

Legislative Council Panel on Constitutional Affairs

**Re-organisation of the Government Secretariat:
Changes in Establishment**

Purpose

This paper briefs Members on the changes in the establishment pursuant to the proposed re-organisation of the Government Secretariat.

Background

2. To facilitate the Chief Executive-elect to re-organise the Government Secretariat, the Chief Executive has agreed to provide full support to the exercise in the interest of ensuring a smooth transition to the fourth-term Government. Details of the re-organisation proposals and rationale are set out in the paper for the Legislative Council Panel on Constitutional Affairs issued on 4 May 2012 (LC Paper No.CB(2)1908/11-12(01)) .

Changes in Establishment

3. Following the re-organisation, there will be a need to make corresponding changes to the establishment of the Government. We will follow the usual procedures by submitting proposals of these changes to the Establishment Subcommittee (ESC) of the Finance Committee (FC) for consideration. A draft ESC submission setting out the proposed changes is at the **Annex**.

Next Step

4. Subject to Members' views, we plan to submit proposals to the ESC and the FC on 6 June and 15 June respectively for approval of the staffing and financial implications arising from the re-organisation exercise. We aim to implement the re-organised structure with effect from 1 July 2012.

**Constitutional and Mainland Affairs Bureau
Civil Service Bureau
May 2012**

For discussion
on 6 June 2012

EC(2012-13)XX

ITEM FOR ESTABLISHMENT SUBCOMMITTEE OF FINANCE COMMITTEE

- NEW HEAD - GOVERNMENT SECRETARIAT : CULTURE BUREAU**
- NEW HEAD - GOVERNMENT SECRETARIAT : COMMERCE AND INDUSTRIES BUREAU (MARITIME, AVIATION, LOGISTICS AND TOURISM BRANCH)**
- HEAD 142 - GOVERNMENT SECRETARIAT : OFFICES OF THE CHIEF SECRETARY FOR ADMINISTRATION AND THE FINANCIAL SECRETARY**
- HEAD 55 - GOVERNMENT SECRETARIAT : COMMERCE AND ECONOMIC DEVELOPMENT BUREAU (COMMUNICATIONS AND TECHNOLOGY BRANCH)**
- HEAD 152 - GOVERNMENT SECRETARIAT : COMMERCE AND ECONOMIC DEVELOPMENT BUREAU (COMMERCE, INDUSTRY AND TOURISM BRANCH)**
- HEAD 144 - GOVERNMENT SECRETARIAT : CONSTITUTIONAL AND MAINLAND AFFAIRS BUREAU**
- HEAD 138 - GOVERNMENT SECRETARIAT : DEVELOPMENT BUREAU (PLANNING AND LANDS BRANCH)**
- HEAD 156 - GOVERNMENT SECRETARIAT : EDUCATION BUREAU**
- HEAD 137 - GOVERNMENT SECRETARIAT : ENVIRONMENT BUREAU**
- HEAD 147 - GOVERNMENT SECRETARIAT : FINANCIAL SERVICES AND THE TREASURY BUREAU (THE TREASURY BRANCH)**
- HEAD 139 - GOVERNMENT SECRETARIAT : FOOD AND HEALTH BUREAU (FOOD BRANCH)**
- HEAD 53 - GOVERNMENT SECRETARIAT : HOME AFFAIRS BUREAU**
- HEAD 141 - GOVERNMENT SECRETARIAT : LABOUR AND WELFARE BUREAU**
- HEAD 151 - GOVERNMENT SECRETARIAT : SECURITY BUREAU**
- HEAD 158 - GOVERNMENT SECRETARIAT : TRANSPORT AND HOUSING BUREAU (TRANSPORT BRANCH)**
- HEAD 159 - GOVERNMENT SECRETARIAT : DEVELOPMENT BUREAU (WORKS BRANCH)**

Members are invited to recommend to Finance Committee the following proposals with effect from 1 July 2012 –

Non-civil service posts

- (a) the creation of a new non-civil service rank of Deputy Secretary of Department (DSoD) and the following two non-civil service DSoD posts -

under Head 142 Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

1 Deputy Chief Secretary for Administration
(\$303,330 per month)

1 Deputy Financial Secretary
(\$303,330 per month)

- (b) the creation of the following five non-civil service posts –

**under new Head Government Secretariat:
Culture Bureau**

1 Director of Bureau
(\$298,115 per month)

1 Deputy Director of Bureau
(\$193,775 to \$223,585 per month)

1 Secretary-General of Film Development
Council (D2-equivalent) (\$126,500 - \$138,350)

**under Head 55 Government Secretariat:
Commerce and Economic Development Bureau
(Communications and Technology Branch) (To
be re-titled as “Government Secretariat:**

Technology and Communications Bureau” as from 1 July 2012)

- 1 Director of Bureau
(\$298,115 per month)
- 1 Deputy Director of Bureau
(\$193,775 to \$223,585 per month)

(c) the deletion of the following 14 non-civil service posts –

under Head 142 Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

- 1 Political Assistant to Chief Secretary for Administration
(\$104,304 to \$163,960 per month)
- 1 Political Assistant to Financial Secretary
(\$104,304 to \$163,960 per month)

under Head 152 Government Secretariat: Commerce and Economic Development Bureau (Commerce, Industry and Tourism Branch) (To be re-titled as “Government Secretariat: Commerce and Industries Bureau (Trade and Industry Branch)” as from 1 July 2012);

Head 144 Government Secretariat: Constitutional and Mainland Affairs Bureau;

Head 138 Government Secretariat: Development Bureau (Planning and Lands Branch) (To be re-titled as “Government Secretariat: Housing, Planning and Lands Bureau (Planning and Lands Branch)” as from 1 July 2012);

Head 156 Government Secretariat: Education Bureau;

Head 137 Government Secretariat: Environment

Bureau;
Head 147 Government Secretariat: Financial Services and the Treasury Bureau (The Treasury Branch);
Head 139 Government Secretariat: Food and Health Bureau (Food Branch);
Head 53 Government Secretariat: Home Affairs Bureau;
Head 141 Government Secretariat: Labour and Welfare Bureau;
Head 151 Government Secretariat: Security Bureau; and
Head 158 Government Secretariat: Transport and Housing Bureau (Transport Branch) (To be re-titled as “Government Secretariat: Transport and Works Bureau (Transport Branch)” as from 1 July 2012)

11 Political Assistants to Directors of Bureau
(\$104,304 to \$163,960 per month)

under Head 55 Government Secretariat: Commerce and Economic Development Bureau (Communications and Technology Branch) (To be re-titled as “Government Secretariat: Technology and Communications Bureau” as from 1 July 2012)

1 Secretary-General of Film Development Council (D2-equivalent) (\$126,500 - \$138,350)

Civil service permanent posts

(d) the creation of the following 24 civil service permanent posts –

under new Head Government Secretariat: Culture Bureau

- 1 Administrative Officer Staff Grade A1
(D8) (\$208,250 – \$214,500)
- 1 Head of Create Hong Kong
(D3) (\$147,150 – \$160,600)
- 1 Administrative Officer Staff Grade B
(D3) (\$147,150 – \$160,600)
- 4 Administrative Officer Staff Grade C
(D2) (\$126,500 – \$138,350)
- 1 Chief Engineer
(D1) (\$106,600 – \$116,500)

**under new Head Government Secretariat:
Commerce and Industries Bureau (Maritime, Aviation, Logistics
and Tourism Branch)**

- 1 Administrative Officer Staff Grade A1
(D8) (\$208,250 – \$214,500)
- 1 Administrative Officer Staff Grade A
(D6) (\$187,100 – \$192,650)
- 3 Administrative Officer Staff Grade B
(D3) (\$147,150 – \$160,600)
- 4 Administrative Officer Staff Grade C
(D2) (\$126,500 – \$138,350)
- 1 Assistant Director of Marine
(D2) (\$126,500 – \$138,350)
- 1 Senior Principal Executive Officer
(D2) (\$126,500 – \$138,350)
- 1 Principal Executive Officer
(D1) (\$106,600 – \$116,500)

- 1 Principal Marine Officer
(D1) (\$106,600 – \$116,500)

**under Head 55 Government Secretariat:
Commerce and Economic Development Bureau
(Communications and Technology Branch) (To
be re-titled as “Government Secretariat:
Technology and Communications Bureau” as
from 1 July 2012)**

- 1 Administrative Officer Staff Grade C
(D2) (\$126,500 – \$138,350)

**under Head 142 Government Secretariat:
Offices of the Chief Secretary for Administration
and the Financial Secretary**

- 2 Administrative Officer Staff Grade C
(D2) (\$126,500 – \$138,350)

- (e) the deletion of the following 18 civil service
permanent posts –

**under Head 53 Government Secretariat: Home
Affairs Bureau**

- 1 Administrative Officer Staff Grade B
(D3) (\$147,150 – \$160,600)
- 2 Administrative Officer Staff Grade C
(D2) (\$126,500 – \$138,350)

**under Head 159 Government Secretariat:
Development Bureau (Works Branch) (To be
re-titled as “Government Secretariat: Transport
and Works Bureau (Works Branch)” as from 1
July 2012)**

1 Administrative Officer Staff Grade C
(D2) (\$126,500 – \$138,350)

1 Chief Engineer
(D1) (\$106,600 – \$116,500)

**under Head 55 Government Secretariat:
Commerce and Economic Development Bureau
(Communications and Technology Branch) (To
be re-titled as “Government Secretariat:
Technology and Communications Bureau” as
from 1 July 2012)**

1 Head of Create Hong Kong
(D3) (\$147,150 – \$160,600)

**under Head 158 Government Secretariat:
Transport and Housing Bureau (Transport
Branch) (To be re-titled as “Government
Secretariat: Transport and Works Bureau
(Transport Branch)” as from 1 July 2012)**

2 Administrative Officer Staff Grade B
(D3) (\$147,150 – \$160,600)

2 Administrative Officer Staff Grade C
(D2) (\$126,500 – \$138,350)

1 Assistant Director of Marine
(D2) (\$126,500 – \$138,350)

1 Principal Marine Officer
(D1) (\$106,600 – \$116,500)

**under Head 152 Government Secretariat:
Commerce and Economic Development Bureau
(Commerce, Industry and Tourism Branch) (To
be re-titled as “Government Secretariat:
Commerce and Industries Bureau (Trade and**

Industry Branch)” as from 1 July 2012)

- 1 Administrative Officer Staff Grade A
(D6) (\$187,100 – \$192,650)
- 1 Administrative Officer Staff Grade B
(D3) (\$147,150 – \$160,600)
- 2 Administrative Officer Staff Grade C
(D2) (\$126,500 – \$138,350)
- 1 Senior Principal Executive Officer
(D2) (\$126,500 – \$138,350)
- 1 Principal Executive Officer
(D1) (\$106,600 – \$116,500)

Civil service supernumerary posts

- (f) the creation of the following three civil service supernumerary posts –

**under new Head Government Secretariat:
Culture Bureau**

- 1 Principal Government Engineer
(D3) (\$147,150 – \$160,600)
- 1 Administrative Officer Staff Grade C
(D2) (\$126,500 – \$138,350)

**under new Head Government Secretariat:
Commerce and Industries Bureau
(Maritime, Aviation, Logistics and Tourism Branch)**

- 1 Administrative Officer Staff Grade C
(D2) (\$126,500 – \$138,350)

- (g) the deletion of the following three civil service supernumerary posts –

under Head 53 Government Secretariat: Home Affairs Bureau

- 1 Principal Government Engineer
(D3) (\$147,150 – \$160,600)

- 1 Administrative Officer Staff Grade C
(D2) (\$126,500 – \$138,350)

**under Head 152 Government Secretariat: Commerce and Economic Development Bureau (Commerce, Industry and Tourism Branch)
(To be re-titled as “Government Secretariat: Commerce and Industries Bureau (Trade and Industry Branch)” as from 1 July 2012)**

- 1 Administrative Officer Staff Grade C
(D2) (\$126,500 – \$138,350)

Redistribution of duties and responsibilities

- (h) some revision and redistribution of duties and responsibilities among some of the directorate posts on the establishment of various bureaux affected by the re-organisation.

PROBLEM

A new structure of the Government Secretariat is needed for the fourth-term Government of the Hong Kong Special Administrative Region (HKSAR) to fulfil the policy objectives and priorities pledged by the Chief Executive-elect (CE-elect) in his Manifesto and a new employment system needs to be effected for Political Assistants (PAs) to allow flexibility in engaging suitable talents with good potential and different levels of work experience and abilities.

PROPOSAL

2. We propose the following changes with effect from 1 July 2012 –
- (a) creation of a new non-civil service DSoD rank as proposed in paragraph 39 below and two non-civil service DSoD posts to be titled as the Deputy Chief Secretary for Administration (DCS) and the Deputy Financial Secretary (DFS);
 - (b) creation of two non-civil service Director of Bureau (DoB) posts to be titled as the Secretary for Culture (S for C) and the Secretary for Technology and Communications (STC), and creation of two non-civil service Deputy Director of Bureau (DDoB) posts to be titled as the Under Secretary for Culture (US for C) and the Under Secretary for Technology and Communications (USTC);
 - (c) creation of four Administrative Officer Staff Grade C (AOSGC) (D2) posts to be titled as Administrative Assistants (AAs) to DCS, DFS, S for C and STC;
 - (d) creation of two Administrative Officer Staff Grade A1 (AOSGA1) (D8) posts to be titled as the Permanent Secretary for Culture (PS for C) and the Permanent Secretary for Commerce and Industries (Maritime, Aviation, Logistics and Tourism) (PSCI (MALT));
 - (e) re-distribution of policy portfolios among four existing Directors of Bureau;
 - (f) deletion of the 13 existing non-civil service Political Assistant (PA) posts in order to implement the new arrangement for the employment of PAs as set out in paragraph 41 below; and
 - (g) making consequential changes to the civil service directorate establishment of the affected bureaux to complement the changes mentioned in (b) – (e) above.

JUSTIFICATION

Present Position

3. Under the existing Government structure, there are three Secretaries of Department (SoDs), namely the Chief Secretary for Administration (CS), the Financial Secretary (FS) and the Secretary for Justice (SJ), who are politically appointed officials (PAOs). The former two together head the Government Secretariat and supervise the work of 12 DoBs who are also PAOs and each of whom heads a policy bureau. At present, CS and FS are each provided with an AA (a civil service post ranked at AOSGC), a Press Secretary (PressSecy) (a civil service post ranked at AOSGC), and a PA at the rank of PA to DoB (a non-civil service position and filled by a PAO). SJ heads the Department of Justice. He is provided with an AA (a civil service post ranked at AOSGC) and a PressSecy (a civil service post ranked at Chief Information Officer (CIO)) but not a PA in view of the special nature of his responsibilities.

4. Each DoB is supported by a team of civil servants headed by a Permanent Secretary (PS), a civil service post ranked at AOSGA1 (D8). Some bureaux with a wide span of responsibilities have two PSs, each heading a branch. Each DoB is also provided with an AA (a civil service post ranked at AOSGC) and a PressSecy (a civil service post ranked at CIO). Each DoB (except the Secretary for the Civil Service (SCS) in view of his duties and responsibilities) is also provided with the positions of a DDoB (with Under Secretary (US) as the post title) and a PA, both of which are non-civil service positions and filled by PAOs.

5. The existing organisation of the Government Secretariat with the 12 existing bureaux and the departments under them is set out in Enclosure 1.

Encl. 1

Major Proposed Changes

6. The CE-elect has proposed to re-organise the Government Secretariat in order to –

- (a) expand the capacity of the team of PAOs in reaching out to the public and stakeholders, and in developing longer term plans;

- (b) strengthen the coordination of policy formulation and implementation that cut across policy programmes; and
- (c) step up efforts in expanding the economic base of Hong Kong, in capitalising on the opportunities arising from the rapid economic development in the Mainland, and in addressing key livelihood issues, including housing and poverty alleviation.

7. In gist, the proposed re-organisation involves the provision of two DSoD posts and the creation of two additional bureaux. A chart showing the restructured Government Secretariat with 14 bureaux and the departments under them is at Enclosure 2. The major changes involved in the re-organisation are set out in paragraphs 8 to 37 below.

Encl. 2

Creation of two Deputy Secretaries of Department

8. The rank of DSoD is provided for in Article 48(5)¹ of the Basic Law but has not been created in the Government structure so far. It is proposed to create this rank; and create two posts under this rank with the titles of DCS and DFS to be filled by PAOs. DCS and DFS will share the workload of CS and FS respectively to oversee and coordinate the cooperation between the HKSAR and the Mainland, and a number of cross-cutting policy issues.

Deputy Chief Secretary for Administration

9. At present, the span of control of CS is very wide. He has to supervise nine policy bureaux, the Efficiency Unit (EU) and the Administration Wing, in addition to playing an active role in Hong Kong-Guangdong economic cooperation; co-ordination of population policy; and steering the development of the West Kowloon Cultural District (WKCD) and the operation of the Community Care Fund (CCF).

10. To share some of CS's responsibilities, it is proposed that a post of DCS at the rank of DSoD be created to assist CS in coordinating policy

¹ Article 48 of the Basic Law: "*The Chief Executive of the HKSAR shall ... (5) nominate and report to the Central People's Government for appointment the following principal officials: Secretaries and Deputy Secretaries of Departments, Directors of Bureaux. ...*"

formulation and implementation in policy areas pertaining to human resources (including education, manpower planning and development, welfare planning and retirement protection) and culture. DCS will report to CS and directly oversee three bureaux closely connected to these policy areas, namely the Education Bureau (EDB), the Labour and Welfare Bureau (LWB) and the new Culture Bureau (CB) (see paragraphs 17 to 20 below). The job description of DCS is at Enclosure 3.

