

**Replies to initial written questions raised by Finance Committee Members in
examining the Estimates of Expenditure 2006-07**

**Controlling Officer: Secretary General, Legislative Council Secretariat
Session No. : 7**

Reply Serial No.	Question Serial No.	Name of Member	Head	Programme
LC001	0535	LI Wah-ming, Fred	112	General and Secretariat Services
LC002	0788	WONG Ting-kwong	112	General and Secretariat Services

Examination of Estimates of Expenditure 2006-07
**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

Reply Serial No.

LC001

Head : 112 Legislative Council Commission Subhead : 000 Operational expenses

Question Serial No.

0535

Programme : (2) General and Secretariat Services

Controlling Officer : Secretary General, Legislative Council Secretariat

Director of Bureau : N/A

Question : In relation to “Matters Requiring Special Attention in 2006–07” under Programme (2), how will the Legislative Council enhance the productivity of supporting staff through job re-engineering and staff motivation? What are the indicators for measuring productivity?

Asked by : Hon. LI Wah-ming, Fred

Reply : For the purposes of achieving greater specialization of service and better utilization of resources of the Legislative Council Secretariat in providing services to committees of the Legislative Council, two re-engineering exercises were conducted in 2005 to enhance the quality and productivity of supporting services to the committees through the introduction of a new layer of Council Secretary (Committees) and a new grade of Legislative Assistant (LGA).

The LGA Grade provides development opportunities for the serving clerical and secretarial grades staff who can apply for transfer to the new Grade. The responsibilities of LGAs are as follows:

- ♦ Making logistical arrangements for committee meetings;
- ♦ Attending and assisting in servicing meetings;
- ♦ Indexing meeting proceedings of Bills Committee/Subcommittee using the Digital Recording System;
- ♦ Liaising with the Administration regarding comments on the draft minutes and follow up actions to meetings;
- ♦ Assisting in collecting relevant information for preparation of background briefs for Panels/Bills Committees and information briefs for meetings between Members and District Council members;

- ♦ Assisting in vetting and processing the written questions for the special Finance Committee meetings in examining the Estimates of Expenditure; and
- ♦ Assisting in developing and maintaining the Database on Particular Policy Issues.

In addition, Council Secretaries (Committees) are appointed to take over part of the work originally undertaken by Senior Council Secretaries. Their responsibilities are as follows:

- ♦ Preliminary drafting of background briefs;
- ♦ Drafting of Members' briefs for meetings with District Council Members;
- ♦ Summarizing views of deputations;
- ♦ Drafting minutes;
- ♦ Organizing duty visits for Panels and Bills Committee;
- ♦ Developing and maintaining the Database on Particular Policy Issues;
- ♦ Serving as assistant clerk to the Public Works Subcommittee and Establishment Subcommittee; and
- ♦ Vetting and processing the written questions for the special Finance Committee meetings in examining the Estimates of Expenditure.

In 2006-07, efforts will continue to be made to train LGAs and Council Secretaries (Committees) to enhance their productivity in background research, electronic filing and retrieval of information. Performance indicators are the volume of background briefs or information notes prepared for committees and the number of items on the Database on Particular Policy Issues on the LegCo website.

Signature _____

Name in block letters RICKY C C FUNG

Post Title Secretary General

Date 8 March 2006

Examination of Estimates of Expenditure 2006-07
**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

Reply Serial No.

LC002

Head : 112 Legislative Council Commission Subhead : 000 Operational expenses

Question Serial No.

0788

Programme : (2) General and Secretariat Services

Controlling Officer : Secretary General, Legislative Council Secretariat

Director of Bureau : N/A

Question : It was mentioned in "Matters Requiring Special Attention in 2006-07" that the Secretariat would further enhance young people's understanding of the work of the Council and their political awareness by enriching the civic education programmes of the Council. What are the Secretariat's concrete plans in this respect? Is it necessary to increase expenditure and manpower resources to cope with the work?

Asked by : Hon. WONG Ting-kwong

Reply : The Legislative Council Secretariat has been endeavouring to promote civic education in order to further enhance young people's understanding of the work of the Legislative Council (LegCo). The civic education programmes currently provided by the Secretariat include the following:

- Co-ordinating guided tours of the LegCo Building for schools and non-profit-making organizations. Two time slots are available on every working day, except Wednesdays, for booking of guided tours. In addition to a chance to tour around the LegCo Building, visitors are given briefings on the composition and work of LegCo. They will have a better understanding of the legislative process through a role-playing game. LegCo Members also participate in these tours from time to time by acting as tour guides;
- Providing venues for non-profit-making organizations to conduct mock Council debates once a month in order to enhance young people's understanding of the legislative process and their political awareness. The Secretariat assists the organizers to set debate topics and provides scripts for the conduct of debates. The Secretariat also offers assistance as and when necessary during these mock Council debates;

- Producing a teaching kit and a DVD about LegCo at the start of a new LegCo term for distribution to schools for civic education purposes; and
- Developing a new civic education corner on LegCo's website to enhance young people's understanding of the work of LegCo through simple and interesting means. This corner on the website also provides a convenient channel for teachers and young people to gather information about LegCo on the Internet.

The Secretariat will, without increased expenditure or manpower, strengthen the following services in 2006-07:

- Increasing, so far as circumstances permit, the number of time slots for guided tours from two to three per working day, so as to provide more opportunities for students and young people to know about the work of LegCo;
- Enriching these guided tours by extending the time for the role-playing game about the legislative process, and assisting students and young people to play the roles of different political parties and groups in the debates, so as to enhance their political awareness; and arranging visitors to observe the meetings of LegCo committees with a view to enhancing their understanding of the operation of LegCo; and
- Organizing teachers' workshops in which teachers will be given an introduction on the services provided by the Secretariat for students, such as group visits to the LegCo Building, teaching kits and DVDs.

Signature _____

Name in block letters RICKY C C FUNG

Post Title Secretary General

Date 8 March 2006