

ITEM FOR ESTABLISHMENT SUBCOMMITTEE OF FINANCE COMMITTEE

HEAD 142 – GOVERNMENT SECRETARIAT : OFFICES OF THE CHIEF SECRETARY FOR ADMINISTRATION AND THE FINANCIAL SECRETARY

Subhead 000 Operational expenses

Members are invited to recommend to the Finance Committee the creation of the following supernumerary post in the Secretariat to the Commission on Strategic Development within the Central Policy Unit for a period of four years and three months, from 1 April 2013 to 30 June 2017 –

1 Administrative Officer Staff Grade C
(D2) (\$133,150 - \$145,650)

PROBLEM

The supernumerary post of Administrative Officer Staff Grade C (AOSGC) (D2) in the Central Policy Unit (CPU) as Assistant Secretary to the Commission on Strategic Development (CSD) expired on 30 June 2012. In anticipation of the increasing complexity and the substantial workload of the CSD, the CPU needs to re-create the supernumerary post to provide adequate directorate support to sustain the effective and efficient operation of the CSD.

PROPOSAL

2. We propose to create one supernumerary AOSGC post in the CPU as Assistant Secretary to the CSD for a period of four years and three months, from 1 April 2013 to 30 June 2017.

/JUSTIFICATION

JUSTIFICATION

Focus and Meeting Arrangement of the CSD

3. The CSD is an important advisory body to the Chief Executive (CE) and a platform for the Government and various sectors of the community to discuss long-term strategic issues from a macro perspective. It has provided a useful forum for the Government to canvass views on strategic issues straddling different policy areas. It also helps forge consensus on long-term development issues within the community. Ideas and suggestions from CSD members are channelled to the relevant policy bureaux and departments (B/Ds) for consideration.

Encl. 1

4. The Chief Executive has appointed CSD members for the new two-year term commencing 18 January 2013. The new terms of reference and membership list are at Enclosure 1. The role of the CSD will be enhanced, focusing on the macro, long-term development strategy of Hong Kong and promoting in-depth discussion of relevant issues within the community. In the new term of the CSD, there will be some changes to its focus and mode of operation so as to enhance the CSD's performance in serving its role and responsibilities. The three major changes are as follows –

- (a) the CSD will place a much greater focus on discussing strategic, macro and long-term issues related to the international competitiveness as well as social, economic and political developments of Hong Kong. The duration of each meeting will be longer than in previous terms to allow for more interactive, in-depth and analytical deliberations among members. CSD will also be supported by more thorough and high quality research and analysis;
- (b) the CSD Secretariat will conduct more direct and efficient communication with B/Ds at the senior levels in order to enrich their understanding and consideration of the initiatives and policy suggestions raised by CSD members during meetings; and
- (c) after CSD meetings, the CSD Secretariat will prepare and issue reports summarising the papers and the discussion for public consumption and feedback as appropriate. Such public participation and input would be useful for future policy formulation.

5. The subjects of discussion at previous CSD meetings covered a comprehensive range of issues related to the long-term development of Hong Kong, with particular reference to the direction and strategy for Hong Kong's social, economic and political developments. During the last term from 1 July 2009 to 30 June 2012, the CSD held eight meetings, three informal consultative

/meeting

meetings, and seven focused discussions. The subjects discussed include social mobility, healthcare reform, population policy review, new strategies and initiatives for economic development, housing and home ownership, progress in taking forward key initiatives in the 'Policy Framework for the Management of Municipal Solid Waste (2005-2014)', airport development, strategy for enhancing land supply, Hong Kong and regional cooperation in East Asia, Hong Kong's role in the development of the Mainland, complementing the National Twelfth Five-Year Plan, as well as regular consultations on the Policy Address and the Budget. The CSD Secretariat conducted policy researches and prepared discussion papers to facilitate discussion on these subjects. In the new term, we plan to conduct four regular CSD meetings each year, with each meeting devoted to in-depth and comprehensive discussion of a specific subject. The CSD Secretariat will continue to conduct various researches and provide background information for CSD members' reference.

