

## **ITEM FOR ESTABLISHMENT SUBCOMMITTEE OF FINANCE COMMITTEE**

**Head 144 – GOVERNMENT SECRETARIAT :  
CONSTITUTIONAL AND MAINLAND AFFAIRS BUREAU  
Subhead 000 Operational expenses**

Members are invited to recommend to Finance Committee the creation of the following supernumerary post in the Constitutional and Mainland Affairs Bureau for a period of 20 months from 1 June 2009 to 31 January 2011 –

1 Administrative Officer Staff Grade C  
(D2) (\$122,700 - \$130,300)

### **PROBLEM**

The existing supernumerary Administrative Officer Staff Grade C (AOSGC) (D2) post created under delegated authority in the Constitutional and Mainland Affairs Bureau (CMAB) to co-ordinate Hong Kong Special Administrative Region (HKSAR)'s participation in the World Exposition 2010 Shanghai China (Shanghai Expo) will lapse on 1 June 2009. There is a need to create a supernumerary post at directorate level beyond this date to take forward further preparations, to oversee the implementation of various activities in connection with our participation in the Shanghai Expo, to supervise the operation of the Hong Kong Pavilion (HK Pavilion) during the Expo period of 1 May to 31 October 2010 and to undertake the follow-up work required afterwards.

### **PROPOSAL**

2. We propose to create a supernumerary AOSGC post in CMAB for a period of 20 months from 1 June 2009 to 31 January 2011 to co-ordinate the planning and implementation of the HKSAR's participation in the Shanghai Expo.

**/JUSTIFICATION .....**

## JUSTIFICATION

### Shanghai Expo

3. The Shanghai Expo will be held in Shanghai from 1 May to 31 October 2010. The theme of the Expo is “Better City, Better Life”, with five sub-themes –

- blending of diverse cultures in the city;
- economic prosperity in the city;
- innovation of science and technology in the city;
- remodelling of urban communities; and
- rural-urban interaction.

So far, 233 countries/international organisations have confirmed their participation in the event, which is expected to attract about 70 million visitors.

4. The Shanghai Expo will provide an excellent opportunity for us to enhance Hong Kong’s image, showcase our strengths and attractions, promote our broader commercial interests to the Mainland and international audience, and strengthen our economic relations with the Mainland.

5. The HKSAR will participate actively in the Shanghai Expo. The key components of our participation will include –

- (a) constructing and operating a stand-alone HK Pavilion;
- (b) participating in a dedicated exhibition in the Urban Best Practice Area (UBPA) inside the Expo Park;
- (c) organising a series of cultural performances and promotional activities including a “Hong Kong Week”; and
- (d) developing an Online HK Pavilion which will become part of the “Expo Shanghai Online” hosted by the Expo Organiser.

### Need for Creation of a Supernumerary AOSGC Post

6. CMAB is responsible for co-ordinating the planning and preparations for the HKSAR’s participation in the Shanghai Expo. Previously, the work for preliminary planning and preparations was undertaken by an existing AOSGC, Principal Assistant Secretary (PAS) (CMA)7, in addition to his own duties. With

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increasing workload for detailed planning and co-ordination of logistics as the opening of the Shanghai Expo draws near, this part-time arrangement has proved no longer viable. A six-month supernumerary AOSGC post was therefore created under delegated authority in CMAB in December 2008 to take up the Expo-related duties. The post will lapse on 1 June 2009.

7. Having regard to the scale and complexity of the project, the need for effective co-ordination and the level of responsibilities involved as well as the need for accomplishing the tasks within a tight schedule, there is a need for a dedicated AOSGC post to take forward the co-ordination and implementation of initiatives for HKSAR's participation in the Shanghai Expo. We propose to create a supernumerary AOSGC post in CMAB for a period of 20 months with effect from 1 June 2009 to 31 January 2011. The job description of the proposed supernumerary post is at Enclosure 1.