Encl. 3

11. With the support of DCS, CS will be able to focus more on other cross-cutting policies requiring longer term planning, e.g. poverty alleviation and sustainable development. He will continue to oversee Hong Kong-Guangdong co-operation and the operation of the CCF. In addition, he will continue to provide leadership on further constitutional development and on strengthening district administration. He will maintain direct supervision of six bureaux, viz. the Civil Service Bureau (CSB), the Constitutional and Mainland Affairs Bureau (CMAB), the Environment Bureau (ENB), the Food and Health Bureau (FHB), the Home Affairs Bureau (HAB) and the Security Bureau (SB), as well as EU and the Administration Wing.

Deputy Financial Secretary

12. At present, FS has overall responsibility for economic and infrastructure development as well as the management of public finance. He supervises three policy bureaux, viz. the Commerce and Economic Development Bureau (CEDB), the Development Bureau (DEVB) and the Financial Services and the Treasury Bureau (FSTB), as well as the Hong Kong Monetary Authority (HKMA) and the Economic Analysis and Business Facilitation Unit (EABFU).

13. Under the re-organised Government Secretariat, it is proposed that FS will take over from CS the policy portfolios of housing, transport, aviation, maritime and logistics services, which are all integral to the economic growth and development of Hong Kong. To share some of these responsibilities and to further promote the economic development of Hong Kong and enhance our competitiveness, it is proposed that a post of DFS at the rank of DSoD be created to assist FS in implementing economic cooperation agreements signed with Mainland authorities; coordinating the formulation and implementation of policies to promote Hong Kong's development set out in the national five-year plan; and supporting the further development of trade and industries, including maritime, air, logistics and tourism, as well as technology and communications. DFS will report to FS and

Encl. 4

supervise two bureaux closely connected to these policy areas, namely the new Technology and Communications Bureau (TCB) and the new Commerce and Industries Bureau (CIB) (see paragraphs 24 to 28 below). The job description of DFS is at Enclosure 4.

14. With the support of DFS, FS will be able to focus more on the further development of Hong Kong as a leading international financial centre and the premiere offshore Renminbi business centre. He will review the management of public finance and the fiscal reserves and oversee the formulation of longer term policies on housing, planning and lands, and transport. FS will directly supervise three bureaux, viz. FSTB, the new Housing, Planning and Lands Bureau (HPLB) and the new Transport and Works Bureau (TWB) (see paragraphs 30 to 37 below), as well as HKMA and EABFU.

Encls.
5(a) & (b)

15. It is proposed that DCS and the DFS should each be given resources to employ one or more PAs under the new arrangement explained in paragraph 41 below. It is also proposed to create two AOSGC posts, to be filled by civil servants, to serve as AA to DCS and AA to DFS. Their job descriptions are set out in Enclosures 5(a) and (b).

16. Non-directorate posts (to serve as administrative officer, PressSecy, personal assistant, driver and clerk) will be created under delegated authority to support DCS and DFS. In accordance with the existing arrangement for SoDs and DoBs, the administrative officer (ranked at Senior Administrative Officer), the PressSecy (ranked at CIO) and clerical posts will be filled by civil servants, while the personal assistant and driver posts may be filled either by civil servants or by direct appointment of non-civil servants. When a post is taken up by a non-civil servant, the officer will receive salary, fringe benefits and gratuity similar to but no better than those prevailing for the equivalent rank in the civil service. The non-civil service officers will be subject to the Civil Service Regulations and requirements on conduct and avoidance of conflict of interest. They will depart as and when the PAOs they serve leave the Government.

Creation of the Culture Bureau

17. At present, cultural affairs are handled by a number of policy bureaux. For example, funding for arts, libraries and museums, come under HAB; heritage conservation is the responsibility of DEVB; and film and creative industries are under CEDB. Bringing these under the unified structure of a new

Culture Bureau (CB) will enhance policy coherence and facilitate strategic planning on culture.

18. The CE-elect sees that Hong Kong, as the confluence of eastern and western cultures, is well-positioned to be a cultural hub with a distinct character. Apart from embarking on the WKCD as the landmark for Hong Kong's arts scene, more importantly, there should be a focal point and champion within the Government to devise a holistic cultural policy, promote cultural activities and exchanges, nurture talents and cultural groups, and encourage community participation, i.e. to develop both the hardware and software for Hong Kong as a cultural hub.

19. The proposed CB will take over the Culture Branch and WKCD Project Management Team from HAB, Create Hong Kong (CreateHK) from CEDB, and the Commissioner for Heritage's Office from DEVB. In addition, CB will work with EDB to promote arts education within and outside schools in a well-coordinated manner, and partner with District Councils (DCs) to popularise arts programmes at the district level. The proposed CB will report to CS via DCS.

20. A new DoB post (with S for C as the post title), to be filled by a PAO, is proposed to be created to head the bureau. A DDoB post (with US for C as the post title) and one or more PA posts (see paragraph 41 below), all to be filled by PAOs, are proposed to be created to support S for C. The job descriptions of a DoB, a DDoB and a PA are set out in Enclosures 6, 7 and 8 respectively. An AOSGC post, to be filled by a civil servant, is also proposed to be created to serve as AA to S for C. An AOSGA1 post (with PS for C as the post title), to be filled by a civil servant, is proposed to be created to head the civil service team in CB. The proposed job descriptions of AA to S for C and PS for C are set out in Enclosures 9(a) and (b) respectively. Non-directorate posts required to support S for C and US for C (namely PressSecy, personal assistant, driver and clerk) will be created under delegated authority as set out in paragraph 16 above.

Encls.
6, 7, & 8

Encls.
9(a) & (b)

21. With cultural policies transferred to S for C, the Secretary for Home Affairs (SHA), in consultation with relevant bureaux and departments, will devise measures to enhance the role of DCs and empower District Officers to coordinate the work and services provided by Government departments at the district level. The objective is to address district issues at the district level and capitalise on local opportunities. SHA will continue to be responsible for recreation and sport, civic affairs, youth development, community relations, building management and certain types of entertainment and accommodation related licensing.

Restructuring of the Commerce and Economic Development Bureau

22. At present, the Secretary for Commerce and Economic Development (SCED) heads CEDB, which has two branches, namely the Commerce, Industry and Tourism Branch (CITB) and the Communications and Technology Branch (CTB). SCED is responsible for a wide range of policy areas, including information technology, broadcasting, telecommunications, innovation and technology, film and creative industries, commercial and trade relations with the Mainland and the rest of the world, intellectual property, industry support and tourism.

23. To fully recognise the importance of industrial development and technology in our economic development, and to provide more dedicated high level leadership in developing Hong Kong's trade and key service industries, it is proposed that the existing CEDB should be restructured into two new bureaux, namely TCB and CIB. Both will report to FS via DFS.

Technology and Communications Bureau

24. The proposed TCB will be responsible for promoting innovative technology and communications in Hong Kong. More specifically, it will formulate a comprehensive technology policy to support the development of technology infrastructure; encourage synergy among Government, enterprises as well as research and academic institutions in research and development; and integrate the development of emerging industries in the Mainland with innovative technology in Hong Kong. It is proposed that the new bureau will be made up of the existing CTB of CEDB, except CreateHK which will be put under the proposed CB (see paragraph 19 above). A new DoB post (with STC as the post title), to be filled by a PAO, is proposed to be created to head the new bureau. A DDoB post (with USTC as the post title) and one or more PA posts (see paragraph 41 below), to be filled by PAOs, are proposed to be created to support STC. In addition, an AOSGC post, to serve as AA to STC, is proposed to be created. The job description of the proposed AA post is set out in Enclosure 10. Non-directorate posts required to support STC and USTC (namely PressSecy, personal assistant, driver and clerk) will be created under delegated authority as set out in paragraph 16 above. It is further proposed that the existing AOSGA1 post, titled as the PS for Commerce and Economic Development (Communications and Technology) and

Encl. 10

filled by a civil servant, be retitled as the PS for Technology and Communications (PSTC) to head the civil service team in TCB.

Commerce and Industries Bureau

25. The new CIB will have overall responsibility for trade and industry policy as well as the development of the maritime, air, logistics and tourism industries. Recognising the intimate connection between aviation, shipping and logistics with other sectors of the economy, such as tourism, import and export, it is proposed to transfer the policy responsibilities for air and maritime services and logistics development from the existing Transport and Housing Bureau (THB) to the new CIB. It is proposed that the existing DoB and DDoB posts, now titled as SCED and the US for Commerce and Economic Development and filled by PAOs, be retitled as the Secretary for Commerce and Industries (SCI) and the US for Commerce and Industries (USCI) and continue to be filled by PAOs.

26. In view of the span of its responsibilities, it is proposed that CIB should have two branches, namely the Maritime, Aviation, Logistics and Tourism Branch (MALTB); and the Trade and Industry Branch (TIB).

27. MALTB will provide holistic support to promote the development of the maritime, aviation, logistics and travel industries in Hong Kong so as to enhance their competitiveness and increase market penetration. It is proposed that a new AOSGA1 post, to be titled as PSCI(MALT), be created to head the civil service team in MALTB. The job description of this post is set out in

Encl. 11 Enclosure 11.

28. TIB will assume the policy responsibilities of the existing CITB of CEDB except tourism which will be transferred to MALTB. It will also coordinate the implementation of the Closer Economic Partnership Arrangement between the HKSAR and the Mainland (CEPA), notably in the areas of trade in services and professional services with a view to promoting Hong Kong as an international trade and services centre. It is proposed that the existing AOSGA1 post, titled as the PS for Commerce and Economic Development (Commerce, Industry and Tourism), be retitled as PS for Commerce and Industries (Trade and Industry) (PSCI (TI)) to head the civil service team in TIB.

Restructuring of the Development Bureau and the Transport and Housing Bureau

29. The CE-elect sees a steady and adequate supply of housing as underpinning social harmony and stability. It is among the top priorities of the fourth term Government. To enable the Government to respond effectively to the growing calls for more housing, it is proposed that the existing DEVB and THB be re-organised into two new bureaux, namely HPLB and TWB. Both will report to FS.

Housing, Planning and Lands Bureau

30. It is proposed to combine the Planning and Lands Branch (PLB) of the existing DEVB and the Housing Branch (HB) / Housing Department (HD) of the existing THB to form the new HPLB. By putting housing and land production in the same bureau, there would be better co-ordination in the timing of land supply to meet the demand for both public and private housing. HPLB will also assume policy responsibilities for developing a long-term housing strategy, urban renewal as well as building maintenance and safety. It is also proposed that the existing DoB and DDoB posts, titled as the Secretary for Transport and Housing and the US for Transport and Housing and filled by PAOs, be retitled as the Secretary for Housing, Planning and Lands and US for Housing, Planning and Lands and continue to be filled by PAOs.

31. In view of the span of responsibilities of the new HPLB, it is proposed that the new bureau should have two branches: the Housing Branch (HB) and the Planning and Lands Branch (PLB).

32. For the new HB, it is proposed that the existing AOSGA1 post, titled as the PS for Transport and Housing (Housing) and filled by a civil servant, be retitled as PS for Housing, Planning and Lands (Housing) (PSHPL (Housing)) and head the civil service team in HB.

33. For the new PLB, it is proposed that the existing AOSGA1 post, titled as the PS for Development (Planning and Lands) and filled by a civil servant, be retitled as PS for Housing, Planning and Lands (Planning and Lands) (PSHPL (PL)) and head the civil service team in PLB.

Transport and Works Bureau

34. It is proposed to combine the existing Transport Branch (TB) of THB (except for the policy responsibilities for aviation, maritime and logistics services which will be transferred to CIB as described in paragraph 25 above) with the existing Works Branch (WB) of DEVB (except for the policy responsibilities for heritage preservation which will be transferred to the new CB as described in paragraph 19 above) to form a new TWB. The new bureau will be responsible for further improving the quality of public transport services, reviewing fare scales, accelerating the ten major infrastructure projects, updating and implementing the Railway Development Strategy 2000 and exploring green transport modes. Given the interface between transportation and public infrastructure development works, the new bureau can effectively plan, manage and implement the works programmes and transport infrastructure to further enhance the economic development of Hong Kong and the connectivity and integration with the Mainland. It is proposed that the existing DoB and DDoB posts, titled as the Secretary for Development and the US for Development and filled by PAOs, be retitled as the Secretary for Transport and Works (STW) and the US for Transport and Works (USTW) and continue to be filled by PAOs.

35. In view of its span of responsibilities, it is proposed that the new bureau should have two branches: TB and WB.

36. For the new TB, it is proposed that the existing AOSGA1 post, titled as the PS for Transport and Housing (Transport) (PSTH (Transport)) and filled by a civil servant, be retitled as the PS for Transport and Works (Transport) (PSTW (Transport)) and head the civil service team in the new Branch.

37. For the new WB, it is proposed that the existing AOSGA1 post, titled as the PS for Development (Works) and filled by a civil servant, be retitled as PSTW (Works) and head the civil service team in the new Branch.

Ranking of and Remuneration for DSoDs

38. In the existing Government structure, the ranking of PAOs is: CS, FS, SJ, followed by DoBs. To reflect the relative ranking and responsibilities amongst the PAOs, there is a 3.5% differential in the monthly salary between each of the ranks of CS, FS, SJ and DoBs, and the three SoDs are provided with official

residences.

39. In light of the above, it is proposed that –
- (a) the proposed DSoD rank (with the two posts of DCS and the DFS) be pitched between SJ and DoBs;
 - (b) the salary for the DSoD be pitched midway between that for SJ and DoBs, i.e. the salary of DCS and DFS be set at 101.75% of that of a DoB²; and
 - (c) the fringe benefits for the DSoD rank be aligned with those for the SoD rank except no official residence will be provided.

40. The Independent Commission on Remuneration for Members of the Executive Council and the Legislature, and Officials under the Political Appointment System of the HKSAR has been consulted and agrees with the above principles for the remuneration package for the DSoD rank.

New Arrangement for the Employment of Political Assistants

41. In reviewing the remuneration package for PAs, the current-term Government has accepted the recommendation of the Independent Commission on Remuneration for Members of the Executive Council and the Legislature and Officials under the Political Appointment System of the HKSAR that the total cash remuneration for PA(s), engaged by each of the SoDs, DSoDs and DoBs (except SJ and SCS who are not underpinned by PAs) should be capped at \$1.2 million per annum (or capped at \$100,000 per month). This will allow flexibility in engaging suitable talents with good potential and different levels of work experience and abilities as their PAs having regard to the diversity of the types of talents available. To this end, it is proposed that with effect from 1 July 2012, a lump sum of \$1.2 million should be provided to each of the SoDs, DSoDs and DoBs (except SJ and SCS) per annum for engagement of PA(s) (subject to a monthly cap of \$100,000 per month). With the introduction of the new arrangement on 1 July 2012, the 13 existing non-civil service PA posts (with remuneration broadly equivalent to that of a senior professional to a D2 civil servant on agreement terms with all allowances

² The existing salary of a DoB is \$298,115 per month. As the proposed monthly salary of a DSoD is pitched at 101.75% of that for a DoB, the salary for a DSoD would be \$303,330 per month.

and end-of-contract gratuity encashed) will be deleted and non-civil service positions will be created in each private office for the employment of one or more PAs as decided by the respective SoDs, DSoDs and DoBs.

Consequential Changes to the Civil Service Organisation Structure

42. Pursuant to the re-organisation proposals set out above and the re-distribution of policy responsibilities among the affected bureaux, there is a need to make corresponding changes to the civil service organisation structure in order to provide the necessary support on policy formulation and implementation work to the PAOs concerned.

Offices of the Chief Secretary for Administration and the Financial Secretary

43. The creation of DCS and DFS will entail the setting up of their private offices (consisting of the supporting staff described in paragraphs 15 and 16 above) under the Offices of CS and FS. The Administration Wing will be responsible for the housekeeping of these two new private offices, as in the case of the private offices of CS and FS.

Culture Bureau

44. As stated in paragraph 20 above, a new PS post (AOSGA1 (D8)) and a new AA post (AOSGC (D2)) are proposed to be created under CB. In addition, the existing five directorate posts of the Culture Branch and the WKCD Project Management Team of HAB, two directorate posts of the Commissioner for Heritage's Office under WB of DEVB, and two directorate posts³ of CreateHK of CEDB will be placed under the establishment of CB. The duties of these directorate posts to be transferred to CB will remain unchanged except for the AOSGB post titled as the Deputy Secretary for Culture. His revised job description is set out in Enclosure 12(a). The existing organisation charts of HAB, WB of DEVB and CTB of CEDB are set out in Enclosures 12(b) to (d) respectively. The proposed organisation chart of the new CB is at Enclosure 12(e).

Encls. 12 (a),
(b) to (d),
& (e)

³ Not including one proposed directorate post to strengthen the work of CreateHK planned for creation upon approval by the Finance Committee (FC). The proposal was endorsed by ESC on 2 May 2012 and has yet to be approved by FC. Subject to FC's approval, this post will also be transferred to the new CB.

