



拜會民政事務局何志平局長（前排左四）及民政事務總署陳甘美華署長（前排右三）。

Courtesy call to the Home Affairs Bureau headed by Dr. Patrick C.P. HO, JP (front row, left 4), Secretary for Home Affairs, and Mrs. Pamela TAN, JP (front row, right 3), Director of Home Affairs.



拜會衛生福利及食物局周一嶽局長。

Courtesy call to the Health, Welfare and Food Bureau headed by Dr. York CHOW, SBS, JP.



拜會教育統籌局李國章局長。

Courtesy call to the Education and Manpower Bureau headed by Prof. Arthur LI, GBS, JP.



拜會衛生署林秉恩署長。

Courtesy call to the Health Department headed by Dr. LAM Ping Yan, JP.



拜會醫院管理局何兆煒行政總裁。

Courtesy call to the Hospital Authority Headquarters headed by Dr. William HO, JP.



拜會社會福利署鄧國威署長（前排右六）。

Courtesy call to the Social Welfare Department headed by Mr. Paul TANG, JP (front row, right 6).



拜會規劃署馮志強署長。

Courtesy call to the Planning Department headed by Mr. FUNG Chi Keung, JP.



拜會地政總署劉勵超署長。

Courtesy call to the Lands Department headed by Mr. Patrick LAU, JP.



歡宴新聞處蔡瑩瑩處長（中）及傳播界友好。

Luncheon in honour of Information Services Department headed by Ms. Yvonne CHOI, JP (centre) and mass media.



拜會國家中央統戰部陳喜慶副部長。
Courtesy visit to Mr. CHEN Xiqing, Vice Minister of the
United Front Work Department, PRC.



拜會國家民政部李立國副部長。
Courtesy visit to Mr. LI Ligu, Vice Minister of Civil Affairs,
PRC.



拜會國務院港澳辦公室張曉明副主任（前排右二）。
Courtesy visit to Mr. ZHANG Xiaoming (front row, right 2), Vice Minister of the Hong Kong and Macao Affairs Office of State Council,
PRC.



拜會國家衛生部醫政司張宗久副司長（前排右六）。
Courtesy visit to Mr. ZHANG Zongjiu (front row, right 6), Director, Department of Medical Administration, Ministry of Health, PRC.



拜會國家中醫藥管理局于文明副局長。

Courtesy visit to Mr. YU Wenming, Deputy Director of the State Administration of Traditional Chinese Medicine, PRC.



拜會中央人民政府駐香港特別行政區聯絡辦公室黎桂康副主任。

Courtesy call to Mr. LI Gui-kang, Vice Minister of the Liaison Office of Central People's Government in Hong Kong Special Administrative Region.



拜會澳門特別行政區何厚鏞行政長官（前排中）。

Courtesy visit to Mr. HO Hau Wah, Edmund (front row, centre), Chief Executive of Macau Special Administrative Region.



王定一主席（左）在高球同樂日中致送紀念品予澳門鏡湖醫院馬有禮理事長。

Mr. Eddie WANG (left), the Chairman, presenting a souvenir to Mr. MA Iao Lai, President of Kiang Wu Hospital Charitable Association, Macau, at a golf friendly match.



雲南省委黃順副秘書長（左）率領雲南省及貴州省領導幹部經濟管理研究班到訪東華。

A study group of senior Government officials from Yunan and Guizhou provinces headed by Mr. HUANG Shun (left), Deputy Secretary-General, Yunan Provincial Committee, PRC, visited Tung Wah.



中華海外聯誼會香港社會經濟研討班到訪東華。
Members of Management and Economy Development Training Course in Hong Kong from China Overseas Friendship Association, PRC visited Tung Wah.



東北三省領導幹部經濟管理研究班到訪東華。
A study group of senior Government officials from Heilongjiang, Liaoning and Jilin provinces visited Tung Wah.