Encl. 1

8. The proposed supernumerary AOSGC post, to be designated Expo Coordinator, will be responsible for co-ordinating the work of relevant Bureau/Departments (B/Ds) at various stages to ensure that targets are met on time and effectively. He will help develop detailed implementation plans, co-ordinate and provide support for the activities of the many B/Ds involved in mounting the exhibitions and in organising the various events. He will assist in ensuring effective communication and interface between the relevant B/Ds and the Bureau of Shanghai World Expo Co-ordination (Expo Bureau) and help resolve difficulties where necessary. He will also be responsible for monitoring expenditure to ensure cost-effective use of public funds approved for the purpose.

9. During the Expo period, the proposed Expo Coordinator will assume the role of the Director of the HK Pavilion, supervise the day-to-day operation of the Pavilion and co-ordinate the implementation of various activities organised in connection with the Shanghai Expo. In addition, he will negotiate with the Expo Bureau for possible preservation of the HK Pavilion after the Expo, and co-ordinate the final arrangement for the disposition of the exhibits.

10. After the conclusion of the Shanghai Expo, he will be responsible for overseeing the disposition of the HK Pavilion and the exhibitions, and co-ordinating the finalisation of accounts of the project.

### **Priorities Ahead**

11. In the coming months, the first priority of the proposed Expo Co-ordinator will be to finalise the detailed plans for HKSAR's participation in the Shanghai Expo and for the various related activities. These activities include, for example –

/(a) .....

- (a) finalisation of the detailed design for the exhibition at the HK Pavilion and planning for its operation during the Expo;
- (b) planning for the organisation of the Expo Forum to be held before the Expo to foster public understanding of the theme of HKSAR's participation in the Expo;
- (c) planning for the design, preparations and launching of the Online HK Pavilion which will provide a virtual experience of the physical HK Pavilion;
- (d) planning for publicity events and measures for promoting public interest and awareness of the Shanghai Expo, including the activities to be organised in the run-up to the Expo;
- (e) planning for the various activities to be organised during the Expo, including the organisation of the Hong Kong Week, participation in the daily parade inside the Expo Park and various forums, exhibitions and shows to be held inside the Expo Park and in other venues in Shanghai;
- (f) finalisation of the detailed programme of cultural performances and promotional activities; and
- (g) raising sponsorships and promoting community involvement, including the recruitment of volunteers.

12. Once the detailed plans are finalised, the proposed Expo Coordinator will oversee their implementation. In the second half of 2009 and during the first quarter of 2010, he will focus on co-ordination of the relevant B/Ds in organising their activities, in arranging publicity and in taking forward other preparations for the Expo, including the completion of construction of the HK Pavilion, the mounting and installation of exhibits, the development of the online Pavilion, as well as the organisation of the Expo Forum and the publicity events to be organised in the run-up to the Expo. He will also concentrate on driving the sponsorship campaign and promoting community interest and involvement. In parallel, he will prepare, in close consultation with the relevant B/Ds, the logistical plans for the operation of the HK Pavilion and the UBPA Exhibition, as well as for the organisation of the Expo-related programmes. He will also draw up detailed operational plans and arrange for the procurement of support services for the operation of the HK Pavilion and for the organisation of various Expo activities.

13. From the beginning of 2010 to April 2010, the proposed Expo Coordinator will concentrate on finalising the preparations and ensuring that all preparatory work, including final adjustments and touch-up as necessary, is complete and ready for the opening of the Shanghai Expo on 1 May 2010. During that period, he will also organise training for on-site staff and volunteers for the operation of the HK Pavilion and the UBPA Exhibition, and co-ordinate plans and logistical arrangements for HKSAR's representation and attendance at significant Expo events, such as at the Opening Ceremony and other important functions.

14. During the period of the Shanghai Expo from 1 May 2010 to 31 October 2010, the proposed Expo Coordinator will perform the duties of the Director of the HK Pavilion. He will be in overall charge of the management of the Pavilion, supervising day-to-day operation and ensuring the smooth running of the exhibition. He will also co-ordinate the presentation of programmes and activities to be held in Shanghai during the Expo period, including Hong Kong's participation in the daily parade and the various shows and events to be held during the Hong Kong Week. In addition, he will be responsible for co-ordinating arrangements for the reception of VIP visitors to the HK Pavilion and the UBPA Exhibition. Meanwhile, he will also be liaising with the Expo Bureau and relevant B/Ds on the final arrangements for the preservation or disposition of the HK Pavilion and the exhibits, which will involve high level discussion with the Mainland authorities.

