

Legislative Council Panel on Constitutional Affairs

Further Development of the Political Appointment System : Nationality and remuneration of Deputy Directors of Bureau and Political Assistants

Introduction

This paper sets out our policies on matters concerning nationality and remuneration of Deputy Directors of Bureau¹ and Political Assistants.

Background

2. The Government announced the first batch appointments of eight Deputy Directors of Bureau and nine Political Assistants on 20 and 22 May respectively. On 27 May, the Administration wrote to the Legislative Council Panel on Constitutional Affairs, indicating that we understood from media reports that there was a proposal for matters concerning nationality and pay scale of Deputy Directors of Bureau to be discussed at the forthcoming meeting of the panel. We indicated that we would provide a paper to set out our policies to facilitate discussion.

3. The Legislative Council Establishment Subcommittee wrote to the Administration after its meeting on 28 May, requesting the Administration to provide information about the remuneration packages offered to each individual appointee and to provide the “Code for Officials under the Political Appointment System”. The letter also stated the request of some Establishment Subcommittee members for the Administration to provide information on those appointees who possess foreign passports in its paper to be provided to the Panel on Constitutional Affairs.

Remuneration of Deputy Directors of Bureau and Political Assistants

4. As set out in the “Report on Further Development of the Political Appointment System” (the Report) issued by the Government in October 2007, the level of remuneration for Deputy Directors of Bureau is pitched at a range equivalent to 65% to 75% of the remuneration for a Director of

¹ “Deputy Director of Bureau” is the rank title. The position title is “Under Secretary”.

Bureau (comprising three pay points), and the level of remuneration for Political Assistants is pitched at a range equivalent to 35% to 55% of the remuneration for a Director of Bureau (comprising five pay points). The Administration has made it clear both in the Report and in the subsequent papers to the Establishment Subcommittee and Finance Committee that, upon joining the Government, the Deputy Directors of Bureau and Political Assistants may be offered remuneration at these points.

5. So far, the Government has appointed eight Deputy Directors of Bureau and nine Political Assistants. The following two tables set out the number of officials at the relevant pay points :

Deputy Director of Bureau

As a percentage of the remuneration for a Director of Bureau	Present remuneration	Number of appointees involved
70%	\$208,680	4
75%	\$223,585	4

Political Assistant

As a percentage of the remuneration for a Director of Bureau	Present remuneration	Number of appointees involved
45%	\$134,150	7
50%	\$149,055	1
55%	\$163,960	1

6. In addition to cash remuneration, the Deputy Directors of Bureau and Political Assistants are also eligible for annual leave of 22 days per annum (subject to a maximum accumulation limit of 22 days), medical and dental benefits and Mandatory Provident Fund contribution by the Government. Since Deputy Directors of Bureau and Political Assistants are remunerated on the basis of a total cash package, there are no housing allowance, no passage allowance and no gratuity benefits for them. The above remuneration packages were approved by the Finance Committee of the Legislative Council in December 2007.

7. The appointment procedures for Deputy Directors of Bureau and Political Assistants are set out in Annex A. A copy of the press release setting out the remuneration of each Deputy Director of Bureau and Political Assistant is at Annex B.

Nationality of Deputy Directors of Bureau and Political Assistants

8. The Report issued by the Government in October 2007 has set out that, in line with the Basic Law, Deputy Directors of Bureau and Political Assistants must be permanent residents of the HKSAR. All the newly appointed Deputy Directors of Bureau and Political Assistants have met this requirement.

9. As regards the additional requirements under the Basic Law (Article 61) for Principal Officials that they shall be Chinese citizens who are permanent residents of the HKSAR with no right of abode in any foreign country and have ordinarily resided in Hong Kong for a continuous period of not less than 15 years, such requirements are not applicable to Deputy Directors of Bureau and Political Assistants since they are not Principal Officials.

10. In fact, in the Report issued in October 2007, the Government has made clear that Deputy Directors of Bureau are not Principal Officials and that there is no need for them to be appointed by the Central People's Government. Therefore, they are not subject to the requirement of Article 61 of the Basic Law, as in the case of Principal Officials. The position of the Government has been made clear.

11. There are views suggesting that, since there was no "Deputy Directors of Bureau" at the time when the Basic Law was enacted, the absence of any nationality requirement in the Basic Law for Deputy Directors of Bureau should not be taken to mean that there is no such requirement. We do not agree with this view. According to the Draft Basic Law for Solicitation of Opinions in 1988, "only Chinese nationals among permanent residents of the Region can fill the following posts : the Secretary and Deputy Secretaries of Departments, Directors of Bureaus, Commissioner Against Corruption, Director of Audit, Deputy Directors for Security and Civil Service, Commissioner and Deputy Commissioners of Police, Commissioner and Deputy Commissioners of External Affairs, Commissioner of Immigration and Inspector General of Customs and Excise".

