

# 機構管治及管理

## Governance and Management





### 主席 Chairman

民政事務局局长  
劉江華太平紳士

The Hon. LAU Kong Wah, JP  
Secretary for Home Affairs

### 委員 Members

食物及衛生局局长  
陳肇始教授太平紳士

Prof. the Hon. CHAN Siu Chee, Sophia, JP  
Secretary for Food and Health

葉國謙議員GBM, GBS太平紳士

The Hon. IP Kwok Him, GBM, GBS, JP

陳克勤議員BBS太平紳士

The Hon. CHAN Hak Kan, BBS, JP

余嘯天BBS太平紳士

Mr. YU Shiu Tin, Paul, BBS, MBE, JP

周振基教授GBS太平紳士

Prof. CHOW Chun Kay, Stephen, GBS, JP

陳耀莊律師BBS太平紳士

Mr. CHAN Yiu Chong, Christopher, BBS, JP

李振強BBS太平紳士

Mr. LEE Chung Keung, Eddie, BBS, JP

馬鴻銘博士BBS太平紳士

Dr. MA Hung Ming, John, BBS, JP

呂博碩太平紳士

Mr. LUI Pok Shek, Willie, JP

呂禮章太平紳士

Mr. LUI Lai Cheung, Frederick, JP

王定一, BBS

Mr. Eddie WANG, BBS

馬陳家歡, BBS

Mrs. Katherine MA, BBS

鄧明慧女士

Ms. TANG Ming Wai, Mandy

# 董事局及委員會

## Board of Directors and Committees



### 董事局職權

#### Functions of the Board of Directors

董事局透過董事局會議及轄下各委員會監管行政人員的工作表現。董事局所擔當的管治角色如下：

- 制訂整體策略及政策，以履行東華三院的使命及達成目標；
- 監督執行總監和各高級管理層及確保其問責性，同時維持內部監控及制訂管理層的管轄範疇；
- 協助宣揚東華三院的形象及建立社區關係；
- 捐助並積極參與東華三院的籌募活動；
- 確保東華三院收支平衡，並定時對財政狀況作準確的評估；及
- 向持份者包括顧問局作適時匯報。

The Board of Directors oversees and monitors the performance of the executives through Board Meetings and a Committee system. To discharge the governance role, the Board:

- formulates broad strategies and makes policies to achieve the Group's mission and objectives;
- supervises the Chief Executive and the senior management team and ensures accountability while maintaining internal control and setting parameters within which the management team operates;
- helps promote the image of TWGHs and builds community relations;
- donates and actively participates in fund-raising activities of TWGHs;
- ensures a balanced, accurate and timely assessment of TWGHs financial position; and
- reports appropriately to external stakeholders, including the Advisory Board.



執行委員會由主席李銜麟博士太平紳士（前排中）、副主席王賢誌先生（前排左一）、蔡榮星博士（前排右一）、文穎怡小姐（後排右二）、譚鎮國先生（後排左二）及馬清揚先生（後排右一）所組成，並由執行總監蘇祐安先生輔助（後排左一），負責協助董事局管治東華三院。The Executive Committee, comprising of Dr. LEE Yuk Lun, JP (front row, centre), the Chairman, Mr. Vinci WONG (front row, left 1), Dr. TSOI Wing Sing, Ken (front row, right 1), Ms. Ginny MAN (back row, right 2), Mr. TAM Chun Kwok, Kazaf (back row, left 2) and Mr. MA Ching Yeung, Philip (back row, right 1), Vice-Chairmen, assists the Board of Directors in governing the Group with the support of Mr. Albert Y.O. SU (back row, left 1), Chief Executive.

### 委員會及其職權範圍

#### Committees and their Terms of Reference

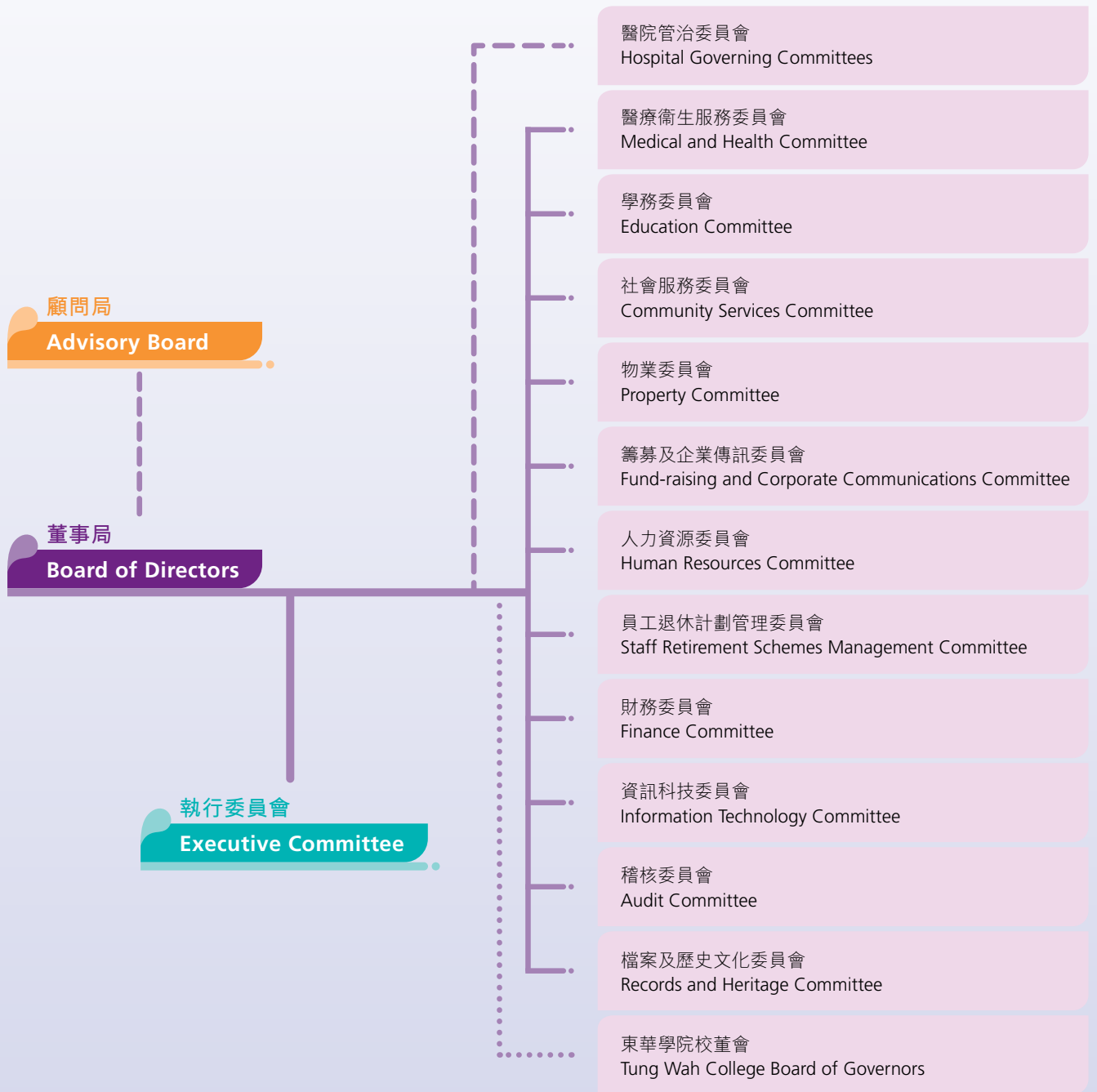
東華三院的行政採用委員會制，董事局是釐訂政策的最高中央組織。董事局由執行委員會協助管治東華三院，董事局轄下設有多個委員會，包括醫療衛生服務委員會、學務委員會、社會服務委員會、物業委員會、籌募及企業傳訊委員會、人力資源委員會、員工退休計劃管理委員會、財務委員會、資訊科技委員會、稽核委員會和檔案及歷史文化委員會，分別監察東華三院各方面的工作或服務。各委員會一方面向董事局提供釐訂政策的建議，另一方面任命有關職員執行委員會的政策。此外，董事局亦參與東華三院屬下5間醫院的醫院管治委員會，與醫院管理局共同合作支持屬下5間醫院的發展；並且成立東華學院校董會，由東華三院董事局委任校董會主席，負責管治東華學院。

為增強東華三院內部管理運作及企業管治，委員會亦按需要相應成立管理層政策工作小組，分開機構的管治和日常管理。

TWGHs is managed on a committee basis, with the Board of Directors as the governing body. The Board is assisted by an Executive Committee in governing the Group. Under the Board, various committees, each overseeing a particular function or aspect of service provided by the Group, advise and recommend to the Board on the formulation of policies while giving directives to staff for implementation. They include the Medical and Health Committee, Education Committee, Community Services Committee, Property Committee, Fund-raising and Corporate Communications Committee, Human Resources Committee, Staff Retirement Schemes Management Committee, Finance Committee, Information Technology Committee, Audit Committee and Records and Heritage Committee. The Board also participates in the Hospital Governing Committees of the 5 hospitals of TWGHs, cooperating with the Hospital Authority to support their developments. Tung Wah College is governed by the Board of Governors, of which the chairperson is appointed by the TWGHs Board of Directors.

