For discussion
on 9 February 2009

Legislative Council Panel on
Information Technology and Broadcasting

Promote Development of the Creative Industries and the Setting up of a Dedicated Office for Creative Industries

Purpose

This paper briefs Members on the setting up of a dedicated office under the Communications and Technology Branch (CTB) of the Commerce and Economic Development Bureau (CEDB) to drive the development of the creative industries in Hong Kong.

Proposal

2. We propose to –

(a) take up coordination among different Government bureaux and departments to drive the development of the creative industries by redeploying resources from the Office of the Government Chief Information Officer (OGCIO), the Television and Entertainment Licensing Authority (TELA), the Innovation and Technology Commission (ITC), and the Trade and Industry Department (TID) to establish a dedicated office to be named Create Hong Kong (CreateHK) in the CEDB;

(b) create a new Head of CreateHK post(D3) to head the dedicated office, to be offset by the deletion of an existing Assistant Government Chief Information Officer (AGCIO) (D2) post in the OGCIO; and

(c) consequentially re-organise the duties and responsibilities among existing related directorate posts in the OGCIO and the ITC.

Background

3. The term "creative industries" is a relatively new concept which has different scope and definition among different countries in the world. The United Kingdom defines creative industries as "those industries which have their origin in individual creativity, skill and talent and which have a potential for wealth and job creation through the generation and exploitation of intellectual property"[1].

4. Using the above definition, we feel that Hong Kong has an edge in a number of creative industry domains, including motion pictures, television, design, architecture, animation and comics, advertising and digital entertainment, etc. These creative industries are already important economic drivers of Hong Kong. They help to increase the innovation capacity of the economy as a whole and can be a powerhouse for economic growth. There are now more than 170,000 practitioners working in our creative industries, with over 30,000 establishments and total value-added exceeding $53 billion a year, representing around 4% of our Gross Domestic Product. If they can be supported and nurtured effectively, the potential of the creative economy is substantial.

5. While Hong Kong has an edge in the various creative industries sectors mentioned above, competition from the neighbouring regions and cities is keen, and there is inclination that other places may catch up with us very soon. To promote and speed up the development of our creative industries, the Chief Executive announced in the 2008 Policy Address that the CEDB will set up a dedicated creative industry office through integrating and realigning resources from various departments, including OGCIO, TELA, ITC, and TID. The new office will group the work currently under different bureaux and departments and work closely with the trade to boost the development of creative industries. In addition, it will also provide more effective support for our creative industries through the integration of resources.

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[1] Department for Culture, Media and Sport (1998 and 2001), *The Creative Industries: Mapping Document.*

Establishment of the dedicated office – Create Hong Kong

6. Creative industries cut across different sectors including film, television, music, design, architecture, digital entertainment, comics and animation, etc. Although the Government currently renders support to different sectors of the creative industries through various Government bureaux and departments, including the CEDB, Home Affairs Bureau (HAB), OGCIO, TELA, ITC, and TID, such efforts are scattered and the results are not notable. With the establishment of a dedicated office for the creative industries, there will be better coordination within the Government to drive creative industries development and we would be able to more effectively respond to industries' demands and better serve the trade through a one-stop shop service.

7. Under the dedicated office's coordination, the existing resources available to support the industries can be more flexibly deployed. At present, there are various supporting schemes and funds managed by different units within the Government, e.g. the Film Development Fund (FDF) under the auspices of TELA, the Design Smart Initiative (DSI) under the ITC, the funding support for the operation of the Hong Kong Design Centre under the ITC, the Incubation-cum-training Scheme currently operated under the Cyberport to support digital entertainment development with financial support from the Innovation and Technology Fund, and others. Through redeployment and regrouping of these existing resources, the dedicated office will further enhance and strengthen the measures to support creative industries.

8. The dedicated office will also have a better focus on industries' needs and develop initiatives which best suit their needs. The dedicated office will become the champion to drive our creative economy. It will spearhead Government's measures to support the industries.

9. With a clear objective to drive the development of the creative industries, the dedicated office will work closely with the creative industries sectors in identifying areas for strengthening collaboration in Hong Kong and elsewhere. Moreover, the office will establish an effective mechanism to more actively engage industry representatives such that we would be in a better position to understand the needs and expectations of the industries. With the setting up of the dedicated

office, there will be a closer tie between the Government and the industries, thus facilitating the acceleration of the development of our creative economy.

Engagement of the creative industries sectors

10. Over the past few months, the Government has met with various creative industries representatives and stakeholders to gauge their views on how to drive the development of our creative industries and build Hong Kong into a creative hub in the region. There is strong support for the Government to set up a dedicated office to coordinate Government policy and efforts regarding creative industries as well as to set aside dedicated resources for supporting the development of creative industries.

Our vision and mission

11. Our vision is to build Hong Kong into a regional creative capital. With this vision, the mission of the dedicated office is to foster a conducive environment in Hong Kong to facilitate creative industries development. Based on consultation with the creative industries representatives, we have worked out a preliminary development strategy for the dedicated office which will adopt a comprehensive and multi-pronged approach covering the following areas:

(a) nurturing a pool of creative human capital which will form the backbone of our creative economy;
(b) facilitating start-ups and the development of creative establishments;
(c) generating demand for innovation and creativity and expanding local market size for creative industries;
(d) promoting creative industries on the Mainland and overseas to help explore outside markets;
(e) fostering a creative atmosphere within the community;
(f) developing creative clusters in the territory to generate synergy and facilitate exchanges; and
(g) promoting Hong Kong as Asia's creative hub.

The details are set out at **Annex A**.

Organisation of CreateHK

12. The dedicated office, CreateHK, which will be under the CTB of CEDB, will be led by the Head with some forty staff to be redeployed from the departments under the CEDB. The proposed organisation chart of the CTB of CEDB after the establishment of CreateHK and the proposed organisation chart of CreateHK are set out at **Annexes B and C** respectively.

13. The Head of CreateHK will be responsible for the overall management of the dedicated office and spearheading the strategy for driving the development of creative industries. The post-holder will be responsible for implementing various measures to support the industries. As the new office will be responsible for integrating resources, the work under the purview of the dedicated office will be heavy and complex, with a significant impact on the long-term development of the industries. As such, we propose that the new Head of CreateHK post should be a one-rank post pitched at D3 level, reporting directly to the Permanent Secretary for Commerce and Economic Development (Communications and Technology). The creation of the post would be offset by the deletion of an existing Assistant Government Chief Information Officer (AGCIO) (D2) post in the OGCIO. There is thus no net increase in headcount for directorate posts.

14. The creation of a new Head of CreateHK post at D3 level is considered necessary as –

(a) the post-holder will have a heavy work schedule to deal with various sectors of the creative industries, including film, design, digital entertainment, TV and music, comics and animation, as well as areas not currently addressed by any Government agency, e.g. architecture, advertising, etc.;

(b) the post-holder will have to coordinate the work of various bureaux and departments in creative industries related work, e.g. culture and performing arts with HAB, training of talents with the Education Bureau, procurement matters with the Financial Services and the Treasury Bureau, etc. Placing the post at a sufficiently high ranking would reflect the level of

responsibility of the post as well as commensurate with the actual needs for coordinating the above Government agencies;

(c) the post-holder will have to secure integration of the manpower resources for the dedicated office, which will come from redeployment of different grades of officers from different agencies under the CEDB. It is necessary for the post-holder to possess the leadership skills of managing the different grades of officers and molding them into an effective team in the unit;

(d) As the champion for the creative industries in Hong Kong, the post-holder should establish himself / herself as the focal point for the diversified creative industries in the territory, and be able to represent Hong Kong in the international arena. Holding the post by an officer of a sufficiently high ranking would be able to command the appropriate respect and status both within and outside the Government; and

(e) pitching of the post-holder at D3 level will give the public and the industries the confidence that the Government is firmly committed to driving the development of the creative economy.