Home Affairs Bureau

45. With the Culture Branch and the WKCD Project Management Team transferred to CB, the number of directorate posts in HAB will be reduced from 14 to nine. The duties of the remaining directorate posts will remain unchanged, except for the AOSGA1 post entitled the PS for Home Affairs (PSHA). While the holder of this post will no longer be responsible for culture policies and oversight of WKCD, he will retain policy responsibilities for district administration; building management; youth development; gambling; religion; social enterprises; civic education outside schools; and most types of accommodation and entertainment related licensing (such as hotels, guesthouses, clubs, and amusement games centres). He will continue to be responsible for the development of recreation and sport; co-ordination of the strategic planning of recreation and sport facilities; and overseeing the work of the Family Council and CCF. It is considered that his revised responsibilities remain commensurate with those of an AOSGA1 post. The revised job description of PSHA and the proposed organisation chart of HAB are set out in Enclosures 13(a) and (b) respectively.

Encls.
13(a) & (b)

Technology and Communications Bureau

46. The new TCB will take over all the policy portfolios of the existing CTB of CEDB other than the film and creative industries portfolio which will be transferred to the new CB (see paragraph 19 above). Apart from the two directorate posts of CreateHK which will be placed under CB, all the remaining 30 directorate posts of CTB (which include ten directorate posts of the Innovation and Technology Commission (ITC) and 16 directorate posts of the Office of the Government Chief Information Officer (OGCIO), both departments having been part of the policy bureau since 2000 and 2004 respectively) will be transferred to the establishment of the new TCB. The proposed organisation chart of TCB is set out in Enclosure 14(a).

Encl. 14(a)

47. The work of promoting the creative industries has since 2009 been absorbed by the Deputy Secretary (DS) and one of the two Principal Assistant Secretaries (PASs) in CTB and executed by the dedicated office of CreateHK upon creation in mid 2009. The transfer of the creative industries portfolio to the new TCB would normalise the overstretched workload of the DS and PAS. Following this transfer, the existing duties and titles of four directorate posts, viz. PS for Commerce and Economic Development (Communications and Technology), DS for Commerce and Economic Development (Communications and Technology),

PAS for Commerce and Economic Development (Communications and Technology) (A) and PAS for Commerce and Economic Development (Communications and Technology) (B) will be adjusted under the new TCB establishment. Their revised titles and job descriptions are set out in Enclosures 14(b) to (e). It is considered that their revised responsibilities remain commensurate with those of posts of their respective ranks. The titles and duties of the other 26 directorate posts in ITC and OGCIIO will remain unchanged after the transfer.

Encls.
14(a) & (b)

Commerce and Industries Bureau

48. The proposed CIB will take over all the policy portfolios of the existing CITB of CEDB except tourism and the policy portfolios of air, maritime and logistics services under Divisions 4 and 5 of the existing TB of THB. The new bureau will have two branches: TIB and MALTB.

49. As stated in paragraphs 27 and 28 above, an AOSGA1 post to be titled as PSCI (MALT) – is proposed to be created to head MALTB, while the existing PS overseeing CITB of CEDB will be deployed to serve as PSCI(TI) and head the civil service team in TIB. PSCI(TI) will still have a substantial portfolio after the transfer of policy responsibility for tourism to MALTB. His policy responsibilities will include conduct of the HKSAR's external commercial relations and, in this regard, overseeing the work of 11 overseas Economic and Trade Offices; providing support for the development of trade and industry in Hong Kong; intellectual property protection; inward investment promotion; consumer protection; promotion of competition; trade facilitation; supporting the further development of wine-related business in Hong Kong; and overseeing the services and development of The Hong Kong Observatory and The Hongkong Post. As stated in paragraph 28 above, TIB will coordinate the implementation of CEPA, notably in the areas of trade in services and professional services, with a view to promoting Hong Kong as an international trade and services centre. With the policy responsibility for tourism transferred to MALTB, PSCI(TI) will be able to devote more efforts to this area. It is considered that his revised responsibilities remain commensurate with those of an AOSGA1 post. The proposed job description of PSCI(TI) is set out in Enclosure 15(a). The existing 19 directorate posts under CITB of CEDB and six⁴

Encl. 15(a)

⁴ Not including the three proposed directorate posts to steer the work on the Airport Expansion Project planned for creation on 1 July 2012. The proposal was endorsed by ESC on 2 May 2012 and has yet to be approved by FC. Subject to FC's approval, these posts will also be transferred to the new MALTB under CIB.

directorates posts under Divisions 4 and 5 of TB of THB will be transferred to the establishment of CIB; and their duties will remain unchanged. The existing organisation charts of CITB of CEDB and TB of THB, and the proposed organisation charts of TIB and MALTB under CIB are set out in Enclosures 15(b) to (e) respectively.

Encls. 15(b)
to (e)

Housing, Planning and Lands Bureau

50. The new HPLB will take over the existing HB/HD of THB and PLB of DEVB as explained in paragraph 30 above. The new bureau will have two branches: HB and PLB.

51. For the new HB/HD under HPLB, the existing 52⁵ directorate posts currently in HD, including the PS for Housing-cum-Director of Housing, will remain under the establishment of HD (Head 62). Their duties will remain unchanged. The organisation chart of HB/HD under the command of the new HPLB is set out in Enclosure 16(a).

Encl. 16(a)

52. The new PLB will take over all the 12 directorate posts currently under the existing PLB of DEVB. Their duties will remain unchanged. The present organisation chart of PLB of DEVB and the proposed organisation chart of PLB of HPLB are set out in Enclosures 16(b) to (c) respectively.

Encls.
16(b) & (c)

Transport and Works Bureau

53. The proposed TWB will take over all land transport matters and projects under Divisions 1, 2 and 3 of the existing THB. It will also take charge of the policy portfolios (except the Commissioner for Heritage's Office which is proposed to be transferred to CB - see paragraph 19 above) under the existing WB of DEVB, covering the delivery of the Public Works Programme, increasing land supply strategies, management of construction manpower, water supply, flood prevention, slope safety, lift safety, greening, landscape and tree management, and the Energising Kowloon East initiative. The new bureau will have two branches: TB and WB.

⁵ Not including the proposed six directorate posts planned for creation in June 2012 to help take forward the new Home Ownership Scheme. The proposal has yet to be considered by ESC and approved by FC.

54. The new TB will take over 14 directorate posts currently under the existing TB of THB. Except for the post of PSTH (Transport) to be retitled as PSTW (Transport), their duties will remain unchanged. After the restructuring, PSTW (Transport) will focus on the formulation, co-ordination and implementation of policies relating to all aspects of land and waterborne transport services, development and delivery, fare and environmental issues and connected social and environmental impact. He will also lead the planning of major land transport infrastructure as well as all major areas of traffic and transport management. It is considered that his revised responsibilities remain commensurate with those of an AOSGA1 post. His revised job description is set out in Enclosure 17(a).

Encl. 17(a)

55. The new WB will take over 22 existing directorate posts⁶ under the existing WB of DEVB. There will be some changes or redistribution of duties for the existing PS for Development (Works) (PS(W)) (AOSGA1) (D8), DS (Works)1 (DS(W)1) (AOSGB1) (D4) and DS (Works)2 (DS(W)2) (Principal Government Engineer) (D3) following the re-organisation. With the implementation of various major infrastructural projects and the substantial capital works programme projected to increase to over \$70 billion per year in the next few years, PS(W) will closely oversee the effective planning, management and implementation of the infrastructure development programme to ensure that it will proceed in a safe, timely and cost-effective manner. He will also be heavily engaged in steering other major initiatives, such as the Energising Kowloon East initiative and the formulation and implementation of strategies to expand land resources by reclamation outside Victoria Harbour and development of caverns. With the transfer to CB of the Commissioner for Heritage's Office currently under the purview of DS(W)1, DS(W)1 will take over from DS(W)2 the responsibility for the training and development of manpower in the construction industry as well as the implementation of the construction workers registration system so that DS(W)2 can reinforce his support to PS(W) on the planning and implementation of infrastructure projects and the formulation and implementation of strategies to enhance land supply. It is considered that the revised responsibilities of PS(W) and DS(W)1 remain commensurate with those of posts of their respective ranks. The duties of the other 19 directorate posts will remain unchanged. The revised titles and job descriptions of PS(W), DS(W)1 and DS(W)2 are set out in Enclosures 17(b) to (d). The proposed organisation chart of TWB is at Enclosure 17(e).

Encls. 17(b)
to (d), (e)

⁶ Not including two directorate posts for the Kowloon East Development Office which were approved by FC on 20 April 2012 and will be created on 1 July 2012.

Civil Service Bureau
Constitutional and Mainland Affairs Bureau
Education Bureau
Environment Bureau
Financial Services and the Treasury Bureau
Food and Health Bureau
Labour and Welfare Bureau
Security Bureau

56. The proposed re-organisation will not affect the set-up and responsibilities of the above eight bureaux.

New Structure of the Government Secretariat

57. After the re-organisation, there will be three SoDs, two DSoDs and 14 DoBs in the fourth term HKSAR Government. Their post titles will be as follows –

Chief Secretary for Administration
Financial Secretary
Secretary for Justice
Deputy Chief Secretary for Administration
Deputy Financial Secretary
Secretary for the Civil Service
Secretary for Commerce and Industries
Secretary for Constitutional and Mainland Affairs
Secretary for Culture
Secretary for Education
Secretary for the Environment
Secretary for Financial Services and the Treasury
Secretary for Food and Health
Secretary for Home Affairs
Secretary for Housing, Planning and Lands
Secretary for Labour and Welfare
Secretary for Security
Secretary for Technology and Communications
Secretary for Transport and Works

58. The 14 DoBs will be underpinned by 19 Permanent Secretaries.

Net effect on civil service establishment

59. The changes to the civil service organisation structure as outlined in paragraphs 43 to 55 above are intended to tie in with the changes in policy portfolios among the various bureaux concerned. The proposed re-organisation will result in some departments coming under a different policy bureau, re-deployment of posts between bureaux as well as some changes to the distribution of duties of civil service posts. It will result in a net increase of six directorate civil service posts, comprising two D8 posts and four D2 posts.

60. As a result of the transfer of posts under the re-organisation, some adjustments will need to be made to the ceilings currently placed on the total notional annual mid-point salary of all non-directorate posts in the permanent establishment of the bureaux/departments concerned. We will seek the approval of the FC separately for changes to the 2012-13 approved estimates as a result of the re-organisation, including changes to the establishment ceilings of the bureaux/departments concerned.

FINANCIAL IMPLICATIONS

61. The additional staff cost arising from the proposed re-organisation of the Government Secretariat is estimated to range from around \$62,466,000 to \$63,182,000 each year as follows –

	<u>Full annual average staff cost</u>
Creation of six PAO positions:	\$19,235,000 to \$19,951,000 ⁷
Creation of six directorate civil service posts:	\$16,970,000 (The additional notional annual salary cost at mid-point amounts to around \$11,595,000 per annum)

⁷ The amount includes the provisions for cash remuneration as proposed in this paper and the fringe benefits (including \$15,000 per annum for Mandatory Provident Fund (MPF) contribution by the Government plus an amount of \$10,020 per annum deemed to be the cost of medical and dental services) for two DSoDs, two DoBs and two DDoBs.

Creation of 45 non-directorate civil service posts:	\$31,339,000 (The additional notional annual salary cost at mid-point amounts to around \$22,258,000 per annum)
Provision for PAs for DCS, DFS, S for C and STC:	\$4,900,000 ⁸
Total staff cost:	\$72,444,000 to \$73,160,000
Less: Saving arising from the reduction in cash remuneration of PAs under the proposed new arrangement	- \$9,978,000
Net additional staff cost:	\$62,466,000 to \$63,182,000

62. We will seek the approval of FC in due course for the necessary changes to the 2012-13 Estimates for the relevant Heads of Expenditure.

CONSULTATION WITH LEGISLATIVE COUNCIL PANEL

63. We consulted the Legislative Council Panel on Constitutional Affairs on the proposals contained in this paper on []. (*to be completed after consultation with the Panel*)

BACKGROUND

64. The fourth term CE of the HKSAR Government was elected on 25 March 2012. In response to community aspirations, the CE-elect pledged in his Manifesto a series of initiatives for the betterment of Hong Kong. To facilitate implementation of the initiatives, he proposed to re-organise the Government Secretariat. Details of the re-organisation proposals were announced on 4 May 2012.

⁸ The amount includes the provisions for a cap of \$1.2 million per annum for employment of PAs for each of the four new private offices and the fringe benefits (including \$15,000 per annum for MPF contribution by the Government plus an amount of \$10,020 per annum deemed to be the cost of medical and dental services) for four PAs.

ESTABLISHMENT CHANGES

65. The establishment changes of the Offices of CS and FS and the four existing bureaux⁹ affected by the re-organisation of the Government Secretariat for the past two years are as follows –

Establishment (Note)	Number of posts		
	Existing (as at 1 April 2012)	as at 1 April 2011	as at 1 April 2010
A	191 [@] + (9)	191 + (6)	188 + (8)
B	1 754	1 743	1 726
C	9 196	9 155	9 143
Total	11 141 + (9)	11 089 + (6)	11 057 + (8)

Note:

A – ranks on 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 MPS Point 33 or equivalent

() – number of supernumerary directorate posts

@ – as at 1 April 2012, there were no unfilled permanent directorate posts.

CIVIL SERVICE BUREAU COMMENTS

66. CSB is satisfied that the staffing proposals in this paper are functionally justified. The grading and ranking of the proposed posts are appropriate, having regard to the level and scope of responsibilities and the professional input required.

⁹ These include CEDB (excluding overseas Economic and Trade Offices), DEVB, HAB and THB.

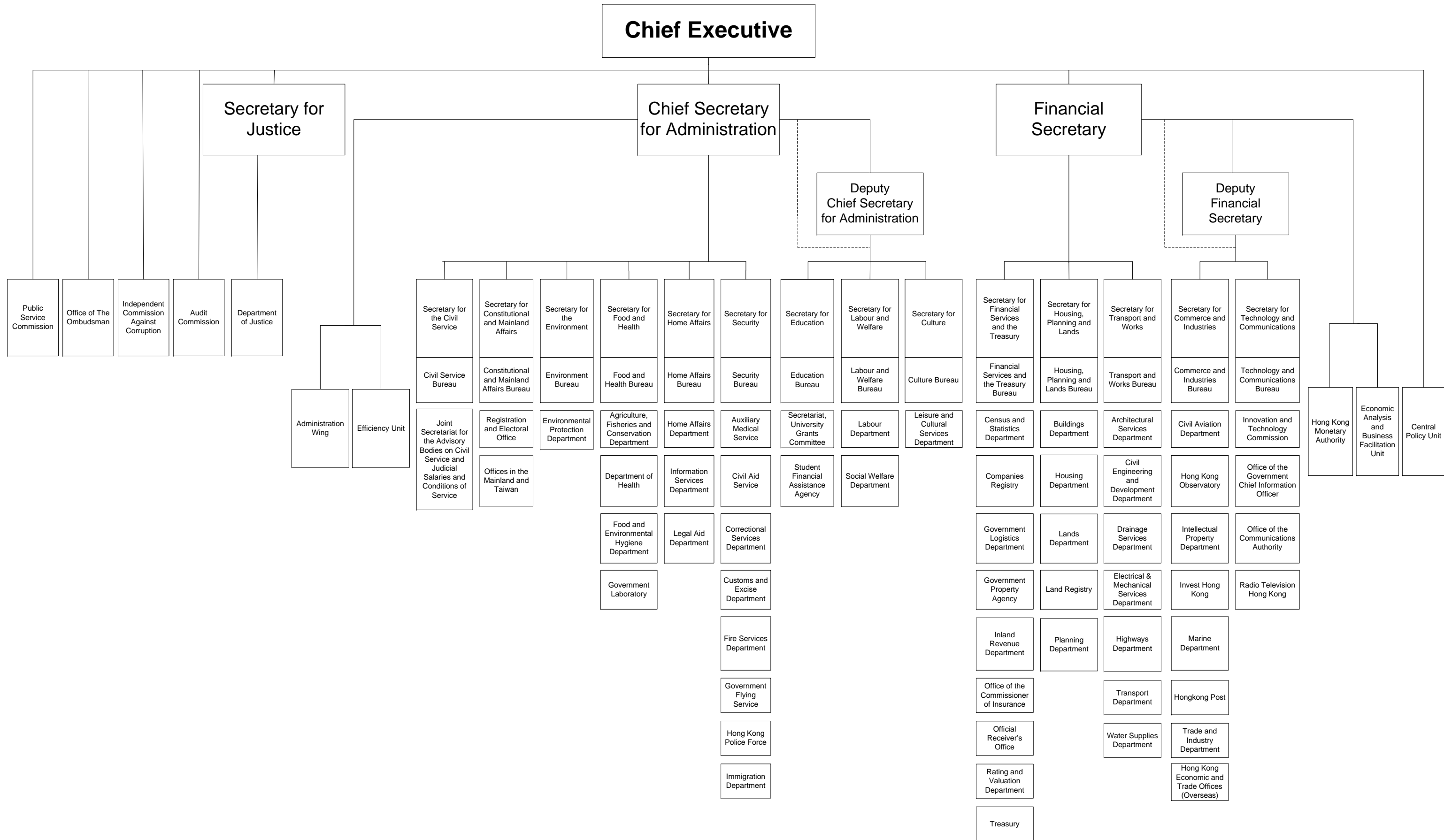
ADVICE OF THE STANDING COMMITTEE ON DIRECTORATE SALARIES AND CONDITIONS OF SERVICE

67. The Standing Committee on Directorate Salaries and Conditions of Service has advised that the grading proposed for the civil service permanent directorate posts under its purview as set out in the re-organisation proposals is appropriate.

