

LC Paper No. CB(2)2068/01-02(01)

Job Description

Position : Director of Chief Executive's Office

The Director of the Chief Executive's Office works to the Chief Executive. He will assist the Chief Executive in overseeing the running of the Office. The Director will focus mainly on performing the current duties and functions of the Information Coordinator and overseeing the running of the Executive Council Secretariat.

ExCo Secretariat

2. In overseeing the running of the Executive Council Secretariat, the Director will ensure :

- (a) that the meeting agenda of the Executive Council reflects the overall priority of the Government's policy agenda as determined by the Chief Executive, with the assistance of the Chief Secretary of Administration and the Financial Secretary;
- (b) that the advice of the relevant Executive Council Sub-committees is promptly put to the Executive Council, when relevant items are submitted to the Council for consideration;
- (c) that the decision of the Chief Executive-in-Council is properly recorded and conveyed by the Secretariat to the relevant Principal Officials, Policy Bureaux and departments concerned.

Information Coordination

3. In covering the role of information coordination, the Director will be responsible for the following duties :

Media & Public Relations Strategy

- (a) formulating the media and public relations strategy for handling the announcement on major issues and policies;
- (b) developing, in conjunction with the relevant Policy Bureaux, a uniform and coordinated set of Government positions and lines-to-take on such major issues ahead of time;
- (c) coordinating with the relevant Policy Bureaux and departments to ensure that a uniform stance is taken in presenting the Government's position on the respective issues;
- (d) attending Executive Council meetings and advising on the media and public relations aspects of relevant issues;

Spokesman for Chief Executive & Media Liaison

- (e) conducting press sessions, as Spokesman for the Chief Executive, to state the Government's position on matters of topical interest, to clarify specific issues and to respond to the media on particular angles of interest;
- (f) coordinating the media and public relations strategy for handling major unforeseen events;

Media & Public Relations

- (g) liaising with the media and assisting the relevant Bureaux in strengthening the Government's communication with the media, political parties, Members of the Legislative Council and interest groups who have expressed interest in the public policies concerned;
- (h) taking into account these views expressed in formulating the Government's media and public relations strategy in respect of key policy issues;

CE's Public Engagements Programme

- (i) planning and implementing an on-going programme of public functions for the Chief Executive including speaking engagements, overseas visits, community visits, meetings with editors and correspondents and press conferences;
- (j) designing the messages for the Chief Executive to deliver on public occasions;

Monitoring Public Opinion

- (k) coordinating with relevant bureaux and departments to analyse public opinion polls, to assess public opinion as reflected in media reports and to reflect significant results to departments concerned for these to be taken into account in policy formulation.

**Subcommittee to Study the Proposed
Accountability System for Principal Officials and Related Issues**

**Interpretation and General Clauses Ordinance
(Replacement of Schedule 6) Order 2002**

Introduction

This paper seeks to explain the provisions of the Interpretation and General Clauses Ordinance (Replacement of Schedule 6) Order 2002.

Background

2. Section 62(1) of the Interpretation and General Clauses Ordinance (Cap. 1) provides, among other things, that where any Ordinance confers a power or imposes a duty upon the Chief Executive to make any subsidiary legislation or appointment, give any direction, issue any order, authorize any thing or matter to be done, grant any exemption, remit any fee or penalty, or exercise any other power or perform any other duty, the exercise of such power or the performance of such duty may be signified under the hand of any public officer specified in Schedule 6 to the Interpretation and General Clauses Ordinance. A copy of the existing Schedule 6 is attached at Annex A. The Chief Executive in Council is empowered under section 62(3) of the Interpretation and General Clauses Ordinance to amend Schedule 6 by order published in the Gazette.

3. The implementation of the accountability system will be accompanied by the re-organization of a number of policy bureaux. In order to reflect the portfolios of the bureau secretaries, there will be changes to the post titles of the bureau secretaries who are to take charge of the relevant re-organized bureaux. As a result of these changes, we need to make a new order to amend the list of public officers specified in Schedule 6 to the Interpretation and General Clauses Ordinance.

