

**Replies to initial written questions raised by Finance Committee Members in examining the
Estimates of Expenditure 2009-10**

**Controlling Officer : Permanent Secretary, Chief Executive's Office
Session No. : 4**

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Examination of Estimates of Expenditure 2009-10

Reply Serial No.

**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

CEO001

Head: 21 Chief Executive's Office Subhead (No. & title): 000 Operational expenses

Question Serial No.

0072

Programme: (1) Chief Executive's Office

Controlling Officer: Permanent Secretary, Chief Executive's Office

Director of Bureau: Director of the Chief Executive's Office

Question:

On allowances, the estimate for 2009-10 is \$154,000 more than the revised expense in 2008-09. What are the reasons?

Asked by: Hon. HO Chun-yan, Albert

Reply:

The additional requirement of \$154,000 relates to –

- (a) acting allowance for an officer (\$121,000); and
- (b) overtime and allowances for ad hoc acting appointments (\$33,000).

Signature _____

Name in block letters Miss Elizabeth Tse

Post Title Permanent Secretary, Chief Executive's Office

Date 19 March 2009

Examination of Estimates of Expenditure 2009-10

Reply Serial No.

**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

CEO002

Head: 21 Chief Executive's Office Subhead (No. & title): 000 Operational expenses

Question Serial No.

0073

Programme: (1) Chief Executive's Office

Controlling Officer: Permanent Secretary, Chief Executive's Office

Director of Bureau: Director of the Chief Executive's Office

Question:

On job-related allowances, please list out the titles of the allowances. Which rank of officer is the approving authority for these allowances?

Asked by: Hon. HO Chun-yan, Albert

Reply:

The job-related allowances are Rainstorm Black Warning Allowance and Typhoon Allowance. The approving authority for the allowances is at the Chief Executive Officer level.

Signature _____

Name in block letters Miss Elizabeth Tse

Post Title Permanent Secretary, Chief Executive's Office

Date 19 March 2009

**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

CEO003

Question Serial No.

0153

Head: 21 Chief Executive's Office Subhead (No. & title): 000 Operational expenses

Programme: (1) Chief Executive's Office

Controlling Officer: Permanent Secretary, Chief Executive's Office

Director of Bureau: Director of the Chief Executive's Office

Question:

Under Subhead 000 Operational expenses, it is expected that there will be an increase of 3 non-directorate permanent posts in 2009-10. Please provide details of each post including post title, monthly salary, related benefits and job duties.

Asked by: Hon. LAU Wai-hing, Emily

Reply:

Details of the three non-directorate permanent posts are as follows -

Post title	Monthly salary	Major duties
Senior Administrative Officer (1)	\$80,485 - \$92,720 (Master Pay Scale Point 45-49)	Assists in research, policy assignments and administrative functions for the Chief Executive (CE)'s Office.
Senior Administrative Officer (2)	- " -	Helps track the status of various commitments which the CE has made.
Assistant Clerical Officer (Support Service)	\$10,190 - \$20,835 (Master Pay Scale Point 3-15)	Provides clerical support to seniors in handling correspondence and telephone calls to the CE's Office.

Benefits for the three posts (e.g. leave entitlements, allowances) are provided in accordance with the Civil Service Regulations.

Signature _____

Name in block letters Miss Elizabeth Tse

Post Title Permanent Secretary, Chief Executive's Office

Date 19 March 2009

**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

CEO004

Question Serial No.

0154

Head: 21 Chief Executive's Office Subhead (No. & title): 000 Operational expenses

Programme: (1) Chief Executive's Office

Controlling Officer: Permanent Secretary, Chief Executive's Office

Director of Bureau: Director of the Chief Executive's Office

Question:

Under Subhead 000 "Remuneration for special appointments" under Departmental Expenses, the estimate for 2009-10 is over \$2 m more than that provided for 2008-09. Is the increase due to additional special appointments? If so, what are the post titles and salaries of such additional appointments? If not, what are the reasons for the increase?

Asked by: Hon. LAU Wai-hing, Emily

Reply:

The increase in the 2009-10 estimate for "Remuneration for special appointments" reflects the provision for the payment of end-of-contract gratuity to three officers under special appointments, including the Information Coordinator, the Senior Special Assistant and the Personal Assistant to Director, Chief Executive's Office.

