

# Seventh Report (2018 – 2021)

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## **Vision, Mission and Values**

### **Vision**

The vision of the Guardianship Board is to promote the welfare, interests and protection of mentally incapacitated adults through guardianship.

### **Mission**

To manifest its vision, the Guardianship Board commits to the following mission:

1. To support, protect and advocate the best interests of mentally incapacitated adults by empowering guardians to:
  - (i) facilitate the management of their finances;
  - (ii) ensure that their needs for services and medical treatment are met;
  - (iii) protect them against abuse, exploitation and neglect;
  - (iv) enhance their quality of care.
2. To facilitate the resolution of disputes with relatives and service providers, concerning the best interests of mentally incapacitated adults.
3. At the initiative of policy bureau, to give legal advice on guardianship legislation review.

### **Values**

The Guardianship Board commits to the following values:

1. Protection
2. Compassion
3. Fairness
4. Independence
5. Respect
6. Accessibility

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## I. Message from the Chairperson

I am honoured to have taken up this position on 1 February 2021. My two predecessors have established the Board and developed a solid foundation and roadmap for its work for the past 22 years. The past year has been unique and challenging in that we strived to continue with the hearing of applications and reviews amidst the COVID-19 pandemic. Thanks to the support of Board Members and our team of staff, we have managed to do so.

Several interesting developments took place in 2021. Responding to needs to enhance the transparency of our work, the Board introduced a new template and guidance notes for Monthly Statements to be used by guardians to take effect on 1 January 2022. A telephone recording system has been installed in the Secretariat. A website revamp project is underway.

Supported by the Labour and Welfare Bureau, developments in the Board had been ongoing. An expansion of the Secretariat, including staff structure and facilities, commenced on 26 September 2018. This phase included recruiting a Senior Legal Counsel and an additional Assistant Legal Clerk and opening our new Hearing Centre in Room 704, which has a more formal setting suitable for complex or legally represented cases.

In an ageing society, the Board must be braced for future challenges. While the Board's caseload is expected to increase, so should our specialization and knowledge. Our statistics show that the incidence of applications involving the elderly was 769 out of 1,012 cases while dementia related cases have risen from 65 to 107 in the reporting period. According to the figures published by the World Health Organization, there are currently more than 55 million people living with dementia worldwide, with nearly 10 million new cases every year. Besides being one of the major causes of disability and dependency among older people, dementia was recognized as having physical, psychological, social and economic impact also for their carers, families and society at large.<sup>1</sup> We see the importance of early detection and treatment of cognitive impairment and making appropriate arrangement about it. Accidents and illnesses, such as brain damage or stroke, were harder to predict, but one could resort to the statutory safety net. The law provides a safety net to support individuals and families affected by all such cases enabling guardians to be appointed by the Board as a last resort for mentally incapacitated persons who are the subjects of our cases. Guardians

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<sup>1</sup> <https://www.who.int/news-room/fact-sheets/detail/dementia>

are required under the guardianship orders to exercise their functions in the best interests of the subjects involved.

In performing its statutory functions and looking ahead, the Board shall follow the aspiration of people-based governance. The Board shall work closely with people in law, healthcare, psychology and social work with a close connection with the nature of our work as well as people who have had personal experience with mentally incapacitated persons, to continue to develop our expertise and enhance the accessibility of our procedures to provide help to mentally incapacitated persons within the statutory framework of the Mental Health Ordinance.

I invite readers to review the work that we have performed in the past few years. In this connection, I must extend my gratitude to all individuals and bodies who contributed to our work and especially to the Labour and Welfare Bureau, Social Welfare Department, Judiciary, Department of Justice, Official Solicitor's Office, Hospital Authority and our Board members and staff.



Alexandra LO, JP  
Chairperson  
Guardianship Board  
15 July 2022

## II. Our Operations

### A. The Role of the Guardianship Board

#### 1. The Board's Identity

The Guardianship Board (“the Board”) was formed in 1999. It was established as an independent body in the Hong Kong Special Administrative Region under the Mental Health Ordinance (Cap. 136 of the Laws of Hong Kong) (“MHO”). Under section 59O of the MHO, Guardianship Orders may be made to protect the interests and welfare of the mentally incapacitated persons aged 18 years or above who are incapable of making their own decisions on their personal affairs, financial matters or medical (including dental) treatment as provided under the MHO and who must be received into guardianship for their protection. The Board’s role is to conduct hearings of applications for Guardianship Orders.

The Board may make Guardianship Orders appointing guardians to exercise one or more of the powers under s59R(3), which are summarized briefly as<sup>2</sup>:

- ✧ to require the Subject to reside at a specific place;
- ✧ to convey the Subject to a specific place and use reasonable force for the purpose;
- ✧ to require the Subject to attend at a place and time for medical or dental treatment, special treatment, occupation, education or training;
- ✧ to consent to medical or dental treatment if the Subject is incapable of understanding the general nature and effect of the treatment;
- ✧ to require access to the Subject to be given to any doctor, approved social worker or other person specified in the Guardianship Order;
- ✧ to hold, receive or pay a specified monthly sum for the maintenance or other benefit of the Subject (the currently maximum amount is HK\$18,000 per month).

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<sup>2</sup> Where there are descriptions of provisions in this document, the wording of the Mental Health Ordinance shall prevail.

## 2. The Board's Work

The Board has three panels. One member from each panel is appointed to sit at hearings, which are to be presided by the Chairperson or one of the presiding members from the legal panel (Panel A). Panel B members are those having experience in assessing or treating mentally incapacitated adults such as registered medical practitioners or social workers. Panel C members are persons who have had personal experience with mentally incapacitated persons. The composition of the panel members ensures the interests of subjects are assessed from different angles, whilst advancing and protecting their interests and benefits.

## 3. Types of Cases Handled

Under Part IVB of the MHO, the Board's jurisdiction over guardianship of persons rests on the definition of who is a "mentally incapacitated person". Mental incapacity is defined by reference to "mental disorder" and "mental handicap".

In practice, most of the cases handled by the Board can broadly be categorized into the following types:

- ✧ Dementia
- ✧ Mental Handicap
- ✧ Mental Illness
- ✧ Stroke

Not all MIPs who have a mental disorder or a mental handicap will require guardianship. The Board will have regard to certain criteria laid down in the MHO before determining whether a Guardianship Order should be granted. Please refer to Table 7.



