

**For discussion
on 4 February 2002**

**LEGISLATIVE COUNCIL
PANEL ON COMMERCE AND INDUSTRY**

Special Posting Allowance for officers posted outside Hong Kong

PURPOSE

This paper seeks Members' support for a proposal to rationalise the current system for Special Posting Allowance (SPA) payable to officers posted outside Hong Kong¹. The new mechanism for setting SPA rates will apply to the Hong Kong Economic and Trade Office (ETO) in Guangdong. This paper also seeks support for the proposed rates of Rent Allowance (RA) payable to officers to be posted to the ETO in Guangdong.

BACKGROUND

2. Under the existing arrangements, an SPA and an RA are payable to Hong Kong-based officers posted outside Hong Kong. The SPA is to meet the extra costs of living in the city of posting and to compensate officers for the inconvenience caused to them and their families for living away from home. The RA is to assist officers to rent accommodation in the city of posting. The existing mechanism for determining SPA and RA was largely evolved from the previous UK diplomatic system.

¹ At present, there are two main categories of postings outside Hong Kong, namely :
(a) postings to ETOs; and
(b) postings to Beijing Office.

There are also a few posting secondments to overseas international organizations like Interpol, the World Customs Organization, and the Asia Pacific Economic Cooperation.

REVIEW OF THE SPECIAL POSTING ALLOWANCE MECHANISM

3. Under the present SPA mechanism, the SPA rates for various offices outside Hong Kong are determined by 'marker rates'². Such 'marker rates' do not specify the proportion between the compensation component and the cost of living component. In the absence of a specific formula for determining SPA rates, whenever new offices were established outside Hong Kong, reference has to be made to the SPA of an existing ETO, the cost of living of which is considered to be broadly comparable to the new office. For instance, for lack of a better yardstick, the SPA rates for the Sydney ETO was determined in 1995 based on the SPA rates of the Washington and San Francisco ETOs. This is not satisfactory.

4. We have conducted a review on the mechanism for setting SPA rates with a view to developing a mechanism which provides for a more objective and quantifiable method of determining and revising the rates applicable to all officers posted outside Hong Kong. We have made reference to the practices of major international corporations overseas and some major firms and organisations in Hong Kong which have branch offices outside Hong Kong regarding the payment of an allowance for non-local/overseas postings and the rates of such an allowance. We found that it is common practice to pay an allowance, calculated at a certain percentage of salary, as an incentive to motivate and compensate local-based staff and their families for uprooting themselves to live and work abroad, plus compensation for the extra cost of living in the city of posting, where applicable.

² The monthly SPA rate is derived from the following formula –
SPA rate = Marker rate x Rank differential x Family differential

The basic design of the SPA is to use a "marker rate", i.e. the rate of allowance payable to a single Administrative Officer Staff Grade C, a rank represented in all ETOs, to generate the rates for officers of other ranks and family circumstances.

5. Based on our findings, we have devised a new methodology for determining the SPA rates. In the proposed methodology, the SPA for all officers posted outside Hong Kong will consist of two components, viz –

- (a) **an incentive element** at 10%, 15% and 20% of the salary for single officers, officers accompanied by spouses and officers accompanied by spouses and children respectively, irrespective of rank or city of posting; and
- (b) **a cost of living element** in the city of posting where the cost of living is higher than that of Hong Kong. The rates will be adjusted annually in accordance with a pre-determined formula.

6. Details of the proposed methodology and the changes in SPA rates for individual postings outside Hong Kong are summarised at Annexes A and B respectively. We propose that the new mechanism should apply to officers who take up postings outside Hong Kong after the implementation of the new methodology. Serving officers on their current tour (and serving officers whose tour will be extended for one year or less) will not be affected.

REVIEW OF THE RENT ALLOWANCE MECHANISM

7. An overall review of the RA mechanism is being conducted by the Administration and we will seek the support of the Panel for the revised mechanism in due course.

ALLOWANCES FOR OFFICERS POSTED TO THE HONG KONG ECONOMIC AND TRADE OFFICE IN GUANGDONG

Special Posting Allowance

8. Members have earlier supported the proposal for an ETO in Guangdong and the creation of an Administrative Officer Staff Grade B post to head the new office. Members also noted that Hong Kong-based staff posted to the Guangdong ETO would be entitled to the standard allowances such as SPA and RA. As the new Guangdong Office is planned to commence operation in the second quarter of 2002, subject to this Panel's support of the new SPA mechanism and Finance Committee's approval, the SPA rates under the new mechanism will apply to the Hong Kong-based staff of the Guangdong Office. The SPA rates under the new mechanism for officers posted to the Guangdong Office are set out at Annex C.

