

For discussion
on 9 May 2005

**Legislative Council Panel
on Information Technology and Broadcasting**

**Proposed Creation of a Supernumerary
Senior Principal Executive Officer Post
as Head, Hong Kong China Secretariat,
ITU TELECOM WORLD 2006**

Purpose

This paper invites Members' views on the proposed creation of a supernumerary post of Senior Principal Executive Officer (SPEO) (D2) in the Communications and Technology Branch (CTB) of the Commerce, Industry and Technology Bureau (CITB) for the International Telecommunication Union (ITU) TELECOM WORLD 2006 (WORLD 2006) to be held in Hong Kong from 4 to 8 December 2006.

Proposal

2. The ITU requires Hong Kong, as the host city of WORLD 2006, to set up a local secretariat to support the ITU in organising the event and delivering a series of host city obligations and services. We need dedicated support at directorate level to head this local secretariat on a full time basis to oversee the liaison with the ITU and other government departments, outside agencies, event exhibitors and participants.

3. We propose to create a supernumerary SPEO (D2) post, to be designated as Head, Hong Kong China Secretariat (HKCS) for 15 months from October 2005 to December 2006. The HKCS has been set up in CTB of CITB in July 2004 to promote the event and coordinate the delivery of host city services and obligations in relation to hosting the event.

Background

4. After strong bidding from Geneva, Milan, Istanbul, Algiers, the ITU announced on 3 June 2004 that Hong Kong was selected to host the next TELECOM WORLD event in 2006. This would be the first time that a TELECOM WORLD event is held outside Geneva since its inception in 1971.

5. Similar to previous TELECOM WORLD events, WORLD 2006 will comprise two parts – the Exhibition and the Forum. The Exhibition enables industry players to showcase their latest equipment, services or technologies to potential buyers in the public and private sectors, while the Forum provides a platform for industry players, users and senior government officials to debate on critical issues in policies and regulation, key technologies, business applications and environment.

6. WORLD 2006 will likely bring to Hong Kong up to 100 000 visitors from the Mainland of China and overseas and generate substantial direct economic benefits for Hong Kong. It will also bring intangible benefits to Hong Kong's international image as the premier capital for exhibitions and conferences, the regional telecom hub and the unique gateway to the huge Mainland market.

Justification

7. At its meeting held on 2 July 2004, the Finance Committee, vide FCR(2004-05)23, approved the creation of a new commitment to meet the costs for Hong Kong to host WORLD 2006 in December 2006. Members also noted that the ITU requires the host country to set up a local secretariat to liaise with and support the ITU in organising the relevant TELECOM event and deliver a series of host country services and meeting various host country obligations. Such services and obligations include hospitality services, publicity programmes, provision of information and communications technology facilities, transportation, security and other logistical services and support for the ITU in relation to the organisation and hosting of the event.

8. Given the long lead time for potential exhibitors to consider participating in events of this scale, and the fact that WORLD 2006 would for the first time be held outside Geneva, the HKCS for WORLD 2006 was set up in July 2004 with a small number of non-civil service contract staff with marketing experience to kick off various local, Mainland and overseas promotion activities. We have also re-deployed three civil servants in CTB of CITB to the HKCS, on a part-time basis, to oversee the operations of the secretariat and undertake various liaison and support work in the secretariat. As at 30 April 2005, there are eight marketing specialists (full-time) and three civil servants (part-time) undertaking the duties of the HKCS. The HKCS is currently headed by a Principal Assistant Secretary (PAS) (D2), re-deployed internally within CTB on a part-time basis, in addition to his own duties in assisting Deputy Secretary (Communications and Technology) to formulate telecommunications policies and monitor the telecommunications regulatory framework.

