

**Replies to initial written questions raised by Finance Committee Members in
examining the Estimates of Expenditure 2005-06**

Controlling Officer : Director of Administration/Director of Legal Aid

Session No. : 8

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Examination of Estimates of Expenditure 2005-06

**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

Reply Serial No.

CSO001

Question Serial No.

0004

Head: 142 – Government Subhead(No. & title):
Secretariat: Offices of the
Chief Secretary for
Administration and the
Financial Secretary

Programme: (5) Hong Kong Guangdong Cooperation Coordination Unit

Controlling Officer: Director of Administration

Director of Bureau: Director of Administration

Question :

According to the estimated provision for 2005-06, there will be an additional allocation of \$1.7 million (28.3%) under this programme. Please provide a breakdown of the estimated expenditure with rate of increase on departmental expenses, hire of services and creation of posts.

Asked by: Hon. YEUNG Sum

Reply:

The annual estimated provision for general departmental expenses in 2005-06 reflects the full-year requirements for the purpose, whereas the revised estimate for 2004-05 reflects adjustments to the estimated provision based on the actual expenditure during the first half of the financial year.

Against the above background, the 2005-06 estimated provision for departmental expenses is \$1.071 million, which is \$0.218 million (25.6%) higher than the revised estimate for 2004-05. As to the expenses for hire of services, the estimated provision for 2005-06 is \$0.33 million, which is \$0.145 million (78.4%) higher than the revised estimate for 2004-05. The main reason for the increases in these two provisions is that more meetings, conferences and activities are expected to arise in 2005-06 from the enhanced co-operation between the Hong Kong Special Administrative Region Government and Governments of the Guangdong Province and its municipalities, as well as the work of the Greater Pearl River Delta Business Council and its sub-groups. The provision sought for personal emoluments for 2005-06 is \$6.33 million, which is \$1.408 million (28.6%) above the revised estimate for 2004-05. This mainly reflects the full-year effect of two new senior professional posts which were filled in late 2004 and early 2005 respectively.

Signature _____

Name in block letters Ms Chang King-yiu

Post Title Director of Administration

Date 7 April 2005

Examination of Estimates of Expenditure 2005-06
**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

Reply Serial No.

CSO002

Question Serial No.

0005

Head: 142 – Government Subhead(No. & title):
Secretariat: Offices of the
Chief Secretary for
Administration and the
Financial Secretary

Programme: (3) CSO – Administration Wing

Controlling Officer: Director of Administration

Director of Bureau: Director of Administration

Question :

There is increased provision for promotion of public policy research under this Programme for the year 2005-06, please provide information on the public policy research projects to be conducted, a breakdown of the provision and the posts to be created (if necessary).

Asked by: Hon. YEUNG Sum

Reply:

In the 2005 Policy Address, a sum of \$20 million is committed in 2005-06 to promoting public policy research among higher education institutions. The Central Policy Unit (CPU) undertakes to manage and disburse the funds through the Research Grants Council (RGC) under the University Grants Committee (UGC). In accordance with its work cycle, the RGC will invite applications to be submitted in June 2005. Information on the projects to be conducted or breakdown of the provision will be available after the RGC has received and considered such applications.

To meet the increased workload in the RGC Secretariat, the CPU will fund the additional administrative overheads as necessary. The Secretariat will hire about two supporting staff on contract. No creation of civil service posts will be involved.

Signature _____

Name in block letters Ms Chang King-yiu

Post Title Director of Administration

Date 7 April 2005

**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

CSO003

Question Serial No.

1 1 5 9

Head: 142 – Government Subhead(No. & title):
Secretariat: Offices of the
Chief Secretary for
Administration and the
Financial Secretary

Programme: (3) CSO – Administration Wing

Controlling Officer: Director of Administration

Director of Bureau: Director of Administration

Question :

- (1) It has been mentioned in the Policy Address 2005 that in the coming three years, an additional provision of \$20 m would be allocated to the UGC annually for making study on public policy. But this is not mentioned under Head 190. Has an allocation been made for this item? If yes, please list the respective manpower, establishment and expenditure. If not, please state the reasons.

Asked by: Hon. YEUNG Sum

Reply:

In the 2005 Policy Address, a sum of \$20 million is committed for each of the coming three years starting 2005-06 to promoting public policy research among higher education institutions. The Central Policy Unit (CPU) will manage and disburse the funds through the Research Grants Council (RGC) under the University Grants Committee (UGC). Therefore, provision for this initiative has been made under Head 142: Offices of the Chief Secretary for Administration and the Financial Secretary.

To meet the increased workload in the UGC/RGC Secretariat arising from this initiative, the CPU will fund the additional administrative overheads as necessary. The Secretariat will hire about two supporting staff on contract. No creation of civil service posts will be involved.

Signature _____

Name in block letters _____ Ms Chang King-yiu

Post Title _____ Director of Administration

Date _____ 7 April 2005

**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

Head: 142 – Government Subhead(No. & title):
Secretariat: Offices of the
Chief Secretary for
Administration and the
Financial Secretary

Programme: (1) Efficiency Unit

Controlling Officer: Director of Administration

Director of Bureau: Director of Administration

Question :

With reference to the 5 key areas of focus of the Efficiency Unit, i.e. “re-engineering”, “outsourcing and public private partnerships”, “organisational restructuring”, “application of technology” and “performance measurement”, please list the major tasks of the Unit, the effectiveness of the above-mentioned key areas of focus (i.e. how to achieve greater efficiency in departments) and the expenditure involved in 2004-05, and the estimated expenditure in 2005-06.

Asked by: Hon. SIN Chung-kai

Reply:

The fundamental task of the Efficiency Unit (EU) is to pursue the Government’s commitment to transform the management and delivery of public services so that the community’s needs are met in the most effective and efficient manner. The EU provides bureaux and departments with management consultancy services that identify opportunities for performance enhancement, design practical solutions, develop compelling business cases, and secure effective implementation.

Major tasks undertaken in respect of the five key areas of the EU’s work are listed below-

- (a) Re-engineering – to help departments to look at what they do, how they do it and how they might be able to improve the quality of the services they provide through changing their work processes. Tasks include:
- Advising on functions most likely to benefit from re-engineering and the best approaches to carrying it out
 - Assisting departments to identify and quantify re-engineering opportunities
 - Supporting implementation of the new processes
- (b) Outsourcing and public private partnerships – to help departments identify suitable opportunities for the delivery of public services through the use of the private sector. Tasks include:
- Conducting feasibility and business case studies
 - Supporting the implementation, including drafting of service requirements and preparation of procurement documents
 - Organising training courses, seminars and experience sharing sessions

- (c) Organisational restructuring – to assist departments in reviewing organisation structures and implement changes to improve the management and delivery of public services. Tasks include:
 - Reviewing the effectiveness of an existing organisational structure
 - Assisting in the design of new or revised organisational structure
 - Supporting transition to the new structure

- (d) Application of technology – to identify business applications for new technologies to help departments to enhance productivity and service quality. Tasks include:
 - Exploring opportunities for service improvements offered by new technology
 - Conducting feasibility studies
 - Designing new processes and procedures for implementation of technological solutions

- (e) Performance measurement – to support departments to develop clear objectives and targets, and to measure performance. Tasks include:
 - Assisting the development and improvement of performance measures
 - Training for managers to raise their awareness and capability
 - Supporting the implementation of performance measurements systems

In 2004-05, the EU conducted studies on a wide range of services to assist bureaux and departments to improve their services and achieve greater efficiency. These include licensing, records management, fleet operations, disciplined services and human resources management. It has helped departments to streamline their processes, deliver faster services, gain access to private sector innovation and flexibility, streamline their organisation structures and enhance monitoring of performance. Beyond this, the EU has organized a number of experience-sharing sessions, seminars and conferences to raise awareness of new systems and new approaches to service delivery that can help departments improve their service quality.

