



# COMMITTEE ANNUAL REPORTS 委員會報告

## Activities Committee 活動委員會

Chair 主委：	Mr. Kwong Lap Shun, Keith 鄺立信先生
Vice Chair 副主委：	Mr. So Yik Chung, Sidney 蘇奕聰先生
Members 委員：	Dr. Chao Ka Chon, Harry 周嘉進博士
	Mr. Chau Chi Fong, Furnivall 周治方先生
	Mr. Cheung Shu Yan, Edmond 張樹仁先生
	Mr. Fung Ping Yan 馮炳欣先生
	Mrs. Li Lam Chin Ching, Rita 李林展青女士
	Ms. Wong Siu Ling, Linda 王小玲女士

### Objectives

To arrange logistics and support on local and overseas conferences/seminars/talks/study tours and technical visits for members and Executive Committee.

### Achievements in the Year

#### Overseas

- Due to the pandemic of COVID-19, no overseas visit or study tour was arranged by CIHAPB HK in 2022. Only a 'New Neighbourhood (MNN) Hengqin' visit of for Macau member.

#### Hong Kong

- Arranged logistics for:
  - Monthly Branch Executive Committee Meeting
  - Annual General Meeting
  - CIHAPB The Convention 2022 – Embrace Sustainable Development: Incorporate ESG into Property Management in August
  - Best Student Awards Presentation
  - Various seminars/talks/workshops/local visits organized by External Affairs & Public Relations Committee and Professional Practice Committee

### 工作目標

負責執行委員會及會員在香港及境外研討會、講座、訪問交流團等場地及後勤安排。

### 年內完成工作

#### 境外

- 因應2019新型冠狀病毒病疫情，本年度學會沒有安排本港會員參加海外考察或學習團。澳門會員考察橫琴粵澳深度合作區「澳門新街坊」。

#### 香港

- 後勤安排：
  - 分會執行委員會月會
  - 分會周年大會
  - 8月於會展舉辦半日大會：邁向可持續發展：於物業管理融入ESG
  - 協助安排最佳學員獎頒獎
  - 支援對外事務及公共關係委員會、專業實務委員會舉辦之研討會、講座、工作坊、本港訪問交流

## Education and Training Committee 培訓及教育委員會

Chairperson 主委：	Mr. Cheung Shu Yan, Edmond 張樹仁先生
Vice Chairperson 副主委：	Mr. Lai Chi Heng, Alen 賴智衡先生
Members 委員：	Mr. Au Tai Ming Johnny 區大明先生
	Mr. Fung Po Kwong, Paul 馮寶光先生
	Mr. Ng Hoi Ching, Matthew 吳海清先生
	Mr. So Yik Chung Sidney 蘇奕聰先生
	Mr. Tsang Kwai Leung, Francis 曾貴良先生

### Objectives

- To implement educational and training policies formulated by the institute's headquarters in UK;
- To assist the Institute in validating/re-validating housing/property management courses in Asia Pacific Region;
- To liaise and work with the universities and other academic/vocational institutions in Asia Pacific Region for the provision of housing/property management training courses as well as reviewing, improving and enhancing the quality of our accredited courses;
- To arrange/assist educational and training activities with other committees and institutions as and where required;
- To work closely with membership committee for recruitment of student members in Hong Kong and other regions of Asian Pacific Branch.

### 工作目標

- 執行由CIH總部所制定的教育及培訓政策；
- 協助總會評核及重核亞太區的房屋／物業管理課程；
- 與亞太區的大學及其他教育／職訓機構聯絡，協助提供房屋／物業管理的培訓課程；並就有關課程定期作出審檢、提出改善建議；
- 於需要時與分會其他委員會及其他機構安排／協助安排教育及培訓課程；
- 與會籍事務委員會攜手合作，招收香港及亞太分會其他地區的學生會員。

## Achievements in the Year

- Participated in the academic committees of various courses which are related to the property management industry and attended frequent academic committee meetings on behalf of the Institute;
- In the year, over 120 nos. of Practical Experience Requirement (PER) booklet were vet and approved for the application of CIHCM and CIHM;
- Collaborated with Membership Committee to deliver talks face-to-face and/or on-web briefing sessions for introducing CIHAPB and PER to the students of the accredited courses;
- Liaised with academic and other institutions on validation/ revalidation of the following courses (in chronological order):
  - Mid-term review: Professional Diploma in Property Management, The Caritas Bianchi College of Careers
  - New Validation: Diploma in Property Management, SPACE of The University of Hong Kong
  - New Validation: Professional Diploma in Property and Facility Management, LIFE of Lingnan University