12. It can be seen from the above that, during the drafting process of the Basic Law, it was once considered that the “Deputy Directors for Security and for Civil Service” should also be subject to the same requirements applicable to the Principal Officials. However, in the Basic Law promulgated in 1990, the references to the above “Deputy Director” posts were taken out from the relevant provision. Therefore, the legislative intention of the Basic Law is clear, that is, only Secretaries and Deputy Secretaries of Departments, Directors of Bureaux, and a number of other department heads, are required to be filled by Chinese citizens among permanent residents of the Region with no right of abode in any foreign country.

13. Among those newly appointed, the eight Deputy Directors of Bureau have made public separately on whether they have right of abode in any foreign country. Among these eight, five have indicated in the affirmative. As regards the Political Assistants, we understand that some of them have made public on whether they have right of abode in any foreign country. We respect the personal decisions of Deputy Directors of Bureau and Political Assistants on whether to disclose and how to handle any right of abode in foreign countries they may have.

14. Whilst Deputy Directors of Bureau may act in the positions of Directors of Bureau during the latter’s absence, they are still not “Principal Officials”, and the acting arrangement is only an administrative measure. Such an arrangement does not contravene the Basic Law.

15. As a matter of fact, the principle involved can be illustrated by the following two types of occasions where acting arrangement has been made. Between 1997 and 2002, ie prior to the implementation of the Political Appointment System, the deputies to the Directors of Bureau could act in the latter’s position. Similarly, for Principal Official positions which are held by civil servants since the handover (ie Commissioner of the Independent Commission Against Corruption, Director of Audit, Commissioner of Police, Director of Immigration and Commissioner of Customs and Excise), there is no need for their deputies to be appointed by the Central People’s Government, nor is there any requirement on their right of abode, as in the case of Principal Officials. These deputies also have the opportunity to act in the positions of the Principal Officials concerned during the latter’s absence. The above arrangements do not contravene the Basic Law.

Code for Officials under the Political Appointment System

16. The Code for Officials under the Political Appointment System applies to all politically appointed officials, including Secretaries of Department, Directors of Bureau, Deputy Directors of Bureau and Political Assistants. A copy of the Code is at the Annex C.

Constitutional and Mainland Affairs Bureau
June 2008

Appointment of Under Secretaries and Political Assistants

1. The procedures and related arrangements for the appointment of Under Secretaries (USs) and Political Assistants (PAs) were set by the Appointment Committee (AC) in late 2007. Chaired by the Chief Executive (CE), the AC comprises the three Secretaries of Departments, the Secretary for Constitutional and Mainland Affairs (SCMA), and the Director of the Chief Executive's Office (D/CEO). All key decisions on the appointment procedures were made by the AC on a collective basis.
2. The appointment of USs and PAs has gone through a rigorous process involving collective decisions. The overriding principle, whether at the stage of short-listing, interviewing, appraisal or "matching", etc., centres around meritocracy and the need to appoint candidates most fitting for the jobs.
3. With the Finance Committee of the Legislative Council approving the creation of the US and PA posts in December 2007, the Government kick started the appointment process right away and indicated that all interested parties could put forward their nominations. By January 2008, the Government had received over 100 nominations or referrals - from political parties, think tanks, government sources (Secretaries of Departments, Directors of Bureaux and Head of the Central Policy Unit), and self-nominations.
4. Having considered the initial long list of potential candidates, the AC agreed in February 2008 to a list of potential candidates short-listed for interviews. The AC also agreed that the Chief Secretary would chair the US interviewing panels, typically with a number of Directors of Bureaux and D/CEO as members; and that D/CEO or SCMA would chair the PA interviewing panels with one to two other Directors of Bureaux as members.
5. Between February and April 2008, the two interviewing panels met on many occasions. All Directors of Bureau (except for the Secretary for the Civil Service who would not be served by the new

political appointees) participated in the process. The interviewing panels would compile assessments at the end of each interview and these were presented to the AC for consideration.

6. Before the AC ruled on the exact “posting” for each US or PA, we would have consulted and secured the agreement of the relevant Principal Officials over the proposed match.