Rent Allowance

9. In determining the RA rates for officers to be posted to the Guangdong Office, we have, pending the completion of the overall review of the RA mechanism, made reference to the factors to be adopted in the review, including the seniority of officers, accommodation standards in the host country/city, and the family size of officers. Having regard to the rentals of residential units in Guangzhou normally taken up by executive/managerial personnel of some major Hong Kong and international corporations, and on the advice of Government Property Agency (GPA), we propose the RA for the various ranks of officers to be posted to Guangdong Office as set out at Annex D. The Rent Allowance is paid on a reimbursement basis and the proposed rates represent the ceiling for reimbursement of accommodation expenses by officers. We further propose to adjust the allowances to be advised by GPA periodically with reference to the rental movements in Guangzhou.

FINANCIAL IMPLICATIONS

10. If the proposed SPA mechanism is adopted, the annual expenditure for existing offices established outside Hong Kong will decrease by \$0.82 million representing 4.3% of the total expenditure on SPA for all postings outside Hong Kong.

11. Based on the proposed rates of SPA and RA for officers posted to the new Guangdong Office, the annual recurrent expenditures are estimated at \$1.15 million and \$1.56 million respectively. We will include sufficient provision in the 2002-03 draft Estimates to meet the above costs.

WAY FORWARD

12. We will seek the approval of the Finance Committee on the proposed SPA system as well as the proposed rates of RA for the Guangdong Office in March 2002.

Commerce and Industry Bureau

January 2002

Proposed System for Special Posting Allowance for Hong Kong-based officers posted outside Hong Kong

The proposed Special Posting Allowance (SPA) rates are based on the data provided by the ECA International Limited (ECA)³ for international companies/organisations on payment of an allowance to compensate officers and their families for uprooting and living abroad or outside their immediate geographic regions. We have also made reference to payment of such an allowance by some major firms and organisations in Hong Kong which have branch offices outside Hong Kong.

2. The proposed SPA is made up of the following two components –
 - (a) an incentive allowance (IA) at 10%, 15% and 20% of the salary for single officers, officers accompanied by spouses and officers accompanied by spouses and children respectively, irrespective of rank or city of posting; and
 - (b) a cost of living allowance (COLA) in the city of posting where the cost of living is higher than that of Hong Kong. The rates will be adjusted annually.

3. While the IA is pegged to the salary of the officers concerned, the COLA is derived from the spendable income of the officer on goods and services in Hong Kong having regard to the higher cost of living in the city of posting based on data on cost of living⁴. The COLA –
 - (i) is based on the difference of the COL index between the city of posting and Hong Kong;
 - (ii) is paid in local currency and the exchange rate is fixed on the first banking day of the month;
 - (iii) is grossed up for tax (i.e. +17.647%) as it is related to the daily necessity of living outside Hong Kong; and

³ ECA is an international human resources information service and consultancy. It has a network of over 1,500 members/clients of governments and companies worldwide, 22 international representative offices and a data bank on various areas of employment conditions such as cost of living, accommodation, tax etc. abroad. It also publishes cost of living data in major cities around the world which are widely referred to internationally by organisations in devising remuneration packages for external postings of their staff.

⁴ ECA provides home-based indices to user organisations to determine the rates of cost of living allowance for families of the officers to continue to maintain their home spending pattern and living standards while posted abroad.

- (iv) is paid at different rates for single officers, officers accompanied by spouses, and officers accompanied by spouses and children because of the differences between their spendable income.

