(10,000,000)	–
減值準備	Provision	(9,708,694)	(9,708,694)	(9,708,694)	(9,708,694)
		1	1	10,188,325	1



# 賬目附註 | Notes to the Accounts

## 3 附屬公司(續)

附屬公司於二〇〇四年及二〇〇三年三月三十一日之詳情如下：

## 3 SUBSIDIARIES (Continued)

Details of the subsidiaries as at 31st March 2004 and 2003 are as follows:

名稱 Name	註冊地點 Place of incorporation	主要活動及營運地點 Principal activities and place of operations	已發行及繳足資本 Particulars of issued/ paid up capital 港元 HK\$	所持利益 Interest held	
				2004	2003
@ 製衣工藝示範中心有限公司 Clothing Technology Demonstration Centre Co. Ltd.	香港 Hong Kong	成衣製造及生產示範 Clothing manufacturing and demonstration	1,706,695	100%	100%
@ 設計創新(香港)有限公司 Design Innovation (HK) Ltd.	香港 Hong Kong	產品設計及開發 Product design and development	8,000,000	100%	100%
@ 生產力大樓管理有限公司 BMM Ltd.	香港 Hong Kong	大廈管理 Building management	2,000	100%	100%
生產力(控股)有限公司 Productivity (Holdings) Ltd.	香港 Hong Kong	投資控股 Investment holding	20,000,000	100%	—
# 生產力(廣州)諮詢有限公司 Productivity (Guangzhou) Consulting Co., Ltd.	中華人民共和國 The People's Republic of China ("PRC")	顧問及培訓服務 Consultancy and training services	360,000	100%	—

# 生產力局間接擁有之附屬公司。

@ 這些附屬公司為特定目的而成立，各公司獨自管理，部分並獲政府資助。因此，這些附屬公司並沒有包括在生產力局綜合賬目之內。

# Subsidiary held indirectly by the Council

@ These subsidiaries were incorporated for specific purposes and/or are managed independently and their operations are subvented by the Government. Accordingly these subsidiaries are not included in the consolidated accounts of the Council.

## 4 銀行結存及現金

## 4 BANK BALANCES AND CASH

		2004 港元 HK\$	2003 港元 HK\$
生產力局：	Council:		
庫存現金	Cash on hand	491,004	606,177
銀行結存	Bank balances	73,821,892	52,594,729
		74,312,896	53,200,906
附屬公司	Subsidiaries:		
銀行結存及現金	Bank balances and cash	10,095,411	—
集團總數	Group total	84,408,307	53,200,906

## 5 政府貸款

生產力局及集團

		2004 港元 HK\$	2003 港元 HK\$
本金	Principal	249,425,000	249,425,000
資本化之利息成本	Capitalised interest	18,385,117	18,385,117
		267,810,117	267,810,117
過往年度償還的數額	Amount repaid in prior years	(163,606,907)	(150,581,506)
本年度償還的數額	Amount repaid in the current year	(13,025,401)	(13,025,401)
		91,177,809	104,203,210
包括在流動負債內的 一年內到期數額	Amount due within one year included under current liabilities	(13,025,401)	(13,025,401)
		<b>78,152,408</b>	<b>91,177,809</b>

香港政府撥出用以興建生產力大樓的貸款，根據香港發鈔銀行訂出的最優惠貸款利率按日計算利息。

本金及資本化的利息分二十年，每年一期償還，最後一期還款於二〇一〇年十二月到期。分期償還的款項由政府每年資助。

## 5 GOVERNMENT LOAN

Council and Group

		2004 港元 HK\$	2003 港元 HK\$
		249,425,000	249,425,000
		18,385,117	18,385,117
		267,810,117	267,810,117
		(163,606,907)	(150,581,506)
		(13,025,401)	(13,025,401)
		91,177,809	104,203,210
		(13,025,401)	(13,025,401)
		<b>78,152,408</b>	<b>91,177,809</b>

The loan, provided by the Hong Kong Government to fund construction of the Council's building, bears interest calculated on a daily basis at the best lending rates quoted by the note-issuing banks of Hong Kong.

The principal and capitalised interest is repayable by twenty annual instalments with the last instalment due in December 2010. Funding for payment of the annual instalment is obtained by an annual government subvention.

## 6 儲備

		附註 Note	2004 港元 HK\$	2003 港元 HK\$
資本資助	Capital subvention	(a)	166,295,622	155,348,762
公積金	Provident fund	(b)	20,039,258	19,915,252
應用研究及開發	Commercial research and development		155,979	155,979
醫療福利	Medical benefits	(c)	1,257,220	2,404,457
收入資助	Revenue subvention	(d)	(34,592,021)	(31,714,850)
大廈維修	Building maintenance	(e)	6,534,707	6,939,191
其他	Other		1,055,540	1,055,540
			160,746,305	154,104,331
生產力局總儲備	Total reserves of the Council		160,746,305	154,104,331
附屬公司累積虧損	Accumulated losses of subsidiaries	(f)	(121,938)	-
外匯儲備	Exchange reserve		1,970	-
			<b>160,626,337</b>	<b>154,104,331</b>
集團總儲備	Total reserves of the Group		<b>160,626,337</b>	<b>154,104,331</b>

# 賬目附註 | Notes to the Accounts

## 6 儲備 (續)

## 6 RESERVES (Continued)

		2004 港元 HK\$	2003 港元 HK\$
(a) 資本資助儲備	(a) Capital subvention reserve		
四月一日結餘	At 1st April	155,348,762	150,698,018
用作購置固定資產的政府資助	Government subvention for purchase of fixed assets		
– 已動用撥款	– funds spent	21,726,640	13,048,285
– 未動用撥款	– funds unspent	1,602,360	17,133,715
用作償還政府貸款的政府資助	Government subvention for repayment of government loan		
– 本金	– principal	13,025,401	13,025,401
– 利息	– interest	5,356,075	6,217,403
出售固定資產所得之(虧損)/利潤	(Loss)/profit on disposal of fixed assets	(33,220)	645,426
本年度折舊支出	Depreciation charge for the year	(23,771,961)	(22,068,368)
政府貸款利息支出	Interest expenses on government loan	(5,356,075)	(6,217,403)
轉入收支賬目	Transfer to income and expenditure account	(1,602,360)	(17,133,715)
三月三十一日結餘	At 31st March	<u>166,295,622</u>	<u>155,348,762</u>
(b) 公積金儲備	(b) Provident fund reserve		
四月一日結餘	At 1st April	19,915,252	20,025,491
收回未合資格領取的退休計劃局方供款	Recovery of forfeited Council contributions to retirement schemes	1,156,108	763,351
已支付的人壽保險費	Life insurance premium paid	(1,032,102)	(873,590)
三月三十一日結餘	At 31st March	<u>20,039,258</u>	<u>19,915,252</u>
(c) 醫療福利儲備	(c) Medical benefits reserve		
四月一日結餘	At 1st April	2,404,457	3,630,837
轉自收支賬目	Transfer from income and expenditure account	4,974,964	5,384,575
支付賠償及保費	Claims and premiums paid	(6,122,201)	(6,610,955)
三月三十一日結餘	At 31st March	<u>1,257,220</u>	<u>2,404,457</u>