Signature _____

Name in block letters _____ Miss Elizabeth Tse

Post Title _____ Permanent Secretary, Chief Executive's Office

Date _____ 19 March 2009

**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

CEO005

Question Serial No.

0155

Head: 21 Chief Executive's Office
Subhead (No. & title):

Programme: (1) Chief Executive's Office

Controlling Officer: Permanent Secretary, Chief Executive's Office

Director of Bureau: Director of the Chief Executive's Office

Question:

As regards the management of Government House, what are the actual expense in 2007-08, the revised expense for 2008-09 and the estimate for 2009-10 respectively?

Asked by: Hon. LAU Wai-hing, Emily

Reply:

The management expenses for Government House are as follows –

2007-08 (Actual) \$5.33 m

2008-09 (Revised) \$5.25 m

2009-10 (Estimate) \$5.25 m

Signature _____

Name in block letters Miss Elizabeth Tse

Post Title Permanent Secretary, Chief Executive's Office

Date 19 March 2009

**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

CEO006

Head: 21 Chief Executive's Office
Subhead (No. & title):

Question Serial No.

0156

Programme: (1) Chief Executive's Office

Controlling Officer: Permanent Secretary, Chief Executive's Office

Director of Bureau: Director of the Chief Executive's Office

Question:

As regards the management of the Chief Executive's country residence at Fanling, what are the actual expense in 2007-08, the revised expense for 2008-09 and the estimate for 2009-10 respectively?

Asked by: Hon. LAU Wai-hing, Emily

Reply:

The management expenses for Fanling Lodge are as follows –

2007-08 (Actual) \$0.50 m

2008-09 (Revised) \$0.51 m

2009-10 (Estimate) \$0.51 m

Signature _____

Name in block letters Miss Elizabeth Tse

Post Title Permanent Secretary, Chief Executive's Office

Date 19 March 2009

**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

CEO007

Question Serial No.

0157

Head: 21 Chief Executive's Subhead (No. & title):
Office

Programme: (1) Chief Executive's Office

Controlling Officer: Permanent Secretary, Chief Executive's Office

Director of Bureau: Director of the Chief Executive's Office

Question:

How many visits did the Chief Executive make to the country residence at Fanling in each of the past 3 years?

Asked by: Hon. LAU Wai-hing, Emily

Reply:

Fanling Lodge is the country residence for the Chief Executive (CE). While the majority of the CE's official engagements will be held at Government House, the CE may also consider receiving guests at Fanling Lodge if the occasion is appropriate. Five official functions were held at Fanling Lodge in the past three years (one in 2008-09, three in 2007-08 and one in 2006-07). This Office does not keep an official count on the CE's private activities at Fanling Lodge.

Signature _____

Name in block letters Miss Elizabeth Tse

Post Title Permanent Secretary, Chief Executive's Office

Date 19 March 2009

**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

CEO008

Question Serial No.

0338

Head: 21 Chief Executive's Office
Subhead (No. & title):

Programme: (1) Chief Executive's Office

Controlling Officer: Permanent Secretary, Chief Executive's Office

Director of Bureau: Director of the Chief Executive's Office

Question:

The provision for next year will be increased by \$2.5 m, partly due to the creation of 3 non-directorate posts to meet operational needs. What are these 3 additional posts and their main duties?

Asked by: Hon. LAU Wong-fat

Reply:

Details of the three additional posts are as follows -

Post title	Major duties
Senior Administrative Officer (1)	Assists in research, policy assignments and administrative functions for the Chief Executive (CE)'s Office.
Senior Administrative Officer (2)	Helps track the status of various commitments which the CE has made.
Assistant Clerical Officer (Support Service)	Provides clerical support to seniors in handling correspondence and telephone calls to the CE's Office.

Signature _____

Name in block letters Miss Elizabeth Tse

Post Title Permanent Secretary, Chief Executive's Office

Date 19 March 2009

**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

CEO009

Question Serial No.