15. The job description of the Head of CreateHK post is set out at **Annex D**.

16. All the duties and responsibilities of the post-holder require a high level of analytical and organisational capability with broad business and operational experience to appreciate and understand the specific needs of the creative industries in Hong Kong. The post-holder should also have relevant experience and connection with the creative industries sectors which is necessary for the dedicated office to work closely in collaboration with the industries. Due to the new and unique tasks to be handled by the Head of CreateHK, and to ensure that we can access a wider source of candidates for recruitment and to tap the resources and talent of the private sector, we propose to fill the post through open recruitment.

Proposed Organisation Changes

Redeployment and Re-organisation of the OGCIO

17. The OGCIO is tasked with the formulation of the Digital 21 Strategy, which is the blueprint to spearhead and drive the development of information and communications technology in Hong Kong and to sustain Hong Kong's status as a leading digital city. The 2008 Digital 21 Strategy has set out five action areas, namely –

(a) facilitating a digital economy;

(b) promoting advanced technology and innovation;

(c) developing Hong Kong as a hub for technological cooperation and trade;

(d) enabling the next generation of public services; and

(e) building an inclusive, knowledge-based society.

18. In order to better support the 2008 Digital 21 Strategy, the OGCIO has earlier on reviewed its organization structure and realigned resources and responsibilities amongst divisions to tie in with the Digital 21 action areas and the work programmes. As a result of this review, and taking into account resources required for the setting up of CreateHK to promote creative industries, it has been decided that one Assistant Government Information Officer (AGCIO) post (D2) is to be deleted.

19. At present, the AGCIO(SP) post heads the Strategy and Programme Management Division of the OGCIO. The Division is mainly responsible for reviewing and developing the Digital 21 Strategy and monitoring the progress of programmes and initiatives therein. We have now aligned resources to focus more closely on the strategic programmes, and the responsibility for refining the strategy falls on individual division heads responsible for specific action areas. The remaining responsibilities of the AGCIO(SP) post will be dealt with through a delayering arrangement. The above arrangement will be implemented on the creation of the Head of CreateHK post and will be

further reviewed and refined in the light of working experience.

20. In addition, there is a team of two non-directorate staff under the Digital Economy Facilitation Division of the OGCIO which is currently responsible for facilitating the development of the digital entertainment industry. We propose to redeploy the team together with the relevant secretarial support for AGCIO(SP) to the new dedicated office for creative industries. The organisation charts of the OGCIO before and after re-organisation are at **Annexes E1** and **E2**. The posts to be redeployed are set out at **Annex E3**.

Redeployment from the TELA

21. The Film Services Offices (FSO) of the TELA now serves to assist the development of the film industry in Hong Kong. The main functions of the FSO are:

(a) facilitating film production, in particular location shooting of films in Hong Kong;
(b) regulating the use of special effects materials for producing entertainment special effects in films, television programmes and theatrical performances;
(c) maintaining a resource centre and a dedicated website on film production services in Hong Kong;
(d) facilitating the organisation of film festivals/exhibitions and trade shows in Hong Kong and overseas;
(e) facilitating the publication of trade promotion materials relating to the film industry;
(f) developing and organising training programmes with the film industry and the tertiary institutions to improve the technical and technological know-how of the film industry workforce;
(g) administering the Film Guarantee Fund to assist local film production companies in obtaining loans for film production, with a view to developing a film financing infrastructure in Hong Kong; and
(h) administering the Film Development Fund to provide funding support to projects conducive to the healthy and long term development of the local film industry.

22. The FSO, headed by the Secretary General / Film Development Council, a non-civil service position created at the equivalent rank of D2, has 26 civil service staff and four other NCSC staff. The entire FSO and relevant administrative support staff will be redeployed to the new dedicated office for creative industries. The organisation charts of TELA before and after redeployment are at **Annexes F1** and **F2**. The posts to be redepoloyed are set out at **Annex F3**.

Redeployment from the ITC

23. The existing Design Team in ITC consists of five officers, three of whom are civil servants and two are NCSC staff. The team is responsible for all matters related to design and branding, including the administration of the various funding schemes under the DSI, administration of the funding support of $100 million for the Hong Kong Design Centre and monitoring of the InnoCentre Programme administered by the Hong Kong Science and Technology Parks Corporation. We propose to redeploy the entire Design Team in the ITC to the dedicated office for creative industries together with the relevant administrative and secretarial support staff. The organisation chart of the ITC before and after the redeployment are at **Annexes G1** and **G2** respectively. The posts to be redeployed are set out in **Annex G3**.

24. The ITC has critically assessed the implications on the duties of its directorate grade officers with the departure of the Design Team and considered it necessary to adjust the duties of its Assistant Commissioners (ACs).

25. The duties of the departmental AC post will be revamped to oversee responsibilities for both the Infrastructure Division (I Div) (except the design schedule which will be transferred to the dedicated office) and the Quality Services Division (Q Div), and will be re-titled as AC(I&Q). The original duty list of AC(I) and the new duty list of AC(I&Q) are at **Annexes H1** and **H2**. For the two remaining AOSGC posts in the Commission, the title and duties of the AC(Funding Schemes) (AC(F)) will remain unchanged, whereas the other AOSGC post will be re-titled as AC(Policy & Development) and be responsible for, inter alia, the formulation of policies on technology collaboration, bilateral, multilateral and regional collaboration on innovation and technology, as

well as promoting a culture of innovation and technology among businesses and within the community. The duty list of AC(PD) is at **Annex H3**.

Redeployment from the TID

26. There should be scope to redeploy staff from TID to the new dedicated office to support the development of creative industries. Given the other more pressing priorities of TID at the moment, it will conduct a review on its manpower to implement the redeployment at a later stage, having taken into account the impact of these priorities on staff deployment in short to medium term and developments on other fronts. Any redeployment to the new dedicated office will be taken forward in accordance with the normal mechanism and we will brief Members on the development in due course.

Further redeployment plans

27. After the initial establishment of the dedicated office, we will review and identify further scope for redeployment as well as hiring of Non-Civil Service Contract posts according to the office's operational needs, e.g. the need to hire staff from outside the Government to ensure good knowledge of the industries, and in the light of further re-organisation of departments under the CEDB. The CEDB will work with relevant departments to finalise the redeployment plan and further brief Members on the plan in due course.

Way Forward

28. Subject to Members' views, we will consult the Standing Committee on Directorate Salaries and Conditions of Service and seek the Establishment Sub-committee's endorsement on the staffing proposals and then the approval from the Finance Committee afterwards. CreateHK will commence operation after all these approval have been obtained.

Communications and Technology Branch
Commerce and Economic Development Bureau
February 2009

