

ITEM FOR ESTABLISHMENT SUBCOMMITTEE OF FINANCE COMMITTEE

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

Members are invited to recommend to Finance Committee the following proposals with effect from 1 July 2013 –

(a) the creation of the following permanent post –

1 Administrative Officer Staff Grade B
(D3) (\$154,900 - \$169,050); and

(b) the retention of the following supernumerary post for three years up to 30 June 2016 –

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

PROBLEM

The supernumerary posts of one Administrative Officer Staff Grade B (AOSGB) (D3) and one Administrative Officer Staff Grade C (AOSGC) (D2) under the Constitutional and Mainland Affairs Bureau (CMAB) will lapse on 30 June 2013. We need to retain these two posts to implement in full the key initiatives to strengthen “homeland relationship” as promulgated in the 2013 Policy Address and to deepen the regional co-operation between Hong Kong and the Mainland.

/PROPOSAL

PROPOSAL

2. We propose, with effect from 1 July 2013, to convert one supernumerary post of AOSGB (D3) in CMAB into a permanent post and retain one supernumerary post of AOSGC (D2) in CMAB for three years until 30 June 2016.

JUSTIFICATION

3. CMAB is committed to promoting closer co-operation between the Hong Kong Special Administrative Region (HKSAR) and the Mainland, the Macao Special Administrative Region (Macao SAR) and Taiwan, and has been playing a co-ordinating and facilitating role in this regard. On Mainland affairs, CMAB acts as a focal point of contact between the HKSAR Government and the Mainland authorities. Through the HKSAR Government Offices in the Mainland (the Mainland Offices), CMAB also strengthens liaison and communication with authorities at the central, provincial and municipal levels, as well as with other ministries; represents and promotes Hong Kong's trade and commercial interests in the Mainland; and supports Hong Kong residents and enterprises in the Mainland, etc.

4. As set out in the 2013 Policy Address, the HKSAR Government will enhance Government-to-Government ("G2G") co-operation and our economic partnership with provinces and municipalities in the Mainland on all fronts. The Policy Address announced a series of initiatives to enhance the functions of the Mainland Offices. These include strengthening liaison with Hong Kong residents and groups in the Mainland and providing them with information and assistance as far as possible; setting up a new Immigration Division in the Hong Kong Economic and Trade Office (ETO) in Chengdu; stepping up efforts in conducting researches to analyse the opportunities and challenges for Hong Kong residents and enterprises arising from national policies, collecting and disseminating significant regional development and investment projects, and gathering data related to Hong Kong residents in the Mainland to better gauge their situation and service needs; and enhancing communication and publicity targeted at different sectors in the Mainland. The Policy Address also proposed to set up an ETO in Wuhan and look into the feasibility of setting up liaison units in other Mainland cities; broaden and deepen Guangdong-Hong Kong co-operation; and re-organise the Greater Pearl River Delta Business Council (GPRDBC) to form the "Hong Kong and Mainland Co-operation Advisory Committee".

5. CMAB is responsible for implementing these key Policy Address initiatives. It will also support the HKSAR Government in enhancing "G2G" co-operation and co-ordinating and promoting the deepening of regional

/co-operation

co-operation with the Mainland. Taking into account the additional work arising from implementing these key initiatives to strengthen “homeland relationship”, we have critically reviewed the organisational structure and establishment of CMAB, as well as the responsibilities and division of work among the officers.

6. Among the directorate posts in CMAB, an AOSGB post (designated as Deputy Secretary for Constitutional and Mainland Affairs (3) (DS(CMA)3)) and an AOSGC post (designated as Principal Assistant Secretary for Constitutional and Mainland Affairs (8) (PAS(CMA)8), underpinning DS(CMA)3)) are supernumerary posts approved by the Finance Committee (FC) of the Legislative Council (LegCo) in June 2010 for a period of three years until 30 June 2013. These two posts were created primarily for duties involved in co-ordinating the HKSAR’s participation in the Expo 2010 Shanghai China (Shanghai Expo) and post-quake reconstruction support work in Sichuan (Sichuan reconstruction), and strengthening the HKSAR’s regional co-operation with the Mainland. The Shanghai Expo was held from May to October 2010 and post-Expo follow-up work was completed in 2011-12. As regards Sichuan reconstruction, as over 90% of the HKSAR-funded projects have been basically completed as at end March 2013, we are wrapping up work in this regard. Since 2012-13, DS(CMA)3 and PAS(CMA)8 have been taking up additional duties including deepening various regional co-operation initiatives with the Mainland and exploring feasible options to strengthen the effectiveness of the work on “homeland relationship”.