# 賬目附註 | Notes to the Accounts

## 6 儲備 (續)

## 6 RESERVES (Continued)

		2004 港元 HK\$	2003 港元 HK\$
(d) 收入資助儲備	(d) Revenue subvention reserve		
四月一日結餘	At 1st April	(31,714,850)	3,491,689
轉自收支賬目	Transfer from income and expenditure account	(2,877,171)	(35,206,539)
三月三十一日結餘	At 31st March	<u>(34,592,021)</u>	<u>(31,714,850)</u>
(e) 大廈維修儲備	(e) Building maintenance reserve		
四月一日結餘	At 1st April	6,939,191	6,939,191
生產力大樓翻修支出	Expenses for overhaul repair of HKPC Building	(404,484)	-
三月三十一日結餘	At 31st March	<u>6,534,707</u>	<u>6,939,191</u>
(f) 附屬公司累積虧損	(f) Accumulated losses of subsidiaries		
本年度截至三月三十一日 之虧損	Loss for the year and at 31st March	<u>(121,938)</u>	<u>-</u>

## 7 政府資助

## 7 GOVERNMENT SUBVENTION

生產力局及集團

Council and Group

		2004 港元 HK\$	2003 港元 HK\$
經營活動的資助	Subvention for recurrent activities	<u>152,930,000</u>	<u>151,365,000</u>

# 賬目附註 | Notes to the Accounts

## 8 服務收入

		2004 港元 HK\$	2003 港元 HK\$
生產力局：	Council:		
顧問服務	Consultancy	226,419,613	265,804,674
培訓	Training	58,287,761	76,985,078
製造業支援服務	Manufacturing support	35,593,396	30,007,521
銷售刊物及廣告	Publications and advertising	8,483,548	8,978,755
展覽會及考察團	Exhibitions	5,689,853	8,980,668
		334,474,171	390,756,696
附屬公司：	Subsidiaries:		
顧問服務之收入	Consultancy service income	333,136	-
		334,807,307	390,756,696

## 8 SERVICES INCOME

## 9 其他收入

		2004 港元 HK\$	2003 港元 HK\$
生產力局：	Council:		
租金	Rental	2,630,262	3,547,058
利息	Interest	215,558	724,195
其他	Others	1,260,037	1,389,966
		4,105,857	5,661,219
附屬公司	Subsidiaries:		
利息	Interest	659	-
		4,106,516	5,661,219

## 9 OTHER INCOME

# 賬目附註 | Notes to the Accounts

## 10 職員薪俸

## 10 STAFF EMOLUMENTS

		2004 港元 HK\$	2003 港元 HK\$
生產力局：	Council:		
薪金	Salaries	199,964,660	216,663,867
酬金	Gratuities	731,212	1,105,725
總裁級職員旅費	Directorate passages	358,838	448,165
超時工作、膳食及 其他津貼	Overtime, subsistence and other allowances	1,478,980	1,561,149
職員住屋及傢具 津貼	Staff housing and furniture allowances	10,824,614	12,231,290
職員教育津貼	Staff education allowances	1,303,848	1,071,311
退休金計劃供款	Retirement schemes contribution	26,036,084	27,309,077
		<b>240,698,236</b>	<b>260,390,584</b>
附屬公司：	Subsidiaries:		
薪金及津貼	Salaries and allowances	53,716	-
退休金計劃供款	Retirement scheme contribution	8,459	-
		<b>240,760,411</b>	<b>260,390,584</b>

註：

- (a) 人壽保險費合計港幣1,032,102元(2003年：港幣873,590元)，已計入公積金儲備賬目(附註6(b))。
- (b) 醫療賠償及保費合計港幣6,122,201元(2003年：港幣6,610,955元)，已計入醫療福利儲備賬目(附註6(c))。
- (c) 臨時僱員支出合計港幣21,029,000元(2003年：港幣28,828,000元)，已計入行政支出(附註11)。
- (d) 項目僱員支出合計港幣14,947,000元(2003年：港幣20,635,000元)以及港幣14,796,000元(2003年：20,635,000元)，已分別計入集團及生產力局工作項目支出(附註11)。

Notes:

- (a) Life insurance premium of the Council amounting to HK\$1,032,102 (2003: HK\$873,590) has been charged to provident fund reserve account under note 6(b).
- (b) Medical claims and premiums of the Council amounting to HK\$6,122,201 (2003: HK\$6,610,955) has been charged to medical benefits reserve account under note 6(c).
- (c) Temporary staff costs of the Council amounting to HK\$21,029,000 (2003: HK\$28,828,000) has been charged to administration expenses under note 11.
- (d) Project staff costs amounting to HK\$14,947,000 (2003: HK\$20,635,000) and HK\$14,796,000 (2003: HK\$20,635,000) has been charged to projects expenses of the Group and the Council respectively under note 11.

# 賬目附註 | Notes to the Accounts

## 11 其他支出

		2004 港元 HK\$	2003 港元 HK\$
生產力局：	Council:		
行政	Administration	61,477,049	75,087,441
工作項目	Projects	166,867,624	197,563,122
其他	Other	21,971,686	25,570,532
		<u>250,316,359</u>	<u>298,221,095</u>
附屬公司：	Subsidiaries:		
行政	Administration	232,978	–
工作項目	Projects	158,644	–
其他	Other	1,936	–
		<u>250,709,917</u>	<u>298,221,095</u>

## 11 OTHER EXPENSES

## 12 稅項

本局無需繳交香港或海外之稅項。附屬公司則需要繳交17.5%之香港利得稅或33%之中國企業所得稅。

由於附屬公司於本年度未有錄得利潤，因此無需預撥香港利得稅及中國企業所得稅。

附屬公司稅前虧損與採用中國稅率計算稅款之主要差別如下：

## 12 TAXATION

The Council is not subject to any Hong Kong or overseas tax. The consolidated subsidiaries are either subject to Hong Kong profits tax at 17.5% or PRC enterprise income tax at 33%.

