

For discussion
on 14 April 2003

LegCo Panel on Commerce and Industry

LegCo Panel on Information Technology and Broadcasting

Reorganisation of Commerce, Industry and Technology Bureau

Purpose

The attached submission, in the form of a draft Establishment Sub-committee paper, seeks Members' advice on a proposal to reorganise the Commerce, Industry and Technology Bureau.

Advice sought

2. Members are invited to advise on the proposal.

Commerce, Industry and Technology Bureau

April 2003

DRAFT

For discussion
on xx May 2003

EC(2003-04)XX

ITEM FOR ESTABLISHMENT SUBCOMMITTEE OF FINANCE COMMITTEE

**HEAD 55 – GOVERNMENT SECRETARIAT:
COMMERCE, INDUSTRY AND TECHNOLOGY BUREAU
(INFORMATION TECHNOLOGY AND BROADCASTING
BRANCH)**

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

HEAD 181 – TRADE AND INDUSTRY DEPARTMENT

**HEAD 155 – INNOVATION AND TECHNOLOGY COMMISSION
Subhead 000 Operational expenses**

Members are invited to recommend to Finance Committee the following proposals for the reorganisation of Commerce, Industry and Technology Bureau with effect from 1 July 2003 –

- (a) streamlining certain responsibilities between the Commerce and Industry Branch of the Commerce, Industry and Technology Bureau and the Trade and Industry Department;
- (b) implementing some minor revision and re-distribution of duties and responsibilities among some of the directorate staff of the Commerce and Industry Branch and the Trade and Industry Department; and
- (c) deleting the following permanent post in the Innovation and Technology Commission –

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

PROBLEM

At present, there is some overlap in the work of the Commerce and Industry Branch (CIB) of Commerce, Industry and Technology Bureau (CITB) and the Trade and Industry Department (TID) which can be streamlined. Separately, in respect of the Innovation and Technology Commission (ITC) in the Information Technology and Broadcasting Branch (ITBB), there is room for trimming the directorate structure. In addition, the title of ITBB does not adequately reflect its updated role and functions.

PROPOSAL

2. We propose the following organisational changes with effect from 1 July 2003 –
 - (a) transfer the responsibilities for multilateral and regional commercial relations and other related responsibilities from Division 1 in CIB to TID, implement some consequential minor revision and re-distribution of responsibilities between two Assistant Directors-General of Trade and Industry (ADGTI) in TID, abolish Division 1 in CIB and delete seven permanent non-directorate posts in CIB;
 - (b) implement minor revision and re-distribution of responsibilities among six directorate officers in CIB, namely two Deputy Secretaries (DSs) and four Principal Assistant Secretaries (PASs);
 - (c) delete the AOSGC post of Assistant Commissioner (Council) from the establishment of ITC; and
 - (d) re-title ITBB as Technology and Broadcasting Branch (TBB).

JUSTIFICATION

3. The Secretary for Commerce, Industry and Technology (SCIT) has reviewed the working relationship of the two branches in CITB (viz CIB and ITBB) and their respective executive departments. On the commerce and industry side, he considers that there is scope to rationalise, streamline and de-layer the work of CIB and TID on multilateral and regional commercial relations. On the technology and broadcasting front, SCIT considers the organisation of ITC within ITBB can be streamlined by deletion of the Assistant Commissioner (Council) post.

(A) Commerce and Industry Branch

4. CIB is currently headed by an AOSGA1 (D8) officer, designated as the Permanent Secretary for Commerce, Industry and Technology (Commerce and Industry) (PSCI). PSCI is underpinned by an AOSGB1 (D4) officer and an AOSGB (D3) officer, designated as Deputy Secretary for Commerce, Industry and Technology (DS(CI)1 and DS(CI)2), and seven divisions. Apart from Division 1, the other six divisions are each headed by a directorate officer at D2/D1 level. The existing organisation chart of CIB is at Enclosure 1. CIB oversees the operations of four executive departments, namely TID, Invest Hong Kong (InvestHK), Intellectual Property Department (IPD) and Customs and Excise Department (C&ED). Having reviewed the working relationship between CIB and its executive departments and having reviewed the portfolios of the directorate posts in CIB, we consider it is necessary to make the following organisational changes –

Encl 1

- (a) de-layering the work relating to multilateral trade and regional trade bodies between CIB and TID; and
- (b) minor revision and re-distribution of duties and responsibilities between DS(CI)1 and DS(CI)2 and among four Principal Assistant Secretaries (Commerce and Industry) (PAS(CI)).

The details are set out in paragraphs 5 to 16 below.

(a) De-layering of the work relating to multilateral trade and regional trade bodies between CIB and TID

5. Currently, Division 1 in CIB is responsible for policy on Hong Kong's participation in the World Trade Organisation (WTO), the Asia-Pacific Economic Cooperation (APEC) and other regional economic and trade fora, regional trade agreements, the Mainland/Hong Kong Closer Economic Partnership Arrangement (CEPA) and for overseeing the Review Body on Bid Challenges established under WTO Agreement on Government Procurement (GPA). Other than the work relating to WTO GPA, CIB is supported in all these areas by one or more divisions in TID. As the Government's Chief Trade Negotiator, the Director-General of Trade and Industry (DGTI) leads or takes part in all the major multilateral, regional and bilateral trade-related negotiations/meetings. As such, he and his staff are heavily involved in strategic and policy work in the trade field, with particular regard to WTO and APEC matters. As a result, the division of work between Division 1 in CIB and TID has become blurred. Transferring the functions of Division 1 to TID will remove duplication of efforts and achieve streamlining and de-layering between CIB and TID. Upon the transfer, PSCI, assisted by DS(CI)1, will continue to retain overall policy co-ordination responsibility and assist SCIT in policy formulation for our multilateral and regional commercial relations.

6. TID will absorb any additional workload arising from the transfer of responsibilities. Some minor revision and re-distribution of duties and responsibilities between ADGTI (Multilateral) and ADGTI (Regional Cooperation) will be necessary. The existing and proposed organisation charts of TID are at Enclosures 2 and 3 respectively. The revised job descriptions for the two ADGTIs are at Enclosures 4 and 5.

Encls 2 & 3

Encls 4 & 5

7. The AOSGC (D2) post heading Division 1 in CIB was deleted on 1 January 2003, off-setting the creation of the post of Administrative Assistant to SCIT (AA/SCIT) (please refer to EC(2002-03)9). As an interim measure, DS(CI)1, whose current portfolio includes the supervision of Division 1, has since taken on the duties of PAS(CI)1 pending approval for the permanent transfer of duties of Division 1 to TID.

8. With the transfer of the responsibilities of Division 1 in CIB to TID, we will abolish Division 1 and delete a total of seven permanent non-directorate posts (comprising 1 Senior Administrative Officer, 1 Administrative Officer, 1 Senior Executive Officer, 1 Executive Officer II, 2 Assistant Clerical Officers and 1 Personal Secretary II) and savings of \$3,155,760 in notional annual salary cost at mid-point value will be achieved. We will process the deletion of these non-directorate posts through the Departmental Establishment Committee.