7. In order to cope with the additional responsibilities and workload which are expected to continue in the coming years, we need to convert the DS(CMA)3 post into a permanent post and extend the PAS(CMA)8 post for another three years until 30 June 2016 to implement in full the key initiatives to strengthen “homeland relationship” as set out by the Chief Executive (CE) in the Policy Address. We will review the arrangement for the post of PAS(CMA)8 at an appropriate juncture before its expiry in end June 2016. The job descriptions of DS(CMA)3 and PAS(CMA)8 are set out in Enclosure 1 and Enclosure 2 respectively. Their specific areas of responsibilities are elaborated in the ensuing paragraphs.

Encls.
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Enhancing the functions of the Mainland Offices

8. Under the leadership of DS(CMA)3, PAS(CMA)8 is responsible for implementing the 2013 Policy Address initiatives on enhancing the functions of the Mainland Offices. He will formulate implementation plans, draw up work targets and guidelines, monitor the work progress and effectiveness, and review and refine the relevant work from time to time, with a view to providing more effective support for Hong Kong residents and enterprises in the Mainland.

9. On stepping up efforts in conducting policy research, PAS(CMA)8 will, in collaboration with the Census and Statistics Department, oversee the engagement of a contractor to carry out a thematic household survey to collect aggregate data of Hong Kong residents in the Mainland, define the scope of the survey, oversee the conduct and monitor the performance of the survey. The survey results will enable the Mainland Offices to reach out to more Hong Kong residents and groups in the Mainland, to understand their service needs and provide them with more appropriate information and assistance.

10. As regards the strengthening of liaison with and the provision of information and assistance to Hong Kong residents and groups in the Mainland, PAS(CMA)8 will oversee the work in providing practical information to Hong Kong residents in the Mainland. He will work out the policy framework on the information (such as legal services, medical and healthcare and education, etc.) to be provided by the Mainland Offices, having regard to the overall situation and needs of Hong Kong residents living in the Mainland. He will also supervise the production of the booklets on practical information by the Mainland Offices, so as to ensure that the contents are not only consistent but also cater for the local circumstances and the needs of the Hong Kong residents in the respective areas covered by the Mainland Offices. Moreover, he will supervise the Mainland Offices' work in revamping their homepage to facilitate Hong Kong residents in the Mainland in obtaining information. He will also co-ordinate the various Mainland Offices to update information on their homepage in a timely manner in the light of developments in the two places to facilitate communication with various stakeholders.

11. The HKSAR Government, the Hong Kong Trade Development Council (HKTDC) and the Hong Kong Tourism Board (HKTB) have established offices in a number of cities in the Mainland. The functions of the three parties' offices in the Mainland are complementary. They also co-organise promotional activities from time to time. In collaboration with the Commerce and Economic Development Bureau, we will convene regular meetings to study ways to rationalise the working relationship between the offices of the HKSAR Government, HKTDC and HKTB in the Mainland, with a view to increasing the synergy and work effectiveness of these offices. PAS(CMA)8 is responsible for undertaking the study and recommending ways to rationalise the working relationship of the offices concerned. He will also provide policy co-ordination and secretariat support for the regular meetings at headquarters level to be held in Hong Kong, including drafting meeting papers and following up with the relevant parties to implement the decisions of the meetings.

Setting up more HKSAR Government Offices in the Mainland

12. In his address to the LegCo last October, the CE announced that the HKSAR Government would study the setting up of a new office in the Central Region of the Mainland. PAS(CMA)8 assisted in the process of identifying the city where the new Central Region office would locate by looking into the development of the provinces in the Central Region¹ and conducting visits to major cities in the Region (such as Wuhan and Changsha).