## 年內完成工作

- 代表學會參與及出席多個與物業管理行業有關的課程之學務會議；
- 於年內，就特許會員及會員資格的申請，委員會核對及審批了超過120份「實務訓練」手冊；
- 與會籍事務委員會協作，通過面授與／或網上之形式，向多所培訓機構或學院之學生介紹亞太分會及講解有關「實務訓練」之要求；
- 聯絡教育及其他機構，就下列課程（以評核日期先後排序）作出評核或重核或中期檢視：
  - 中期檢視：明愛白英奇專業學校物業管理專業文憑
  - 新評核：香港大學專業進修學院物業管理文憑
  - 新評核：嶺南大學持續進修學院物業及設施管理專業文憑

## External Affairs and Public Relations Committee 對外事務及公共關係委員會

Chairman 主委：	Mr. Chan Wai Kong, Frankie 陳偉光先生
Vice Chairman 副主委：	Mr. Mau Kwok Sheung, Jeff 繆國相先生
Members 委員：	Dr. Chao Ka Chun, Harry 周嘉進博士
	Mr. Chui Ming Man, Jackey 崔銘文先生
	Mr. Fung Ping Yan 馮炳欣先生
	Mr. Kwong Lap Shun, Keith 鄺立信先生
	Mr. Lai Yuk Tim, Tim 黎玉添先生
	Mr. Lee Kwong Yiu, Ernest 李光耀先生
	Mr. Luk Wai Lun, Stanley 陸偉倫先生
	Mr. Ng Mei Chuen, Frederick 吳美全先生
	Mr. Wong Kam Tong, Vincent 黃錦棠先生
	Ms. Wong Siu Ling, Linda 王小玲女士
	Mr. Wong Wai Yin, Steven 王偉賢先生
	Mr. Wu Yi Cheng 吳沂城先生

### Objectives

- The global pandemic of COVID-19 pneumonia has occurred for about 3 years. At present, most overseas regions have gradually withdrawn the pandemic control measures. Recently, the Hong Kong SAR government has also gradually relaxed and made some improvement measures for the prevention and control of the Coronavirus Disease. Therefore, most of the external visits and exchange activities of our Institute will gradually back to normal, and the members of EA & PR committee will gradually restore the Asia-Pacific region and even other region's promotion and exchange activities.
- Furthermore, our representatives continue to join and participate in various events, ceremonies, symposium & forum which are organized by other professional organizations, such as Sharing meeting with Secretary for Home and Youth Affairs organized by PMSA, Ceremony organised by the Buildings Department, as well as International Property Management and Procurement EXPO.

### 工作目標

- 新冠肺炎全球大流行將屆3周年，現時海外大部分地區已陸續取消防疫管控措施，最近香港特區政府亦已漸對新冠肺炎疫情防控措施作出援和及改善，故此，學會大部分的外訪及對外交流活動亦開始漸漸地恢復，從而對外事務及公共關係委員會委員亦將會陸續恢復亞太區甚至其他地區作推廣交流活動。
- 而且，我們亦將繼續派代表出席由其他相關專業團體或機構所舉辦的活動、典禮、研討會、論壇及座談會，例如由物業管理監管局所舉辦之業界與民政及青年事務局局長交流會、屋宇署安排之活動典禮及國際物業管理及採購博覽。

- To continue working closely with other CIHAPB committees to promote the professional status of the Chartered Institute of Housing (CIH) in the housing management industry.
- To follow the objective of the Chartered Institute of Housing Asian Pacific Branch (CIHAPB) to enhance the professional housing management brand name of CIH.
- 繼續與分會其他的委員會緊密合作以提升CIH學會在房屋管理業界之專業領導地位。
- 繼續緊密跟進CIHAPB工作目標，積極推廣CIH學會之房屋管理專業品牌。

### Achievements in the Year

In the past year, the branch continued to host a number of professional exchange meetings, special forums and lectures through the video network. Besides, the branch has joined many exchanges or sharing forums with other institutions and act as their supporting organizations, to promote the housing management professional brand status in Hong Kong.

