

# **Envisioning Programme on Best Practice Manual Session 2: Corporate Governance Experience Sharing**

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Corporate governance: • is everyone's work • is a journey for continuous improvement • is based on trust and respect

## Corporate Culture

### Identity Recognition

### Beliefs & Norms

### Care for Staff

## Governing Organization & Mechanism

**Governing structure:**  
Three-layer structure  
(Board of Directors, Executive Committee, Sub-Committees)

**Guidelines:**  
Governance manual  
(formulating) (director duties, strategic management, good governance, etc.)

**Monitoring & Accountability:**

- Resignation & succession
- Attendance records
- Declaration of interest
- Handling of complaints
- Retreats & continuous learning
- Communication & participation

## Leadership & Strategic Management

**Leadership management:**  
Servant leadership

**Strategic orientation:**

- Core strategies
- Supporting strategies
- Action plans

**Performance management**

## Procedure & Operation System

**Service management**

**Financial management:**

- Budget approval
- Use of reserve
- Sensitive expenses

**Human Resources:**

- Remuneration management
- Data analysis
- Staff development

**Central Procurement**

- Standard procedures
- Internal monitoring

**Information & Technology**

**Occupational Safety**

**Infection control**

**Legal affairs**

**Crisis & risk management:**

- Operational risks
- Risk declaration
- Compliance risks

**Staff training & development:**

- Training & guidance

## Continuous Improvement System

**Quality improvement plan**

**Compliment & handling complaints**

**Internal & external audit**

**Corrective & preventive action**

## Organization's Civic Awareness

**Environmental protection measures**

**Staff integrity**

**Transparency**

Quality Documentation System: Policies, procedures, guidelines, records

HK Companies Ordinance & other laws  
Lump Sum Grant Manual  
Best Practice Manual  
Guidelines of Related Funds



# Thank You!