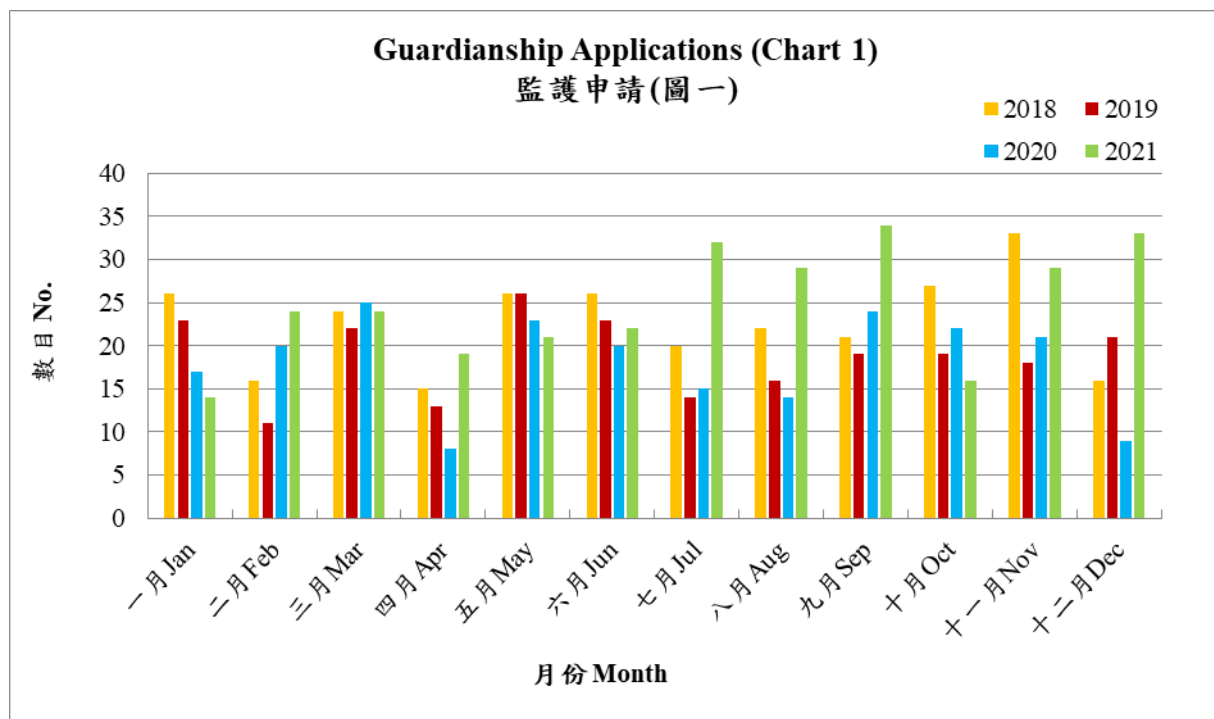
## B. Caseload and Major Statistics

As of 31 December 2021, the Board has handled 5,483 cases over the years.

A breakdown of the figures is set out below:

### 1. Guardianship Applications

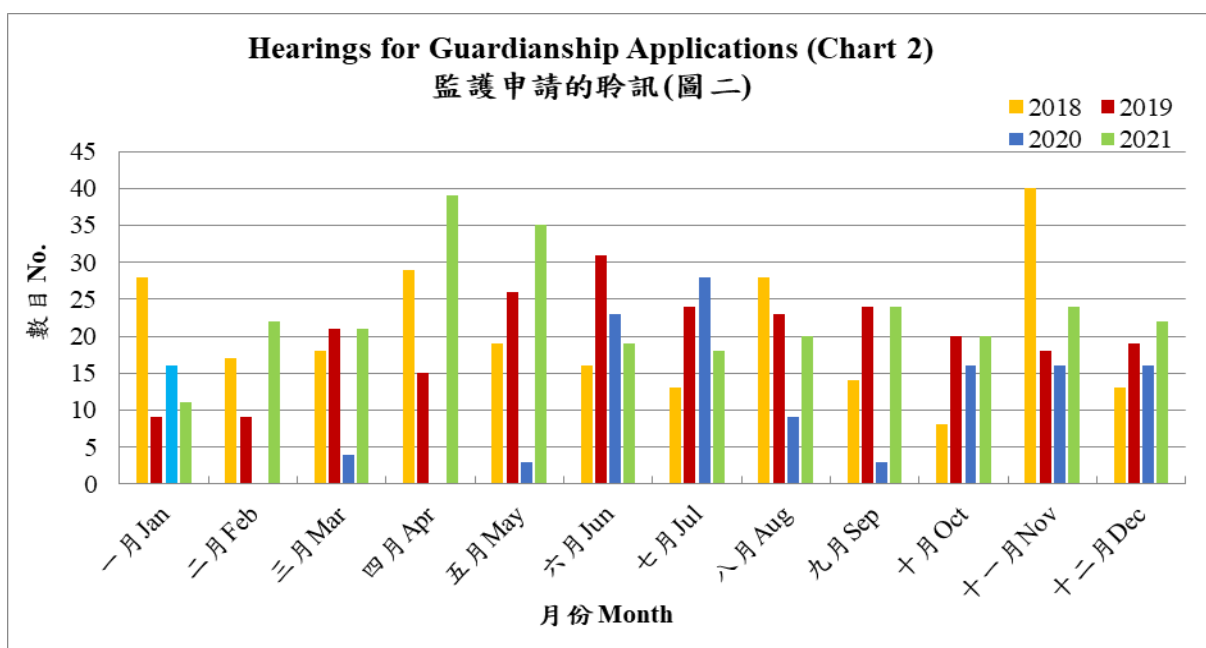
Year	Applications
2018	272
2019	225
2020	218
2021	297
<b>TOTAL</b>	<b>1,012</b>