Various Board-level Committees are formed with corresponding executive-level Policy Working Groups, as and when required, to strengthen internal controls and enhance corporate governance through separation of the Group's governance and day-to-day management.





備註 Remarks :

- 東華三院屬下5間醫院的醫院管治委員會隸屬醫院管理局，當中的委員亦包括本院董事局成員，與醫院管理局共同合作支持屬下5間醫院的發展。

The Hospital Governing Committees of the 5 hospitals of TWGHs are established under the Hospital Authority with members from the TWGHs Board of Directors, cooperating with the Authority to support the developments of the 5 hospitals.
- ..... 東華學院由東華學校董會負責管治，校董會主席、副主席及委員需經提名委員會推薦，由東華三院通過及委任。

The Tung Wah College is governed by the Board of Governors, of which the Chairman, Vice-Chairman and Members are appointed by TWGHs from amongst the nominees recommended by the Nomination Committee and approved by TWGHs.



## 丁酉年董事局成員 Board of Directors 2017/2018

### 主席

李銻麟博士太平紳士

### Chairman

Dr. LEE Yuk Lun, JP

### 第一副主席

王賢誌先生

### 1st Vice-Chairman

Mr. Vinci WONG

### 第二副主席

蔡榮星博士

### 2nd Vice-Chairman

Dr. TSOI Wing Sing, Ken

### 第三副主席

文穎怡小姐

### 3rd Vice-Chairman

Ms. Ginny MAN

### 第四副主席

譚鎮國先生

### 4th Vice-Chairman

Mr. TAM Chun Kwok, Kazaf

### 第五副主席

馬清揚先生

### 5th Vice-Chairman

Mr. MA Ching Yeung, Philip

### 總理 Directors

區宇凡先生

Mr. AU Yu Fan, Gabriel

晏紫女士

Ms. YAN Zi

趙怡女士

Ms. CHIU Yi, Cindy

毛宇峯先生

Mr. MO Yu Fung, Billy

韋浩文先生

Mr. WAI Ho Man, Herman

吳國榮先生

Mr. NG Kwok Wing, Michael

何猷啟先生

Mr. HO Yau Kai, Orlando

秦覺忠先生

Mr. TSUN Kok Chung, Richard

蔡加怡女士

Ms. CHOI Ka Yee, Crystal

范曾晞雯女士

Mrs. FAN TSANG Hei Man, Dennia

曾慶芸女士

Ms. TSENG Hing Wun, Wendy

陳黃燕君女士

Mrs. CHEN HUANG Yanjun, Selena

馮敬安先生

Mr. Derrick FUNG



李銜麟博士太平紳士  
主席

Dr. LEE Yuk Lun, JP  
Chairman

- 籍貫：廣東鶴山
  - 英國紐波特威爾斯大學工商管理學碩士
  - 比富達資產管理有限公司主席
  - 一帶一路國際研究院副院長
  - 中華全國歸國華僑聯合會委員會委員
  - 中國人民政治協商會議北京市委員會委員
  - 中華海外聯誼會理事會理事
  - 香港北京交流協進會常務理事
  - 香港特別行政區政府醫療輔助隊長官聯會副主席、後備人員科助理科指揮
  - 香港特別行政區政府懲教署社區參與助更生委員會委員
  - 香港戒毒會執行委員會委員、管理委員會主席
  - 香港善導會委員會副贊助人、籌款委員會主席及執行委員會委員
  - 香港中文大學新亞書院校董
  - 全港各區工商聯永遠榮譽會長
  - 香港島各界聯合會常務副理事長
  - 灣仔中西區工商業聯合會創會主席
  - 鳳凰慈善基金會創會主席
  - 鶴山（香港）婦女兒童慈善基金會執行主席
  - 香港李氏宗親會董事會主席
  - 東華三院 2009/2013 總理、2013/2014 第五副主席、2014/2015 第三副主席、2015/2016 第二副主席、2016/2017 第一副主席及2017/2018 主席
- Native Province : Heshan, Guangdong
  - Master of Business Administration of University of Wales Newport, UK
  - Chairman of Pico Zeman Asset Management Limited
  - Vice President of International Academy of the Belt and Road
  - Committee Member of All-China Federation of Returned Overseas Chinese
  - Member of Beijing Committee of The Chinese People's Political Consultative Conference
  - Director of China Overseas Friendship Association
  - Executive Director of Hong Kong Beijing Association
  - Vice Chairman (Officers' Club) and Assistant Branch Commander of Reserve Branch of Auxiliary Medical Service, The Government of the HKSAR
  - Member of Committee of Community Support for Rehabilitated Offenders, The Government of the HKSAR
  - Member of Executive Committee & Chairman of Management Committee of The Society for the Aid and Rehabilitation of Drug Abusers
  - Committee Vice-Patrons, Fund-raising Committee Chairman and Executive Committee Member of The Society of Rehabilitation and Crime Prevention, Hong Kong
  - Member of Board of Trustees of New Asia College, The Chinese University of Hong Kong
  - Honorary Permanent President of Hong Kong Commerce and Industry Associations
  - Deputy Director of The Hong Kong Island Federation
  - Founding Chairman of Wanchai and Central & Western District Industries & Commerce Association
  - Founding Chairman of Phoenix Charitable Foundation
  - Executive Chairman of Heshan (Hong Kong) Women and Children's Charitable Foundation
  - Chairman of Board of Directors of Hong Kong Lee Clansmen's Association
  - Director (2009/2013), 5th Vice-Chairman (2013/2014), 3rd Vice-Chairman (2014/2015), 2nd Vice-Chairman (2015/2016), 1st Vice-Chairman (2016/2017) and Chairman (2017/2018) of Tung Wah Group of Hospitals



王賢誌  
第一副主席  
Mr. Vinci WONG  
1st Vice-Chairman

- 籍貫：江西南昌
- 加拿大英屬哥倫比亞大學商科學系學士（市場學）
- 王氏港建國際（集團）有限公司執行董事
- 益思文化有限公司董事
- 香港演藝人協會理事（2014-2018）
- 東華三院 2011/2012、2013/2014 總理、  
2014/2015 第四副主席、2015/2016 第三副主席、  
2016/2017 第二副主席及2017/2018 第一副主席
- Native Province : Nanchang, Jiangxi
- Bachelor of Commerce (Marketing),  
University of British Columbia, B.C., Canada
- Executive Director of Wong's Kong King International (Holdings) Ltd.
- Director of Yes Culture Limited
- Executive Committee Member of Hong Kong Performing Artistes Guild (2014-2018)
- Director (2011/2012 & 2013/2014), 4th Vice-Chairman (2014/2015),  
3rd Vice-Chairman (2015/2016), 2nd Vice-Chairman (2016/2017) and  
1st Vice-Chairman (2017/2018) of Tung Wah Group of Hospitals



蔡榮星  
第二副主席  
Dr. TSOI Wing Sing,  
Ken  
2nd Vice-Chairman



文穎怡  
第三副主席  
Ms. Ginny MAN  
3rd Vice-Chairman

- 籍貫：廣東汕頭
- 美國加州國際大學榮譽博士
- 亞洲知識管理學院資深院士
- 香港義工聯盟常務副主席
- 香港廣西社團總會副會長
- 香港各界文化促進會常務副會長
- 海外潮人企業家協會名譽會長
- 第十一屆世界傑出華人
- 啟星投資有限公司董事長
- 常州啟星房地產發展有限公司董事長
- 莆田啟明鞋業有限公司董事長
- 福清啟輝輕工制品有限公司董事長
- 汕頭啟榮貿易有限公司董事長
- 亞洲知識管理學院副院長
- 國際儒家學會理事
- 福建省莆田市政協第五屆委員會常委
- 香港莆田商會名譽會長
- 常州香港商會會董
- 泰中東盟經貿促進會名譽主席
- 東華三院 2013/2015 總理、2015/2016 第五副主席、2016/2017 第四副主席及2017/2018 第二副主席