Annex A

Creative Economy Development

Vision

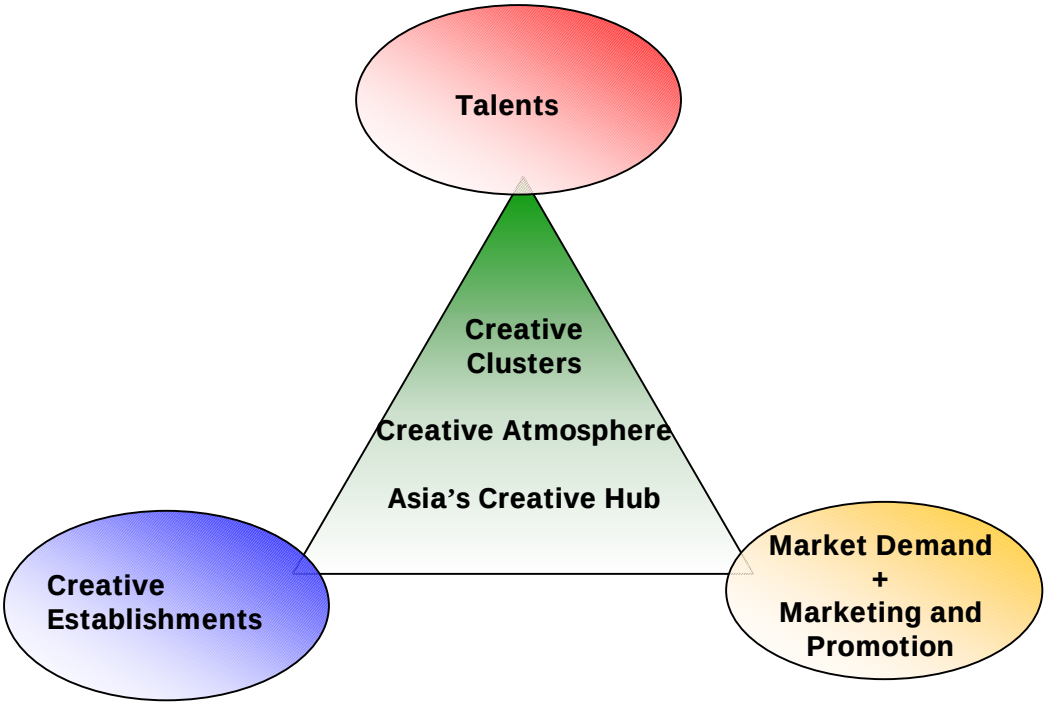
To build Hong Kong into a regional creative capital.

Mission

To foster a conducive environment in Hong Kong to facilitate creative industries development.

Strategic Direction: Seven strategic areas

(a) nurturing a pool of creative human capital which will form the backbone of our creative economy;
(b) facilitating start-ups and development of creative establishments;
(c) generating demand for innovation and creativity and expanding local market size for creative industries;
(d) promoting creative industries on the Mainland and overseas to help explore outside markets;
(e) fostering a creative atmosphere within the community;
(f) developing creative clusters in the territory to generate synergy and facilitate exchanges; and
(g) promoting Hong Kong as Asia's creative hub.



(a) Talents

- To train a large pool of creative talents as the essential fuel to propel the development of creative economy
- To groom local creative talents as well as to attract talents from outside Hong Kong

(b) Creative Establishments

- Facilitate start-up of creative establishments
- To help local talents set up their own business amidst the high cost of operation in HK
- Provide financial incentives as well as business knowledge for them to become sustainable establishments

(c) Market Demand

- To sustain the survival and growth of our creative industry establishments by generating new demand for innovation and creativity and expanding local market size

(d) Marketing and Promotion

- To promote local creative industries on the Mainland and overseas
- To generate sustainable and expandable demand for local creativity in Mainland and overseas markets

(e) Creative Clusters

- Some areas in HK are characterised by a particularly active presence of cultural and creative activities, e.g. Hollywood Road, “Soho” and Shek Kip Mei
- To build on existing strength and establish creative clusters to become the focal point of the creative economy

(f) Creative Atmosphere

- To facilitate the fostering and strengthening of a more creative environment within our community and create audience
- Conducive to the building of creative capacity and generate sustainable local demand

(g) Asia’s Creative Hub

- To develop HK’s position in creativity and innovation in the region
- To introduce major signature events
- To attract talents to come to HK for creative ideas and exchange or as a base for them to develop creative businesses and enrich HK’s diversity in creativity
- Promoting HK as Asia’s creative hub

The Way Forward

Immediate:

- Refine development strategy taking into account views of the industries and the Legislative Council
- Set up the dedicated office: CreateHK

Mid-term:

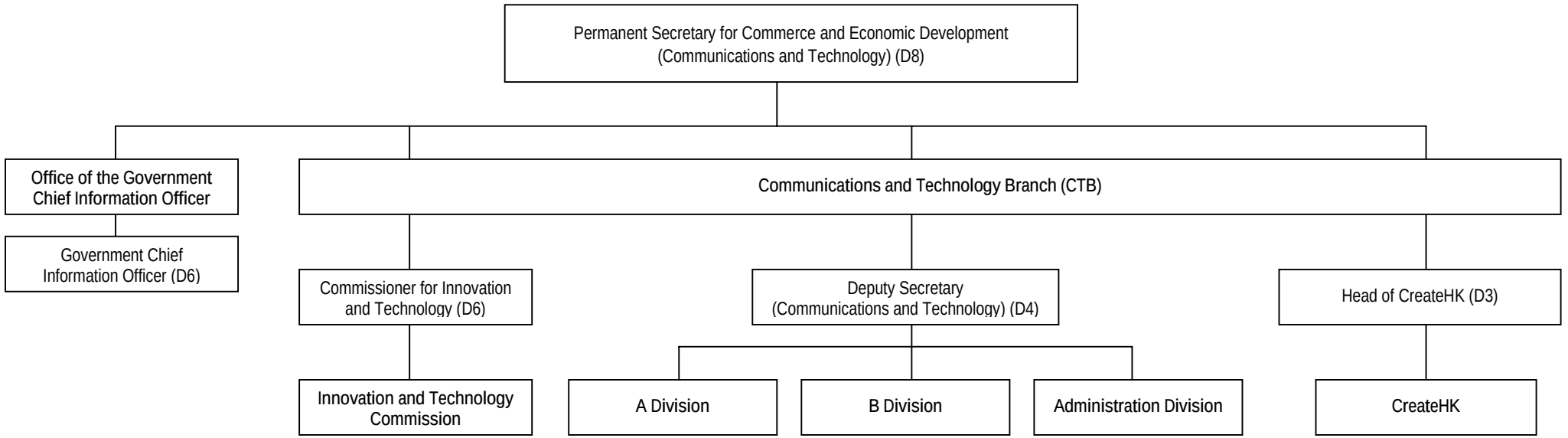
- Develop and implement support measures
- Commission in-depth study for the long-term creative industries development

Long-term:

- Formulate long-term strategy based on the results of the commissioned study

Annex B

Proposed Organisation Chart of the Communications and Technology Branch, Commerce and Economic Development Bureau after Establishment of CreateHK



- Formulate and review policies on broadcasting, including policy options to facilitate technology convergence and market liberalization
- Formulate policies on digital broadcasting
- Promote the development of the broadcasting industry in Hong Kong
- Formulate and review policies on the control of obscene and indecent materials
- Housekeeping for Radio Television Hong Kong, and Television and Entertainment Licensing Authority