Constitutional and Mainland Affairs Bureau
Civil Service Bureau
May 2012

PROPOSED ORGANISATION CHART OF THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION

(1 July 2012)



Job Description
Deputy Chief Secretary for Administration (DCS)

Rank : Deputy Secretary of Department

Responsible to : Chief Secretary for Administration (CS)

Main Duties and Responsibilities –

1. To assist the Chief Executive (CE) and the CS in ensuring coordination in policy formulation and implementation especially pertaining to human resources, including education; manpower planning and development; social welfare planning and retirement protection; and culture; and in supervising relevant policy bureaux, namely, the Education Bureau, the Labour and Welfare Bureau, and the Culture Bureau.
2. To oversee specific priority areas of the CE's policy agenda as directed by him/her and/or the CS including those relating to population policy and poverty alleviation.
3. To assist the CE in policy making as a member of the Executive Council.
4. To explain Government policies to and answer questions from the Legislative Council, members of the public and the media.
5. To deputise for the CS during his/her absence.
6. To exercise relevant statutory functions delegated by the CE and/or the CS, or vested in him/her by law.
7. To perform other duties that are incidental and/or conducive to performing the duties set out in the preceding paragraphs.

Job Description
Deputy Financial Secretary (DFS)

Rank : Deputy Secretary of Department

Responsible to : Financial Secretary (FS)

Main Duties and Responsibilities –

1. To assist the Chief Executive (CE) and the FS in ensuring coordination in policy formulation and implementation especially in relation to trade and industry, development of the maritime, air, logistics and tourism industries, as well as technology and communications; and supervising relevant policy bureaux, namely, the Commerce and Industries Bureau, and the Technology and Communications Bureau.
2. To oversee specific priority areas of the CE's policy agenda as directed by him/her and/or the FS, including those relating to the positioning of Hong Kong in the national development plans, and the effective implementation of various agreements signed with Mainland authorities.
3. To assist the CE in policy making as a member of the Executive Council.
4. To explain Government policies to and answer questions from the Legislative Council, members of the public and the media.
5. To deputise for the FS during his/her absence.
6. To exercise relevant statutory functions delegated to him by the CE and/or the FS, or vested in him/her by law.
7. To perform other duties that are incidental and/or conducive to performing the duties set out in the preceding paragraphs.

Job Description
Administrative Assistant to the
Deputy Chief Secretary for Administration (AA/DCS)

Rank : Administrative Officer Staff Grade C (D2)

Responsible to : Deputy Chief Secretary for Administration (DCS)

Main Duties and Responsibilities –

1. To provide general administrative support to DCS.
2. To co-ordinate submissions to DCS.
3. To co-ordinate and handle replies to correspondence, including complaints, addressed to DCS.
4. To prepare speeches and statements to be delivered by DCS, in co-ordination with the Press Secretary to DCS.
5. To plan DCS's programme of official visits and duty trips, both locally and overseas, and co-ordinate the preparation of briefs for such visits and follow-up action as required.
6. To plan meetings on various subjects, prepare briefs, and service meetings chaired by DCS.
7. To undertake special policy assignments including special policy review and other administrative duties as DCS may from time to time direct.

Job Description
Administrative Assistant to the
Deputy Financial Secretary (AA/DFS)

Rank : Administrative Officer Staff Grade C (D2)

Responsible to : Deputy Financial Secretary (DFS)

Main Duties and Responsibilities –

1. To provide general administrative support to DFS.
2. To co-ordinate submissions to DFS.
3. To co-ordinate and handle replies to correspondence, including complaints, addressed to DFS.
4. To prepare speeches and statements to be delivered by DFS, in co-ordination with the Press Secretary to DFS.
5. To plan DFS's programme of official visits and duty trips, both locally and overseas, and co-ordinate the preparation of briefs for such visits and follow-up action as required.
6. To plan meetings on various subjects, prepare briefs, and service meetings chaired by DFS.
7. To undertake special policy assignments including special policy review and other administrative duties as DFS may from time to time direct.

**Job Description
Director of Bureau**

1. To gauge public opinion and respond to the needs of the community.
2. To set policy objective and goals, and develop, formulate and shape policies.
3. To assist the Chief Executive in policy making as Members of the Executive Council.
4. To secure the support of the community and the Legislative Council (LegCo) for his/her policy and legislative initiatives as well as proposals relating to fees and charges and public expenditure.
5. To attend full sessions of LegCo to initiate bills or motions, respond to motions and answer questions from LegCo Members.
6. To attend LegCo committee, subcommittee and panel meetings where major policy issues are involved.
7. To exercise the statutory functions vested in him/her by law.
8. To oversee the delivery of services by the executive departments under his/her purview and ensure the effective implementation and successful outcome of policies.

**Job Description
Deputy Director of Bureau**

- Title of Positions** : Under Secretary
- Rank** : Deputy Director of Bureau (non-civil service rank)
- Responsible to** : The relevant Director of Bureau

Main Duties and Responsibilities

Assisting Director of Bureau in –

Leadership and Strategies

1. setting policy objectives and priorities, formulating policy and legislative initiatives to achieve agreed objective and priorities, scheduling the roll-out of these policies and legislation, and mapping out overall strategies to secure public support for these initiatives.
2. coordinating with other bureaux/departments on cross-bureau issues requiring political input to ensure that the objective and priorities of the Government are achieved.

Legislative Council (LegCo) Business and Political Liaison

3. handling LegCo business and strengthening the working relationship with LegCo by –
 - (a) deputising for Director of Bureau in his/her absence;
 - (b) attending the main meetings of LegCo as assigned by Director of Bureau to respond to motion debates and LegCo questions, and handling legislative work;
 - (c) attending committee, subcommittee and panel meetings of LegCo as assigned by Director of Bureau to explain and defend the Government's policy decisions and exchange views with Members;
 - (d) maintaining regular liaison with LegCo Members to ensure that the process of policy formulation and implementation benefits from Members' ideas and input, and that Members acquire a fuller understanding of the position taken by the Government; and

- (e) scheduling and securing the passage of bills, motions and subsidiary legislation as well as public expenditure proposals through LegCo, and delivering the Government's legislative and budgetary programme;
- 4. attending public forums and other functions to explain and defend proposals and decisions made by the political team and to answer questions from LegCo Members, stakeholders and the public.
- 5. maintaining close contact with the media for the purpose of enabling the media to be aware of the policy thinking of the Government.
- 6. maintaining close contact with other stakeholders, such as District Councils, political parties/groups, community organisations as well as business, professional and other bodies, and gauging public sentiment and establishing community-wide rapport on government policies and decisions.

Job description
Political Assistant to Director of Bureau

- Title of positions** : Political Assistant to Director of Bureau
- Rank** : Political Assistant to Director of Bureau
(non-civil service rank)
- Responsible to** : The relevant Director of Bureau and Deputy
Director of Bureau

Main Duties and Responsibilities

Rendering support to Director of Bureau and Deputy Director of Bureau by –

Strategies and Political Advice

1. providing advice from the political perspective for consideration by Director of Bureau and Deputy Director of Bureau;
2. contributing to formulation of policy and legislative initiatives, as well as assisting in mapping out overall strategies by giving inputs with a political viewpoint;
3. advising on submissions to the Legislative Council (LegCo) and other publications, highlighting any aspect which he/she considers has political implications, and handling sensitive political points according to the direction of Director of Bureau and Deputy Director of Bureau;
4. drafting speeches, media statements and other articles, as directed by the Director of Bureau or the Deputy Director of Bureau;

Political liaison

5. providing advice on the handling of invitations and correspondence from political parties/groups to Director of Bureau and Deputy Director of Bureau;
6. assessing from time to time the need for lobbying political parties/groups in dealing with LegCo business and providing advice to Director of Bureau and Deputy Director of Bureau accordingly;
7. liaising with members of political parties/groups, District Councils, community organisations as well as business, professional and other bodies at the instruction of Director of Bureau and Deputy Director of Bureau to brief them

on issues under the purview of the Director of Bureau, listen to their views on issues of concern, and solicit their support for the Government policies concerned;

8. liaising with the media according to the direction of the Director of Bureau and Deputy Director of Bureau to convey the Government's position on issues and policies concerned; and
9. monitoring views from interest groups and the general public on policy issues concerned and assessing the political implications.

Job Description
Administrative Assistant to the
Secretary for Culture

Rank : Administrative Officer Staff Grade C (D2)

Responsible to : Secretary for Culture (S for C)

Main Duties and Responsibilities –

1. To provide general administrative support to S for C.
2. To co-ordinate submissions to S for C.
3. To co-ordinate and handle replies to correspondence, including complaints, addressed to S for C.
4. To prepare speeches and statements to be delivered by S for C, in co-ordination with the Press Secretary to S for C.
5. To plan S for C's programme of official visits and duty trips, both locally and overseas, and co-ordinate the preparation of briefs of such visits and follow-up action as required.
6. To plan meetings on various subjects, prepare briefs, and service meetings chaired by S for C.
7. To undertake special policy assignments including special policy review and other administrative duties as S for C may from time to time direct.

Job Description
Permanent Secretary for Culture

Rank : Administrative Officer Staff Grade A1 (D8)

Responsible to : Secretary for Culture (S for C)

Main Duties and Responsibilities –

1. To lead the formulation of policies under the purview of the Culture Bureau (CB) and make recommendations to S for C, including policies on fostering the development of the arts and culture (including overseeing the development of the West Kowloon Cultural District), film and creative industries and heritage conservation.
2. To assist S for C in explaining policies to the community and in securing the support of the public and the Legislative Council.
3. To assist S for C in securing and deploying the financial and staffing resources needed to implement agreed policies and programmes.
4. To steer and strategise the work of the Leisure and Cultural Services Department (LCSD) in relation to the arts and culture and heritage conservation, Create Hong Kong and the Commissioner for Heritage's Office.
5. To assume housekeeping role in respect of LCSD.
6. To serve as the Controlling Officer for the expenditure head of CB and to ensure proper use of financial resources within the bureau.
7. To manage staff resources in CB.

Job Description
Administrative Assistant to the
Secretary for Technology and Communications

Rank : Administrative Officer Staff Grade C (D2)

Responsible to : Secretary for Technology and Communications (STC)

Main Duties and Responsibilities –

1. To provide general administrative support to STC.
2. To co-ordinate submissions to STC.
3. To co-ordinate and handle replies to correspondence, including complaints, addressed to STC.
4. To prepare speeches and statements to be delivered by STC, in co-ordination with the Press Secretary to STC.
5. To plan STC's programme of official visits and duty trips, both locally and overseas, and co-ordinate the preparation of briefs for such visits and follow-up action as required.
6. To plan meetings on various subjects, prepare briefs, and service meetings chaired by STC.
7. To undertake special policy assignments including special policy review and other administrative duties as STC may from time to time direct.

Job Description
Permanent Secretary for Commerce and Industries
(Maritime, Aviation, Logistics and Tourism)

Rank : Administrative Officer Staff Grade A1 (D8)

Responsible to : Secretary for Commerce and Industries (SCI)

Main Duties and Responsibilities –

1. To assist SCI in strategic planning, formulating and implementing policies related to tourism development, civil aviation and airport development, air services agreements, maritime transport, port and logistic development.
2. To support SCI in explaining and defending policies in Legislative Council (LegCo) Panels and Committees, in securing support of the public and LegCo, and in dealing with LegCo business.
3. To steer and co-ordinate with executive departments and agencies, including the Marine Department, the Civil Aviation Department, the Airport Authority and the Hong Kong Tourism Board, to achieve smooth, timely and effective implementation of the concerned policies and programmes.
4. To serve as the Controlling Officer for the resources allocated to the Maritime, Aviation, Logistics and Tourism Branch (MALTB) in ensuring the proper use of financial resources.
5. To manage staff resources in MALTB.

Job Description
Deputy Secretary for Culture

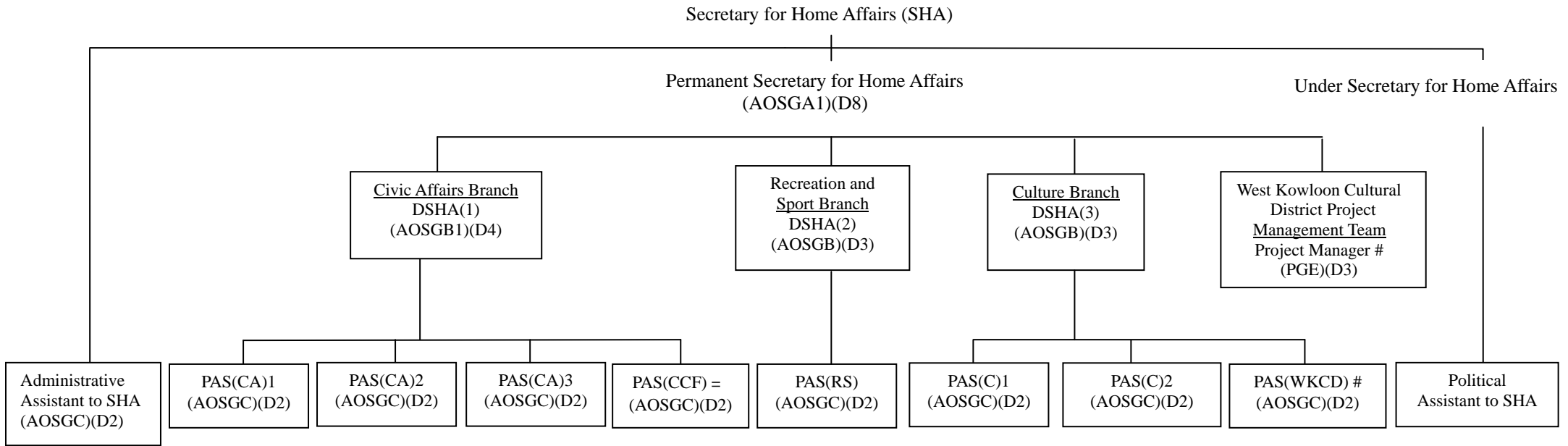
Rank : Administrative Officer Staff Grade B (D3)

Responsible to : Permanent Secretary for Culture

Main Duties and Responsibilities –

1. To formulate and oversee the implementation of a comprehensive strategy for fostering the development of the arts and culture in Hong Kong, including support for arts groups, cultural infrastructure, grooming of artistic talents, arts education, audience building in collaboration with other relevant bodies and stakeholders.
2. To formulate and oversee the implementation of strategies to enhance the funding and assessment system for major performing arts groups and related matters, in consultation with the Advisory Committee on Arts Development.
3. To oversee policies on and housekeeping of the Hong Kong Academy for Performing Arts and the Hong Kong Arts Development Council.
4. To oversee policies on the protection of intangible cultural heritage, including, in particular, supporting the development of Cantonese opera in consultation with relevant advisory committees and stakeholders.
5. To oversee policies on public cultural and arts facilities managed by Leisure and Cultural Services Department (LCSD) and providing policy support and subvention to some privately run arts and cultural facilities such as Hong Kong Maritime Museum, Hong Kong Jockey Club Creative Arts Centre, Fringe Club and Hong Kong Arts Centre.
6. To oversee policy matters relating to Hong Kong's cultural cooperation and exchange with other places, including the Mainland China as well as overseas countries, including the planning and organisation of the Asia Cultural Cooperation Forum.
7. To oversee policy matters relating to the Advisory Committee on Arts Development and the operation and allocation of funds from the Arts and Sport Development fund (Arts Portion), the Arts Development Fund, the Hong Kong Jockey Club Music and Dance Fund and the Lord Wilson Heritage Trust.
8. To oversee the formulation of policies on heritage conservation, and the work of the Office of the Commissioner for Heritage as well as provide policy support and guidance to the Antiquities and Monuments Office of LCSD.

