

**For discussion  
on 16 January 2006**

## **LEGISLATIVE COUNCIL PANEL ON PUBLIC SERVICE**

### **Creation of One Directorate Post to Provide Support to the Expanded Commission on Strategic Development**

#### **PURPOSE**

This paper briefs Members on the proposal to create one permanent directorate post of Administrative Officer Staff Grade C as Assistant Secretary to the Commission on Strategic Development (CSD) in the CSD Secretariat within the Central Policy Unit (CPU) with immediate effect subject to the Finance Committee's approval. The proposal aims to strengthen the CSD Secretariat to provide the necessary support to the expanded CSD chaired by the Chief Executive (CE).

#### **BACKGROUND**

##### **Role and structure of the Commission on Strategic Development**

2. The CSD was set up in February 1998 with the following terms of reference -

- (a) to advise the CE on Hong Kong's long-term development needs and goals; and
- (b) to conduct reviews and studies on Hong Kong's economy, human resources, education, housing, land supply, environmental protection and relations with the Mainland to ensure that Hong Kong's resources are well-used, and that Hong Kong keeps up with world trends in competitive terms, and to maintain the vitality of economic development.

3. At that time, the CSD comprised no more than 13 non-official members and two official members, viz. the Chief Secretary for Administration (CS) and the Financial Secretary (FS). There were no committees, sub-committees or working groups.

4. A Secretariat comprising seven officers, i.e., one Administrative Officer Staff Grade B (AOSGB) (D3), designated as Secretary to the CSD, one Government Town Planner (GTP) (D2) and five supporting non-directorate administrative, executive, clerical and secretarial grade officers, has been created in the CPU to support the operation of the CSD. This Secretariat reports directly to the Head of the CPU and operates independently of the rest of the CPU. The organization structure of the CSD Secretariat is at Enclosure 1.

5. In his Policy Address on 12 October 2005, the CE announced that he looked upon the CSD as the most important advisory body, and would substantially expand its membership by inviting talent from different fields. The expanded CSD would provide a platform for all sectors of the community to explore with the Government major issues pertaining to our long-term development. It would be able to gauge a wide range of community views, thereby laying the foundation for formulating specific policies, and making the process more scientific and transparent, backed up by enhanced public participation and acceptance.

6. Appointments to the expanded CSD were announced on 15 November 2005. Altogether 152 non-official and 4 official members have been appointed to serve on its four committees, viz. Executive Committee, Committee on Governance and Political Development, Committee on Social Development and Quality of Life, and Committee on Economic Development and Economic Cooperation with the Mainland. The first two committees are chaired by the CE and the other two by the CS and the FS respectively. The terms of reference of the four committees, each with 35 to 40 members, are at Enclosure 2.

7. Each committee will meet about once every two months, not including informal group discussions or ad hoc working groups that may be organized on a need basis. This means that there will be about 24 committee meetings chaired by the three most senior officials of the Hong Kong Special Administrative Region Government each year.

8. The increase in membership of the CSD, the setting up of four committees with specific terms of reference, and the Commission becoming the most important advisory body to the CE entail significantly increased workload of greater complexity and importance. The CSD Secretariat will need to be beefed up at the directorate level, in order to support effectively the operation of the expanded CSD.

## **PROPOSAL**

9. We propose to create one permanent directorate post of Administrative Officer Staff Grade C (AOSGC) (D2), designated as Assistant Secretary to the Commission on Strategic Development to strengthen the CSD Secretariat with immediate effect subject to the Finance Committee's approval.

## **JUSTIFICATION**

### **Creation of a permanent Administrative Officer Staff Grade C (D2) post**

10. At present, the Secretary to the CSD is supported at the directorate level by a GTP (D2). The latter's primary input lies in the professional aspects of global, regional and Mainland development trends as well as demographic issues which impact on Hong Kong. The job description of the GTP post is at Enclosure 3. The expanded CSD and the much increased frequency of meetings will involve additional work, particularly those of an administrative nature. The CSD has over 150 high powered and influential members, we consider that the Secretary to the CSD needs one more directorate officer to assist him/her in discharging the following duties : undertaking policy researches and analysis, preparing papers to present strategic issues for consideration by the committees, overseeing the studies instigated by the committees, organizing the logistics of the four committees, keeping proper records of committee meetings, coordinating within and outside of the Government, as well as handling publicity and public relations for the committees. Given the wide range and complexity of the work involved, and the status and importance of the CSD, we propose to create a permanent post of Assistant Secretary to the CSD at the rank of AOSGC. The job description of this proposed post is at Enclosure 4.

