

For information

Legislative Council Panel on Security

**Proposed creation of a Permanent Post of AOSGC (D2)/
non-civil service position at D2 or equivalent as
Administrative Assistant to the Secretary for Security**

PURPOSE

This paper briefs Members on the proposed creation of one permanent post of AOSGC (D2)/non-civil service position at D2 or equivalent as Administrative Assistant (AA) to the Secretary for Security (S for S) with effect from 1 July 2003.

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 July 2003 as AA to S for S, and delete an existing AOSGC (D2) post in the Narcotics Division (ND) of the Security Bureau (SB).

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 AA (equivalent to AOSGC (D2) rank) and other non-directorate support staff. The financial provisions for these posts in the Director of Bureau private office are to be made available through redeployment of existing resources by the bureau concerned. We created a supernumerary AOSGC (D2) post in SB, held against a temporarily vacant permanent AOSGC (D2) post in the Correctional Services Department (CSD), to serve as AA to S for S on 1 July 2002 for 12 months, under delegated authority from the Finance Committee on a temporary basis. The temporarily vacant D2 post in the CSD will need to be filled in July 2003.

4. Since the introduction of the accountability system, we have critically reviewed our staffing and organization structure with a view to making better use of available resources. Following the review and taking into account the operational need to continue to provide an AA to S for S on a permanent basis upon the lapse of the supernumerary AOSGC post, we propose to create a permanent post of AOSGC(D2) rank/non-civil service position at D2-equivalent as the AA for S for S with effect from 1 July 2003. At the same time we propose to delete an AOSGC post designated as Principal Assistant Secretary (Narcotics) (PAS(N)), the duties of which are to be absorbed within SB. The job description of the AA to S for S post is at Enclosure 1.

Enclosure 1

5. Through the review, we noted that a number of the responsibilities undertaken by PAS(N) have been completed following the implementation of various anti-drug initiatives such as the repeal of the Drug Addicts Treatment and Rehabilitation Ordinance and the introduction of a new ordinance to provide for the licensing scheme for drug treatment and rehabilitation centres, which aims to protect the well being of drug abusers; the introduction of amendments to the Drug Trafficking (Recovery of Proceeds) Ordinance and the Organised and Serious Crimes Ordinance to make anti-money laundering operations therein more effective; completion of a review on the Central Registry of Drug Abuse with a view to improving its mechanism to support policy formulation and the drawing up of a comprehensive strategy to tackle the problem of psychotropic substance abuse after the completion of a research on the problem. And given that Hong Kong's presidency of the Financial Action Task Force on Money Laundering (FATF) (a world anti-money laundering forum) was completed in 2002, and that Hong Kong's membership in the Steering Group of the FATF, the advisory body to the Presidency, will come to an end by June, 2003, PAS(N)'s work in respect of FATF's business was also substantially reduced.

6. For the remaining duties of PAS(N)'s post relating to the planning and co-ordination of anti-drug policies and publicity programmes and drafting of legislation, we propose that these duties be absorbed by Principal Assistant Secretary (Security) A (PAS(S)A) and the other administrative matters concerning the Action Committee Against Narcotics and the overseeing of non-Government bodies on drug related issues are to be absorbed by

Assistant Secretary (Narcotics) in SB working directly to the Commissioner for Narcotics. On the anti-money laundering side, the review of the Forty Recommendations, i.e. the international standard against money laundering measures, is scheduled for completion by the FATF in June 2003. Follow-up work will be in the form of legislative proposals and other administrative measures to implement the revised set of Recommendations in Hong Kong. This work can be pursued alongside our efforts to curb terrorist financing which are on-going in other SB Divisions. PAS(S)A is currently mainly responsible for the policy, legislation and resources in respect of the Customs and Excise Department relating to the Security Bureau's policy area, liaison with the People's Liberation Army Hong Kong Garrison and security liaison with other jurisdictions on law enforcement matters. The PAS(N) post will consequentially be permanently redeployed as AA to S for S post.

7. When Members considered the creation of non-civil service positions of principal officials under the accountability system in June 2002 (EC(2002003)2), Members noted that the principal official's AA 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 AA at AOSGC (D2)/non-civil service position at D2-equivalent to provide S for S with the flexibility in the filing of this position.