Under the epidemic, with mutual support and joint effort of other committees, a series of conference, webinar & forum were successfully conducted via e-platform arrangement.

### 年內完成工作

在過去一年，分會亦繼續透過視訊網絡主辦多項的專業交流會議、專題論壇及講座活動。同時學會亦參與業界團體之多項房屋及設施管理專業交流及作為其活動的支持機構，以促進香港地區的房屋管理專業品牌地位。

在疫情下，憑著各委員會的互相支持和共同努力，互相協作，積極推動房屋管理專業，以達致理想之效果。

## Information Technology Committee 資訊科技委員會

Chairperson 主委 :	Mr. Fung Ping Yan 馮炳欣先生
Vice Chairperson 副主委 :	Mr. Lai Yuk Tim, Tim 黎玉添先生
Members 委員 :	Mr. Chan Wai Kong, Frankie 陳偉光先生
	Mr. Cheung Shu Yan, Edmond 張樹仁先生
	Mr. Chow Lap Chung, Philip 周立中先生
	Mr. Lam Yiu Kwong, Michael 林耀光先生
	Ms. Lee Wing Shan, Ada 李詠珊女士
	Mr. Mau Kwok Sheung, Jeff 繆國相先生
	Mr. Ng Mei Chuen, Frederick 吳美全先生
	Mr. Pang Kwok Wah, Derek 彭國華先生
	Mr. Shum Lap Ming, Peter 沈立銘先生
	Mr. Wong Kam Tong, Vincent 黃錦棠先生

### Objectives

- To uphold and promote the professional image of the Chartered Institute of Housing Asian Pacific Branch (CIHAPB);
- To leverage the use of Information Technology and the Branch website to strengthen our communications with our members, housing professionals, Government officials and the public;
- To facilitate housing professional bodies in Asia Pacific region, Government officials, property management counterparts and the public to have a better understanding of CIHAPB; and
- To provide IT support to CIHAPB.

### 工作目標

- 確立及提升特許房屋經理學會亞太分會之專業形象及地位；
- 透過資訊科技及分會網站，加強與各會員、房管專才、政府官員及公眾人士之聯繫；
- 增強亞太區房屋專業團體、政府官員、業界以至公眾人士對本會的認識；及
- 為分會提供資訊科技支援。

## Achievements in the Year

With the dedicated support of the Committee Members, we have kept on promoting the use of email, electronic newsletters and website to communicate with our members. Furthermore, content of the website are updated regularly to keep members abreast of the latest development of the Branch and the property management industry. Due to the outbreak of COVID-19, during the year, the Branch has kept on using online platform such as ZOOM and TEAMS to conduct meetings, interviews and webinar for professional development. Members are strongly advised to update their "PMSA licence" no. and "corresponding email address" in their personal account at the Branch website to their frequently used email account so as to receive the information of the Branch. Work completed/in progress in the year are as follows:

- Complete the production of a new promotional video for the Asian Pacific Branch and upload it onto social media.
- Accounts have been set up in ZOOM and TEAMS to facilitate communication such as conducting meetings, interviews and webinars.
- Cessation of Branch email account for members, complete the construction of a new emailing system for the Branch and renew the bulk mail system so as to enhance the efficiency of dispatching emails.
- Upgraded the "Membership System" of the Branch website to facilitate members to record their PMSA licence no. and to enhance the efficiency and security of the system.
- Constructing a new e-Form to facilitate members to register webinar and to join Branch activities and to issue e-certificate.
- Go "green" in extensively use of email to dispatch notice, message and publication to members including "Housing Express".
- Provide technical support, upgrade its IT system, and replace the obsolete computers in the Branch Office. We have also stepped up the security of the IT system to prevent possible leakage of data.
- Produce and dispatch electronic seasonal greeting cards to members and our counterparts.

Our website is an important means of communication between the Branch Office and its members as well as dissemination of information. Members are encouraged to browse the website of the Branch regularly at [www.cih.org.hk](http://www.cih.org.hk).