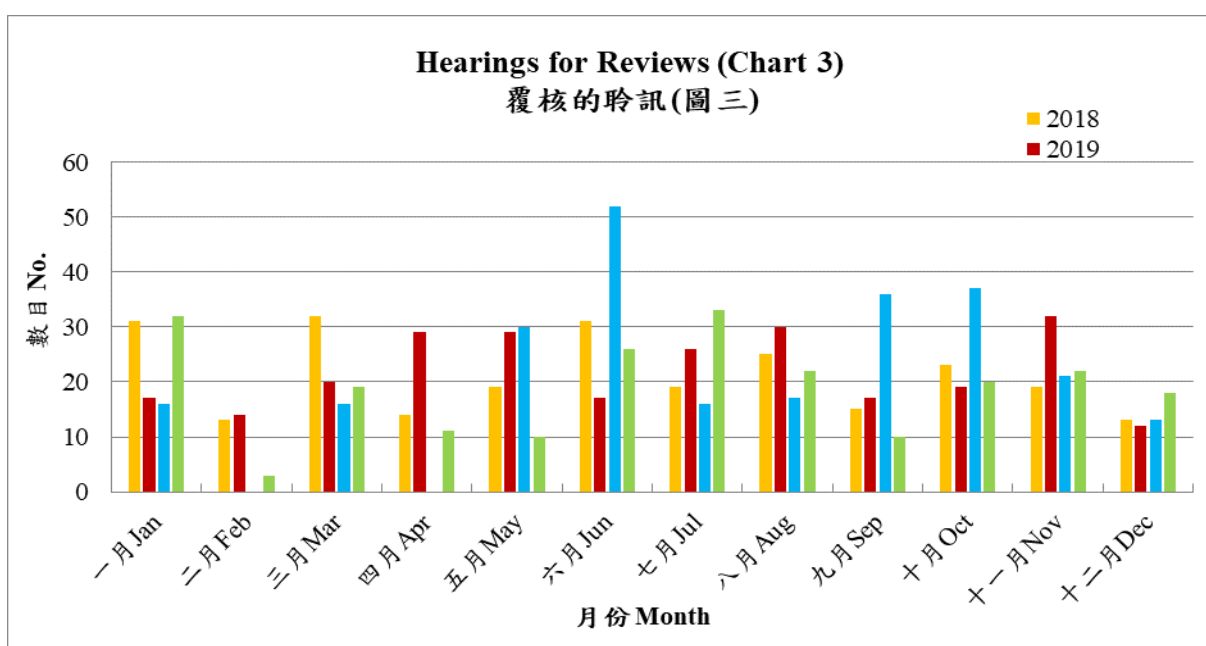
(Chart 1)

## 2. Hearings for Guardianship Applications and Reviews

Year	Guardianship Applications	Reviews
2018	243	254
2019	239	262
2020	134	254
2021	275	226
<b>TOTAL</b>	<b>891</b>	<b>996</b>



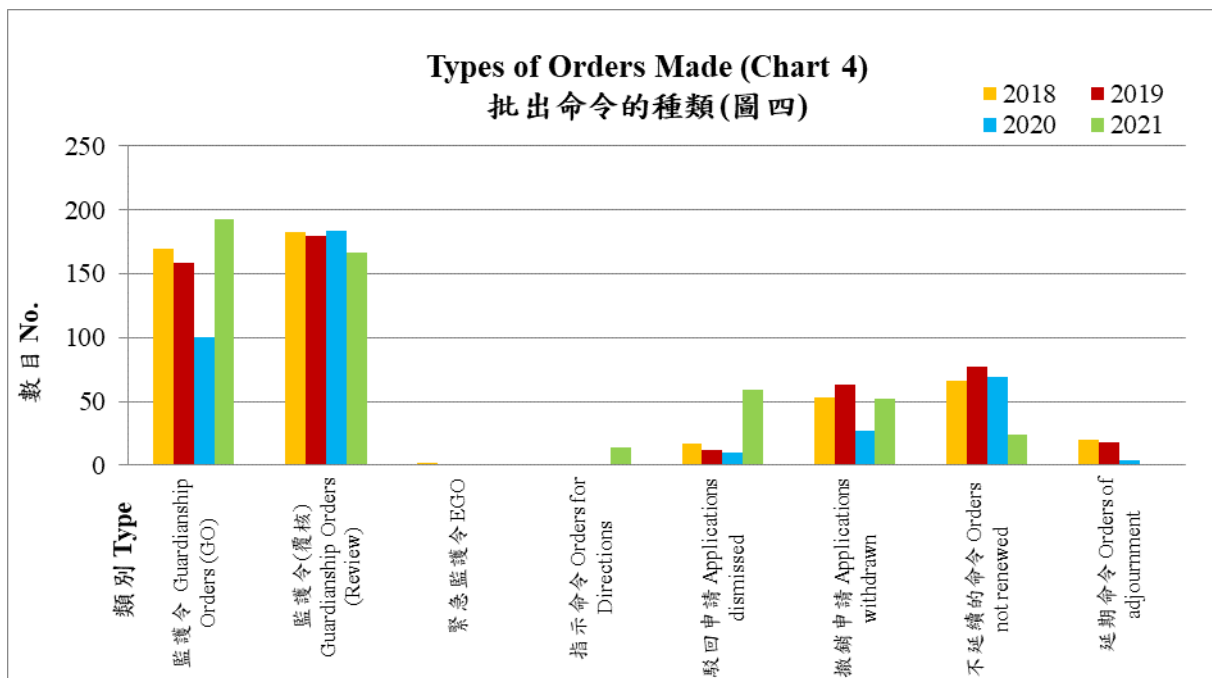
(Chart 2)



(Chart 3)

### 3. Types of Orders Made

<b>Orders</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
Guardianship Orders (GO)	170	158	100	193
Guardianship Orders (Review)	183	180	184	167
Emergency Guardianship Orders (EGO)	2	1	0	1
Applications dismissed	17	12	10	14
Applications withdrawn	53	63	27	59
Orders not renewed	66	77	69	52
Orders of adjournment	20	18	4	24
<b>TOTAL</b>	<b>511</b>	<b>509</b>	<b>394</b>	<b>510</b>

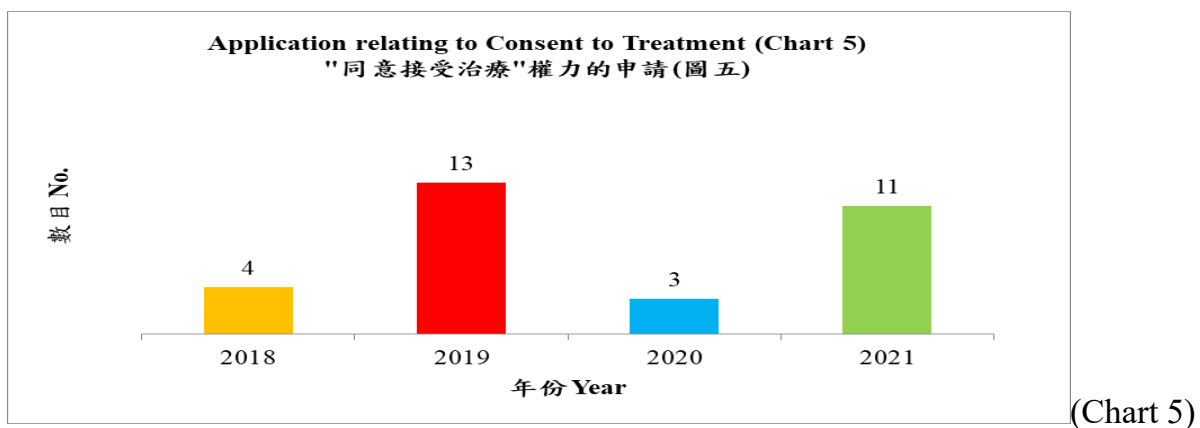


(Chart 4)