Existing Organisation Chart of the Home Affairs Bureau



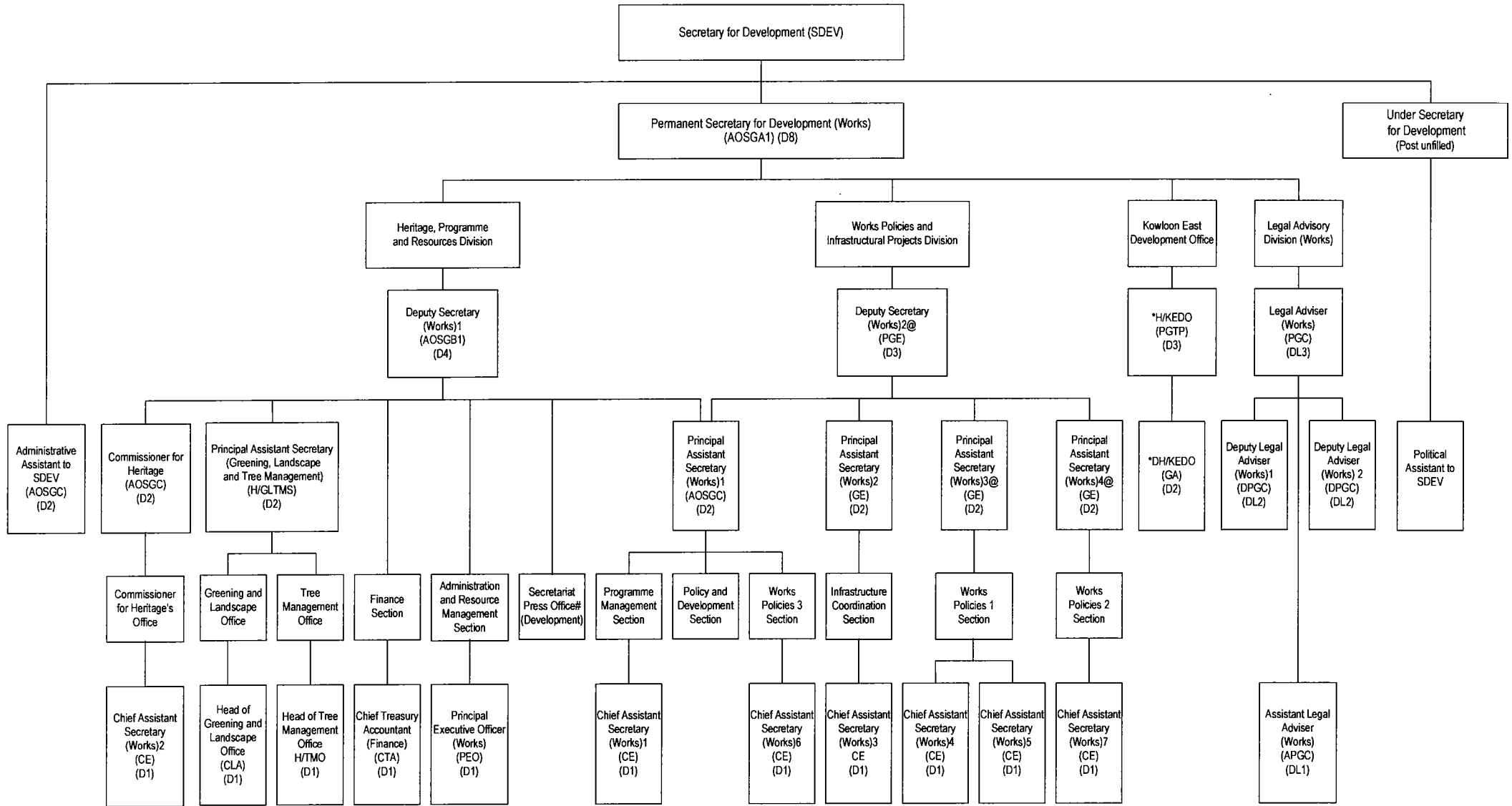
Legend

AOSGA1	Administrative Officer Staff Grade A1	DSHA	Deputy Secretary for Home Affairs
AOSGB1	Administrative Officer Staff Grade B1	PAS	Principal Assistant Secretary
AOSGB	Administrative Officer Staff Grade B	PGE	Principal Government Engineer
AOSGC	Administrative Officer Staff Grade C	RS	Recreation and Sport
C	Culture	SHA	Secretary for Home Affairs
CA	Civic Affairs	WKCD	West Kowloon Cultural District
CCF	Community Care Fund		

Supernumerary posts created with LegCo's approval up to 31.3.2015
 = Supernumerary post created with LegCo's approval up to 5.5.2014

Note: For the purpose of this exercise, only permanent posts and supernumerary posts created with LegCo's approval/to be created in the 2011-12 legislative session subject to LegCo's approval, and supernumerary posts created under delegated authority for more than 6 months are featured.

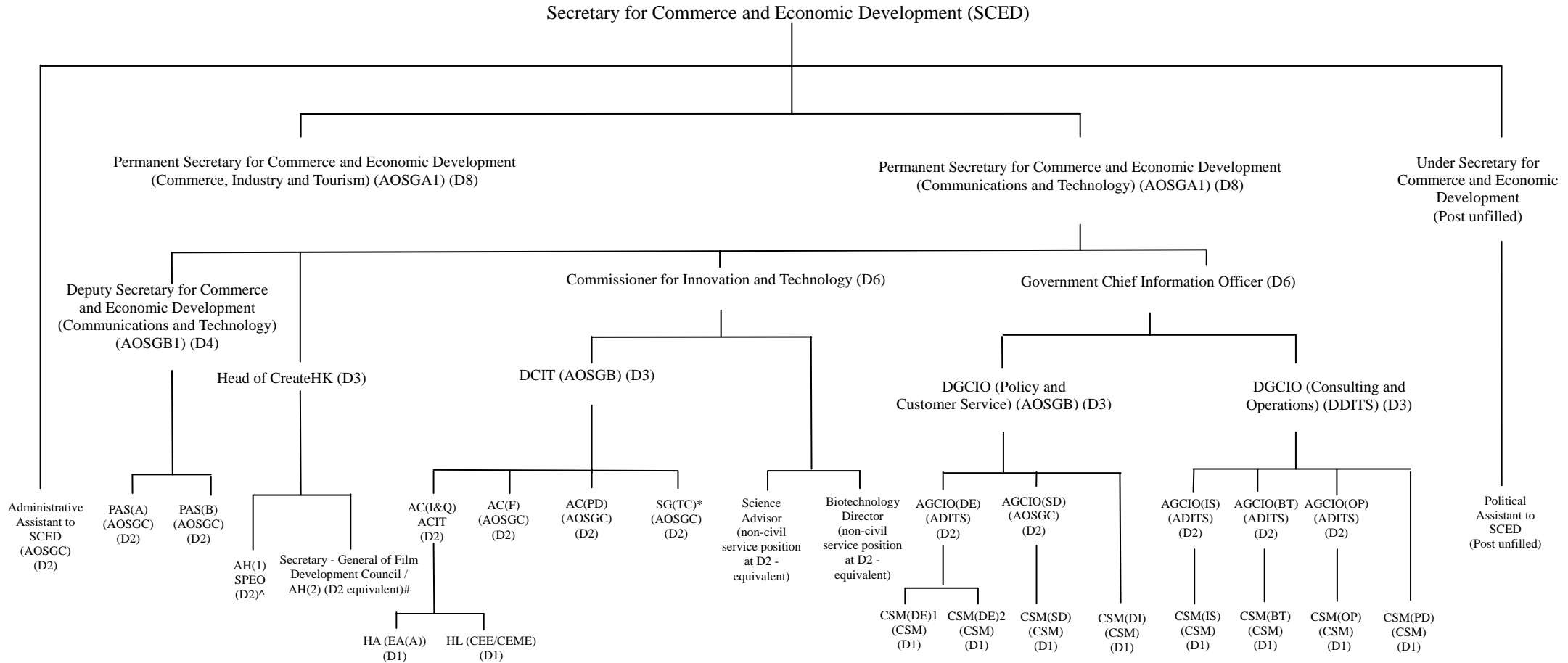
Existing Organisation Chart of the Development Bureau (Works Branch)



Legend						
AOSGA1	Administrative Officer Staff Grade A1	PGE	Principal Government Engineer	H/KEDO	Head of Kowloon East Development Office	*
AOSGB1	Administrative Officer Staff Grade B1	GE	Government Engineer	DH/KEDO	Deputy Head of Kowloon East Development Office	#
AOSGC	Administrative Officer Staff Grade C	CE	Chief Engineer	H/GLTMS	Head of Greening, Landscape and Tree Management Section	@
PGTP	Principal Government Town Planner	PGC	Principal Government Counsel	H/TMO	Head of Tree Management Office	
GA	Government Architect	DPGC	Deputy Principal Government Counsel	CLA	Chief Landscape Architect	
		APGC	Assistant Principal Government Counsel			

Note : For the purpose of this exercise, only permanent posts and supernumerary posts created with LegCo's approval/to be created in the 2011-12 legislative session subject to LegCo's approval, and supernumerary posts created under delegated authority for more than 6 months are featured.

Existing Organisation Chart of the Commerce and Economic Development Bureau (Communications and Technology Branch)



Legend

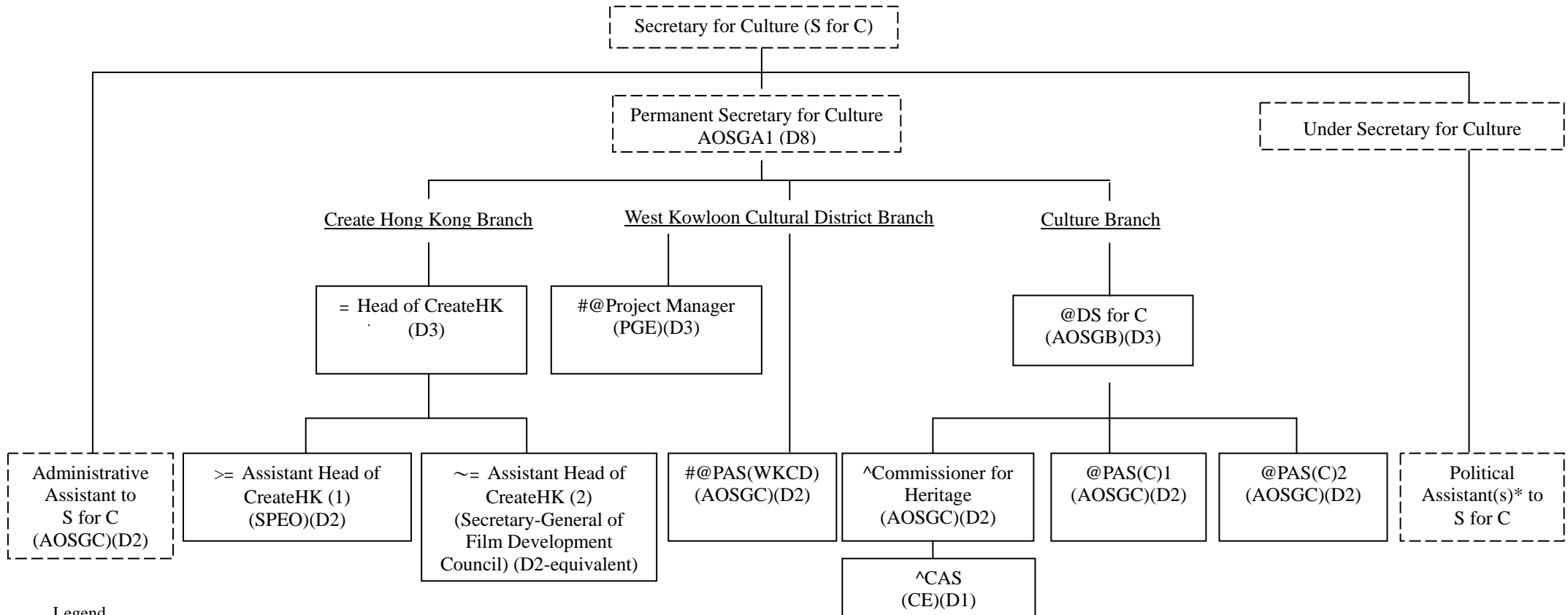
PAS : Principal Assistant Secretary
 AOSGA1 : Administrative Officer Staff Grade A1
 AOSGB1 : Administrative Officer Staff Grade B1
 AOSGB : Administrative Officer Staff Grade B
 AOSGC : Administrative Officer Staff Grade C
 DGCIO : Deputy Government Chief Information Officer
 AGCIO : Assistant Government Chief Information Officer
 DDITS : Deputy Director of Information Technology Services
 ADITS : Assistant Director of Information Technology Services
 CSM : Chief Systems Manager
 CEME : Chief Electrical and Mechanical Engineer

DCIT : Deputy Commissioner for Innovation and Technology
 ACIT : Assistant Commissioner for Innovation and Technology
 AC(F) : Assistant Commissioner (Funding Schemes)
 AC(I&Q) : Assistant Commissioner (Infrastructure & Quality Services)
 AC(PD) : Assistant Commissioner (Policy and Development)
 SG(TC) : Secretary-General (Testing and Certification)
 HA : Head, Accreditation Service
 HL : Head, Standards and Calibration Laboratory
 EA(A) : Executive Administrator (Accreditation)
 CEE : Chief Electronics Engineer

^Permanent post to be created in the 2011-12 legislative session subject to LegCo's approval
 # Non-civil service position until 15.11.2013
 * Supernumerary post with LegCo's approval up to 31.3.2014
 AGCIO(DE) : AGCIO (Digital Economy Facilitation)
 AGCIO(SD) : AGCIO (E-government Service Delivery)
 AGCIO(IS) : AGCIO (IT Strategy)
 AGCIO(BT) : AGCIO (Business Transformation)
 AGCIO(OP) : AGCIO (IT Operations)
 CSM(DI) : CSM (Digital Inclusion)
 CSM(PD) : CSM (IT Professional Development)

Note: For the purpose of this exercise, only permanent posts and supernumerary posts created with LegCo's approval/to be created in the 2011-12 legislative session subject to LegCo's approval, and supernumerary posts created under delegated authority for more than 6 months are featured.

Proposed Organisation Chart of the Culture Bureau



Legend

AOSGA1 Administrative Officer Staff Grade A1
 AOSGB Administrative Officer Staff Grade B
 AOSGC Administrative Officer Staff Grade C
 C Culture
 CAS Chief Assistant Secretary
 CE Chief Engineer

DS for C Deputy Secretary for Culture
 PAS Principal Assistant Secretary
 PGE Principal Government Engineer
 SPEO Senior Principal Executive Officer
 WKCD West Kowloon Cultural District

* Under a proposed new arrangement, a Director of Bureau will starting from 1.7.2012 be given the discretion to employ one or more Political Assistants (PAs) subject to a cap on the total monthly salaries payable to the PA(s) employed in his private office.

> Permanent post to be created in the 2011-12 legislative session subject to LegCo's approval

Supernumerary posts created with LegCo's approval up to 31.3.2015

~ Non-civil service position until 15.11.2013

= Posts to be transferred from Commerce and Economic Development Bureau

@ Posts to be transferred from Home Affairs Bureau

^ Posts to be transferred from Development Bureau

- - - - - New posts to be created

Note: For the purpose of this exercise, only permanent posts and supernumerary posts created with LegCo's approval/to be created in the 2011-12 legislative session subject to LegCo's approval, and supernumerary posts created under delegated authority for more than 6 months are featured.

Job Description
Permanent Secretary for Home Affairs

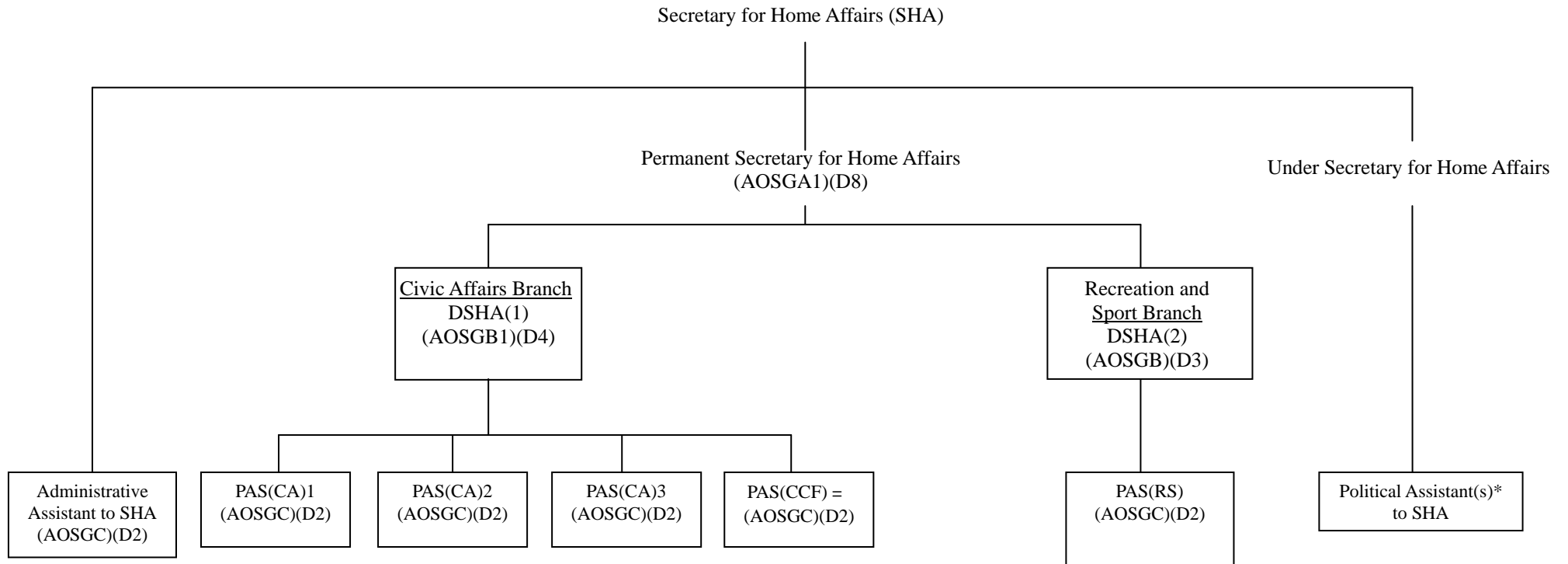
Rank : Administrative Officer Staff Grade A1 (D8)

Responsible to : Secretary for Home Affairs (SHA)

Main Duties and Responsibilities –

1. To assist SHA in strategic planning and in formulating, co-ordinating and implementing policies relating to youth development, gambling, civic education promotion, religion, recreation and sport, legal aid, social enterprise, community building, District Administration development, building management, and entertainment licensing.
2. To assist SHA in explaining policies to the community, and in securing the support of the public and the Legislative Council.
3. To assist SHA in securing and deploying the financial and staffing resources needed to implement agreed policies and programmes.
4. To steer and strategise work of the Home Affairs Department and the Leisure and Cultural Services Department in relation to leisure and sport services.
5. To assume housekeeping roles in respect of the Information Services Department and the Legal Aid Department.
6. To serve as the Controlling Officer for the expenditure head of Home Affairs Bureau (HAB) and to ensure proper use of financial resources within the bureau.
7. To manage staff resources in HAB.