東華義莊修復計劃先後獲得本地及國際殊榮。圖為王定一主席聯同行政人員隊伍從民政事務局何志平局長（上圖右四）接過香港文物獎（二〇〇四年）「文物保存及修復獎」榮譽大獎，以及從聯合國教育、科學及文化組織亞太區文化顧問魏理察博士（下圖右四）接過「二〇〇五年亞太區文物修復獎」優越大獎。

The restoration project to Tung Wah Coffin Home had won local and international awards. At an award presentation ceremony, Mr. Eddie WANG and his team of executives received the Award of Honours (Heritage Preservation and Conservation Awards) of the Hong Kong Heritage Awards (2004) presented by Dr. Patrick HO, JP (right 4, upper photo), Secretary for Home Affairs, as well as the Award of Merit in the 2005 Asia-Pacific Heritage Awards for Cultural Heritage Conservation presented by Dr. Richard ENGELHARDT (right 4, lower photo), Regional Advisor for Culture in Asia and the Pacific, United Nations Educational, Scientific & Cultural Organization.



機構行政及公共關係

Corporate Administration and Public Relations

宗旨

政務科負責為董事局及管理階層提供文書服務，修復和保存東華三院的文獻及文物，管理和發展東華三院文物館，籌辦典禮及聯誼活動，並透過舉辦宣傳活動及與傳播媒介和市民建立良好的溝通，加強東華三院的整體形象。

組織

機構行政及公共關係工作是在董事局的領導及政務科的支援下運作。政務科分為兩個部門，分別為董事局及委員會事務部和公關部。

董事局及委員會事務部

主要工作

物色新人加入董事局

由於注入新血可為董事局帶來新動力及革新的意念，加強董事局的管治能力，因此董事局致力提高總理的流動率。

為董事局及管理階層提供文書支援

為董事局及行政總部管理階層的會議包括民政事務局局长與東華三院董事局聯席座談會、董事局會議、執行委員會會議、主管會議及董事局其他特別會議提供文書支援。



歷屆總理聯誼會舉行週年會員大會。

The Association of Past and Present Directors held the Annual General Meeting.

Objectives

The administration functions aim at providing secretarial support for the Board of Directors and the senior management, conserving and preserving the archives and relics of Tung Wah, managing and developing the Tung Wah Museum, organizing ceremonial events and social functions as well as promoting the image of Tung Wah through publicity campaigns and effective communication with the media and people from all walks of life.

Organization

The administration functions are carried out under the guidance of the Board of Directors and taken charge by the Administration Division which comprises 2 Sections, namely Board & Committees and Public Relations.

Board and Committees Section

Major Tasks

Injection of new blood into the Board

As the injection of new blood into the Board helps bring fresh input and innovative ideas to the Board and in turn enhances the governance of Tung Wah, efforts have been made to facilitate higher mobility of Directors.

Provision of secretarial support for the Board of Directors and the senior management

Secretarial support is provided for various meetings of the Board and the senior management of the Administration Headquarters including the Joint Secretary for Home Affairs and Tung Wah Board Consultative Meeting, Board Meeting, Executive Committee Meeting, Division Heads' Meeting and other special meetings of the Board.

Compiling the Annual Plan

The Annual Plan for 2006/07 had been compiled in February 2006 to aggregate information which would enable the Board to oversee Tung Wah's work effectively and efficiently as well as to serve as the central plan of the integrated planning and control system. The Annual Plan for 2006/07 included a set of performance figures, a review of the major activities completed in 2005/06, work plan for 2006/07 and financial information on each service area.

編纂週年計劃書

於二〇〇六年二月完成編纂來年度週年計劃書，結集資料以協助董事局有效益及有效率地監察東華的工作，該計劃書並用作機構整體規劃及監管的中央文件。二〇〇六至〇七年度週年計劃書詳載工作表現數據，二〇〇五至〇六年度主要活動檢討、二〇〇六至〇七年度工作計劃及各項服務的財政資料。

編纂每季工作報告

編纂工作報告匯報有關東華政策、重要事務、工作及主要活動，於每季呈交顧問局，以加強顧問局與董事局的溝通及提高東華運作的透明度。

管理及制訂東華三院文物館發展計劃

東華三院文物館肩負修復和保存東華的文獻和文物以及宣揚東華歷史的重任，此外推行徵集計劃充實館內藏品，又積極參與有助增加檔案管理知識和經驗交流的活動。年內完成的工作主要包括：