6. To complement or follow up the deliberations at regular CSD meetings, focussed discussions would also be convened to carry out more in-depth deliberation on specific policy issues. Representatives from relevant policy bureaux, academics and experts in relevant fields would be invited to participate in the focussed discussions where necessary.

Enhanced responsibilities of the CSD Secretariat

7. To cope with the new focus and mode of operation of the CSD, the CSD Secretariat will have to take on responsibilities beyond ordinary secretariat support. Specifically, the CSD Secretariat will have to strengthen its capability in conducting policy researches, analysing the research findings and presenting them to the CSD for discussion. This seeks to enhance the quantity and quality of these researches, and shorten the time-frame allowed for completing these researches to facilitate policy formulation.

8. There is a need to provide dedicated directorate support in the CSD Secretariat to ensure the effective delivery of its enhanced responsibilities in support of the work of the CSD in its new term.

Proposed Creation of a Supernumerary AOSGC Post

9. The secretariat service and support to the CSD are currently provided by the CSD Secretariat which is headed by the Secretary to the CSD at the rank of Administrative Officer Staff Grade B (AOSGB) (D3). In order to provide the CSD with effective and efficient support, the CSD Secretariat has been strengthened at the directorate level with the provision of one supernumerary post of AOSGC as

/AS(CSD)

AS(CSD) since May 2006 (vide EC(2006-07)2) which was extended twice, in July 2007 (vide EC(2007-08)3) and in July 2009 (vide EC(2009-10)7) respectively. This supernumerary post expired on 30 June 2012 together with the tenure of the last term CSD and the only directorate staff supporting the Secretary to the CSD in the existing establishment of CSD Secretariat is a Government Town Planner (GTP) (D2). The Administration has critically reviewed the work and the staffing establishment of the CSD Secretariat. Taking into account the operational experience of the CSD Secretariat during the past years, as well as the complexity and volume of the CSD's work in the coming years, we consider it crucial to create a supernumerary AOSGC (D2) post as AS(CSD) to maintain and enhance the quality of secretariat and research support to the CSD.

10. The proposed AS(CSD) will be responsible for mapping out the direction and drawing up discussion topics relating to the long-term international competitiveness and socio-economic development of Hong Kong; undertaking and co-ordinating cross-sector policy researches and analyses; as well as preparing a wide range of important discussion papers on strategic issues. He will also be responsible for proposing issues and preparing discussion papers by the CSD, preparing briefs and speeches for the Chairman of the CSD, handling publicity arrangements, providing support to CSD members, overseeing the logistical support for CSD meetings and focussed discussions, and overseeing the administration of the CSD Secretariat.

11. In the past years, the CSD Secretariat conducted a number of researches in relation to economic and social development. The research findings enriched the discussion papers by providing more comprehensive and evidence-based information. The AS(CSD) played an important role in providing directorate guidance for these researches. As explained in paragraphs 4, 7 and 8 above, with the greater focus of CSD on discussing strategic and long-term issues in the new term, the CSD Secretariat's workload in conducting policy researches and analyses is expected to increase. In order to allow greater public participation in offering views on the subjects related to the long-term development of Hong Kong being deliberated by the CSD, the Secretariat would issue the papers and discussions after the CSD meetings to invite public input as appropriate. As explained in paragraph 4 above, the CSD Secretariat will also need to conduct more pro-active and interactive communication with B/Ds in order to follow up on the initiatives and suggestions raised by CSD members during the meetings. There is a need to create the proposed AS(CSD) post to provide dedicated directorate supervision and support to ensure the effective delivery of the duties and responsibilities of the CSD Secretariat.

Encl. 2 12. The job description of the proposed post is at Enclosure 2. The
Encl. 3 organisation chart of the CSD Secretariat showing the proposed post is at
Enclosure 3.