- Native Province : Shantou, Guangdong
- Doctor (Hons), California International University, USA
- Senior Fellowship of the Asian College of Knowledge Management
- Executive Vice Chairman of Hong Kong Volunteers Federation
- Vice President of Federation of HK Guangxi Community Organisations
- Executive Vice Chairman of Hong Kong Culture Association
- Honorary President of The Overseas Teo Chew Entrepreneurs Association
- The 11th World Outstanding Chinese
- Director of Calson Investment Limited
- Director of Changzhou Qixing Real Estate Developing Co., Limited
- Director of Putian Qiming Footwear Co., Limited
- Director of Fuqing Qihui Light Industrial Products Co., Limited
- Director of Shantou Qirong Trading Co., Limited
- Vice President of the Asian College of Knowledge Management
- Committee Member of International Association of Confucianism
- Member of Fujian Putian City Standing Committee of the 5th Chinese People's Political Consultative Conference
- Honorary Chairman of Putian Commercial Association in Hong Kong
- Director of Changzhou Commercial Association in Hong Kong
- Honorary Chairman of Thai-China Promotive Economic Trade Association
- Director (2013/2015), 5th Vice-Chairman (2015/2016), 4th Vice-Chairman (2016/2017) and 2nd Vice-Chairman (2017/2018) of Tung Wah Group of Hospitals

- 籍貫：廣東寶安
- 美國衛斯理學院法國語文及國際關係文學學士
- 香港大學法學專業證書
- 秦覺忠律師行顧問律師
- 宏海控股集團有限公司執行董事
- 中國人民政治協商會議廣西壯族自治區委員會委員
- 香港各界文化促進會有限公司常務副會長
- 香港義工基金副主席
- 香港廣西社團總會副會長
- 香港中華總商會會員
- 東華三院 2014/2016 總理、2016/2017 第五副主席及2017/2018 第三副主席

- Native Province : Baoan, Guangdong
- Bachelor of Liberal Arts in French and International Relations, Wellesley College, Massachusetts, USA
- Postgraduate Certificate in Laws, The University of Hong Kong
- Consultant of Tsun & Partners, Solicitors
- Executive Director of Unitas Holdings Limited
- Member of Guangxi Zhuang Autonomous Region Committee of The Chinese People's Political Consultative Conference
- Executive Vice-President of Hong Kong Culture Association Limited
- Vice-Chairman of Hong Kong Volunteers Foundation
- Vice-President of Federation of HK Guangxi Community Organisations
- Member of The Chinese General Chamber of Commerce, Hong Kong
- Director (2014/2016), 5th Vice-Chairman (2016/2017) and 3rd Vice-Chairman (2017/2018) of Tung Wah Group of Hospitals







**譚鎮國**  
第四副主席  
**Mr. TAM Chun Kwok,**  
**Kazaf**  
4th Vice-Chairman



**馬清揚**  
第五副主席  
**Mr. MA Ching Yeung,**  
**Philip**  
5th Vice-Chairman

- 籍貫：廣東東莞
- 英國曼徹斯特大學會計及金融系榮譽學士
- 香港國景控股集團投資有限公司執行董事
- 全國青聯委員
- 廣西自治區青聯常委
- 深圳市政協委員
- 香港政協青年聯會常務副主席
- 香港廣西社團總會常務副會長
- 香港深圳社團總會常務副會長
- 九龍社團聯會名譽會長
- 益群愛心超市主席
- 香港義工聯盟理事
- 東華三院 2011/2012、2016/2017 總理及2017/2018 第四副主席
- Native Province : Dongguan, Guangdong
- Bachelor of Arts (Hons) in Accounting and Finance, The University of Manchester, UK
- Executive Director of HK Kwok Kim Investment Holdings Group Co. Ltd.
- Member of All-China Youth Federation
- Member of the Standing Committee of The Guangxi Zhuang Autonomous Region Youth Federation
- Member of Shenzhen Committee of The Chinese People's Political Consultative Conference
- Executive Vice-President of Hong Kong CPPCC Youth Association
- Executive Vice-President of Federation of HK Guangxi Community Organisations
- Executive Vice-President of Federation of Hong Kong Shenzhen Associations
- Honorable President of Kowloon Federation of Associations
- Chairman of Better Community of Loving Care Supermarket
- Director of Hong Kong Volunteers Federation
- Director (2011/2012 & 2016/2017) and 4th Vice-Chairman (2017/2018) of Tung Wah Group of Hospitals

- 籍貫：廣東潮陽
- 美國加州曼隆大學工商管理榮譽學士
- 亞洲知識管理學院林肯大學榮譽管理博士
- 亞洲知識管理學院資深院士
- 大生地產發展有限公司執行董事
- 大生銀行有限公司董事
- 錦燦有限公司董事
- Modern Life Limited 董事總經理
- 香港潮州商會會董
- 香港汕頭商會永遠名譽會長
- 香港總商會會員
- 香港總商會地產及基建委員會會員
- 香港青年聯會會員
- 香港青年獎勵計劃理事會委員
- 愛丁堡公爵獎勵計劃國際會員
- 懲教署人員子女教育信託基金會會員
- 天水圍醫院醫院管治委員會委員
- 海上絲綢之路協會會員
- 香港網球總會委員會會員
- 亞洲知識管理學院會員
- 青年企業家發展局會員
- 公共事務論壇會員
- 灣仔中西區工商業聯合會永遠名譽會長
- 中西區文化藝術協會名譽會長
- 香港大學基金會會員
- 香港青年企業家協會會員
- 東華三院 2014/2017 總理及2017/2018 第五副主席
- Native Province : Chaoyang, Guangdong
- Bachelor of Business Administration (Cum Laude), Menlo College, California, USA
- Honorary Doctor of Management, Lincoln University, the Asian College of Knowledge Management
- Senior Fellowship, The Asian College of Knowledge Management
- Executive Director of Tai Sang Land Development Limited
- Director of Tai Sang Bank Limited
- Director of Kam Chan & Co. Limited
- Managing Director of Modern Life Limited
- Director of Hong Kong Chiu Chow Chamber of Commerce
- Permanent Honorable President of Hong Kong Swatow Merchants Association Limited
- Member of Hong Kong General Chamber of Commerce
- Member of the HKGCC's Real Estate and Infrastructure Committee
- Member of Hong Kong United Youth Association
- Member of the Award Council of the Hong Kong Award for Young People
- World Fellow of The Duke of Edinburgh's Award
- Member of the Correctional Services Children's Education Trust Committee
- Member of the Hospital Governing Committee of Tin Shui Wai Hospital
- Member of The Maritime Silk Road Society
- Council Member of Hong Kong Tennis Foundation
- Member of the Asian College of Knowledge Management
- Member of Youth Entrepreneurs Development Council
- Member of The Public Affairs Forum
- Permanent Honorable President of Wanchai and Central & Western District Industries and Commerce Association
- Honourable President of Central and Western District Association for Culture and Arts
- Member of the University of Hong Kong Foundation
- Member of Entrepreneurs' Organization Hong Kong
- Director (2014/2017) and 5th Vice-Chairman (2017/2018) of Tung Wah Group of Hospitals



區宇凡  
總理

Mr. AU Yu Fan,  
Gabriel  
Director

- 籍貫：廣東中山
- 香港城市大學行政人員工商管理碩士
- 香港商業專業評審中心院士
- 香港工業專業評審局工商院士（FMBA）
- 香港鐘表業總會主席（2011-2013）及顧問
- 新界總商會副會長
- 香港創新科技及製造業聯合總會行業（鐘錶）顧問
- 東華三院 2013/2018 總理

- Native Province : Zhongshan, Guangdong
- Master of Business Administration (Executive), City University of Hong Kong
- Fellowship, The Professional Validation Centre of Hong Kong Business Sector
- Fellow of Management and Business Administration (FMBA), The Professional Validation Council of Hong Kong Industries
- Chairman (2011-2013) and Advisor of The Federation of Hong Kong Watch Trades & Industries Limited
- Vice-President of New Territories General Chamber of Commerce
- Industry (Watch & Clock) Advisor of Hong Kong Federation of Innovative Technologies and Manufacturing Industries
- Director (2013/2018) of Tung Wah Group of Hospitals