(b) Re-distribution of duties and responsibilities between the DS(CI)s and among the PAS(CI)s

9. Following the de-layering of the work between CIB and TID as described in paragraphs 5 to 8 above, and having reviewed the portfolios of the directorate posts in CIB, we will need to rationalise the work of the two DS(CI)s and their supporting PAS(CI)s. Accordingly, we propose minor re-distribution of responsibilities between the two DS posts, such that DS(CI)1 will take over from DS(CI)2 policy responsibility on inward investment promotion while DS(CI)2 will take over from DS(CI)1 policy consideration on matters relating to the flow of cargoes in and out of Hong Kong. Upon reorganisation, DS(CI)1 will be responsible for bilateral relations, support for trade, industry and small and medium enterprises (SMEs), Hong Kong Economic and Trade Offices (HKETOs), inward investment promotion, management of the Trade Officer Grade, branch administration and resource management as well as multilateral trade and regional trade bodies. He will supervise two functional divisions each headed by an AOSGC(D2), and an Administration Division headed by a PEO (D1). DS(CI)2 will be responsible for services promotion and the Helping Business Programme, other than those related to transfer of public services to the business sector, intellectual property protection, promotion of electronic data interchange and facilitating cargo flow. He will supervise three functional divisions, two of which will be each headed by an AOSGC(D2), and one will be headed by an Assistant Director of Management Services (ADMS) (D2). The revised job descriptions of the two DS posts are at Enclosures 6 and 7 respectively. The minor re-distribution of duties between DS(CI)1 and DS(CI)2 will not affect the ranking of the two posts, which are ranked at D4 and D3 respectively. As pointed out in paragraph 5 above, notwithstanding the abolition of Division 1, DS(CI)1 will continue to have policy responsibility for multilateral trade, regional economic and trade fora, and regional trade agreements, including CEPA. He will in future be supported directly by the relevant divisions in TID instead of a

division within CIB. The workload and scope of responsibility of DS(CI)2 will also remain largely unchanged after reorganisation.

10. We also propose some minor re-distribution of duties of four permanent posts of AOSGC(D2) to take account of changes in the workload of individual posts and the minor re-distribution of responsibilities between the DSs. We will re-designate the five PASs from PAS(CI)2, PAS(CI)3, PAS(CI)5, PAS(CI)6 and PAS(CI)7 to PAS(CI)1, PAS(CI)2, PAS(CI)3, PAS(CI)4 and PAS(CI)5 respectively. PAS(CI)1 and PAS(CI)2 will report to DS(CI)1, whereas PAS(CI)3, PAS(CI)4 and PAS(CI)5 will report to DS(CI)2.

11. PAS(CI)1 (AOSGC (D2)) will be mainly responsible for bilateral commercial relations with the Americas and Europe, policy on trade control for strategic commodities and textiles, policy matters on inward investment promotion and housekeeping matters for InvestHK, major policy matters relating to HKETOs, policy and housekeeping matters for the Hong Kong Trade Development Council and the Hong Kong Export Credit Insurance Corporation. The revised job description is at Enclosure 8.

Encl 8

12. PAS(CI)2 (AOSGC (D2)) will be mainly responsible for bilateral commercial relations with Asia including the Mainland and the rest of the world excluding the Americas and Europe, coordinating Hong Kong's participation in the Mainland-HKSAR Joint Commission on Commerce and Trade, support for the manufacturing industries and SMEs, development of Hong Kong's fashion industry, United Nations trade sanctions and housekeeping matters for TID. The revised job description is at Enclosure 9.

Encl 9

13. PAS(CI)3 (AOSGC (D2)) will be mainly responsible for policies and legislation on intellectual property protection, which covers copyright, patent, trade mark and registered design. Each of these protection regimes is governed by separate legislation. A major part of his duty is to keep under review the policy underlying the protection for the different types of intellectual property and assist in the drafting of legislation to implement the policy and ensure effective enforcement. He is also responsible for housekeeping matters for IPD and C&ED. The wide coverage of the subject and its complexity in terms of both policy and law drafting requires the full-time attention of a PAS. The revised job description is at Enclosure 10.

Encl 10

14. PAS(CI)4 (ADMS (D2)) will be responsible for the development and implementation of Helping Business Programme, servicing the Financial Secretary's Business Advisory Group, and overseeing and co-ordinating the conduct of business studies. There will be no change to his responsibilities.

15. PAS(CI)5 (AOGSC (D2)) will be responsible for coordinating the development and implementation of service promotion initiatives and matters relating to the promotion of professional services, administering the Professional Services Development Assistance Scheme, servicing the Chief Executive's Council of International Advisors, review of import and export licensing controls, the flow of cargoes in and out of Hong Kong, and the promotion of electronic data interchange. The revised job description is at Enclosure 11.

Encl 11

16. The proposed organisation chart of CIB after reorganisation is at Enclosure 12.

Encl 12

17. We are separately reviewing the deployment of resources and the outfit of HKETOs having regard to the operational requirements. We expect the review will complete in the current financial year. We will report our findings and recommendations when ready.

(B) Information Technology and Broadcasting Branch

Information Technology and Broadcasting Branch (ITBB)

18. Underpinning SCIT, the Permanent Secretary for Commerce, Industry and Technology (Information Technology and Broadcasting) (PSITB), an AOSGA1 (D8) officer, is the head of ITBB. In assuming the overall policy responsibilities of broadcasting and film; information technology and E-government development; and telecommunications, PSITB is assisted by an AOSGB1 (D4) officer and an AOSGB (D3) officer, designated as Deputy Secretary for Commerce, Industry and Technology (Information Technology and Broadcasting) (DS(ITB)1 and DS(ITB)2), as well as another AOSGB (D3) officer designated as E-government Co-ordinator (EGC) (a supernumerary post). DS(ITB)1 is supported by two PASs (AOSGC (D2)), DS(ITB)2 by another two and EGC by one. There are two other directorate posts on ITBB's establishment, namely one AOSGB (D3) and one Chief Engineer (D1) posts designated as Cyberport Coordinator (CPC) and Chief Engineer (Cyberport) respectively. These two posts are supernumerary and are seconded to three private companies

owned by the Financial Secretary Incorporated (FSI) for a period of 18 months up to January 2004 to spearhead the Cyberport development.

Innovation and Technology Commission (ITC)

19. PSITB also assumes policy responsibility on innovation and technology development. He is assisted by ITC whose main functions are to oversee the innovation and technology policy development, management and execution. ITC was first established within the then Commerce and Industry Bureau in 2000. At that time, it was considered that since innovation and technology policy cut across the work of various bureaux, setting up ITC within the bureau would enable effective programme co-ordination and implementation among the bureaux concerned. On 1 July 2002, the ITC was transferred to ITBB within CITB to achieve greater synergy and coordination with the policy and programmes of ITBB relating to technology development.

20. ITC is headed by the Commissioner for Innovation and Technology (CIT) (D6), who is underpinned at the directorate level by a Deputy Commissioner for Innovation and Technology (DCIT) (AOSGB) (D3), three Assistant Commissioners (two AOSGC (D2) and one Assistant Commissioner for Innovation and Technology (ACIT) (D2)), two Chief Professionals at D1 rank (viz. the Chief Electronics Engineer as Head of Standards and Calibration Laboratory and the Executive Administrator (Accreditation) as Executive Administrator of Accreditation Service), and two non-civil service positions at equivalent rank of D2, namely the Science Advisor and Biotechnology Director. In addition, an AOSGC post, departmentally designated as Assistant Commissioner (Council) (AC(C)), is currently frozen. The existing organisation chart of ITBB and ITC down to D1 level is at Enclosure 13.