4. On the basis of the above, the formula for the calculation of COLA is –

$$\text{COLA} = \text{Salary} \times \% \text{ of Spendable Income} \times$$

$$\frac{\text{COL index of city of posting} - 100^*}{100^*} \times \text{Exchange Rate} \times 1.17647$$

*COL index for Hong Kong

Comparison of Existing and Proposed Rates of Special Posting Allowance

Office/Rank	Existing rates in HK\$ *			Proposed rates # in HK\$			Difference in HK\$ (+/- %)					
	S	M	F	S	M	F	S		M		F	
Part A - ETOs												
Brussels												
AOSGB1	\$13,280	\$19,919	\$26,559	\$16,967	\$25,033	\$33,069	+\$ 3,687	(+ 27.8 %)	+\$ 5,114	(+ 25.7 %)	+\$ 6,510	(+ 24.5 %)
AOSGC	\$10,216	\$15,324	\$20,432	\$13,640	\$20,124	\$26,584	+\$ 3,424	(+ 33.5 %)	+\$ 4,800	(+ 31.3 %)	+\$ 6,152	(+ 30.1 %)
SAO/PTO	\$7,666	\$11,498	\$15,331	\$9,313	\$13,740	\$18,151	+\$ 1,647	(+ 21.5 %)	+\$ 2,242	(+ 19.5 %)	+\$ 2,820	(+ 18.4 %)
Geneva												
AOSGB1	\$23,502	\$35,253	\$47,005	\$30,459	\$40,798	\$50,801	+\$ 6,957	(+ 29.6 %)	+\$ 5,545	(+ 15.7 %)	+\$ 3,796	(+ 8.1 %)
AOSGC	\$18,077	\$27,118	\$36,154	\$24,485	\$32,797	\$40,838	+\$ 6,408	(+ 35.4 %)	+\$ 5,679	(+ 20.9 %)	+\$ 4,684	(+ 13.0 %)
PTO	\$13,556	\$20,337	\$27,113	\$16,718	\$22,392	\$27,883	+\$ 3,162	(+ 23.3 %)	+\$ 2,055	(+ 10.1 %)	+\$ 770	(+ 2.8 %)
TO	\$10,846	\$16,272	\$21,692	\$12,257	\$16,416	\$20,442	+\$ 1,411	(+ 13.0 %)	+\$ 144	(+ 0.9 %)	-\$ 1,250	(- 5.8 %)
London												
AOSGA	\$21,739	\$32,609	\$43,478	\$22,183	\$31,581	\$40,863	+\$ 444	(+ 2.0 %)	-\$ 1,028	(- 3.2 %)	-\$ 2,615	(- 6.0 %)
AOSGC/AD of Marine	\$14,991	\$22,486	\$29,982	\$16,402	\$23,351	\$30,214	+\$ 1,411	(+ 9.4 %)	+\$ 865	(+ 3.8 %)	+\$ 232	(+ 0.8 %)
SAO/CIO/IPPO	\$11,243	\$16,871	\$22,486	\$11,199	\$15,943	\$20,629	-\$ 44	(- 0.4 %)	-\$ 928	(- 5.5 %)	-\$ 1,857	(- 8.3 %)
TO	\$8,990	\$13,485	\$17,980	\$8,210	\$11,688	\$15,124	-\$ 780	(- 8.7 %)	-\$ 1,797	(- 13.3 %)	-\$ 2,856	(- 15.9 %)
IO	\$8,990	\$13,485	\$17,980	\$5,641	\$8,030	\$10,390	-\$ 3,349	(- 37.3 %)	-\$ 5,455	(- 40.5 %)	-\$ 7,590	(- 42.2 %)
New York												
AOSGC	\$19,430	\$29,149	\$38,860	\$24,457	\$32,763	\$40,800	+\$ 5,027	(+ 25.9 %)	+\$ 3,614	(+ 12.4 %)	+\$ 1,940	(+ 5.0 %)
SAO/CIO/IPPO	\$14,570	\$21,856	\$29,141	\$16,698	\$22,369	\$27,857	+\$ 2,128	(+ 14.6 %)	+\$ 513	(+ 2.3 %)	-\$ 1,284	(- 4.4 %)
IO	\$11,661	\$17,495	\$23,322	\$8,411	\$11,266	\$14,030	-\$ 3,250	(- 27.9 %)	-\$ 6,229	(- 35.6 %)	-\$ 9,292	(- 39.8 %)
San Francisco												
AOSGC	\$18,899	\$28,353	\$37,799	\$21,894	\$29,768	\$37,432	+\$ 2,995	(+ 15.8 %)	+\$ 1,415	(+ 5.0 %)	-\$ 367	(- 1.0 %)