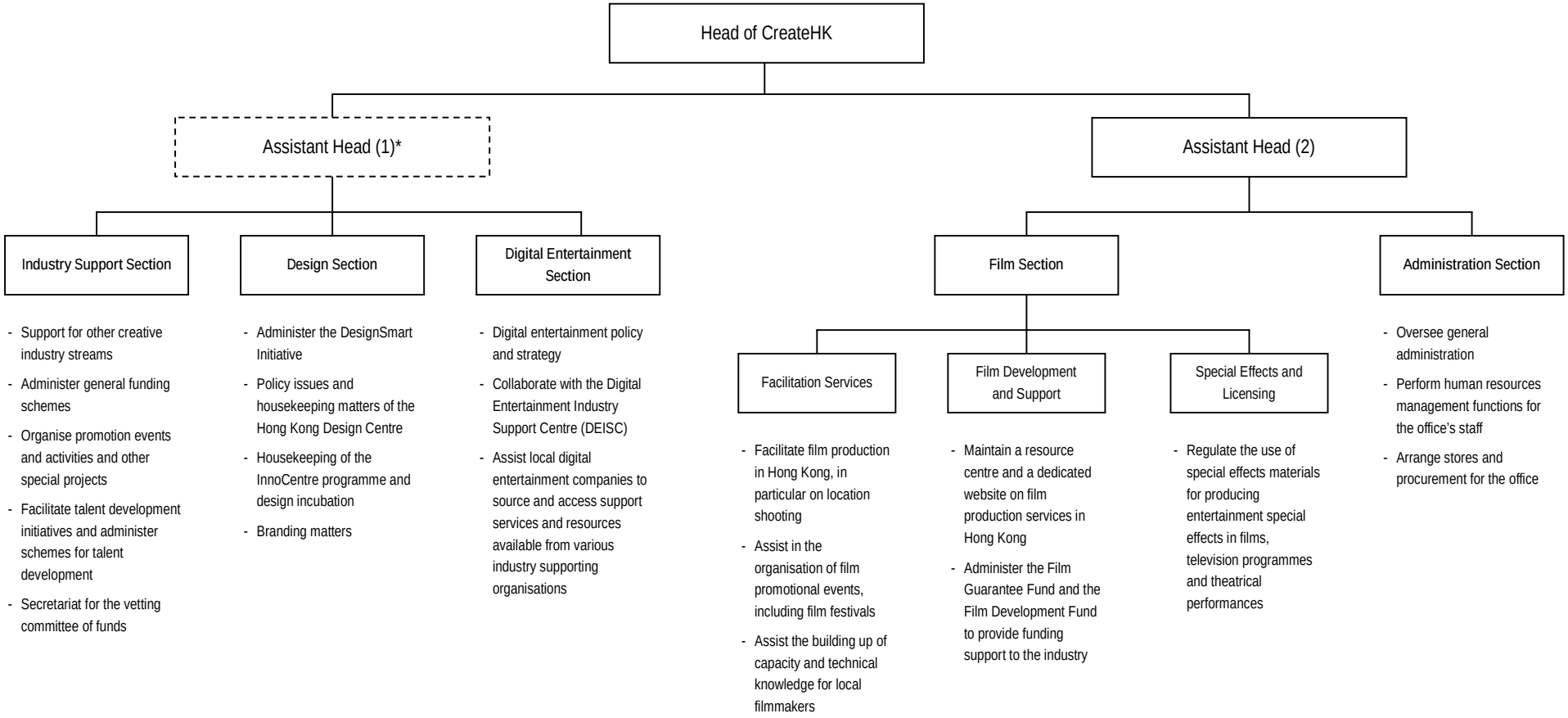
- Formulate policies on the development of telecommunications, including in particular policy options to promote competition, and to respond to technological changes and convergence
- Monitor the regulatory regime in telecommunications to develop it further in keeping with an open and competitive telecommunications market
- Formulate policies to tackle the problem of unsolicited electronic messages
- House-keeping for Office of the Telecommunications Authority

- General branch administration
- Arrange recruitment and appointment of staff in CTB
- Monitor all accounting and financial management matters of CTB
- Arrange stores and procurement
- Co-ordinate staff relations activities

- Formulate policies on the development of creative industries
- Administer funds in support of the creative industries, including the DesignSmart Initiative, Film Development Fund, etc
- Administer/provide financial support to special projects and programmes in support of the creative industries, including the InnoCentre Programme, Design incubation, development of creative talents
- Housekeeping for the Hong Kong Design Centre

Annex C

Proposed Organisation Chart of CreateHK, Communications and Technology Branch



* The redeployment plan of the Assistant Head (1) of CreateHK (AH(1)) is being considered and may be finalised after the office has been created. The section heads of the Industry Support, Design and Digital Entertainment sections will report directly to the Head of CreateHK until the post of AH(1) has been established.

Annex D

Job Description
Head of CreateHK

Post title : Head of CreateHK

Rank : A civil service post at D3 rank

Responsible to : Permanent Secretary for Commerce and Economic Development (Communications and Technology)

Main Duties and Responsibilities –

1. To formulate policies and strategies for the development of the creative industries.

2. To develop and implement initiatives to drive the creative economy, and review the effectiveness of such initiatives.

3. To act as the Head of the CreateHK, and be responsible for resources and manpower planning, management and control, including securing allocation and achieving performance targets, staff development and management, staff discipline and relations.

4. To oversee the administration and management of all public funds, including the Film Development Fund, the DesignSmart Initiative and other funds established to promote the development of the creative industries.

5. To supervise the Secretariat of the Flim Development Council which advises the Government on the formulation of strategies for the development of the film industry.

6. To co-ordinate the creative industries and Government/public organizations to ensure smooth implementation of all publicly funded creative industries-related activities, and collaborate with

them to provide one-stop service for the promotion of the creative industries.

7. To administer and provide financial support to special projects and programmes in support of the creative industries, including the InnoCentre Incubation Programme, design incubation, development of creative curriculum and talents.

8. To act as the principal representative of the Hong Kong Special Administrative Region in promoting creative industries in the international arena.

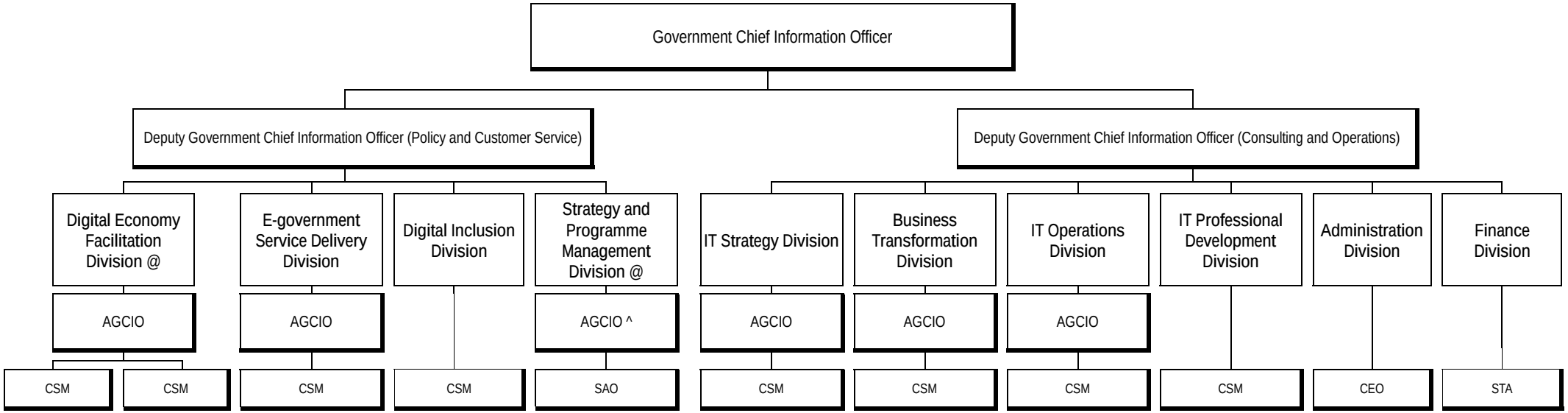
9. To liaise and coordinate with relevant bureaux and departments on measures to promote and safeguard the interest of creative industries.

10. To housekeep the performance of the Hong Kong Design Centre.

11. To conduct research on policies and practices for supporting creative industries development both locally and overseas.