Encl 13

21. Having reviewed operational experience and the directorate complement of ITC, we consider that the vacant AC(C) post can be deleted in order to streamline the directorate structure of ITC.

22. The AC(C) post was first established on 1 July 2000 to deal with innovation and technology policy development and co-ordination. The main duties are to service the Council of Advisors on Innovation and Technology; promote an innovation and technology culture in business and the community; and deal with matters related to multilateral, regional and Hong Kong-Mainland collaboration on innovation and technology. The post was initially filled by an

AOSGC. Based on operational experience gathered over a period of around 18 months, it was considered in March 2002 that performance of these duties would require stronger professional and technical input. Hence, the service of a local university was engaged for a period from 1 March 2002 to 30 June 2004 whereby it provides its service through experts with industrial experience and technical expertise. The post of AC(C) has been frozen since.

23. The arrangement of hiring of service from a local university meets the current needs of ITC as it provides the relevant science and technology knowledge and industrial experience which is not readily available in the civil service. When the existing arrangement ends in June 2004, ITC will review whether there is a continued need to bring in full-time external technical expertise for policy development work, or whether the work in question can be absorbed by the other directorate officers within ITC.

24. We do not propose any change to the other directorate posts in ITC as they all have full schedules of responsibilities relating to the spearheading, planning and coordinating the development of innovation and technology in Hong Kong. In this connection, we wish to note that with effect from 1 April 2003, each of the ACs have taken on some additional duties transferred from a supernumerary AOSGC post (designated as Assistant Commissioner (Projects)) which lapsed on 1 April 2003, as set out below –

- ✧ Assistant Commissioner (Funding Schemes) has taken up matters relating to the Hong Kong Applied Science and Technology Research Institute Company Limited (ASTRI);
- ✧ Assistant Commissioner (Infrastructure) has taken up matters relating to the Hong Kong Productivity Council, Hong Kong Design Centre and certain Mainland related projects; and
- ✧ Assistant Commissioner (Quality Services) has taken up the Hong Kong Student Science Project Competition.

Encl 14 to 16

The revised job descriptions of the three ACs are in Enclosures 14 to 16.

Other directorate posts in ITBB

25. We have reviewed the other directorate posts in ITBB and confirmed that they continue to be necessary and are appropriately ranked. DS(ITB)1's team is responsible for overseeing the policy areas of broadcasting

and telecommunications as well as branch administration and resource management. DS(ITB)2's team is responsible for overseeing the policy areas of IT policy, infrastructure and services; e-commerce; film services and digital entertainment. EGC heads the E-government Co-ordination Office (EGCO) and spearheads E-government initiatives. The future of this office will be reviewed when the supernumerary EGC post lapses in August 2004. CPC and the Chief Engineer (Cyberport) will continue to be seconded to the FSI companies until January 2004.

Re-titling of ITBB

26. As information technology is only one kind of technology which ITBB is responsible for spearheading and developing, we consider it would be more appropriate to re-title ITBB as Technology and Broadcasting Branch (TBB) to reflect its work more accurately. The titles of the Permanent Secretary, DSs and PASs will be suitably revised.

Staff Consultation

27. Staff of CITB, TID and ITC will be informed of the proposed re-organisation.

FINANCIAL IMPLICATIONS

28. The proposed changes involving civil service permanent posts will bring about the following savings in notional annual salary cost at mid-point (NAMS) –

Deletion of posts	Total NAMS \$	No. of Directorate Posts	No. of Non-directorate Posts
(a) <u>Commerce and Industry Branch</u>			
Senior Administrative Officer	988,680	-	1
Administrative Officer	604,440	-	1
Senior Executive Officer	724,860	-	1
Executive Officer II	308,580	-	1
Personal Secretary II	183,240	-	1
Assistant Clerical Officer	345,960	-	2
(b) <u>Innovation and Technology Commission</u>			
AOSGC (D2)	1,448,040	1	-
Total Savings	4,603,800	1	7

The savings in full annual average staff cost of the proposal, including salaries and staff on-cost, is \$7,662,468. The Administration will be able to accommodate the staff released as a result of the deletion of these posts through natural wastage or internal redeployment.

29. When seeking Members' support for the creation of principal official positions under the accountability system, the Administration undertook to effect sufficient savings within 12 months to make the exercise cost neutral. In this regard, the posts of SCIT and of his staff working in his private office (including one D2 directorate post of AA/SCIT) are being funded by internal redeployment of resources within CITB.

BACKGROUND INFORMATION

30. 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 resources, enhancing the efficient and effective implementation of policies and delivery of services to the public.

ESTABLISHMENT CHANGES

31. The establishment changes in CIB, ITBB and ITC, for the last two years are as follows –

Establishment (Note)	Number of posts		
	as at 1.4.2003	as at 1.4.2002	as at 1.4.2001
CIB			
A	11	11	12
B	29	27	34
C	92	93	100
Total	132	131	146
ITBB			
A	8 + (3)	8 + (3)	8 + (2)
B	17	17	17
C	55	55	55
Total	80 + (3)	80 + (3)	80 + (2)
ITC			
A	8	8 + (2)*	8 + (2)*
B	69	69	71
C	111	114	117
Total	188	191 + (2)*	196 + (2)*

Note:

A - ranks in the directorate pay scale or equivalent

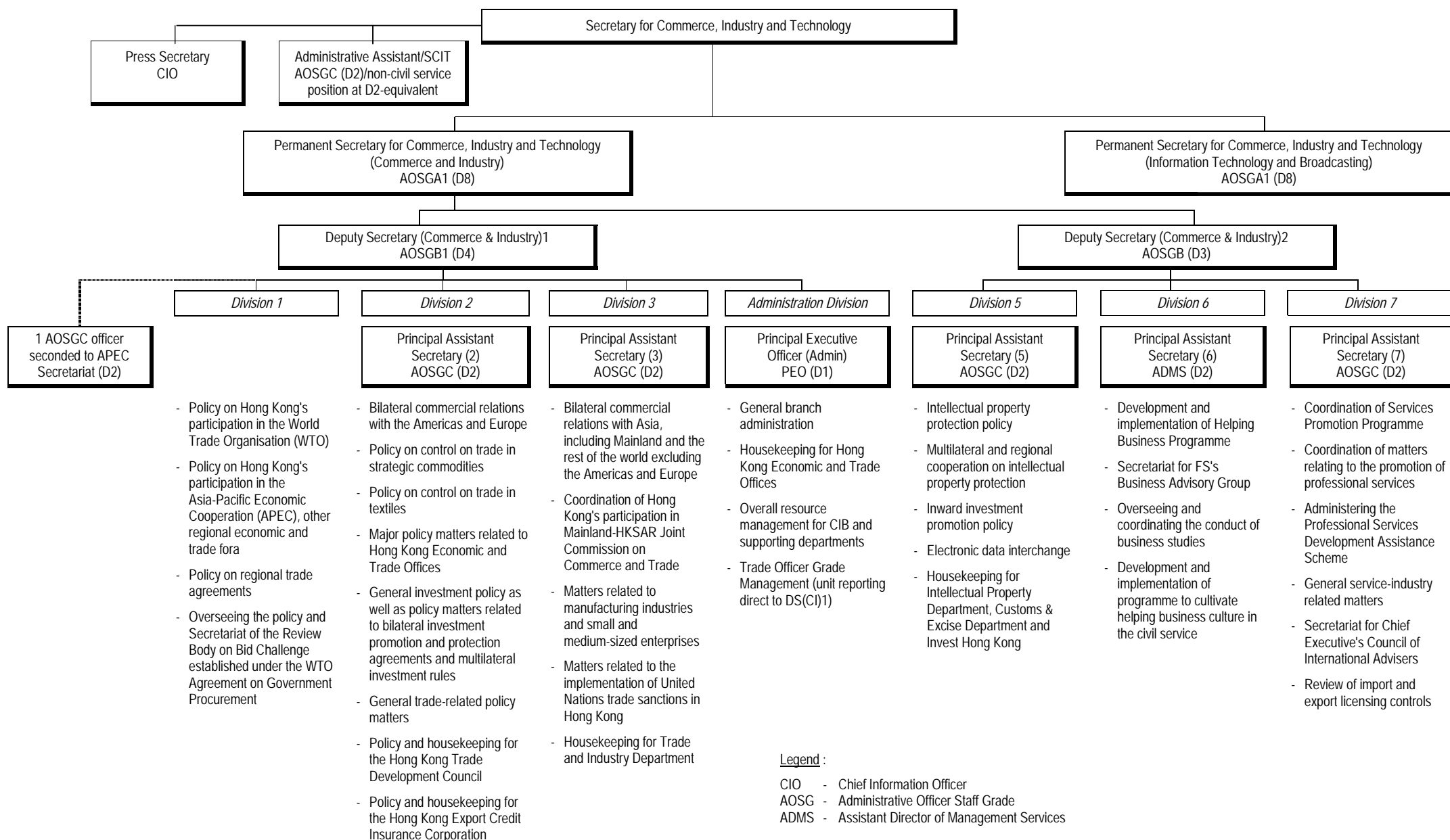
B - non-directorate ranks the maximum pay point of which is above Master Pay Scale (MPS) Point 33 or equivalent

C - non-directorate ranks the maximum pay point of which is at or below MPS Point 33 or equivalent

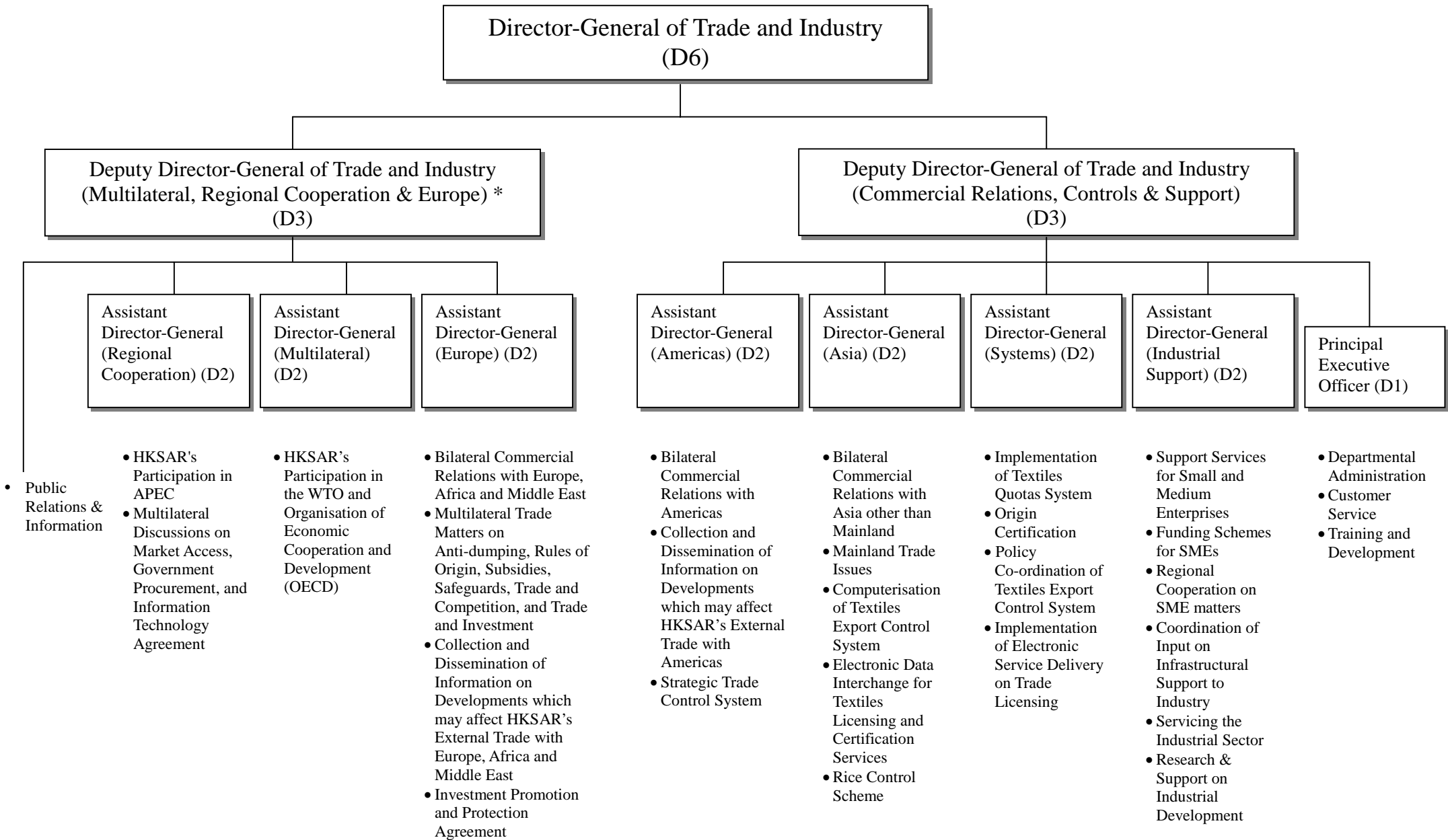
() - number of supernumerary directorate posts

* - including one Senior Principal Executive Officer post for ASTRI until 8.3.2003 and one AOSGC post until 31.3.2003

Existing Organisation Chart of Commerce and Industry Branch of the Commerce, Industry and Technology Bureau