7. As far as remuneration is concerned, there are three pay points for USs and five for PAs within the ranges approved by the Finance Committee. As we are developing a new system and the public has considerable expectation of the new political appointees, we have set relatively high standards for these appointments and have adopted the mid-point within the salary ranges as the anchor when considering whether to screen in a candidate. For those meeting the benchmark, their remuneration would be set at the mid-point within the approved range. In case particular individuals would suffer pay cuts upon taking up the assignment, we would adopt relatively higher salary points for the appointment.

8. According to the procedures set by the AC, we would only invite the AC to decide on the formal offer of appointment upon completion of integrity checking. All candidates are also required to complete a medical examination.

Chief Executive’s Office
Constitutional and Mainland Affairs Bureau
June 2008

Annex B

(Issued by the Government on behalf of the newly appointed Under Secretaries and Political Assistants)

Salaries for Under Secretaries and Political Assistants

As newly appointed Under Secretaries and Political Assistants, we would like to respond to the recent requests for full disclosure of our individual remuneration levels.

Recognising the need to strike a balance between protection of personal information and the public's expectation for greater transparency, the Government has already provided a breakdown of the number of the appointees against each of the salary points within the Legislative Council-approved salary ranges.

Given the sustained public interest, we have decided to further disclose the details of our personal remuneration. On this, the Government has no dissenting views.

Our specific salaries are as follows :

Under Secretary	Salary	
	Percentage of the salary of Directors of Bureaux	Present Salary
Under Secretary for Constitutional and Mainland Affairs, Mr Raymond Tam Chi-yuen; Under Secretary for the Environment, Dr Kitty Poon Kit; Under Secretary for Food and Health, Professor Gabriel Matthew Leung; Under Secretary for Transport and Housing, Mr Yau Shing-mu.	70%	\$208,680

<p>Under Secretary for Commerce and Economic Development, Mr Gregory So Kam-leung;</p> <p>Under Secretary for Education, Mr Kenneth Chen Wei-on;</p> <p>Under Secretary for Financial Services and the Treasury, Ms Julia Leung Fung-ye;</p> <p>Under Secretary for Home Affairs, Ms Florence Hui Hiu-fai</p>	75%	\$223,585
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Political Assistant	Salary	
	Percentage of the salary of Directors of Bureaux	Present salary
<p>Political Assistant to the Financial Secretary, Mr Frankie Yip Kan-chuen;</p> <p>Political Assistant to the Secretary for Development, Mr Raymond Cheung Man-to;</p> <p>Political Assistant to the Secretary for Education, Mr Jeremy Young Chit-on;</p> <p>Political Assistant to the Secretary for Food and Health, Mr Paul Chan Chi-yuen;</p> <p>Political Assistant to the Secretary for Home Affairs, Mr Caspar Tsui Ying-wai;</p>	45%	\$134,150

Political Assistant to the Secretary for Labour and Welfare, Ms Zandra Mok Yee-tuen; and Political Assistant to the Secretary for Security, Mr Victor Lo Yik-kee		
Political Assistant to the Secretary for the Environment, Miss Linda Choy Siu-min	50%	\$149,055
Political Assistant to the Secretary for Financial Services and the Treasury, Ms Katherine Ng Kit-shuen	55%	\$163,960

**CODE FOR OFFICIALS UNDER THE POLITICAL
APPOINTMENT SYSTEM**

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CHAPTER 1: INTRODUCTION

1.1 In this Code, unless the context otherwise requires,

“politically appointed officials” means -

- (a) principal officials;
- (b) Director of the Chief Executive’s Office;
- (c) under secretaries; and
- (d) political assistants.

“principal officials” means principal officials under the Political Appointment System, i.e. the Secretaries of Department and Directors of Bureau.

“under secretaries” means Deputy Directors of Bureau.

“political assistants” means Political Assistant to the Chief Secretary for Administration, Political Assistant to the Financial Secretary, and Political Assistants to Directors of Bureau.

This Code applies to the politically appointed officials.

Where this Code confers powers or imposes duties upon the Chief Executive, he may delegate a principal official, the Director of the Chief Executive’s Office or Permanent Secretary of the Chief Executive’s Office, designated by name or by office, to exercise such powers or perform such duties on his behalf and thereupon, or from the date specified by the Chief Executive, the person so delegated shall have and may exercise such powers and perform such duties.

1.2 Principal officials shall swear to uphold the Basic Law and swear allegiance to the Hong Kong Special Administrative Region (HKSAR) of the People’s Republic of China.