#### 4. Applications relating to Consent to Treatment

<b>Year</b>	<b>Applications</b>
2018	4
2019	13
2020	3
2021	11
<b>TOTAL</b>	<b>31</b>

*Section 59R(3)(d).*



#### 5. Emergency Guardianship Order (EGO) Applications

<b>Year</b>	<b>Applications</b>
2018	19
2019	8
2020	5
2021	8
<b>TOTAL</b>	<b>40</b>

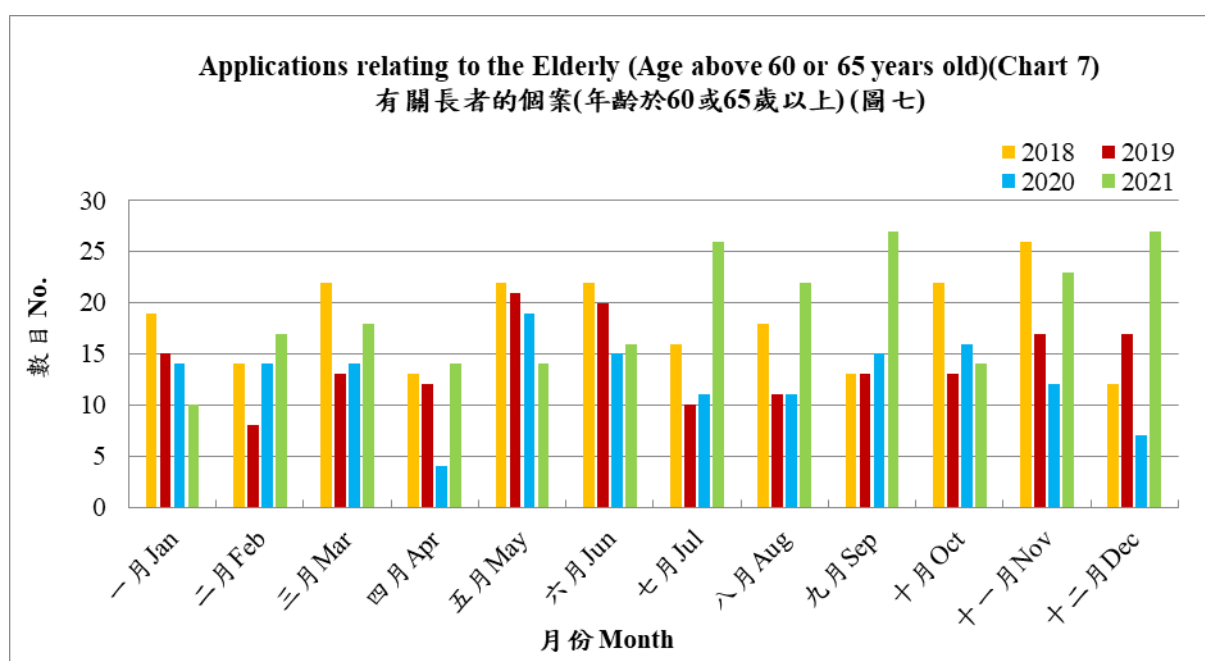
*Section 59Q.*



## 6. Applications relating to the Elderly

Year	Cases
2018 (above 60)	219
2019 (above 65)	170
2020 (above 65)	152
2021 (above 65)	228
<b>TOTAL</b>	<b>769</b>

*This will overlap with cases relating to other relevant categories.*



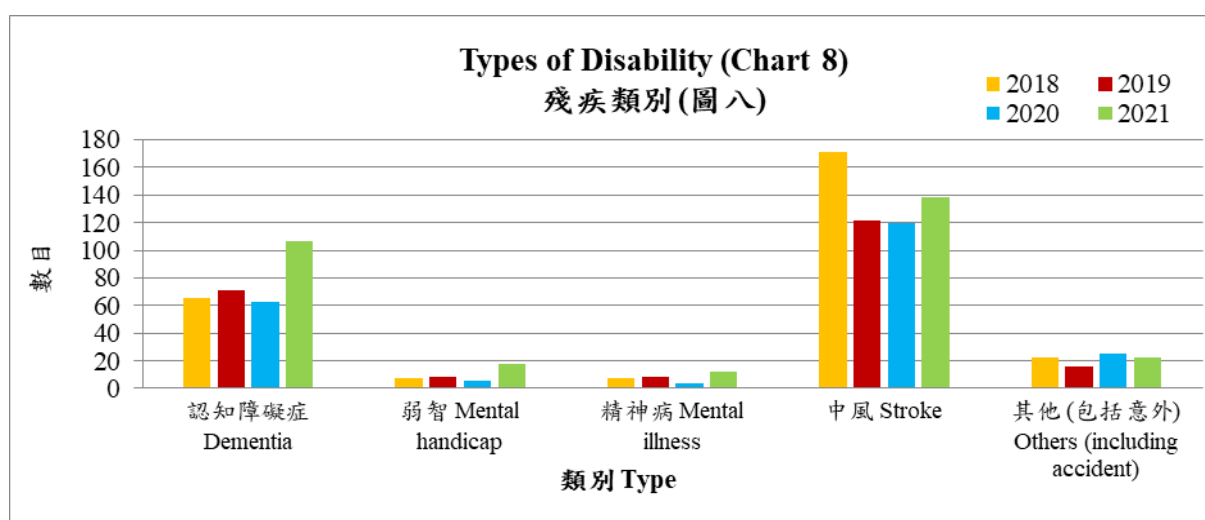
(Chart 7)

## 7. Types of Disability

<b>Disability</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
Dementia (Note 1)	65	71	63	107
Mental handicap	7	8	6	18
Mental illness	7	8	4	12
Stroke (Note 2)	171	122	120	138
Others (including accident)	22	16	25	22
<b>TOTAL</b>	<b>272</b>	<b>225</b>	<b>218</b>	<b>297</b>