SAO/IPPO	\$14,173	\$21,263	\$28,345	\$14,948	\$20,325	\$25,557	+\$ 775	(+ 5.5 %)	-\$ 938	(- 4.4 %)	-\$ 2,788	(- 9.8 %)
PIO	\$11,341	\$17,012	\$22,682	\$12,437	\$16,910	\$21,264	+\$ 1,096	(+ 9.7 %)	-\$ 102	(- 0.6 %)	-\$ 1,418	(- 6.3 %)
Singapore												
AOSGC	\$14,125	\$21,187	\$28,249	\$12,625	\$18,938	\$25,250	-\$ 1,500	(- 10.6 %)	-\$ 2,249	(- 10.6 %)	-\$ 2,999	(- 10.6 %)
SAO	\$10,593	\$15,890	\$21,187	\$8,620	\$12,930	\$17,240	-\$ 1,973	(- 18.6 %)	-\$ 2,960	(- 18.6 %)	-\$ 3,947	(- 18.6 %)
PIO	\$8,474	\$12,713	\$16,948	\$7,172	\$10,758	\$14,344	-\$ 1,302	(- 15.4 %)	-\$ 1,955	(- 15.4 %)	-\$ 2,604	(- 15.4 %)
TO	\$8,474	\$12,713	\$16,948	\$6,320	\$9,479	\$12,639	-\$ 2,154	(- 25.4 %)	-\$ 3,234	(- 25.4 %)	-\$ 4,309	(- 25.4 %)
Sydney												
AOSGC	\$11,273	\$16,909	\$22,545	\$12,625	\$18,938	\$25,250	+\$ 1,352	(+ 12.0 %)	+\$ 2,029	(+ 12.0 %)	+\$ 2,705	(+ 12.0 %)
SAO	\$8,455	\$12,684	\$16,909	\$8,620	\$12,930	\$17,240	+\$ 165	(+ 2.0 %)	+\$ 246	(+ 1.9 %)	+\$ 331	(+ 2.0 %)
PIO	\$6,765	\$10,148	\$13,530	\$7,172	\$10,758	\$14,344	+\$ 407	(+ 6.0 %)	+\$ 610	(+ 6.0 %)	+\$ 814	(+ 6.0 %)
TO	\$6,765	\$10,148	\$13,530	\$6,320	\$9,479	\$12,639	-\$ 445	(- 6.6 %)	-\$ 669	(- 6.6 %)	-\$ 891	(- 6.6 %)
Tokyo												
AOSGA	\$38,350	\$57,525	\$76,700	\$41,367	\$53,997	\$66,076	+\$ 3,017	(+ 7.9 %)	-\$ 3,528	(- 6.1 %)	-\$ 10,624	(- 13.9 %)
AOSGC	\$26,448	\$39,673	\$52,897	\$30,586	\$39,925	\$48,855	+\$ 4,138	(+ 15.6 %)	+\$ 252	(+ 0.6 %)	-\$ 4,042	(- 7.6 %)
SAO/CIO	\$19,836	\$29,754	\$39,673	\$20,883	\$27,259	\$33,357	+\$ 1,047	(+ 5.3 %)	-\$ 2,495	(- 8.4 %)	-\$ 6,316	(- 15.9 %)
TO	\$15,869	\$23,804	\$31,738	\$15,310	\$19,984	\$24,455	-\$ 559	(- 3.5 %)	-\$ 3,820	(- 16.0 %)	-\$ 7,283	(- 22.9 %)
Toronto												
AOSGC	\$12,024	\$18,038	\$24,048	\$12,625	\$18,938	\$25,250	+\$ 601	(+ 5.0 %)	+\$ 900	(+ 5.0 %)	+\$ 1,202	(+ 5.0 %)
SAO/CIO	\$9,017	\$13,527	\$18,033	\$8,620	\$12,930	\$17,240	-\$ 397	(- 4.4 %)	-\$ 597	(- 4.4 %)	-\$ 793	(- 4.4 %)
Washington												
AOSGA	\$22,542	\$33,813	\$45,084	\$31,244	\$42,170	\$52,772	+\$ 8,702	(+ 38.6 %)	+\$ 8,357	(+ 24.7 %)	+\$ 7,688	(+ 17.1 %)
AOSGB1	\$20,210	\$30,319	\$40,420	\$28,738	\$38,786	\$48,538	+\$ 8,528	(+ 42.2 %)	+\$ 8,467	(+ 27.9 %)	+\$ 8,118	(+ 20.1 %)
AOSGC	\$15,545	\$23,322	\$31,091	\$23,102	\$31,180	\$39,019	+\$ 7,557	(+ 48.6 %)	+\$ 7,858	(+ 33.7 %)	+\$ 7,928	(+ 25.5 %)
SAO/PTO	\$11,661	\$17,495	\$23,322	\$15,773	\$21,288	\$26,641	+\$ 4,112	(+ 35.3 %)	+\$ 3,793	(+ 21.7 %)	+\$ 3,319	(+ 14.2 %)
TO/SEO	\$9,329	\$13,993	\$18,658	\$11,564	\$15,607	\$19,531	+\$ 2,235	(+ 24.0 %)	+\$ 1,614	(+ 11.5 %)	+\$ 873	(+ 4.7 %)