- 本院捐款一百五十萬元予香港大學亞洲研究中心支持該中心進行一項研究東華三院歷史的計劃，研究內容已結集成一本包括九個有關東華歷史及工作專題的書冊，由三聯書店（香港）有限公司出版。本院於二〇〇六年二月二十八日假香港中央圖書館舉行發佈會，邀得亞洲研究中心名譽副教授冼玉儀博士於會後主持講座
- 繼東華義莊修復工程於二〇〇五年十一月獲頒兩項文物獎及香港大學亞洲研究中心於二〇〇六年二月發表東華三院歷史研究計劃的研究結果後，本院聯同香港中文大學歷史系合作開展另一項工作，計劃於兩年內編纂出版三冊東華三院原始檔案，以進一步推廣東華歷史
- 為推廣東華的歷史及文物館的活動，於二〇〇五年五月十四及十五日參加2005香港國際博物館日。博物館日由本港、廣東省及澳門逾七十間博物館及文化機構攜手舉辦，以「突破感官領域 開拓文化橋樑」為主題，今年重點活動是在香港文化博物館舉行為期兩天的「博物館博覽會」，其間文物館大大加強與市民大眾的溝通

Compiling quarterly situation reports

Situation reports on Tung Wah's policy issues, significant matters and undertakings as well as major activities held had been compiled and submitted to the Advisory Board on a quarterly basis, aiming to strengthen the communication between the Advisory Board and the Board of Directors and to enhance the transparency of Tung Wah's operation.

Managing and formulating development plans for Tung Wah Museum

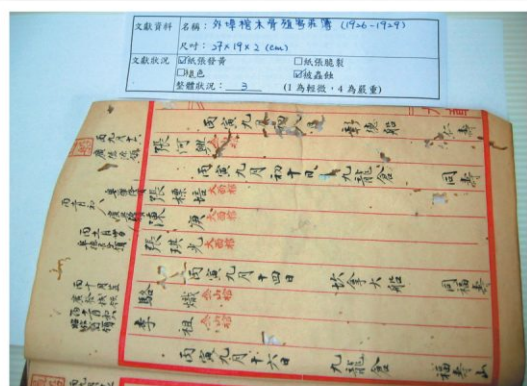
The Tung Wah Museum plays an active role in conserving and preserving the archives and relics of Tung Wah as well as in promoting the history of Tung Wah. It also undertakes various projects to enrich the collections of the Group, and engages in activities to enhance the knowledge and interflow of skills on archives management. Major tasks completed during the year include:

- a donation of \$1.5 million was made to the Centre of Asian Studies (CAS) of The University of Hong Kong (HKU) to support a research project conducted by the centre on the history of Tung Wah. The findings were published as an edited volume of 9 topics on the history and work of Tung Wah by the Joint Publishing (Hong Kong) Company Limited. A launching ceremony for the book was held on 28 February 2006 at Hong Kong Central Library followed by a talk presented by Dr. Elizabeth SINN, Honorary Associate Professor of the CAS
- in line with the 2 heritage awards won by the restoration project of Tung Wah Coffin Home in November 2005 and the release of the research findings of the CAS of the HKU on the history of Tung Wah in February 2006, Tung Wah launched a 2-year collaboration project with the Department of History of The Chinese University of Hong Kong to publish 3 volumes of its authentic archives with a view to further promoting the history of the Group
- participating in the International Museum Day 2005, Hong Kong, jointly presented by over 70 public museums and cultural institutes in Hong Kong, Guangdong province and Macau under the theme of "Museums Bridging Cultures" on 14 and 15 May 2005 with a view to promoting the history of Tung Wah and museum activities. Communication with the public had been greatly enhanced through the Museum Panorama, a 2-day event staged at the Hong Kong Heritage Museum



設於2005香港國際博物館日的東華三院文物館攤位。
A corner of the booth of Tung Wah Museum at the International Museum Day 2005, Hong Kong.

- 更新東華三院文物館網頁，讓市民更深入認識東華歷史及文物館的工作和使命
- 拍攝館藏的一百零一項義莊文獻，於完成檢核及補拍工序後，將可讓有興趣的學者及研究人員查閱



東華義莊文獻。
An archival record of Tung Wah Coffin Home.