1.3 The basic principles which politically appointed officials shall follow in the performance of their duties include the following:

- (1) Politically appointed officials shall be dedicated to their duties and be responsible to the Government of the HKSAR.
- (2) Politically appointed officials shall uphold the rule of law, abide by the law, and protect the integrity of public office.
- (3) Politically appointed officials shall act in the best interests of the HKSAR as a whole.
- (4) Politically appointed officials shall be as open as possible about the decisions that they make and the actions that they take. They shall be accountable for their decisions.
- (5) Politically appointed officials shall observe the highest standards of personal conduct and integrity at all times.
- (6) Politically appointed officials shall ensure that no actual or potential conflict arises between their public duties and their private interests.
- (7) Politically appointed officials shall at all times actively uphold and promote a permanent, honest, meritocratic, professional and politically neutral civil service.
- (8) Politically appointed officials shall not use any public resources for non-government purposes (including purposes relating to any political party).
- (9) Politically appointed officials shall promote and support the above principles by leadership and example.

1.4 This Code does not specify every type of potential act or behaviour expected of politically appointed officials. Rather, it provides rules and principles for appropriate conduct under certain circumstances. Where the circumstances are not prescribed, it is the responsibility of politically appointed officials to judge in accordance with the principles set out in this Code, how best to

act in order to uphold the highest standards. In case of doubt, they shall seek the advice of the Chief Executive.

- 1.5 This Code shall be read in conjunction with legislation applicable to politically appointed officials. These include the Prevention of Bribery Ordinance (Chapter 201 of the Laws of Hong Kong) and the Official Secrets Ordinance (Chapter 521 of the Laws of Hong Kong).

CHAPTER 2: RESPONSIBILITIES

- 2.1 Politically appointed officials shall devote the whole of their time and attention to the discharge of their duties as politically appointed officials of the Government, and shall use their best endeavours to promote the interests of the Government.
- 2.2 Principal officials are responsible for their respective portfolios designated to them by the Chief Executive and lead the executive departments within their respective portfolios. Principal officials are responsible for formulating, explaining and defending government policies as well as canvassing support from the public and the Legislative Council. They are accountable to the Chief Executive for the success or failure of their policies.
- 2.3 The Director of the Chief Executive's Office is tasked with the responsibility of working with principal officials in policy formulation and setting policy priorities to ensure full implementation of the Chief Executive's policies and decisions, enhancing communication with the Executive Council and the Legislative Council, and liaising with political parties and groups as well as various sectors of the community and district personalities. He is also responsible for overseeing the operation of the Chief Executive's Office.
- 2.4 Under secretaries are responsible principally for assisting Directors of Bureau in undertaking the full range of political work, and are subordinates of the Directors of Bureau and work under the latter's direction. They will deputise for the relevant Directors of Bureau during the latter's temporary absence, attend meetings of the Legislative Council, its committees, subcommittees and panels and speak on behalf of the Government.
- 2.5 Political assistants are mainly responsible for providing political support and inputs to principal officials and under secretaries, and to conduct the necessary political liaison as instructed.

- 2.6 Politically appointed officials shall be bound by and collectively responsible for the decisions taken by the Chief Executive in Council.
- 2.7 Principal officials shall note that they may be directed as necessary by the Chief Executive, during the temporary absence of other principal officials, to exercise the powers or perform the duties of the absent principal officials, including the duty to attend meetings of the Legislative Council, its committees, subcommittees and panels and to speak on behalf of the Government.
- 2.8 Politically appointed officials shall note that given the special role and responsibility of the positions of the Secretary for Justice and Secretary for the Civil Service, special arrangements are made during their temporary absence. During the temporary absence of the Secretary for Justice, relevant Law Officers will exercise the powers and perform the duties of the Secretary for Justice, including the duty to attend meetings of the Legislative Council, its committees, subcommittees and panels and to speak on behalf of the Government. During the temporary absence of the Secretary for the Civil Service, the Permanent Secretary in the Civil Service Bureau will exercise the powers and perform the duties of the Secretary for the Civil Service, including the duty to attend meetings of the Legislative Council, its committees, subcommittees and panels and to speak on behalf of the Government.
- 2.9 Politically appointed officials shall note that the civil servants designated to attend meetings of the Legislative Council, its committees, subcommittees or panels and speak on behalf of the Government are required to limit themselves to established policy.

Responsibility in relation to the Legislative Council

- 2.10 Politically appointed officials shall note that under Article 64 of the Basic Law, the Government must abide by the law and be accountable to the Legislative Council: it shall implement laws

passed by the Legislative Council and already in force; it shall present regular policy addresses to the Legislative Council; it shall answer questions raised by members of the Legislative Council; and it shall obtain approval from the Legislative Council for taxation and public expenditure.