The expenditure involved in these activities is mainly reflected by the staff cost. In 2004-05, officers were deployed flexibly, usually on a project basis, among the project directors of different work streams. The EU will continue its work to support departments in 2005-06. Expenditure in 2004-05 was \$48.2 million. Estimated expenditure in 2005-06 is \$58.3 million.

Signature _____

Name in block letters Ms Chang King-yiu

Post Title Director of Administration

Date 6 April 2005

Examination of Estimates of Expenditure 2005-06
**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

Reply Serial No.

CSO005

Question Serial No.

0152

Head: 142 – Government Subhead(No. & title):
Secretariat: Offices of the
Chief Secretary for 111 Hire of services and professional fees
Administration and the
Financial Secretary

Programme: (3) CSO – Administration Wing

Controlling Officer: Director of Administration

Director of Bureau: Director of Administration

Question :

In 2004-05, what are the recurrent and non-recurrent expenses of the Administration Wing on the security service of the Government Secretariat, including those incurred from increasing the number of security access to the Government Secretariat and outsourcing of security service? What have been the changes in these expenses since 1997? What is the estimated expenditure for the above items in 2005-06? If there is an increase as compared with 2004-05, what are the reasons?

Asked by: Hon. SIN Chung-kai

Reply:

The major change took place in 2001-02 when we started to contract out the security service for the Central Government Offices (CGO). The recurrent expenses on the security services for CGO in 2004-05 and 2005-06 are as follows-

<u>Year</u>	<u>Expenditure</u>
2004-05	\$3,098,268
2005-06	\$3,100,000 (estimated)

The 2005-06 estimate is largely the same as the expenditure in 2004-05.

There is no non-recurrent expenditure under the Administration Wing on security service for 2004-05 or 2005-06.

Signature _____

Name in block letters Ms Chang King-yiu

Post Title Director of Administration

Date 7 April 2005

Examination of Estimates of Expenditure 2005-06
**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

Reply Serial No.

CSO006

Question Serial No.

0257

Head: 142 – Government Subhead(No. & title):
Secretariat: Offices of the
Chief Secretary for
Administration and the
Financial Secretary

Programme: (2) Government Records Service

Controlling Officer: Director of Administration

Director of Bureau: Director of Administration

Question :

What is the estimated expenditure on studying the feasibility and implications of applying electronic records keeping system for managing government records ? When will it be completed ?

Asked by: Hon. YOUNG Howard

Reply:

The estimated expenditure on studying the feasibility and implications of applying electronic records keeping system for managing government records amounts to \$9.822 million which will be funded from the Capital Works Reserve Fund Head 710 Computerisation Subhead A007GX New Administrative Computer Systems (block vote). The estimated expenditure will also cover a pilot project of implementing an electronic records keeping system in selected offices of the Office of the Government Chief Information Officer and the Transport Department for 15 months. The findings and recommendations of the pilot project and the study in general will be available in mid-2007.

Signature _____

Name in block letters Ms Chang King-yiu

Post Title Director of Administration

Date 7 April 2005

Examination of Estimates of Expenditure 2005-06
**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

Reply Serial No.

CSO007

Question Serial No.

0258

Head: 142 – Government Subhead(No. & title):
Secretariat: Offices of the
Chief Secretary for
Administration and the
Financial Secretary

Programme: (6) Subvention : Duty Lawyer Service, Legal Aid Services Council

Controlling Officer: Director of Administration

Director of Bureau: Director of Administration

Question :

With regard to Matters Requiring Special Attention in 2005-06, it is stated that the bureau will undertake some reviews and adopt measures to enhance the independence and operational efficiency of the LASC? What are the measures and the resources required for undertaking these measures?

Asked by: Hon. YOUNG Howard

Reply:

In order to enhance the independence and operational efficiency of the Legal Aid Services Council (“LASC”), the Administration has proposed to amend the Legal Aid Services Council Ordinance through the the Statute Law (Miscellaneous Provisions) Bill 2005 (“the Bill”) to:

- (a) confer upon the LASC the power to appoint its own staff;
- (b) confer upon the LASC the power to enter into contract on its own; and
- (c) enable the Chief Executive to extend time for the LASC to submit its annual report.

The first two amendments, if enacted, will enhance the independent status of the LASC. The third amendment will address the LASC’s practical difficulty in meeting the current statutory deadline for the submission of its annual report.

The Bill was introduced into the Legislative Council on 9 March 2005 and is under scrutiny by a Bills Committee. No additional resources will arise from the implementation of the above measures.

Signature _____

Name in block letters _____ Ms Chang King-yiu

Post Title _____ Director of Administration

Date _____ 6 April 2005

Examination of Estimates of Expenditure 2005-06
**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

Reply Serial No.

CSO008

Question Serial No.

0259

Head: 142 – Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary
Subhead(No. & title): 000 Operational Expenses

Programme:

Controlling Officer: Director of Administration

Director of Bureau: Director of Administration

Question :

With regard to financial provision under Subhead 000 Operational expenses, the estimate of hire of service and professional fees under departmental expenses is \$56,548,000 (93%) higher than the revised estimates in 2004-05. Please account for the increase in resources allocation.

Asked by: Hon. YOUNG Howard

Reply:

The provision for hire of services and professional fees for 2005-06 is higher than the revised estimates for 2004-05. This is due to the service-wide arrangement for transferring the recurrent provision for minor consultancy studies from a former non-recurrent subhead to the recurrent Subhead 000 Operating Expenses with effect from 2005-06. Such transfer to Subhead 000 accounts for \$23.1 million. There are also increased provision for promotion of public policy research undertaken in the 2005 Policy Address (\$20.0 million) and increased requirements for hire of professional services (\$3.5 million) and the full-year provision for appointment of management consultants for the Efficiency Unit (\$11.5 million), partly offset by reduced requirements for hire of services in other units.

Signature _____

Name in block letters _____ Ms Chang King-yiu

Post Title _____ Director of Administration

Date _____ 7 April 2005

Examination of Estimates of Expenditure 2005-06
**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

Reply Serial No.

CSO009

Question Serial No.

0260

Head: 142 – Government Subhead(No. & title):
Secretariat: Offices of the
Chief Secretary for
Administration and the
Financial Secretary

Programme: (3) CSO – Administration Wing

Controlling Officer: Director of Administration

Director of Bureau: Director of Administration

Question :

In 2005, the Administration Wing will continue to give attention to the integration of sustainable development concept by both the Administration and the community, and the provision of effective support to the Council for Sustainable Development. Could the Administration inform this Council:

- (a) of the details, estimated expenditure and expected effectiveness of the projects for the integration of sustainable development concept by both the Administration and the community;
- (b) if it has any plans to allocate resources to conduct sustainable development assessment on development projects undertaken by the private sector in view of the public's concern about major development projects and their growing environmental awareness; if so, of the estimated expenditure; if not, the reasons for that;
- (c) of the support services the Administration Wing provides to the Council for Sustainable Development and the estimated expenditure?

Asked by: Hon. LEONG Kah-kit, Alan

Reply:

- (a) We will continue to integrate sustainable development (SD) principles into the Government's work through, inter alia, the sustainability assessment (SA) system. Under the system, all bureaux and departments are required to conduct SA on new and major policies and programmes and explain the findings in their submissions to the Policy Committee and the Executive Council. In 2005-06, we will continue to promote SD and proper application of the SA system within the Administration through training workshops for and outreach visits to bureaux and departments. These will be carried out using existing resources.

In addition, we will continue to promote SD in the wider community. Upon advice from the Council for SD, we will launch in 2005-06 new promotional activities in partnership with NGOs, including a community-wide SD competition, promotional campaign on projects under the SD Fund and re-launch of the School Outreach Programme targeting also at community groups. Through the SD Fund, we will also facilitate community initiatives to develop public awareness of SD principles and practices. We will continue to involve the public in formulating an SD strategy for Hong Kong. In 2005-06, the estimated expenditure from the SD Fund is \$10 million and another \$1.43 million has been earmarked for publicity activities and public involvement programmes.