趙怡  
總理

Ms. CHIU Yi, Cindy  
Director

- 籍貫：河北東光
- 香港理工大學會計榮譽學士
- 建恆投資有限公司董事
- 中國黃金集團科技有限公司董事
- 福建省青年聯合會常務委員
- 遼寧省青年聯合會會員
- 香港福建社團聯合會（青年委員會）會員
- 香港青年聯合會會員
- 東華三院 2010/2012 及 2015/2018 總理

- Native Province : Dongguang, Hebei
- Bachelor of Arts (Hons) in Accountancy, The Hong Kong Polytechnic University
- Director of Good Built Investment Limited
- Director of China Gold Science and Technology Co. Ltd.
- Standing Committee Member of Fujian Youth Federation
- Member of Liaoning Youth Federation
- Member of Hong Kong Federation of Fujian Associations Ltd.
- Member of Hong Kong United Youth Association
- Director (2010/2012 & 2015/2018) of Tung Wah Group of Hospitals



韋浩文  
總理

Mr. WAI Ho Man,  
Herman  
Director



何猷啟  
總理

Mr. HO Yau Kai,  
Orlando  
Director

- 籍貫：廣東中山
- 加拿大道格拉斯學院工商管理文憑
- Prestige Supplies Inc. 執行董事
- 香港政協青年聯會副主席
- 東華三院 2011/2012 及 2016/2018 總理
- Native Province : Zhongshan, Guangdong
- Diploma in Business Management of Douglas College, Canada
- Executive Director of Prestige Supplies Inc.
- Vice-Chairman of Hong Kong CPPCC Youth Association
- Director (2011/2012 & 2016/2018) of Tung Wah Group of Hospitals

- 籍貫：廣東省
- 美國本特利大學企業財務及會計學士
- 酷奧科技有限公司董事
- UNIR Hotels Pty Limited 董事
- 廣州麓湖高爾夫球鄉村俱樂部總經理
- 中國人民政治協商會議廣西壯族自治區委員會委員
- 香港政協青年聯會常務副主席
- 香港廣西體育總會主席
- 香港廣西青年聯會常務副主席
- 香港廣西社團總會常務副會長
- 香港義工聯盟副主席
- 香港禁毒兵團榮譽會長
- 東華三院 2016/2018 總理
- Native Province : Guangdong Province
- Bachelor of Science in Corporate Finance and Accounting, Bentley University, USA
- Director of Koo Tech Limited
- Director of UNIR Hotels Pty Limited
- General Manager of Guangzhou Luhua Golf & Country Club
- Member of Guangxi Zhuang Autonomous Region Committee of The Chinese People's Political Consultative Conference
- Executive Vice-Chairman of Hong Kong CPPCC Youth Association
- Chairman of Hong Kong Guangxi Sports Association
- Executive Vice-Chairman of Hong Kong Guangxi Youth Organisations
- Executive Vice-President of Federation of HK Guangxi Community Organisations
- Vice-Chairman of Hong Kong Volunteers Federation
- Honorary President of Anti-Drug Army of Hong Kong
- Director (2016/2018) of Tung Wah Group of Hospitals



**蔡加怡**  
總理  
**Ms. CHOI Ka Yee,**  
**Crystal**  
Director

- 籍貫：廣東揭陽
- 企業融資碩士
- 美國波士頓書院工商管理學院會計及管理信息系統學士
- 旭日國際集團有限公司副主席
- 旭日物業管理有限公司副主席
- 安基司國際教育（集團）有限公司董事
- 譽一鐘錶集團董事
- 中國人民政治協商會議深圳市委員會委員
- 中國人民政治協商會議廣東省揭陽市政協委員
- 沙田少年警訊名譽會長
- 香港童軍總會（新界地域）名譽會長
- 香港政協青年聯會副主席
- 心連心行動慈善基金有限公司主席
- 香港上市公司商會司庫（2009-2014）及委員（2006-2014及2017-現在）
- 香港理工大學發展基金董事局成員
- 九龍城區青年活動委員會委員（2009-2017）
- 九龍城區防火委員會委員（2014-2017）
- 仁愛堂2008/2009董事局成員
- 東華三院 2016/2018 總理
- Native Province : Jieyang, Guangdong
- Master of Corporate Finance
- Bachelor of Science (Accounting, MIS), Wallace E Carroll School of Management, Boston College, USA
- Vice-Chairman of Early Light International (Holdings) Limited
- Vice-Chairman of E. Lite Property Management Limited
- Director of Anchors International Education (Group) Limited
- Director of Unique Timepieces
- Member of Shenzhen Committee of The Chinese People's Political Consultative Conference
- Member of Guangdong Jieyang City Committee of The Chinese People's Political Consultative Conference
- Honorary President of Shatin Junior Police Call
- Honorary President of Scout Association of Hong Kong (New Territories Region)
- Deputy Chairperson of Hong Kong CPPCC Youth Association
- Chairman of United We Stand Foundation Limited
- Treasurer (2009-2014) and Committee Member (2006-2014 & 2017-Now) of The Chamber of Hong Kong Listed Companies
- Member of Board of Directors of The Hong Kong Polytechnic University Development Fund
- Committee Member of Kowloon City District Youth Programme Committee
- Committee Member of Kowloon City District Fire Safety Committee
- Director of Yan Oi Tong (2008/2009)
- Director (2016/2018) of Tung Wah Group of Hospitals



**曾慶芸**  
總理  
**Ms. TSENG Hing Wun,**  
**Wendy**  
Director

- 籍貫：廣東珠海
- 美國加州大學洛杉磯分校圖書及資訊管理碩士
- 美國洛約拉馬利蒙特大學哲學文學士
- 百備有限公司董事
- 曾憲備慈善基金有限公司董事
- 清華大學（北京）教育扶貧項目香港聯絡處副主任
- 正備物業有限公司董事
- 金鈴集團有限公司（城中小閣）董事
- 東華三院 2016/2018 總理
- Native Province : Zhuhai, Guangdong
- Master of Library and Information Science, University of California, Los Angeles, USA
- Bachelor of Arts in Philosophy, Loyola Marymount University, USA
- Director of Benebase Inc.
- Director of Tseng Hin Pei Charity Fund Ltd.
- Deputy Supervisor of Tsinghua University (Beijing) Educational Poverty Alleviation Program Liaison Office in Hong Kong
- Director of Tseng Brothers Properties Ltd.
- Director of Golden Bell Holdings Ltd.
- Director (2016/2018) of Tung Wah Group of Hospitals





馮敬安  
總理

Mr. Derrick FUNG  
Director



晏紫  
總理

Ms. YAN Zi  
Director

- 籍貫：廣東南海
- 美國佛蒙特州大學工商管理學士
- 致生有限公司首席投資總監
- 益高斯科技有限公司董事
- 致生（1898）有限公司董事
- 維持香港持續發展協會創辦人
- 香港華僑華人總會青委會副主席
- 肇慶端州海外聯誼會常務理事
- 香港廣佛肇聯誼總會會董
- 東華三院 2015/2016 及 2017/2018 總理
- Native Province : Nanhai, Guangdong
- Bachelor of Arts in Business Management at Vermont State Colleges, Johnson State, Vermont, USA
- Chief Investment Officer of Che San & Co. Ltd.
- Director of Xclusive Technology Ltd.
- Director of Che San (1898) Co. Ltd.
- Co-Founder of Hong Kong Sustainable Society
- Vice-Chairman of The Hong Kong Overseas Chinese General Youth Association
- Director of Zhaoqing Duanzhou Overseas Friendship Association
- Director of Hong Kong Guang Fo Zhao Fraternity Association
- Director (2015/2016 & 2017/2018) of Tung Wah Group of Hospitals

- 籍貫：四川成都
- 四川大學法學院學士
- 協信科技有限公司董事
- 香港網球總會聯合會盃領隊
- 中國人民政治協商會議全國委員會委員（2008-2013）
- 成都市青年聯合會委員（2006-2011）
- 東華三院 2017/2018 總理
- Native Province : Chengdu, Sichuan
- Bachelor of Law, School of Law, Sichuan University
- Director of Co-Faith Technology Limited
- Fed Cup Captain of Hong Kong Tennis Association
- Member of The National Committee of The Chinese People's Political Consultative Conference (2008-2013)
- Member of Chengdu Youth Federation (2006-2011)
- Director (2017/2018) of Tung Wah Group of Hospitals