15. After the close of the Shanghai Expo on 31 October 2010, the proposed Expo Coordinator will be responsible for overseeing and co-ordinating the arrangement for the possible preservation of the HK Pavilion or, as appropriate, the return of the exhibition sites to the Expo Bureau. He will also need to oversee the finalisation of all administrative and logistical arrangements including wrapping up of the accounts.

### **Non-directorate Support**

16. The proposed Expo Coordinator will be supported by a small team of non-directorate time-limited civil service posts comprising one Chief Executive Officer (CEO) and one Executive Officer I (EO I), and five non-civil service contract (NCSC) staff including one Senior Manager, one Personal Secretary and three General Clerks. The whole team will be disbanded after completion of the project. The proposed organisation charts of CMAB and the Expo Team are at

Encls. 2&3

Enclosures 2 and 3 respectively.

17. In addition, one post each of Architect and Building Services Engineer have been created on a time-limited basis to strengthen professional support in the Architectural Services Department for the planning and development of the HK Pavilion. One time-limited Chief Information Officer post has also been created in the Information Services Department to deal with Expo-related publicity activities.

### **Economic Benefits for Hong Kong and Additional Jobs for Local Workforce**

18. We have re-assessed the quantum of the economic benefits which may arise from the HKSAR's participation in the Shanghai Expo. Taking into account more recent trends in regard to the share of overseas visitors travelling to the Mainland through Hong Kong and the impact of current financial climate on tourist spending, the Government Economist has updated the estimations. The quantifiable economic benefit to Hong Kong which would arise from our participation in the Shanghai Expo is now estimated to be between \$250 million (in the main scenario) to \$375 million (in the high scenario) at current dollar value. These figures compare to the original assessment of \$288 million and \$432 million, respectively, at 2006 prices; or \$301 million and \$451 million, respectively, when adjusted to current dollar value.

19. The HKSAR's participation in the Shanghai Expo will be conducive to the long term economic development of Hong Kong. There will be indirect impact across a wide spectrum of local industries, with opportunities for additional job creation, as a result of the HKSAR's participation in the Shanghai Expo. The economic benefit is likely to be felt mainly in tourism and related industries as a result of the expected increase in the number of induced visitors to Hong Kong, although the number of jobs to be created indirectly in such industries as tourism, hotels, restaurants, retail and transportation will be difficult to quantify.

### **Alternatives Considered**

20. At present, there are eight PASs in CMAB, overseeing different policy portfolios, including electoral affairs, constitutional development, Basic Law promotion, liaison with the Central People's Government and other Mainland authorities, relations with Taiwan, matters relating to the rights of the individual and access to information. Their existing duties and responsibilities are set out at Enclosure 4. We have critically examined whether these officers have spare capacity to absorb the duties of the Expo Coordinator. As all of them are already fully engaged with their respective portfolios, it is operationally not possible to arrange for any one of them to take up the additional tasks relating to HKSAR's participation in the Shanghai Expo without adversely affecting the discharge of their current duties.