*Note 1: including Alzheimer's disease /Senile/Pre-senile.*

*Note 2: including CVA/Vascular dementia.*

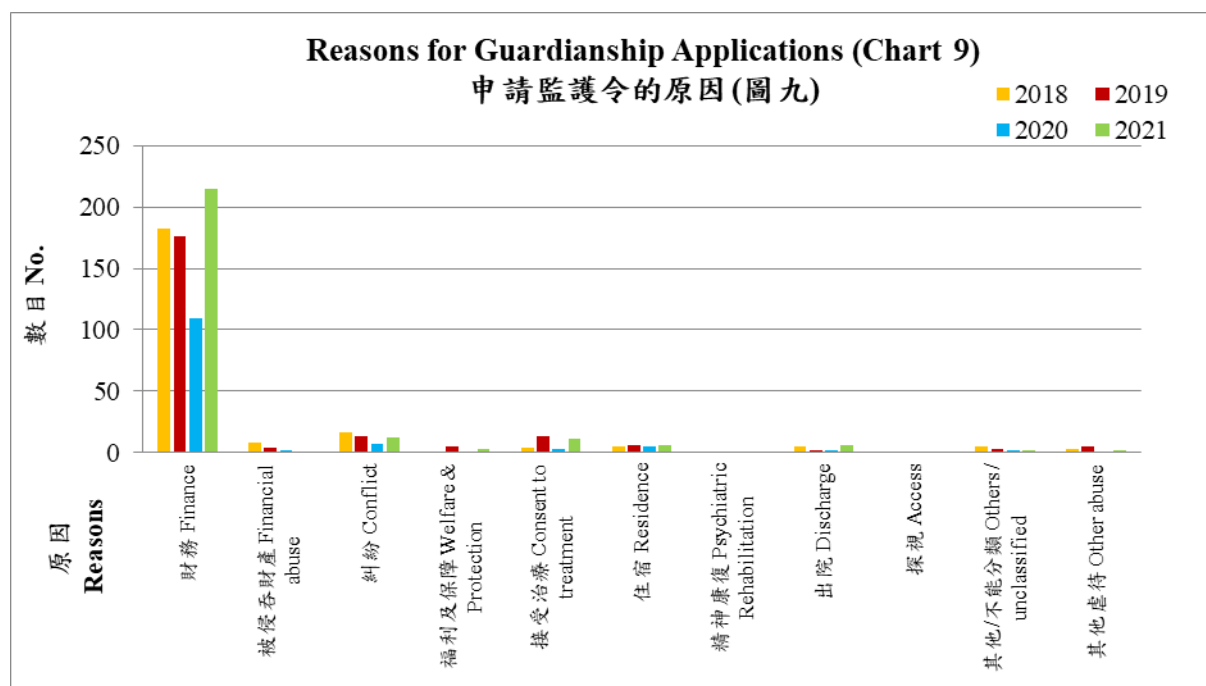


(Chart 8)

## 8. Reasons for Guardianship Applications

Reasons	2018	2019	2020	2021
Finance	183	176	109	215
Financial Abuse	8	4	2	1
Conflict	16	13	7	12
Welfare and Protection	1	5	0	3
Consent to Treatment	4	13	3	11
Residence	5	6	5	6
Psychiatric Rehabilitation	0	0	0	0
Discharge	5	2	2	6
Access	0	0	0	0
Others/Unclassified	5	3	2	2
Other Abuse	3	5	1	2
<b>TOTAL*</b>	<b>230</b>	<b>227</b>	<b>131</b>	<b>258</b>

\*Reasons for adjourned cases are not included.



(Chart 9)

### 9. Cases Not Renewed

Year	Cases Not Renewed	Number of Reviews	%
2018	66	254	26
2019	77	262	29
2020	69	254	27
2021	52	226	23
<b>TOTAL</b>	<b>264</b>	<b>996</b>	<b>27</b>

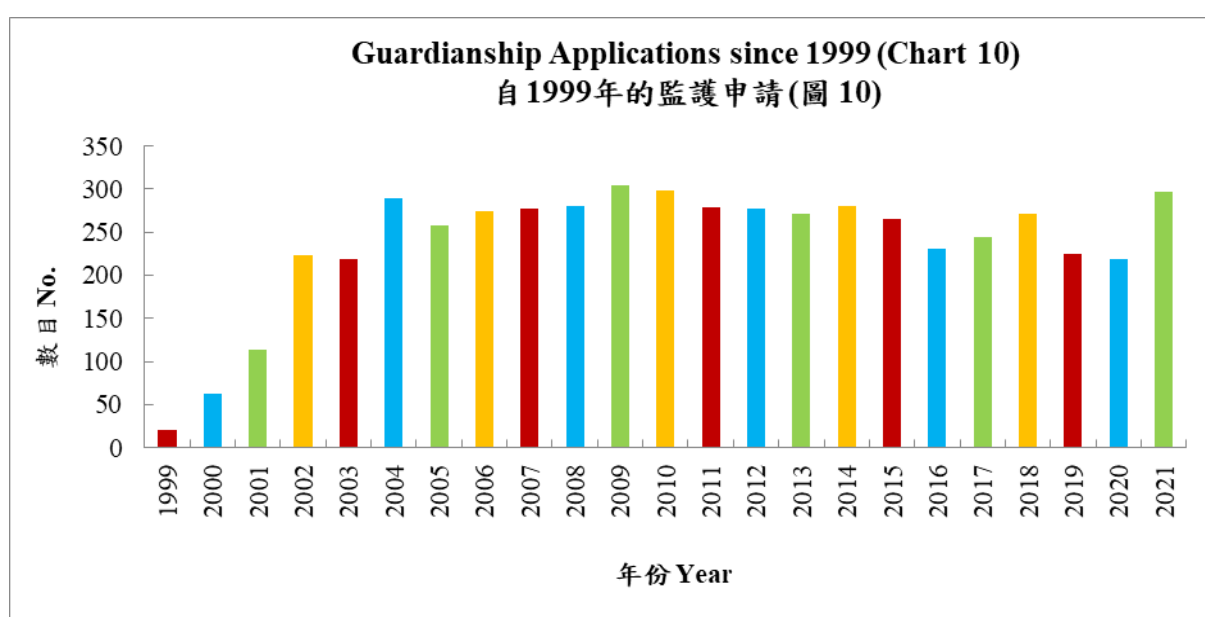
### 10. Guardianship Applications since 1999

1999*	2000	2001	2002	2003	2004	2005	2006
20	63	114	223	218	290	258	275

2007	2008	2009	2010	2011	2012	2013	2014
278	280	305	298	279	277	272	280

2015	2016	2017	2018	2019	2020	2021	TOTAL
266	231	244	272	225	218	297	5,483

\*11 months only - from the Board's establishment in February to December 1999.



(Chart 10)



## C. The Secretariat

### 1. Public Enquiries

Secretariat staff members handle public enquiries (including physical visits, telephone, mail and email enquiries). Telephone enquiries comprise the largest proportion. In 2021, a telephone recording system has been installed to facilitate and enhance the services of the Secretariat. The number of public enquiries continues to increase over the years. The figures are listed below:

<b>Year</b>	<b>Total enquiries</b>	<b>Telephone enquiries</b>
2018	469	430
2019	616	560
2020	506	493
2021	1,005	1,001

### 2. Hospital Authority Part IVC Enquiries

The Secretariat replies in writing to regular enquiries from Hospital Authority on the guardianship status of patients.