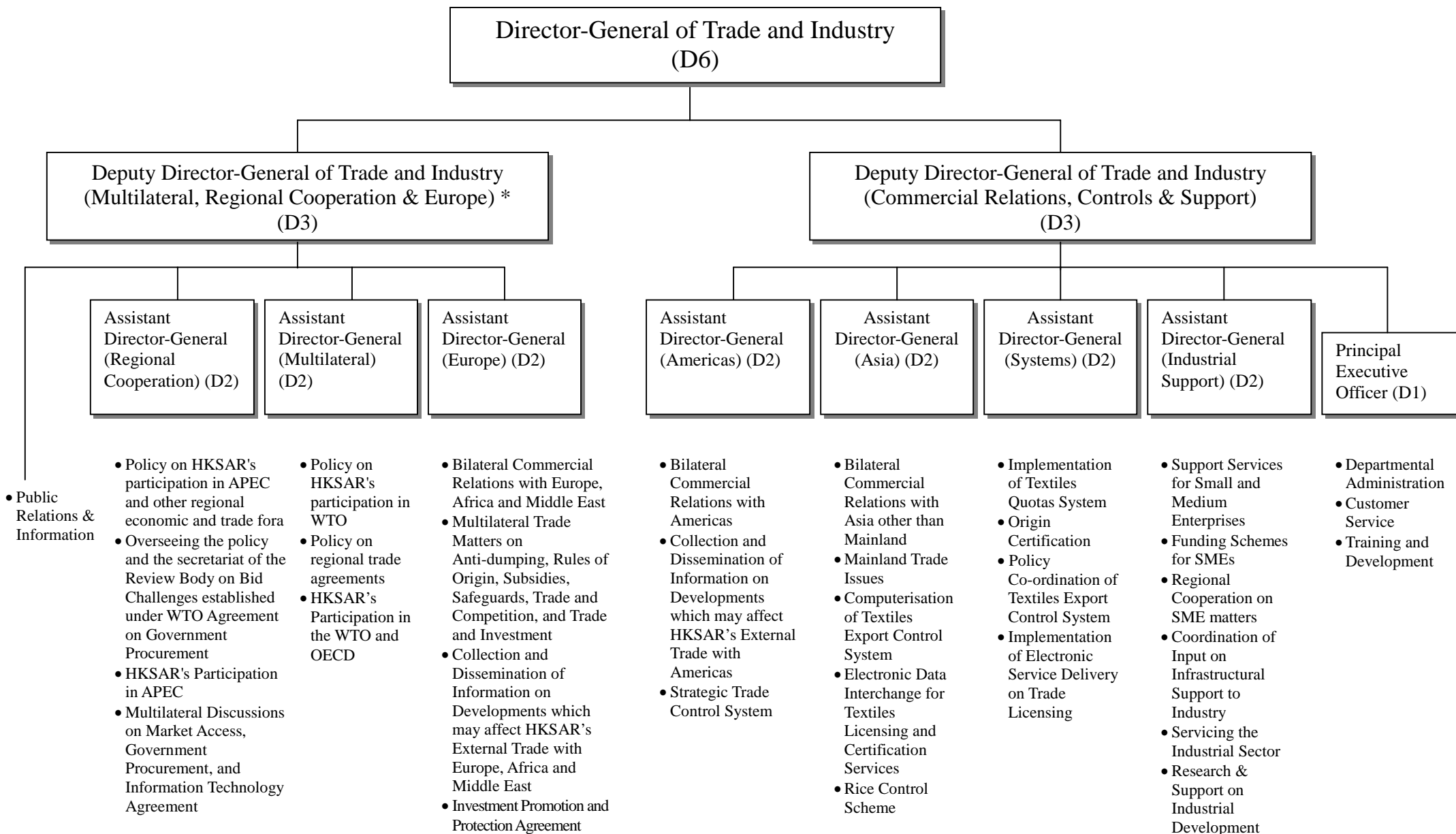
Existing Organisation Chart of Trade and Industry Department



Note:

* The Deputy Director-General of Trade and Industry (Multilateral, Regional Cooperation & Europe) is the departmental contact point for the consultations on the Mainland/Hong Kong Closer Economic Partnership Arrangement.

Proposed Organisation Chart of Trade and Industry Department



Note:

* The Deputy Director-General of Trade and Industry (Multilateral, Regional Cooperation & Europe) is the departmental contact point for the consultations on the Mainland/Hong Kong Closer Economic Partnership Arrangement.

Revised Job Description

- Post Title** : Assistant Director-General of Trade and Industry
(Multilateral)
- Rank** : Administrative Officer Staff Grade C (D2)
- Responsible to** : Deputy Director-General of Trade and Industry (Multilateral,
Regional Cooperation & Europe)

Main Duties and Responsibilities :

- (a) To deal with policy matters relating to Hong Kong's participation in the World Trade Organisation (WTO) and the Organisation for Economic Co-operation and Development (OECD).
- (b) To recommend strategies and provide support to enable Hong Kong to participate actively in the negotiations of the Doha Development Agenda, including trade in services, environment, textiles and clothing, agriculture, WTO rules on regional trade arrangements and dispute settlement, etc.
- (c) To deal with policy matters relating to regional trade agreements.
- (d) To recommend strategies and provide support for Hong Kong's involvement in regional free trade initiatives, including the proposed Closer Economic Partnership Arrangement with the Mainland and the Hong Kong/New Zealand Closer Economic Partnership Agreement.
- (e) To prepare briefs/speeches/materials for senior officials for attendance at international meetings and for discussions with overseas officials/visitors on multilateral trade issues.
- (f) To advise and assist in the formulation of Hong Kong's position on all APEC matters concerning WTO agreements under the schedule or having an impact on the work in the WTO.

Revised Job Description

- Post Title** : Assistant Director-General of Trade and Industry
(Regional Cooperation)
- Rank** : Administrative Officer Staff Grade C (D2)
- Responsible to** : Deputy Director-General of Trade and Industry (Multilateral,
Regional Cooperation & Europe)

Main Duties and Responsibilities :

- (a) To deal with policy matters relating to Hong Kong's participation in APEC and other regional economic and trade fora.
- (b) To formulate Hong Kong, China's position on government procurement issues in the WTO Committee on Government Procurement, the WTO Working Group on Transparency of Government Procurement, and to coordinate inputs to and make recommendations on such work.
- (c) To oversee the work of the secretariat of the Review Body on Bid Challenges established under the WTO Government Procurement Agreement.
- (d) To assist DGTI and DTM in devising HK's position and strategies on market access issues in different fora, including the negotiations under the Doha Development Agenda, and HKC's participation in the WTO Negotiating Group on Market Access, the WTO Committee on Market Access and the WTO Committee on Information Technology Agreement; examine proposals and make recommendations to such work.
- (e) To co-ordinate HKC's participation in PECC. Activities include serving as the Secretary General of the Hong Kong Committee for Pacific Economic Co-operation; liaising with the PECC International Secretariat and other member committees; and co-ordinating activities of the Hong Kong Committee.

Revised Job Description

- Post Title** : Deputy Secretary (Commerce and Industry)¹
- Rank** : Administrative Officer Staff Grade B1 (D4)
- Responsible to** : Permanent Secretary for Commerce, Industry and Technology
(Commerce and Industry)

Main Duties and Responsibilities :

- (a) To formulate, review and co-ordinate policies and strategies in relation to Hong Kong's external commercial relations with other economies.
- (b) To oversee the development of general support policies and programmes for the industrial and trade sectors as well as for SMEs.
- (c) To oversee policy and housekeeping matters related to the Hong Kong Economic and Trade Offices and the Trade and Industry Department.
- (d) To oversee policy and housekeeping matters related to inward investment promotion.
- (e) To receive high-level representatives and visitors from governments, international organisations, think tanks and business bodies outside Hong Kong.
- (f) To oversee the management of the Trade Officer grade.
- (g) To oversee the allocation of resources to ensure the cost-effective use of resources.
- (h) To oversee the general administration of the Commerce and Industry Branch.
- (i) To represent Permanent Secretary for Commerce, Industry and Technology (Commerce and Industry) on relevant Government or non-Government boards and committees as may be required.

