

Supplementary Information for the Finance Committee

Proposal to Create an Additional AOSGC (D2) Post in ISD to serve as the Press Secretary

A Typical Weekly Work Schedule

Introduction

At the Establishment Subcommittee meeting held on 20 June 2001, the Committee endorsed the proposed creation of a permanent post of AOSGC in ISD to serve as the Press Secretary to the Financial Secretary. As requested by a Member, we undertook to provide a work schedule of the Press Secretary to the CS & the FS as an indication of the workload.

The Work Schedule

2. We attach a weekly work schedule recording actual activities in a week in October 2000. We have avoided the more busy periods such as the Budget consultation and the post-Budget publicity period.

3. The schedule highlights activities which the Press Secretary has to attend to in a typical week. The work schedule shows regular clashes of activities requiring input from the Press Secretary under the CS' and the FS' policy schedules. Furthermore, there are occasions on which the Press Secretary was tied down with the activities related to one principal, rendering it impossible for him to attend to some core duties that he should have had performed and specific activities of the other principal.

Home Affairs Bureau

3 July 2001

Work Schedule of the Press Secretary to the CS and the FS
A Typical Week in October 2000

Monday

7:15 am	Reviewed newspaper and news agency reports, local and overseas, preparing for the press briefing for CS and FS.
9:00 am	Press briefing for CS, FS and other senior officials.
10:00 am	Liaised and coordinated with bureaux concerned on government's response required for issues covered by newspapers on the day. Reviewed issues for CS' and FS' possible media response. Finalised press arrangements for CS' public function in the evening. (at 6:15 pm).
12:45 pm	Media Lunch.
3:00 pm	CS' policy group meeting ^(Note) .
5:00 pm	Planned media and public relations strategies under CS' and FS' policy schedules. Handled media enquiries relating to CS and FS. Collated media feedback on CS' and FS' policy schedules. Advised bureaux on points-to-make for issues of media and public interest.
6:15 pm	Oversaw press arrangements for CS' public function.
7:45 pm	Handled media enquiries relating to CS and FS.
8:30 pm – 11:30 pm	Handled media enquiries at home. Studied papers for CS' policy group meeting to be held the following day.

Note:

In a typical year, the Press Secretary is required to attend more than 80 policy group meetings/senior official meetings/taskforce or committee meetings. Due to clashes in schedules, the Press Secretary has not been able to attend all. As an indication, the Press Secretary missed 22 of 44 meetings under CS' policy schedule in 1999, 18 of 52 in 2000.

Tuesday

- 6:45 am Reviewed newspaper and news agency reports, local and overseas, preparing for the press briefing for CS and FS.
- 8:40 am Press briefing for CS, FS and other senior officials.
- 9:15 am Prepared and organised reccee for FS' public programme scheduled for the following week.
- 11:00 am Liaised and coordinated with bureaux concerned on government's response required for issues covered by newspapers on the day.
- Reviewed issues for CS' and FS' possible media response.
- Finalised messages for CS' press interview to be held the following morning.
- 3:00 pm CS' policy group meeting.
- 4:30 pm Meeting at ISD.
- 5:00 pm FS' meeting with senior officials.
- 6:30 pm Handled media enquiries relating to CS and FS.
- Assessed media and public relations requests for CS and FS.
- Collated media feedback on CS' and FS' policy schedules.
- Advised bureaux on points-to-make for issues of media and public interest.
- 8:30 pm –
11:30 pm Handled media enquiries at home.
- Studied papers for CS' policy group meeting to be held the following morning.

Wednesday

- 6:45 am Reviewed newspaper and news agency reports, local and overseas, preparing for the press briefing for CS and FS.
- 8:40 am Press briefing for CS, FS and other senior officials.
- 9:30 am CS' press interview.
- 10:30 am CS' policy group meeting.
- 12:00 noon Liaised and coordinated with bureaux concerned on government's response required for issues covered by newspapers on the day.
- 12:45 pm –
2:00 pm Media lunch
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- 2:00 pm –
5:00 pm Mapped out media and public relations strategies for issues under CS' and FS' policy schedules.
- Prepared for press arrangements for FS' public function scheduled for the following morning in HKCEC.
- Prepared for press arrangements for FS' visit to a Mainland city scheduled for the weekend.
- Reviewed issues for CS' and FS' possible media response.
- Advised bureaux on points-to-make for issues of media and public interest.
- 5:00 pm –
9:00 pm Handled media enquiries for CS and FS.
- Collated media feedback on CS' and FS' policy schedules.
- 9:00 pm –
11:30 pm Handled media enquiries at home.

Thursday

- 6:45 am Reviewed newspaper and news agency reports, local and overseas, preparing for the press briefing for CS and FS.
- 8:40 am Press briefing for CS, FS and other senior officials.
- 9:15 am Oversaw press arrangements for an opening ceremony of a dot.com at HKCEC officiated at by FS.
(Clashed with CS' press interview)
- 10:15 am Liaised and coordinated with bureaux concerned on government's response required for issues covered by newspapers on the day.

Reviewed issues for CS' and FS' possible media response.
- 12:45 pm Media lunch.
- 2:00 pm Prepared messages and press release for CS' visit to a department and related facilities scheduled for the following day.

Prepared messages and press release for a task force meeting chaired by FS and mapped out press arrangements for the subsequent media interview session scheduled for the following day.
- 5:00 pm – 9:00 pm Assessed media requests for CS and FS.

Collated media feedback on CS' and FS' policy schedules.

Handled media enquiries.

Advised bureaux on points-to-make for issues of media and public interest.
- 9:00 pm – 11:30 pm Handled media enquiries at home.

Finalised messages for FS' press interview scheduled for the following morning.

Friday

- 6:50 am Reviewed newspaper and news agency reports, local and overseas, preparing for the press briefing for CS and FS.
- 8:40 am Press briefing for CS, FS and other senior officials.
- 9:15 am Liaised and coordinated with bureaux concerned on government's response required for issues covered by newspapers on the day.
- 10:30 am - FS' press interview.
11:30 am (Clashed with DIS' meeting)
- 11:30 am - Reviewed issues for CS' and FS' possible media response.
1:00 pm
- Planned media and public relations strategies under CS' and FS' policy schedules.
- 2:15 pm_ Oversaw press arrangement for CS' visit to a department and related facilities.
(Clashed with FS' task force meeting)
- 5:00 pm Oversaw the issue of press release and transcript related to the CS' visit.
- Oversaw the issue of press release and transcript for FS' Task Force meeting.
- 6:00 pm - Handled press enquiries.
8:00 pm
- Collated media feedback on CS' and FS' policy schedules._
- Advised bureaux on points-to-make for issues of media and public interest.
- Assessed media and public relations requests for CS and FS.
- 9:30 pm – Handled press enquiries at home.
11:30 pm

Saturday

7:50 am Accompanied FS for a visit to a Mainland city, overseeing arrangements for an opening ceremony of a public function officiated at by FS.

(Clashed with CS' keynote address at the opening ceremony of a major sports council meeting.)

Sunday

Evening Returned to Hong Kong from Mainland.
(Unable to attend to press arrangements for a major public function of CS held earlier in the day.)

Handled press enquiries at home.