- 着手編纂東華自一八七三年起的中醫師和西醫醫生資料庫，以利便日後的研究工作
- 為館藏文獻撰寫狀況報告，以確保文獻保存得宜
- 為《東華通訊》提供有趣的文章、故事以及與東華文獻和文物有關的研究，以展示和介紹本院的歷史和文物館的藏品，從而宣傳東華歷史以及保存文獻和文物的重要性
- 策動行政總部及服務單位每年移交檔案及富有價值的紀念品以存放於文物館，由中央保存

- providing interesting write-ups, stories and research findings on archives and relics of Tung Wah for coverage in Tung Wah News to showcase the Group's history and the collections of the museum so as to promote a better understanding of the history of Tung Wah and the significance of preserving the archives and relics
- the image capturing of 101 archival records of Tung Wah Coffin Home stored at the museum was in progress. Upon final checking and re-capturing, the valuable archives can be made available for scholars and researchers upon request



文獻拍攝過程。
Image capturing of archives.

- compiling a register of traditional Chinese and Western medicine practitioners of Tung Wah from 1873 onwards to facilitate future research work
- compiling condition reports of archives housed in the museum to ensure that they were kept under good condition
- revising the webpage of Tung Wah Museum to enable the public to have a better understanding of the history of Tung Wah, as well as the mission and work of the museum
- carrying out an annual exercise for the transference of records and valuable souvenirs from the Administration Headquarters and service centres to the museum for central storage
- providing guided-tour service for visiting groups to the museum and the Assembly Hall of Tung Wah Hospital. As of the end of January 2006, over 40 such guided tours were organized and 47 internal and external requests for information on records and the history of Tung Wah were handled for the purpose of conducting academic research or other research projects

- 為預約參觀文物館及東華醫院禮堂的團體提供導賞服務。截至二〇〇六年一月底，文物館共提供逾四十次導賞服務，又處理四十七項內部或外界人士為進行學術研究或其他研究計劃查詢東華檔案及歷史的申請
- 積極參與香港檔案學會的活動，包括出任學會執行委員會財政一職
- 加強與其他博物館及有關機構的交流及聯繫

主要活動

迎新活動及巡視服務單位

於董事局新上任時，安排迎新活動及巡視東華屬下服務單位。



董事局參觀廣華醫院。
The Board paying a familiarization visit to Kwong Wah Hospital.

公關部

主要工作

維持及拓展公共及傳媒關係

公關部竭力建立及鞏固董事局與外界的關係網絡，年內舉辦多次互訪活動，除安排董事局拜會與本院緊密合作的政府部門、醫院管理局及其他相關機構外，亦組織董事局於二〇〇五年九月前往北京拜訪中央統戰部、國務院港澳辦公室、國家民政部、國家衛生部及國家中醫藥管理局等部門。另外董事局於二〇〇六年一月拜訪澳門特別行政區行政長官。

公關部亦是外界認識東華的一個主要渠道，年內處理傳媒和公眾人士對本院政策及服務的查詢、探訪申請、贊助和捐助呼籲，以及對東華服務及活動的意見發表，務求加強機構的透明度和問責性。

- actively participating in the activities of the Hong Kong Archives Society including undertaking the post of Treasurer of the Executive Committee of the society
- strengthening the contact and interflow of experience with museum counterparts and associate institutions

Major Activities

Induction programme & familiarization visits

An induction programme and familiarization visits to Tung Wah's service centres were organized for the Board before and after its inauguration.



董事局探訪屬下賽馬會復康中心。
Board Members visiting Jockey Club Rehabilitation Complex.

Public Relations Section

Major Tasks

Strengthening and developing the relationship with the public and the mass media

The Public Relations Section always endeavours to strengthen and develop the network of the Board. A number of visits were arranged during the year. Apart from organizing annual courtesy calls to relevant Government departments, the Hospital Authority and other local associate organizations during the year, the section also arranged the Board to pay official visits on the Mainland to the United Front Work Department, the Hong Kong and Macau Affairs Office of State Council, the Ministry of Civil Affairs, the Ministry of Health and the State Administration of Traditional Chinese Medicine in September 2005. A visit to the Chief Executive of the Macau Special Administrative Region was also organized in January 2006.