/Alternatives

Alternatives Considered

13. We have critically reviewed whether the other directorate staff at D2 level within the CPU, i.e. the Research Director (RD) and the GTP, can absorb the duties of the proposed AS(CSD) post. The RD is responsible for assisting the Deputy Head of CPU in preparing the Policy Address by gathering inputs for the Policy Address from parties inside and outside of the Government and undertaking supportive research and administrative duties. He co-ordinates and provides input into research work in the CPU, and is also responsible for the overall administration of the CPU as well as the CPU's Part-time Members' Programme. As regards the GTP, he provides the Secretary to the CSD as well as the Head/CPU with professional and technical support in studying the global, regional and Mainland development trends with a significant impact on Hong Kong. He also undertakes policy researches and analyses in relation to development and planning and other strategic development issues. As both are already fully occupied with their existing duties and responsibilities, we consider it operationally not possible for them to take up the duties of the proposed AS(CSD) post without adversely affecting the effective discharge of their own duties. In addition, the work of the CSD Secretariat is expected to remain complex and heavy in view of the many challenges ahead. Hence, the creation of the proposed supernumerary post from 1 April 2013 to 30 June 2017 is crucial in ensuring the effective performance of the CSD Secretariat's functions.

Non-directorate staffing support for CSD Secretariat

14. Currently, the CSD Secretariat comprises 11 non-directorate supporting staff, namely two Senior Administrative Officers, two Executive Officers I, three Personal Secretaries I, one Personal Secretary II, one Clerical Officer and two Assistant Clerical Officers. They provide general support to the CSD Secretariat including logistical arrangements for meetings, general research work, administrative support, and handling general enquiries.

FINANCIAL IMPLICATIONS

15. The proposed creation of one supernumerary AOSGC post will bring about an additional notional annual salary cost at mid-point of \$1,696,200. The full annual average staff cost, including salaries and staff on-cost, is \$2,427,000. We will include sufficient provision in the draft Estimates of 2013-14 and subsequent years to meet the cost of this proposal.

PUBLIC CONSULTATION

16. We consulted the Legislative Council Panel on Public Service on this proposal on 19 November 2012. The Panel supported the submission of the proposal to the Establishment Subcommittee.

/BACKGROUND

BACKGROUND

17. First established in 1998, the CSD is an important advisory body to the Government. It provides a platform for members from various sectors of the community to explore with senior Government officials including the CE, the Chief Secretary for Administration (CS) and the Financial Secretary (FS) major issues pertaining to the long-term development of Hong Kong. The CSD holds regular meetings to discuss important issues relevant to the long-term development of Hong Kong.

ESTABLISHMENT CHANGES

18. The establishment changes under Head 142 Government Secretariat: Offices of the CS and the FS in the past two years are as follows –

Establishment (Note)	Number of posts			
	Existing (as at 1 January 2013)	As at 1 April 2012	As at 1 April 2011	As at 1 April 2010
A	29 [#]	29 + (1)	29 + (1)	29 + (1)
B	110	108	109	103
C	364	352	352	345
Total	503	489 + (1)	490 + (1)	477 + (1)

Note :

A - ranks in the directorate pay scale or equivalent

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

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

() number of supernumerary directorate posts

as at 1 January 2013, there was no unfilled directorate post.

CIVIL SERVICE BUREAU COMMENTS

19. The Civil Service Bureau supports the proposed creation of one supernumerary post of AOSGC from 1 April 2013 to 30 June 2017 to provide continued directorate support for the CSD Secretariat. The grading and ranking of the post are considered appropriate having regard to the level and scope of responsibilities.