毛宇峯  
總理  
Mr. MO Yu Fung,  
Billy  
Director



吳國榮  
總理  
Mr. NG Kwok Wing,  
Michael  
Director

- 籍貫：廣東中山
- 加拿大英屬哥倫比亞大學商科學系學士（會計系）
- 名利豐有限公司董事兼聯合創辦人
- 香港政協青年聯會會員
- 香港義工聯盟理事
- 東華三院 2017/2018 總理
- Native Province : Zhongshan, Guangdong
- Bachelor of Commerce (Accounting), University of British Columbia, B.C., Canada
- Director and Co-Founder of BLB Limited
- Member of Hong Kong CPPCC Youth Association
- Council Member of Hong Kong Volunteers Federation
- Director (2017/2018) of Tung Wah Group of Hospitals

- 籍貫：廣東順德
- 工商管理學碩士
- 比富達資產管理有限公司董事
- 香港島各界聯合會常務副理事長
- 香港島各界社會服務基金會副主席
- 香港灣仔區各界協會主席
- 港島義工團團長
- 順德聯誼總會常務會董
- 順德聯誼總會李金小學副校監
- 順德聯誼總會胡兆熾中學校董
- 北京海外聯誼會理事
- 重慶市海外聯誼會常務理事
- 佛山禪城海外聯誼會名譽會長
- 鳳凰慈善基金會副主席
- 醫療輔助隊北區首席顧問
- 民政事務總署2012/2018年度荃灣區防火委員會委員
- 灣仔中西區工商業聯合會副會長（2009-2018）
- 仁濟醫院50至51屆董事局當年顧問及44至49屆董事局總理
- 仁濟義工團2015-2017總團長
- 東華三院鄺錫坤伉儷中學校董
- 東華三院鄧肇堅小學校董
- 東華三院 2017/2018 總理
- Native Province : Shunde, Guangdong
- Master of Business Administration
- Director of Pico Zeman Asset Management Limited
- Deputy Managing Director of The Hong Kong Island Federation
- Vice-Chairman of The Hong Kong Island Social Services Charitable Foundation
- President of The Hong Kong Wan Chai District Association
- President of The Hong Kong Island Federation Volunteers Group
- Director of Shun Tak Fraternal Association
- Vice Supervisor of S.T.F.A Lee Kam Primary School
- Manager of S.T.F.A Seaward Woo College
- Director of Beijing Chinese Overseas Friendship Association
- Executive Director of Chongqing Chinese Overseas Friendship Association
- Honorary President of Foshan Chancheng Chinese Overseas Friendship Association
- Vice President of Phoenix Charitable Foundation
- Principal Adviser (N.T. North District) of Auxiliary Medical Service
- Member of 2012/2018 District Fire Safety Committee (Tsuen Wan District) of Home Affairs Department
- Vice President of Wan Chai and Central & Western District Industries and Commerce Association (2009-2018)
- Current Adviser (2017/2019) and Director (2011/2017) of Board of Director of Yan Chai Hospital
- Volunteer-in-Chief of Yan Chai Hospital Volunteer Group (2015-2017)
- Manager of TWGHs Mr. & Mrs. Kwong Sik Kwan College
- Manager of TWGHs Tang Shiu Kin Primary School
- Director (2017/2018) of Tung Wah Group of Hospitals



秦覺忠  
總理

Mr. TSUN Kok Chung,  
Richard  
Director



范曾晞雯  
總理

Mrs. FAN TSANG Hei Man,  
Denna  
Director

- 籍貫：廣東番禺
- 英國劍橋大學法律（榮譽）碩士
- 英國埃塞克斯大學法律（榮譽）學士
- 秦覺忠律師行主席
- 孔教學院名譽副院長
- 香港牛津劍橋校友會會員
- 香港中國商會創會常務理事
- 香港專業人士協會常務董事（2005-2008）
- 醫療輔助隊高四級長官
- 香港灣仔區少年警訊名譽會長會名譽會長
- 香港灣仔區消防安全大使名譽會長會名譽會長（2015-2017）
- 仁愛堂2007/2008董事局總理
- 九龍樂善堂2016/2017當年總理
- 東華三院 2017/2018 總理
- Native Province : Panyu, Guangdong
- Master of Laws (Hons), University of Cambridge, UK
- Bachelor of Laws (Hons), University of Essex, UK
- Principal of Tsun & Partners, Solicitors
- Honorary Vice-President of The Confucian Academy
- Member of the Oxford and Cambridge Society of Hong Kong
- Founder Executive Council Member of Hong Kong China Chamber of Commerce Limited
- Director of The Association of Hong Kong Professionals Limited (2005-2008)
- Senior Grade IV Officer of Auxiliary Medical Service
- Honorary Chairman of Wanchai District Junior Police Call Honorary President Council
- Honorary Chairman of Wanchai District Fire Safety Ambassador Honorary President Association (2015-2017)
- Director of Yan Oi Tong (2007/2008)
- Member of The Lok Sin Tong Benevolent Society Kowloon (2016/2017)
- Director (2017/2018) of Tung Wah Group of Hospitals

- 籍貫：福建
- 美國三藩市大學商業管理資訊系統學士
- 尚創峰有限公司董事長
- 真邦有限公司董事總經理
- 深圳市海外聯誼會理事（2006-2007）
- 東華三院 2017/2018 總理
- Native Province : Fujian
- Bachelor of Business Management Information System, University of San Francisco, USA
- Chairman of Upper Point Limited
- Managing Director of True State Ltd.
- Council Member of Shenzhen Overseas Friendship Association (2006-2007)
- Director (2017/2018) of Tung Wah Group of Hospitals



陳黃燕君  
總理

Mrs. CHEN HUANG Yanjun,  
Selena  
Director

- 籍貫：廣東汕頭
- 美國加州大學河濱分校工商管理學士
- 祥祺集團董事
- 深圳潮青會副主席
- 同心俱樂部青委會委員（2015/2016）
- 東華三院 2017/2018 總理
  
- Native Province : Shantou, Guangdong
- Bachelor of Science in Business Administration, University of California, Riverside, USA
- Director of Cheung Kei Group Limited
- Vice Chairman of The Youth Chawnese Sodality of Shenzhen
- Committee Member of Harmony Youth Club (2015/2016)
- Director (2017/2018) of Tung Wah Group of Hospitals





## Strengthening Corporate Governance and Planning

### 定期檢討機構管治守則

東華三院經已完成機構管治守則的年度檢討，致力實踐最佳的企業管治。本年度修訂重點包括釐清利益申報指引、制定適用的授權簽署安排及因應本院的服務擴展更新內容。

### 策略發展工作坊

在執行總監帶領下，高級行政人員團隊為東華三院作出長遠規劃，審視現有服務，回顧本院使命，思考未來的挑戰與機遇，並一同構思機構的發展路向。包括主席和副主席在內的執行委員會成員及行政總部管理層，一同參與了2018年2月5日舉行的策略發展工作坊，集思廣益，確立2018/2019至2022/2023年度的機構發展策略，成為東華三院持續發展的指導原則，並共同制訂未來數年提升及擴展本院服務的計劃。

### 五年策略計劃

五年策略計劃於2018年3月出版，詳載東華三院未來的工作計劃及發展策略，以協助董事局有效監察東華三院的工作。

### Regular Review of the Code of Corporate Governance

A regular review of the Code of Corporate Governance of TWGHs was conducted during the year to ensure application of best practice. Major revisions included refining the guidelines on declaration of interests, determining appropriate signature authority level and updating content in line with the Group's services expansion.

### Strategic Planning Workshop

The senior executive team headed by the Chief Executive engaged in a long-term planning process to critically review the existing services under their charges, the service-based missions, the future challenges and opportunities and to conceive collectively the development roadmap of the Group. Members of the Executive Committee including the Chairman and the Vice-Chairmen of the Board as well as the senior management of the Administration Headquarters participated in a Strategic Planning Workshop held on 5 February 2018, which laid down the new strategic directions for 2018/2019 to 2022/2023 as guiding principles for continuous development of the Group, and to devise plans for service enhancement and expansion of the Group in the coming years.

### Five-year Strategic Plan

The Five-year Strategic Plan was published in March 2018 to aggregate information on the work plans of TWGHs and the new strategic directions for the years ahead. The Plan enables the Board to oversee the Group's work effectively and efficiently.