<b>Year</b>	<b>Enquiries</b>
2018	18,114
2019	18,715
2020	17,649
2021	20,765

### 3. Complaints

The number of complaints received by the Board are listed below: -

<b>Year</b>	<b>Enquiries</b>
2018	1
2019	1
2020	1
2021	0

**4. Appeals**

	<b>Ref no.</b>	<b>Relationship between subject and appellant</b>	<b>Status of the appeal</b>
1.	HCMH 78/2018	Younger half-sister	Allowed
2.	HCMP 48/2019 [2019] HKCFI 3037	Younger half-brother	Dismissed
3.	HCMP 1024/2018 [2019] HKCFI 2885	Son	Dismissed
	CACV 574/2019 [2021] HKCA 750		Subject passed away
4.	HCMP 516/2019	Elder sister	The Board received Notice to Act from solicitor, but no further development ever since
5.	HCAL 194/2020	Son	Dismissed
	CACV 148/2020		Dismissed
	HCMP 559/2021		Dismissed
6.	HCMP 1082/2019	Mother	Withdrew
7.	HCMP 621/2019	Daughter	Dismissed
	HCMP 471/2020		Pending
8.	HCMP 1158/2020	Son	Dismissed
	[2021] HKCFI 25		
	HCMP 1084/2021		Dismissed
	DCCJ 6785/2020 [2021] HKDC 1463		Dismissed

### III. Major Events

#### Year 2018

- ◆ June Board Meeting
- ◆ July Second Practice Note on “Handling Confidential Information by Report Makers” issued
- ◆ August Briefing Session for New Members
- ◆ August Board Meeting
- ◆ September Downloadable guardianship application forms improved with PDF fillable formats
- ◆ November Senior Legal Counsel joined the Board
- ◆ November Board Meeting

#### Year 2019

- ◆ January Board Meeting
- ◆ March Briefing Session for New Members
- ◆ March Board Meeting
- ◆ May Board Meeting
- ◆ September Board Meeting
- ◆ October “Assistant Board Secretary” renamed “Assistant Legal Clerk”
- ◆ October Board Meeting

#### Year 2020

- ◆ April First expansion phase of the Board Secretariat (including staff structure and facilities) started on 26 September 2018 completed
- ◆ May Briefing Session for New Members
- ◆ July The refurbished Hearing/Conference Room at Room 807 and The Hearing Centre at Room 704 officially opened
- ◆ July Board Meeting

## Year 2021

- ◆ February Third Chairperson of the Guardianship Board commenced her appointment
- ◆ May First Briefing Session for New Members
- ◆ June Board Meeting
- ◆ June Second Briefing Session for New Members
- ◆ September Third Briefing Session for New Members
- ◆ September Fourth Briefing Session for New Members
- ◆ December Talk on “Special Need Trust” provided by the Social Welfare Department to Board Members and Secretariat staff
- ◆ December Board Meeting
- ◆ December New Monthly Statement templates and guidance notes launched for commencement on 1 January 2022 (Leaflet 15)

## Working Groups

In 2021, the Chairperson invited Board Members to form Working Groups on new projects and initiatives. The following Working Group meetings and correspondence took place:

### 1. Working Group on Monthly Statements

Meetings and correspondences on:

7 October 2021

16 November 2021

29 December 2021

31 December 2021

Membership:

Mr Joseph CHEUNG Wang-ngai

Miss Vennus HO Yuen-wai

Mr NG Siu-ping

Ms Katherine SUNG

2. Working Group on Medical Guidelines

Meetings and correspondences on:

14 September 2021

29 September 2021

22 October 2021

2 November 2021

11 November 2021

29 November 2021

6 December 2021

Membership:

Ms Julia LAU Pui-g

Dr Andrew CHAN Lung-tat

Dr Gabriel HUNG Bing-kei

Dr MA Hon-ming

Dr TONG Bing-chung

Dr Joshua TSOH Mei-yuek

3. Working Groups on Website Revamp and Telephone System

Meetings and correspondences on:

12 October 2021

4 November 2021

9 November 2021

19 November 2021

26 November 2021

Membership:

Ms CHAN Chung-ho

Ms Angel CHAN Fung-man

Ms Sumee CHAN Kit-bing

Mrs Mary LEUNG

Mr NG Siu-ping

Ms YUNG Mei-tuen

## IV. Board Members and The Secretariat

### A. Board Members

The Members of the Board during the years reported are set out below: -

#### Panel A Members

##### *Barristers and Solicitors*

1. Mr Philip CHAN Wing-hung (1 February 2016 to 31 January 2019)
2. Ms Ellie CHIU Oi-li (1 February 2016 to 31 January 2019)
3. Mr Ismail MA Shiu-wah (1 February 2016 to 31 January 2019)
4. Ms Jennifer TSUI Ka-wah (1 February 2016 to 31 January 2019)
5. Mr Alfred CHOW Cheuk-yu, BBS, JP (1 February 2017 to 31 January 2020)
6. Ms Alexandra LO Dak-wai, JP (1 February 2019 to 31 January 2021)
7. Mr Joseph CHEUNG Wang-ngai (1 February 2019 to 31 January 2022)
8. Mr LIU Kin-sing (1 February 2019 to 31 January 2022)
9. Ms WONG Kam-hing (1 February 2019 to 31 January 2022)
10. Mr Paul NG Kam-yuen (1 February 2020 to 31 January 2023)
11. Mr SIU Chak-yu, BBS, JP (1 February 2020 to 31 January 2023)
12. Mr WONG Chun-nam, BBS, JP (1 February 2020 to 31 January 2023)
13. Mr CHENG Kai-cheong (1 February 2020 to 31 January 2023)
14. Ms CHEUNG Hoi-shan (2 January 2021 to 1 January 2023)
15. Miss Julia LAU Pui-g (1 February 2021 to 31 January 2024)

#### Panel B Members

##### *Registered Medical Practitioners*

1. Dr Karen WAT Hong-yun (1 February 2017 to 31 January 2020)
2. Dr Stanley TAM Kui-fu (1 February 2017 to 31 January 2020)
3. Dr Jess LEUNG Lam-ming (1 February 2017 to 31 January 2020)
4. Dr LIU Kin-wah (1 February 2017 to 31 January 2020)
5. Dr Daniel CHU Wai-sing (1 February 2020 to 31 January 2023)
6. Dr Gabriel HUNG Bing-kei (1 February 2020 to 31 January 2023)
7. Professor Timothy KWOK Chi-yui (1 February 2020 to 31 January 2023)
8. Dr KWOK Choi-hon (1 February 2020 to 31 January 2023)
9. Dr Jenny LEE Shun-wah (1 February 2020 to 31 January 2023)
10. Dr MA Hon-ming (1 February 2020 to 31 January 2023)
11. Dr SO Ho-pui (1 February 2020 to 31 January 2023)
12. Dr TAM Cheuk-kwan (1 February 2020 to 31 January 2023)
13. Dr Andrew CHAN Lung-tat (1 February 2020 to 31 January 2023)