## 年內完成工作

過去一年，在各委員的支持下，我們繼續透過電郵、電子刊物和分會的網站，加強分會與會員的聯繫。在2019冠狀病毒病疫情下，過去一年，分會多數只能透過線上平台，包括ZOOM、TEAMS等進行會議、會員面試和網上講座等。我們呼籲各會員定期到分會網站內的「會員專區」，更新你們的「物業管理業監管局」牌照號碼及「通訊電郵」和把這一欄設定為會員常用的電子郵件帳戶，以便各會員接收分會發出的最新資訊和電郵。年內完成項目和正在籌劃的工作如下：

- 完成製作一套全新宣傳片推廣亞太分會，並上載在社交媒體。
- 開設ZOOM和TEAMS帳戶，以方便分會進行線上會議、會員面試和網上論壇等。
- 取消給會員個人的電郵帳戶，完成構建一個全新的電郵系統和群發電郵系統，以提升效率。
- 更新亞太分會網站內的「會員專區」系統，以方便會員記錄「物業管理業監管局」牌照號碼，改善網站的效率和加強網站保安。
- 籌劃構建全新的「電子申請表」，以方便會員登記網上講座和申請參加分會的活動，及發放「電子證書」。
- 廣泛使用電郵，發放通告和訊息，包括把「房管專訊」以電郵形式發放給各會員，以推動環保。
- 提供技術支援和提升分會的電腦系統，更換過時／損壞電腦，並提升保安防禦措施，防止會員個人資料外洩。
- 節日期間，製作和發出電子賀卡予各會員及其他專業團體。

分會網站是分會與各會員溝通和發放訊息的主要平台，希望各會員能定期抽空瀏覽分會網站[www.cih.org.hk](http://www.cih.org.hk)。



## Membership Committee 會籍事務委員會

Chairperson 主任 :	Ms. Chow Pui Gee, Gigi 鄒佩芝女士
Vice Chairperson 副主任 :	Mr. Tsui Hoi Chi, Davy 徐開志先生
Members 委員 :	Dr. Chao Ka Chon, Harry 周嘉進博士
	Mr. Cheung Shu Yan, Edmond 張樹仁先生
	Ms. Fan Chui King, Agnes 樊翠琮女士
	Mr. Fung Ping Yan 馮炳欣先生
	Ms. Hung Wai Man, Amy 洪惠敏女士
	Mr. Kwok Sai Hung, Eric 郭世雄先生
	Mr. Lai Yuk Tim, Tim 黎玉添先生
	Mr. Lee Kwong Wa, Aline 李光華先生
	Mr. Lee Kwong Yiu, Ernest 李光耀先生
	Ms. Li Man Chi, Wendy 李敏芝小姐
	Mr. Mak Yat Fung, Mason 麥日豐先生
	Mr. Ng Kwong Ming, Paul 吳光銘先生
	Mr. Ng Mei Chuen, Frederick 吳美全先生
	Mr. Tam Wai Po, Jerry 譚偉葆先生

### Objectives

- To recruit members from Asia Pacific region;
- To review and formulate membership policies and procedures;
- To liaise closely with CIH Headquarters from time to time and keep her updated regarding membership affairs;
- To coordinate with the secretarial office on the timely collection of membership subscription and to study the feasibility of new payment channels;
- To work with the Education and Training Committee in membership drive; and
- To target the membership growth by 3%.

### 工作目標

- 於亞太區內招募會員；
- 檢討及制定會籍事務政策及執行細則；
- 與CIH總部保持緊密聯繫，並就會籍事宜之最新訊息向其反映；
- 與秘書處緊密協作，促使會員依時繳交會費，並進行設立其他付款渠道的可行性研究；
- 與培訓及教育委員會合作致力推展會籍事宜；及
- 提升會員數目3%。

### Achievements in the Year

- In 2022, worked with other Committees in membership drive locally as well as in Taiwan and Macao. During the year, we vetted over 420 membership applications. As at November 2022, our total number of members comprising local members and members from Taiwan and Macao reached 3,376 which represented an increase of 3.2% by comparing with the previous year;
- Worked with the Education and Training Committee to conduct briefings to students of local Institutes for the promotion of CIHAPB and the PER arrangement;
- Reviewed and refined the vetting procedures of membership application so as to facilitate members in Macau and Taiwan to apply for their membership upgrade;
- Enhanced the membership promotion to student members and reminded them to upgrade their membership after the completion of CIH accredited courses;
- Reviewed complaints of misconduct against individual members and made recommendation to take actions on cases with substance.