- 2.11 Politically appointed officials will be designated under Article 62(6) of the Basic Law to attend meetings of the Legislative Council, its committees, subcommittees and panels, as appropriate, and to speak on behalf of the Government. The immunities and privileges provided for in sections 3, 4, 5 and 6(2) of the Legislative Council (Powers and Privileges) Ordinance (Chapter 382 of the Laws of Hong Kong) are extended to these officials when they attend meetings of the Legislative Council, its committees, subcommittees and panels.
- 2.12 Principal officials and under secretaries have a duty to represent the Government and to transact business at meetings of the Legislative Council, and as necessary its committees, subcommittees and panels, e.g. to introduce bills or motions, address the Legislative Council, present papers, make statements, answer questions and take part in debates in respect of matters relating to their respective portfolios.
- 2.13 Principal officials and under secretaries shall endeavour to ensure that they would be available to attend meetings of the Legislative Council when matters relating to their respective portfolios are discussed.
- 2.14 Politically appointed officials shall give accurate and truthful information to the Legislative Council and correct any error at the earliest opportunity.

Responsibility in relation to civil servants

- 2.15 Politically appointed officials shall at all times actively uphold and promote a permanent, honest, meritocratic, professional and politically neutral civil service. In particular, politically

appointed officials shall actively uphold and promote the core values of the civil service:

- (a) commitment to the rule of law;
- (b) honesty and integrity;
- (c) accountability for decisions and actions;
- (d) political neutrality;
- (e) impartiality in the execution of public functions; and
- (f) dedication, professionalism and diligence in serving the community.

2.16 Politically appointed officials shall note that civil servants shall report direct, and enjoy direct access, to the principal officials, or Director of the Chief Executive's Office (in the case of civil servants working in the Chief Executive's Office), through their Permanent Secretaries, and that under secretaries and political assistants shall have no direct line of command vis-à-vis Permanent Secretaries. Politically appointed officials in their dealings with civil servants shall have due regard to the Civil Service Code which sets out the framework within which civil servants are expected to work with politically appointed officials.

2.17 Politically appointed officials shall give fair consideration and due weight to honest, informed and impartial advice from civil servants and shall have due regard to Government Regulations which are applicable to civil servants or otherwise regulate the operation of the Government.

2.18 Politically appointed officials shall not require or influence civil servants directly or indirectly to act in any way which:

- (a) is illegal, improper or in conflict with the core values of the civil service;
- (b) is in breach of any Government Regulations including Civil Service Regulations;
- (c) may involve possible maladministration;
- (d) would conflict with their role as civil servants; or
- (e) would conflict with the principle of political neutrality.

- 2.19 Politically appointed officials shall note that the Secretary for the Civil Service is responsible to the Chief Executive for civil service policy and the management of the civil service. Politically appointed officials shall also note that one of the major tasks of the Secretary for the Civil Service is to safeguard the core values of the civil service.
- 2.20 Politically appointed officials shall note that civil servants are appointed, managed and promoted on the basis of merit and in accordance with the principles of openness and fairness and with the prevailing rules and regulations applicable to the civil service.
- 2.21 Politically appointed officials shall note that civil servants are subject to the prevailing civil service disciplinary system, under which allegations of misconduct against individual civil servants are determined through an impartial process based on consideration of factual evidence.
- 2.22 Politically appointed officials shall note the independent role of the Public Service Commission in advising the Government on the appointment, promotion and discipline of civil servants.
- 2.23 Politically appointed officials shall cooperate fully with the Secretary for the Civil Service to follow up on complaints from civil servants that they have been asked to act in a manner which conflicts with their role as civil servants or with the core values of the civil service.

The role of the Controlling Officer

- 2.24 Politically appointed officials shall note that, subject to the regulations made and directions or instructions given by the Financial Secretary, controlling officers designated under the Public Finance Ordinance (Chapter 2 of the Laws of Hong Kong) are responsible and accountable for all expenditure of the bureaux and departments falling within their purview.

2.25 Politically appointed officials shall note that controlling officers are required to obey all regulations made and directions or instructions given by the Financial Secretary for the safety, economy and advantage of public moneys and Government property. Politically appointed officials have a duty to give fair consideration and due weight to honest, informed and impartial advice from the controlling officers.