- |                             |                                      |
|-----------------------------|--------------------------------------|
| 14. Dr LAU Sze-ting         | (1 February 2020 to 31 January 2023) |
| 15. Dr TONG Bing-chung      | (1 February 2020 to 31 January 2023) |
| 16. Dr Joshua TSOH Mei-yuek | (1 February 2020 to 31 January 2023) |
| 17. Dr Ivan MAK Wing-chit   | (2 January 2021 to 1 January 2024)   |

*Clinical Psychologists*

- |                             |                                      |
|-----------------------------|--------------------------------------|
| 1. Dr CHENG Kin-wing        | (1 February 2017 to 31 January 2020) |
| 2. Ms Sumeet CHAN Kit-bing  | (1 February 2020 to 31 January 2023) |
| 3. Ms Flora LEUNG Lai-tuen  | (1 February 2020 to 31 January 2023) |
| 4. Ms NGAN Chiu-foon        | (1 February 2020 to 31 January 2023) |
| 5. Dr Amos CHEUNG Chuen-yih | (1 February 2020 to 31 January 2023) |

*Occupational therapist*

- |                   |                                      |
|-------------------|--------------------------------------|
| 1. Ms LEE Nga-yee | (1 February 2020 to 31 January 2023) |
|-------------------|--------------------------------------|

*Nurse*

- |                            |                                    |
|----------------------------|------------------------------------|
| 1. Dr Maria CHUI Yeuk-ping | (1 February 2017 to 9 August 2020) |
|----------------------------|------------------------------------|

*Social Workers*

- |                             |                                      |
|-----------------------------|--------------------------------------|
| 1. Ms WONG Yuk-sheung       | (1 February 2017 to 31 January 2020) |
| 2. Ms LI Siu-fan            | (1 February 2017 to 31 January 2020) |
| 3. Ms YUNG Lai              | (1 February 2017 to 31 January 2020) |
| 4. Ms Alice LAU Shuk-yeet   | (1 February 2017 to 31 January 2020) |
| 5. Ms Florence HO Kwai-ying | (1 February 2017 to 31 January 2020) |
| 6. Mr FONG Cheung-fat, JP   | (1 February 2017 to 31 January 2020) |
| 7. Ms CHOW Tsui             | (1 February 2017 to 31 January 2020) |
| 8. Ms Eppie WAN Ho-yu       | (1 May 2018 to 30 April 2021)        |
| 9. Ms AU YEUNG So-wah       | (1 February 2020 to 31 January 2023) |
| 10. Ms Angel CHAN Fung-man  | (1 February 2020 to 31 January 2023) |
| 11. Ms CHAK Tung-ching      | (1 February 2020 to 31 January 2023) |
| 12. Mr CHEUNG Tat-cheong    | (1 February 2020 to 31 January 2023) |
| 13. Miss Venus HO Yuen-wai  | (1 February 2020 to 31 January 2023) |
| 14. Ms ONG Man-chi          | (1 February 2020 to 31 January 2023) |
| 15. Ms TAM Sau-ling         | (1 February 2020 to 31 January 2023) |
| 16. Miss WONG Oi-kau        | (1 February 2020 to 31 January 2023) |
| 17. Ms YUNG Mei-tuen        | (1 February 2020 to 31 January 2023) |
| 18. Dr Esther CHOW Oi-wah   | (1 February 2020 to 31 January 2023) |
| 19. Ms LEUNG Yuen-ching     | (1 February 2020 to 31 January 2023) |
| 20. Ms CHAN Chung-ho        | (1 February 2020 to 31 January 2023) |
| 21. Miss CHOW Mee-tim       | (1 February 2020 to 31 January 2023) |
| 22. Ms NG Wai-sin           | (1 February 2020 to 31 January 2023) |
| 23. Mr Pitmas SIOK Yu-yeung | (1 February 2020 to 31 January 2023) |
| 24. Mr Eddie SUEN Kwok-tung | (1 February 2020 to 31 January 2023) |

Panel C Members

1. Mrs Josephine WONG CHU Yin-ping (1 February 2017 to 31 January 2020)
2. Mrs Margaret WONG LEE Man-shiu (1 February 2017 to 31 January 2020)
3. Ms LEUNG Tsui-han (1 February 2017 to 31 January 2020)
4. Ms LEUNG Shuet-wan (1 February 2017 to 31 January 2020)
5. Mr CHAN Yat-sum (1 May 2018 to 30 April 2021)
6. Mr HA Siu-pang (1 May 2018 to 30 April 2021)
7. Mr HO Wing-sing (1 May 2018 to 30 April 2021)
8. Ms Lily CHAN (1 May 2018 to 30 April 2021)
9. Ms LAM Man-yin (1 February 2019 to 31 January 2022)
10. Mr KO Ping-hang (1 February 2020 to 31 January 2023)
11. Ms LAI Mee-po (1 February 2020 to 31 January 2023)
12. Ms LAU Shuk-yin (1 February 2020 to 31 January 2023)
13. Ms Cindy Cat LEE Cheung-pui (1 February 2020 to 31 January 2023)
14. Mrs Mary LEUNG LAI Yim-ming (1 February 2020 to 31 January 2023)
15. Mr NG Siu-ping (1 February 2020 to 31 January 2023)
16. Ms Katherine SUNG (1 February 2020 to 31 January 2023)
17. Ms TSE Lai-kun (1 February 2020 to 31 January 2023)
18. Ms CHAN Yuen-wa (1 February 2020 to 31 January 2023)
19. Mr Dannuel LEUNG Po-chung (1 February 2020 to 31 January 2023)
20. Ms MOK Lai-hing (1 February 2020 to 31 January 2023)
21. Ms SO King-shun (1 February 2020 to 31 January 2023)
22. Mr Philips LAW Tak-man (1 May 2021 to 30 April 2024)
23. Ms LEE Po-chun (1 May 2021 to 30 April 2024)
24. Mr SIU Hok-cheung (1 May 2021 to 30 April 2024)
25. Dr WONG Oi-ling (1 May 2021 to 30 April 2024)
26. Ms Lana TSANG Chung-man (1 February 2014 to 30 September 2018)



## B. The Secretariat<sup>3</sup>

Chairperson and Head of the Secretariat	:	Ms Alexandra LO Dak-wai, JP <sup>4</sup>
Senior Legal Counsel	:	Ms Vienne CHEUNG Hoi-shan <sup>5</sup>
Secretary to the Board	:	Ms Shera LAM Suet-ching <sup>6</sup>
Personal Secretary to the Chairperson	:	Ms Angel LEE Pik-sim
Assistant Legal Clerks	:	Ms HO Pui-shan Ms Kay TSANG Sin-yi
Clerical Assistant	:	Ms Kate POON Yeung-yeung

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<sup>3</sup> as at 31 December 2021.