No Hong Kong profits tax nor PRC enterprise income tax has been provided as the subsidiaries have no assessable profit for the year.

Taxation on the subsidiaries' loss before taxation differs from the theoretical amount that would arise using the applicable tax rate of the PRC where the principal subsidiary operates as follows:

		2004 港元 HK\$
除稅前虧損	Loss before taxation	(121,938)
按稅率33%計算之稅項	Calculated at a taxation rate of 33%	(40,240)
香港不同稅率之影響	Effect of different taxation rate in Hong Kong	1,022
無需課稅之收入	Income not subject to taxation	(115)
不可扣稅之支出	Expenses not deductible for taxation purposes	639
未確認之遞延稅項資產	Deferred tax assets not recognised	38,694
稅項	Taxation	<u>–</u>

## 賬目附註

## Notes to the Accounts

## 13 綜合現金流動表附註

本年度盈餘／虧損與營運活動之現金流入／流出淨額對賬表

## 13 NOTES TO THE CONSOLIDATED CASH FLOW STATEMENT

Reconciliation of surplus/deficit for the year to net cash inflow/  
outflow from operating activities

		2004 港元 HK\$	2003 港元 HK\$
收支賬目內確認 的盈餘／(虧損)	Surplus/(deficit) dealt with in the income and expenditure account	373,495	(10,828,764)
僱員累積年假之 額外撥備	Additional provision for employee accumulated annual leave entitlements	-	(36,126,915)
消耗品減少 應收賬款、預付款項及 按金減少／(增加)	Decrease in consumables Decrease/(increase) in accounts receivable, prepayments and deposits	8,349	84,308
應付賬款、應計費用及 撥備增加	Increase in accounts payable, accruals and provisions	14,424,660	(934,159)
利息收入	Interest income	18,700,208	26,772,442
		(216,217)	(724,195)
儲備內確認的營運 現金流動：	Operating cash flows dealt with in reserves:		
公積金儲備 －收回未合資格領取的 局方供款	Provident fund reserve － recovery of forfeited Council contributions	1,156,108	763,351
－人壽保險費用	－ life insurance premium paid	(1,032,102)	(873,590)
醫療福利儲備 －支付賠償及保費	Medical benefits reserve － claims and premiums paid	(6,122,201)	(6,610,955)
大廈維修儲備 －生產力大樓翻修 支出	Building maintenance reserve － expenses for overhaul repair of HKPC Building	(404,484)	-
匯率差別	Exchange differences	1,970	-
附屬公司折舊	Depreciation of a subsidiary	113	-
營運現金流入／ (流出)淨額	Net cash inflow/(outflow) from operations	26,889,899	(28,478,477)



## 14 經營租賃安排

## (a) 承租者

於二〇〇四年三月三十一日，集團及生產力局根據不可撤銷之經營租賃而於未來應支付之最低租賃總額如下：

		集團及生產力局 Group and Council	
		2004 港元 HK\$	2003 港元 HK\$
土地及樓宇	Land and buildings		
第一年內	Not later than one year	1,539,253	2,249,402
第二至第五年內	Later than one year and not later than five years	51,300	1,611,863
		<u>1,590,553</u>	<u>3,861,265</u>

## (b) 出租者

於二〇〇四年三月三十一日，集團及生產力局根據不可撤銷之經營租賃而於未來應收取之最低租賃總額如下：

		集團及生產力局 Group and Council	
		2004 港元 HK\$	2003 港元 HK\$
土地及樓宇	Land and buildings		
第一年內	Not later than one year	105,972	99,150
第二至第五年內	Later than one year and not later than five years	66,233	–
		<u>172,205</u>	<u>99,150</u>

## 14 OPERATING LEASE ARRANGEMENTS

## (a) As lessee

At 31st March 2004, the Group and the Council had future aggregate minimum lease payments under non-cancellable operating leases as follows:

		集團及生產力局 Group and Council	
		2004 港元 HK\$	2003 港元 HK\$
Land and buildings	Land and buildings		
Not later than one year	Not later than one year	1,539,253	2,249,402
Later than one year and not later than five years	Later than one year and not later than five years	51,300	1,611,863
		<u>1,590,553</u>	<u>3,861,265</u>

## (b) As lessor

At 31st March 2004, the Group and the Council had future aggregate minimum lease receivables under non-cancellable operating leases as follows:

		集團及生產力局 Group and Council	
		2004 港元 HK\$	2003 港元 HK\$
Land and buildings	Land and buildings		
Not later than one year	Not later than one year	105,972	99,150
Later than one year and not later than five years	Later than one year and not later than five years	66,233	–
		<u>172,205</u>	<u>99,150</u>

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## 二〇〇三 / 二〇〇四年之大型會議及研討會 2003/2004 Conferences and Symposiums

(甲) 香港生產力促進局主辦及協辦之大型會議及研討會

(A) 2003/2004 Conferences and Symposiums Organized and Co-organized by HKPC

會議名稱 NAME	服務行業 INDUSTRY SERVED
1. 矽液晶(LCoS)光機開發技術及發展前瞻 — 應用於後投影電視及投影機研討會 Conference on Market and Technology Trend in Liquid Crystal on Silicon (LCoS) Optic Engine Development for Rear Projection TV and Projector	光學、影視業 Optics, Audio-visual
2. 香港醫療及保健器材工業綜合研討會 2003 Symposium on Hong Kong Medical & Healthcare Device Industry	醫療及保健器材 Medical & Healthcare Device
3. 2004 國際納米暨先進複合材料工業應用會議 2004 International Conference on Industrial Applications of Nanomaterials & Advanced Composites	多種工業 Multi-industrial Sectors
4. 2003 製造業前瞻會議 Manufacturing Industries Outlook Conference	多種工業 Multi-industrial Sectors
5. 「第五屆國際創新設計研討會」 5th International Innovative Industrial Design Symposium	多種工業 Multi-industrial Sectors
6. 「無線及流動科技論壇」 Wireless Forum 2003	物流、無線科技 Logistics, Wireless Technology
7. 2003 海峽兩岸暨香港澳門物流合作與發展大會 2003 Logistics Conference	物流 Logistics
8. 國際定位系統研討會 International Symposium on Location Based Systems	無線科技 Wireless Technology
9. 「無線射頻識別技術探索」研討會 RFID Discovery Day 2004	無線科技 Wireless Technology