13. The 2013 Policy Address announced that an ETO would be set up in Wuhan. PAS(CMA)8 will take forward the preparatory work for setting up the Wuhan ETO. Our target is that the Wuhan ETO would commence operation in 2014. In the coming year, PAS(CMA)8 will take part in working level discussions with the Central and relevant provincial and municipal governments to thrash out the detailed arrangements for setting up the Wuhan ETO, including its roles and functions and work facilitation arrangements. In addition, he will assess the manpower and financial requirements for the Wuhan ETO and seek the necessary resources in accordance with established procedures. Where necessary, he will arrange to consult the relevant LegCo Panel and seek the approval of this Sub-committee and the FC on any proposal to create directorate civil service posts in the Wuhan ETO. Thereafter, he will oversee the identification and setting up of suitable office accommodation as well as the recruitment of local staff for the Wuhan ETO, to ensure the timely and proper conduct of the related processes in accordance with the established rules and procedures.

14. In the early stage upon the establishment of the Wuhan ETO, PAS(CMA)8 will work closely with the Wuhan ETO staff such that the new office can effectively perform its roles and functions. Through the Wuhan ETO, he will assist in strengthening liaison between the HKSAR and the provinces in the Central Region and reach out to the Hong Kong residents and enterprises in these provinces, with a view to opening up more development opportunities for Hong Kong residents and enterprises. He will formulate co-operation strategies with the provinces in the Central Region, taking into account the complementarity between Hong Kong and the Central Region, the positioning of the two places and the development needs of Hong Kong. He will also co-ordinate relevant bureaux and departments (B/Ds) in taking forward co-operation in various areas between Hong Kong and the Central Region.

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¹ Including Shanxi, Jiangxi, Henan, Hubei and Hunan.

15. At the same time, PAS(CMA)8 will review the network of the Mainland Offices of the HKSAR Government in light of the establishment of the Wuhan ETO. Having regard to the national strategy in achieving co-ordinated regional development as well as the development situation of different provinces, municipalities and economic zones in the Mainland, he will work out proposals to rationalise the coverage of all Mainland Offices and study the feasibility of setting up liaison units in other cities in the Mainland. In doing so, he will consult relevant stakeholders, so as to strengthen the network of Mainland Offices to better serve the Hong Kong residents and enterprises.

Regional Co-operation

16. DS(CMA)3 is responsible for the overall planning of the regional co-operation between the HKSAR and different provinces and municipalities in the Mainland. He provides dedicated steer in formulating co-operation strategies and initiatives having regard to the principle of complementarity and the development needs of Hong Kong. He acts as the central co-ordination point with B/Ds to ensure that various B/Ds have aligned their individual policy objectives with the HKSAR's overall interests and objectives. He also represents the HKSAR Government in discussing with the provincial and municipal governments in the Mainland on specific co-operation matters. Through DS(CMA)3, the co-operation strategies and initiatives with various provinces and municipalities in the Mainland are being taken forward in an integrated and strategic manner.

17. Under the leadership of DS(CMA)3, PAS(CMA)8 is responsible for strengthening co-operation with the Pan-Pearl River Delta (PPRD) Region, the Municipalities of Shanghai and Beijing, the Sichuan Province and the Chongqing Municipality (paragraphs 20 to 24 below). While DS(CMA)3 is responsible for devising the strategies and tactics in co-ordinating and promoting co-operation with these places, PAS(CMA)8 formulates work plans in conjunction with relevant B/Ds and supervises the implementation progress. Moreover, PAS(CMA)8 oversees the arrangements for senior officials of the HKSAR Government to participate in various activities relating to regional co-operation (including the PPRD Region Co-operation and Development Forum (PPRD Forum), the Hong Kong/Shanghai Economic and Trade Co-operation Conference and the Hong Kong/Beijing Economic and Trade Co-operation Conference, etc.). These arrangements include planning for and executing the logistic arrangements for high level meetings and visits, co-ordinating publicity arrangements and drafting meeting papers, etc.

18. On the other hand, under the guidance of DS(CMA)3, Principal Assistant Secretary for Constitutional and Mainland Affairs (6) (PAS(CMA)6) is responsible for co-operation with Guangdong and the development of Qianhai and Nansha (paragraphs 25 to 29 below).

19. In the coming years, apart from supervising PAS(CMA)8 in discharging the various duties as described in paragraphs 8 to 15 above, DS(CMA)3 will continue to provide strategic guidance and input in pursuit of the on-going and core duties relating to the co-ordination and promotion of regional co-operation with major provinces and municipalities as outlined in the following paragraphs.