Annex E1

Existing Organisation of the Office of the Government Chief Information Officer



- Facilitate development of eCommerce infrastructure, standards and practices
- Facilitate development of IT industry
- Facilitate development of the Hong Kong Computer Emergency Response Team Coordination Centre (HKCERT), HK Post Certification Authority (CA) and Cyberport
- Facilitate development of Internet domain name administration in HK
- Facilitate development of paperless trading services in the Government
- Provide support services for the Government Electronic Trading Services
- Facilitate IT cooperation with Mainland and overseas countries
- Oversee the implementation of the Electronic Transactions Ordinance
- Administer the Certification Authority Registration Office (CARO)
- Organise Hong Kong Information and Communications Technology (ICT) Awards
- Act as secretariat for the IT Industry Facilitation Task Force

- Oversee and administer the daily management of GovHK
- Enhance GovHK to provide a more personalised interface for services and information to the citizens
- Oversee the operation of E-Government Infrastructure Service (EGIS)
- Act as secretariat for the e-Government Task Force under the D21 Strategy Advisory Committee (D21SAC)

- Oversee the development of the District Cyber Centre initiative
- Act as secretariat for the Digital Inclusion Task Force
- Manage Government sponsorship and involvement in the Digital Solidarity Fund
- Oversee the Sector Specific Programmes and initiatives related to ICT adoption in small and medium enterprises (SMEs)
- Oversee the development and execution of strategies and initiatives on digital inclusion
- Promote healthy and ethical use of ICT
- Manage sponsorship requests of community initiatives on digital inclusion

- Set key performance indicators for the desired outcomes under the Digital 21 Strategy and monitor the progress of programmes and initiatives therein
- Perform stakeholder management for the Digital 21 Strategy
- Act as secretariat for the Digital 21 SAC, E-government Steering Committee (EGSC) and other e-government advisory boards
- Act as programme office for supporting Senior Management Team meeting in managing the OGCIO business plan
- Oversee stakeholder management for bureaux and departments
- Oversee the surveys to monitor the use of IT in households and businesses
- Monitor HK's international ranking in ICT

- Inspire bureaux/departments (B/Ds) to adopt strategies that make the best use of ICT to deliver their policy objectives, and assure that they have such strategies in place
- Update IT standards to be used across the Government and assuring compliance
- Update information security policies and regulations throughout and assuring compliance across the Government
- Provide IT strategy and technology strategy advice as members of project teams, e.g. Tamar, eHealth, Intelligent Road Network
- Develop technology insight and incubate new ideas

- Assist B/Ds to shape, secure funding for and deliver IT-enabled business change projects that support their policy goals and objectives
- Plan and support B/Ds in the formulation of electronic information management (EIM) strategies
- Implement the e-Procurement pilot programme and plan for its subsequent development
- Monitor Government IT projects governance and devise best practices on the processes, tools and governance arrangements for IT-enabled change projects
- Formulate and implement programmes on sourcing and contractual matters relating to the procurement of IT hardware, software and professional services
- Assist B/Ds to incorporate business process re-engineering considerations in the development of new IT applications
- Provide support and enhancement of the Government intranet portals and G2G/G2E platforms
- Monitor and plan for the use of funds provided under Capital Works Reserve Fund Head 710

- Implement and maintain the Gov*WiFi* Programme
- Operate the 3 data centres of the Central Computer Centre (CCC)
- Manage Government's IT infrastructure, including communal ICT rooms in government buildings, Government Backbone Network (GNET), Government Communication Network (GCN), and CCC Network Services (CCCNS)
- Provide government-wide/ centrally arranged IT services, including application hosting, disaster recovery, web hosting, internet mail, internet access, government directory and central internet gateway services.
- Administer the standing offer agreements for data centre services
- Develop and maintain standards and best practice for IT operations and business continuity and assure compliance across the Government

- Administer processes for the management and development of the Government IT professional
- Provide professional training for members of the Government IT professional
- Implement knowledge management processes for the Government IT professional
- Manage relationships with staff associations of Analyst/Programmer Grade and Computer Operator Grade
- Provide IT services to support the business of the OGCIO
- Assure compliance with information security policies and procedures within OGCIO
- Provide IT management for some 20 B/Ds without IT Management Unit setup

- Perform human resource management (HRM) functions for all staff in OGCIO
- Arrange recruitment and appointment of staff
- Oversee general administration
- Oversee administration of contracts for IT professional staff services
- Co-ordinate staff relations activities
- Arrange stores and procurement
- Arrange translation services
- Perform grade management functions for the Data Processor Grade

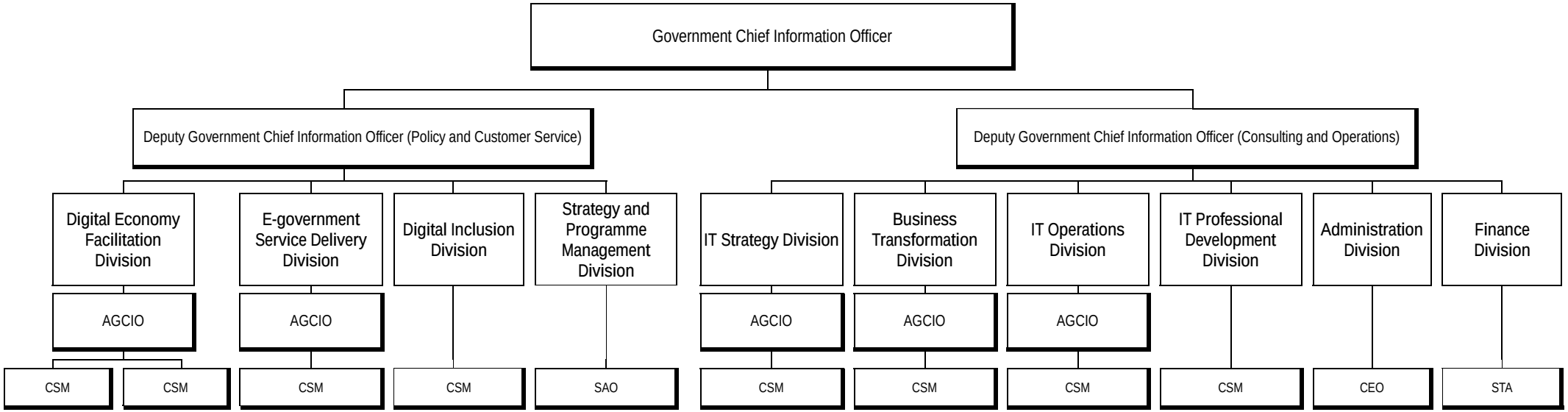
- Provide professional financial advice to GCIO to assist him to discharge his responsibilities as the Controlling Officer under the Public Finance Ordinance
- Monitor all accounting and financial management matters of OGCIO

Remarks:

AGCIO :	Assistant Government Chief Information Officer
CSM :	Chief Systems Manager
CEO :	Chief Executive Officer
STA :	Senior Treasury Accountant
@	Divisions involving posts to be redeployed to CreateHK
^	Post proposed to be deleted in conjunction with the establishment of CreateHK

Annex E2

Proposed Organisation Chart of the Office of the Government Chief Information Officer after the redeployment of posts to CreateHK



- Facilitate development of eCommerce infrastructure, standards and practices
- Facilitate development of IT industry
- Facilitate development of the Hong Kong Computer Emergency Response Team Coordination Centre (HKCERT), HK Post Certification Authority (CA) and Cyberport
- Facilitate development of Internet domain name administration in HK
- Facilitate development of paperless trading services in the Government
- Provide support services for the Government Electronic Trading Services
- Facilitate IT cooperation with Mainland and overseas countries
- Oversee the implementation of the Electronic Transactions Ordinance
- Administer the Certification Authority Registration Office (CARO)
- Organise Hong Kong Information and Communications Technology (ICT) Awards
- Act as secretariat for the IT Industry Facilitation Task Force

- Oversee and administer the daily management of GovHK
- Enhance GovHK to provide a more personalised interface for services and information to the citizens
- Oversee the operation of E-Government Infrastructure Service (EGIS)
- Act as secretariat for the e-Government Task Force under the D21 Strategy Advisory Committee (D21SAC)

- Oversee the development of the District Cyber Centre initiative
- Act as secretariat for the Digital Inclusion Task Force
- Manage Government sponsorship and involvement in the Digital Solidarity Fund
- Oversee the Sector Specific Programmes and initiatives related to ICT adoption in small and medium enterprises (SMEs)
- Oversee the development and execution of strategies and initiatives on digital inclusion
- Promote healthy and ethical use of ICT
- Manage sponsorship requests of community initiatives on digital inclusion

- Set key performance indicators for the desired outcomes under the Digital 21 Strategy and monitor the progress of programmes and initiatives therein
- Perform stakeholder management for the Digital 21 Strategy
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- Monitor HK's international ranking in ICT