Revised Job Description

- Post Title** : Deputy Secretary (Commerce and Industry)²
- Rank** : Administrative Officer Staff Grade B (D3)
- Responsible to** : Permanent Secretary for Commerce, Industry and Technology
(Commerce and Industry)

Main Duties and Responsibilities :

- (a) To oversee and coordinate the development and implementation of initiatives for service promotion.
- (b) To oversee the development and implementation of initiatives under the Helping Business Programme, other than those related to transfer of public services to the business sector.
- (c) To oversee policies related to intellectual property protection.
- (d) To oversee the secretariat of the Chief Executive's Council of International Advisors.
- (e) To oversee housekeeping matters related to Intellectual Property Department and Customs and Excise Department.
- (f) To oversee the promotion of Electronic Data Interchange.
- (g) To oversee policies and matters related to the flow of cargoes in and out of Hong Kong.

Revised Job Description

Post Title : Principal Assistant Secretary (Commerce and Industry)¹
Rank : Administrative Officer Staff Grade C (D2)
Responsible to : Deputy Secretary (Commerce and Industry)¹

Main Duties and Responsibilities :

- (a) To oversee and monitor Hong Kong's bilateral commercial relations with the Americas and Europe.
- (b) To monitor trade relations between USA and the Mainland that may impact on Hong Kong.
- (c) To deal with policy matters related to the control of trade in strategic commodities and trade in textiles.
- (d) To deal with general trade-related policy matters.
- (e) To deal with major policy matters related to the Hong Kong Economic and Trade Offices.
- (f) To deal with policy matters related to bilateral investment promotion and protection agreements as well as multilateral investment rules.
- (g) To deal with policy on inward investment promotion and housekeeping matters related to Invest Hong Kong.
- (h) To deal with policy and housekeeping matters related to the Hong Kong Trade Development Council and the Export Credit Insurance Corporation.

Revised Job Description

Post Title : Principal Assistant Secretary (Commerce and Industry)²
Rank : Administrative Officer Staff Grade C (D2)
Responsible to : Deputy Secretary (Commerce and Industry)¹

Main Duties and Responsibilities :

- (a) To oversee and monitor Hong Kong's bilateral commercial relations with Asia, including the Mainland and the rest of the world excluding the Americas and Europe.
- (b) To deal with policy matters concerning Mainland-Hong Kong trade and commercial relations.
- (c) To coordinate Hong Kong's participation in the Mainland-HKSAR Joint Commission on Commerce and Trade.
- (d) To deal with policy matters related to support for the manufacturing industries and small and medium enterprises.
- (e) To deal with policy matters related to the development of Hong Kong's fashion industry.
- (f) To deal with policy and legislative matters to do with United Nations trade sanctions.
- (g) To deal with housekeeping matters for the Trade and Industry Department.

Revised Job Description

Post Title : Principal Assistant Secretary (Commerce and Industry)³

Rank : Administrative Officer Staff Grade C (D2)

Responsible to : Deputy Secretary (Commerce and Industry)²

Main Duties and Responsibilities :

- (a) To deal with policy matters related to intellectual property protection, particularly, drafting of legislation, monitoring enforcement of intellectual property protection, and reviewing and formulating measures to combat copyright piracy and counterfeiting.
- (b) To deal with other matters related to intellectual property protection, including public education, and multilateral and regional co-operation affairs.
- (c) To deal with housekeeping matters for the Intellectual Property Department and Customs and Excise Department.

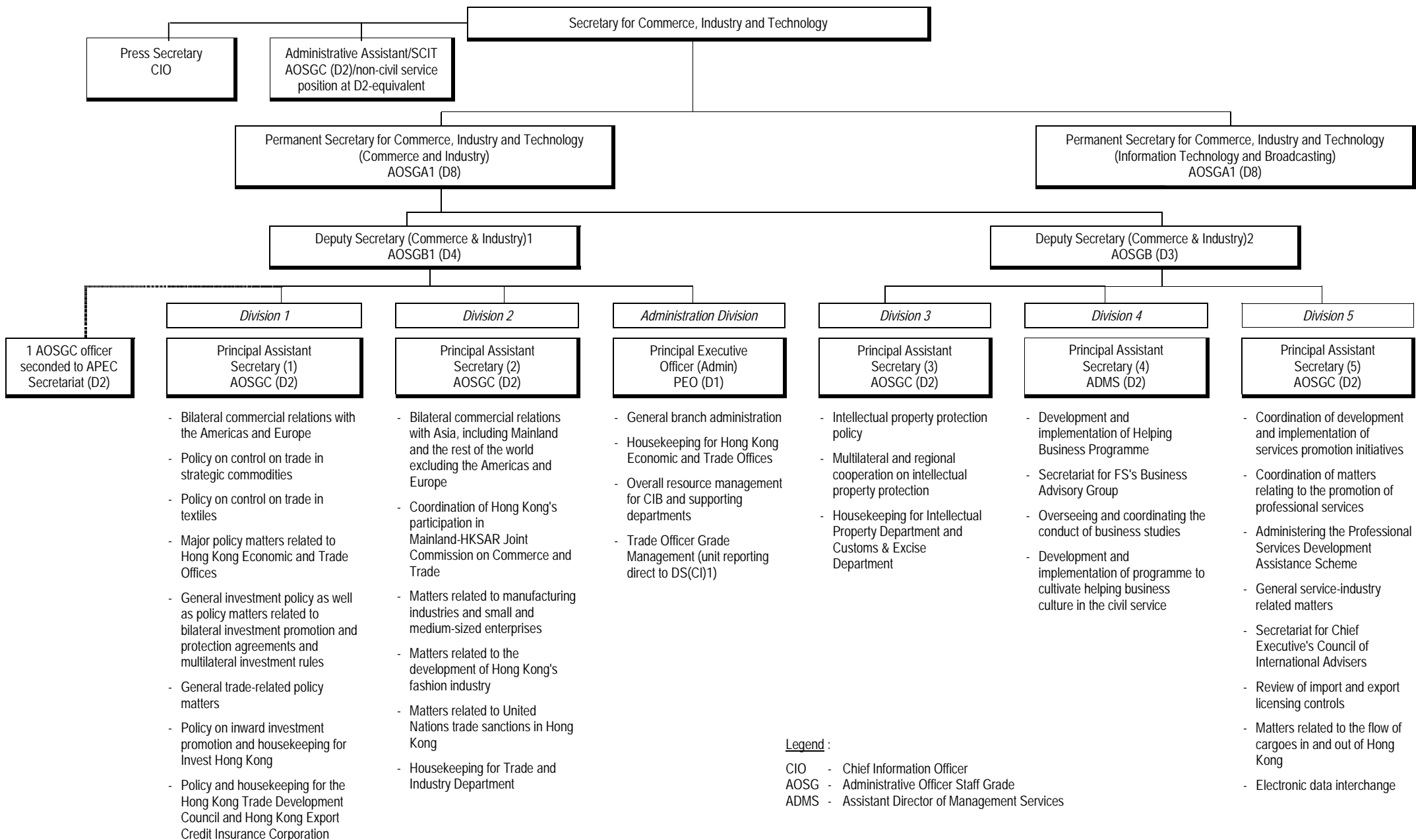
Revised Job Description

Post Title : Principal Assistant Secretary (Commerce and Industry)5
Rank : Administrative Officer Staff Grade C (D2)
Responsible to : Deputy Secretary (Commerce and Industry)2