CHAPTER 3: OFFICIAL SECRETS AND SECURITY

- 3.1. Politically appointed officials shall note that they fall within the definition of “public servant” in the Official Secrets Ordinance (Chapter 521 of the Laws of Hong Kong) and must therefore abide by the provisions therein applicable to a “public servant”.
- 3.2. Politically appointed officials, irrespective of whether they are members of the Executive Council, shall not reveal the agenda, papers or proceedings of the Executive Council, or any document communicated to them or any matter coming to their knowledge concerning the work of the Executive Council. Discussion and deliberation at the Executive Council shall be kept in strict confidence. The internal process through which a decision has been made shall not be disclosed.
- 3.3. Politically appointed officials are required to take due care in the safe keeping of classified information entrusted to them. They shall bear in mind the general principle that dissemination of classified information shall be no wider than is required for the efficient conduct of the business at hand and shall be restricted to those who are authorised to have access to such information.

On stepping down from office

- 3.4. On stepping down from office, politically appointed officials shall hand over government documents in their possession and ensure that all drafts and personal copies of such documents have been properly disposed of.
- 3.5. Politically appointed officials shall note that all classified information, documents or other articles protected against disclosure by the Official Secrets Ordinance (Chapter 521 of the Laws of Hong Kong) which has come into their possession as a result of their appointment in the Government, remain covered by the Ordinance after their stepping down from office and may not be disclosed.

- 3.6. Politically appointed officials shall note that they are liable to be prosecuted under the Official Secrets Ordinance (Chapter 521 of the Laws of Hong Kong) if, either in Hong Kong or abroad, they communicate, either orally or in writing, including publication in a speech, lecture, radio or television broadcast or in the press or in book form or otherwise, to any unauthorised person any information falling within the purview of the Official Secrets Ordinance (Chapter 521 of the Laws of Hong Kong) unless prior written approval has been obtained from the Chief Executive. The relevant provisions of the Official Secrets Ordinance continue to apply to politically appointed officials after they have stepped down from office.

Evidence in court

- 3.7. Politically appointed officials may be called upon to answer to subpoenas to give oral evidence and/or to produce official documents in Court relating to their official duties. In cases where oral evidence or the production of official documents is involved, the politically appointed official concerned shall assess whether there are any grounds for suggesting that the giving of such evidence or the production of such documents would cause damage to the proper functioning of the public service or would in any way be contrary to the public interest. The politically appointed official concerned shall seek advice from the Secretary for Justice in all such cases.

CHAPTER 4: INVOLVEMENT IN POLITICAL ACTIVITIES

- 4.1 Politically appointed officials shall note that as prescribed public officers defined in the Chief Executive Election Ordinance (Chapter 569 of the Laws of Hong Kong), the Legislative Council Ordinance (Chapter 542 of the Laws of Hong Kong) and District Councils Ordinance (Chapter 547 of the Laws of Hong Kong), they are disqualified from being nominated as a candidate at an election of the Chief Executive, of the Legislative Council or of a District Council. They are also disqualified from being elected as an elected member of the Legislative Council or a District Council.
- 4.2 Politically appointed officials shall declare to the Chief Executive whether they are in any way affiliated with any political party, whether they are members of any political party and whether they hold any office in any political party. They shall declare to the Chief Executive if there is any change in their status in relation to any political party. The declaration will be made available in a place designated by the Chief Executive's Office for public inspection on request.
- 4.3 For the purposes of this Code, "political party" has the same meaning as that provided for under section 31(2) of the Chief Executive Election Ordinance (Chapter 569 of the Laws of Hong Kong).
- 4.4 Politically appointed officials shall note that while their freedom of association is protected by law, they are required to ensure that when taking part in activities organised by political parties, they shall observe the following rules and principles:
- (a) no actual or potential conflict of interest with the business of the Government and/or the official duties of the politically appointed officials shall arise in their participation in such activities;
 - (b) the politically appointed official's participation in such

activities shall not cause any embarrassment to the Government, the Chief Executive or other politically appointed officials;

(c) since the Government has a prior call at all times on the abilities, energies and attention of politically appointed officials, any activities which may impair the performance of their official duties as politically appointed officials or distract their attention must be avoided; and

(d) politically appointed officials shall not sign or procure signatures to any public petition against the actions or proposals of the Government.

4.5 Principal officials, when considering to become a member of any political party or taking part in activities organised by political parties, shall ensure that no conflict shall arise with their oaths to uphold the Basic Law and their oaths of allegiance to the HKSAR.