- Inspire bureaux/departments (B/Ds) to adopt strategies that make the best use of ICT to deliver their policy objectives, and assure that they have such strategies in place
- Update IT standards to be used across the Government and assuring compliance
- Update information security policies and regulations throughout and assuring compliance across the Government
- Provide IT strategy and technology strategy advice as members of project teams, e.g. Tamar, eHealth, Intelligent Road Network
- Develop technology insight and incubate new ideas

- Assist B/Ds to shape, secure funding for and deliver IT-enabled business change projects that support their policy goals and objectives
- Plan and support B/Ds in the formulation of electronic information management (EIM) strategies
- Implement the e-Procurement pilot programme and plan for its subsequent development
- Monitor Government IT projects governance and devise best practices on the processes, tools and governance arrangements for IT-enabled change projects
- Formulate and implement programmes on sourcing and contractual matters relating to the procurement of IT hardware, software and professional services
- Assist B/Ds to incorporate business process re-engineering considerations in the development of new IT applications
- Provide support and enhancement of the Government intranet portals and G2G/G2E platforms
- Monitor and plan for the use of funds provided under Capital Works Reserve Fund Head 710

- Implement and maintain the Gov*WiFi* Programme
- Operate the 3 data centres of the Central Computer Centre (CCC)
- Manage Government's IT infrastructure, including communal ICT rooms in government buildings, Government Backbone Network (GNET), Government Communication Network (GCN), and CCC Network Services (CCCNS)
- Provide government-wide/ centrally arranged IT services, including application hosting, disaster recovery, web hosting, internet mail, internet access, government directory and central internet gateway services.
- Administer the standing offer agreements for data centre services
- Develop and maintain standards and best practice for IT operations and business continuity and assure compliance across the Government

- Administer processes for the management and development of the Government IT professional
- Provide professional training for members of the Government IT professional
- Implement knowledge management processes for the Government IT professional
- Manage relationships with staff associations of Analyst/Programmer Grade and Computer Operator Grade
- Provide IT services to support the business of the OGCIO
- Assure compliance with information security policies and procedures within OGCIO
- Provide IT management for some 20 B/Ds without IT Management Unit setup

- Perform human resource management (HRM) functions for all staff in OGCIO
- Arrangement recruitment and appointment of staff
- Oversee general administration
- Oversee administration of contracts for IT professional staff services
- Co-ordinate staff relations activities
- Arrange stores and procurement
- Arrange translation services
- Perform grade management functions for the Data Processor Grade

- Provide professional financial advice to GCIO to assist him to discharge his responsibilities as the Controlling Officer under the Public Finance Ordinance
- Monitor all accounting and financial management matters of OGCIO

Remarks:

AGCIO :	Assistant Government Chief Information Officer
CSM :	Chief Systems Manager
SAO:	Senior Administrative Officer
CEO :	Chief Executive Officer
STA :	Senior Treasury Accountant

Annex E3

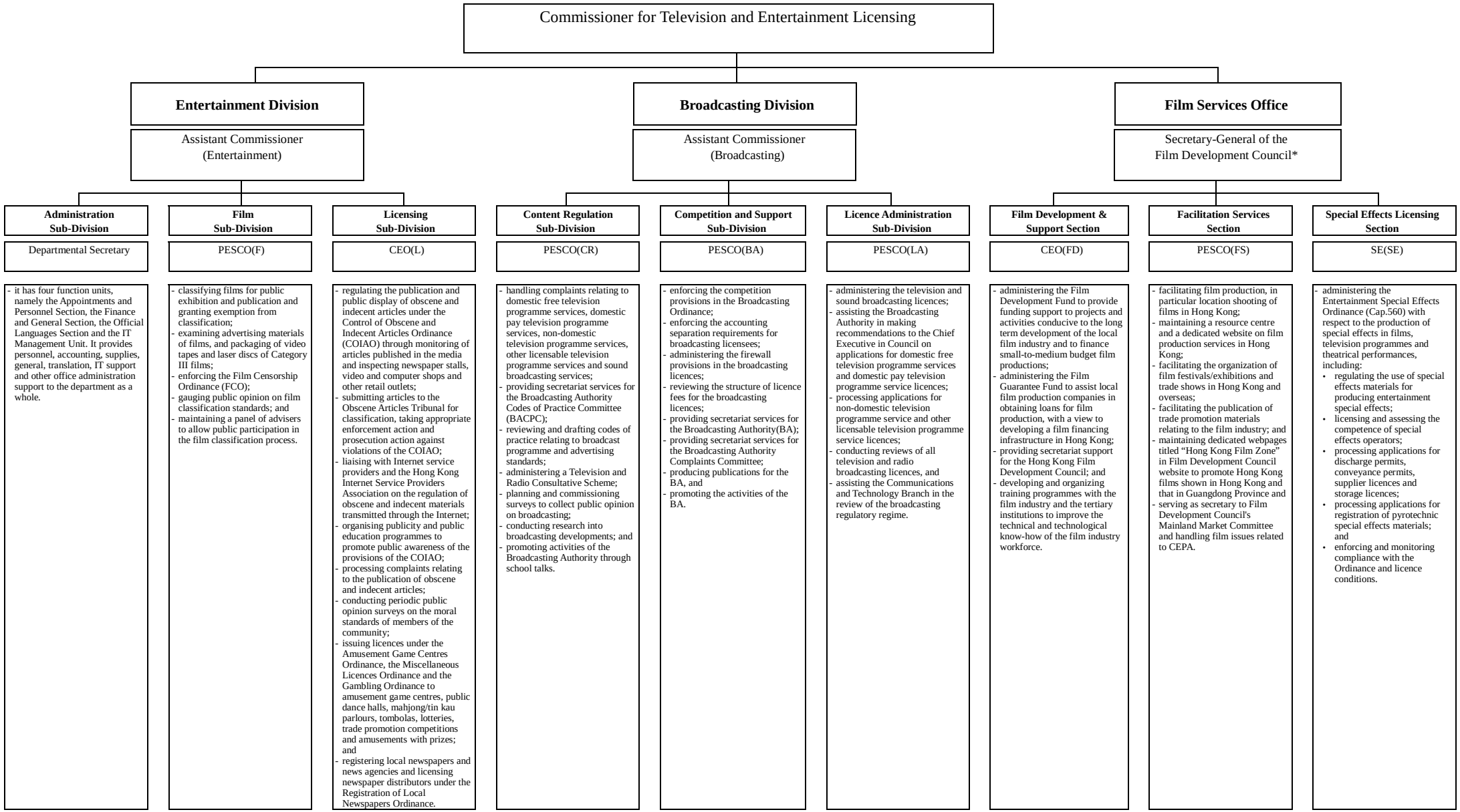
Redeployment from the Office of the Government Chief Information Officer upon establishment of CreateHK

Civil Service Establishment

Rank	No. of Posts
Administrative Officer Staff Grade C	**1**
Systems Manager	**1**
Analyst / Programmer I	**1**
Personal Secretary I	**1**
Total:	***4***

Annex F1

Organization Chart of Television and Entertainment Licensing Authority
(Position as at 15.1.2009)