9. To cope with the workload, we will gradually build up the strength of the HKCS partly through re-deploying existing staff in CTB and the Office of the Telecommunications Authority (OFTA) as far as possible in the run-up to WORLD 2006. However, we consider that with the growing complexity, scale and volume of work of the HKCS, it would not be operationally possible for the re-deployed PAS to continue to oversee the tasks of the HKCS on a part-time basis. As the Finance

Committee noted in FCR(2004-05)23, we consider that a dedicated, full-time SPEO is required from October 2005 onwards to be Head, HKCS and ensure that the host country obligations are fulfilled and host country services are delivered satisfactorily. We have reviewed the current directorate establishment of CTB of CITB and OFTA and consider that there is no scope for redeployment of existing staff to head the HKCS.

10. Apart from marketing and promotion programmes which have started, Head, HKCS will need to develop and implement strategies and plans for the hosting of WORLD 2006. He/She will give steer to the HKCS staff on sensitive and complicated issues, particularly those involving security, protocol and visa matters. He/She will need to chair various working groups with different government departments and outside agencies about a year before WORLD 2006 to handle co-ordination work in relation to security, protocol, visa, transportation, accommodation and other logistics and hospitality matters. He/She will report to a Steering Committee for WORLD 2006 chaired by Deputy Secretary (Communications and Technology) for the preparatory work for WORLD 2006, and to lead follow-up work as directed by the Steering Committee. He/She will be the HKSARG's primary point of contact with the senior management of the ITU, and hold meetings with them on the planning and implementation of the event in ITU's headquarters in Geneva as and when required. He/She will also need to maintain close liaison with the Ministry of Information Industry of the Central People's Government and the Office of the Commissioner of the Ministry of Foreign Affairs of the People's Republic of China in the HKSAR on protocol, diplomatic and other matters related to the preparatory work for the event. During WORLD 2006, Head, HKCS will be the commander-in-chief on the ground responsible for on-the-spot coordination with various government departments and outside agencies involved.

Encl 1 11. The job description of Head, HKCS is at Enclosure 1. The proposed
Encl 2 organisational structure of the HKCS is at Enclosure 2.

Financial Implications

12. The notional annual salary cost of the proposed SPEO post at mid-point is \$1,360,800 and the full annual average staff cost, including salaries and staff on-cost is \$1,929,000. In addition, we plan to create seven non-directorate civil service posts involving a notional annual salary cost at mid-point of \$3,456,480 and a full annual average staff cost of \$4,853,000.

13. The anticipated expenditure for the civil service posts is within the estimated provision of \$5.6 million reported to Finance Committee at its meeting held on 2 July 2004. We have included sufficient provision in the current year Estimates under Subhead 000 Operational expenses of Head 55 for meeting the salary of civil service post for the HKCS, including the Head, HKCS and the time-limited non-directorate posts. We will also include the necessary provisions in the Estimates for 2006-07.

Advice Sought

14. Members are invited to advise on the above proposal. Subject to Members' view, we intend to invite the Establishment Subcommittee of the Finance Committee to consider our proposal on 2 June 2005.

Communications and Technology Branch
Commerce, Industry and Technology Bureau
April 2005