4.6 In case of doubt, politically appointed officials shall seek advice from the Chief Executive.

CHAPTER 5: PREVENTION OF CONFLICT OF INTEREST

- 5.1. Politically appointed officials shall avoid putting themselves in a position where they might arouse any suspicion of dishonesty, unfairness or conflict of interest.
- 5.2. Politically appointed officials shall observe the principles of fairness and impartiality in discharging their duties and in their dealings with members of the public and with their staff.
- 5.3. Politically appointed officials shall refrain from handling cases with actual or potential conflict of interest.
- 5.4. Politically appointed officials shall report to the Chief Executive any private interests that might influence, or appear to influence, their judgement in the performance of their duties.
- 5.5. During the term of office, politically appointed officials shall not, without the consent in writing of the Chief Executive, engage or be concerned either directly or indirectly as principal, agent, director or shadow director, employee or otherwise in any other trade, business, occupation, firm, company (private or public), chamber of commerce or similar bodies, public body or private professional practice. The consent of the Chief Executive is likely to be given where the official is appointed to the relevant board of directors in his official capacity or in connection with his private family estate. A politically appointed official may retain or accept honorary posts in non-profit making organisations or charitable bodies. In all these cases, the official shall ensure that there is no actual or apparent conflict of interest between his interests in such organisations or bodies and his official duties and that his interests in such organisations or bodies would not cause embarrassment to the Government, the Chief Executive or other politically appointed officials of the Government.

Declaration and handling of investments/interests

- 5.6. Given that the politically appointed officials will have access to highly sensitive information including commercially sensitive information, they shall declare their investments and interests for the purpose of securing public trust and confidence. The declaration will be made available in a place designated by the Chief Executive's Office for public inspection on request.
- 5.7. If it appears to the Chief Executive at any time that there is or may be a conflict of interest between a politically appointed official's investments or interests and his official duties, the Chief Executive may require the official to take any one or more of the following measures:
- (a) to divest himself of all or any of the investments or interests;
 - (b) to refrain from acquiring or disposing of the investments or interests;
 - (c) to freeze any investment transaction for a specified period;
 - (d) to place the investments or interests in a "blind trust";
 - (e) to refrain from handling cases with actual or potential conflict of interest; and
 - (f) to take other actions as directed by the Chief Executive.

Acceptance of advantages

- 5.8. Politically appointed officials shall note that as public servants employed by the Government, they are subject to the relevant provisions in the Prevention of Bribery Ordinance (Chapter 201 of the Laws of Hong Kong) and the Independent Commission Against Corruption Ordinance (Chapter 204 of the Laws of Hong Kong), and shall if necessary seek guidance from the Chief Executive as to the acceptance and retention of gifts, advantages or other benefits.
- 5.9. As a general rule, politically appointed officials shall avoid accepting any gift or hospitality which might or might reasonably appear to compromise their judgement or place them under an

improper obligation. Although the acceptance of hospitality or free service is not prohibited, politically appointed officials shall take note of the relevant provisions in law and the following before accepting any such offer:

- (a) whether the acceptance of the hospitality or free service will lead to a conflict of interest with their official duties or place them in a position of obligation to the donor;
- (b) whether the acceptance of the hospitality or free service will lead to embarrassment in the discharge of their functions;
and
- (c) whether the acceptance of the hospitality or free service will bring them or the public service into disrepute.

5.10. A politically appointed official shall not accept entertainment from any person if the entertainment is likely, for example by reason of its excessive nature, or of the relationship between the official and the other person, or of the character of that person:

- (a) to lead to embarrassment of the politically appointed official in the discharge of his functions; or
- (b) to bring the politically appointed official or the public service into disrepute.

Sponsored visits

5.11. A politically appointed official may receive an invitation from a foreign government to make a sponsored visit in his official capacity. If the official wishes to accept the sponsorship in relation to the visit, he shall seek permission from the Chief Executive.

5.12. A politically appointed official may receive an invitation from an outside organisation to make a sponsored visit in his official capacity. If the official wishes to accept the sponsorship in

relation to the visit, he shall seek permission from the Chief Executive.

- 5.13. If a politically appointed official wishes to accept a sponsored visit for his spouse, he shall seek permission from the Chief Executive.

Register of gifts etc.

- 5.14. Politically appointed officials shall note that they are subject to the provisions of the Prevention of Bribery Ordinance (Chapter 201 of the Laws of Hong Kong) and shall if necessary seek guidance from the Chief Executive as to the acceptance and retention of gifts, advantages or other benefits. In addition, politically appointed officials are required to keep a register of gift, advantage, payment, sponsorship (including financial sponsorships and sponsored visits) or material benefit received by them or their spouses from any organisation, person or government other than the Government which in any way relates to their office as politically appointed officials. The register will be made available in the bureau / office served by the official concerned for public inspection on request.