Promoting SD is a long-term effort that seeks to bring about mind-set change and it is therefore difficult to measure short-term effects precisely. That being the case, the planned programmes above will contribute to raising awareness of key SD concerns, both within the Administration and in the community.

- (b) The sustainability assessment system is designed for assessing the sustainability of public policies and programmes, and is not directly applicable to the private sector projects. However, we are aware that some private sector enterprises have been taking the initiative to integrate SD concept and principles in their commercial operations. In fact, some are already publishing sustainability reports and helping to promote sustainable practices. We will continue to render assistance and support to these private initiatives, as appropriate.
- (c) The Sustainable Development Unit established within the Chief Secretary for Administration's Office will continue to provide full secretarial and administrative support to the Council for SD within its existing resources. We have earmarked \$10 million for SD Fund projects and \$1.43 million for publicity and public involvement activities for 2005-06.

Signature _____

Name in block letters Ms Chang King-yiu

Post Title Director of Administration

Date 7 April 2005

Examination of Estimates of Expenditure 2005-06

**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

Reply Serial No.

CSO010

Question Serial No.

0261

Head: 142 – Government Subhead(No. & title):
Secretariat: Offices of the
Chief Secretary for
Administration and the
Financial Secretary

Programme: (5) Hong Kong Guangdong Cooperation Coordination Unit

Controlling Officer: Director of Administration

Director of Bureau: Director of Administration

Question :

The revised estimate for 2004-05 is lower than original estimate by 23.1%. What is the reason for that? Is it that some items of work have not been carried out? If so, please list the items and the reasons for not carrying out them.

Asked by: Hon. LEUNG Kwan-yuen, Andrew

Reply:

The 2004-05 revised estimate is lower than the original estimate by 23.1% (or \$1.8 million). This is mainly due to the fact that two new posts at senior professional level which were included in the original estimate were filled in the latter part of the financial year only, ie. in late 2004 and early 2005 respectively.

Signature _____

Name in block letters Ms Chang King-yiu

Post Title Director of Administration

Date 6 April 2005

Examination of Estimates of Expenditure 2005-06
**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

Reply Serial No.

CSO011

Question Serial No.

0262

Head: 142 – Government Subhead(No. & title):
Secretariat: Offices of the
Chief Secretary for
Administration and the
Financial Secretary

Programme: (5) Hong Kong Guangdong Cooperation Coordination Unit

Controlling Officer: Director of Administration

Director of Bureau: Director of Administration

Question :

Under the Programme of “Hong Kong Guangdong Cooperation Coordination Unit”, the provision estimate for 2005-06 is 1.7 million (28.3%) higher than the revised estimate for 2004-05. This is mainly due to increased expenses for creation of posts in 2004-05 and hire of services. Please give a detailed account of the posts created, their functions and the increased hire of services.

Asked by: Hon. LEUNG Kwan-yuen, Andrew

Reply:

For personal emoluments, the main reason for an increased provision in 2005-06 is to reflect the full-year effect of two new posts at senior professional level which were filled in late 2004 and early 2005 respectively. These posts are currently filled by two Senior Administrative Officers, responsible mainly for tasks concerning the Hong Kong Special Administrative Region Government (HKSARG)'s participation in the Pan-Pearl River Delta (Pan-PRD) regional co-operation and the joint efforts between Hong Kong and Guangdong in promoting Pan-PRD cooperation.

As to hire of services, an increased provision in 2005-06 is to cater for: (a) the need for more meetings and associated conference services arising from enhanced co-operation between the HKSARG and Governments of the Guangdong Province and its municipalities; and (b) production of the annual report of the Greater Pearl River Delta Business Council.

Signature _____

Name in block letters Ms Chang King-yiu

Post Title Director of Administration

Date 6 April 2005

Examination of Estimates of Expenditure 2005-06
**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

Reply Serial No.

CSO012

Question Serial No.

0263

Head: 142 – Government Subhead(No. & title):
Secretariat: Offices of the
Chief Secretary for
Administration and the
Financial Secretary

Programme: (1) Efficiency Unit

Controlling Officer: Director of Administration

Director of Bureau: Director of Administration

Question :

What are the reasons for a significant increase of 25.3% in the budget for 2005-06?

Asked by: Hon. KWONG Chi-kin

Reply:

The 2005-06 budget for the Efficiency Unit is \$27.1 million higher than the 2004-05 revised budget. This reflects the increased provision for the expanded services of the Integrated Call Centre (\$9.6 million); full year provision for appointment of management consultants (\$11.5 million), cash flow requirements for approved non-recurrent projects (\$4 million), and full-year effect of deployment of officers to the Efficiency Unit (\$3.3 million), partly offset by the 2005 civil service pay cut (\$1.1 million) and deletion of two posts (\$0.2 million).

Signature _____

Name in block letters Ms Chang King-yiu

Post Title Director of Administration

Date 7 April 2005

Examination of Estimates of Expenditure 2005-06
**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

Reply Serial No.

CSO013

Question Serial No.

0264

Head: 142 – Government Subhead(No. & title):
Secretariat: Offices of the
Chief Secretary for
Administration and the
Financial Secretary

Programme: (1) Efficiency Unit

Controlling Officer: Director of Administration

Director of Bureau: Director of Administration

Question :

How many outsourcing and public private partnership projects are in progress under the charge of the Efficiency Unit. Which consultancies are commissioned to undertake these projects? What is the funding for each project?

Asked by: Hon. KWONG Chi-kin

Reply:

The Efficiency Unit (EU) has started studies for eight outsourcing and public private partnership (PPP) projects since 1 April 2004. Four of them have been completed and the following four projects are in progress -

Title of the Study	Client Department	Consultancy Firm (Fee)
Outsourcing of technical services at three hilltop radio stations	Civil Aviation Department, Customs and Excise Department, Marine Department	Undertaken by the EU as the Government's internal consultant
Feasibility study on adopting PPP approach for prison redevelopment at Lo Wu and Chi Ma Wan	Correctional Services Department	Undertaken by the EU as the Government's internal consultant
Study on future provision and management of cemeteries, crematoria and columbaria facilities	Food and Environmental Hygiene Department	Undertaken by the EU as the Government's internal consultant
Consultancy service for provision of a pilot poultry slaughtering plant	Health, Welfare and Food Bureau	Will engage outside consultant (to be selected)

Signature _____

Name in block letters Ms Chang King-yiu

Post Title Director of Administration

Date 6 April 2005

**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

CSO014

Question Serial No.

0305

Head: 142 – Government Subhead(No. & title):
Secretariat: Offices of the
Chief Secretary for
Administration and the
Financial Secretary

Programme: (3) CSO-Administration Wing

Controlling Officer: Director of Administration

Director of Bureau: Director of Administration

Question :

As mentioned in the Budget speech, the Economic and Employment Council will conduct regulatory reviews in some trades to study ways to break down barriers and streamline procedures, including the feasibility of issuing composite licenses, so as to facilitate businesses. Please explain how different licensing departments can work together to achieve the objective of streamlining procedures. What is the financial implication of issuing composite licenses on government expenditure?

Asked by: Hon. LAM Kin-fung, Jeffrey

Reply:

Under the steer of the Economic and Employment Council and its Subgroup on Business Facilitation, regulatory reviews relating to the construction, retail and entertainment business sectors are currently being conducted, including reviews of related licensing procedures and requirements impacting on these trades. As some businesses require multiple licences to operate and they have to deal with various government departments on the respective requirements, composite licensing has been identified as one of the possible improvement opportunities to facilitate business.

The reviews will explore, inter alia, whether composite licensing will benefit any particular trade in terms of reduction in costs, shortening of processing time, providing simpler procedures and better coordination of licensing requirements. The reviews are still in their early stages and details of recommendations have yet to be worked out. However, the Economic Analysis and Business Facilitation Unit does not anticipate that any composite licensing proposal will have significant financial implications vis-à-vis the current licensing regimes.