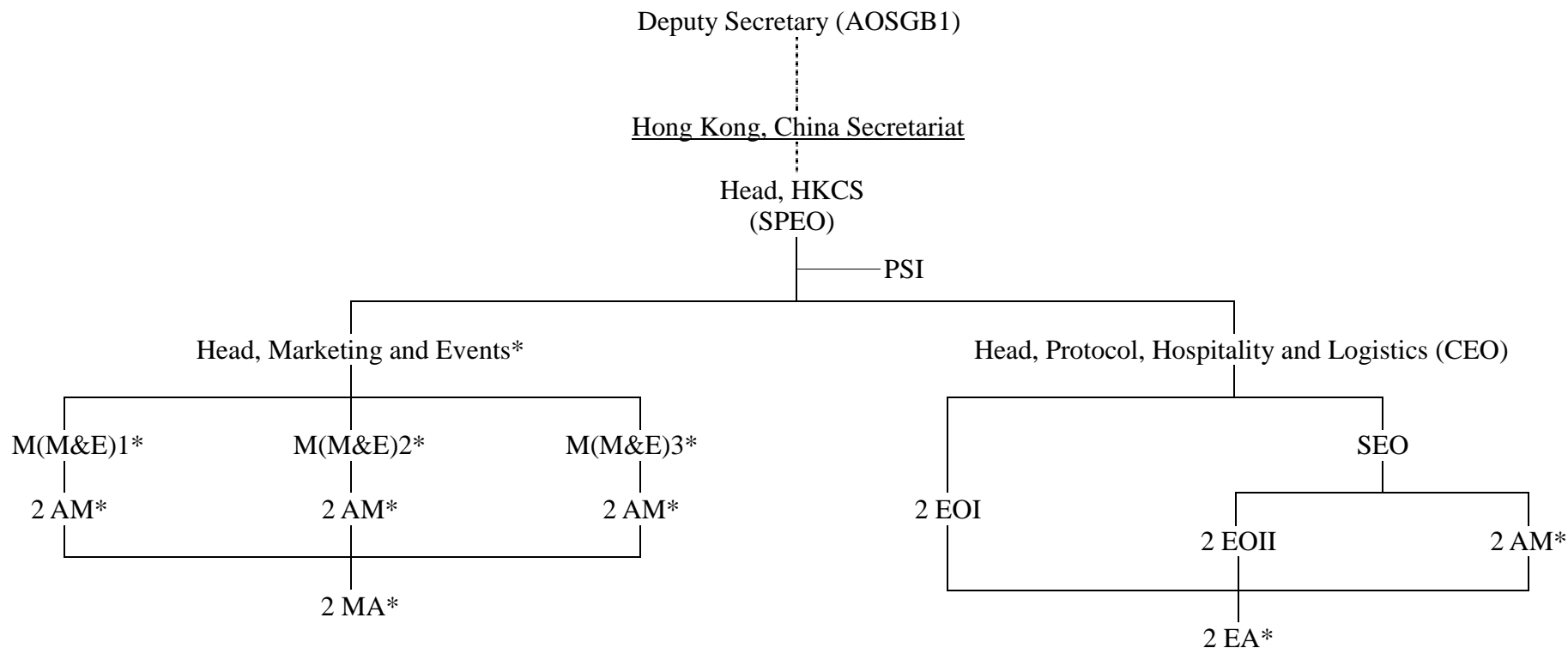
Proposed Job Description

Post Title : **Head, Hong Kong China Secretariat**
Rank : **Senior Principal Executive Officer (D2)**
Responsible to : **Deputy Secretary (Communications and Technology)**

The main duties and responsibilities of the post are as follows –

- (a) supervising and managing the Hong Kong, China Secretariat (HKCS) in fulfilling the HKSARG's obligations under the Memorandum of Administrative Arrangements relating to ITU TELECOM WORLD 2006 (WORLD 2006);
- (b) developing and implementing strategies and plans to facilitate the hosting of WORLD 2006 by Hong Kong;
- (c) servicing the Steering Committee on WORLD 2006 and chairing the task forces formed under the Steering Committee;
- (d) acting as the principal contact point of the HKSARG in liaison with the ITU and CPG to ensure effective and efficient communication;
- (e) overseeing the various social receptions, side programmes, protocol and logistical arrangements to be provided by the HKCS in support of WORLD 2006; and
- (f) managing the overall budget of and supervising the seeking of commercial sponsorships for WORLD 2006.

Proposed Organisation Chart of Hong Kong, China Secretariat



Legend

HKCS - Hong Kong, China Secretariat
 AOSGB1 - Administrative Officer Staff Grade B1
 SPEO - Senior Principal Executive Officer
 CEO - Chief Executive Officer
 SEO - Senior Executive Officer
 EOI - Executive Officer I
 EOII - Executive Officer II

M&E - Marketing and Events
 M - Manager
 AM - Assistant Manager
 MA - Marketing Assistant
 EA - Executive Assistant
 PSI - Personal Secretary I

(* Non-civil service contract staff)