/ADVICE

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

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

Central Policy Unit
February 2013

Commission on Strategic Development

Terms of Reference

1. To advise the Chief Executive on Hong Kong's long-term and overall development needs and goals with particular reference to the issues, direction and strategy of social, economic and political developments for Hong Kong;
2. To conduct reviews and studies in the light of macro-trends at the local, national, regional and global levels, and recommend medium to long-term development strategies with a view to enhancing the international competitiveness and overall social development of Hong Kong;
3. To promote the society's concern for and discussion of the above issues with a view to forging consensus; and
4. To bring together political talents for assisting the Government in policy implementation and promotion.

Membership List

Chairman:

The Chief Executive

Vice-chairman:

The Honourable CHEUNG Chun-yuen, Barry, G.B.S., J.P.

Ex-officio Members:

The Chief Secretary for Administration

The Financial Secretary

Head, Central Policy Unit

Non-Official Members:

The Honourable Sir AKERS-JONES, David, G.B.M., J.P.

Ir. BLAKE, Ronald James, G.B.S., J.P.

Mr. BROOKE, Charles Nicholas, S.B.S., J.P.

The Honourable CHAN Han-pan

The Honourable CHAN Kin-por, B.B.S., J.P.

Professor CHENG Kai-ming, S.B.S., J.P.

Mr. CHENG Wai-sun, Edward, S.B.S., J.P.
The Honourable CHEUNG Kwok-che
The Honourable Sir CHOW Chung-kong
Mr. FANG Fang
The Honourable FANG Kang, Vincent, S.B.S., J.P.
Mr. FUNG Siu-por, Lawrence, G.B.S.
The Honourable Mrs. IP LAU Suk-yee, Regina, G.B.S., J.P.
Dr. LAW Chi-kwong, S.B.S., J.P.
Ir. Professor LEE Chack-fan, S.B.S., J.P.
Dr. The Honourable LEE Kok-long, Joseph, S.B.S., J.P.
Mr. LIE-A-CHEONG Tai-chong, David, S.B.S., J.P.
Mr. LUI Yin-tat, David
Mr. NIGHTINGALE, Anthony John Liddell, S.B.S., J.P.
The Honourable SHEK Lai-him, Abraham, S.B.S., J.P.
Mr. SHENG Len-tao, Andrew, S.B.S.
Dr. SMITH, Peter Cookson
Mr. SO Chak-kwong, Jack, G.B.S., J.P.
Dr. TSE Cho-che, Edward
Dr. TSE Hung-hing
Mr. WONG Kwok
The Honourable WOO Kwong-ching, Peter, G.B.M., G.B.S., J.P.
Ms. YANG Mun-tak, Marjorie, J.P.
Ms. YIP Yok-tak, Amy, B.B.S.
Professor YU Cheung-hoi, Albert