Enclosure 2

8. The proposed organization chart of SB is at Enclosure 2.

FINANCIAL IMPLICATIONS

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

Security Bureau

May 2003

Job Description

**Administrative Assistant to the
Secretary for Security**

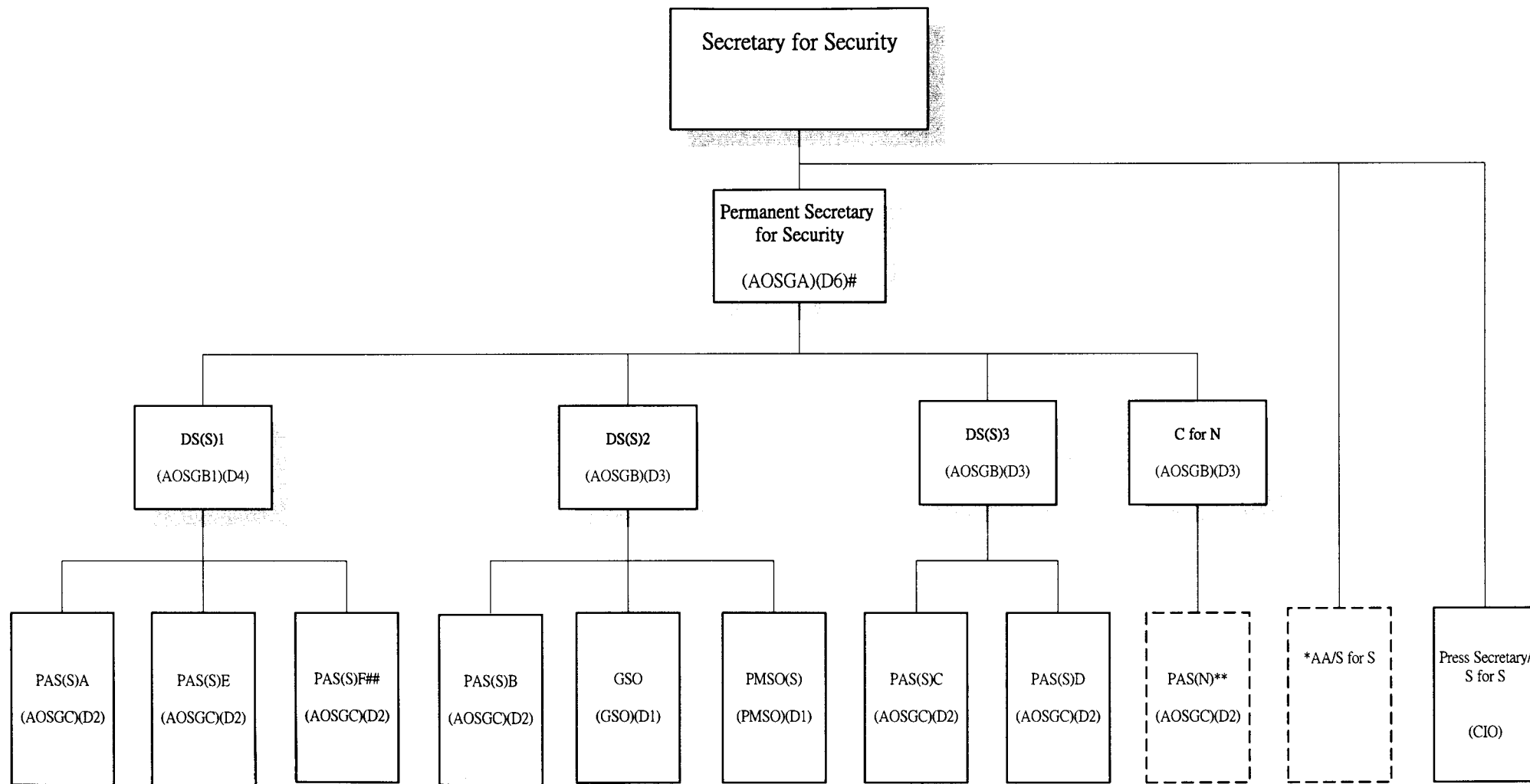
Rank: Administrative Officer Staff Grade C (D2)/
non-civil service position at D2-equivalent

Responsible to : Secretary for Security (S for S)

Main Duties and Responsibilities –

1. Provide general administrative support to S for S;
2. Coordinate submissions to S for S;
3. Coordinate and handle replies to correspondence, including complaints, addressed to S for S;
4. In co-ordination with the Press Secretary to S for S, prepare speeches and statements to be delivered by S for S;
5. Plan S for S'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 S for S; and
7. Undertake special policy assignments including special policy review and other administrative duties as S for S may from time to time direct.

Proposed Organization Chart of Security Bureau



- * Proposed creation of the AA to S for S post
- ** Proposed deletion of the PAS(N) post
- # Post currently created on a supernumerary basis for 12 months since 1 December 2002 by holding against a vacant civil service D8 post
- ## Post currently created on a supernumerary basis for 6 months upto 15 July 2003

Legend

AOSGA Administrative Officer Staff Grade A
 AOSGB1 Administrative Officer Staff Grade B1
 AOSGB Administrative Officer Staff Grade B
 AOSGC Administrative Officer Staff Grade C

AA/S for S Administrative Assistant to Secretary for Security
 DS Deputy Secretary
 C for N Commissioner for Narcotics
 PAS Principal Assistant Secretary
 GSO Government Security Officer
 PMSO Principal Management Services Officer
 CIO Chief Information Officer