

**Information Paper for Legislative Council
LegCo Panel on Commerce and Industry**

**Proposed creation of a permanent Administrative Officer Staff Grade C post
in the Commerce, Industry and Technology Bureau**

Purpose

This paper is to brief Members of the proposed creation of one permanent post of Administrative Officer Staff Grade C (AOSGC)(D2)/non-civil service position at D2-equivalent in the Commerce and Industry Branch (CIB) with effect from 1 January 2003 as Administrative Assistant to the Secretary for Commerce, Industry and Technology (AA/SCIT). This is to be offset by the deletion of an existing AOSGC (D2) post in CIB of the Commerce, Industry and Technology Bureau.

Proposal

2. We created a supernumerary AOSGC (D2) post in CIB as AA/SCIT to provide administrative support to the Secretary for Commerce, Industry and Technology on 1 July 2002 for six months under delegated authority on a temporary basis. We propose to make the post permanent by way of redeployment of existing staff resources through the Establishment Subcommittee (ESC) machinery. The detailed staff proposal is set out in the attached draft ESC paper.

Financial Implications

3. The additional staff cost required for the creation of the proposed AOSGC (D2) post/non-civil service position at D2-equivalent will be fully offset by the savings from the deletion of an AOSGC (D2) post in CIB.

Way Forward

4. Subject to the views of Members, we will seek the endorsement of the staff proposal from ESC at its meeting on 11 December 2002. If we do not receive any other views from Members by 27 November 2002, we will proceed to seek ESC's endorsement.

Commerce and Industry Branch
Commerce, Industry and Technology Bureau
November 2002

D R A F T

For discussion
on 11 December 2002

EC(2002-03)xx

ITEM FOR ESTABLISHMENT SUBCOMMITTEE OF FINANCE COMMITTEE

**HEAD 152 – GOVERNMENT SECRETARIAT :
COMMERCE, INDUSTRY AND TECHNOLOGY BUREAU
(COMMERCE AND INDUSTRY)**

Subhead 001 Salaries

Members are invited to recommend to Finance Committee the creation of the following permanent post with effect from 1 January 2003 –

1 Administrative Officer Staff Grade C/
non-civil service position at D2-equivalent
(D2) (\$117,040 - \$124,305)

to be offset by the deletion of the following permanent post –

1 Administrative Officer Staff Grade C
(D2) (\$117,040 - \$124,305)

PROBLEM

The Secretary for Commerce, Industry and Technology (SCIT) needs an Administrative Assistant to provide him with administrative support under the accountability system.

PROPOSAL

2. We propose to create one permanent post of Administrative Officer Staff Grade C (AOSGC) (D2)/non-civil service position at D2-equivalent with effect from 1 January 2003 as Administrative Assistant to SCIT (AA/SCIT). This is to be offset by the deletion of an existing AOSGC post in the Commerce and Industry Branch (CIB) of the Commerce, Industry and Technology Bureau (CITB), which is made possible by the imminent redistribution of certain duties between CIB and the Trade and Industry Department (TID).

/JUSTIFICATION

JUSTIFICATION

3. Under the accountability system introduced on 1 July 2002, each Director of Bureau is to have his/her own private office, comprising an administrative assistant (equivalent to AOSGC rank), and other non-directorate support staff. The financial provisions for these posts in the Director of Bureau's private office are to be made available through redeployment of existing resources by the concerned bureau. We created a supernumerary AOSGC post in CIB to serve as AA/SCIT on 1 July 2002 for six months under delegated authority from the Finance Committee (FC) on a temporary basis, with a view to making the post permanent by way of redeployment of existing staff resources through the Establishment Subcommittee machinery. The job description of the AA/SCIT post is at Enclosure 1.

Encl. 1

4. Since the introduction of the accountability system, we have critically reviewed our staffing and organisation structure with a view to streamlining the work of the Bureau and our executive departments. One of the findings of the organisational review is that the responsibilities of the Principal Assistant Secretary (Commerce and Industry)1 (PAS(CI)1) (ranked at AOSGC level), which essentially include multilateral and regional commercial relations, may be absorbed by TID, and in the process, achieve streamlining and de-layering between CIB and TID.