Strengthening co-operation with provinces/autonomous region in PPRD Region

20. The PPRD Forum is an important regional co-operation platform comprising nine provinces/autonomous region², the HKSAR and the Macao SAR, and representing around one-third of the population and Gross Domestic Product of the Mainland. With its extensive and close international connections, Hong Kong can perform the role as a conduit for international funds, talents and technology in helping the PPRD provinces/region to implement the development strategy of encouraging two-way flows of investment. The 9th PPRD Forum this year would be hosted by the Guizhou Province. Under the steer of DS(CMA)3, PAS(CMA)8 will actively co-ordinate the HKSAR's participation in the Forum and explore room for further co-operation. In addition, PAS(CMA)8 will study the hosting of the 10th PPRD Forum by the HKSAR in 2014 and commence the related preparatory work.

Co-operation with the Municipalities of Shanghai and Beijing

21. The Hong Kong/Shanghai Economic and Trade Co-operation Conference was convened in Shanghai in January last year. The two sides reached consensus on nine areas of co-operation³ involving 28 co-operation projects. The HKSAR and Shanghai governments and the relevant organisations also signed four co-operation agreements covering commerce and trade, culture, civil service exchange, and hospital management at the Conference. In the next few years, under the leadership of DS(CMA)3, PAS(CMA)8 will co-ordinate relevant bureaux and departments to implement the co-operation projects and agreements, deepen

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² Including Fujian, Jiangxi, Hunan, Guangdong, Guangxi, Hainan, Sichuan, Guizhou and Yunan.

³ Including commerce, trade and investment; financial services; civil aviation, maritime transport and logistics; tourism, convention and exhibition industries; innovation and technology; cultural and creative industries and sports; exchange of professionals; education, medical and health care; and youth and social development.

co-operation in such key areas as financial services and take forward cultural and sports exchange activities. In the recent cases of human infection of Influenza A(H7N9) in the eastern region of the Mainland, PAS(CMA)8 has been working closely with the Hong Kong Economic and Trade Office in Shanghai (the Shanghai ETO) to monitor the developments through close liaison with relevant government authorities and local media as well as tracking of relevant government and media websites, and to keep the relevant bureau abreast of latest developments in a timely manner. Besides, PAS(CMA)8 has been co-ordinating the Shanghai ETO's efforts to issue notices to all Hong Kong residents and enterprises in Shanghai so as to provide them with useful information on the latest developments about cases of human infection and the precautionary measures to take etc.

22. On the other hand, in November last year, the CE and the acting Mayor of Beijing met in Hong Kong to exchange views on further co-operation between the two places, and witnessed the signing of three co-operation agreements covering culture, food safety and hospital management. Apart from overseeing the implementation of these co-operation agreements, DS(CMA)3, underpinned by PAS(CMA)8, will map out, together with relevant B/Ds, the co-operation strategies in the next few years, leveraging the co-operation potential in the areas of culture and creative industries as well as innovation technology.

Co-operation with the Sichuan Province

23. Building on the solid foundation of co-operation arising from Sichuan reconstruction work, Sichuan and Hong Kong have embarked on multi-faceted co-operation. The two places have signed co-operation agreements in six areas including medical and healthcare, education, construction and engineering, tourism, sports and conservation in the Wolong Nature Reserve. The Chief Secretary for Administration visited Sichuan this March and met with the Governor of Sichuan. Both sides agreed to deepen bilateral co-operation upon the basic completion of the reconstruction work. Under the leadership of DS(CMA)3, PAS(CMA)8 will explore room for further co-operation and formulate work plan in conjunction with relevant B/Ds.

Co-operation with the Municipality of Chongqing

24. Chongqing is the only municipality under the direct jurisdiction of the Central Government in the Western Region and inland area of the Mainland. The Chongqing Liangjiang New Area is the third state-level area set up with the approval of the State Council after the Shanghai Pudong New Area and the Tianjin Binhai New Area. We have been actively liaising with various stakeholders in Chongqing, including the municipal government and Hong Kong enterprises in Chongqing, through the Chongqing Liaison Unit established in January last year.