### **Non-directorate Establishment of the CSD Secretariat**

11. The non-directorate supporting staff in the CSD Secretariat will be increased from five to 11 to cope with the increase in workload. The additional staff include one Senior Administrative Officer, one Senior Official Languages Officer, one Executive Officer I, one Personal Secretary I, one Clerical Officer and one Assistant Clerical Officer. They will provide general support service including logistic arrangements for meetings, briefings, etc., general research support work, administration support service, handling general enquiries and complaints, etc.

12. The organization chart of the expanded CSD Secretariat is at Enclosure 5.

### **Alternatives**

13. The first alternative is to maintain the status quo by not providing any additional staff at the directorate level. We believe that this will result in inadequate support for the expanded CSD. We have considered the feasibility of redeploying other directorate staff within the CPU to take on the new duties. While such redeployment has been resorted to to cover temporary staffing shortfalls, we consider that the proper functioning of the expanded CSD has to be provided for on a more permanent basis. Another consideration is that the basic work of the CPU, in terms of policy research, collection and analysis of community feedback and research support for Pearl River Delta and Pan-Pearl River Delta development has

been stepped up in recent years and the existing directorate staff are already fully engaged in these duties. We need to ensure that the CPU's main work proceed in parallel with the expansion of the CSD.

### **FINANCIAL IMPLICATIONS**

14. The proposed creation of one permanent directorate post of Administrative Officer Staff Grade C will entail the following additional staff costs

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<b>Rank</b>	<b>Notional Annual Salary Cost at Mid-point (\$)</b>	<b>Full Annual Average Staff Cost (\$)</b>	<b>No. of Post</b>
AOSGC (D2)	1,360,800	2,026,000	1
Total	<u>1,360,800</u>	<u>2,026,000</u>	

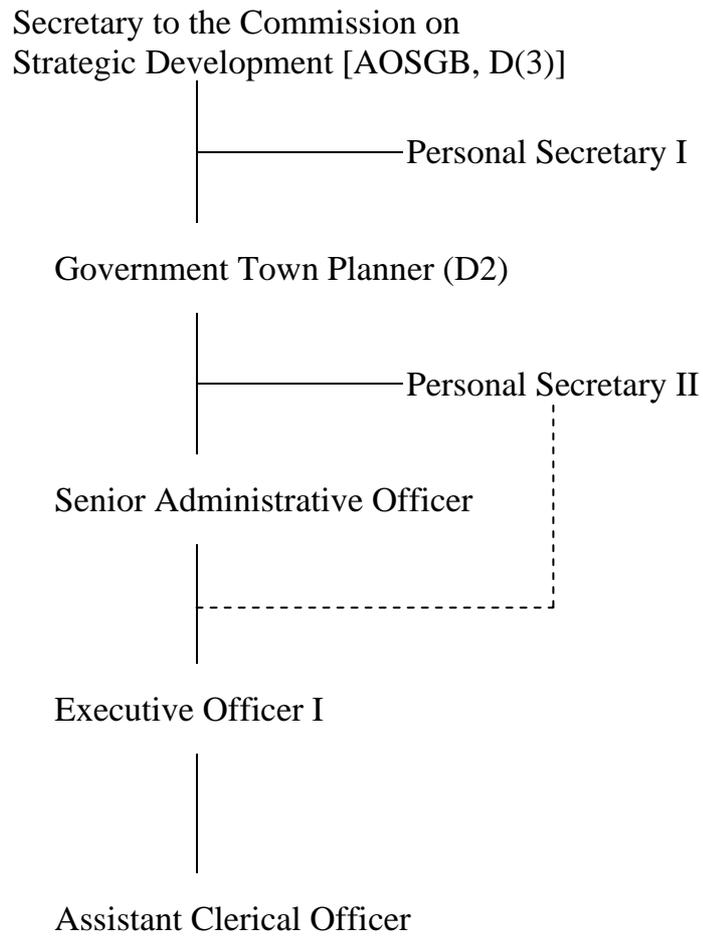
As for the additional non-directorate staff of the CSD Secretariat, the notional annual mid-point salary cost and full annual average staff cost are \$2,805,360 and \$4,147,000 respectively.