5. Taking into account the operational need to continue to provide an Administrative Assistant to SCIT on a permanent basis upon the lapse of the supernumerary AOSGC post as AA/SCIT, and the impending transfer of the responsibilities of PAS(CI)1 to TID, we propose to effect the permanent redeployment of PAS(CI)1 post as AA/SCIT. When Members considered the creation of non-civil service positions of principal officials under the accountability system in June 2002 (EC(2002-03)2), Members noted that the principal official's administrative assistant would be pitched at a level equivalent to AOSGC(D2). These positions could be filled by civil servants on postings or by way of direct appointment to non-civil service positions at the rank of D2-equivalent. Hence, we propose to rank the administrative assistant at AOSGC (D2)/non-civil service position at D2-equivalent to provide SCIT with the flexibility in the filling of this position. The proposed creation is to be offset by the deletion of an AOSGC post designated as PAS(CI)1 with effect from 1 January 2003.

6. We intend to seek the endorsement of Members of the transfer of the responsibilities of PAS(CI)1 to TID and other organisational changes in CITB in a composite submission in early 2003. As an interim arrangement, we consider it appropriate for the Deputy Secretary (Commerce and Industry)1 (DS(CI)1) to take on the duties of the PAS(CI)1 post upon its deletion on 1 January 2003 until FC's approval is given for the permanent transfer of PAS(CI)1's duties to TID. This arrangement is feasible as it is only short-term and as DS(CI)1's current portfolio includes the supervision of PAS(CI)1's division among his various responsibilities, viz external commercial relations; support for trade, industry and SMEs; overseeing the operation of Hong Kong Economic and Trade Offices; management of the Trade Officer grade; as well as branch administration. The proposed organisation chart of CITB before the imminent redistribution of PAS(CI)'s duties to TID is at Enclosure 2.

Encl. 2

FINANCIAL IMPLICATIONS

7. The additional staff cost required for the creation of the proposed AOSGC (D2) post/non-civil service position at D2-equivalent will be fully offset by the savings from the deletion of an AOSGC (D2) post in the CIB. The financial implications are set out as follows –

		NAMS \$	Full Annual Average Staff Cost \$	No. of Post
	AOSGC(D2) post/non-civil service position at D2-equivalent	1,448,040	2,472,000	1
Less	AOSGC (D2) post	1,448,040	2,472,000	1
		----- 0 =====	----- 0 =====	----- 0 =====

/BACKGROUND

BACKGROUND INFORMATION

8. With the implementation of the accountability system from 1 July 2002, the Administration has pledged that the principal officials will review the working relationship between the bureaux and executive departments within their respective purview. The overall direction is to streamline the structure and working relationship between the two, merging and integrating similar functions being performed by both, making better use of limited resources, enhancing the efficient and effective implementation of policies and delivery of services to the public, and effecting sufficient savings within 12 months to make the introduction of the accountability system a cost-neutral exercise.

CONSULTATION WITH LEGISLATIVE COUNCIL PANELS

9. [Legislative Council Panel on Commerce and Industry is being consulted.]

CIVIL SERVICE BUREAU COMMENTS

10. Having regard to the operational need for an administrative assistant to SCIT and the proposed streamlining of work in CITB and TID through the transfer of responsibilities to TID, the Civil Service Bureau supports the proposed creation of one AOSGC (D2)/non-civil service position at D2-equivalent, offset by the deletion of an AOSGC post in CITB.

ADVICE OF THE STANDING COMMITTEE ON DIRECTORATE SALARIES AND CONDITIONS OF SERVICE

11. [The Standing Committee on Directorate Salaries and Conditions of Service is being consulted.]

Commerce and Industry Branch
Commerce, Industry and Technology Bureau
November 2002

Job Description

**Administrative Assistant to the
Secretary for Commerce, Industry and Technology**

Rank : Administrative Officer Staff Grade C (D2)

Responsible to : Secretary for Commerce, Industry and Technology (SCIT)

Main Duties and Responsibilities :

1. Provide general administrative support to SCIT.
2. Coordinate submissions to SCIT.
3. Coordinate and handle replies to correspondence, including complaints, addressed to SCIT.
4. In co-ordination with the Press Secretary to SCIT, prepare speeches and statements to be delivered by SCIT.
5. Plan SCIT's programme of official visits and duty trips, both locally and overseas, coordinate the preparation of briefs for such visits and follow-up action as required.
6. Plan meetings on various subjects, prepare briefs, and service meetings chaired by SCIT.
7. Perform such other administrative duties as SCIT may from time to time direct.

Proposed Organisation Chart of Commerce, Industry and Technology Bureau