On stepping down from office

- 5.15. Within one year after stepping down from office, politically appointed officials shall seek the advice of a committee appointed for this purpose by the Chief Executive before commencing any employment, becoming a director or a partner in any business or profession or starting any business or profession on his own account or with others. The proceedings of the committee shall be kept confidential but the advice given shall be made public.
- 5.16. Within one year after stepping down from office, politically appointed officials shall not represent any person in connection with any claim, action, demand, proceedings, transaction or negotiation against or with the Government.

- 5.17. Within one year after stepping down from office, politically appointed officials shall not engage in any lobbying activities on matters relating to the Government.

CHAPTER 6: TRAVEL

Travel in Hong Kong

- 6.1 Each principal official and the Director of the Chief Executive's Office shall be provided with the free use at his discretion of a car and driver in Hong Kong.
- 6.2 The use of government car by under secretaries and political assistants shall be governed by rules and regulations applicable to civil servants at comparable levels.

Travel outside Hong Kong

- 6.3 When travelling on duty outside Hong Kong, principal officials and the Director of the Chief Executive's Office shall travel on first class at government expense. Where protocol requires the presence of the spouse, their spouses shall also travel on first class at government expense.
- 6.4 Principal officials and the Director of the Chief Executive's Office (and their spouses) who are on duty outside Hong Kong shall be granted a subsistence allowance at the same rate and manner as those applicable to the highest-ranking civil servants. They are subject to the same rules and regulations in relation to subsistence allowance applicable to the highest-ranking civil servants.
- 6.5 The class of travelling on duty outside Hong Kong and the subsistence allowance for under secretaries and political assistants (and their spouses) are subject to the same rules and regulations as those applicable to civil servants at comparable levels.

Use of flight awards from government passages

- 6.6 There is no obligation on politically appointed officials who travel on duty to claim flight awards from airlines. However, if and when such awards are claimed and credited to a politically appointed official's mileage account, the official should report the awards to his bureau/department to facilitate planning for possible

use of the awards for subsequent duty travel.

- 6.7 For flight awards earned from government passages, the first call on the use of such awards shall be for subsequent duty travel.
- 6.8 If an award is not expected to be used for subsequent duty travel before the expiry date of the award, the politically appointed official may seek approval from the Chief Executive to use the award for private purposes.

CHAPTER 7: OTHERS

Reporting of criminal offences and attempted bribes

- 7.1. Politically appointed officials shall report to the appropriate authority all instances of crime, alleged crime including attempted bribery which they may come across in either their official or personal capacities. The appropriate authority is the Commissioner Against Corruption in the case of offences or alleged offences under the Prevention of Bribery Ordinance (Chapter 201 of the Laws of Hong Kong), the Independent Commission Against Corruption Ordinance (Chapter 204 of the Laws of Hong Kong) and the Elections (Corrupt and Illegal Conduct) Ordinance (Chapter 554 of the Laws of Hong Kong), and the Commissioner of Police in the case of other criminal offences.
- 7.2. Politically appointed officials shall note that they have no discretion in deciding which cases to report.

Legal proceedings

- 7.3. Politically appointed officials may institute legal proceedings for defamation in connection with matters arising out of their official duties. But before doing so, they shall notify the Chief Executive and seek prior permission from the Chief Executive for the use of any government information and the involvement of other officers to give evidence in the legal proceedings. Politically appointed officials instituting legal proceedings for defamation shall observe that the proposed legal action shall not bring the Government into disrepute.
- 7.4. When a politically appointed official is served with a writ, or receives a letter threatening civil proceedings in which he or she may be named as a party in relation to any matters arising out of his employment or official duties, he shall immediately inform the Chief Executive, the Secretary for Justice and the relevant principal official.

- 7.5. When a politically appointed official is involved in any criminal proceedings (whether arising out of his employment or official duties or otherwise), he shall immediately inform the Chief Executive, the Secretary for Justice and the relevant principal official.
- 7.6. It is open to a politically appointed official injured by the wrongful act of a third party to institute proceedings against the third party.
- 7.7. In certain circumstances, the Government may provide legal representation to politically appointed officials. Each case will be considered on its merits by the Chief Executive but in general, assistance will be provided only if the matter arises out of or in the course of the performance by the politically appointed official of his official duties.
- 7.8. A politically appointed official who has been granted legal assistance and has subsequently been awarded costs is required to refund to the Government all or part of the costs awarded to offset the legal expenses incurred by the Government.