## 二〇〇三 / 二〇〇四年之大型會議及研討會 2003/2004 Conferences and Symposiums

會議名稱 NAME	服務行業 INDUSTRY SERVED
10. 亞太軟件工程過程會議 2003 (AP-SEPG) Asia Pacific SEPG Conference 2003	資訊科技 IT
11. 信息安全高峰會 2003 Information Security Summit 2003	資訊科技 IT
12. 「加強中港專業工程師於環保市場的合作」會議 Conference on “Capability-building Programme to Increase the Competitiveness of Hong Kong Professional Engineers for Entering the China Environmental Market”	環保 Environmental
13. 華南地區清潔生產和污染管理研討會 Regional Conference on Clean Technologies for Pollution Prevention and Control in Pearl River Delta	環保 Environmental
14. 中港兩地生產力及質量獎分享會及2004年『香港服務業獎：生產力』優勝機構實力展 China-Hong Kong Productivity and Quality Awards Winners Sharing Symposium and 2004 Hong Kong Award for Services: Productivity Winners Showcase	多種行業 Multi-industrial Sectors
15. 2003 客戶服務中心管理會議暨第四屆「客戶中心大獎」頒獎典禮 Call Centre Management Symposium & the 4th Annual Call Centre Awards Presentation Ceremony 2003	多種行業 Multi-industrial Sectors
16. 「客戶關係管理會議」 Customer Relationship Management (CRM) Conference	多種行業 Multi-industrial Sectors

## 二〇〇三 / 二〇〇四年之大型會議及研討會 2003/2004 Conferences and Symposiums

(乙) 香港生產力促進局作為技術主辦或統籌之大型會議及研討會

(B) Conferences and Symposiums with HKPC as Technical or Logistic Organizer

會議名稱 NAME	主辦機構 ORGANIZER	服務行業 INDUSTRY SERVED
1. 安全及有效使用能源研討會 – 迎接未來的挑戰 Symposium on Safe and Efficient Use of Energy - The Challenges Ahead	香港特區政府機電工程署及香港工程師學會氣體及能源分部 Electrical and Mechanical Services Department of the HKSAR Government, and Gas & Energy Division of the Hong Kong Institution of Engineers	環保、多種行業 Environmental, Multi-industrial Sectors
2. 「香港文化產業博覽」之「文化產業國際研討會」 International Conference on Cultural Industries, Hong Kong Cultural Industries Expo 2003	香港出版總會、香港印藝學會及香港設計師協會 Hong Kong Publishing Federation Limited, Graphic Arts Association of Hong Kong and Hong Kong Designers Association	文化產業 Cultural Industries
3. 二〇〇三年知識管理會議 Knowledge Management Conference 2003	香港小童群益會 Boys' & Girls' Clubs Association of Hong Kong (BGCA)	多種行業 Multi-industrial Sectors

二〇〇三 / 二〇〇四年考察團

Study Missions in 2003/2004

(甲) 由香港生產力促進局主辦之考察團

(A) Study Missions Organized by HKPC

名稱 NAME	目的地 DESTINATION	服務行業 INDUSTRY SERVED
1. 重慶市高新科技考察團：汽車及相關製造業 Study Mission to Chongqing on Automotive Industry	重慶市 Chongqing	汽車零部件 Automotive Parts and Components
2. SAE 北美及日本汽車零部件工業考察團 SAE Study Mission on Auto Parts Industry to North America & Japan	美國底特律、加拿大溫莎及日本東京 Detroit, USA; Windsor, Canada and Tokyo, Japan	汽車零部件 Automotive Parts and Components
3. 德國醫療及保健器材考察團 Study Mission to Germany on Medical & Healthcare Products Industry	德國杜塞多夫 Düsseldorf, Germany	醫療及保健器材 Medical & Healthcare Device
4. 江蘇省、上海醫療及保健器械考察團 Medical and Healthcare Device Study Mission to Jiangsu, Shanghai	上海市、江蘇省南京及蘇州 Shanghai, Nanjing and Suzhou, Jiangsu	醫療及保健器材 Medical & Healthcare Device
5. 德國 / 比利時表面處理暨納米技術考察團 2003 Germany & Belgium Surface Finishing & Nano Study Mission	德國慕尼黑及薩爾布肯、及比利時列治 Munich and Saarbrücken, Germany, and Liege, Belgium	表面處理 Surface Finishing
6. 赴德國真空離子電鍍層應用實習課程 - 先進改良鍍層附著力技術與多色式生產 Training Course on Advanced Booster Technology and Cluster-Type Machine for Novel PVD Coating Deposition in Germany	德國哈瑙及德累斯頓 Hanau and Dresden, Germany	表面處理 Surface Finishing

## 二〇〇三 / 二〇〇四年考察團

### Study Missions in 2003/2004

名稱 NAME	目的地 DESTINATION	服務行業 INDUSTRY SERVED
7. 彩色鑽石評級和鑒別，高溫高壓鑽石改色處理技術海外進修課程 Practical Training (Overseas) on Fancy Coloured Diamond Grading	比利時安特惠普 Antwerp, Belgium	珠寶 Jewellery
8. 瑞士先進壓鑄模具設計培訓團 Training Mission to Switzerland on Mould Design for Diecasting	瑞士烏茲維爾 Uzwill, Switzerland	壓鑄 Diecasting
9. 德國先進全面壓鑄技術提升應用課程 Advanced Diecasting and Foundry Study Mission to Germany	德國斯圖加特 Stuttgart, Germany	壓鑄及鑄造 Diecasting and Foundry
10. 有色金屬及特種鑄造上海考察團 Study Mission to Shanghai on Non-Ferrous Metal Casting	上海市 Shanghai	鑄造 Casting
11. NPE 國際塑膠博覽會美國先進產品開發塑膠及模具技術考察團 NPE Study Mission on Advanced Product Development, Plastics & Mould to USA and Canada	美國底特律及芝加哥；加拿大溫莎、倫敦及多倫多 Detroit and Chicago, USA; Windsor, London and Toronto, Canada	塑膠及模具 Plastics and Mould
12. 德國及瑞典塑膠、五金模具及產品開發技術考察團 EuroMold Study Mission to Germany and Sweden on Mould, Die and Product Development System and Service Industries	德國法蘭克福及科隆、及瑞典斯德哥爾摩 Frankfurt and Cologne, Germany, and Stockholm, Sweden	塑膠、五金模具及產品開發 Plastics, Mould, Die and Product Development