## 應屆董事局的成立及迎新活動

### Formation of the Board of Directors 2017/2018 and Orientation Programme

丁酉年董事局的就職典禮於2017年4月6日舉行，董事局成員隨即展開一連串巡視服務單位的活動，藉此了解東華三院的院務、發展和運作，並勉勵服務單位的前線員工。

The Inauguration Ceremony of the Board of Directors 2017/2018 was held on 6 April 2017. Familiarisation visits to various TWGHs service centres were organised for Members of the Board to enhance their understanding of TWGHs services, operations and development, and to show their support for frontline staff.



董事局成員巡視東華醫院，並與醫護及行政人員合照

A group photo of Board Members with the medics and executives of Tung Wah Hospital during the familiarisation visit



董事局成員巡視東華三院蕭旺李滿福幼兒園。  
Board Members paid a visit to TWGHs  
Shiu Wong Lee Moon Fook Nursery School.



董事局成員參觀東華三院賽馬會松朗安老綜合中心。  
Board Members visited TWGHs Jockey Club Sunshine Complex for the Elderly.

## 加強與顧問局的聯繫與溝通

### Enhancing Ties and Communication with the Advisory Board

#### 東華三院顧問局與董事局聯席會議 及午宴

本院於2017年11月13日舉行東華三院顧問局與應屆董事局聯席會議，藉此尋求顧問局對本院工作和發展計劃的支持，並就促進本院妥善管治和有效管理龐大服務網絡的方案，諮詢顧問局的意見。本院又於會前宴請顧問局，以加強雙方的聯繫。

#### Joint Meeting and Luncheon Gathering with the TWGHs Advisory Board

A Joint Meeting between the TWGHs Advisory Board and the Board of Directors 2017/2018 was held on 13 November 2017 to strengthen communication with the Advisory Board and to solicit their advice and support for the Group's work and major development plans. Valuable opinions were exchanged for the enhancement of the governance and management of the Group and its vast service network. A luncheon gathering was held prior to the meeting to help build closer relationships.

#### 編纂季度工作報告

為加強顧問局與董事局的溝通及提高東華三院運作的透明度，本院定期編纂工作報告，匯報東華三院的政策、重要事務、工作及主要活動，於每季呈交顧問局。

#### Compilation of Quarterly Situation Reports

Situation reports on TWGHs policy issues, significant matters and undertakings, as well as major activities held, were compiled and submitted to the Advisory Board on a quarterly basis to strengthen communication between the Advisory Board and the Board of Directors, and to enhance the transparency of the Group's operations.



民政事務局長暨東華三院顧問局主席劉江華太平紳士（前排右七）與顧問局成員、前任主席及董事局成員合照  
A group photo of the Hon. LAU Kong Wah, JP (front row, right 7), Secretary for Home Affairs cum Chairman of the TWGHs Advisory Board, with Members of the Advisory Board, former Chairmen and Board Members



# 組織、職能及宗旨

## Organisation, Functions and Objectives



在行政架構上，東華三院共設有7科、4處及1辦公室，分別為醫務科、教育科、社會服務科、物業科、籌募科、政務科、財務及採購科、人力資源處、資訊科技處、企業傳訊處、稽核處和檔案及歷史文化辦公室。執行總監掌管東華三院的行政運作，並由各部門及辦公室主管協助處理日常事務。

The administrative structure of TWGHs comprises 7 Divisions, 4 Branches and 1 Office, namely Medical Division, Education Division, Community Services Division, Property Division, Fund-raising Division, Administration Division, Finance and Supplies Division, Human Resources Branch, Information Technology Branch, Corporate Communications Branch, Audit Branch and Records and Heritage Office. The Chief Executive is the head of administration and is assisted by the heads of various Divisions, Branches and Office in the management of TWGHs services and administrative affairs.

### 行政總部的工作

#### Work of Administration Headquarters

#### 醫務科

東華三院轄下共有5間醫院，設有病床2,644張。五間醫院分別為港島區的東華醫院、東華東院及東華三院馮堯敬醫院，以及九龍區的廣華醫院和東華三院黃大仙醫院。醫務科負責統籌及協調東華三院董事局及醫院管理局之間有關管理及發展5間醫院的一切事宜，並於需要時作出支援，以確保5間醫院能有效及獨立運作。

該科並負責策劃、發展及管理東華三院的30個中西醫療衛生服務單位，包括分別位於廣華醫院（與香港中文大學合作）、東華醫院（與香港大學合作）、東華三院黃大仙醫院（與香港浸會大學合作）、東華東院（與香港理工大學合作）及東區尤德夫人那打素醫院（與香港大學合作）的中醫藥科研中心、中西醫藥結合治療中心/服務、中西醫結合健康管理中心（上醫館）、中醫流動診所、中醫社區診所、中醫外展服務、中藥檢驗中心、中央煎藥中心、中醫普通科門診部、婦女健康普查部、綜合診斷及醫療中心、電腦掃描中心、內視鏡中心、血液透析中心、復康中心、牙科診所及長者牙科外展服務。

#### 教育科

東華三院現時營辦18所中學、13所小學、16所幼稚園、兩所為智障學童而設的特殊學校、1所教育心理服務中心、1所才藝教育中心、1所音樂學院以及1所為幼兒而設的遊戲學習中心。為配合政府擴展專上教育的發展方向，本院於2005年創辦以副學士學位課程為主的香港中文大學—東華三院社區書院，並於2011年過渡為開辦學士學位課程的東華學院。

教育科肩負策劃及發展東華三院教育服務的責任，同時為所有院屬學校的法團校董會提供專業及行政管理支援服務。教育科與屬校緊密聯繫，共同協作，以期促進學校的專業水平和

#### Medical Division

There are 5 hospitals in the Group with a total of 2,644 beds. They are Tung Wah Hospital, Tung Wah Eastern Hospital and TWGHs Fung Yiu King Hospital on Hong Kong Island, and Kwong Wah Hospital and TWGHs Wong Tai Sin Hospital in Kowloon. The Division is responsible for coordinating all hospital matters with the TWGHs Board of Directors and the Hospital Authority, and providing support when necessary to ensure the efficient and independent operation of all hospitals.

The Division also plans, develops and administers 30 TWGHs medical and health service units. These include the Chinese medicine clinical centres at Kwong Wah Hospital (in collaboration with The Chinese University of Hong Kong), Tung Wah Hospital (in collaboration with The University of Hong Kong), TWGHs Wong Tai Sin Hospital (in collaboration with Hong Kong Baptist University), Tung Wah Eastern Hospital (in collaboration with The Hong Kong Polytechnic University) and Pamela Youde Nethersole Eastern Hospital (in collaboration with The University of Hong Kong). It also comprises the integrated Chinese and Western medicine treatment centres/services, a centre of integrated health management, Chinese medicine mobile clinics, a Chinese medicine community clinic, Chinese medicine outreaching services, a Chinese medicine control centre, a centralized decoction centre, Chinese medicine general outpatient clinics, well women clinics, an integrated diagnostic and medical centre, a computed tomography imaging centre, an endoscopy centre, a haemodialysis centre, a rehabilitation centre, dental clinics and outreaching dental services for elderly.

#### Education Division

TWGHs operates 18 secondary schools, 13 primary schools, 16 kindergartens, 2 special schools that cater for students with intellectual disabilities, an educational psychology service centre, a talent education centre, an academy of music and a playgroup centre for pre-school children. In response to the Government's call for the expansion of tertiary education, The Chinese University of Hong Kong - Tung Wah Group of Hospitals Community College was founded in 2005 to offer sub-degree programmes. It was converted in 2011 to Tung Wah College, a degree-awarding institute that offers degree programmes.