### **THE WAY FORWARD**

15. The proposal will be submitted to the Establishment Subcommittee on 8 February 2006 for recommendation to the Finance Committee for approval.

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**Organization Chart of the  
Secretariat to the Commission on Strategic Development**



(A total of 7 officers in CSD Secretariat)

**Terms of Reference**

***Executive Committee***

- to advise the CE on Hong Kong's long-term development needs and goals; and
- to conduct reviews and studies of Hong Kong's economy, human resources, education, housing, land supply, environmental protection and relations with the Mainland to ensure that Hong Kong's resources are well-used, and that Hong Kong keeps up with world trends in competitive terms, and to maintain the vitality of economic development.

***Committee on Governance and Political Development***

- to advise the CE on the direction and strategy of political development and enhancing the quality of governance; and
- to conduct studies on political development and governance issues of strategic importance.

***Committee on Social Development and Quality of Life***

- to advise the CE on the direction and strategy of social development to enhance the quality of life in Hong Kong, including social harmony, environment and health, education and public welfare, transport, arts and culture, population, etc.; and
- to conduct studies on major social development issues of strategic importance.

***Committee on Economic Development and Economic Cooperation with the Mainland***

- to advise the CE on the direction and strategy to enhance the economic development and competitiveness of Hong Kong, to explore the commercialization of creative ideas and opportunities for exchanges among creative talent, and to foster closer regional co-operation between Hong Kong and the Mainland with particular reference to the Pearl River Delta (PRD) and the Pan-PRD; and
- to conduct studies on economic development issues of strategic importance.

**Job description**  
**Government Town Planner (Commission on Strategic Development)**

**Post title** : **Government Town Planner (Commission on Strategic Development)**

**Responsible to** : **Secretary to the Commission on Strategic Development**

**Rank** : **Government Town Planner (D2)**

**Major duties and responsibilities**

- (a) assisting the Secretary to the Commission in preparing consultancy briefs and papers to facilitate the commissioning of consultancy projects initiated by the Commission;
- (b) assisting the Secretary to the Commission in monitoring the progress of consultancy projects and provide steer to consultants, on planning related issues in particular;
- (c) assisting the Secretary to the Commission in preparing study briefs and research papers on global, regional and Mainland development trends with significant impact on Hong Kong's development;
- (d) assisting the Secretary to the Commission in liaising with government bureaux and departments, and other organizations in providing inputs regarding strategic development issues;
- (e) assisting in liaising with interested parties outside the Government, in respect of the studies initiated by the Commission; and
- (f) undertaking any specific tasks as directed by the Secretary to the Commission.