Signature _____

Name in block letters Ms Chang King-yiu

Post Title Director of Administration

Date 6 April 2005

Examination of Estimates of Expenditure 2005-06
**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

Reply Serial No.

CSO015

Question Serial No.

0729

Head: 142 – Government Subhead(No. & title):
Secretariat: Offices of the
Chief Secretary for
Administration and the
Financial Secretary

Programme: (1) Efficiency Unit

Controlling Officer: Director of Administration

Director of Bureau: Director of Administration

Question :

- (a) How many consultancy studies/researches have been conducted during the year 2004-05 by the Administration Wing, Central Policy Unit and the Efficiency Unit respectively? How many of them will be published for the benefit of the public? How will the Administration assess the cost-effectiveness of the studies/researches being conducted?
- (b) Please list the title and cost breakdown of each study.

Asked by: Hon. NG Margaret

Reply:

Efficiency Unit

In 2004-05, the Efficiency Unit (EU) conducted 23 studies under Programme (1) of Head 142 to assist bureaux and departments to improve their services and achieve greater efficiency. These studies cover a wide range of different objectives from process reengineering, organisational restructuring, the application of new technology to outsourcing and public private partnerships. The studies are carried out for and on behalf of the client departments. Departments who commission the studies will decide if the studies should be published. They will also decide on how to take forward the recommendations in terms of their cost-effectiveness and practicability in implementation.

Most of the studies conducted in 2004-05 were undertaken by in-house consultants. When there is no in-house experience or expertise, or available resources, the EU will engage external consultants. In cases where external consultants are appointed, the study teams would normally include EU staff in order to facilitate transfer and exchange of skills and work practices in such categories of studies.

Studies undertaken in 2004-05 by in-house consultants are listed below-

No.	Title of Study (Client)	Remarks
1	Civilianization study for Correctional Services Department, Fire Services Department, Immigration Department, Customs & Excise Department and Hong Kong Police Force (Security Bureau)	Completed
2	Business process re-engineering study on an integrated licensing, fire safety and prosecution system (Fire Services Department)	Completed
3	Survey on Government outsourcing	Completed. Report published
4	Business process reengineering study on a livestock keeping, animal licensing and enforcement system (Agriculture, Fisheries and Conservation Department)	Completed
5	Business process reengineering study on fraud and overpayment of social security benefits (Social Welfare Department)	Completed
6	Market testing exercise for outsourcing of accounting and billing activities (Rating and Valuation Department)	Completed
7	Human Resource Management Information System (Civil Service Bureau)	Completed
8	Study on the appointment of aided school teachers (Education and Manpower Bureau)	Completed
9	Abolition of application for medical & dental appointment treatment form (GF 181 and TRY 447) (Office of the Government Chief Information Officer)	Completed
10	Process review relating to registration of contractors under Buildings Ordinance (Financial Secretary's Office)	Completed
11	Study on illegal parking enforcement (Hong Kong Police Force)	Completed
12	Review of the management and control of cemeteries and crematoria (Food and Environmental Hygiene Department)	In progress
13	Pilot for the implementation of Electronic Record Keeping System (Government Records Service)	In progress
14	Developing joined-up access to government services	In progress
15	Feasibility study on PPP approach for prison redevelopment at Lo Wu and Chi Ma Wan (Correctional Services Department)	In progress
16	Business process review for sentinel surveillance of Centre for Health Protection (Department of Health)	In progress
17	Future provision and management of cemeteries, crematoria and columbaria facilities (Food and Environmental Hygiene Department)	In progress
18	Review of licensing requirements for theme park and family amusement centre (Financial Secretary's Office)	In progress
19	Outsourcing of technical services at three hilltop radio stations (Civil Aviation Department, Customs & Excise Department and Marine Department)	In progress
20	Review on the effectiveness of outsourcing	In progress

The following projects were / are being conducted with support from external consultants-

No.	Title of Study	Consultancy fees (\$ million)	Remarks
21	Outsourcing of Disciplined Services Sports and Recreation Club management (Security Bureau)	0.498	Completed
22	Outsourcing the fleet operations (Marine Department)	1.000	Completed
23	Consultancy service for provision of a pilot poultry slaughtering plant (Health, Welfare and Food Bureau)	Consultant to be selected	In progress

Central Policy Unit

The Central Policy Unit (CPU) has conducted the following consultancy studies in 2004-05 under Programme (3) of Head 142-

No.	Title of Study	Consultancy Fee (\$ million)	Remarks
1	Policies and practices of Mainland Authorities on facilitating Mainland Private Enterprises to locate their Business and Office Operations in Hong Kong	0.130	Completed
2	Third sector landscape in Hong Kong	1.370	Completed
3	Socio-economic-political trends in Taiwan	1.066	Completed
4	Strategy paper on Hong Kong and the Pan-Pearl River Delta Region	0.180	Completed
5	Pearl River Delta cities and Hong Kong	0.300	Completed
6	Hong Kong – Guangdong co-operation in logistics	0.118	Completed
7	Study on nature of poverty of the different groups of CSSA recipients and ways to relieve their hardship	0.250	Completed
8	The life situation of the ethnic minorities in Hong Kong	0.100	Completed
9	Improving Hong Kong's business environment	0.230	Completed
10	Improvement of quality of urban living in Hong Kong	0.250	Completed
11	Tri-partite partnership: benchmarking study from an international perspective	0.402	Completed
12	Socio-economic-political trends in Pan-Pearl River Delta Region, covering Fujian, Jiangxi, Hunan and Hainan	1.240	In progress
13	Socio-economic-political trends in Pan-Pearl River Delta Region, covering Guangxi, Yunnan, Guizhou and Sichuan	1.240	In progress
14	Socio-economic-political trends in the Mainland	1.287	In progress
15	Socio-economic-political trends in Japan and South Korea	0.743	In progress
16	Socio-economic-political trends in Southeast Asia	1.300	In progress

No.	Title of Study	Consultancy Fee (\$M)	Remarks
17	Thematic Household Survey – social characteristics of Hong Kong People having resided/stayed substantially in the Mainland	0.781	In progress
18	Attracting Guangdong private enterprises to develop their businesses in Hong Kong	0.156	In progress
19	Attracting Zhejiang private enterprises to develop their businesses in Hong Kong	0.080	In progress
20	The changing family system in Hong Kong, problems it faces and ways to enhance family functioning	0.283	In progress
21	Strategies for tackling child poverty in Hong Kong	0.400	In progress
22	Relationship between Hong Kong's cultural and creative industries and the Pearl River Delta Region	1.299	In progress
23	Tri-partite partnership: local research and engagement	0.411	In progress
24	A comparative study on attractiveness of Hong Kong with selected cities in the Mainland in attracting professionals and talents	0.439	In progress
25	Eligibility of public benefits	0.165	In progress
26	Policies and practices in selected countries in respect of retirement age and their applicability to Hong Kong	0.289	In progress
27	Policies and practices in selected countries that encourage childbirth	0.437	In progress
28	Portability of public benefits	0.165	In progress
29	Policies and practices of selected countries/territories in respect of eligibility and portability of public benefits	0.524	In progress
30	Enhancing co-operation in service industries between Fujian and Hong Kong	0.070	In progress
31	Focus of co-operation between Yunnan and Hong Kong to enter Southeast Asia and South Asia markets	0.067	In progress

Of the 11 completed studies, studies 1 and 2 were published on CPU's website and study 11 will likewise be published shortly; the others are for internal reference and will not be released. CPU will decide on whether to publish the on-going studies upon their completion.

CPU assesses the cost-effectiveness of the studies having regard to the requirements set out in the consultancy briefs and the standards of the deliverables.