Proposed Organisation Chart of the Home Affairs Bureau



Legend

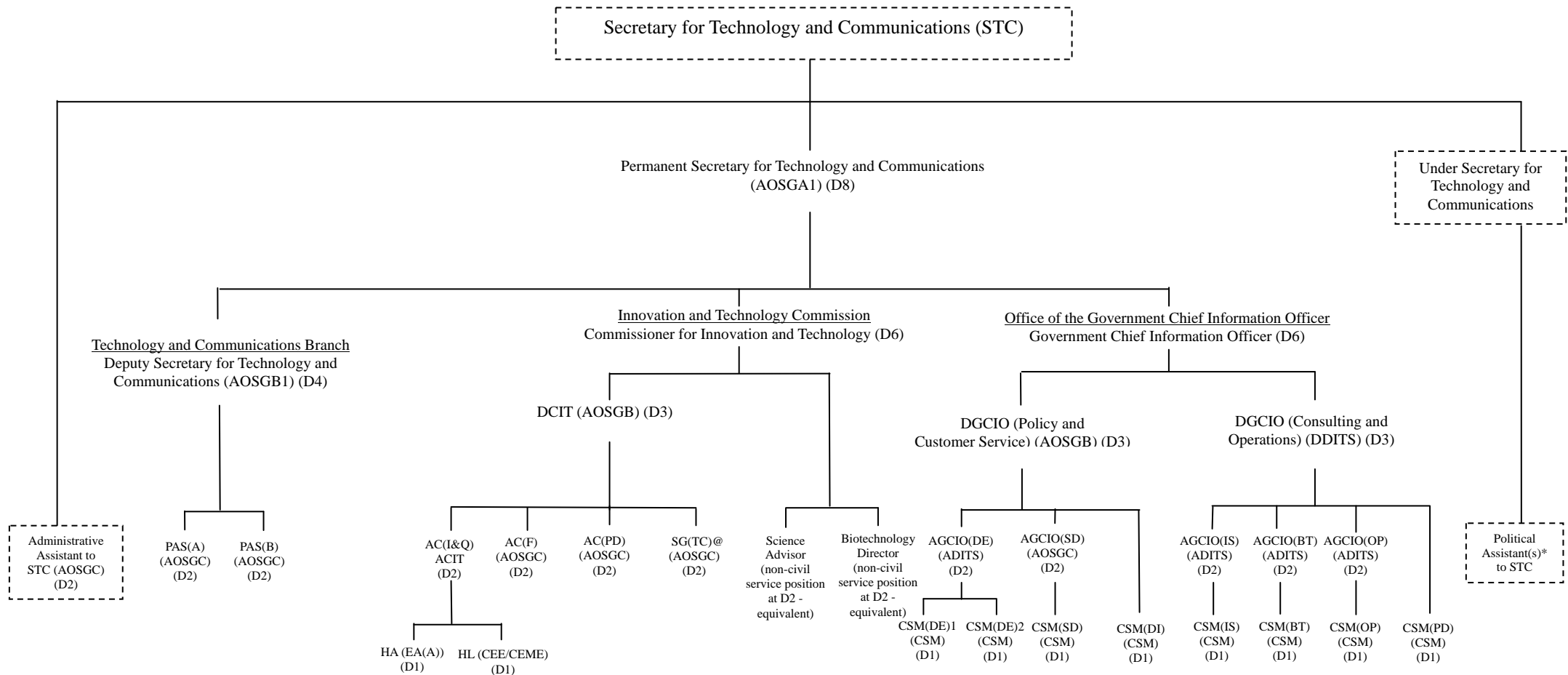
AOSGA1	Administrative Officer Staff Grade A1	CA	Civic Affairs
AOSGB1	Administrative Officer Staff Grade B1	CCF	Community Care Fund
AOSGB	Administrative Officer Staff Grade B	DSHA	Deputy Secretary for Home Affairs
AOSGC	Administrative Officer Staff Grade C	PAS	Principal Assistant Secretary
		RS	Recreation and Sport
		SHA	Secretary for Home Affairs

* Under a proposed new arrangement, a Director of Bureau will starting from 1.7.2012 be given the discretion to employ one or more Political Assistants (PAs) subject to a cap on the total monthly salaries payable to the PA(s) employed in his private office.

= Supernumerary post created with LegCo's approval up to 5.5.2014

Note: For the purpose of this exercise, only permanent posts and supernumerary posts created with LegCo's approval/to be created in the 2011-12 legislative session subject to LegCo's approval, and supernumerary posts created under delegated authority for more than 6 months are featured.

Proposed Organisation Chart of the Technology and Communications Bureau



Legend

PAS : Principal Assistant Secretary

AOSGA1 : Administrative Officer Staff Grade A1

AOSGB1 : Administrative Officer Staff Grade B1

AOSGB : Administrative Officer Staff Grade B

AOSGC : Administrative Officer Staff Grade C

DGCIO : Deputy Government Chief Information Officer

AGCIO : Assistant Government Chief Information Officer

DDITS : Deputy Director of Information Technology Services

ADITS : Assistant Director of Information Technology Services

CSM : Chief Systems Manager

DCIT : Deputy Commissioner for Innovation and Technology

ACIT : Assistant Commissioner for Innovation and Technology

AC(F) : Assistant Commissioner (Funding Schemes)

AC(I&Q) : Assistant Commissioner (Infrastructure & Quality Services)

AC(PD) : Assistant Commissioner (Policy and Development)

SG(TC) : Secretary-General (Testing and Certification)

HA : Head, Accreditation Service

HL : Head, Standards and Calibration Laboratory

EA(A) : Executive Administrator (Accreditation)

CEE : Chief Electronics Engineer

@Supernumerary post with Legco's approval up to 31.3.2014

AGCIO(DE) : AGCIO (Digital Economy Facilitation)

AGCIO(SD) : AGCIO (E-government Service Delivery)

AGCIO(IS) : AGCIO (IT Strategy)

AGCIO(BT) : AGCIO (Business Transformation)

AGCIO(OP) : AGCIO (IT Operations)

CSM(DI) : CSM (Digital Inclusion)

CSM(PD) : CSM (IT Professional Development)

[] New posts proposed to be created

* Under a proposed new arrangement, a Director of Bureau will starting from 1.7.2012 be given the discretion to employ one or more Political Assistants (PAs) subject to a cap on the total monthly salaries payable to the PA(s) employed in his private office.

Note: For the purpose of this exercise, only permanent posts and supernumerary posts created with LegCo's approval/to be created in the 2011-12 legislative session subject to LegCo's approval, and supernumerary posts created under delegated authority for more than 6 months are featured.

Job Description
Permanent Secretary for Technology and Communications

Rank : Administrative Officer Staff Grade A1 (D8)

Responsible to : Secretary for Technology and Communications (STC)

Main Duties and Responsibilities –

1. To assist STC in reviewing and formulating government policies, legislative proposals and implementation programmes in areas of broadcasting, telecommunications, information technology, innovation and technology.
2. To assist STC in acquiring resources and deploying measures to support the implementation of policies and delivery of services.
3. To assist STC in explaining and defending policies in Legislative Council (LegCo) Panels and Committees, in securing support of the public and LegCo, and in dealing with LegCo business.
4. To steer and coordinate with the executive departments to achieve smooth, timely and effective implementation of policies and programmes.
5. To uphold the reliability and professional standards in the delivery of services by executive departments.
6. To act as the Controlling Officer for the expenditure head of the Technology and Communications Bureau and to ensure proper use of financial resources.
7. To manage staff resources in the Technology and Communications Bureau.

Job Description
Deputy Secretary for Technology and Communications

Rank : Administrative Officer Staff Grade B1 (D4)
Responsible to : Permanent Secretary for Technology and
Communications (PSTC)

Main Duties and Responsibilities –

1. To assist PSTC in reviewing, formulating, evaluating and monitoring government policies, legislative proposals and implementation programmes in areas of broadcasting and telecommunications.
2. To devise strategic plans for the promotion of the development of the broadcasting and telecommunications in Hong Kong.
3. To assist PSTC in steering and coordinating with the executive departments (including the Radio Television Hong Kong and the Office of the Communications Authority) to achieve smooth, timely and effective implementation of policies and programmes.
4. To represent PSTC on such committees and boards as may be required.
5. To assist PSTC in managing staffing resources in the Technology and Communications Branch, and in ensuring proper use of financial resources.

Job Description
Principal Assistant Secretary for
Technology and Communications (A)

Rank : Administrative Officer Staff Grade C (D2)
Responsible to : Deputy Secretary for Technology and Communications

Major Duties and Responsibilities –

1. To formulate and review policies on broadcasting, including policy options to facilitate technology convergence and market liberalization.
2. To formulate and review policies on digital broadcasting.
3. To handle broadcasting regulatory matters that require the approval of the Chief Executive in Council.
4. To promote the development of the broadcasting industries in Hong Kong.
5. To formulate and review policies on film censorship and the control of obscene and indecent materials.
6. To house-keep the Radio Television Hong Kong and also the Broadcasting Branch and Office for Film, Newspaper & Article Administration under the Office of the Communications Authority.

Job Description
Principal Assistant Secretary for
Technology and Communications (B)

Rank : Administrative Officer Staff Grade C (D2)

Responsible to : Deputy Secretary for Technology and Communications

Main Duties and Responsibilities –

1. To formulate and review policies on the development of telecommunications, including in particular policy options to promote competition, and to respond to technological changes and convergence.
2. To monitor the regulatory regime in telecommunications to develop it further in keeping with an open and competitive telecommunications market.
3. To formulate policies to tackle the problem of unsolicited electronic messages.
4. To house-keep the telecommunications aspects of the Office of the Communications Authority (OFCA) and to coordinate the overall housekeeping of OFCA.

Job Description
Permanent Secretary for Commerce and Industries
(Trade and Industry)

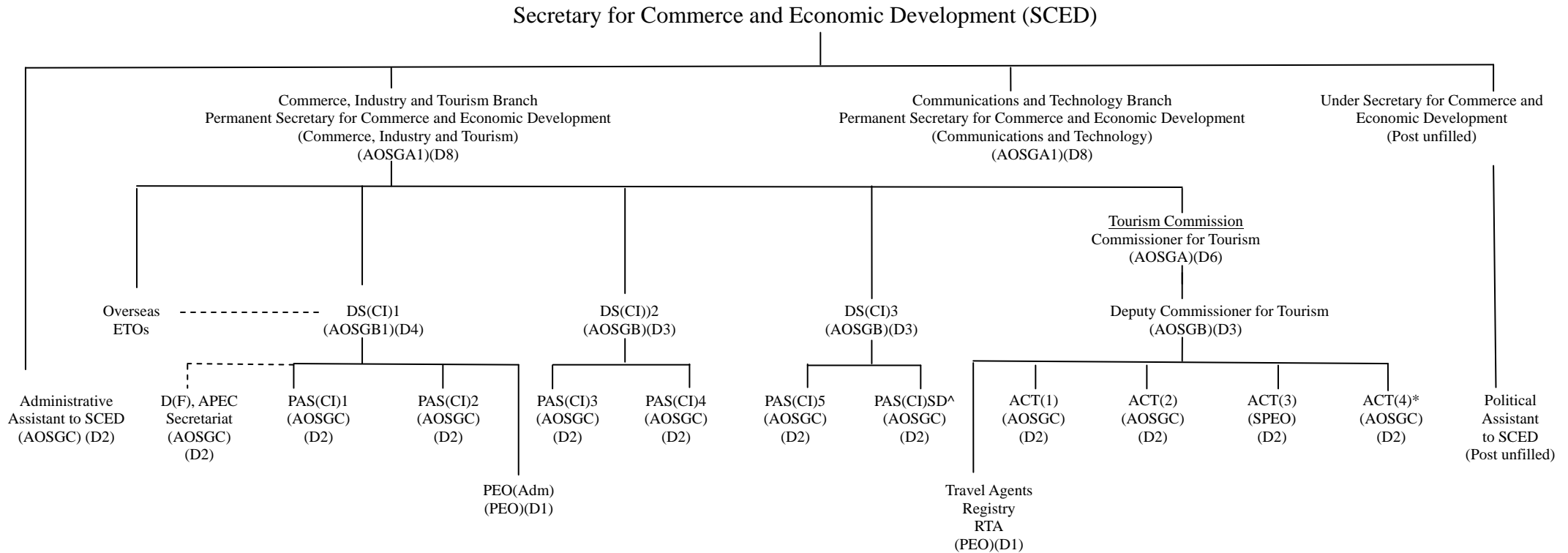
Rank : Administrative Officer Staff Grade A1 (D8)

Responsible to: Secretary for Commerce and Industries (SCI)

Main Duties and Responsibilities –

1. To assist SCI in strategic planning, formulation and implementation of policies related to Hong Kong's external commercial relations, Mainland and Hong Kong Closer Economic Partnership Arrangement, investment promotion, intellectual property protection, industry support, trade facilitation, competition policy, consumer protection, wine-related business, postal services and meteorological services.
2. To support SCI in explaining and defending policies in the Legislative Council (LegCo) Panels and Committees, in securing support of the public and LegCo, and in dealing with LegCo business.
3. To steer and co-ordinate with the executive departments and agencies including the Trade and Industry Department, the overseas Economic and Trade Offices, the Invest Hong Kong, the Intellectual Property Department, the Post Office, the Hong Kong Observatory, the Hong Kong Trade Development Council, the Consumer Council, the Hong Kong Export Credit Insurance Corporation and the Customs and Excise Department to achieve smooth, timely and effective implementation of the concerned policies and programmes.
4. To serve as the Controlling Officer for the resources allocated to the Trade and Industry Branch (TIB) and the overseas Economic and Trade Offices in ensuring the proper use of financial resources.
5. To manage the staff resources in TIB to best support the implementation of policies and delivery of services.
6. To be the Head of the Trade Officer Grade.

Existing Organisation Chart of the Commerce and Economic Development Bureau (Commerce, Industry and Tourism Branch)

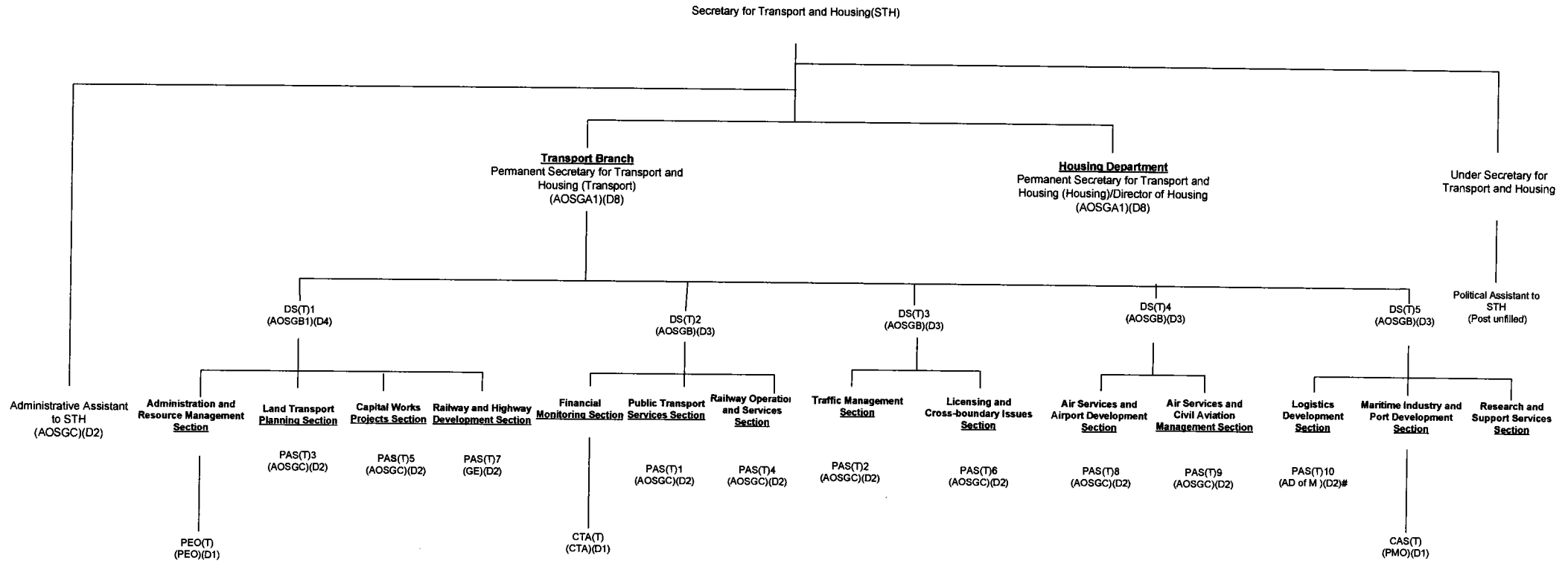


Legend

DS(CI)	Deputy Secretary for Commerce and Economic Development (Commerce and Industry)	ACT	Assistant Commissioner for Tourism	*Supernumerary post created with LegCo's approval up to 31.12.2014 ^ Post on-loan from the Trade and Industry Department
PAS(CI)	Principal Assistant Secretary (Commerce and Industry)	RTA	Registrar of Travel Agents	
AOSGA1	Administrative Officer Staff Grade A1	D(F)	Director (Finance)	
AOSGA	Administrative Officer Staff Grade A	APEC	Asia-Pacific Economic Cooperation	
AOSGB1	Administrative Officer Staff Grade B1	ETOs	Economic and Trade Offices	
AOSGB	Administrative Officer Staff Grade B	Adm	Administration	
AOSGC	Administrative Officer Staff Grade C			
SPEO	Senior Principal Executive Officer			
PEO	Principal Executive Officer			

Note: For the purpose of this exercise, only permanent posts and supernumerary posts created with LegCo's approval/to be created in the 2011-12 legislative session subject to LegCo's approval, and supernumerary posts created under delegated authority for more than 6 months are featured.