**Job description**  
**Assistant Secretary to the Commission on Strategic Development**

**Post title** : **Assistant Secretary to the Commission on Strategic Development**

**Responsible to** : **Secretary to the Commission on Strategic Development**

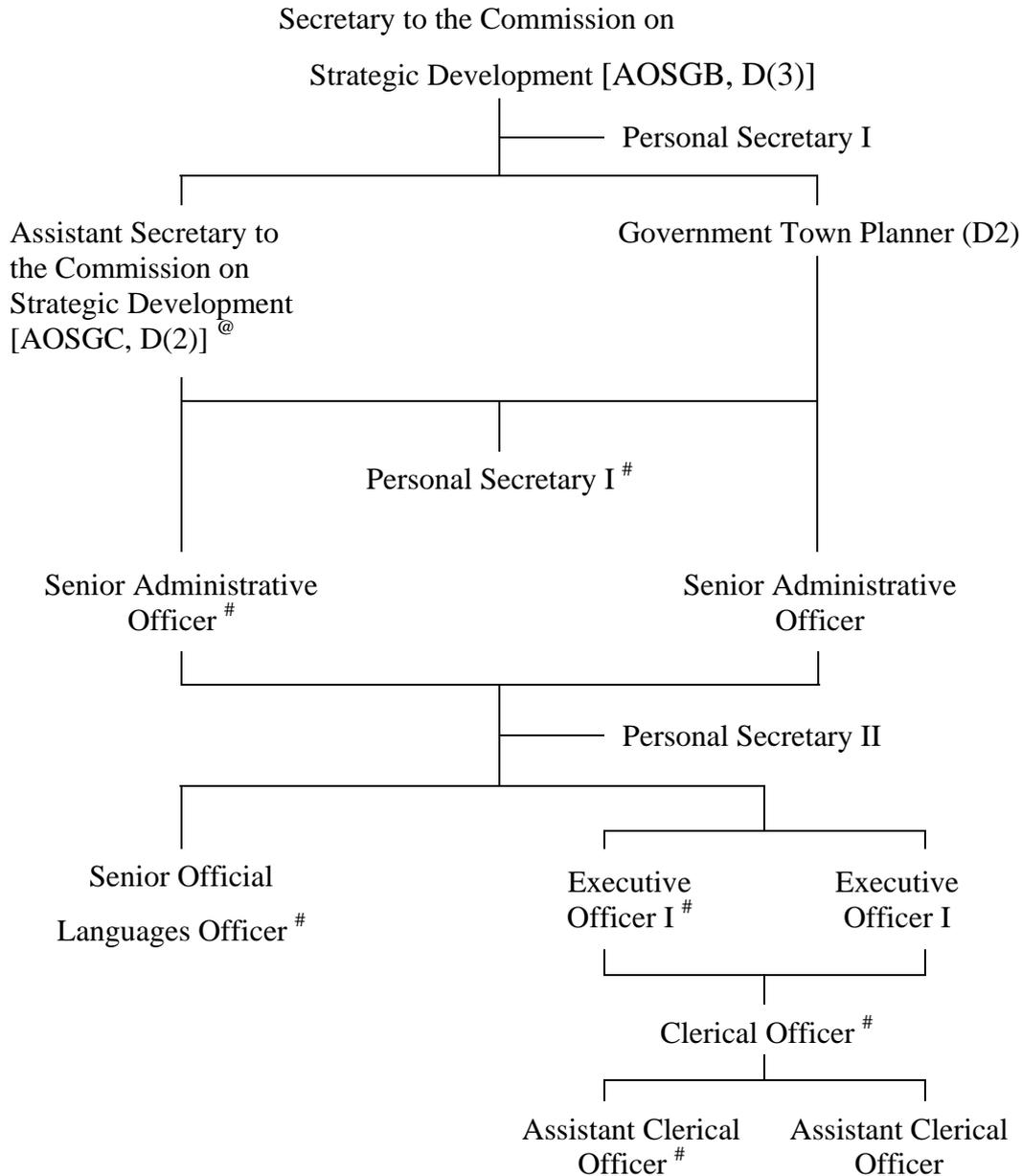
**Rank** : **Administrative Officer Staff Grade C (D2)**

**Major duties and responsibilities**

The Assistant Secretary to the Commission on Strategic Development is the deputy to the Secretary to the Commission and is responsible for:

- (a) undertaking policy research and analysis as directed by the Commission and its committees;
- (b) coordinating and preparing papers for the Commission's committees, following up their advice and recommendations, and preparing reports on the work of the Commission and its committees;
- (c) providing secretariat and other support services to the Commission's committees, including the logistics of meetings and record keeping, etc.;
- (d) liaising with government bureaux and departments and other organizations in co-ordinating issues for discussion by the Commission's committees and in following up their advice and recommendations;
- (e) handling public relations with other organizations, in particular the media, and publicity on the Commission and its committees; and
- (f) assisting the Secretary to the Commission in administering the Secretariat to the Commission.

**Proposed Organization Chart of the Expanded Secretariat to Commission on Strategic Development**



(A total of 14 officers in CSD Secretariat)

@ Directorate post proposed for creation

# Non-directorate posts proposed for creation