## 二〇〇三 / 二〇〇四年考察團

### Study Missions in 2003/2004

名稱 NAME	目的地 DESTINATION	服務行業 INDUSTRY SERVED
13. 上海及江蘇省外資塑膠及五金製造業考察團 Study Mission on Foreign Enterprises of Plastics and Metals Industries in Shanghai and Jiangsu	上海市及江蘇省 Shanghai and Jiangsu Province	塑膠及五金 Plastics and Metals
14. 德國、瑞士及意大利塑膠、五金模具及機械加工技術考察團 EMO Study Mission on Advanced Plastics, Metals, Tooling & Machining Technology in Germany, Switzerland and Italy	德國慕尼黑及斯圖加特、瑞士蘇黎世及日內瓦、意大利米蘭及都靈 Munich and Stuttgart, Germany; Zurich and Geneva, Switzerland; and Milan and Turin, Italy	塑膠、五金模具及機械加工 Plastics, Metals and Machining
15. 浙江寧波、台州及溫州工業考察團 Study Mission on Electrical Appliances, Mould and Related Components Industry in Ningbo, Taizhou and Wenzhou	浙江寧波、台州及溫州 Ningbo, Taizhou and Wenzhou, Zhejiang	家電、模具及有關零部件 Electrical Appliances, Mould and Related Components
16. 寧波塑膠及金屬家庭用品與禮品業考察團 Study Mission on Toys, Houseware and Premium Industry in Ningbo	浙江寧波、餘姚及慈溪 Ningbo, Yuyao and Cixi, Zhejiang	塑膠、玩具、金屬家庭用品及禮品 Plastics, Toys, Houseware and Premium
17. 上海江蘇納米科技考察團 Nano Study Mission to Jiangsu and Shanghai	上海市及江蘇南京 Shanghai and Nanjing, Jiangsu	紡織及塑膠 Textiles and Plastics
18. 浙江紹興輕絨絨成衣製造技術及布料開發設計考察團 Study Mission to Shaoxing, Zhejiang China on Garment Manufacturing Technology and Latest Fabric Design & Development	浙江紹興 Shaoxing, Zhejiang	紡織製衣 Textiles and Clothing



## 二〇〇三 / 二〇〇四年考察團

### Study Missions in 2003/2004

名稱 NAME	目的地 DESTINATION	服務行業 INDUSTRY SERVED
19. 倫敦時裝學院時裝設計與產品開發海外培訓團 (第一團) Overseas Training Programme on Product Design and Development for the Fashion Industry at the London College of Fashion, London, UK (1st Programme)	英國倫敦 London, UK	紡織製衣 Textiles and Clothing
20. 倫敦時裝學院時裝設計與產品開發海外培訓團 (第二團) Overseas Training Programme on Product Design and Development for the Fashion Industry at the London College of Fashion, London, UK (2nd Programme)	英國倫敦 London, UK	紡織製衣 Textiles and Clothing
21. 香港珠三角工商界聯合晚會暨佛山市五區考察活動 'Hong Kong – PRD Industrial Promotion Gala Dinner' with Visits to Key Technology Development Sites in Foshan	廣東佛山 Foshan, Guangdong	多種工業 Multi-industrial Sectors
22. 上海、吳江市高新工業技術考察團 Study Mission on Advanced Technology to Shanghai and Wujiang	上海市及江蘇吳江 Shanghai and Wujiang, Jiangsu	多種工業 Multi-industrial Sectors
23. 生產力改善赴日本考察團 Study Mission on Productivity Improvement to Japan	日本東京 Tokyo, Japan	多種行業 Multi-industrial Sectors
24. 品管圈赴日本考察團 Study Mission on Quality Control Circles to Japan	日本東京 Tokyo, Japan	多種行業 Multi-industrial Sectors

## 二〇〇三 / 二〇〇四年考察團

### Study Missions in 2003/2004

(乙) 香港生產力促進局為其他機構組織之考察團

(B) Study Missions Organized by HKPC for Other Organizations

名稱 NAME	主辦機構 ORGANIZER	目的地 DESTINATION
1. 「青年專業人士國內交流及增值計劃」(第一團) Young Professional Exchange and Enhancement Program (Tour 1)	香港專業聯盟 Hong Kong Coalition of Professional Services	廣東廣州 Guangzhou, Guangdong
2. 「青年專業人士國內交流及增值計劃」(第二團) Young Professional Exchange and Enhancement Program (Tour 2)	香港專業聯盟 Hong Kong Coalition of Professional Services	廣東廣州 Guangzhou, Guangdong

二〇〇三 / 二〇〇四年度展覽會  
2003/2004 EXHIBITIONS

(甲) 由香港生產力促進局主辦之展覽  
(A) Exhibitions Organized by HKPC

展覽名稱 NAME OF EXHIBITION	服務行業 INDUSTRY SERVED	地點 VENUE
1. 資訊保安博覽會 2003 Information Security Showcase 2003	資訊科技 IT	香港會議展覽中心 HKCEC
2. 工作流程方案研討暨展示會 Workflow Solutions Showcase 2003	資訊科技、多種行業 IT, Multi-industrial Sectors	太古廣場會議中心 Pacific Place Conference Centre
3. 網絡應用服務研討暨展示會 Web Services Showcase 2003	資訊科技、多種行業 IT, Multi-industrial Sectors	太古廣場會議中心 Pacific Place Conference Centre