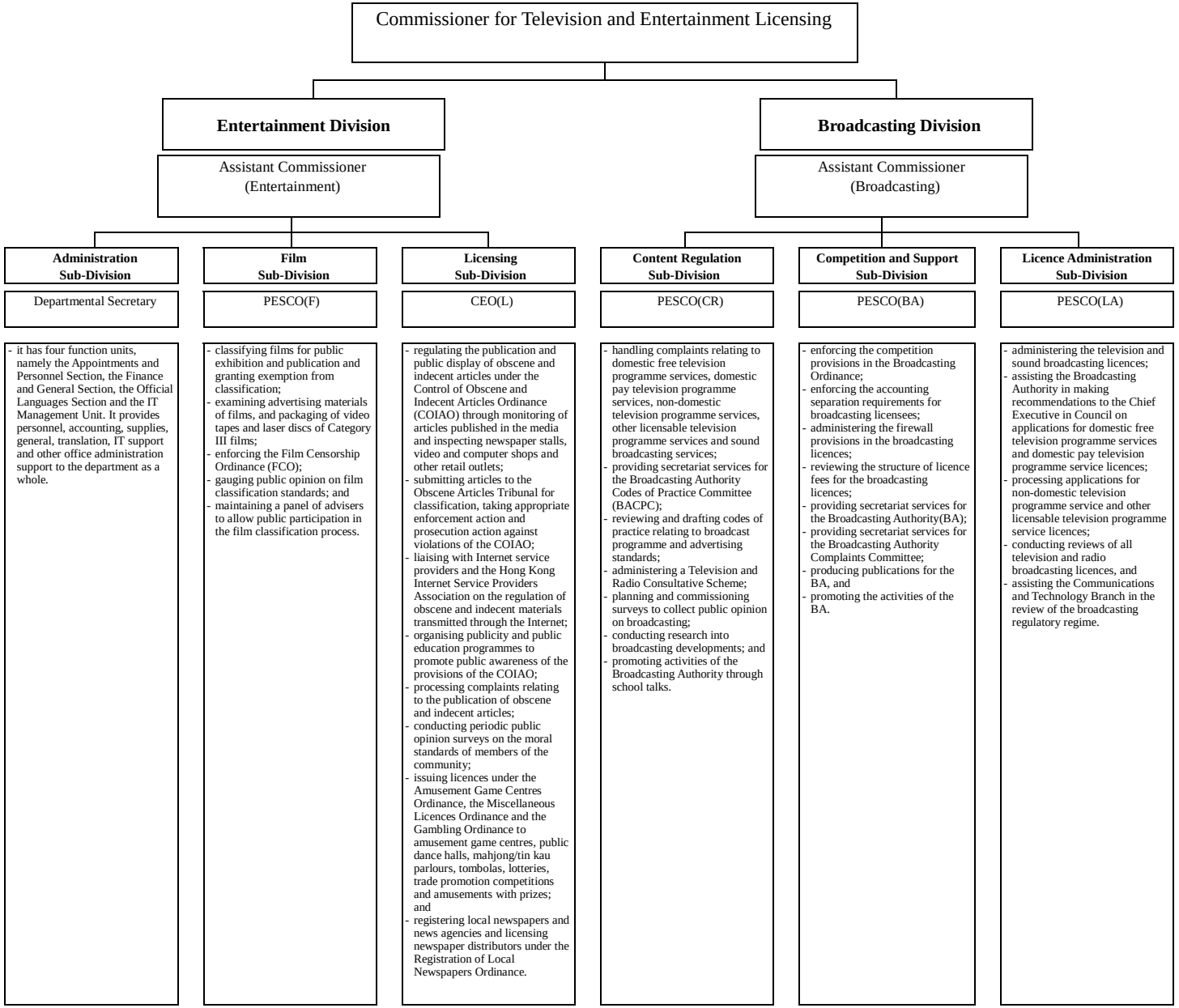
Remarks:

CEO: Chief Executive Officer
SE: Senior Geotechnical Engineer
PESCO: Principal Entertainment Standards Control Officer

*Non-civil Service Contract Staff

Annex F2

Organization Chart of Television and Entertainment Licensing Authority
After redeployment to CreateHK



Remarks:	
CEO:	Chief Executive Officer
PESCO:	Principal Entertainment Standards Control Officer

Annex F3

Redeployment from the Television and Entertainment Licensing Authority upon establishment of CreateHK

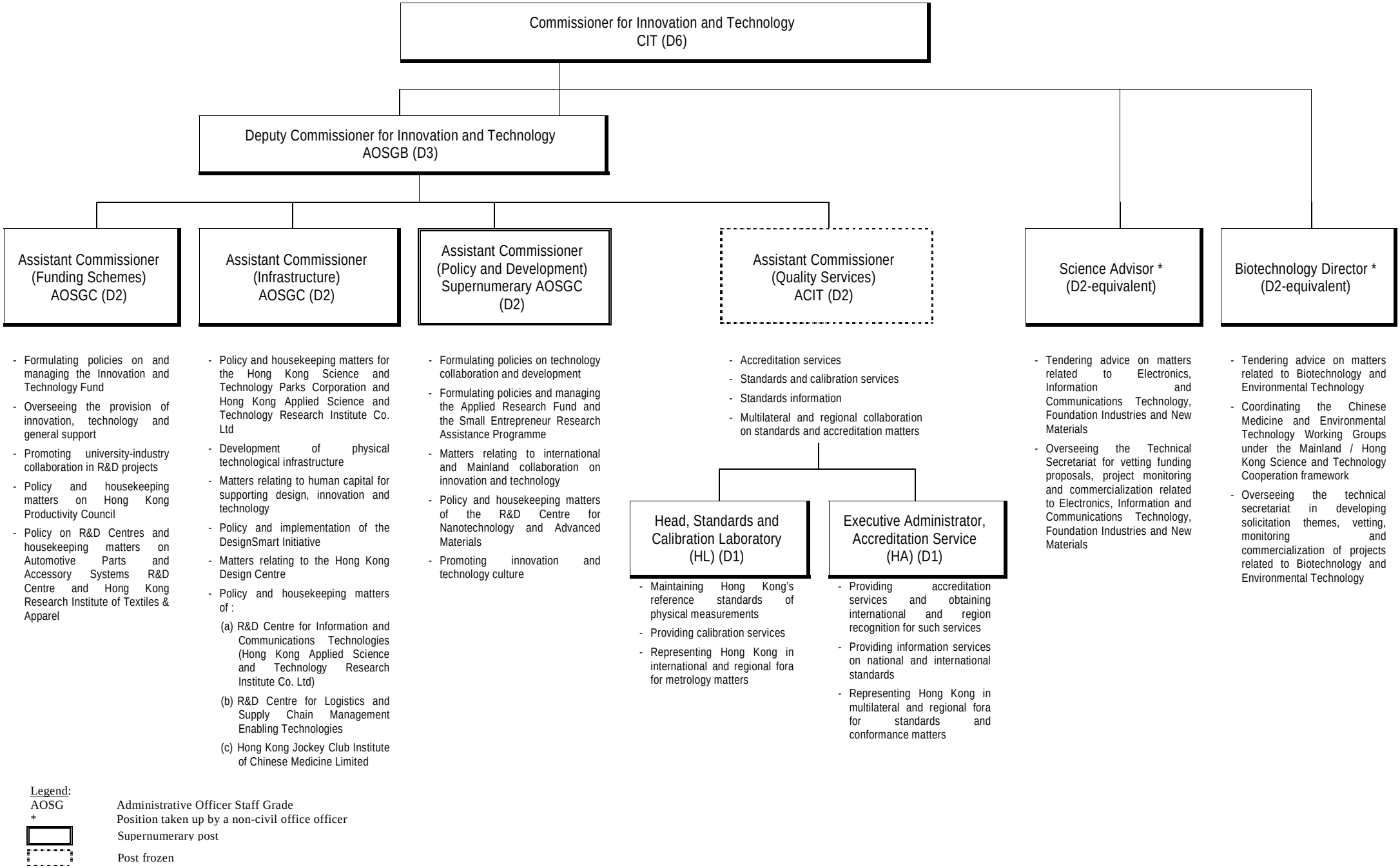
(a) Civil Service Establishment

Rank	No. of Posts
Principal Entertainment Standards Control Officer	**2**
Chief Entertainment Standards Control Officer	**2**
Entertainment Standards Control Officer	**5**
Chief Executive Officer	**1**
Senior Executive Officer	**1**
Executive Officer I	**1**
Senior Geotechnical Engineer	**1**
Senior Explosives Officer	**1**
Explosives Officer I	**2**
Explosives Officer II	**2**
Personal Secretary I	**1**
Personal Secretary II	**1**
Assistant Clerical Officer	**4**
Clerical Assistant	**6**
Total:	***30***