Office/Rank	Existing rates in HK\$ *			Proposed rates # in HK\$			Difference in HK\$ (+/- %)		
	S	M	F	S	M	F	S	M	F
<i>Part B - Other Overseas postings</i>									
APEC Secretariat AOSGC	\$14,125	\$21,187	\$28,249	\$12,625	\$18,938	\$25,250	-\$ 1,500 (- 10.6 %)	-\$ 2,249 (- 10.6 %)	-\$ 2,999 (- 10.6 %)
Tokyo SI of C & E	\$15,869	\$23,804	\$31,738	\$13,458	\$17,567	\$21,496	-\$ 2,411 (- 15.2 %)	-\$ 6,237 (- 26.2 %)	-\$ 10,242 (- 32.3 %)
Sydney CIP	\$6,765	\$10,148	\$13,530	\$6,939	\$10,409	\$13,878	+\$ 174 (+ 2.6 %)	+\$ 261 (+ 2.6 %)	+\$ 348 (+ 2.6 %)
Bramshill SSP	\$6,748	\$10,122	\$13,496	\$11,428	\$16,454	\$21,435	+\$ 4,680 (+ 69.4 %)	+\$ 6,332 (+ 62.6 %)	+\$ 7,939 (+ 58.8 %)
Lyon [®] SP	\$2,710	\$7,714	\$12,725	\$1,607	\$5,868	\$10,115	-\$ 1,103 (- 40.7 %)	-\$ 1,846 (- 23.9 %)	-\$ 2,610 (- 20.5 %)

Office/Rank	Existing rates in HK\$ *			Proposed rates # in HK\$			Difference in HK\$ (+/- %)		
	S	M	F	S	M	F	S	M	F
<i>Part C - Beijing</i>									
D of Bureau	\$28,193	\$42,290	\$56,387	\$24,870	\$35,363	\$45,722	-\$ 3,323 (- 11.8 %)	-\$ 6,927 (- 16.4 %)	-\$ 10,665 (- 18.9 %)
AOSGB1	\$22,908	\$34,362	\$45,816	\$20,546	\$29,215	\$37,773	-\$ 2,362 (- 10.3 %)	-\$ 5,147 (- 15.0 %)	-\$ 8,043 (- 17.6 %)
AOSGC	\$17,621	\$26,432	\$35,242	\$16,517	\$23,486	\$30,365	-\$ 1,104 (- 6.3 %)	-\$ 2,946 (- 11.1 %)	-\$ 4,877 (- 13.8 %)
PIImO	\$13,216	\$19,825	\$26,432	\$12,240	\$17,403	\$22,501	-\$ 976 (- 7.4 %)	-\$ 2,422 (- 12.2 %)	-\$ 3,931 (- 14.9 %)
SAO/PTO/CIO	\$13,216	\$19,825	\$26,432	\$11,277	\$16,035	\$20,732	-\$ 1,939 (- 14.7 %)	-\$ 3,790 (- 19.1 %)	-\$ 5,700 (- 21.6 %)
CIImO	\$10,572	\$15,859	\$21,145	\$9,078	\$12,909	\$16,689	-\$ 1,494 (- 14.1 %)	-\$ 2,950 (- 18.6 %)	-\$ 4,456 (- 21.1 %)
SEO/TO	\$10,572	\$15,859	\$21,145	\$8,268	\$11,755	\$15,199	-\$ 2,304 (- 21.8 %)	-\$ 4,104 (- 25.9 %)	-\$ 5,946 (- 28.1 %)
EOI/ATOI/IO/PA	\$10,572	\$15,859	\$21,145	\$5,680	\$8,076	\$10,442	-\$ 4,892 (- 46.3 %)	-\$ 7,783 (- 49.1 %)	-\$ 10,703 (- 50.6 %)
AO	\$10,572	\$15,859	\$21,145	\$6,894	\$9,802	\$12,674	-\$ 3,678 (- 34.8 %)	-\$ 6,057 (- 38.2 %)	-\$ 8,471 (- 40.1 %)
ImO	\$10,572	\$15,859	\$21,145	\$4,524	\$6,433	\$8,317	-\$ 6,048 (- 57.2 %)	-\$ 9,426 (- 59.4 %)	-\$ 12,828 (- 60.7 %)
SPS	\$10,572	\$15,859	\$21,145	\$4,312	\$6,130	\$7,926	-\$ 6,260 (- 59.2 %)	-\$ 9,729 (- 61.3 %)	-\$ 13,219 (- 62.5 %)