21. In the coming 20 months, the Bureau will be heavily engaged in work relating to a full range of issues under the Constitutional and Mainland Affairs portfolio. The Bureau will need to deal with issues relating to the way forward arising from the High Court's judgment regarding judicial review cases on prisoners' voting rights, constitutional development, preparations for the District Council, Election Committee subsector, Chief Executive and Legislative Council elections to be held in 2011 and 2012, and legislative work relating to the Adaptation of Laws Bill 2009. Another major policy initiative to be taken forward is the review of the Personal Data (Privacy) Ordinance. This involves internal assessment of amendment proposals put forth by the Privacy Commission, to be followed by public consultation. Substantial legislative work would follow when amendment proposals are taken forward. The Bureau has to follow up on the Law Reform Commission (LRC)'s reports on privacy. The one in the pipe-line is LRC's Report on Stalking. The Bureau will need to work out the way forward including the conduct of consultation and research in overseas developments on the subject. With the enactment of the Race Discrimination Ordinance, the Bureau has to co-ordinate the preparation for the commencement of operation of the provisions and monitor their implementation. In anticipation of closer ties and co-operation between HKSAR and the Mainland, especially the Pan-Pearl River Delta Region and Guangdong (including Shenzhen), CMAB will be heavily involved in the preparation, including conducting of research, discussion within Government and liaison with Mainland counterparts, for HKSAR Government's participation in the Pan-Pearl River Delta Regional Co-operation and Development Forum, Hong Kong/Guangdong Co-operation Joint Conference and Hong Kong/Shenzhen co-operation meetings. The Bureau is also responsible for enhancing exchanges and co-operation with Macao Special Administrative Region and Taiwan. Furthermore, the co-ordination work in relation to the Sichuan reconstruction and the HKSAR's efforts to complement the preparation of the National 12th Five-Year Plan will pick up in the coming year. All the PASs play a key role in their respective portfolios and it is impossible for any of them to absorb the additional workload without seriously hampering the progress on other fronts.

22. Apart from the above eight AOSGC posts, under the establishment of CMAB, there are two AOSGC posts in the Mainland offices, namely the Director of the Hong Kong Economic and Trade Office (ETO) at Chengdu, and the Assistant Director of the Beijing Office (BJO). There are also two Administrative Officer Staff Grade B (D3) posts, namely the Directors of the ETO at Shanghai and Guangdong. Under CMAB's establishment, they are physically and geographically operating outside Hong Kong. We have also considered the possibility of assigning these officers to take up the duties of the Expo Coordinator. However, since the preparatory and co-ordination work for HKSAR's participation in the Shanghai Expo is largely conducted in Hong Kong, especially during the preparatory and planning stage, such as attending meetings with relevant B/Ds, raising sponsorships and promoting local community involvement, and full-time operation in Shanghai throughout the Expo period is required, we consider it operationally infeasible for the directorate officers of the BJO/Mainland ETOs to absorb the duties of the Expo Coordinator.

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## FINANCIAL IMPLICATIONS

23. The additional notional annual salary cost of the proposed supernumerary AOSGC post at mid-point is \$1,518,000. The additional full annual average staff cost, including salaries and staff on-cost, is \$2,144,000.

24. The notional annual salary cost at mid-point of the five non-directorate posts mentioned in paragraphs 16 and 17 above is \$3,730,740 and the full annual average staff cost, including salaries and staff on-cost is \$5,900,000. The annual salary cost of the five NCSC staff mentioned in paragraph 16 is about \$1,235,000.

25. We have included sufficient provision in the 2009-10 Estimates under Head 144 – Government Secretariat: CMAB to meet the costs of the proposal.

## PUBLIC CONSULTATION

26. We consulted the Legislative Council Panel on Commerce and Industry on 17 February 2009. In general, Members supported the proposal.

27. A Member suggested that in light of the global economic downturn, we should re-assess the quantum of the economic benefits which may arise from the HKSAR's participation in the Shanghai Expo. We have done so accordingly. The result of the re-assessment is detailed in paragraph 18.

28. At the Panel meeting, we also apprised Members of our strategy for raising sponsorships which will help promote community participation and augment government funding for the events. As regards the enquiry over prospects of savings within government funding earmarked for the Expo (paragraph 30 below), it is difficult to estimate the impact of the economic down-turn on tender prices. We will ensure judicious use of resources and follow established rules and procedures in procurement.

29. We agree with Members' suggestion that the Administration should continue to pursue the wider applications of smart cards. The Commerce and Economic Development Bureau will continue to engage the local creative industries to enrich the content of the UBPA Exhibition to showcase Hong Kong's innovative use of smart cards. We will continue to update the Panel on Commerce and Industry on progress.