The Education Division is responsible for the planning and development of TWGHs education services. It provides professional and management support for all Incorporated Management Committees of TWGHs schools, and coordinates with affiliated schools for professional enhancement and the promotion of quality education. To provide schools with professional guidance and consultation support,

教育質素。為了向學校提供專業輔導及諮詢服務，協助解決學生不同的學習需要，教育科設有東華三院何玉清教育心理服務中心，除了直接服務有需要的學生外，還為學校教師及家長提供訓練課程及活動。

## 社會服務科

社會服務科負責策劃、發展及管理東華三院屬下225個社會福利及公共服務單位，其中包括64個安老服務單位、74個青少年及家庭服務單位、47個復康服務單位、22個社會企業單位及18個公共服務單位。

該科負責的服務十分多元化，涵蓋提供護理安老程度至療養程度服務的各類安老院舍、長者地區及鄰舍中心、日間護理中心、長者家居照顧及支援服務、認知障礙症專門服務、兒童之家、女童宿舍、寄養服務、幼兒園、早期教育及訓練中心、就業援助服務、青少年及家庭綜合服務、學校社會工作服務及學生輔導服務、專門輔導服務、食物援助服務、熱線服務、智障人士日間活動中心、綜合職業復康服務中心、智障人士宿舍、輔助宿舍、嚴重殘疾人士護理院、視障長者護理院、長期護理院、殘疾人士社區支援服務、社區精神復康服務、社區復康服務、復康教育及培訓、殘疾人士藝術訓練及發展、專門招聘弱勢社群的社會企業、殯儀館、義莊、義山及靈灰安置場、廟宇、簽檔和牌位庫等。

## 物業科

物業科負責策劃東華三院的物業發展、管理轄下的物業和出租事宜。該科積極重建轄下物業及開拓發展機會，藉此滿足服務需求及確保穩定租金收益，以支持東華三院行政和發展計劃的費用。此外，物業科並為其他科/處提供專業意見，監督各項工程，以確保所有工程質素良好，合乎預算支出及依時完工。

該科同時致力推行及監察東華三院的環保工程，使東華三院邁向日趨完善的綠色機構。

## 籌募科

籌募科負責策劃和籌辦各項籌款活動，處理計劃性和其他特別捐助，包括受惠項目、單位命名、遺產、股票、物業捐贈等；拓展有效的捐款途徑及處理與籌款有關的後援工作，如簽發捐款收據及保存所有善款紀錄等；亦會執行與籌款有關的公關工作，包括維繫和拓展企業合作及善長網絡。此外，籌募科會向董事局建議制訂和檢討各項有關籌款的政策和策略。

## 政務科

政務科負責監察及策劃有關籌組董事局的事務，為董事局提供行政及文書支援服務，處理與東華三院有關的條例，執行東華三院歷屆總理聯誼會的行政工作及管理東華三院李兆忠紀念大樓禮堂，並為行政總部的高級管理層擔任文書工作。此外，政務科負責推廣和建立董事局的公眾形象，透過籌辦董事局的社交和

and to assist schools in catering for students' diverse learning needs, the Division set up the TWGHs Ho Yuk Ching Educational Psychology Service Centre that offers direct service for students and training programmes for both teachers and parents.

## Community Services Division

The Community Services Division plans, develops and administers 225 social welfare and traditional service centres, including 64 elderly service centres, 74 youth and family service centres, 47 rehabilitation service centres, 22 social enterprises and 18 traditional service centres.

The wide spectrum of services of the Division covers various residential care homes for the elderly (ranging from the care and attention level to infirmary care level), district community centres, neighbourhood centres and day care centres for the elderly, home care services for the elderly, dementia care services, small group homes, a girls' hostel, foster care services, nursery schools, early education and training centres, employment assistance services, integrated services for youth and family, school social work and student guidance services, specialised counselling services, food assistance services, hotline services, day activities centres for mentally handicapped persons, integrated vocational rehabilitation services centres, hostels for mentally handicapped persons, supported hostel, care and attention homes for severe disabled, care and attention homes for aged blind, long stay care home, community support services for persons with disabilities, community mental health service, community rehabilitation services, rehabilitation education and training, art training and development for people with disabilities, social enterprises operated for disadvantaged groups, funeral parlours, a coffin home, cemeteries and columbarium, temples, fortune-telling stalls and a commemoration hall.

## Property Division

The Property Division formulates development plans for TWGHs properties, and oversees the management and leasing of rental properties. It also makes a great effort to redevelop TWGHs properties and explore development opportunities to meet service needs and optimise the Group's rental income to fund its operation and development projects. In addition, the Division offers professional advice to other Divisions/Branches, and supervises all projects to ensure they are completed on time, within budget and to a high standard.

The Division also takes charge of the implementation and supervision of the Group's green initiatives to make TWGHs an ever-improving green organisation.

## Fund-raising Division

The Division is responsible for planning and organising fund-raising activities, handling planned giving and other specific donations including beneficiary programmes, naming of service centres, donation of bequests, shares and properties, etc., exploring effective donation channels and rendering fund-raising related back-end support such as issuing donation receipts and maintaining all donation records. It also implements related public relations work, including maintaining and expanding the corporate and individual donors' network. In addition, the Division makes recommendations to the Board regarding the adoption and review of fund-raising policies and strategies.

## Administration Division

The Administration Division is responsible for facilitating and monitoring the formation of the Board of Directors, and for providing administrative and secretarial support services for the Board. It manages the work in connection with the relevant Ordinances of TWGHs, the administrative work of the Association of Past and Present Directors of the Tung Wah Group of Hospitals, and the management of the Assembly Hall of TWGHs Li Shiu Chung Memorial Building. It also provides secretarial support for the senior management of Administration Headquarters. The Division builds and promotes the public image of the Board of Directors by organising social functions and courtesy visits for the Board. These activities are also geared towards strengthening communications and building relationships with government departments, associated organisations and the community at large.



拜訪活動，加強本院與政府部門、有關機構和團體，以及社會大眾之間的溝通和聯繫。該科又協助各部門安排慶典及活動，並透過轄下總務組為行政總部提供收發文件、運輸及庶務等中央服務。

## 財務及採購科

財務及採購科負責東華三院（醫院除外）的整體財務策劃及監控、中央會計服務及資金管理工作。該科亦負責編製法定財務報表，以及根據政府、資助機構及東華三院內部要求，編製不同的財務報告。該科以伙伴合作模式，在各科/處/辦公室及其屬下服務單位實施適當的內部監管，確保東華三院的資源得以有效地運用，而其資產亦得以被保護。該科管理東華三院的資金及投資組合，並確保各項服務及計劃獲得適當的財務安排。

該科另一項主要職能為提供中央採購，透過集體購買物資及服務，以加強成本效益，並確保採購過程符合公平公開的原則。該科亦提供保險行政支援予各科/處/辦公室及其屬下服務單位。

## 人力資源處

人力資源處為東華三院超過9,400名非醫院員工提供人力資源策劃、發展及管理服務，致力加強人才管理系統，使有關實務常規與時並進，以配合各種環境轉變的需要及政府所修訂或新頒布的僱傭相關法例。該處的主要工作範疇包括人力資源規劃及招募、薪酬及假期福利、員工培訓及發展、職業安全及健康、工作表現評核及員工紀律，以及員工離任及退休安排等。此外，為照顧超過15,300名醫院及非醫院員工的需要，該處亦積極推廣關懷員工文化，制訂和檢討員工福利計劃，舉辦生活與工作平衡活動，並維持有效的溝通和諮詢途徑。

為推動長遠且卓越的可持續發展，該處致力為各科/處/辦公室/服務單位/學校提供高效率及高效能的專業支援服務，並建立及維持一支盡心盡力、團結一致，且具備專業才能和應變能力的工作團隊，以達成東華三院的企業使命。

## 資訊科技處

資訊科技處負責制訂資訊科技策略、設計和推行有關方案，並提供資訊系統支援及辦公室自動化服務，以提升本院的運作效率。目前，本院配置各類型的資訊應用系統及基礎設施，以支援醫療衛生、教育及社會服務單位的前線工作，並協助機構處理行政及管理工作。資訊科技處提供的服務廣泛，工作範疇包括項目策劃和管理、系統研究、設計和分析、程式編寫及測試、運作支援、資訊系統架構及設備管理、技術解決方案、電腦設施評估和設備測試，以及為最終使用者提供技術支援服務。資訊科技處除積極推動本院在不同範疇的運作上普及應用資訊科技外，亦致力加強機構在資訊科技

The Division also helps arrange the protocol for ceremonial events and functions initiated by other Divisions and Branches, and provides central services, including receiving and dispatching, transportation and menial support for the Administration Headquarters.

## Finance and Supplies Division

The Finance and Supplies Division is responsible for the overall financial planning and control, central accounting services and treasury management of TWGHs (except hospitals). The Division is also responsible for preparing the statutory financial statements and various kinds of financial reports in compliance with the Government, funding bodies and the Group's internal requirements. The Division partners with Divisions/Branches/Office and service centres to ensure that adequate internal controls are in place to facilitate efficient and effective utilisation of resources and to safeguard TWGHs' assets. The Division manages the Group's funds and investment portfolio and ensures services and projects are properly financed.

Another major function of the Division is to provide centralised procurement of goods and services, with an aim to enhance cost-effectiveness through bulk purchases as well as ensuring fairness and openness in the procurement process. The Division also offers insurance administration support to Divisions/Branches/Office and service centres.