0763

Head: 21 Chief Executive's Office
Subhead (No. & title):

Programme: (1) Chief Executive's Office

Controlling Officer: Permanent Secretary, Chief Executive's Office

Director of Bureau: Director of the Chief Executive's Office

Question:

Regarding the creation of 3 additional non-directorate posts in 2009-10, what are their respective duties? What are the estimated expenses for each of these posts?

Asked by: Hon. HO Sau-lan, Cyd

Reply:

Details of the three additional non-directorate posts are as follows -

Post title	Major duties	Estimated expenses
Senior Administrative Officer (1)	Assists in research, policy assignments and administrative functions for the Chief Executive (CE)'s Office.	\$1 m
Senior Administrative Officer (2)	Helps track the status of various commitments which the CE has made.	\$1 m
Assistant Clerical Officer (Support Service)	Provides clerical support to seniors in handling correspondence and telephone calls to the CE's Office.	\$0.2 m

Signature _____

Name in block letters _____ Miss Elizabeth Tse

Post Title _____ Permanent Secretary, Chief Executive's Office

Date _____ 19 March 2009

**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

CEO010

Question Serial No.

0764

Head: 21 Chief Executive's Office Subhead (No. & title):

Programme: (1) Chief Executive's Office

Controlling Officer: Permanent Secretary, Chief Executive's Office

Director of Bureau: Director of the Chief Executive's Office

Question:

On co-ordinating the Government's media information, what are the actual expenses or estimated provision in each of the years from 2006-07 to 2009-10? How effective is such work?

Asked by: Hon. HO Sau-lan, Cyd

Reply:

The Information Coordinator coordinates the Government's media and public relations strategy. The expenses of the post are as follows –

2006-07	\$2.1 m
2007-08	\$2.5 m
2008-09	\$2.4 m
2009-10 (Estimate)	\$3.1 m

The Information Coordinator works closely with Director of Information Services and Bureau Press Offices to ensure effective implementation of media and public relations strategy for major policies.

Signature _____

Name in block letters Miss Elizabeth Tse

Post Title Permanent Secretary, Chief Executive's Office

Date 19 March 2009

**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

CEO011

Question Serial No.

1077

Head: 21 Chief Executive's Office
Subhead (No. & title):

Programme: (1) Chief Executive's Office

Controlling Officer: Permanent Secretary, Chief Executive's Office

Director of Bureau: Director of the Chief Executive's Office

Question:

The provision for 2009-10 is \$2.5 m higher than the revised estimate for 2008-09.

- (a) Of this additional provision, how much is provided for the payment of end-of-contract gratuity for officers under special appointments, and how much is for the creation of 3 non-directorate permanent posts to meet operational needs? What are the duties of these officers whose contracts are due to end? What are the duties and salaries of each of these 3 non-directorate permanent posts to be created?
- (b) As this additional provision will be "partly offset by reduced requirement for general departmental expenses", how much will be offset by reduced requirement for general departmental expenses? What areas of general departmental expenses can be reduced?

Asked by: Hon. LAU Kin-ye, Miriam

Reply:

- (a) Of the additional provision, \$1.7 m is provided for the payment of end-of-contract gratuity for officers under special appointments and \$1.2 m for the creation of three non-directorate permanent posts. Details on the posts involved are as follows -

Posts with contracts due	Duties
Information Coordinator	Formulates the media and public relations strategy for and coordinates the timetable of the introduction of major policies and programmes; liaises closely with Director of Information Services and Bureau Press Offices to ensure effective implementation of media and public relations strategy for major policies; monitors public and media feedback; and helps plan and implement the Chief Executive (CE)'s programme of public functions involving media interactions.
Senior Special Assistant	Advises the CE on Mainland-related issues; liaises with the Central People's Government and provides support on the organisation of the CE's visits to the Mainland; conducts researches on matters relating to the CE's networking with business and community organisations with strong Mainland connections.
Personal Assistant	Provides secretarial support to Director, CE's Office.

Posts to be created –

Post	Monthly salary	Major duties
Senior Administrative Officer	\$80,485 - \$92,720 (Master Pay Scale Point 45-49)	Assists in research, policy assignments and administrative functions for the Chief Executive (CE)'s Office.
Senior Administrative Officer	- " -	Helps track the status of various commitments which the CE has made.
Assistant Clerical Officer	\$10,190 - \$20,835 (Master Pay Scale Point 3-15)	Provides clerical support to seniors in handling correspondence and telephone calls to the CE's Office.

