



# Structure



## Executive Support

The Women's Commission receives secretariat support from the Women's Division of Health, Welfare and Food Bureau. The Division is led by a senior directorate officer and was set up in January 2001 to champion women's issues within the Government and provide overall co-ordination on women's issues. Administrative support for the Commission includes preparation of discussion papers, notes on meetings and follow-up action. The Division is also responsible for overseeing the implementation of the United Nations Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW) in Hong Kong.

The Division provides executive support for the Commission in project development, implementation and management, liaison, research and co-ordination. Some \$23 million recurrent funding was made available annually from 2001/02 to 2003/04 to finance the Commission's work.

**Activating change**  
**Achieving steady**  
**growth**

## Regular Meetings and Topical Workshops

The Commission meets regularly on a bi-monthly basis and special meetings are convened to discuss *ad hoc* or topical issues. 27 meetings were held between January 2001 and December 2003. In addition, the Commission organised workshops and meetings to discuss specific problems and issues with women's groups and non-governmental organisations (NGOs).

*See also, "Local, Regional and International Liaison" in "Women's Commission at Work."*

## Priority Areas of Action Task Forces

Three Task Forces were formed to take forward the Commission's priority areas of action: Gender Mainstreaming, Empowerment of Women and Public Education. Most Members joined one or two. Task Forces were convened by two Member co-convenors and met frequently. Task Force members dedicated a great deal of their time and resources to deliberate issues and initiatives, tendered insightful advice and made practical suggestions, which were followed up by the Women's Division of Health, Welfare and Food Bureau. Task Forces also met government bureaux and departments, and NGOs, over a number of issues. The Commission maintained an overview of its Task Forces with co-convenors reporting on progress at every bi-monthly meeting.

*See also, "Three Priority Areas of Action" in "Women's Commission at Work" and "Terms of Reference and Membership" in "Annex."*

## Working Group on Planning

This group was set up to develop a plan of action and framework for the Commission and its Task Forces in order to facilitate co-ordination, streamline effort and achieve greater community impact. Members from each Task Force were nominated to join this group so that all views could be reflected.

A planning workshop was held in June 2002 to review the Commission's strategic direction, short and long-term goals, priorities and plan of action, framework, and related management issues. Members looked at the Commission's work and experiences, identified improvements, explored its role and long-term goals, and identified topics for the Commission to focus on in the immediate term. With input from the Working Group on Planning, the three Task Forces were able to become more focused and co-ordinated in their work.



## Working Group on Collaboration

The Commission believes it is important that all parties in the community - NGOs, government organisations, women's groups, academia, private sector, media, civil society and the Commission - work closely together. In this way, groups can complement each other by leveraging on their network and expertise, creating synergy in their work and bringing greater benefits to women and the community. The Commission therefore set up a Working Group on Collaboration to develop a Framework of Collaboration to draw together community efforts, establish a solid and transparent system on what, how and with whom to collaborate, and build up a network to enable and facilitate mutual exchange and support.

The Framework itself developed through a collaborative process involving women's groups and NGOs. An exchange session in February 2003 examined how collaborators viewed working with the Commission, the constraints they faced, how individuals could contribute and the lessons that could be learnt from previous collaborative efforts. A working session in June 2003 saw discussion of the practical issues involved in establishing a matrix network of interested parties; positioning the Commission as an information hub for issues and activities; encouraging collaboration with the Commission on planning; and a possible mechanism for recognition of services, good practice and the contribution of women's groups and individuals. A third round of talks in October 2003 focused on Framework details with a view to a written document building on the scope agreed at earlier meetings. The Framework of Collaboration was endorsed by the Commission in November 2003 and will subsequently disseminate to all women's groups and NGOs.