### 年內完成工作

- 於2022年，聯同其他委員於本地、台灣及澳門等地推展會員招募工作。年內，已完成審核超過420個會員的申請書。截至2022年11月，本會會員人數包括本地及來自台灣及澳門地區已達3,376人，較上年度增長3.2%；
- 與教育及培訓委員會向大專院校學生推廣會務及實務經驗要求的細則；
- 已檢討及優化審批會員入會申請的程序，以便澳門及台灣會員申請會籍升級；
- 對學生會員加強會籍宣傳，提醒他們在完成本會認可的房屋管理課程後申請會籍升級；
- 審查投訴會員行為失當的個案，對犯了專業守則的會員提出處分建議。

## Policy Committee 政策委員會

Chairperson 主委：	Mr. Chow Chun Ling, Kenny 周駿齡先生
Vice Chairperson 副主委：	Prof. YIP Ngai Ming 葉毅明教授
Members 委員：	Mr. Poon Yuen Fong, Sanford 潘源舫先生
	Mr. Wong Kai Sang, Cliff 黃繼生先生
	Mr. Fung Po Kwong, Paul 馮寶光先生
	Ms. Chow Pui Gee, Gigi 鄒佩芝女士
	Mr. Cheung Shu Yan, Edmond 張樹仁先生

### Objectives

- To coordinate the response to policy and professional practice consultation documents from the Institute and local government;
- To develop and maintain links with, as appropriate, Regional Development Agencies/other Professional Bodies;
- To develop and maintain links with the Institute's Policy Officers in order to share information;
- To liaise with institute Officers to ensure an effective working relationship between Institute officers and the branch; and
- To develop strategies/opportunities to facilitate branch members involvement in the policy advocacy of CIH.

### 工作目標

- 回應學會及本地政府有關政策及專業實務的諮詢文件；
- 與相關機構及專業團體建立並保持聯繫；
- 與其他分會政策主任保持聯繫，以分享資訊；
- 聯絡總會各部門，以確保分會與總會能保持良好工作關係；及
- 製訂策略與創造機會，讓分會會員更能投入本會的政策倡議。

### Important issues throughout the year

- Policy Committee and Professional Practice Committee have worked closely to attend the focus groups organized by the Property Management Services Authority (PMSA) on the development of Codes of Conduct and Best Practice Guides, and provided our professional comments.
- Mr. Kenny Chow, Chair of the Policy Committee, has continued to be a member of the Appeal Panel (Property Management Services Ordinance) set up by the Home Affairs Bureau.
- The Policy Committee has been working closely with Professional Practice Committee in keeping track of the development of the licensing of property managers and maintain close connection with other professional organisations in this issue.
- CIHAPB has joint hands with fellow housing professional organizations for better collaboration in common issues for housing profession.

### 今年的重要事項

- 物業管理業監管局（監管局）在發出操守守則及良好作業指南前，會向業界諮詢意見，「政策委員會」聯同「專業實務委員會」出席每次的諮詢會，並向監管局提出意見。
- 政策委員會主席周駿齡先生繼續獲委任為民政事務局物業管理服務條例上訴委員團委員。
- 政策委員會一直與專業實務委員會緊密聯系及關注與專業註冊相關的進展，並與其他相關專業團體保持緊密聯繫。
- 亞太分會伙同各房屋專業團體，在共同關注的房屋專業問題上加強協作。

## Professional Practice Committee 專業實務委員會

Chairperson 主委 :	Mr. Hui Kam Ming, Edwin 許甘銘先生
Vice-Chairperson 副主委 :	Mr. Chau Wing Kit, Nelson 周永傑先生
Members: 委員 :	Mr. Cheung Shu Yan, Edmond 張樹仁先生
	Mr. Cheung Yiu Chuen, Billy 張曜銓先生
	Mr. Chiu Sin Hung, Bonny 趙善雄先生
	Mr. Chung Chik Leung, Eric 鍾藉良先生
	Mr. Fung Po Kwong, Paul 馮寶光先生
	Mr. Ko Kwok Kei, Ken 高國基先生
	Ms. Kwok Sze Nga, Esther 郭詩雅女士
	Mr. Kwong Lap Shun, Keith 鄺立信先生
	Mr. Ng Mei Chuen, Frederick 吳美全先生
	Mr. Tam On Tok, Arthur 談安鐸先生
	Mr. Tsang Kwai Leung, Francis 曾貴良先生
	Ms. Wong Siu Ling, Linda 王小玲女士
	Mr. Wong Ying Kit, Romulus 黃英傑先生

### Objectives

- To exchange best housing management practices with counterparts in Asian Pacific Region;
- To provide professional advice to the government on housing-related policies and issues;
- To promote good housing management by actively participating in government and local community activities; and
- To collaborate with relevant government departments and professional bodies for organizing webinars on topics relating to housing management.