**/BACKGROUND .....**



## BACKGROUND

30. In August 2007, we received a proposal from the Expo Organiser inviting HKSAR's participation in the Shanghai Expo in our capacity as a Special Administrative Region of the host country. On the strength of Members' support, we signed an agreement with the Organiser on 30 May 2008 confirming our participation in the Shanghai Expo. On 6 June 2008, the Finance Committee (FC) approved the upgrading to Category A of the public works programme item for the design and build of the HK Pavilion, at an estimated cost of \$145.4 million in money-of-the-day prices. On 4 July 2008, FC further approved a non-recurrent commitment of \$201 million to meet the expenditure required for operating the HK Pavilion and for organisation of various activities associated with Hong Kong's participation in the Shanghai Expo. At the FC meeting on 4 July 2008, we indicated that we would assess the staffing requirements more accurately in the light of emerging work commitments and seek additional manpower resources required through established mechanism.

## ESTABLISHMENT CHANGES

31. The establishment changes under Head 144 - Government Secretariat: CMAB in the past two years are as follows –

Establishment (Note)	Number of posts		
	Existing (as at 1 April 2009)	As at 1 April 2008	As at 1 April 2007
A	17#	17@	12
B	57	52@	33
C	49	44@	35
<b>Total</b>	<b>123</b>	<b>113@</b>	<b>80</b>

Note:

A – ranks in the directorate pay scale or equivalent

B – non-directorate ranks the maximum pay point of which is above MPS point 33 or equivalent

C – non-directorate ranks the maximum pay point of which is at or below point 33 or equivalent

# As at 1 April 2009, there was no unfilled directorate post in CMAB. The supernumerary post created under delegated authority mentioned in paragraph 6 above is not included.

@ The increase in the establishment is mainly due to the re-organisation of the Government Secretariat with effect from 1 July 2007 whereby two policy portfolios were transferred from the Home Affairs Bureau to CMAB, as well as the subsuming of the Beijing Office under CMAB on 1 April 2008.

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**CIVIL SERVICE BUREAU COMMENTS**

32. The Civil Service Bureau supports the proposed creation of the supernumerary AOSGC post for 20 months. The proposed ranking of the post is considered appropriate having regard to the level and scope of the responsibilities required.

**ADVICE OF THE STANDING COMMITTEE ON DIRECTORATE SALARIES AND CONDITIONS OF SERVICE**

33. As the post is proposed on a supernumerary basis, its creation, if approved, will be reported to the Standing Committee on Directorate Salaries and Conditions of Service in accordance with the agreed procedure.

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Constitutional and Mainland Affairs Bureau  
April 2009