Administration Wing

As for the Administration Wing, a consultancy study was conducted by the Sustainable Development Unit (SDU) in 2004-05 under Programme (3) of Head 142 at a fee of \$0.8 million. It is a study on terrestrial habitat mapping and ranking based on conservation value. The study has just been completed and the report will be made available through SDU's website shortly. Regarding its cost-effectiveness, the study provides essential information for updating the baseline data as contained in the Computer-Aided Sustainability Evaluation Tool. This does not only ensure that the assessment tool itself is effective and up-to-date, but also provides, through the updated terrestrial habitat map and conservation value rankings, valuable information on different habitat types in Hong Kong and their importance as far as conservation is concerned.

Signature _____

Name in block letters Ms Chang King-yiu

Post Title Director of Administration

Date 7 April 2005

Examination of Estimates of Expenditure 2005-06
**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

Reply Serial No.

CSO016

Question Serial No.

0730

Head: 142 – Government Subhead(No. & title):
Secretariat: Offices of the
Chief Secretary for
Administration and the
Financial Secretary

Programme: (3) CSO – Administration Wing

Controlling Officer: Director of Administration

Director of Bureau: Director of Administration

Question :

The financial provision for 2005-06 is \$19.7 million higher than the revised estimate for 2004-05 and it is mentioned that this is mainly due to the increased provision for promotion of public policy research and creation of nine posts for establishment of a dedicated team to support the Commission on Poverty. In this connection, please give details about the promotion programmes of public policy research and the nine posts created and the expenditure involved.

Asked by: Hon. NG Margaret

Reply:

The promotion of public policy research among higher education institutions is one of the new initiatives in the 2005 Policy Address. The initiative will be managed by the Central Policy Unit and involves the disbursement of an additional \$20 million a year for three years starting from 2005-06 under a scheme administered by the Research Grants Council (RGC) of the University Grants Committee.

The RGC is inviting applications from higher education institutions and the deadline for the return of submissions is June 2005. Details about the projects to be conducted will be available after the RGC has received and considered the applications.

Creation of nine posts for the Secretariat to the Commission on Poverty accounts for an increased provision of \$6.1 million. Details of the nine posts are as follows:

Rank	No.
Administrative Officer Staff Grade B1	1
Administrative Officer Staff Grade C	1
Senior Administrative Officer	1
Senior Executive Officer	1
Senior Personal Secretary	1
Personal Secretary I	1
Personal Secretary II	1
Clerical Officer	2

The increased provision for the above is partly offset by the full year effect of 2005 civil service pay cut (\$2.4 million) and reduced cash flow requirement for approved non-recurrent projects and replacement of minor plant equipment (\$4 million).

Signature _____

Name in block letters Ms Chang King-yiu

Post Title Director of Administration

Date 7 April 2005

Examination of Estimates of Expenditure 2005-06
**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

Reply Serial No.

CSO017

Question Serial No.

1073

Head: 142 – Government Subhead(No. & title):
Secretariat: Offices of the
Chief Secretary for
Administration and the
Financial Secretary

Programme: (3) CSO – Administration Wing

Controlling Officer: Director of Administration

Director of Bureau: Director of Administration

Question :

What are the details of the provision for anti-poverty initiatives as proposed in this year's Policy Address?

Asked by: Hon. LEE Cheuk-yan

Reply:

The Administration has set out in the 2005 Policy Address its broad policy in helping the poor through continued efforts to promote economic development, education and training. At the same time, the Administration will continue to allocate resources to ensure that there is a solid social safety net to provide basic protection for those in need.

It would be difficult to single out the provision allocated solely for poverty alleviation initiatives in the 2005 Policy Address because some social services initiatives or programmes e.g. promotion of employment, may also help the poor. Likewise, those initiatives targeted at the poor e.g. enhancement of outreaching services for youth at risk and support for needy youth and children at district level, may benefit other needy groups as well.

Broadly, \$200 million has been earmarked for key poverty alleviation initiatives in 2005-06. Of this \$200 million, \$125 million is for the Health, Welfare and Food Bureau to enhance family and child, youth and rehabilitation services. Another \$75 million is allocated to the Education and Manpower Bureau to provide school-based after-school learning and other support services for needy students.

Signature _____

Name in block letters Ms Chang King-yiu

Post Title Director of Administration

Date 7 April 2005

Examination of Estimates of Expenditure 2005-06
**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

Reply Serial No.

CSO018

Question Serial No.

1081

Head: 142 – Government Subhead(No. & title):
Secretariat: Offices of the
Chief Secretary for
Administration and the
Financial Secretary

Programme: (3) CSO-Administration Wing

Controlling Officer: Director of Administration

Director of Bureau: Director of Administration

Question :

Regarding the improvement of business environment through breaking down barriers and streamlining procedures, what measures did the Administration implement, under the auspices of the Economic and Employment Council, to simplify procedures and facilitate business in 2004? What new measures will be adopted in the coming 3 years to further improve the business environment?

Asked by: Hon. CHOW LIANG Shuk-ye, Selina

Reply:

The Economic and Employment Council (EEC) comprising representatives from the political, business, labour and academic sectors as well as concerned Directors of Bureaux was set up by the Government in January 2004. The EEC and its Subgroup on Business Facilitation provide the steer in taking forward the Helping Business Programme. Measures are initiated under the Programme to make government regulations and procedures more business-friendly and reduce compliant costs to businesses.

During 2004, 15 studies and projects were completed or initiated and over 30 recommendations for improvements were implemented, including enhancing the advisory service, transparency and customer-friendliness of the Environmental Protection Department, and streamlining and shortening its licensing processes such as Construction Noise Permit by as much as 40%; streamlining the vehicle first registration process of the Transport Department, improving its interaction with vehicle dealers and public transport operators and providing one-stop-shop services for type approval of vehicles; improving the work processes and practices of the Fire Services Department in respect of fire service and ventilation installations to speed up the approval process and improving the provision of information and guidelines to facilitate businesses in leasing or acquisition of premises for specific business operations to enable early startups etc.

The current foci of the Programme are on sector-specific reviews, particularly the regulatory frameworks impacting on the construction, real estate, retail and entertainment business sectors. Concerned industry representatives provide trade inputs through their involvement in review task forces. The reviews are expected to be completed by end 2005. As they are still at the early stages, details of any improvement measures have not yet been finalised. In the coming three years, the EEC will continue to steer the sector-specific regulatory reviews and work closely with concerned bureaux and departments to implement any improvement measures identified in these reviews.

Signature _____

Name in block letters Ms Chang King-yiu

Post Title Director of Administration

Date 7 April 2005

Examination of Estimates of Expenditure 2005-06
**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

Reply Serial No.

CSO019

Question Serial No.

1087

Head: 142 – Government Subhead(No. & title):
Secretariat: Offices of the
Chief Secretary for
Administration and the
Financial Secretary

Programme: (3) CSO – Administration Wing

Controlling Officer: Director of Administration

Director of Bureau: Director of Administration

Question :

In his Budget Speech, the Financial Secretary emphasised that “promoting self-reliance” was the key task in helping the poor. Does the Government have any concrete proposals to ensure that plans for helping the poor will focus on re-training or employment assistance but not sheer dishing out of largesse?

Asked by: Hon. CHOW LIANG Shuk-ye, Selina

Reply:

It has been the Administration's policy to promote economic growth and employment opportunities, and to provide training and re-training services in order to enhance the employability and competitiveness of our workforce. At the same time, the Administration provides a safety net to ensure that no one is deprived of basic needs due to lack of financial means.

Pursuant to this year's Policy Address, the Commission on Poverty was established in order to consolidate and promote efforts in poverty alleviation. At its first meeting held on 18 February 2005, the Commission endorsed as its terms of reference the objectives to prevent and alleviate poverty and promote self-reliance. The Commission would make policy recommendations in this direction, including efforts to reduce the risk of intergenerational poverty by providing education and development opportunities to our youth; to encourage training and re-training, and to facilitate employment. The Commission would also encourage wider community engagement and foster public-private partnerships in alleviating poverty.

Signature _____

Name in block letters Ms Chang King-yiu

Post Title Director of Administration

Date 6 April 2005

Examination of Estimates of Expenditure 2005-06
**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

Reply Serial No.