Legend :

* Exchange rate as of 2 January 2002

Based on mid-point salary of officers, ECA's December 2001 data on cost of living and the proposed formula for calculating SPA as set out in Annex A

® A special allowance (Euro 1,054/HK\$7,305) paid by the organization to which the officer is posted has been deducted

S - Single (Single officers)

M - Married (Officers accompanied by spouses)

F - Family (Officers accompanied by spouses and children)

Dir. Of Bureau	Director of Bureau	SEO	Senior Executive Officer
AOSGA	Administrative Officer Staff Grade A	EOI	Executive Officer I
AOSGB1	Administrative Officer Staff Grade B1	PA	Personal Assistant
AOSGC	Administrative Officer Staff Grade C	SPS	Senior Personal Secretary
SAO	Senior Administrative Officer	AD of Marine	Assistant Director of Marine
AO	Administrative Officer	PIImO	Principal Immigration Officer
PTO	Principal Trade Officer	CIImO	Chief Immigration Officer
TO	Trade Officer	ImO	Immigration Officer
ATOI	Assistant Trade Officer I	SI of C&E	Senior Inspector of Customs and Excise
CIO	Chief Information Officer	CIP	Chief Inspector of Police
PIO	Principal Information Officer	SSP	Senior Superintendent of Police
IO	Information Officer	SP	Superintendent of Police
IPPO	Investment Promotion Project Officer		

**Proposed Rates of Special Posting Allowance
for officers posted to the HKETO in Guangdong**

Rank	No. of Posts	Monthly Special Posting Allowance (HK\$)		
		Single [@]	Married [*]	Family [#]
AOSGB	1	\$13,825	\$20,738	\$27,650
SAO/PTO/IPPO	3	\$8,620	\$12,930	\$17,240
PIO	1	\$7,172	\$10,758	\$14,344
TO	2	\$6,320	\$9,479	\$12,639
EOI	1	\$4,342	\$6,512	\$8,683

(Based on the mid-point salary)

Legend

- AOSGB - Administrative Officer Staff Grade B
- SAO - Senior Administrative Officer
- PTO - Principal Trade Officer
- IPPO - Investment Promotion Project Officer
- PIO - Principal Information Officer
- TO - Trade Officer
- EOI - Executive Officer I

- [@] Single - Single officers
- ^{*} Married - Officers accompanied by spouses
- [#] Family - Officers accompanied by spouses and children

**Proposed Rent Allowance for
Hong Kong-based Officers posted to the HKETO in Guangdong**

Rank	No. of Posts	Rates of Allowance per month		
		Single [@]	Married*	Family [#]
AOSGB (D3)	1	RMB25,000 (HK\$23,573)	RMB28,500 (HK\$26,873)	RMB32,000 (HK\$30,173)
SAO/PTO/ IPPO or ranks with equivalent pay scales (MPS 45-49)	3	RMB17,000 (HK\$16,029)	RMB18,500 (HK\$17,444)	RMB20,000 (HK\$18,858)
PIO/TO/EOI or ranks with equivalent pay scales (MPS 28-44)	4	RMB12,000 (HK\$11,315)	RMB13,500 (HK\$12,729)	RMB15,000 (HK\$14,144)

(Exchange rate as of 2.1.2002 is used.)

Legend

AOSGB - Administrative Officer Staff Grade B
 SAO - Senior Administrative Officer
 PTO - Principal Trade Officer
 IPPO - Investment Promotion Project Officer
 PIO - Principal Information Officer
 TO - Trade Officer
 EOI - Executive Officer I

[@] Single - Single officers
^{*} Married - Officers accompanied by spouses
[#] Family - Officers accompanied by spouses and children