(b) The requirement for general departmental expenses in 2009-10, covering hire of service, stores and equipment, and miscellaneous administration expenses, will be reduced by \$0.9 m. Out of this amount, \$0.4 m is to offset the additional provision required under (a) above.

Signature _____

Name in block letters Miss Elizabeth Tse

Post Title Permanent Secretary, Chief Executive's Office

Date 19 March 2009

**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

CEO012

Head: 21 Chief Executive's Office Subhead (No. & title): 000 Operational expenses

Question Serial No.

1078

Programme:

Controlling Officer: Permanent Secretary, Chief Executive's Office

Director of Bureau: Director of the Chief Executive's Office

Question:

Regarding the provision for 2009-10, why is there an increase in the allowances under personal emoluments but a decrease in the job-related allowances as compared with 2008-09?

Asked by: Hon. LAU Kin-ye, Miriam

Reply:

The additional requirement relates to acting allowance for an officer, and overtime and allowances for ad hoc acting appointments. The slight decrease in job-related allowances is due to a projected reduction in the requirements in 2009-10.

Signature _____

Name in block letters Miss Elizabeth Tse

Post Title Permanent Secretary, Chief Executive's Office

Date 19 March 2009

**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

CEO013

Question Serial No.

1079

Head: 21 Chief Executive's Office Subhead (No. & title): 000 Operational expenses

Programme:

Controlling Officer: Permanent Secretary, Chief Executive's Office

Director of Bureau: Director of the Chief Executive's Office

Question:

As set out in the Estimates, "Subject to certain conditions, the controlling officer may under delegated power create or delete non-directorate posts during 2009-10, but the notional annual mid-point salary value of all such posts must not exceed \$31,582,000." Please explain in detail under what conditions the controlling officer (Permanent Secretary, Chief Executive's Office) will be delegated the power? What are the basis and details of such delegation of power? What are the reasons or guiding principles for setting it as "the notional annual mid-point salary value of all such posts must not exceed \$31,582,000"?

Asked by: Hon. LAU Kin-ye, Miriam

Reply:

According to Financial Circular No. 4/94, a Controlling Officer may create non-directorate posts provided that –

- (a) the establishment ceiling is not exceeded;
- (b) a new rank or grade is not created; and
- (c) approved pay scales are not altered.

Under section 8 of the Public Finance Ordinance, the Finance Committee has delegated to the Financial Secretary certain powers relating to creation of posts. The delegation also provides for the Financial Secretary to further delegate his powers to Controlling Officers to create non-directorate posts.

The notional annual mid-point salary (NAMS) value of a post is the notional annual salary of that post at mid-point of its salary scale. Total NAMS value of a department is the NAMS of all permanent non-directorate establishment posts of that department which must not be exceeded. \$31,582,000 is the maximum total NAMS value for all non-directorate civil service posts in the Chief Executive's Office in 2009-10.

Signature _____

Name in block letters _____ Miss Elizabeth Tse

Post Title _____ Permanent Secretary, Chief Executive's Office

Date _____ 19 March 2009

Examination of Estimates of Expenditure 2009-10

Reply Serial No.

**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

CEO014

Question Serial No.

1899

Head: 21 Chief Executive's Office
Subhead (No. & title):

Programme: (1) Chief Executive's Office

Controlling Officer: Permanent Secretary, Chief Executive's Office

Director of Bureau: Director of the Chief Executive's Office

Question:

A total of 3 additional non-directorate posts will be created in the Chief Executive's Office in 2009-10. What are the ranks, duties and expenses incurred?

Asked by: Hon. WONG Ting-kwong

Reply:

Details of the three additional non-directorate posts are as follows -

Rank	Major duties	Estimated expenses
Senior Administrative Officer	Assists in research, policy assignments and administrative functions for the Chief Executive (CE)'s Office.	\$1 m
Senior Administrative Officer	Helps track the status of various commitments which the CE has made.	\$1 m
Assistant Clerical Officer	Provides clerical support to seniors in handling correspondence and telephone calls to the CE's Office.	\$0.2 m

Signature _____

Name in block letters _____ Miss Elizabeth Tse

Post Title _____ Permanent Secretary, Chief Executive's Office

Date _____ 19 March 2009

**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

CEO015

Question Serial No.