**Job Description of Expo Coordinator**

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

**Post Title** : Expo Coordinator

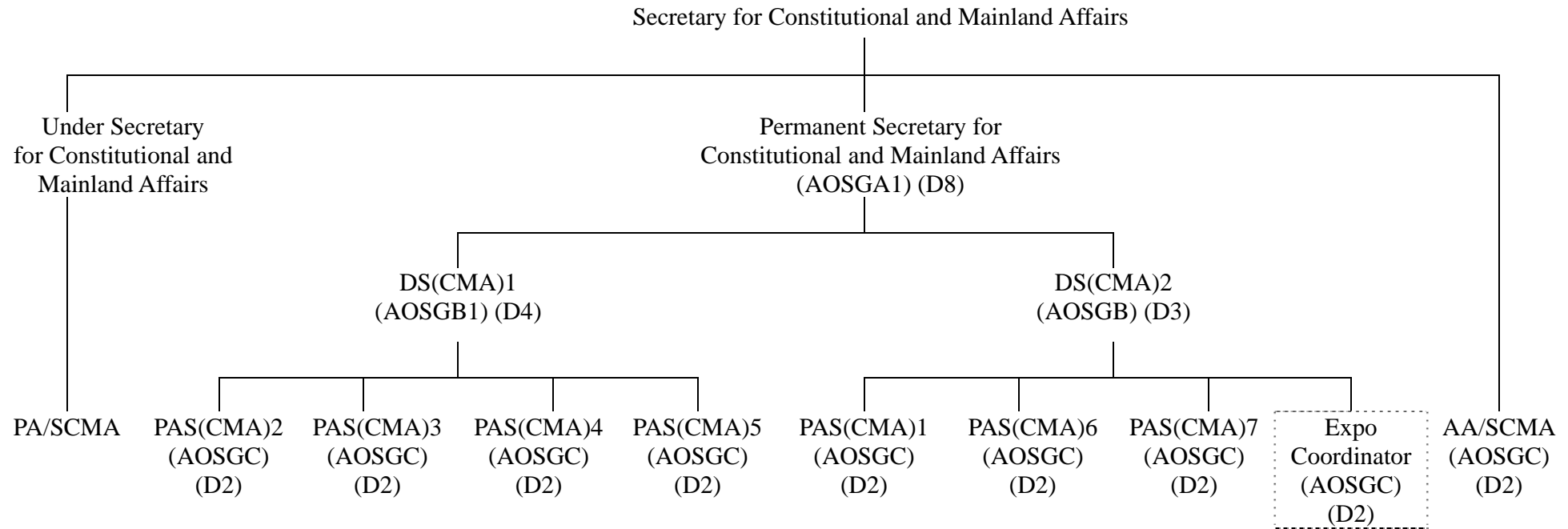
**Responsible to** : Deputy Secretary (Constitutional and Mainland Affairs)2

**Major Duties and Responsibilities –**

1. To co-ordinate among various government bureaux/departments (B/Ds) on Hong Kong Special Administrative Region (HKSAR)'s overall participation in the Shanghai Expo, including the construction of Hong Kong Pavilion, the exhibition inside the Pavilion, the Urban Best Practices Area Exhibition, related activities to be organised during the Expo period, and the Expo Shanghai Online.
2. To undertake liaison and negotiation with relevant Mainland authorities including the Bureau of Shanghai World Expo Co-ordination (Expo Bureau), as well as the government B/Ds in Hong Kong to ensure effective collaboration and proper interface of activities.
3. To provide secretariat support to the Steering Committee on HKSAR's Participation in the World Exposition 2010 Shanghai China, including the preparation of discussion papers and minutes of meetings, and implementing the decisions made.
4. To co-ordinate with relevant parties in the promotion and publicity of HKSAR's participation in the Expo as well as the organisation of related activities, e.g. forums, parades, cultural performances and arts exhibitions.
5. To act as Director of the Hong Kong Pavilion to supervise the day-to-day operation of the Pavilion and to co-ordinate logistical support for various activities organised during the Shanghai Expo.
6. To exercise financial control to ensure cost-effective use of the resources allocated.
7. To supervise the Expo team in the Constitutional and Mainland Affairs Bureau and other relevant staff in taking forward the project.
8. To liaise with the Expo Bureau and relevant B/Ds on the final arrangements for the disposition of the Hong Kong Pavilion and the exhibits, and co-ordinate the arrangement for the preservation of the Pavilion or, as appropriate, the return of the exhibition sites to the Expo Bureau.

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**Proposed Organisation Chart of Constitutional and Mainland Affairs Bureau**



**Legend:**

     – Supernumerary AOSGC post proposed to be created for 20 months from 1 June 2009 to 31 January 2011.

PA – Political Assistant to Secretary for Constitutional and Mainland Affairs

DS(CMA) – Deputy Secretary (Constitutional and Mainland Affairs)

AA/SCMA – Administrative Assistant to Secretary for Constitutional and Mainland Affairs

PAS(CMA) – Principal Assistant Secretary (Constitutional and Mainland Affairs)