Existing Organisation Chart of the Transport and Housing Bureau (Transport Branch)



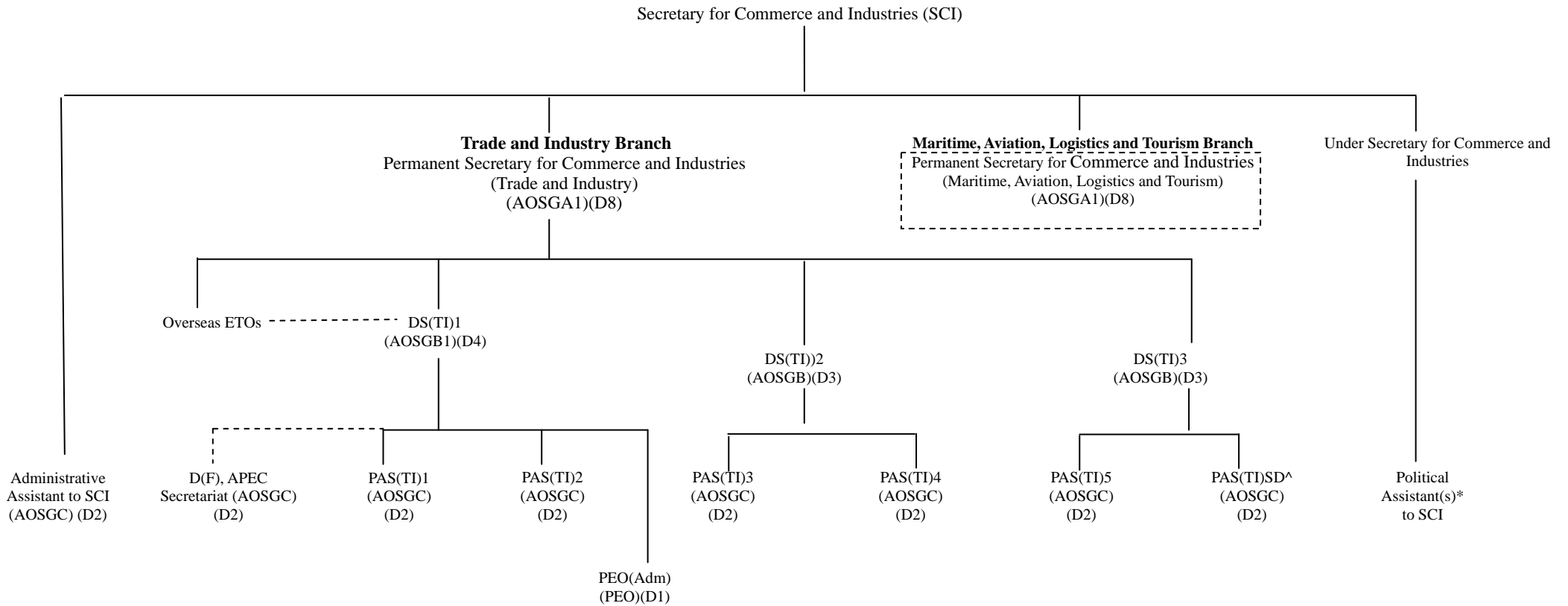
Legend

- STH - Secretary for Transport and Housing
- USTH - Under Secretary for Transport and Housing
- DS - Deputy Secretary for Transport and Housing
- PAS - Principal Assistant Secretary for Transport and Housing
- CAS - Chief Assistant Secretary for Transport and Housing
- AOSGA1 - Administrative Officer Staff Grade A1
- AOSGB1 - Administrative Officer Staff Grade B1
- AOSGB - Administrative Officer Staff Grade B
- AOSGC - Administrative Officer Staff Grade C
- AD of M - Assistant Director of Marine
- GE - Government Engineer
- PEO - Principal Executive Officer
- CTA - Chief Treasury Accountant
- PMO - Principal Marine Officer
- T - Transport

The post of AD of M is being held against by a supernumerary AOSGC post from 14.3.2012 to 13.12.2012.

Note : For the purpose of this exercise, only permanent posts and supernumerary posts created with LegCo's approval/fo to be created in the 2011-12 legislative session subject to LegCo's approval, and supernumerary posts created under delegated authority for more than 6 months are featured.

Proposed Organisation Chart of the Commerce and Industries Bureau (Trade and Industry Branch)



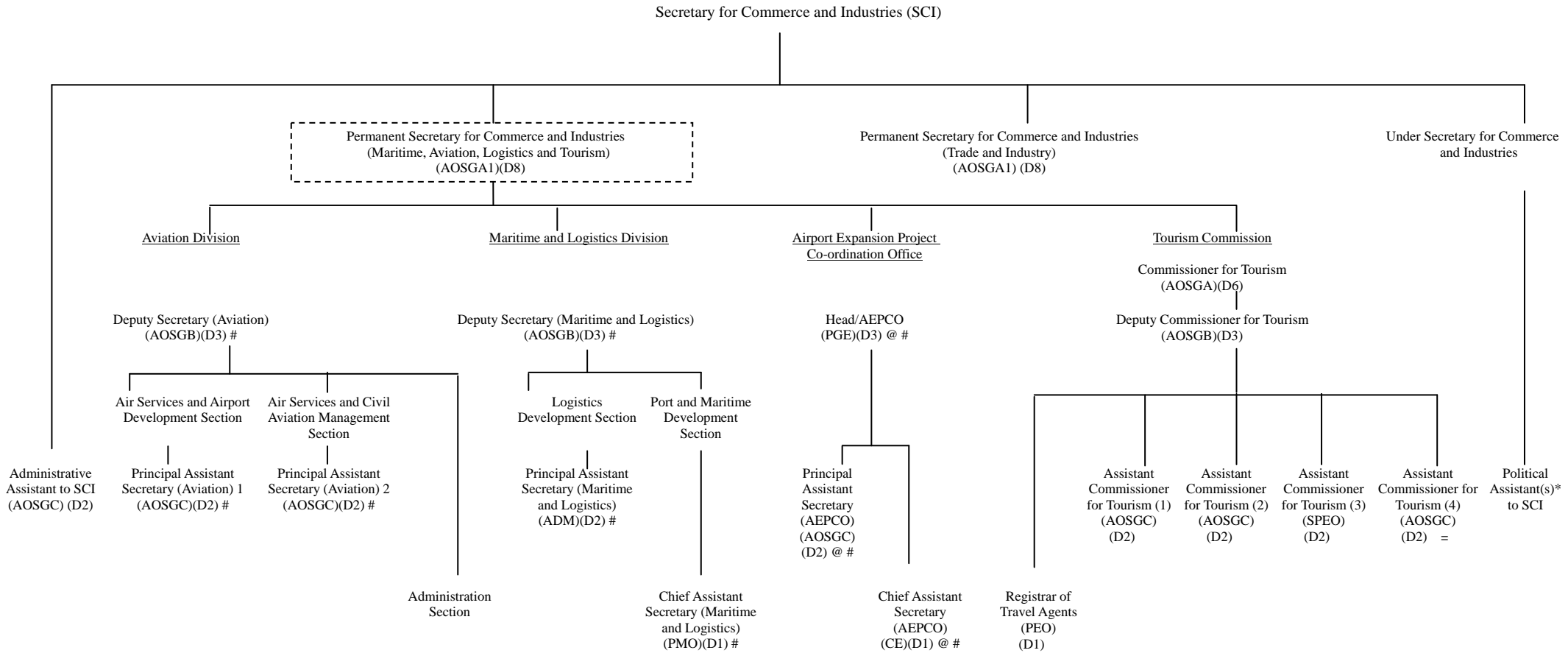
Legend

SCI	Secretary for Commerce and Industries	D(F)	Director(Finance)	^	Post on-loan from the Trade and Industry Department
DS(TI)	Deputy Secretary for Commerce and Industries (Trade and Industry)	APEC	Asia-Pacific Economic Cooperation	⌚	New post to be created
PAS(TI)	Principal Assistant Secretary (Trade and Industry)	ETOs	Economic and Trade Offices		
AOSGA1	Administrative Officer Staff Grade A1	Adm	Administration		
AOSGB1	Administrative Officer Staff Grade B1				
AOSGB	Administrative Officer Staff Grade B				
AOSGC	Administrative Officer Staff Grade C				
PEO	Principal Executive Officer				

* Under a proposed new arrangement, a Director of Bureau will starting from 1.7.2012 be given the discretion to employ one or more Political Assistants (PAs) subject to a cap on the total monthly salaries payable to the PA(s) employed in his private office.

Note: For the purpose of this exercise, only permanent posts and supernumerary posts created with LegCo's approval/to be created in the 2011-12 legislative session subject to LegCo's approval, and supernumerary posts created under delegated authority for more than 6 months are featured.

Proposed Organisation Chart of the Commerce and Industries Bureau (Maritime Aviation, Logistics and Tourism Branch)



Legend

AOSGA1	Administrative Officer Staff Grade A1	ADM	Assistant Director of Marine
AOSGA	Administrative Officer Staff Grade A	SPEO	Senior Principal Executive Officer
AOSGB1	Administrative Officer Staff Grade B1	PEO	Principal Executive Officer
AOSGB	Administrative Officer Staff Grade B	PMO	Principal Marine Officer
AOSGC	Administrative Officer Staff Grade C	CE	Chief Engineer
Deputy Secretary	Deputy Secretary for Commerce and Industries	AEPCO	Airport Expansion Project Co-ordination Office
PGE	Principal Government Engineer		

* Under a proposed new arrangement, a Director of Bureau will starting from 1.7.2012 be given the discretion to employ one or more Political Assistants (PAs) subject to a cap on the total monthly salaries payable to the PA(s) employed in his private office.

Posts to be transferred from Transport and Housing Bureau. The post of ADM is being held against by a supernumerary AOSGC post from 14.3.2012 to 13.12.2012.

[- -] New post to be created

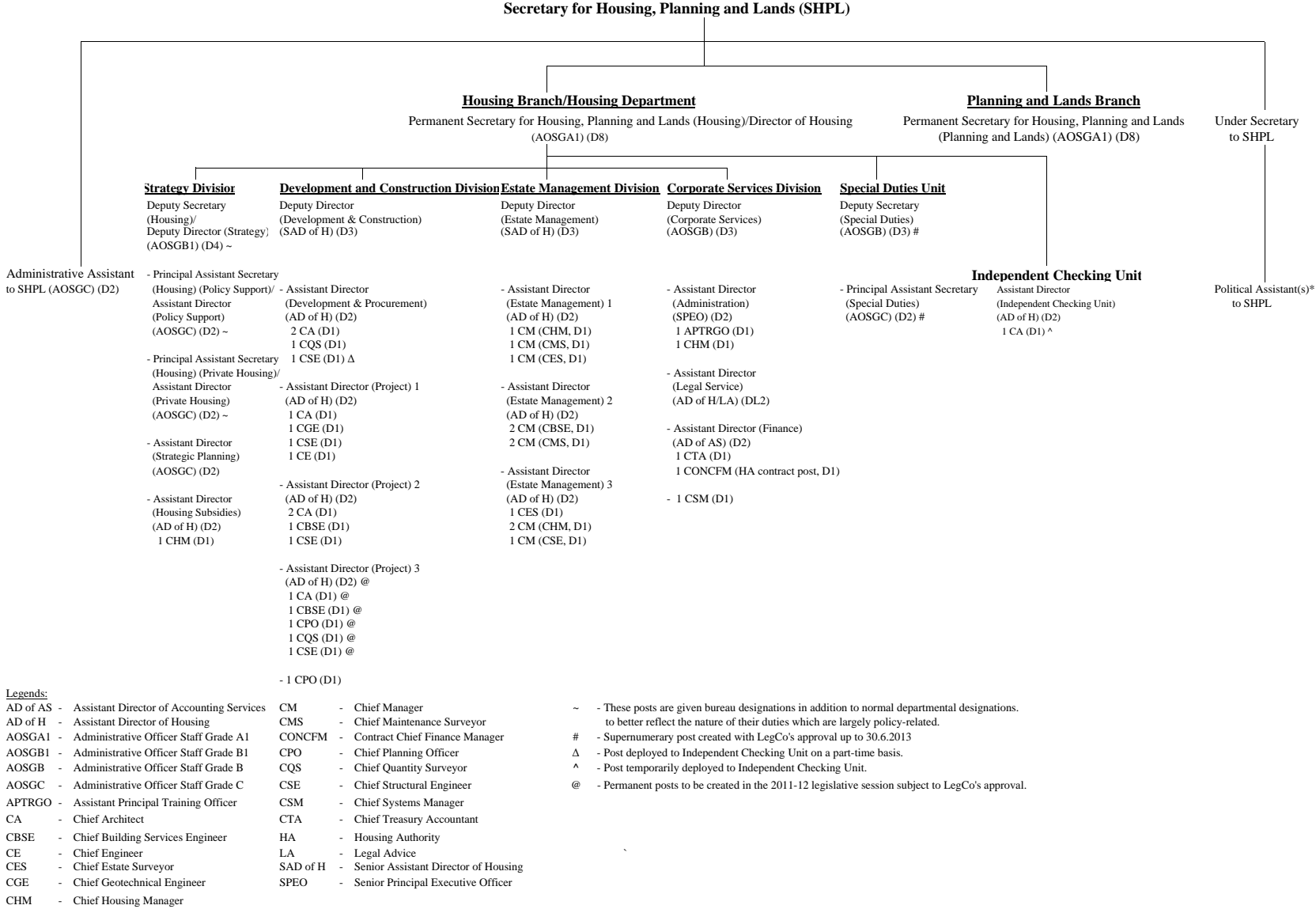
Posts to be transferred from Commerce and Economic Development Bureau

= Supernumerary post created with LegCo's approval up to 31.12.2014

@ Supernumerary posts to be created in the 2011-12 legislative session subject to LegCo's approval

Note : For the purpose of this exercise, only permanent posts and supernumerary posts created with LegCo's approval/to be created in the 2011-12 legislative session subject to LegCo's approval, and supernumerary posts created under delegated authority for more than 6 months are featured.

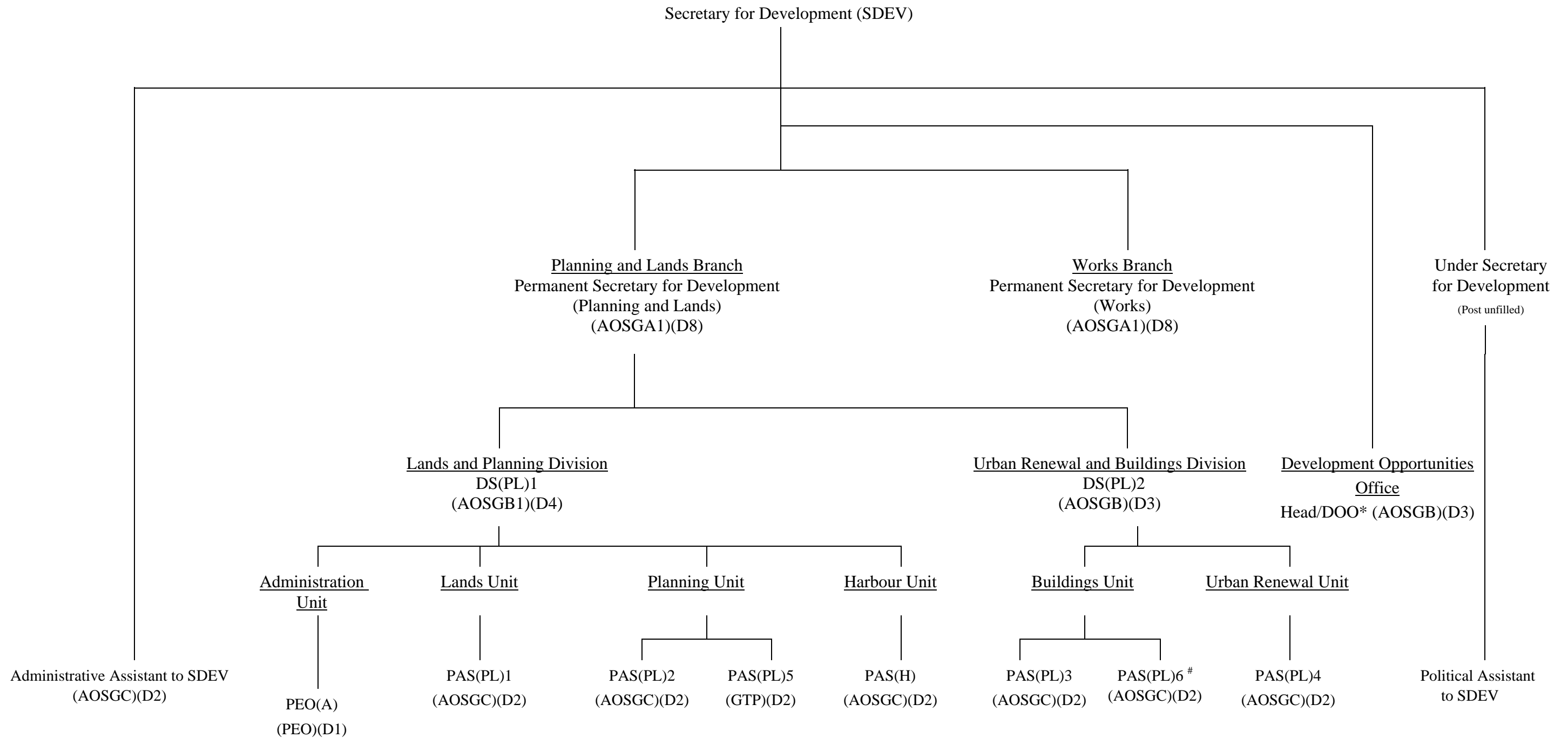
Proposed Organisation Chart of the Housing Department under Housing, Planning and Lands Bureau



* Under a proposed new arrangement, a Director of Bureau will starting from 1.7.2012 be given the discretion to employ one or more Political Assistants (PAs) subject to a cap on the total monthly salaries payable to the PA(s) employed in his private office.