### 工作目標

- 與亞太區同業交流最佳房屋管理實務經驗；
- 向政府提供有關房屋政策的專業意見；
- 積極參與政府及社區活動藉以推動優質房屋管理；及
- 與相關政府部門和專業團體合作舉辦有關房屋管理的網上研討會。

### Achievements in the Year

- Monitored and reviewed the implementation of Continuing Professional Development (CPD) programme;
- Organized legal and technical webinars on various topics;
- Supported with Activities Committee to organize “CIHAPB The Convention 2022”;
- Supported with Information Technology Committee to upgrade the CPD system; and
- Provided professional advice on Codes of Conduct issued by Property Management Services Authority (PMSA).

### 年內完成工作

- 監察及檢討「持續專業發展計劃」的執行；
- 舉辦多項不同法律及技術主題的網上研討會；
- 支援活動委員會組織「特許房屋經理學會亞太分會會議2022」；
- 支援資訊科技委員會提升「持續專業發展計劃」系統；及
- 對物業管理業監管局發出的操守守則提供專業意見。

## Publications Committee 刊物委員會

Chair 主委：	Mr. Ko Kwok Kei, Ken 高國基先生
Vice Chair 副主委：	Ms. Chu Wing Hing, Wing 朱穎馨女士
Members: 委員：	Ms. Chan Hoi Ki, Kiki 陳凱琪女士
	Mr. Chan Tam Sam, Rocky 陳膽心先生
	Dr. Chao Ka Chon, Harry 周嘉進博士
	Ms. Cheuk Sze Man, Sandy 卓思敏女士
	Mr. Chui Ming Man, Jackey 崔銘文先生
	Mr. Fung Ping Yan 馮炳欣先生
	Ms. Lam Mei Sze, Janet 林美詩女士
	Mr. Tsang Kwai Leung, Francis 曾貴良先生
	Ms. Wong Miu Yee, Sting 黃妙兒女士
	Mr. Wong Ying Kit, Romulus 黃英傑先生
	Mr. Wu Yicheng 吳沂城先生
	Professor Yip Ngai Ming 葉毅明教授

### Objectives

- To enhance CIHAPB's professional status and to promote the best housing management practice in Asia Pacific Region;
- To publish e-Housing Express regularly and link it to CIHAPB's website to dispatch to all members and working partners through email, creating a communication platform between CIHAPB and members, and between members and to promote CIHAPB to other institutes and external organizations;
- To Publish CIHAPB Year Book;
- To facilitate a prompt upload of Event Review for members' better knowledge on CIHAPB's activities and to propose convenient record and data storage; and
- To set up a system for better photo management for APB events.

### 工作目標

- 加強亞太分會專業地位及於亞太區推廣卓越房屋管理經驗；
- 定期出版房管通訊電子刊物，與亞太分會網站連接，透過電子郵件或微訊定期發送給全體會員和合作機構，讓電子刊物成為學會與會員、會員與會員交流的平台，並成為友會和外界了解學會的渠道；
- 出版亞太分會年報；
- 協調適時上傳活動回顧供會員掌握亞太分會活動，及建議便捷紀錄及資料儲存與保存方法；及
- 建立系統更有效地管理及保存亞太分會活動的照片。

### Achievements in the Year

- Published regular issues of “e-Housing Express” to update members of the property management news and information;
- Published CIHAPB Year Book 2021;
- Production of new CIHAPB leaflet;
- Standardized a template for activity owners to provide event review, speed up and smoothen the preparation of e-housing Express; and kept the said records and data more systematically; and
- Maintained cloud base photo management of CIHAPB events.

### 年內完成工作

- 定期出版電子「房管專訊」更新會員有關物業管理資訊、並就近期時事與會員分享；
- 出版亞太分會2021年年報；
- 製作及印製新的亞太分會小冊子；
- 使用標準表格供活動負責人於活動舉辦後填寫，加快電子「房管專訊」的工作流程，以及更有效地儲存及保存有關活動記錄；及
- 持續以雲端儲存方式保存亞太分會活動相片。