

LegCo doc formation

Hong Kong Legislative Council Paper Format and Content Elements for AI Prompt Teaching

Based on comprehensive research, here are the essential format details and content elements for Hong Kong Legislative Council papers that students can use as prompts for AI assistance:

Paper Identification and Numbering System

LC Paper Number Format

Hong Kong Legislative Council papers follow a specific numbering convention[1][2]:

- **Format:** LC Paper No. CB(X)###/YYYY(##)
- **CB(X):** Committee reference (e.g., CB(1) for Panel papers, CB(2) for other committees, CB(3) for Bills)
- **###:** Sequential number within the year
- **YYYY:** Calendar year
- **(##):** Version or part number

Examples:

- LC Paper No. CB(1)1068/2025(01)[3]
- LC Paper No. CB(2)522/2025(01)[2]
- LC Paper No. CB(3)1134/2025(01)[4]

Standard Document Structure

Header Information

1. **Meeting Date Indication:** "For discussion on [DATE]" (if applicable)
2. **Committee/Panel Name:** Full official name of the Legislative Council panel or committee
3. **Document Title:** Clear, descriptive title of the paper's subject matter

Core Content Sections

1. Purpose Section[2][5]

- **Function:** States the paper's objective and scope
- **Format:** Usually 1-2 paragraphs explaining what the paper aims to achieve
- **Language:** Direct and declarative (e.g., "This paper updates Members of..." or "This paper aims to brief Members on...")

2. Background Section[2][5]

- **Function:** Provides necessary context and historical information
- **Structure:** Numbered paragraphs (starting with "2.")
- **Content:**
 - Legislative context and relevant ordinances
 - Previous related papers or decisions
 - Policy development timeline
 - Legal framework references

3. Main Content Sections[2][5]

- **Organization:** Thematically organized with clear headings
- **Numbering:** Sequential paragraph numbering throughout the document
- **Sub-sections:** Use hierarchical numbering and bullet points:
 - (i), (ii), (iii) for first-level sub-points
 - (a), (b), (c) for second-level sub-points
 - Bullet points (-) for lists within sections

4. Analysis/Discussion Section (if applicable)

- **Content:** Detailed examination of issues, data, or feedback
- **Format:** May include tables, charts, or statistical breakdowns
- **Structure:** Numbered paragraphs with clear sub-headings

5. Way Forward/Next Steps Section[2][5]

- **Purpose:** Outlines proposed actions or future developments
- **Format:** Clear, actionable statements
- **Timeline:** Include specific dates or timeframes where applicable

6. Advice Sought Section[2][5]

- **Function:** Specifies what action is requested from Legislative Council Members
- **Language:** Standard phrasing such as "Members are invited to..."
- **Options:** May request noting, commenting, endorsing, or approving

Footer Information

- **Originating Department/Bureau:** Name of the government department or bureau
- **Date:** Month and year of paper preparation
- **Contact Information** (if applicable)

Formatting Standards

Language Requirements

- **Bilingual Capability:** Many papers available in both Chinese and English[6]
- **Official Language:** Professional, formal government language
- **Tone:** Neutral, informative, and respectful

Reference Format

- **Cross-references:** Reference to other LC Papers by their full number
- **Legal References:** Citations to specific ordinances with chapter numbers (Cap. ###)
- **Government Sources:** References to policy addresses, government statements, and official documents

Document Layout Elements

- **Page Numbering:** Sequential numbering (visible in documents as "- 2 -", "- 3 -", etc.)[2]
- **Paragraph Spacing:** Clear separation between sections
- **Bullet Points:** Used for lists and sub-categories
- **Tables:** When presenting comparative data or statistics

Specific Paper Types

Discussion Papers[5][7]

- Focus on policy proposals requiring Legislative Council input
- Include detailed analysis and consultation results
- Often contain multiple options or recommendations

Information Papers[2]

- Primarily informational, updating Members on developments
- Less emphasis on seeking specific decisions
- May cover implementation progress or status updates

Briefing Papers[8][9]

- Provide comprehensive background on complex issues
- Often prepared for policy briefings or committee orientation
- Include extensive context and multiple stakeholder perspectives

Content Guidelines for AI Prompts

Essential Elements to Include in AI Instructions

1. **Role Assignment:** "You are a Hong Kong government official drafting a Legislative Council paper"
2. **Format Specification:** Include the LC paper numbering format and required sections
3. **Language Style:** Formal government language, objective tone
4. **Structural Requirements:** Sequential numbering, clear headings, hierarchical organization
5. **Content Scope:** Specify whether it's for discussion, information, or briefing purposes
6. **Target Audience:** Legislative Council Members and relevant committees
7. **Context Setting:** Hong Kong's governmental and legal framework

Sample Prompt Framework

Role: You are a senior policy analyst in a Hong Kong government bureau preparing a Legislative Council paper.

Format: Create an LC Paper following Hong Kong Legislative Council standards with:

- Paper number: LC Paper No. CB([committee number])[sequential]/[year]([version])
- Standard sections: Purpose, Background, [Main Content Sections], Way Forward, Advice Sought
- Formal government language and tone
- Sequential paragraph numbering
- Hierarchical bullet points and sub-sections

Context: [Specify the policy area, target committee, and background]

Task: [Specify the specific objective – discussion, information, briefing, etc.]

Requirements: [Include any specific policy considerations, legal references, or stakeholder perspectives needed]

This framework ensures students can guide AI to produce documents that align with Hong Kong Legislative Council standards while maintaining the professional quality and structural consistency expected in governmental communications[6][10].

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