/Through

Through participation in a series of activities, we helped promote the economic and trade ties as well as exchanges in different areas between Hong Kong and Chongqing. DS(CMA)3 will provide policy steer in devising the strategies to promote bilateral exchanges and co-operation in a number of areas. PAS(CMA)8 will work with relevant parties to organise co-operation activities at suitable time.

Strengthening co-operation with Guangdong Province, implementation of the Hong Kong/Guangdong Co-operation Framework Agreement (Framework Agreement)

25. The HKSAR Government will continue to strengthen co-operation with the Guangdong Province and implement the various co-operation initiatives under the Framework Agreement. DS(CMA)3 will provide policy steer on the overall strategies on co-operation with Guangdong and strategic guidance on the implementation of the Framework Agreement. The HKSAR Government will complement important measures introduced by Guangdong.

Taking forward the development of Qianhai and Nansha

26. In June 2012, the Central Government announced in Hong Kong the “Supporting Policies of the Development and Opening up of Qianhai”. DS(CMA)3 will continue to oversee the B/Ds’ efforts in collecting and reflecting to the Shenzhen authorities and relevant ministries views from various sectors on the development policies of Qianhai and the related implementation details. He will also spearhead the HKSAR’s work in actively complementing the Shenzhen authorities’ efforts to lobby for more favourable policies to be implemented in Qianhai

27. The State Council endorsed the “Nansha Development Plan” in September 2012, which sets out the macro development directions for Nansha. DS(CMA)3 will co-ordinate and spearhead the HKSAR’s work in actively complementing the efforts of the governments of the Guangdong Province and Guangzhou Municipality to create more development opportunities in Nansha for various sectors of Hong Kong.

Co-operation with the Macao SAR

28. Hong Kong and Macao have been promoting exchanges and co-operation in areas such as tourism, culture and environmental protection through the Hong Kong Macao Co-operation High Level Meeting. DS(CMA)3 has to provide steer in the agenda setting, offer strategic input in mapping out the co-operation strategies, and oversee the efforts of relevant B/Ds to maintain close exchange and co-operation with the Macao SAR.

Re-organising GPRDBC

29. The Policy Address announced that the GPRDBC would be re-organised to form the “Hong Kong and Mainland Co-operation Advisory Committee”. The new “Hong Kong and Mainland Co-operation Advisory Committee” will have expanded roles and functions covering economic and trade co-operation matters between Hong Kong and all regions in the Mainland. DS(CMA)3 will lead the re-organisation effort and guide the formulation of related proposals. Furthermore, he will provide steer to the work of the secretariat and tender policy advice in relation to the matters discussed by the Committee.

NON-DIRECTORATE SUPPORT

30. To provide necessary support to the abovementioned two proposed directorate posts, we will redeploy staff from the existing establishment of CMAB and convert three supernumerary non-directorate posts into permanent posts, including one Administrative Officer, one Executive Officer I and one Personal Secretary I (PS I) (to support DS(CMA)3). In addition, one supernumerary PS I post will be extended for three years (to support PAS(CMA)8).

ALTERNATIVES CONSIDERED

31. A key area of work for CMAB in the coming few years is to implement a series of new initiatives in the 2013 Policy Address to enhance the functions of the Mainland Offices in order to support Hong Kong residents and enterprises in the Mainland. These include strengthening liaison with Hong Kong residents and groups, setting up new Immigration Division in Chengdu ETO, stepping up policy research, and enhancing communication and publicity. On the other hand, as the HKSAR Government strengthens co-operation with major provinces, municipalities and economic zones in the Mainland, we also need to take forward work relating to regional co-operation continuously. The foregoing involves work on policy formulation, facilitation and implementation. It also involves high level co-ordination and close liaison with the Mainland authorities. We have considered but do not find it feasible to absorb the duties of DS(CMA)3 and PAS(CMA)8 upon the lapse of the two supernumerary posts in end June this year through internal redeployment of existing manpower.