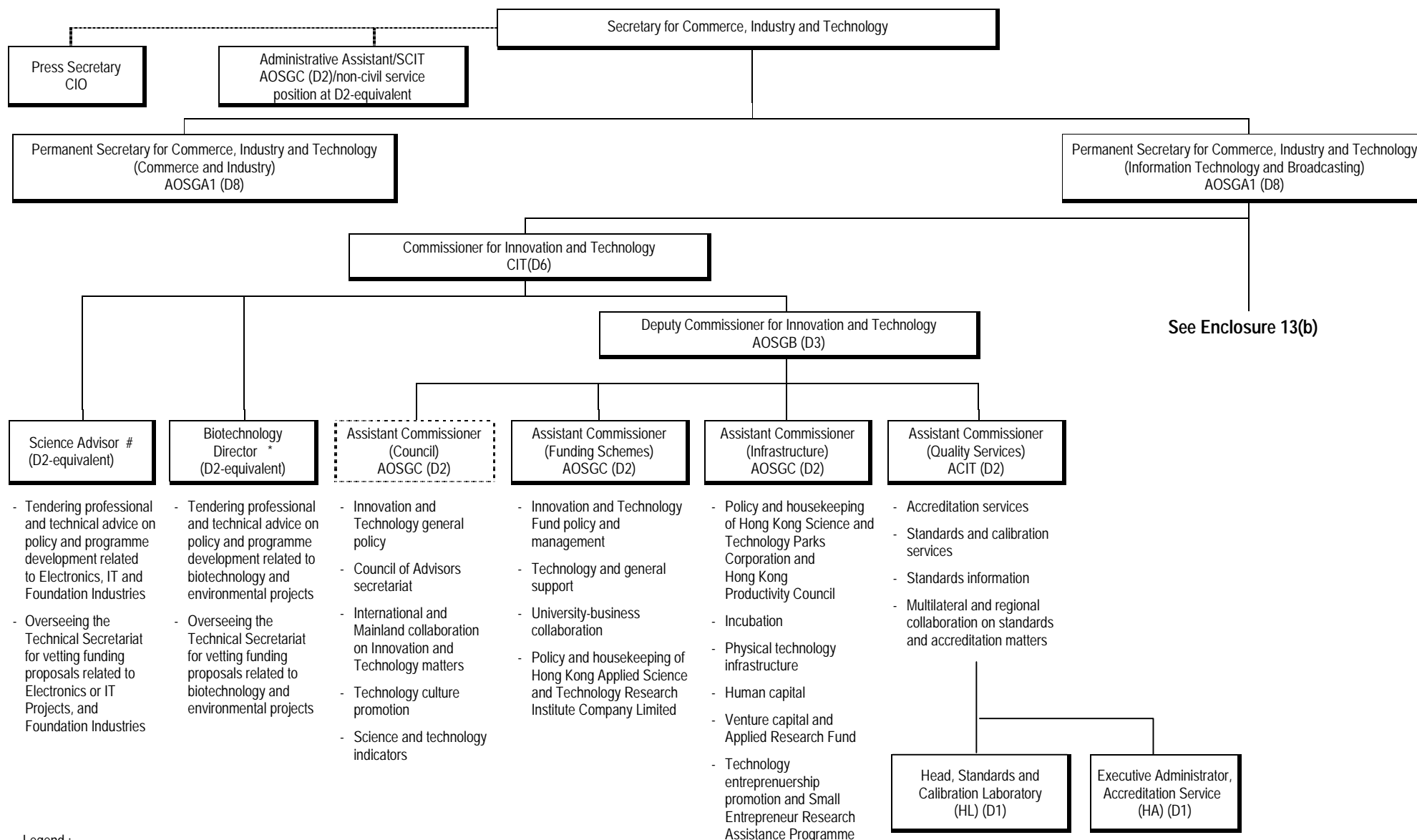
Main Duties and Responsibilities :

- (a) To co-ordinate the development and implementation of services promotion initiatives.
- (b) To co-ordinate matters relating to the promotion of professional services.
- (c) To administer the Professional Services Development Assistance Scheme.
- (d) To oversee general service-industry related matters.
- (e) To head the secretariat for the Chief Executive's Council of International Advisers.
- (f) To oversee matters related to the flow of cargoes in and out of Hong Kong.
- (g) To review import and export licensing controls.
- (h) To deal with policy matters and co-ordination work related to the promotion of Electronic Data Interchange.

Proposed Organisation Chart of Commerce and Industry Branch of Commerce, Industry and Technology Bureau



Organisation Chart of Information Technology and Broadcasting Branch of Commerce, Industry and Technology Bureau



See Enclosure 13(b)

- Tendering professional and technical advice on policy and programme development related to Electronics, IT and Foundation Industries
- Overseeing the Technical Secretariat for vetting funding proposals related to Electronics or IT Projects, and Foundation Industries

- Tendering professional and technical advice on policy and programme development related to biotechnology and environmental projects
- Overseeing the Technical Secretariat for vetting funding proposals related to biotechnology and environmental projects

- Innovation and Technology general policy
- Council of Advisors secretariat
- International and Mainland collaboration on Innovation and Technology matters
- Technology culture promotion
- Science and technology indicators

- Innovation and Technology Fund policy and management
- Technology and general support
- University-business collaboration
- Policy and housekeeping of Hong Kong Applied Science and Technology Research Institute Company Limited

- Policy and housekeeping of Hong Kong Science and Technology Parks Corporation and Hong Kong Productivity Council
- Incubation
- Physical technology infrastructure
- Human capital
- Venture capital and Applied Research Fund
- Technology entrepreneurship promotion and Small Entrepreneur Research Assistance Programme

- Accreditation services
- Standards and calibration services
- Standards information
- Multilateral and regional collaboration on standards and accreditation matters

Head, Standards and Calibration Laboratory (HL) (D1)

Executive Administrator, Accreditation Service (HA) (D1)

Legend :