## 二〇〇三 / 二〇〇四年度展覽會 2003/2004 EXHIBITIONS

(乙) 香港生產力促進局作為技術主辦之展覽

(B) Exhibitions with HKPC as Technical Organizer or Implementation Agent

展覽名稱 NAME OF EXHIBITION	合辦機構 ORGANIZER	服務行業 INDUSTRY SERVED	地點 VENUE
1. 第五屆中國國際高新技術成果交易會「香港館」 The Hong Kong Pavilion at the 5th China Hi-Tech Fair (CHTF)	香港特區政府創新科技署 Innovation and Technology Commission of the HKSAR Government	多種工業 Multi-industrial Sectors	深圳市中國國際高新技術成果交易會展覽中心 CHTF Centre, Shenzhen
2. 「數碼娛樂博覽會」(E3)香港館 The Hong Kong Pavilion at the Electronic Entertainment Expo 2003 (E3)	香港數碼娛樂協會 Hong Kong Digital Entertainment Association	數碼娛樂 Digital Entertainment	洛杉磯會議中心 Los Angeles Convention Center
3. 「香港文化產業博覽」 Hong Kong Cultural Industries Expo 2003	香港出版總會、香港印藝學會及香港設計師協會 Hong Kong Publishing Federation Limited, Graphic Arts Association of Hong Kong and Hong Kong Designers Association	文化產業 Cultural Industries	香港會議展覽中心 Hong Kong Convention and Exhibition Centre

## 二〇〇三 / 二〇〇四年度展覽會 2003/2004 EXHIBITIONS

### (丙) 香港生產力促進局參與之展覽 (C) Exhibitions with HKPC Participation

展覽名稱 NAME OF EXHIBITION	服務行業 INDUSTRY SERVED	地點 VENUE
1. 第 16 屆香港連繫工業、國際機械展 Linkage, HK Plas, HK Pack Exhibition 2004	多種工業 Multi-industrial Sectors	香港會議展覽中心 HKCEC
2. 中小企市場推廣日展覽 SME Market Day Exhibition	多種行業 Multi-industrial Sectors	香港會議展覽中心 HKCEC
3. CEPA 中小企商機博覽 CEPA SME Expo	多種行業 Multi-industrial Sectors	香港會議展覽中心 HKCEC

## 二〇〇三 / 二〇〇四年獲創新及科技基金通過之項目

## Innovation and Technology Fund (ITF) Projects Approved in 2003/2004

(甲) 由香港生產力促進局推行之項目

(A) Projects Initiated by HKPC

項目名稱 PROJECT NAME	服務行業 INDUSTRY SERVED	通過撥款總數 (以百萬港元計) TOTAL FUNDS APPROVED (HK\$M)
1. 為紡織業發展超臨界流體生態染色技術 Development of Ecological Supercritical Fluid Dyeing Technology for Textile Industry	紡織 Textiles	4.5
2. 應用等離子技術淨化空氣以控制室內環境的細菌及病毒 Application of Plasma Technology for Air Purification to Control Bacteria/Virus in Indoor Environment	多種行業 Multi-industrial Sectors	3.192
3. 發展低溫高動能氣體沉積技術 Development of Cold Gas Dynamic Coating Technology	表面處理 Surface Finishing	2.475
4. 為關鍵性零部件業發展先進的微型電鑄技術，以製造精密立體微結構零部件 Development of Advanced Micro-electroforming Technology in the Manufacturing of High Precision Three-dimension Microstructural Components for the Critical Components Industry	關鍵性零部件 Critical Components	2.281
5. 提升香港為創新電子微型化技術中心：開發雙面軟板構裝、表面鐳接和 Soft-beam 鐳錫混合技術 Upgrade Hong Kong as an Innovative Electronics Miniaturization Technology Centre: To Develop Mixed Technology of Double Side COF and Double Side SMT by Laser Soldering	電子 Electronics	2.05

## 二〇〇三 / 二〇〇四年獲創新及科技基金通過之項目

### Innovation and Technology Fund (ITF) Projects Approved in 2003/2004

項目名稱 PROJECT NAME	服務行業 INDUSTRY SERVED	通過撥款總數 (以百萬港元計) TOTAL FUNDS APPROVED (HK\$M)
6. 為本地工業開發一套以突破性創新為主導的產品設計方法 Development of a Breakthrough Methodology for Innovation Driven Product Design for Local Industries	多種工業 Multi-industrial Sectors	1.37
7. 發展醫療保健器材工業必需的核心技術(風險管理及製程確效) Development of Essential Product Development Methodologies Specifically Required for Health Device Industry (Risk Management and Process Validation)	醫療及保健器材 Medical & Healthcare Device	1
8. APECTEL 29 - 電腦事故回應及鑑證工作坊 APECTEL 29 - Incident Response and Forensics Workshop	資訊科技 IT	0.238

## 二〇〇三 / 二〇〇四年獲創新及科技基金通過之項目

### Innovation and Technology Fund (ITF) Projects Approved in 2003/2004

(乙) 由其他機構提出，並由香港生產力促進局代理執行的項目

(B) Projects Submitted to ITF by Trade Associations, with HKPC as the Implementation Agent

項目名稱 PROJECT NAME	服務行業 INDUSTRY SERVED	合作夥伴 PARTNER	通過撥款總數 (以百萬港元計) TOTAL FUNDS APPROVED (HK\$M)
1. 開發矽液晶(LCoS)光學系統以加強本地數碼顯示產品的製造鏈 Develop an LCoS Optics Engine to Enhance the Local Manufacturing Chain in Digital Display Products	光學及影視 Optics & Audio-Visual	香港攝影及光學製造業協會有限公司 Hong Kong Photographic and Optics Manufacturers Association Limited	5.6
2. 發展及應用鎂合金注射技術 To Develop the Processing Technologies and Applications of Injection Molding of Thixotropic State Magnesium Alloy	電腦、電訊及影音器材 Computer, Communications & Consumer Electronics	香港汽車零部件工業協會有限公司 Hong Kong Auto Parts Industry Association Limited	5.123
3. 開發微型注塑技術及機械 Development of Micro-injection Moulding and Machinery Technologies	電腦、電訊及影音器材 Computer, Communications & Consumer Electronics	香港塑膠機械協會有限公司 Hong Kong Plastic Machinery Association Limited	4.879
4. 開發低溫離子電鍍技術及用以加強鍍膜附著力之納米金屬植入技術 Development of the Low Temperature Ion Plating Technology and the Metallic Nano-Cluster Inclusion Technique to Enhance Coating Adhesion for Direct Plating	表面處理 Surface Finishing	香港金屬表面處理學會 Hong Kong Metal Finishing Society Limited	3.4
5. 應用先進資料保密及解碼技術為珠寶業開發一套國際編碼系統 To Develop e-ID for Jewelry by Adopting Advanced Encryption and Reading System	珠寶 Jewellery	香港珠寶製造業廠商會有限公司 Hong Kong Jewelry Manufacturers' Association	2.698