本部年內接待多個到訪本院的本地、內地及海外團體，有關資料撮錄於附錄A1。

策劃及推行宣傳計劃

公關部致力推廣東華形象及宣傳東華服務及活動，年內為推廣新服務籌辦新聞界聚會，安排傳媒訪問，統籌報章專輯的編採工作，協助各部門刊登報章廣告及發放東華最新活動和發展動向的資料。

為增加機構透明度及宣傳東華服務和活動，印製多份刊物及宣傳資料單張，包括年報、機構簡介小冊子、東華統計數字單張及東華通訊等。



本院二〇〇四至〇五年度年報獲香港管理專業協會頒發二〇〇五年最佳年報比賽「非牟利及慈善機構」類銅獎。圖為史秀英政務總主任代表東華接受香港管理專業協會主席李國寶博士（左）及大會評審團主席侯高志先生頒發獎項。

Tung Wah's Annual Report 2004/05 received the Bronze Award of Best Annual Reports Awards "Non-profit Making and Charitable Organizations" Category presented by the Hong Kong Management Association. Ms. Stella SEE, Administration Secretary, receiving the award on behalf of Tung Wah from Dr. the Hon. David LI (left), Chairman of the Hong Kong Management Association, and Mr. Howard GORGES, Chairman of the Panel of Adjudicators.

因應東華義莊修復計劃榮獲古物諮詢委員會和古物古蹟辦事處頒發的香港文物獎（二〇〇四年）「文物保存及修復獎」榮譽大獎，以及聯合國教育、科學及文化組織頒發的「二〇〇五年亞太區文物修復獎」優越大獎，公關部製作宣傳冊子及協助於二〇〇六年二月二十五日及三月十一日籌辦兩天文化參觀活動，讓市民大眾加深了解東華對早期華人社會的貢獻以及文物保護的價值。



董事局到成都九寨溝遊覽。

Board Members paid a visit to Jiuzhaigou in Chengdu.

The section serves as a major channel through which the media and the public know more about Tung Wah. In the year, it handled numerous requests for information about the Group's policies and services, applications for visits, appeals for sponsorships and donations as well as the public's opinions on Tung Wah's services and activities in the hope of enhancing the organization's transparency and accountability.

A number of local, Mainland and overseas groups paid visits to Tung Wah Headquarters and its service centres during the year. A summary of such visits is set out in Appendix A1.

Planning and launching publicity programmes

The section is committed to promoting Tung Wah's image and publicizing its services and activities. Press meetings and media interviews were lined up for promotion of new services during the year. The section also provided editorial assistance for newspaper supplements to publicize its services besides rendering support to other Divisions and Branches for placing newspaper advertisements. Press releases were issued to provide the public with the latest information on Tung Wah's activities and development.

With a view to enhancing corporate transparency, the section produced a number of corporate publications and promotion materials including the Annual Report, Corporate Brochure, Tung Wah in Figures and the Tung Wah News, etc. .



獲邀團體參加東華義莊的文化參觀活動。
Invited groups participating in a heritage visit to Tung Wah Coffin Home.

協助籌備慶典及員工福利活動

公關部協助各部門籌備典禮及活動，提供支援包括印製及寄發請柬，佈置會場，安排攝影服務及音響設備，出任典禮司儀，負責禮節安排及新聞界查詢和宣傳等工作。

安排董事局聯誼社交活動

為董事局籌備宴會、聚會和體育活動以加強現任董事局與前任董事局成員和工作夥伴的聯繫，以及與政府和有關機構的溝通；此外統籌董事局成員出席外界舉辦的社交活動。

董事局與中央人民政府駐香港特別行政區聯絡辦公室於深圳舉行運動同樂日。

The Board held a games day in Shenzhen with the Liaison Office of the Central People's Government in the HKSAR.

Taking the opportunity of the restoration project at the Tung Wah Coffin Home being presented the Award of Honours (Heritage Preservation and Conservation Awards) in the Hong Kong Heritage Awards (2004) jointly offered by the Antiquities Advisory Board and the Antiquities & Monuments Office, as well as the Award of Merit in the 2005 Asia-Pacific Heritage Awards for Cultural Heritage Conservation offered by the United Nations Educational, Scientific & Cultural Organization, publicity materials were made and assistance was provided in organizing 2-day heritage visits on 25 February and 11 March 2006 to enhance public awareness of Tung Wah's contributions in the early history of Chinese community and the value of heritage conservation.

Assisting in organizing ceremonial events and staff welfare activities

The section assisted other Divisions and Branches in organizing and providing public relations support for ceremonies and functions all year round. Assistance provided included printing and dispatching of invitations, decoration of venue, arrangement of photography service and sound equipment, acting as Master of Ceremonies, handling of protocol arrangement, press enquiries and publicity.

