

Our Ref.: CAB in C1/1/1

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17 April 2003

(By fax: 2509 9055)

Clerk to LegCo Panel on Constitutional Affairs
(Attn: Mr Paul WOO)
Legislative Council
3/F, Citibank Tower
3 Garden Road, Central
Hong Kong

Dear Paul,

**Panel on Constitutional Affairs
Meeting on 17 March 2003**

Thank you for letting us have sight of the draft minutes of the above meeting. Our suggested amendments are marked in manuscript on the attached copy for your further action.

Regarding paragraphs 16 and 17 of the draft minutes of the meeting, the Administration's response to Members' question is set out below.

On the staffing requirements for the preparation and conduct of the 2003 District Councils (DCs) election, the Registration and Electoral Office (REO) will engage both civil servants and non-civil service contract (NCSC) staff. A total of 35 civil servants in time-limited posts

are required to undertake supervisory and management tasks. The majority of these posts are in the Executive Officer Grade and will be re-deployed to REO on a temporary basis from elsewhere within the Government. A breakdown of the job nature and duration of the posts concerned is set out in **Table I of the Appendix**.

These civil servants will be supported by NCSC staff at the rank of Electoral Assistants, General Clerks and Workers. The actual number of staff to be engaged will fluctuate with changes in the workload, starting from around 270 between April and July, rising to 337 in August and September, and gradually reducing to zero by February 2004. A breakdown of the job nature and duration of the NCSC staff required is set out in **Table II of the Appendix**. These NCSC staff will be recruited from outside the Government and employed on the temporary basis.

The REO has carefully considered the scope for redeploying surplus manpower resources within the Government to take up the duties of the NCSC staff. As explained in the preceding paragraph, a total of 270 staff are required as from April 2003 to take up various duties relating to voter registration, reallocation of electors, and the preparation and coordination of electoral arrangements. Since the availability of these personnel is time critical and as arrangement for re-deploying surplus manpower within the Government will take time, REO has decided to recruit NCSC staff to take up the relevant duties. However, the REO will further examine the option of using surplus manpower in the Government to take up the duties of the 70 or so additional NCSC staff who will be required by August 2003.

As for the requirements for polling and counting staff on polling day, these will be explained in a paper on polling and counting arrangements which will be issued shortly for the Panel meeting on 24 April 2003.

I should be grateful if you would draw the above to the attention of Panel Members.

Yours sincerely,

(Miss Ann Chan)
for Secretary for Constitutional Affairs

Table I: Time-limited Civil Service Post Requirements for the Preparation and Conduct of District Councils Election in 2003

Item of work	Posts	Duration (months)
1. Voter registration	3	6
2. Re-allocation of electors	3	6
3. Demarcation of constituencies, preparation of electoral guidelines and handling election-related complaints	6	10
4. Overall planning and conduct of the DCs election	12	10
5. Election-related complaints	4	5
6. Administrative support	6	10
7. Information and public relations	1	10
Total	35	

Table II: NCSC Staff Requirements for the Preparation and Conduct of District Councils Election in 2003

Item of work	Maximum no. required	Duration (months)
1. Voter registration	36	6
2. Re-allocation of electors	44	6
3. Demarcation of constituencies, preparation of electoral guidelines and handling election-related complaints	5	11 (Note 1)
4. Preparation and coordination of electoral arrangements	255	10 (Note 2)
Total	340	

Note 1: The number of staff required will vary during the period, ranging from 1 to 5.

Note 2: The number of staff required will vary during the period, ranging from 100 to 255.