## 二〇〇三 / 二〇〇四年獲創新及科技基金通過之項目

### Innovation and Technology Fund (ITF) Projects Approved in 2003/2004

項目名稱 PROJECT NAME	服務行業 INDUSTRY SERVED	合作伙伴 PARTNER	通過撥款總數 (以百萬港元計) TOTAL FUNDS APPROVED (HK\$M)
6. 開發胸圍杯三維參數化設計及新穎生產及品質控制系統 To Develop the 3D Parametric Design and Novel Manufacturing & Quality Control System for Brassiere Cup	內衣業 Intimate Clothing	香港中小型企业聯合會有限公司 The Hong Kong Small and Medium Enterprises Association Limited	2.3
7. 發展一個再循環蝕銅系統來增強HDI線路板生產過程的精密度 The Development of a Re-circulate Copper Etching System by Employing the Hydroxyl Free Radical Oxidation Technique to Enhance the Precision of the HDI PCB Manufacturing	電子 Electronics	香港線路板協會有限公司 Hong Kong Printed Circuit Association Limited	2
8. 開發一套電化學漂染和 COD 降解處理綜合系統用於硫化染料過程 Development of Integrated Electrochemical Dyeing and Oxidative COD Treatment Process with Selective Electrode and Proton Exchange Membrane Technology for Sulfur Dye	漂染 Dyeing	香港漂染印整理業總會 The Hong Kong Association of Textile Bleachers, Dyers, Printers and Finishers Limited	1.615
9. 中國色彩遊戲角色、場景及效果設計的強化開發工具 Enabling Tools for the Design and Development of Chinese Style Game Characters, Scene and Effects	資訊科技 IT	香港中文大學 The Chinese University of Hong Kong	1.6

## 二〇〇三 / 二〇〇四年獲創新及科技基金通過之項目

### Innovation and Technology Fund (ITF) Projects Approved in 2003/2004

項目名稱 PROJECT NAME	服務行業 INDUSTRY SERVED	合作伙伴 PARTNER	通過撥款總數 (以百萬港元計) TOTAL FUNDS APPROVED (HK\$M)
10. 發展脈衝冷凍管科技強化足金和K金珠寶 Development of Pulse Tube Refrigerating (PTR) Cryogenic Technology for Fine Gold and High Karat Gold Jewellery	珠寶 Jewellery	香港珠寶玉石廠商會 Hong Kong Jewellery and Jade Manufacturers Association	1.6
11. 應用先進電腦輔助工程分析技術於流體動力及熱力學上作虛擬產品性能測試 Application Development of Virtual Product Performance Simulation by Advanced CAE Technologies in Computation Fluid Dynamic and Thermal Analysis	多種工業 Multi-industrial Sectors	香港電器製造業協會 Hong Kong Electrical Appliances Manufacturers Association	1.543
12. 為眼鏡業開發適用於鏡架製造的各種新穎物料的先進接合技術 Development of Advanced Joining Technology for Novel Materials Used in Spectacle Frame Manufacturing Industry	眼鏡 Spectacles	香港中華眼鏡製造廠商會有限公司 Hong Kong Optical Manufacturers Association Limited	1.511
13. 皮革製造的生態技術 Eco-Technology for Leather Production	皮革 Leather	香港皮業商會有限公司 The Hong Kong Hide and Leather Traders' Association Limited	1.15
14. 推廣及促進光電子學工業在中國和香港的發展 Promote and Facilitate the Development of Optoelectronics Industry in PRC and Hong Kong	光電 Photonics	香港光電協會有限公司 Hong Kong Optoelectronics Association Limited	0.618

二〇〇三 / 二〇〇四年中小企業發展支援基金：由香港生產力促進局推行之項目  
**SME Development Fund 2003/2004: Projects with HKPC as Implementation Agent**

項目名稱 PROJECT TITLE	申請機構 APPLICANT ORGANIZATION	通過撥款總數 (港元) FUNDING GRANTED (HK\$)
使用自助數據庫整合模式來協助中小企提升採納資訊科技的程度和業務運作的效率 A DIY Database Consolidation Model to Raise an SME's IT Adoption Level for Effective Business Operation	香港中小型企業商會 The Hong Kong Chamber of Small & Medium Business Ltd.	1,311,675
成立一個虛擬的技術支援中心以協助中小企壓鑄業轉型生產高要求工程產品 Establishment of a Virtual Supporting Centre for the Local SME Diecasting Industry to Move towards the Manufacture of High Requirement Engineering Products	香港壓鑄學會 Hong Kong Diecasting Association Ltd.	783,400
建立一套資源增值及食物安全綜合計劃作為中小型食物業的求生工具 Establishment of an Integrated Resources Management and Food Safety Program as a Survival Tool for Local Food SMEs	香港餐飲聯業協會 Hong Kong Federation of Restaurants & Related Trades Ltd.	1,932,120
開發及推廣本土化的創新產品設計模式和個案，從而加強香港中小企業的競爭力及拓展新商機 To Develop a Localized Innovative Product Design Methodologies and Cases to Strengthen Hong Kong SMEs' Competitiveness and Capabilities of Capturing Business Opportunity	香港設計師協會 Hong Kong Designers Association	1,521,000
推行支援計劃以幫助本港中小型軟件公司開拓內地市場 A Support Program to Increase the Competitiveness of Hong Kong Software SMEs in mainland China	香港軟件行業內地合作協會有限公司 Hong Kong & Mainland Software Industry Cooperation Association Ltd.	1,994,270

二〇〇三 / 二〇〇四年專業服務發展資助計劃核准申請項目：由香港生產力促進局推行之項目  
**Professional Services Development Assistance Scheme (PSDAS) – Approved Applications 2003/2004: Projects with HKPC as Implementation Agent**