2190

Head: 21 Chief Executive's Office Subhead (No. & title): 000 Operational expenses

Programme: (1) Chief Executive's Office

Controlling Officer: Permanent Secretary, Chief Executive's Office

Director of Bureau: Director of the Chief Executive's Office

Question:

- (a) Regarding the salary expense of the Chief Executive's Office, the provision for 2009-10 is about 9.5% more than the original estimate for 2008-09, and about 3% more than the revised estimate for 2008-09. Please give details on these increases.
- (b) What posts are covered by the item "special appointment" of the Chief Executive's Office? Will the contract of these officers be renewed upon expiry of contract? Will their salaries be adjusted upon renewal of contract? What are the guiding principles in making the adjustments?
- (c) It is estimated that there will be an increase of 3 non-directorate posts in the Chief Executive's Office in 2009-10. What are these 3 posts? What are the grounds and reasons for creating these posts?

Asked by: Hon. TONG Ka-wah, Ronny

Reply:

1. The increase of about 9.5% in the provision of salaries for 2009-10 over the original estimate for 2008-09 is mainly attributable to the following factors –

- (a) the 2008 civil service pay rise (\$2.3 m representing 5.6%);
- (b) creation of additional posts (\$1.2 m representing 2.9%); and
- (c) salary increment (\$0.4 m representing 1%).

The increase of about 3% in the provision of salaries for 2009-10 over the revised estimate for 2008-09 is mainly due to the full-year effect of provision for additional posts and provision for salary increment.

2. The posts covered by "special appointment" are Director, Chief Executive (CE)'s Office, Information Coordinator (IC), Senior Special Assistant (SSA), Special Assistant and Personal Assistant (PA).

3. The contracts for the serving IC, SSA and PA will expire in late 2009. Their salaries are pegged to civil service pay points. Adjustments, if any, will be in accordance with any adjustment to the specified civil service pay point.

4. The three proposed posts include two Senior Administrative Officers (SAO) and one Assistant Clerical Officer. For operational reasons, the CE's Office has since early 2008 been funding and securing through a secondment arrangement the service of an SAO to assist in research, policy assignments and

administrative functions for the Office. We intend to formalize the arrangement by creating an SAO post within our own set-up.

5. With a view to tracking the status of various commitments which the CE has made, we intend to create a second SAO post in 2009-10. The SAO will focus on deliverables the CE has offered at Policy Addresses and on other public occasions and will track developments by liaising with bureaux and departments.

6. The number of phone calls, e-mails and letters addressed to this Office has doubled in the past year, and now amounts to about 390 each day. However, the number of colleagues that can be assigned to deal with these has remained at two Executive Officers and three clerical staff. We propose to create an Assistant Clerical Officer post to preserve the efficiency and quality of our service to the public.

Signature _____

Name in block letters Miss Elizabeth Tse

Post Title Permanent Secretary, Chief Executive's Office

Date 19 March 2009

**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

CEO016

Question Serial No.

2191

Head: 21 Chief Executive's Office Subhead (No. & title): 000 Operational expenses

Programme: (1) Chief Executive's Office

Controlling Officer: Permanent Secretary, Chief Executive's Office

Director of Bureau: Director of the Chief Executive's Office

Question:

Please state clearly the utilization of the Chief Executive's country residence at Fanling over the past two years, i.e. 2007-08 and 2008-09. How many days did the Chief Executive and his family use it for private holidays? Has it ever been used for receiving guests? If so, how many days was it used for such purpose?

Asked by: Hon. TONG Ka-wah, Ronny

Reply:

Fanling Lodge is the country residence for the Chief Executive (CE). While the majority of the CE's official engagements will be held at Government House, the CE may also consider receiving guests at Fanling Lodge if the occasion is appropriate. For the past two years, four official functions were held there (three in 2007-08 and one in 2008-09). This Office does not keep an official count on the CE's private activities at Fanling Lodge.

Signature _____

Name in block letters Miss Elizabeth Tse

Post Title Permanent Secretary, Chief Executive's Office

Date 19 March 2009