CSO020

Question Serial No.

1649

Head: 142 – Government Subhead(No. & title):
Secretariat: Offices of the
Chief Secretary for
Administration and the
Financial Secretary

Programme: (5) Hong Kong Guangdong Cooperation Coordination Unit

Controlling Officer: Director of Administration

Director of Bureau: Director of Administration

Question :

1. The revised estimate of expenditure for 2004-05 has decreased by 23.1% as compared with the original one. What are the reasons?
2. Regarding the financial provision and staff establishment, the estimated provision for 2005-06 has increased by 28.3% when compared with the revised estimate for 2004-05. One of the reasons is the increase of expenditure incurred from creation of posts. Please specify the post(s) to be created, the work charters as well as the expenditure involved.

Asked by: Hon. WONG Ting-kwong

Reply:

1. The 2004-05 revised estimate is lower than the original estimate by 23.1% (or \$1.8 million). This is mainly due to the fact that two new posts at senior professional level, which had been included in the original estimate, were only filled in the latter part of the financial year only, ie. in late 2004 and early 2005 respectively.
2. The main reason for an increased provision in 2005-06 is to reflect the full-year effect of the two new posts mentioned above. These new posts are currently filled by two Senior Administrative Officers, responsible mainly for tasks concerning the Hong Kong Special Administrative Region Government's participation in the Pan-Pearl River Delta (Pan-PRD) regional co-operation and the joint efforts between Hong Kong and Guangdong in promoting Pan-PRD co-operation. The full year provision earmarked for this purpose is \$1.858 million.

Signature _____

Name in block letters _____ Ms Chang King-yiu

Post Title _____ Director of Administration

Date _____ 6 April 2005

**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

CSO021

Question Serial No.

1738

Head: 142 – Government Subhead(No. & title):
Secretariat: Offices of the
Chief Secretary for
Administration and the
Financial Secretary

Programme: (3) CSO – Administration Wing

Controlling Officer: Director of Administration

Director of Bureau: Director of Administration

Question :

Please provide detailed information on the studies conducted or commissioned by your Office, if any, in 2004-05, including-

- (a) the names of the consultants commissioned;
- (b) the names and content of the studies, and the staffing provision and expenditure involved;
- (c) the progress of the studies and for those yet to be completed, the expected completion date; and
- (d) the follow-up measures relating to study reports.

Asked by: Hon. CHENG Kar-foo, Andrew

Reply:

The studies conducted or commissioned in 2004-05 under Programme (3) of Head 142 are listed below –

(I) Studies conducted/commissioned by the Central Policy Unit

No.	Title/ Content	Consultant	Consultancy Fee (\$ million)	Progress
1	Policies and practices of Mainland Authorities on facilitating Mainland Private Enterprises to locate their Business and Office Operations in Hong Kong	China Business Centre, Polytechnic University of Hong Kong	0.130	Completed
2	Third sector landscape in Hong Kong	PolyU Technology & Consultancy Co Ltd, etc.	1.370	Completed
3	Socio-economic-political trends in Taiwan	Hong Kong Policy Research Institute Ltd	1.066	Completed
4	Strategy paper on Hong Kong and the Pan-PRD Region	Enright, Scott & Associates	0.180	Completed
5	Pearl River Delta cities and Hong Kong	Guangdong Institute of Policy Science Research	0.300	Completed

No.	Title/ Content	Consultant	Consultancy Fee (\$ million)	Progress
6	Hong Kong – Guangdong co-operation in logistics	Development Research Centre of Guangdong Provincial Government	0.118	Completed
7	Study on nature of poverty of the different groups of CSSA recipients and ways to relieve their hardship	Department of Social Work and Social Administration, University of Hong Kong	0.250	Completed
8	The life situation of the ethnic minorities in Hong Kong	Department of Applied Social Sciences, The Hong Kong Polytechnic University	0.100	Completed
9	Improving Hong Kong's business environment	Department of Decision Sciences & Managerial Economics, Chinese University of Hong Kong	0.230	Completed
10	Improvement of quality of urban living in Hong Kong	Department of Architecture, University of Hong Kong	0.250	Completed
11	Tri-partite partnership: benchmarking study from an international perspective	Hong Kong Policy Research Institute Ltd	0.402	Completed
12	Socio-economic-political trends in Pan-Pearl River Delta Region, covering Fujian, Jiangxi, Hunan and Hainan	TeamOne Economist Limited	1.240	To be completed in second half of 2005-06
13	Socio-economic-political trends in Pan-Pearl River Delta Region, covering Guangxi, Yunnan, Guizhou and Sichuan	TeamOne Economist Limited	1.240	To be completed in second half of 2005-06
14	Socio-economic-political trends in the Mainland	One Country Two Systems Research Institute Ltd	1.287	To be completed in first half of 2005-06
15	Socio-economic-political trends in Japan and South Korea	One Country Two Systems Research Institute Ltd	0.743	To be completed in first half of 2005-06
16	Socio-economic-political trends in Southeast Asia	Centre of Asian Studies, University of Hong Kong	1.300	To be completed in first half of 2005-06
17	Thematic Household Survey – social characteristics of Hong Kong People having resided/stayed substantially in the Mainland	Mercado Solutions Associates Ltd, co-ordinated by Census & Statistics Department	0.781	To be completed in first half of 2005-06

No.	Title/ Content	Consultant	Consultancy Fee (\$ million)	Progress
18	Attracting Guangdong private enterprises to develop their businesses in Hong Kong	Development Research Centre of Guangdong Provincial Government	0.156	To be completed in first half of 2005-06
19	Attracting Zhejiang private enterprises to develop their businesses in Hong Kong	School of Business, Ningbo University	0.080	To be completed in first half of 2005-06
20	The changing family system in Hong Kong, problems it faces and ways to enhance family functioning	Department of Social Work & Social Administration, University of Hong Kong	0.283	To be completed in first half of 2005-06
21	Strategies for tackling child poverty in Hong Kong	Department of Social Work, Chinese University of Hong Kong	0.400	To be completed in first half of 2005-06
22	Relationship between Hong Kong's cultural and creative industries and the Pearl River Delta Region	Centre for Cultural Policy Research, University of Hong Kong	1.299	To be completed in first half of 2005-06
23	Tri-partite partnership: local research and engagement	Civic Exchange	0.411	To be completed in first half of 2005-06
24	A comparative study on attractiveness of Hong Kong with selected cities in the Mainland in attracting professionals and talents	Centre of Asian Studies, University of Hong Kong	0.439	To be completed in first half of 2005-06
25	Eligibility of public benefits	Sau Po Centre on Ageing, University of Hong Kong	0.165	To be completed in first half of 2005-06
26	Policies and practices in selected countries in respect of retirement age and their applicability to Hong Kong	Sau Po Centre on Ageing, University of Hong Kong	0.289	To be completed in first half of 2005-06
27	Policies and practices in selected countries that encourage childbirth	Centre of Suicide Research and Prevention, University of Hong Kong	0.437	To be completed in first half of 2005-06
28	Portability of public benefits	Sau Po Centre on Ageing, University of Hong Kong	0.165	To be completed in first half of 2005-06
29	Policies and practices of selected countries/territories in respect of eligibility and portability of public benefits	Sau Po Centre on Ageing, University of Hong Kong	0.524	To be completed in first half of 2005-06
30	Enhancing co-operation in service industries between Fujian and Hong Kong	Development Research Centre of Fujian Provincial Government	0.070	To be completed in first half of 2005-06
31	Focus of co-operation between Yunnan and Hong Kong to enter Southeast Asia and South Asia markets	Research Office of the Yunnan Provincial Government	0.067	To be completed in first half of 2005-06

The completed studies have been passed to relevant offices for consideration. The work of overseeing these studies has been taken up by existing staff. No additional posts have been created for the studies.