Note : For the purpose of this exercise, only permanent posts and supernumerary posts created with LegCo's approval/to be created in the 2011-12 legislative session subject to LegCo's approval, and supernumerary posts created under delegated authority for more than 6 months are featured.

Existing Organisation Chart of the Development Bureau (Planning and Lands Branch)



Legend

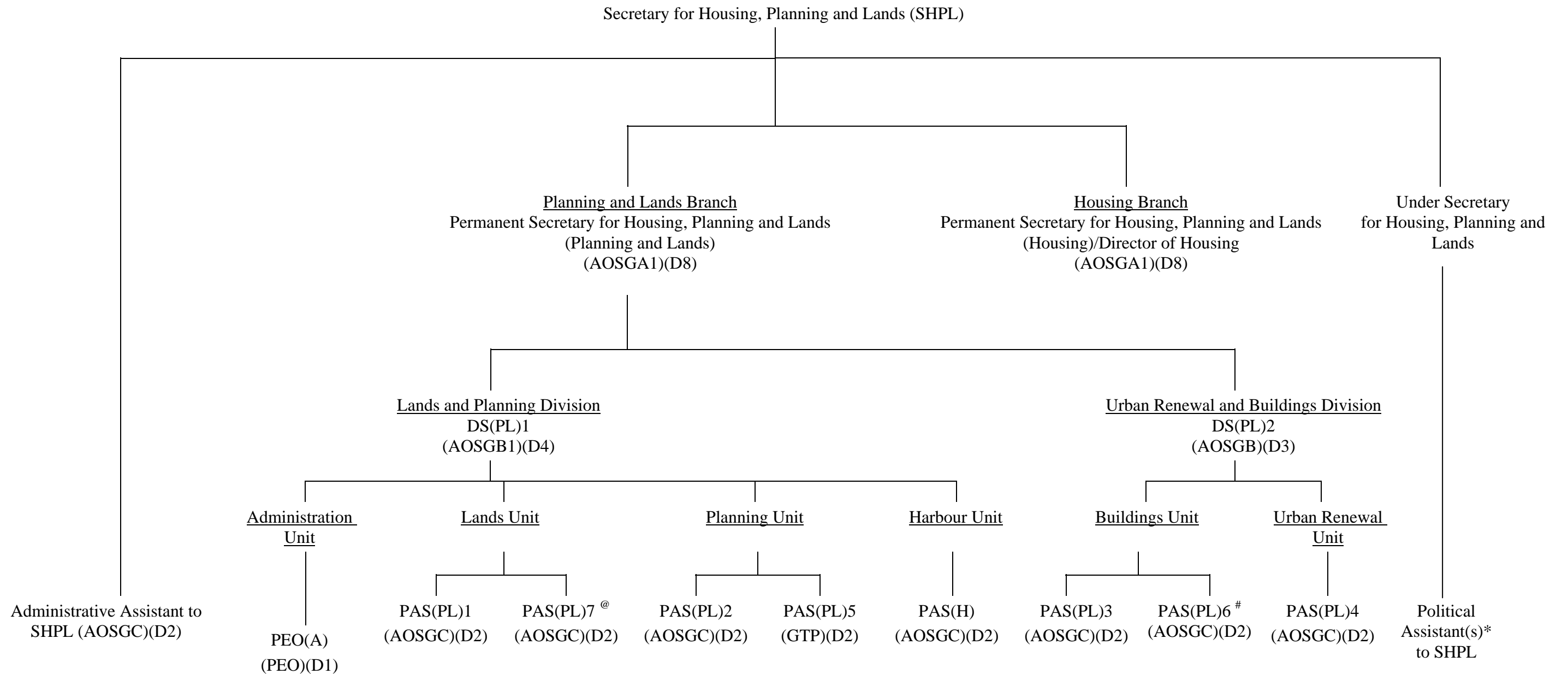
SDEV Secretary for Development
 DS(PL) Deputy Secretary for Development (Planning and Lands)
 PAS Principal Assistant Secretary
 AOSGA1 Administrative Officer Staff Grade A1
 AOSGB1 Administrative Officer Staff Grade B1
 AOSGB Administrative Officer Staff Grade B
 AOSGC Administrative Officer Staff Grade C
 GTP Government Town Planner
 PEO Principal Executive Officer

PL Planning and Lands
 A Administration
 H Harbour
 DOO Development Opportunities Office

* Supernumerary post which will lapse after 30.6.2012
 # Post on loan from Civil Service Bureau

Note : For the purpose of this exercise, only permanent posts and supernumerary posts created with LegCo's approval/to be created in the 2011-12 legislative session subject to LegCo's approval, and supernumerary posts created under delegated authority for more than 6 months are featured.

Proposed Organisation Chart of the Housing, Planning and Lands Bureau (Planning and Lands Branch)



Legend

- | | | | | | |
|--------|---|----|--------------------|---|---|
| SHPL | Secretary for Housing, Planning and Lands | PL | Planning and Lands | # | Post on loan from Civil Service Bureau |
| DS(PL) | Deputy Secretary for Housing, Planning and Lands (Planning and Lands) | A | Administration | @ | Permanent post to be created in the 2011-12 legislative session subject to LegCo's approval |
| PAS | Principal Assistant Secretary | H | Harbour | | |
| AOSGA1 | Administrative Officer Staff Grade A1 | | | | |
| AOSGB1 | Administrative Officer Staff Grade B1 | | | | |
| AOSGB | Administrative Officer Staff Grade B | | | | |
| AOSGC | Administrative Officer Staff Grade C | | | | |
| GTP | Government Town Planner | | | | |
| PEO | Principal Executive Officer | | | | |

* Under a proposed new arrangement, a Director of Bureau will starting from 1.7.2012 be given the discretion to employ one or more Political Assistants (PAs) subject to a cap on the total monthly salaries payable to the PA(s) employed in his private office.

Note : For the purpose of this exercise, only permanent posts and supernumerary posts created with LegCo's approval/to be created in the 2011-12 legislative session subject to LegCo's approval, and supernumerary posts created under delegated authority for more than 6 months are featured.

Job Description
Permanent Secretary for Transport and Works (Transport)

Rank : Administrative Officer Staff Grade A1 (D8)

Responsible to : Secretary for Transport and Works (STW)

Main Duties and Responsibilities –

1. To assist STW in formulating, coordinating and implementing policies relating to all aspects of land and waterborne transport services, including service planning, development and delivery, fare and environmental issues and connected social and environmental impact.
2. To lead the planning of major land transport infrastructure, including railway development strategies, and steer the implementation and progress of major projects to further enhance the social and economic development of Hong Kong and the connectivity and integration with the Mainland.
3. To lead and co-ordinate in all major areas of traffic and transport management, notably in respect of major road safety measures and legislation, road and vehicular safety standards, incidents management, information systems, to enhance passenger and pedestrian safety in Hong Kong.
4. To steer and co-ordinate with executive departments, viz. the Highways Department and the Transport Department, and concerned organizations, notably the Mass Transit Railway Corporation Limited and the Kowloon-Canton Railway Corporation, for timely and effective implementation of agreed policies and programmes.
5. To support STW in explaining policies, securing support of the public and the Legislative Council, and dealing with Legislative Council business.
6. To be responsible for the overall management of the Transport Branch, being the Controlling Officer for its expenditure head to ensure the proper and cost-effective use of financial and human resources.

Job Description
Permanent Secretary for Transport and Works (Works)

Rank : Administrative Officer Staff Grade A1 (D8)

Responsible to : Secretary for Transport and Works (STW)

Main Duties and Responsibilities -

1. To assist STW in steering the transformation of Kowloon East into an attractive, alternative Central Business District.
2. To assist STW in formulating policies in regard to increasing land supply initiative, procurement strategy, slope safety, lift safety, flood prevention, water supply, greening, landscape, tree management and the delivery of the Public Works Programme; and to ensure the efficient implementation of such policies.
3. To assist STW in securing support of the public and the Legislative Council (LegCo); and in dealing with LegCo businesses.
4. To housekeep the Architectural Services Department, the Civil Engineering and Development Department, the Drainage Services Department, the Electrical and the Mechanical Services Department and the Water Supplies Department.
5. To provide strategic input to directorate succession planning and leadership development in respect of the Works Group of Departments and to steer and implement re-organisation plans where necessary.
6. To serve as the Controlling Officer for resources allocated to the Works Branch and to ensure their proper deployment.
7. To oversee liaison with the construction industry, in particular in regard to co-operation with the Construction Industry Council and the

Construction Workers Registration Authority.

8. To explore opportunities for co-operation between stakeholders of the local construction industry and their Mainland counterparts and to promote local professional services outside Hong Kong.
9. To manage staff resources in the Works Branch.

Job Description
Deputy Secretary for Transport and Works (Works)1

Rank : Administrative Officer Staff Grade B1 (D4)

Responsible to : Permanent Secretary for Transport and Works (Works)
(PS(W))

Main Duties and Responsibilities –

1. To assist PS(W) in overseeing the implementation of the Public Works Programme by reviewing and updating procedures and practices; as well as monitoring the overall spending on public works projects.
2. To oversee the provision of support to and liaison with the statutory Construction Industry Council.
3. To formulate and implement strategies in regard to the supply of construction manpower including the training and development of professionals in the construction industry; and oversee the implementation of the construction workers registration system in conjunction with the Construction Workers Registration Authority.
4. To oversee the formulation of policy and strategy on greening, landscape and tree management.
5. To oversee branch administration, resource planning, media relations and publicity matters as well as financial management of bureau resources.
6. To monitor the overall financial management, manpower and public relations matters of the Works Group of Departments; and share housekeeping responsibilities of individual works departments.

Job Description
Deputy Secretary for Transport and Works (Works)2

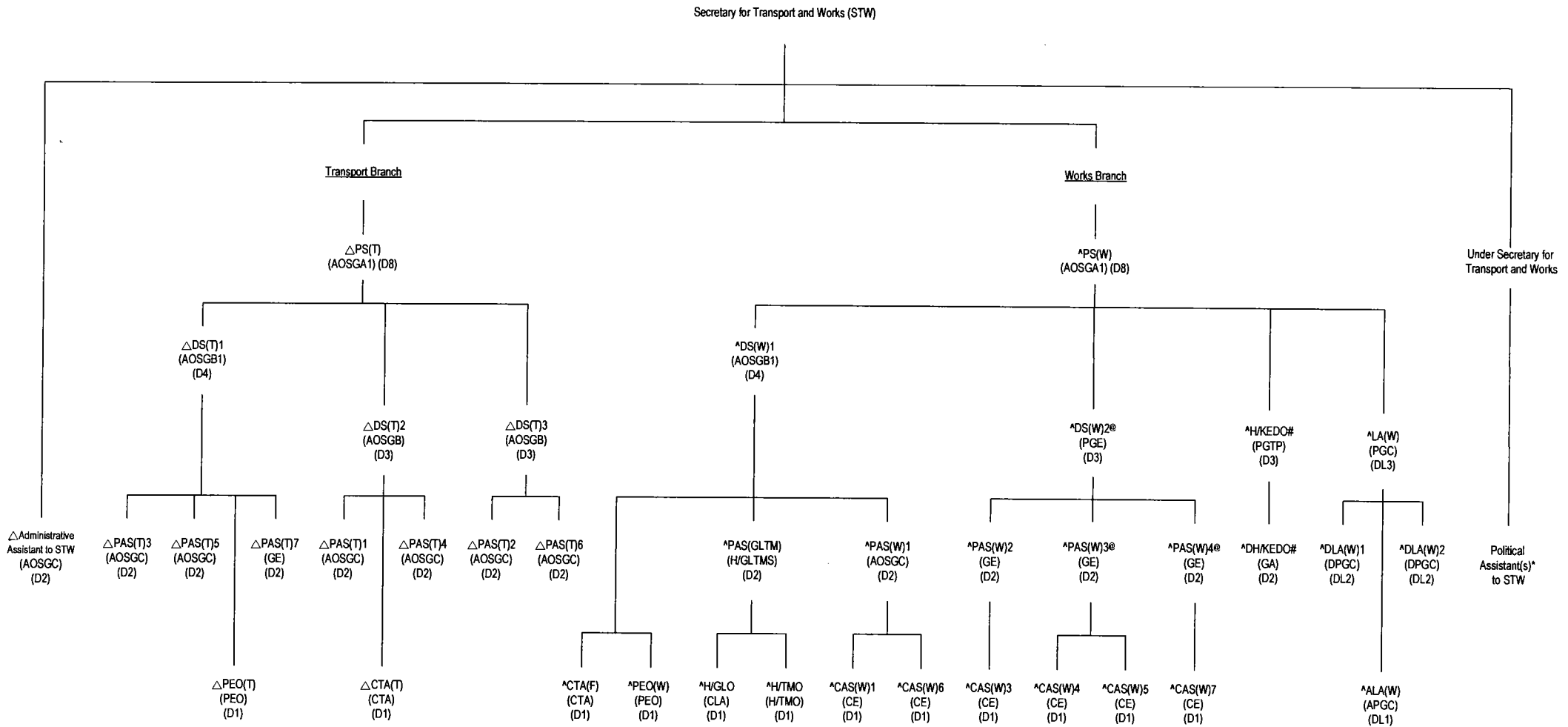
Rank : Principal Government Engineer (D3),
Multi-disciplinary

Responsible to : Permanent Secretary for Transport and Works (Works)
(PS(W))

Main Duties and Responsibilities –

1. To assist in devising and implementing policies in regard to procurement, management of consultants and contractors, contract administration and construction materials and standards.
 2. To assist in formulating and implementing strategies and measures in regard to construction safety and sustainable construction including disposal of contaminated mud.
 3. To assist in devising and implementing policies on slope safety, lift safety, flood prevention and total water management.
 4. To assist in formulating and implementing strategies to enhance land supply and oversee the implementation of major infrastructural projects, including the Kai Tak Development and Liantang Border Control Point.
 5. To devise policies in regard to the promotion of local professional services outside Hong Kong and facilitation of mutual recognition of Mainland/Hong Kong professional qualifications, registration and market liberation.
 6. To assist in Engineer Grade management and housekeeping responsibilities of individual works departments.
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Proposed Organisation Chart of Transport and Works Bureau



Legend										
PS	Permanent Secretary for Transport and Works	CAS	Chief Assistant Secretary	F	Finance	AOSGA1	Administrative Officer Staff Grade A1	PGTP	Principal Government Town Planner	
DS	Deputy Secretary	CTA	Chief Treasury Accountant	GLTM	Greening, Landscape and Tree Management	AOSGB1	Administrative Officer Staff Grade B1	GA	Government Architect	
H/KEDO	Head of Kowloon East Development Office	PEO	Principal Executive Officer	T	Transport	AOSGB	Administrative Officer Staff Grade B	PGC	Principal Government Counsel	
LA	Legal Adviser	H/GLO	Head of Greening and Landscape Office	W	Works	AOSGC	Administrative Officer Staff Grade C	DPGC	Deputy Principal Government Counsel	
PAS	Principal Assistant Secretary	H/TMO	Head of Tree Management Office			PGE	Principal Government Engineer	APGC	Assistant Principal Government Counsel	
DH/KEDO	Deputy Head of Kowloon East Development Office	ALA	Assistant Legal Adviser			GE	Government Engineer	H/GLTMS	Head of Greening, Landscape and Tree Management Section	
DLA	Deputy Legal Adviser					CE	Chief Engineer	CLA	Chief Landscape Architect	

* Under a proposed new arrangement, a Director of Bureau will starting from 1.7.2012 be given the discretion to employ one or more Political Assistants (PAs) subject to a cap on the total monthly salaries payable to the PA(s) employed in his private office.

△ Posts to be transferred from Transport and Housing Bureau

^ Posts to be transferred from Development Bureau

Supernumerary posts to be created on 1.7.2012 with LegCo's approval

@ Multi-disciplinary post

Note: For the purpose of this exercise, only permanent posts and supernumerary posts created with LegCo's approval/to be created in the 2011-12 legislative session subject to LegCo's approval, and supernumerary posts created under delegated authority for more than 6 months are featured.