項目名稱 PROJECT TITLE	申請機構 APPLICANT ORGANIZATION	獲批款額（港元） APPROVED FUNDING (HK\$)
產品設計和開發專業人士發展計劃 Professional Development Programme for Product Design and Development Professionals	香港生產力促進局 Hong Kong Productivity Council	345,000
提升香港工程師芯片技術能力以備加入芯片設計及有關工業的支援計劃 Developing a Competency-building Programme to Enable Hong Kong Engineers to Join the Integrated Circuits (IC) Design and Related Professions	香港工程師學會 The Hong Kong Institution of Engineers	732,000
提昇香港汽車製造業工程師的工程及技術知識水平，以提供專業服務協助香港汽車零部件廠商符合國際技術標準 ISO / TS16949:2002，藉此投入高增值的國際汽車零部件工業市場 To Develop HK Automotive Engineers with the Specific Engineering and Technical Knowledge in Delivering Professional Services to Assist HK Manufacturers in Compliance with ISO/TS16949:2002 International Standard for Entering the Global Automotive Components Markets	國際汽車工程師學會 - 香港有限公司 Society of Automotive Engineers - Hong Kong Limited	324,000
推廣及提升香港工程師於康復工程、無塵製造技術、醫學影象科技、手術器材及臨床儀器開發等之專業地位及能力 To Promote the Status and Enhance the Capabilities of Local Engineers in Rehabilitation Technology, Cleanroom Production, Medical Imaging Technology as well as in Surgery Tools and Clinical Instrumentation Development	香港工程師學會 The Hong Kong Institution of Engineers	213,000
醫院及診所之間的病人紀錄線上創先安全管理及共用 Pioneering Secure On-line Patient Records Management and Collaboration between Doctors' Clinics and Hospital	香港醫學會 The Hong Kong Medical Association	1,067,000

## 訪客 Visitors



羅馬尼亞總統 Ion Iliescu (左)於二〇〇三年八月廿五日率團訪問生產力局，獲本局總裁楊國強（左二）熱烈歡迎及介紹本局的服務與設施。

His Excellency Mr Ion Iliescu (left), President of Romania, led a delegation to visit HKPC on 25 August 2003. He was greeted and briefed on the Council's facilities and services by Mr K.K. Yeung (second from left), Executive Director of HKPC.

美國貿易副代表 Josette Shiner 大使（左）於二〇〇三年十一月十三日訪問生產力局，本局總裁這套自（右二）及副總裁（企業管理）宋兆麟（右）在場迎迓。

Ambassador Josette Shiner (left), Deputy United States Trade Representative, visited HKPC on 13 November 2003. She was received by Mr K.K. Yeung (second from right), Executive Director and Mr Edmund Sung (right), Director (Business Productivity) of HKPC.



## 訪客 Visitors



法國通訊及創新部信息科技副次秘書Etienne Coffin (中)於二〇〇三年十二月八日訪問生產力局，藉此探討與本局的合作機會。他在訪問時獲本局副總裁（產品發展）李錫勳博士（左二）及總經理（資訊科技業發展）容啟泰（左）的接待。

Mr Etienne Coffin (centre), Deputy Undersecretary for Information Technology, Communication and Innovation, France, visited HKPC on 8 December 2003 to explore collaboration opportunities with the Council. He was met by Dr Stephen Lee (second from left), Director (Product Productivity) and Mr K.T. Yung (left), General Manager (Information Technology Industry Development) of HKPC.

瑞典外交部貿易政策總裁 Lars-Olof Lindgren (右)於二〇〇四年一月十三日到訪生產力局，藉此加深對本局設施的認識，以及了解香港工商業最新發展。

Mr Lars-Olof Lindgren (right), Director-General for Trade Policy, Ministry for Foreign Affairs, Sweden, visited HKPC on 13 January 2004 to gain a better understanding of HKPC's services as well as an overview of Hong Kong's latest development in trade and industry.



## 訪客 Visitors



來自廣州市工商業聯合會的五十人代表團於二〇〇四年二月十三日訪問生產力局，藉此探討《更緊密經貿關係安排》所帶來的商機。該團代表與本局總裁楊國強（前排右三）及副總裁（企業管理）宋兆麟（左三）交換紀念品。

A 50-member delegation from the Guangzhou Federation of Industry and Commerce visited HKPC on 13 February 2004 to explore business opportunities arising from the Closer Economic Partnership Arrangement. The delegation exchanged souvenirs with Mr K.K. Yeung (front row, third from right), Executive Director and Mr Edmund Sung (third from left), Director (Business Productivity) of HKPC.

中國國家稅務總局副局長崔俊慧（右二）於二〇〇四年二月十九日訪問生產力局，並與本局總裁楊國強（中）及副總裁（生產技術）初維民（右）會晤。

Mr Cui Junhui (second from right), Deputy Commissioner, State Administration of Taxation, PRC, met with Mr K.K. Yeung (centre), Executive Director and Mr Weiman Chu (right), Director (Manufacturing Productivity) of HKPC, during his visit to the Council on 19 February 2004.



## 訪客 Visitors



英中貿易協會代表團於二〇〇四年三月二日訪問生產力局，藉此推廣香港－英國雙邊關係以及拓展香港與英國公司的合作商機。

A delegation from the China-Britain Business Council visited HKPC on 2 March 2004 as part of their tour to promote Hong Kong – Britain bilateral relations and explore partnership opportunities between Hong Kong and British companies.

愛沙尼亞經濟事務及通訊部之國家信息系統主管 Arvo Ott（右）於二〇〇四年三月九日到訪生產力局時獲本局總裁楊國強接待。

Mr Arvo Ott (right), Head of the Department of State Information Systems, Ministry of Economic Affairs and Communications, Estonia, was received by Mr K.K. Yeung, Executive Director of HKPC during his visit on 9 March 2004.





## 訪客 Visitors



世界貿易組織之肯尼亞常任代表大使Amina Chawahir Mohamed (左)於二〇〇四年三月廿四日訪問生產力局時接受本局總裁楊國強致送紀念品。

Ambassador Amina Chawahir Mohamed (left), Permanent Representative of Kenya to the WTO, was presented a souvenir by Mr K.K. Yeung, Executive Director of HKPC, during her visit to the Council on 24 March 2004.

生產力局副總裁（生產技術）初維民（左）於二〇〇四年三月卅日向到訪之中國深圳市委常委及副市長王穗明（中）介紹本局設施。本局副總裁（企業管理）宋兆麟（右）亦有加入歡迎王氏的行列。

Ms Wang Sui Ming (centre), Committee Member and Deputy Mayor, Shenzhen Municipal People's Government, PRC, was briefed by Mr Weiman Chu (left), Director (Manufacturing Productivity) of HKPC, on the Council's services during her visit on 30 March 2004. Mr Edmund Sung (right), Director (Business Productivity) of HKPC, also joined in welcoming Ms Wang.