Job description
Assistant Secretary to the Commission on Strategic Development

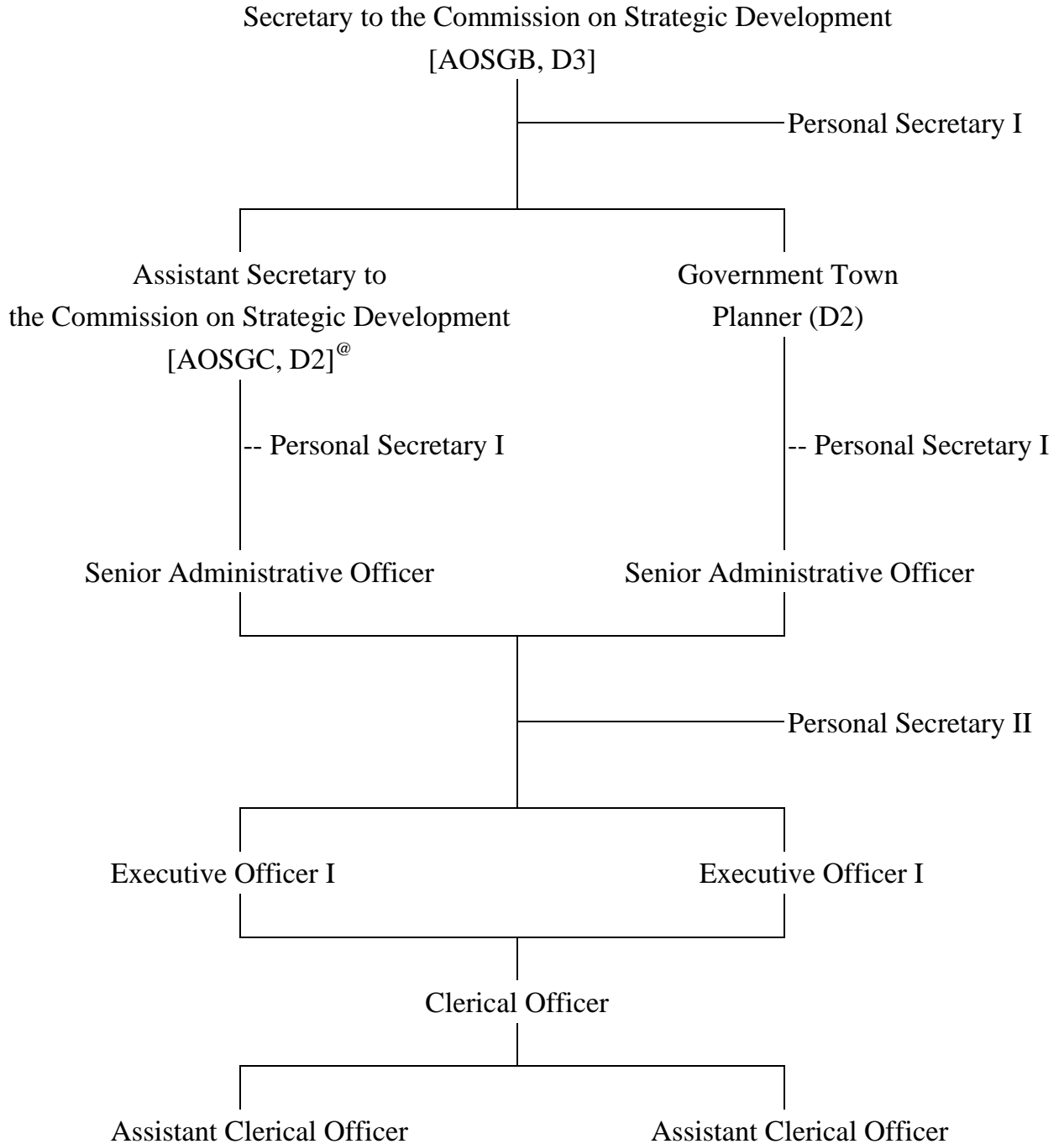
Rank : Administrative Officer Staff Grade C (D2)

Responsible to : Secretary to the Commission on Strategic Development
(AOSGB) (D3)

Major duties and responsibilities –

- (a) To support the Secretary to the Commission on Strategic Development (CSD) in steering the direction of discussions of the CSD with a view to enhancing the long-term international competitiveness and socio-economic development of Hong Kong.
- (b) To co-ordinate and prepare papers for the CSD, follow up their advice and recommendations, and prepare reports on the work of the CSD.
- (c) To undertake and co-ordinate policy researches and analyses as directed by the CSD.
- (d) To provide secretariat and other support services to the CSD, including the logistics of meetings and record keeping, etc.
- (e) To prepare briefs and speeches for Chairman of the CSD.
- (f) To liaise and coordinate with government bureaux and departments and other organisations on issues for discussion by the CSD and follow up their advice and recommendations.
- (g) To handle publicity arrangements for the CSD and ensure transparency of the work of the CSD.
- (h) To assist the Secretary to the CSD in administering the Secretariat to the Commission.

Existing and Proposed Organisation Chart of the Secretariat to the Commission on Strategic Development



Legend

- AOSGB Administrative Officer Staff Grade B
- AOSGC Administrative Officer Staff Grade C
- @ Proposed supernumerary post to be created