CIO Chief Information Officer

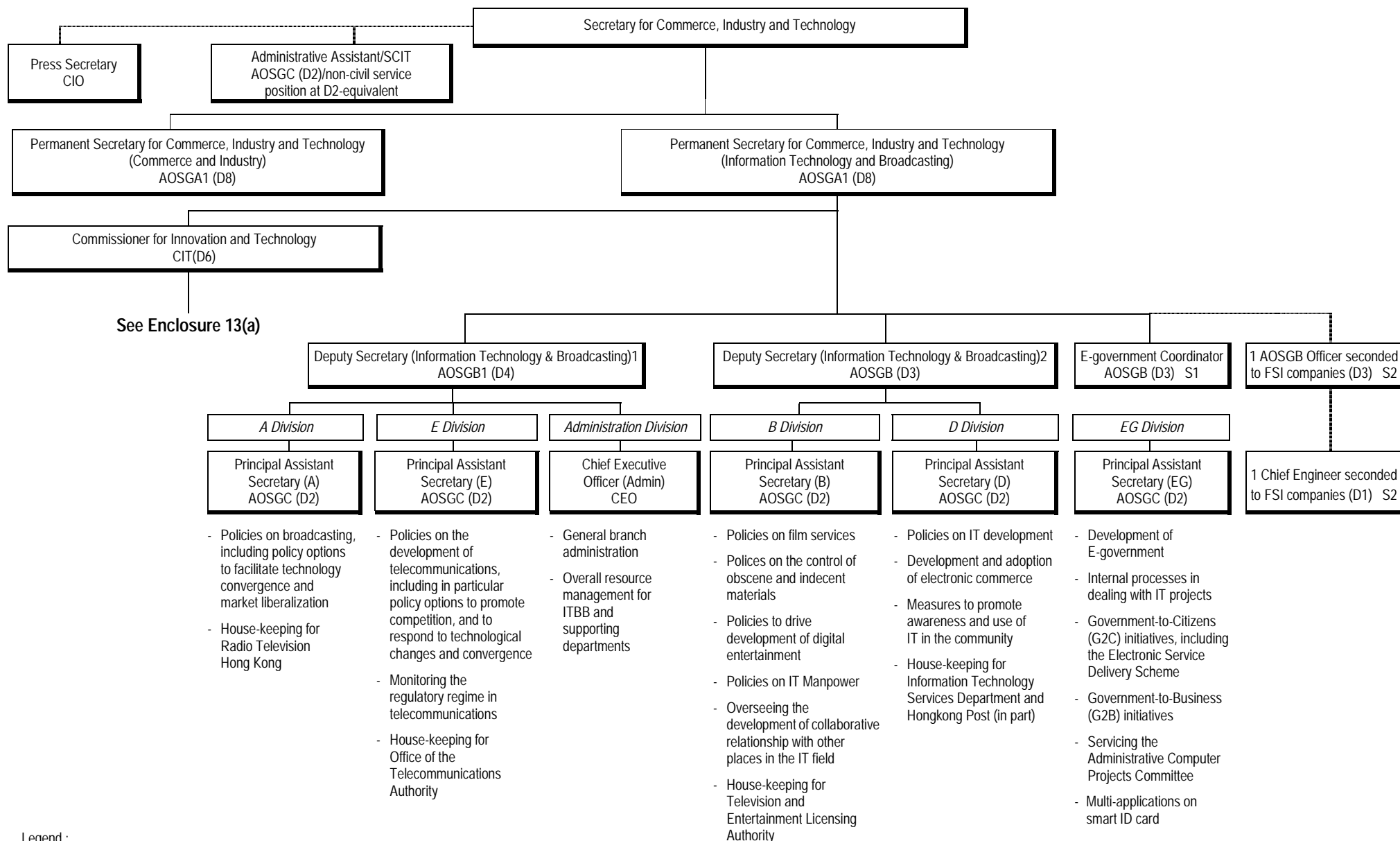
AOSG Administrative Officer Staff Grade

Position taken up by a secondee from a local university

* Position taken up by a non civil service contract staff

Post proposed to be deleted w.e.f. 1.7.2003

Organisation Chart of Information Technology and Broadcasting Branch of Commerce, Industry and Technology Bureau



- Policies on broadcasting, including policy options to facilitate technology convergence and market liberalization
- House-keeping for Radio Television Hong Kong

- Policies on the development of telecommunications, including in particular policy options to promote competition, and to respond to technological changes and convergence
- Monitoring the regulatory regime in telecommunications
- House-keeping for Office of the Telecommunications Authority

- General branch administration
- Overall resource management for ITBB and supporting departments

- Policies on film services
- Policies on the control of obscene and indecent materials
- Policies to drive development of digital entertainment
- Policies on IT Manpower
- Overseeing the development of collaborative relationship with other places in the IT field
- House-keeping for Television and Entertainment Licensing Authority

- Policies on IT development
- Development and adoption of electronic commerce
- Measures to promote awareness and use of IT in the community
- House-keeping for Information Technology Services Department and Hongkong Post (in part)

- Development of E-government
- Internal processes in dealing with IT projects
- Government-to-Citizens (G2C) initiatives, including the Electronic Service Delivery Scheme
- Government-to-Business (G2B) initiatives
- Servicing the Administrative Computer Projects Committee
- Multi-applications on smart ID card

Legend :

CIO Chief Information Officer
 AOSG Administrative Officer Staff Grade
 FSI Financial Secretary Incorporated

S1 supernumerary post to lapse on 2.8.2004
 S2 supernumerary post to lapse on 2.1.2004

Enclosure 14 to EC(2003-04)

Revised Job Description

- Post Title** : Assistant Commissioner (Funding Schemes)
- Rank** : Administrative Officer Staff Grade C (D2)
- Responsible to** : Deputy Commissioner for Innovation and Technology

Main Duties and Responsibilities :

- (a) To deal with policy and management matters relating to the Innovation and Technology Fund.
- (b) To oversee the general secretariat of the Innovation and Technology Fund.
- (c) To oversee provision of general support to business on innovation and technology matters.
- (d) To promote university-business collaboration including management of the University-Industry Collaboration Programme.
- (e) To deal with policy, resource and housekeeping matters related to the Hong Kong Applied Science and Technology Research Institute Company Limited.

Enclosure 15 to EC(2003-04)

Revised Job Description

Post Title : Assistant Commissioner (Infrastructure)
Rank : Administrative Officer Staff Grade C (D2)
Responsible to : Deputy Commissioner for Innovation and Technology

Main Duties and Responsibilities :

- (a) To deal with policy, resource and housekeeping matters related to the Hong Kong Science and Technology Parks Corporation.
- (b) To deal with policy, resource and housekeeping matters related to the Hong Kong Productivity Council.
- (c) To deal with matters related to technology incubation and techno-entrepreneurship policy and relevant programmes.
- (d) To deal with matters related to human capital and implementing Mainland-related projects for supporting innovation and technology, including providing input to the Admission of Talents Scheme and Admission of Mainland Professionals Scheme.
- (e) To handle matters related to the Hong Kong Design Centre and the development of physical technology infrastructure in general.

Enclosure 16 to EC(2003-04)

Revised Job Description

Post Title : Assistant Commissioner (Quality Services)
Rank : Assistant Commissioner for Innovation and Technology (D2)
Responsible to : Deputy Commissioner for Innovation and Technology

Main Duties and Responsibilities :

- (a) To formulate policies on and oversee the provision of accreditation services to public or private laboratories, certification bodies and inspection bodies.
- (b) To formulate policies on and act as the custodian of Hong Kong's physical measurement standards.
- (c) To formulate policies on and oversee the provision of calibration services to the public.
- (d) To provide information and technical advice to organisations in Government and the public sector on domestic as well as overseas national and international standards.
- (e) To represent Hong Kong in multilateral or regional fora for collaboration on accreditation, standards and conformance matters.
- (f) To oversee the coordination of the Hong Kong Student Science Project Competition.