32. At present, there are three Deputy Secretaries (DSs) in CMAB responsible for co-ordinating a full range of important duties under CMAB (the organisation chart of CMAB is at Enclosure 3). Division 1 is headed by the Deputy Secretary for Constitutional and Mainland Affairs (1) (pitched at Administrative Officer Staff Grade B1 (D4)) and underpinned by four Principal Assistant Secretaries (PASs). Their policy portfolios include constitutional development,

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electoral affairs, development of the Political Appointment System, matters relating to the rights of individual and access to information, and providing housekeeping support to the Equal Opportunities Commission and the Office of the Privacy Commissioner for Personal Data. They are already heavily engaged by various reviews related to electoral affairs and work on constitutional development, and duties pertaining to the rights of individual. They have no room to absorb the duties on Mainland co-operation.

33. Division 2 is headed by Deputy Secretary for Constitutional and Mainland Affairs (2) (pitched at AOSGB(D3)) and underpinned by two PASs. Their policy portfolios include matters relating to the exchange and co-operation mechanism with Taiwan, external affairs, implementation of the work to co-ordinate the HKSAR's work to complement the National Five-Year Plans, promotion of the Basic Law, and providing housekeeping support (such as administrative, personnel and resource management matters) to the various Mainland Offices and the Hong Kong Economic, Trade and Cultural Office (HKETCO) in Taiwan. The exchanges and co-operation between Hong Kong and Taiwan on public policies, such as economic and trade, cultural and livelihood issues, are being institutionalised. The Hong Kong-Taiwan Economic and Cultural Co-operation and Promotion Council (ECCPC) and the Taiwan-Hong Kong Economic and Cultural Co-operation Council (THEC) have made significant progress on various fronts, including setting up of the HKETCO by Hong Kong in Taipei; signing of an air services arrangement by the two sides, which increased the flight frequency, number of destinations, and passenger and cargo capacities between Hong Kong and Taiwan; both sides entering into a memorandum of understanding for banking supervisory co-operation by Hong Kong and Taiwan to enhance supervisory co-operation in relation to cross-border banking matters between Hong Kong and Taiwan; and rolling out a number of measures to facilitate visitors for leisure and business from both places. Much work is still needed of the ECCPC and the THEC to take forward the other co-operation areas to bring about further benefits for the people of the two places. Furthermore, the Division is also tasked to assist in the co-ordination of relevant bureaux to follow up on the implementation of the various policy initiatives under the National 12th Five-Year Plan, and to proceed with preparatory work to complement the drafting of the National 13th Five-Year Plan. Having regard to the heavy workload relating to the full range of issues under its portfolio, there is no room for Division 2 to absorb the work of Division 3.

34. Division 3 is headed by DS(CMA)3 and underpinned by two PASs. They are responsible for co-ordinating the efforts to strengthen co-operation with the Mainland in economic and trade and other areas, including the relevant initiatives in the 2013 Policy Address; and co-ordinating and promoting regional co-operation between the HKSAR and relevant provinces and municipalities in the Mainland and the Macao SAR (the major responsibilities have been set out in paragraphs 8 to 29 above).

Encl. 4 35. The existing duties of the abovementioned DSs and PASs are set out in Enclosure 4.

FINANCIAL IMPLICATIONS

36. The present proposals to create one permanent AOSGB post and to retain one supernumerary AOSGC post require a notional annual salary cost at mid-point of \$3,664,800. Details are as follows –

Rank	Notional Annual Salary Cost at Mid-point \$	No. of Posts
AOSGB (D3)	1,968,600	1
AOSGC (D2)	1,696,200	1
Total	3,664,800	2

The full annual average staff cost (including salaries and staff on-costs) required is \$5,230,000.

37. As for the four non-directorate posts mentioned in paragraph 30 above to be created/extended to provide support to the said two directorate posts, the total notional annual salary cost at mid-point is \$2,038,560 and the full annual average staff cost (including salaries and staff on-costs) is \$2,503,000.

38. We have earmarked sufficient provision in the 2013-14 Estimates and will include the necessary provision in the Estimates of subsequent years to meet the requirements of this proposal.

PUBLIC CONSULTATION

39. We have consulted the LegCo Panel on Commerce and Industry on the staffing proposal on 19 March 2013. Members supported the proposal.