AOSGA1 – Administrative Officer Staff Grade A1

AOSGB1 – Administrative Officer Staff Grade B1

AOSGB – Administrative Officer Staff Grade B

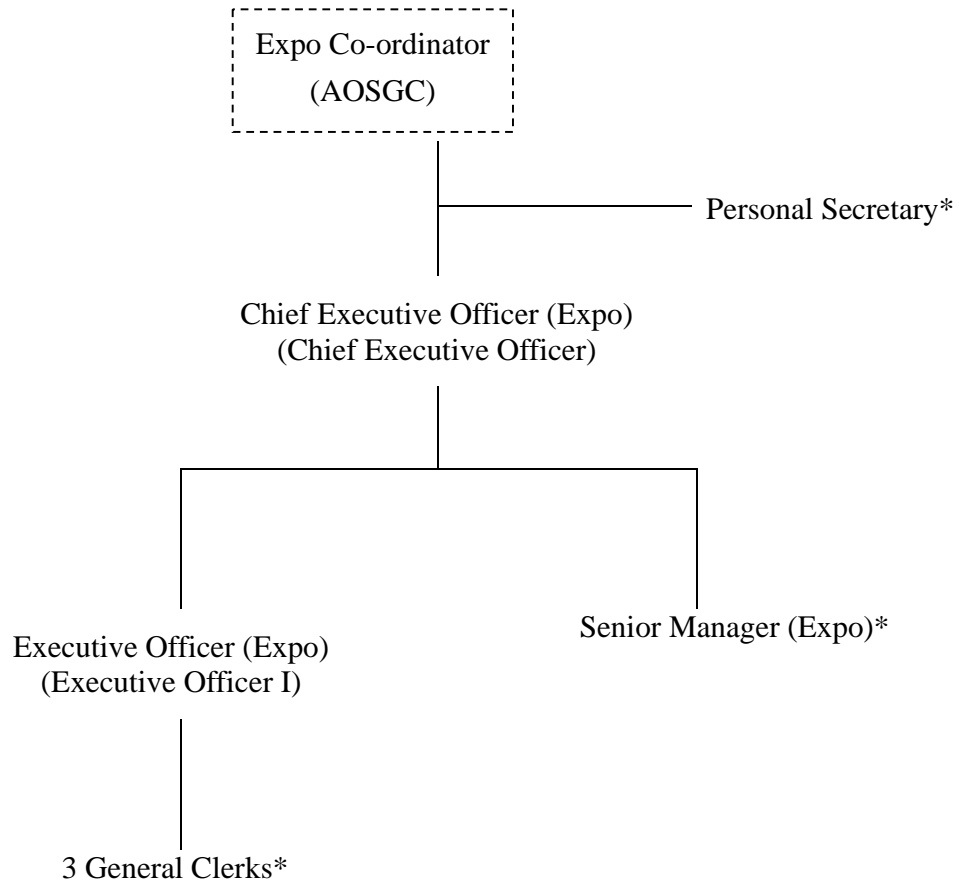
AOSGC – Administrative Officer Staff Grade C

**Note:**

Four Mainland Offices, namely, Beijing Office (BJO), Hong Kong Economic and Trade Office in Guangdong (GDETO), Hong Kong Economic and Trade Office in Shanghai (SHETO) and Hong Kong Economic and Trade Office in Chengdu (CDETO) under CMAB's purview are not shown in this chart. The directorate establishment of the four Mainland Offices is as follows -


<u>BJO</u>	<u>GDETO</u>	<u>SHETO</u>	<u>CDETO</u>
Director/BJO (AOSGA) (D6)	Director/GDETO (AOSGC) (D3)	Director/SHETO (AOSGB) (D3)	Director/CDETO (AOSGC) (D2)
Deputy Director/BJO (AOSGB1) (D4)			
Assistant Director/BJO (AOSGC) (D2)			

**Proposed Organisation Chart of Expo Team**



Remarks: 1 Architect/Assistant Architect post and 1 Building Services Engineer/Assistant Building Services Engineer post created in CMAB but on loan to the Architectural Services Department, and 1 Chief Information Officer created in the Information Services Department are not shown in this chart.

Legend:

 Supernumerary AOSGC post proposed to be created for 20 months from 1 June 2009 to 31 January 2011.