The Draft Order

4. The draft Order at Annex B sets out the list of public officers who may signify the exercise of certain powers or the performance of certain duties conferred or imposed on the Chief Executive. The list of public officers specified in the new Schedule 6 is largely the same as that specified in the existing Schedule with a number of existing bureau secretaries being replaced by the bureau secretaries who are to take charge of the relevant re-organized bureaux.

7. To tie in with the implementation of the accountability system, **clause 1** of the Order provides that the Order shall come into force on 1 July 2002. **Clause 2** of the Order provides that the existing Schedule 6 to the Interpretation and General Clauses Ordinance be repealed and replaced by a new Schedule.

Legislative Timetable

8. Subject to Members' approval of the Resolution made under section 54A of the Interpretation and General Clauses Ordinance, the Administration will submit the draft Order to the Executive Council for approval in late June. The draft Order will then be published in the Gazette and tabled at the Legislative Council for negative vetting.

Advice Sought

9. Members are invited to study the draft Order at Annex B.

**Subcommittee to Study the Proposed
Accountability System for Principal Officials and Related Issues**

Financial and Staffing Implications

Introduction

This paper sets out the financial and staffing implications arising from the accountability system.

Overview

2. The financial and staffing implications are set out below -
 - (a) additional annual expenditure to meet the costs of 14 non-civil service principal official positions and at the same time deletion of three civil service directorate posts of CS, FS and SJ;
 - (b) the 16 civil service posts at D8 rank in bureaux will be re-titled as Permanent Secretaries. No additional funds will be sought. Permanent Secretaries rather than Directors of Bureau will be controlling officers of the relevant heads and subheads of expenditure;
 - (c) provision of administrative support staff to the eleven Directors of Bureau by way of redeployment of existing financial resources; and
 - (d) creation of a non-civil service position of Director of Chief Executive's Office and at the same time deletion of the civil service post of Information Coordinator.

Remuneration for the principal officials

3. The proposed cash remuneration of the 14 principal officials under the accountability system is as follows -

- 1 Chief Secretary for Administration (CS) : \$345,850 per month
- 1 Financial Secretary (FS) : \$334,150 per month
- 1 Secretary for Justice (SJ) : \$322,850 per month
- 11 Directors of Bureau : \$311,900 per month

4. The existing civil service directorate posts of CS, FS and SJ are no longer necessary and will be deleted. The existing 16 D8 civil service directorate posts in the 16 policy bureaux will be re-titled as permanent secretaries. They will assist the respective Directors of Bureau in formulating and implementing policy and be responsible for staff and financial management of the bureaux.

5. An additional \$42 million per annum will be required to meet the costs of the 14 new principal officials positions.

Permanent secretaries to be controlling officers

6. At present, all but one Director of Bureau¹ are controlling officers accountable for their respective heads and subheads of expenditure. Under the new arrangement, the permanent secretaries will be charged with the responsibility for ensuring proper use of financial resources within their respective parts of the bureaux. It is therefore more appropriate for the Permanent Secretaries rather than the Directors of Bureau under the accountability system to be the controlling officers for the relevant heads and subheads of expenditure.

¹ The only exception is Secretary for Planning and Lands. The expenditure of the current Planning and Lands Bureau are under Head 56 whose controlling officer is Secretary for Works.

Administrative support to Directors of Bureau

7. Each Director of Bureau will be provided office staff comprising:

- (i) an administrative assistant (at a rank equivalent to D2);
- (ii) a press secretary (at a rank equivalent to MPS 45-49);
- (iii) a personal assistant (at a rank equivalent to MPS 28-33);
and
- (iv) a chauffeur (at a rank equivalent to MPS 5-10).

These positions can be filled by civil servants on posting, or by way of direct appointment if the principal officials consider it more appropriate to do so. In the latter case, holders of these positions will be appointed on terms and conditions comparable to those offered to the civil servants at the equivalent ranks. They will depart as and when the principal officials concerned leave the Government.

8. The administrative support staff will be provided by way of redeployment of resources. No additional funds will be sought.

Director of Chief Executive's Office

9. The Director of Chief Executive's Office will be appointed on non-civil service contract terms. The civil service post of Information Coordinator will be deleted.

Advice sought

10. Members are invited to consider and advise on the proposals set out above. We will make submissions to the Finance Committee and its Establishment Sub-committee in early June.