ESTABLISHMENT CHANGES

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

/Establishment

Establishment (Note)	Number of posts			
	Existing (as at 1 May 2013)	As at 1 April 2013	As at 1 April 2012	As at 1 April 2011
A*	18 + (2)#	18+(2)	18 + (2)	17 + (2)
B	69	69	63	57
C	59	58	55	52
Total	146 + (2)	145+(2)	136 + (2)	126 + (2)

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

* – excluding supernumerary posts created under delegated authority

– as at 1 May 2013, there was no unfilled directorate post

CIVIL SERVICE BUREAU COMMENTS

41. The Civil Service Bureau supports the proposed creation of the permanent AOSGB post and retention of the supernumerary AOSGC post for a period of three years with effect from 1 July 2013 to implement the key initiatives to strengthen “homeland relationship” in the 2013 Policy Address, and to deepen the regional co-operation between Hong Kong and the Mainland. The grading and ranking of the proposed posts are considered appropriate having regard to the level and scope of responsibilities required.

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

42. The Standing Committee on Directorate Salaries and Conditions of Service has advised that the grading proposed for the DS(CMA)3 post would be appropriate if the proposal was to be implemented. As the post of PAS(CMA)8 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.

**Job Description of
Deputy Secretary for Constitutional and Mainland Affairs (3)**

Post Title : Deputy Secretary for Constitutional and Mainland Affairs (3)

Rank : Administrative Officer Staff Grade B (D3)

Responsible to : Permanent Secretary for Constitutional and Mainland Affairs

Main Duties and Responsibilities –

1. To lead the Mainland Offices to implement the 2013 Policy Address initiatives to enhance the functions of the Mainland Offices so as to better support Hong Kong residents and enterprises in the Mainland, and to supervise the implementation progress of various initiatives.
2. To carry out overall planning on the Hong Kong Special Administrative Region (HKSAR)'s regional co-operation strategies with relevant provinces and municipalities in the Mainland and the Macao SAR, and to maintain close liaison with governments of the relevant provinces, municipalities and SAR.
3. To provide policy steer on the overall strategies on co-operation with Guangdong under the Hong Kong/Guangdong Co-operation Joint Conference, to provide strategic guidance on the implementation of the Framework Agreement on Hong Kong/Guangdong Co-operation and to co-ordinate and spearhead HKSAR's work in complementing the development of Nansha.
4. To provide policy input in and co-ordinate HKSAR Government's co-operation initiatives with Shenzhen under the frameworks of Hong Kong/Guangdong Co-operation Joint Conference and the Hong Kong/Shenzhen Co-operation Meeting, and to spearhead HKSAR Government's co-operation with Shenzhen on the development of modern service industries in Qianhai.
5. To provide policy steer on the overall strategies on co-operation with the Pan-Pearl River Delta (PPRD) Region under the PPRD Region Co-operation and Development Forum.

6. To provide policy steer on the overall strategies on co-operation with the Municipalities of Shanghai and Beijing under the Hong Kong/Shanghai Economic and Trade Co-operation Conference and Hong Kong/Beijing Economic and Trade Co-operation Conference.
7. To provide policy input to the Hong Kong and Mainland Economic Co-operation Advisory Committee, and to reach out to various sectors to tap into their views on co-operation between Hong Kong and the Mainland.

**Job Description of
Principal Assistant Secretary for Constitutional and Mainland Affairs (8)**

Post Title : Principal Assistant Secretary for Constitutional and Mainland Affairs (8)

Rank : Administrative Officer Staff Grade C (D2)