<sup>4</sup> equivalent to Point 1 of Directorate Pay Scale.

<sup>5</sup> equivalent to the rank of Senior Government Counsel.

<sup>6</sup> equivalent to the rank of Judicial Clerk of Judiciary.

## V. New Developments

### 1. Personal Data Protection

The Board introduced new measures as from April 2021 to enhance the protection of personal data of applicants, mentally capacitated persons and their relatives. This included encryption of document exchange with Board Members and internal guidelines for handling documents and response to public enquiries.

### 2. Promotion of Racial Equality

The Board supported the Government's initiative to promote racial equality. Since November 2020, the Board became ready to render our services to people of different races and ensured their equal access. This included taking the following steps: -

- (1) Posted cue cards in reception areas at 7/F & 8/F for visitors;
- (2) Created a new page "Other Languages" under our official website;
- (3) Posted 8 translated versions (not only English and Chinese versions) of the "Checklists of Measures" on our website;
- (4) Our versions of the "Checklists of Measures" were posted on the government website; and
- (5) Posted 8 translated versions (not only English and Chinese versions) of the "Annual statistics" on our website.

### 3. Monthly Statement

In order to assist guardians to keep income and expenditure accounts, the Board has enhanced its forms for "Monthly Statements" and "Final Statement (Cumulative)". The new forms are in Excel format and in Chinese and English respectively. Guidance notes are also included with the forms and in the updated Leaflet 15 entitled "The Guardian's Financial Management Power". The new forms were launched on 31 December 2021 with an effective date of 1 January 2022. The public can download the said information from the Board's website. A soft transitional period of six months has been agreed with the Social Welfare Department.

#### 4. Financial Inclusion

The Board responded to the consultation conducted by the Hong Kong Monetary Authority (HKMA) and the Hong Kong Association of Banks on “Guideline on Banking Services for Persons with Dementia”.

We are grateful to the HKMA for keeping us informed when their Guideline was launched on 10 December 2021. The Board relies heavily on the co-operation and understanding of banking institutions of our work and the needs of guardians. We look forward to further collaboration with the HKMA and the banking sector to enhance the operation of guardian accounts and other related matters.

## VI. Publicity

### 1. The Website

The website of the Board provides useful information to members of the public and professionals on the work of the Board and the procedures applicable for making applications. In 2021, the Board has commenced a project to revamp its website.

The following chart sets out the number of visits made to the Board’s website.

<b>Year</b>	<b>Number of Visitors</b>
2018	131,273
2019	146,407
2020	175,514
2021	160,835

### 2. Seminars

Numerous seminars were conducted during the period 2018 to 2020. Due to the social distancing measures relating to COVID-19 and the need to expedite the hearing of cases, the outreach activities of the Board became less frequent in 2021. Outreach activities will be resumed as soon as possible when circumstances permit.

#### **Dates**

#### **Description**

##### *Year 2018*

##### *(by Chairperson)*

1. 16 November Presentation on “Protection of elderly from abuse by Guardianship Order” at Symposium on Elder Abuse of Hong Kong Family Welfare Society  
(Audience: 40 staff)

##### *(by Secretary to the Board)*

1. 15 March Presentation was delivered to the Chinese University of Hong Kong students of Bachelor of Science in Gerontology Programme at the Board’s offices  
(Audience: 17 students)

2. 4 April Presentation was delivered to the Chinese University of Hong Kong students of Bachelor of Science in Gerontology Programme at the Board's offices  
(Audience: 17 students)
3. 7 September Talk on guardianship to Greenery Residence and Greenery Integrated Service Team, Rehabilitation Services (Enjoyment & Inclusion) of St. James Settlement  
(Audience: 25 staff)
4. 15 October Seminar on management of guardianship cases under Part IVB of the Mental Health Ordinance cum case sharing to case social workers of Social Welfare Department  
(Audience: 80 social workers)
5. 9, 13 and 14 November De-briefing session to the Law and Social Work students after attending hearings as observers from Department of Social Work, Chinese University of Hong Kong  
(Audience: 5-6 students each session)

Year 2019

*(by Chairperson)*

1. 9 June Presentation on “Legal issues at end of life – what and how?” at Symposium on End of Life Care, co-organized by Committee on End of Life Care of The Hong Kong Medical Association and Hospital Authority  
(Audience: around 60 doctors)
2. 11 June Talk on “Four Treasures – Enduring Powers of Attorney, Will, Advance Directives, Advance Care Plan” at the invitation of Lions Club of Braemar Hill  
(Audience: 50 participants)
3. 7 September Talk on “Four Treasures” at the invitation of Hong Kong Alzheimer’s Disease Association  
(Audience: 36 participants)
4. 18 September Talk on “Introduction of Guardianship and Enduring Powers of Attorney, Advance Directives and Advance Care Plan,” at the invitation of Hong Kong Christian Service  
(Audience: 52 professional staff)

*(by Secretary to the Board)*

1. 24 October Seminar on management of guardianship cases under Part IVB of the Mental Health Ordinance cum case sharing to case social workers of the Social Welfare Department  
(Audience: 68 social workers)

Year 2020

*(by Chairperson)*

1. 17 October Talk on “Legal Seminar - Enigma of Guardianship” at the invitation of China Congregational Church  
(Audience: 50 participants)
2. 28 November Presentation on “Legal Protection of Rights of Older People” at the Hong Kong Association of Gerontology 27<sup>th</sup> Annual Congress of Gerontology  
(Audience: 1,200 participants – web based)

*(by Secretary to the Board)*

1. 30 October & 6 Nov De-briefing session to social work students after attending hearings as observers from the Department of Social Work, Chinese University of Hong Kong  
(Audience: 15 students)

Year 2021

*(by Chairperson)*

1. 11 September Talk for 10th AGM cum Seminar on "Understanding Guardianship" of the Hong Kong College of Medical Nursing via Zoom  
(Audience: 85 nurses)

*(by Secretary to the Board)*

1. 8 September Sharing session on management of guardianship cases under Part IVB of the Mental Health Ordinance to case social workers of the Social Welfare Department  
(Audience: 48 social workers)

第七份報告  
Seventh Report  
2018-2021

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