AOSGC Administrative Officer Staff Grade C

\* Non-civil service contract staff

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**Duties and Responsibilities of  
the Existing Principal Assistant Secretaries  
(Constitutional and Mainland Affairs) (PAS(CMA)s)**

1. PAS cum Administrative Assistant to Secretary for Constitutional and Mainland Affairs (SCMA) is responsible for dealing with issues relating to the two electoral methods for 2012; dealing with issues and aspects of constitutional development; handling subjects other than constitutional development, such as issues relating to the implementation of the Basic Law, criminal liability of the Government, development of political parties and relationship of the executive authorities and the legislature; and providing administrative support to SCMA as well as handling the Bureau's liaison with the Legislative Council Secretariat.
2. PAS(CMA)1 is responsible for advising on matters relating to the conduct of Hong Kong Special Administrative Region (HKSAR)'s external affairs and Hong Kong/Taiwan relations; liaison with Office of the Commissioner of the Ministry of Foreign Affairs in the HKSAR; liaison with Taiwan organisations in the HKSAR and providing secretariat support for the Steering Committee on Enhancing Hong Kong - Taiwan Economic Relations; and co-ordinating the promotion of the Basic Law and providing secretariat support for the Basic Law Promotion Steering Committee.
3. PAS(CMA)2 is responsible for policy and legislation relating to District Council and Legislative Council Elections, the public consultation exercise and the preparation of legislative and practical arrangements concerning prisoners' voting rights; policy response in relation to judicial review cases concerning election systems, housekeeping of the Electoral Affairs Commission and the Registration and Electoral Office and matters relating to the composition of District Councils.
4. PAS(CMA)3 is responsible for policy and legislation relating to voter registration and co-ordination of promotion campaigns; policy and legislation relating to Election Committee subsector elections and Chief Executive elections; matters relating to the development of the Political Appointment System; adaptation of laws; and policy and legislation relating to the applicability of laws of HKSAR to Central People's Government (CPG) offices in Hong Kong.

5. PAS(CMA)4 is responsible for matters relating to protection of privacy; Personal Data (Privacy) Ordinance including the review of the Ordinance; housekeeping of the Office of the Privacy Commissioner for Personal Data; Code on Access to Information; and matters relating to press freedom and equal opportunities (sexual orientation).
6. PAS(CMA)5 is responsible for co-ordination of human rights policy; co-ordination of United Nations reporting and follow-up actions under the universal periodic review mechanism and relevant human rights treaties; housekeeping of the Equal Opportunities Commission; matters relating to promotion of racial equality including support services for ethnic minorities and promotion of children's rights.
7. PAS(CMA)6 is responsible for co-operation with Pan-Pearl River Delta Region and Guangdong (including Shenzhen); liaison with Mainland provinces covered by the Economic and Trade Office of the Government of HKSAR in Guangdong (Guangdong ETO) and those covered by Chengdu ETO; liaison with Macao Special Administrative Region Government; secretariat support for the Hong Kong/Guangdong Co-operation Joint Conference, Hong Kong/Shenzhen co-operation meeting and the Greater Pearl River Delta Business Council; and co-ordinating action taken by the HKSAR Government to support and complement the preparation of the National 12<sup>th</sup> Five-Year Plan and provide secretariat support for the Steering Committee on Preparatory Work for the HKSAR to Complement the Preparation of the National 12<sup>th</sup> Five-Year Plan.
8. PAS(CMA)7 is responsible for advising on CPG/HKSAR Government relationship; liaison with CPG, the Mainland provinces/municipalities covered by the Beijing Office and those covered by Shanghai ETO; secretariat support for the Hong Kong/Beijing and Hong Kong/Shanghai Economic Co-operation Conferences; housekeeping of the Beijing Office and Hong Kong ETOs in the Mainland; handling complaints against Mainland authorities and assistance to Hong Kong residents in distress in the Mainland; co-ordinating action taken by the HKSAR Government to support the post-quake reconstruction work in Sichuan and providing secretariat support for the Steering Committee on the HKSAR's Support for Reconstruction in the Sichuan Earthquake Stricken Areas.

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