(II) Studies conducted/commissioned by the Economic Analysis and Business Facilitation Unit

No.	Title/ Content	Consultant	Consultancy Fee (\$ million)	Progress
1	Regulatory Impact Assessment on labelling scheme on nutrition information for food products - To examine the proposed amendments to the existing food legislation providing additional requirements in two areas, nutrition labelling and nutrient-related claims.	ERM-Hong Kong, Limited	1.286	To be completed by end April 2005.
2	Study of government regulatory activities impacting on construction industry (pre-construction) - To conduct management consultancy studies and research on government regulatory activities impacting on the pre-construction trade with a view to enhancing the respective business environment. Subjects of studies may include, but not limited to, process and procedures, regulations, overseas practices, employment and de-regulation matters.	Crow Maunsell Management Consultants Ltd	0.828	To be completed by end 2005.
3	Study of government regulatory activities impacting on retail industry - To conduct management consultancy studies and research on government regulatory activities impacting on the retail trade with a view to enhancing the respective business environment. Subjects of studies may include, but not limited to, process and procedures, regulations, overseas practices, employment and de-regulation matters.	IBM China/Hong Kong Limited	1.058	To be completed by end 2005.

No.	Title/ Content	Consultant	Consultancy Fee (\$ million)	Progress
4	Review of cinema licensing - To review the cinema licensing regime with the aims of simplifying the regulatory regime of the cinema industry and speeding up the licensing process.	Not applicable (conducted by staff of the unit staff)	Not applicable	To be completed by end April 2005

The work of overseeing studies 1 to 3 has been absorbed by existing staff. For study 4, one Chief Management Services Officer is partly deployed to conduct the study.

(III) Studies conducted/commissioned by the Sustainable Development Unit

No.	Title/ Content	Consultant	Consultancy Fee (\$ million)	Progress
1	Study on terrestrial habitat mapping and ranking based on conservation value - To review and update the terrestrial habitat and ecological baseline database as incorporated in the computer aided sustainability evaluation tool (CASET), through remote sensing analysis, photo interpretation and data comparison, as well as field surveys.	Scott Wilson Ltd in association with Joint Laboratory for Geoinformation Science	0.8	Completed

The work of overseeing the study has been absorbed by existing staff. The study was completed in March 2005. Data gathered through the study will be used for updating the terrestrial habitat and ecological baseline database in the CASET.

Signature _____

Name in block letters Ms Chang King-yiu

Post Title Director of Administration

Date 7 April 2005

Examination of Estimates of Expenditure 2005-06
**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

Reply Serial No.

CSO022

Question Serial No.

1846

Head: 142 – Government Subhead(No. & title):
Secretariat: Offices of the
Chief Secretary for
Administration and the
Financial Secretary

Programme:

Controlling Officer: Director of Administration

Director of Bureau: Director of Administration

Question :

Please state the respective expenditure and timetable in relation to the work, study and investigation conducted or to be conducted in formulating population policy in 2004-05 and 2005-06.

Asked by: Hon. TO Kun-sun, James

Reply:

In 2004-05 and 2005-06, the Central Policy Unit has been conducting or will conduct the following consultancy studies related to population policy -

<u>Study</u>	<u>Estimated Expenditure (HK\$,000)</u>	<u>Target Completion</u>
(i) policies and practices of selected countries / territories in respect of eligibility and portability of public benefits	524	2 nd quarter 2005
(ii) portability of public benefits (Hong Kong)	165	2 nd quarter 2005
(iii) eligibility of public benefits (Hong Kong)	165	2 nd quarter 2005
(iv) policies and practices of selected countries / territories in respect of retirement age	289	2 nd quarter 2005
(v) a comparative study on attractiveness of Hong Kong with selected cities in the Mainland in attracting professionals and talents	439	2 nd quarter 2005

	<u>Study</u>	<u>Estimated Expenditure (HK\$,000)</u>	<u>Target Completion</u>
(vi)	policies and practices in selected countries that encourage childbirth	437	2 nd quarter 2005
(vii)	immigration policies and practices of selected countries in attracting talents, professionals and investors	470	3 rd quarter 2005
(viii)	sustainability of the three pillars of retirement protection in Hong Kong	1,300	early 2006
(ix)	household survey on financial disposition and retirement planning of current and future generations of older persons	850	early 2006

Signature _____

Name in block letters Ms Chang King-yiu

Post Title Director of Administration

Date 7 April 2005

**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

CSO023

Question Serial No.

0100

Head: 94 Legal Aid Department Subhead (No. & title):

Programme: (2) Litigation Services

Controlling Officer: Director of Legal Aid

Director of Bureau: Director of Administration

Question: 1. Since the start of the Pilot Scheme on Legal Aid for Mediation in Matrimonial Cases in 2005, how many applications have been received and what is the expenditure involved?
2. What is the estimated expenditure for the above Scheme in 2005-06?
3. What is the estimated expenditure for the emoluments of staff involved in the above Scheme in 2005-06?

Asked by: Hon. LAU Wai-hing, Emily

Reply: 1. The Pilot Scheme on Legal Aid for Mediation in Matrimonial Cases (“the Pilot Scheme”) was launched on 15 March 2005 and will last for 12 months. During the period between 15 and 31 March, the Legal Aid Department has granted 226 legal aid certificates for matrimonial proceedings. The aided persons in two of these cases have indicated their willingness to attempt mediation. They have been referred to the Mediation Co-ordinator’s Office for an information session on mediation, and for the Mediation Co-ordinator’s assessment on the suitability of their cases for mediation, having regard to the nature of the disputes. If mediation service is provided to these two aided persons, the Department will pay the mediator \$600.00 per hour in each case and the total expenses payable will depend on the number of mediation hours required. Under the Pilot Scheme, the number of mediation hours is capped initially at 15 hours per case but the Department may approve extension of the mediation hours in suitable cases.
2. The total expenditure of the Pilot Scheme for 2005-06 is estimated to be around \$2.3 million, comprising \$1.08 million of mediation fees and \$1.22 million of staff cost.
3. Within the Department, two contract legal aid counsel and two contract law clerks are needed to administer the Pilot Scheme. As mentioned above, the estimated expenditure for the emoluments of the additional staff in 2005-06 is \$1.22 million.

Signature _____

Name in block letters Benjamin CHEUNG

Post Title Director of Legal Aid

Date 6 April 2005

Examination of Estimates of Expenditure 2005-06

Reply Serial No.

**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

CSO024

Question Serial No.

Head: 94 Legal Aid Department Subhead (No. & title): 000 Operational Expenses

0508

Programme:

Controlling Officer: Director of Legal Aid

Director of Bureau: Director of Administration

Question: In the estimate for 2005-06, there will be an increase of \$3 million in the General departmental expenses as compared to the revised estimate for 2004-05. Why is it so? What are the items involved and what is the estimated expenditure for each item?

Asked by: Hon. LI Fung-ying

Reply: The estimated increase of \$3 million in the Department's general departmental expenses for 2005-06 will be used for enhancing the Department's computerized Case Management and Case Accounting System to cope with the new requirements arising from: (1) the implementation of Pilot Scheme on Legal Aid for Mediation in Matrimonial Cases; (2) changes in accounting requirements of the Official Solicitor's Accounts; and (3) implementation of E-portal strategy.

The estimated expenditure will be used mainly for software development and procurement of hardware and software.

Signature _____

Name in block letters Benjamin CHEUNG

Post Title Director of Legal Aid

Date 6 April 2005

**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

CSO025

Question Serial No.

0509

Head: 94 Legal Aid Department Subhead (No. & title):

Programme: (1) Processing of Legal Aid Applications

Controlling Officer: Director of Legal Aid

Director of Bureau: Director of Administration

Question: Regarding the targets of the performance measures in respect of processing legal aid applications, why are the estimated figures of 2005 lower than the actual figures of 2003 and 2004?