Arranging social activities for the Board

Board dinners, parties, and sports activities were organized to strengthen the relationship of the current Board with their fellow former Directors and working partners as well as their communication with Government departments and associate organizations. The Board's participation in external social activities were co-ordinated to build up ties with the community.



國內及海外單位探訪概要

Highlights of Visits by Mainland and Overseas Groups

附件 A1 / Appendix A1

到訪日期 Date of visit	來訪單位 Visiting group	活動 / 探訪 Activity/Tour
10/5/2005 & 3/6/2005	江蘇省社區服務與管理赴港培訓班 A study group of senior Government officials from Jiangsu province, PRC	安排參觀黃祖棠社會服務大樓及賽馬會大角咀綜合服務中心 Arranging visits to Wong Cho Tong Social Service Building and Jockey Club Tai Kok Tsui Integrated Services Centre
3/6/2005	雲南省、貴州省領導幹部經濟管理研究班 A study group of senior Government officials from Yunnan province and Guizhou province	舉行座談會由執行總監介紹本院歷史、組織運作及服務，以及安排參觀東華醫院中醫藥科研中心 Organizing talks with the Chief Executive speaking on Tung Wah's history, organization, operation and services, and arranging a visit to the Chinese medicine clinical centre in Tung Wah Hospital
20/7/2005	中華海外聯誼會香港社會經濟研討班 Management and Economy Development Training Course in Hong Kong for senior Government officials, PRC	舉行座談會由政務總主任介紹本院歷史、組織運作及服務，以及安排參觀東華醫院禮堂及東華醫院中醫藥科研中心 Organizing talks with the Administration Secretary speaking on Tung Wah's history, organization, operation and services, and arranging visits to the Assembly Hall of Tung Wah Hospital and the Chinese medicine clinical centre in Tung Wah Hospital
27/7/2005	香港中文大學海外交流生 Exchange Students of The Chinese University of Hong Kong	舉行座談會介紹機構資料及本院社會服務，並安排參觀許莫德瑜護理安老院及東華醫院中醫藥科研中心 Organizing talks to introduce the organization and its community services, and arranging visits to Hui Mok Tak Yu Care and Attention Home and the Chinese medicine clinical centre in Tung Wah Hospital
15/8/2005	東北三省領導幹部經濟管理研究班 A study group of senior Government officials from Heilongjiang, Liaoning and Jilin provinces	舉行座談會由執行總監介紹本院歷史、組織運作及服務，以及安排參觀東華醫院中醫藥科研中心 Organizing talks with the Chief Executive speaking on Tung Wah's history, organization, operation and services, and arranging a visit to the Chinese medicine clinical centre in Tung Wah Hospital
30/8/2005	武漢高級公務員學習考察團 A study group of senior Government officials from Wuhan, PRC	舉行座談會由政務總主任介紹本院歷史、組織運作及服務，以及安排參觀東華醫院中醫藥科研中心 Organizing talks with the Administration Secretary speaking on Tung Wah's history, organization, operation and services, and arranging a visit to the Chinese medicine clinical centre in Tung Wah Hospital
27/9/2005	北京市東城區人事局考察團 A study group from the Personnel Department of Dongchang District, Beijing, PRC	舉行座談會介紹本院社會服務，以及安排參觀賽馬會大角咀綜合服務中心 Organizing talks to introduce Tung Wah's community services, and arranging a visit to Jockey Club Tai Kok Tsui Integrated Services Centre
11/11/2005	港澳台灣同鄉慈善基金會有限公司 Hong Kong & Macau Taiwanese Charity Fund Association Ltd.	舉行歡迎儀式由本院主席及執行總監接見，並舉行座談及安排參觀東華三院文物館 Arranging a welcoming reception hosted by the Chairman and the Chief Executive, and organizing a visit to Tung Wah Museum
12/12/2005	英特爾有限公司 Intel Semiconductor Ltd.	舉行座談會由執行總監介紹本院歷史、組織運作及服務，以及安排參觀東華醫院禮堂及東華醫院中醫藥科研中心 Organizing talks with the Chief Executive speaking on Tung Wah's history, organization, operation and services, and arranging visits to the Assembly Hall of Tung Wah Hospital and the Chinese medicine clinical centre in Tung Wah Hospital