## Human Resources Branch

With over 9,400 non-hospital staff members in the TWGHs workforce, the Human Resources Branch is committed to planning, developing and managing the Group's valuable human resources and enhancing the talent management system, in order to align the relevant practices with changing needs and employment-related ordinances as they are amended or newly introduced by the Government. The Branch's main duties involve manpower planning and acquisition, remuneration and leave benefits, staff training and development, occupational safety and health, performance management and staff discipline, and cessation of service and retirement. The Branch plays a proactive role in promoting a staff-oriented caring culture, improving staff welfare benefits and schemes, launching work-life balance activities and maintaining effective staff communication channels for more than 15,300 hospital and non-hospital staff members.

In pursuit of sustainability for future development and excellence in best practices, the Branch aims at providing efficient and effective professional support services for all Divisions/Branches/Office/service centres/schools, and building a dedicated and cohesive workforce with the professional competency and versatility to achieve the TWGHs' corporate mission.

## Information Technology Branch

The Information Technology (IT) Branch formulates IT strategies, IT solution planning and implementation as well as providing IT support and office automation services to the Group with a view to achieving operational efficiency. Currently, various IT application systems and infrastructures are implemented to support frontline operations in medical and health, education, community services, corporate management and administration functions. A full spectrum of IT services are provided, including project planning and management, system study, design and analysis, programming and testing, operation support, IT infrastructure and facilities management, technical solutions, computing facilities evaluation and equipment testing and end-user computing support. Apart from promoting diffusion of IT to facilitate its application in various operations of the Group, the Branch also helps strengthen IT governance to enhance the Group's IT security and information management through a systematic approach. The Branch has adopted the best practice in IT to ensure that the computerisation policy can be implemented effectively.

## Corporate Communications Branch

方面的管治，透過系統化的部署，提升本院的資訊保安和信息管理；並採納資訊科技的最佳實務準則，以確保電腦普及化政策能有效地執行。

## 企業傳訊處

企業傳訊處的職責涵蓋東華三院對內和對外的資訊傳遞工作及策略，並透過不同的媒介及品牌推廣活動，與本院各個持份者保持緊密聯繫，以提升本院的正面形象和透明度。該處致力與傳媒維持良好關係，期望透過傳媒幫助，讓公眾掌握本院多元化且不斷革新的服務和最新發展動向。

此外，企業傳訊處亦協助本院處理危機應變，透過適時的回應及行動，把突發事故所帶來的負面影響減至最低。該處同時負責出版刊物、管理東華三院網頁內容及與外界合作籌劃活動，營造和鞏固本院最具規模和與時並進的慈善機構形象，以爭取公眾人士對本院的認同和支持。

該處亦處理外界包括傳媒的查詢，以及有關拍攝、義工服務和探訪的申請，並按照一套完備的程序處理公眾投訴及建議。

## 稽核處

稽核處為東華三院各項服務的運作及活動進行獨立和客觀的審核，並透過稽核委員會直接向董事局匯報。審核的目的是評估東華三院內部監控機制的適切性及成效，審核範圍涵蓋營運、財務、合規與風險管理各方面，從而加強東華三院的機構管治，提高營運及資源運用的效率及成效。此外，該處每年為東華三院進行全面風險評估，以評估各部門於風險管理上的成效。

## 檔案及歷史文化辦公室

檔案及歷史文化辦公室致力保存及弘揚東華三院的歷史文化，探討東華三院過去和將來在連繫世界華人社會上的角色，以及發展轄下的東華三院文物館及東華三院何超瀾檔案及文物中心，成為研究香港史、中國近代史、世界華人史及世界史的重要資源中心。由於東華三院的歷史與香港的歷史息息相關，辦公室更擔當本地歷史文化保育先鋒的角色。

東華三院文物館原為1911年落成的廣華醫院大堂，1970年闢為文物館，保存東華三院的檔案及展示機構多年來收集和外界捐贈的文物，並於2010年由政府頒定為法定古蹟，是東華三院歷史文化的教育基地。東華三院何超瀾檔案及文物中心於2016年成立，目的是妥善修復、整理和保存東華三院的歷史檔案及文物。中心設備齊全，設有檔案庫、文物庫、修復室、數碼工作室和閱覽室。

The Corporate Communications Branch is responsible for both the internal and external communication initiatives and strategies of the Group. The Branch is dedicated to enhancing the Group's positive image and transparency by building links with different stakeholders via various channels and branding activities. Sustaining a strong relationship with the media, the Branch seeks to provide the public with adequate information on the Group's diversified and continually updated services, as well as new developments through engagement and collaboration with various media.

The Branch also supports and advises the Group on crisis management. It takes timely action in responding to incidents to minimise any possible adverse effects. The Branch strives to enhance the status and popularity of TWGHs – the most well-established charitable organisation in Hong Kong, evolving in pace with the local society – for greater public recognition and support by producing corporate publications, managing the TWGHs' website content and collaborating with external parties.

All external enquiries and requests, including those from the media, for information, shooting, performing voluntary services, and visits, are processed by the Branch. Complaints and recommendations from the public and service users are handled in accordance with a set of well-established procedures.

## Audit Branch

The Audit Branch performs independent and objective reviews of various service operations and activities in TWGHs, reporting directly to the Board of Directors through the Audit Committee. The objectives of the reviews are to assess the adequacy and effectiveness of internal controls covering operations, finance, compliance and risk management, in order to enhance the overall corporate governance of TWGHs as well as the efficiency and effectiveness of the Group's operations and use of resources. The Branch also performs comprehensive risk assessment for TWGHs annually to assess the effectiveness of risk management.

## Records and Heritage Office

The Records and Heritage Office endeavours to preserve and promote the cultural heritage of TWGHs and explore TWGHs' past and future role in networking with Chinese communities worldwide by developing the Tung Wah Museum and the TWGHs Maisy Ho Archives and Relics Centre as significant resource centres to study the history of Hong Kong, modern China, the world Chinese and the world. Since the historical development of TWGHs is intertwined with the history of Hong Kong, the Office also takes a pioneering role in local heritage preservation.

The Tung Wah Museum was originally the Main Hall of Kwong Wah Hospital in 1911 before being converted into a museum in 1970 to hold TWGHs' archives and display many of the relics donated to and collected by the Group over the decades. It was declared as a monument by the Government in 2010 and now serves as the educational base to showcase TWGHs' cultural heritage. The TWGHs Maisy Ho Archives and Relics Centre was established in 2016 with the aim of conserving, collecting and preserving the Group's archives and relics. The Centre is well-equipped with an archive room, a relics room, a conservation workshop, a digitisation workshop and a reading room.



\*稽核處的日常行政及功能皆由本院執行總監所監督。

The day-to-day administration and functions of the Audit Branch are supervised by the Chief Executive.



恭敬和衷弘善業民生無小事惠風偃草還求活水湧春

祥光瑞氣滿東華博濟有洪保好雨隨車時降甘霖紓



## 丁酉年主席與管理層團隊 Chairman 2017/2018 and Senior Management Team

1. 李添麟主席博士太平紳士
2. 蘇祐安執行總監
3. 李愛清醫務總主任
4. 吳奇壘學務總主任
5. 姚子樑社會服務總主任
6. 陳德仕物業總主任
7. 唐國忠籌募總主任
8. 蕭紀柔政務總主任
9. 莫家輝財務總主任
10. 陳翠凝人力資源總主任
11. 劉延禧資訊科技總主任
12. 鄭美玉企業傳訊總主任
13. 梁活勁稽核總主任
14. 史秀英檔案及歷史文化總主任

- Dr. LEE Yuk Lun, JP, the Chairman  
Mr. Albert Y.O. SU, Chief Executive  
Ms. LI Oi Ching, Rita, Medical Services Secretary  
Mr. WU Kee Huen, Kenneth, Education Services Secretary  
Dr. YIU Tze Leung, Ivan, Community Services Secretary  
Mr. CHAN Tak Szy, Edwin, Property Secretary  
Mr. TONG Kwok Chung, Fund-raising Secretary  
Ms. SHIAU Kei Yau, Ivy, Administration Secretary  
Mr. MOK Ka Fai, John, Financial Controller  
Ms. CHAN Tsui Yee, Alice, Principal Human Resources Manager  
Mr. LAO Yin Hei, Edward, Principal Information Technology Manager  
Ms. CHENG Mei Yuk, Cherrie, Principal Corporate Communications Manager  
Mr. LEUNG Wood King, Woody, Principal Auditor  
Ms. SEE Sau Ying, Stella, Head of Records and Heritage Office