(b) Non-Civil Service Contract Staff

Position	No.
Secretary-General of Film Development Council	**1**
Executive Assistant	**4**
Total:	***5***

Existing Organisation Chart of Innovation and Technology Commission



Legend:

AOSG Administrative Officer Staff Grade

* Position taken up by a non-civil office officer

Supernumerary post

Post frozen

Organisation Chart of Innovation and Technology Commission
After redeployment to CreateHK

Commissioner for Innovation and Technology
CIT (D6)

Deputy Commissioner for Innovation and Technology
AOSGB (D3)

Assistant Commissioner (Funding Schemes) AOSGC (D2)

- Formulating policies on and managing the Innovation and Technology Fund
- Overseeing the provision of innovation, technology and general support
- Promoting university-industry collaboration in R&D projects
- Policy and housekeeping matters on Hong Kong Productivity Council
- Policy on R&D Centres and housekeeping matters on Automotive Parts and Accessory Systems R&D Centre and Hong Kong Research Institute of Textiles & Apparel

Assistant Commissioner (Policy and Development) AOSGC (D2)

- Formulating policies on technology collaboration and development
- Formulating policies and managing the Applied Research Fund and the Small Entrepreneur Research Assistance Programme
- Matters relating to international and Mainland collaboration on innovation and technology
- Policy and housekeeping matters of the R&D Centre for Nanotechnology and Advanced Materials
- Promoting innovation and technology culture

Assistant Commissioner (Infrastructure and Quality Services) ACIT (D2)

- Policy and housekeeping matters for the Hong Kong Science and Technology Parks Corporation and Hong Kong Applied Science and Technology Research Institute Co. Ltd
- Development of physical technological infrastructure
- Matters relating to human capital for supporting innovation and technology
- Policy and housekeeping matters of :
  - (a) R&D Centre for Information and Communications Technologies (Hong Kong Applied Science and Technology Research Institute Co. Ltd)
  - (b) R&D Centre for Logistics and Supply Chain Management Enabling Technologies
  - (c) Hong Kong Jockey Club Institute of Chinese Medicine Limited
- Supervision of Quality Services Division :
  - (a) Accreditation services
  - (b) Standards and calibration services
  - (c) Standards information
  - (d) Multilateral and regional collaboration on standards and accreditation matters

Head, Standards and Calibration Laboratory (HL) (D1)

- Maintaining Hong Kong's reference standards of physical measurements
- Providing calibration services
- Representing Hong Kong in international and regional for a for metrology matters

Executive Administrator, Accreditation Service (HA) (D1)

- Providing accreditation services and obtaining international and region recognition for such services
- Providing information services on national and international standards
- Representing Hong Kong in multilateral and regional for a for standards and conformance matters

Science Advisor * (D2-equivalent)

- Tendering advice on matters related to Electronics, Information and Communications Technology, Foundation Industries and New Materials
- Overseeing the Technical Secretariat for vetting funding proposals, project monitoring and commercialization related to Electronics, Information and Communications Technology, Foundation Industries and New Materials

Biotechnology Director * (D2-equivalent)

- Tendering advice on matters related to Biotechnology and Environmental Technology
- Coordinating the Chinese Medicine and Environmental Technology Working Groups under the Mainland / Hong Kong Science and Technology Cooperation framework
- Overseeing the technical secretariat in developing solicitation themes, vetting, monitoring and commercialization of projects related to Biotechnology and Environmental Technology

Legend :

AOSG Administrative Officer Staff Grade

* Position taken up by a non civil service officer

Annex G3

Redeployment from the Innovation and Technology Commission upon establishment of CreateHK

(a) Civil Service Establishment

Rank	No. of Posts
Principal Trade Officer	**1**
Executive Officer I	**1**
Assistant Trade Officer II	**1**
Assistant Clerical Officer	**1**
Typist	**1**
Total:	***5***

(b) Non-Civil Service Contract Staff

Position	No.
Manager (Design)	**1**
Assistant Manager (Infrastructure)	**1**
Total:	***2***

Annex H1

Job Description of Assistant Commissioner (Infrastructure)

Post Title : Assistant Commissioner (Infrastructure)

Rank : Administrative Officer Staff Grade C (D2)

Responsible to : Deputy Commissioner for Innovation and Technology

Main duties and responsibilities

(a) to deal with policy, resource and housekeeping matters related to the Hong Kong Science and Technology Parks Corporation;

(b) to deal with policy, resource and housekeeping matters related to the Hong Kong Applied Science and Technology Research Institute Company Limited, Hong Kong Jockey Club Institute of Chinese Medicine Limited and Hong Kong R&D Centre for Logistics and Supply Chain Management Enabling Technologies Limited;

(c) to deal with matters related to technology incubation and techno-entrepreneurship policy and relevant programmes;

(d) to deal with matters related to human capital and implementing Mainland-related projects for supporting innovation and technology, including providing input to the Admission of Talents Scheme and Admission of Mainland Professionals Scheme; and

(e) to handle matters related to the Hong Kong Design Centre and the development of physical technology infrastructure in general.

Job Description of

Assistant Commissioner (Infrastructure and Quality Services)

Post Title : Assistant Commissioner (Infrastructure and Quality Services)

Rank : Assistant Commissioner for Innovation and Technology (D2)

Responsible to : Deputy Commissioner for Innovation and Technology

Main duties and responsibilities

(a) to deal with policy, resource and housekeeping matters related to the Hong Kong Science and Technology Parks Corporation;

(b) to deal with policy, resource and housekeeping matters related to the Hong Kong Applied Science and Technology Research Institute Company Limited, Hong Kong Jockey Club Institute of Chinese Medicine Limited and Hong Kong R&D Centre for Logistics and Supply Chain Management Enabling Technologies Limited;

(c) to deal with matters related to technology incubation and techno-entrepreneurship policy and relevant programmes;

(d) to deal with matters related to human capital and implementing Mainland-related projects for supporting innovation and technology, including providing input to the Admission of Talents Scheme and Admission of Mainland Professionals Scheme; and

(e) to supervise the Quality Services Division

Job Description of
Assistant Commissioner (Policy and Development)

Post Title: Assistant Commissioner (Policy and Development)

Rank: Administrative Officer Staff Grade C (D2)

Responsible to: Deputy Commissioner for Innovation and Technology

Main duties and responsibilities

(a) formulating policies on technology collaboration and development;

(b) formulating policies and managing the Applied Research Fund and the Small Entrepreneur Research Assistance Programme;

(c) servicing the Hong Kong side of the Mainland and Hong Kong Science and Technology Cooperation Committee under the cooperation framework between the Ministry of Science and Technology of the Central People's Government and the HKSARG, and coordinating follow-up actions with bureaux, departments and other agencies;

(d) dealing with matters related to Hong Kong's participation in the Pan-PRD Joint Conference on Regional Cooperation in Science and Technology;

(e) servicing the Hong Kong side of the Hong Kong-Guangdong Cooperation Joint Conference – Expert Group on Cooperation in Innovation and Technology, and coordinating follow-up actions with bureaux, departments and other agencies;

(f) servicing the Hong Kong side of the Shenzhen-Hong Kong Steering Group on Cooperation in Innovation and Technology, and coordinating follow-up actions with bureaux, departments and other agencies;

(g) dealing with matters related to other bilateral, multilateral and regional collaboration on innovation and technology,

(h) dealing with matters relating to policy and housekeeping matters of the Nanotechnology and Advanced Materials Institute; and

(i) promoting an innovation and technology culture in business and the community, and formulating and implementing the Commission's corporate communications strategy and publicity programme.