Asked by: Hon LI Fung-ying

Reply: The percentage figures in respect of 2003 and 2004 reflect the actual performance in those two years whereas the figures in 2005 are the planned performance targets for the processing of legal aid applications in that year. These percentages were arrived at in the light of past experience, having regard to the procedures and complexity involved, including the need to obtain information from the applicants and third parties for the conduct of the means and the merits tests, e.g. information from banking institutions and professional/expert advice. Where third party information is required, the actual processing time would depend upon the time taken by the third parties to provide the information.

The planned performance targets for processing legal aid applications in 2005 are considered to be realistic in light of the stated performance targets. Indeed, we have always strived to do better than our performance targets. As shown in the performance figures for 2003 and 2004, our actual performance has exceeded our stated targets. The Department will continue to use its best endeavours in making sure that all applications for legal aid will be processed in a timely manner.

Signature _____

Name in block letters Benjamin CHEUNG

Post Title Director of Legal Aid

Date 6 April 2005

**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

CSO026

Question Serial No.

0510

Head: 94 Legal Aid Department Subhead (No. & title):

Programme: (2) Litigation Services

Controlling Officer: Director of Legal Aid

Director of Bureau: Director of Administration

Question: The Department indicated that the performance of assigned private practitioners would be monitored. What are the monitoring criteria and mechanism? How many assigned lawyers in private practice were found to have unsatisfactory performance by the Department in the past two years?

Asked by: Hon. KWONG Chi-kin

Reply: The Department has issued Guidance Notes to all the solicitors and counsel on the Legal Aid Panels highlighting the relevant statutory provisions relating to legal aid and setting out the Department's guidelines and standards required of a solicitor or counsel when handling legal aid cases. Performance of assigned lawyers is evaluated by reference to the relevant statutory provisions, the Department's Guidance Notes, the Code of Conduct issued by the Hong Kong Bar Association and the Guide to Professional Conduct issued by the Law Society of Hong Kong. The Department's in-house lawyers monitoring the assigned-out cases are required to report any instances of unsatisfactory performance by assigned lawyers. A Departmental Monitoring Committee, chaired by the Director of Legal Aid and includes a representative from ICAC as member, will decide on appropriate actions to be taken against a solicitor or counsel whose performance has been reported as unsatisfactory.

Seven and four assigned lawyers in private practice were put on the Record of Unsatisfactory Performance/Conduct in 2003 and 2004 respectively.

Signature _____

Name in block letters Benjamin CHEUNG

Post Title Director of Legal Aid

Date 6 April 2005

**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

CSO027

Question Serial No.

0511

Head: 94 Legal Aid Department Subhead (No. & title):

Programme: (2) Litigation Services

Controlling Officer: Director of Legal Aid

Director of Bureau: Director of Administration

Question: The Department indicated that new measures would be considered to strengthen the monitoring of assigned-out cases. Please give details about the measures, date of implementation and resources required.

Asked by: Hon. KWONG Chi-kin

Reply: The Department is studying the feasibility of establishing an Electronic Portal (E-Portal) to facilitate the monitoring of assigned-out cases. The E-Portal, if established, would enable the Department and the assigned lawyers to communicate with each other directly and expeditiously, thereby enhancing the Department's ability to obtain and receive from assigned lawyers information that is necessary for the timely and efficient monitoring of assigned out legal aid cases. We would try to establish the details concerning the implementation and resource implications of this proposed measure pending the feasibility study findings.

Furthermore, in consultation with the Legal Aid Services Council, the Department will consider the need for further measures to strengthen the monitoring of assigned-out cases.

Signature _____

Name in block letters Benjamin CHEUNG

Post Title Director of Legal Aid

Date 6 April 2005

**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

CSO028

Question Serial No.

Head: 94 Legal Aid Department

Subhead (No. & title): 000 Operational
Expenses

0512

Programme:

Controlling Officer: Director of Legal Aid

Director of Bureau: Director of Administration

Question: In the estimate for 2005-06, there will be an increase of \$3 million in the General departmental expenses under Subhead 000 Operational expenses as compared to the revised estimate for the previous year. Why is it so? Please provide a breakdown of the expenditure.

Asked by: Hon. KWONG Chi-kin

Reply: The estimated increase of \$3 million in the Department's general departmental expenses for 2005-06 will be used for enhancing the Department's computerized Case Management and Case Accounting System to cope with the new requirements arising from: (1) the implementation of Pilot Scheme on Legal Aid for Mediation in Matrimonial Cases; (2) changes in accounting requirements of the Official Solicitor's Accounts; and (3) implementation of E-portal strategy.

The estimated expenditure will be used mainly for software development and procurement of hardware and software.

Signature _____

Name in block letters Benjamin CHEUNG

Post Title Director of Legal Aid

Date 6 April 2005

**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

CSO029

Question Serial No.

0734

Head: 94 Legal Aid Department Subhead (No. & title):

Programme: (2) Litigation Services

Controlling Officer: Director of Legal Aid

Director of Bureau: Director of Administration

Question: The Department stated that in 2005-06, it will continue to consider new measures to strengthen the monitoring of assigned-out cases. Please provide details of the new measures under consideration.

Asked by: Hon. Margaret NG

Reply: The Department is studying the feasibility of establishing an Electronic Portal (E-Portal) to facilitate the monitoring of assigned-out cases. The E-Portal, if established, would enable the Department and the assigned lawyers to communicate with each other directly and expeditiously, thereby enhancing the Department's ability to obtain and receive from assigned lawyers information that is necessary for the timely and efficient monitoring of assigned out legal aid cases. We would try to establish the details concerning the implementation and resource implications of this proposed measure pending the feasibility study findings.

Furthermore, in consultation with the Legal Aid Services Council, the Department will consider the need for further measures to strengthen the monitoring of assigned-out cases.

Signature _____

Name in block letters Benjamin CHEUNG

Post Title Director of Legal Aid

Date 6 April 2005

**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

CSO030

Question Serial No.

0742

Head: 94 Legal Aid Department Subhead (No. & title):

Programme: (1) Processing of Legal Aid Applications

Controlling Officer: Director of Legal Aid

Director of Bureau: Director of Administration

Question: It is mentioned in the *Matters Requiring Special Attention in 2005-06* that the Department will continue to monitor the effectiveness of the means-testing processes, in this connection, please advise whether the Administration will carry out an overall review on the existing criteria used to assess the financial eligibility of legal aid applicants in 2005-06, so as to provide legal aid services that could better reflect the real needs of the community, and if so, how will the review being conducted?

Asked by: Hon. Margaret NG

Reply: The Administration has completed the comprehensive Five-yearly Review of the Criteria for Assessing Financial Eligibility of Legal Aid Applicants. Following consultation with the LegCo Panel on Administration of Justice and Legal Services on the outcome of the review, we are now preparing the necessary amendment regulations to give effect to a number of improvement measures, for example, expanding the scope of the deductibles to cover maintenance payment and care of dependants other than children while the applicant is at work. These measures will help enhance public access to legal aid.

We will continue to review our legal aid system in accordance with our commitment.

Signature _____

Name in block letters Benjamin CHEUNG

Post Title Director of Legal Aid

Date 6 April 2005

**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

CSO031

Question Serial No.

0743

Head: 94 Legal Aid Department Subhead (No. & title):

Programme: (2) Litigation Services

Controlling Officer: Director of Legal Aid

Director of Bureau: Director of Administration

Question: Regarding the indicator of assigning out of civil cases, the number of new cases assigned out in 2004 shows a sharp drop when compared with 2003, why is it the case? How much was spent on paying assigned solicitors and counsel in 2003-04?

Asked by: Hon. Margaret NG

Reply: The reduction in the number of assigned out civil cases in 2004 is due to an overall decrease in the number of legal aid applications received. Notwithstanding the decrease in the number of cases assigned out, there has been no change in the percentage of cases assigned out compared to 2003, which remains at about 70%.

In 2003-04, the Department paid \$255.6 million to assigned solicitors and counsel in civil cases.

Signature _____

Name in block letters Benjamin CHEUNG

Post Title Director of Legal Aid

Date 6 April 2005