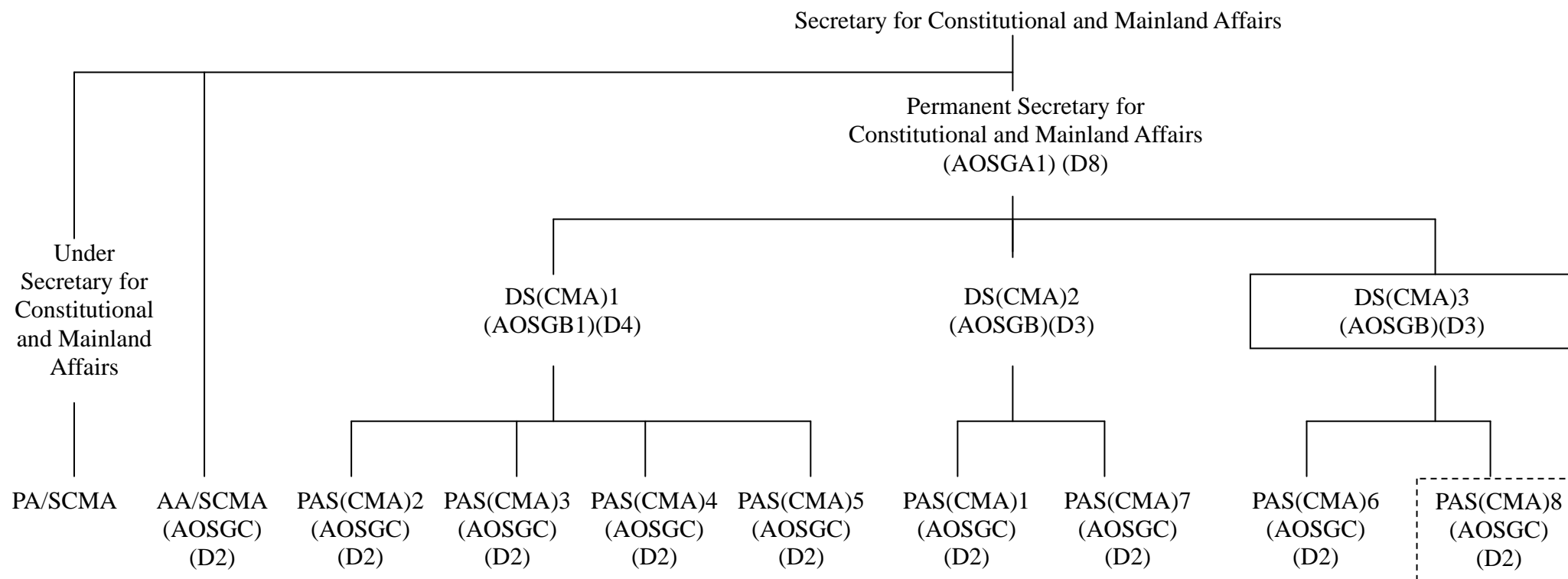
Responsible to : Deputy Secretary for Constitutional and Mainland Affairs (3)

Main Duties and Responsibilities –

1. To formulate strategies and plans to implement the 2013 Policy Address initiatives to enhance functions of the Mainland Offices so as to better support Hong Kong residents and enterprises in the Mainland, including drawing up work targets and guidelines, monitoring the work progress and effectiveness, and reviewing and refining the relevant work from time to time.
2. To take forward the preparatory work for setting up the Hong Kong Special Administrative Region (HKSAR) Government Economic and Trade Office in Wuhan (Wuhan ETO), including liaising with the Central Government and provincial and municipal governments, and handling related administrative work such as application for and deployment of manpower and resources, and arranging for office accommodation, etc.
3. To supervise the operation of the Wuhan ETO, carry out study in and co-ordinate the implementation of the co-operation between Hong Kong and the Central Region.
4. To review the network of the HKSAR Government in the Mainland, study the feasibility of setting up of liaison units in other cities in the Mainland, and consult relevant stakeholders on related matters.
5. To carry out study in rationalising the work of the offices of the HKSAR Government, the Hong Kong Trade Development Council and the Hong Kong Tourism Board in the Mainland, and to provide support to the forum for regular meetings among the three parties.

6. To co-ordinate relevant bureaux and departments to follow up on the co-operation projects in various areas with the Pan-Pearl River Delta (PPRD) Region, provide support to HKSAR Government's participation in the annual PPRD Region Co-operation and Development Forum (PPRD Forum), and explore and make preliminary preparation for applying to host the 10th PPRD Forum.
7. To co-ordinate relevant bureaux and departments to follow up on the co-operation projects in various areas with the Municipalities of Shanghai and Beijing under the Hong Kong/Shanghai Economic and Trade Co-operation Conference and Hong Kong/Beijing Economic and Trade Co-operation Conference respectively, and support the convening of the said two Conferences.
8. To study and formulate co-operation plan with the Sichuan Province in the medium term taking into account existing bilateral co-operation in a number of areas, and co-ordinate the implementation of the relevant co-operation projects.
9. To study and formulate co-operation plan with the Municipality of Chongqing, and co-ordinate the implementation of the relevant co-operation projects.
10. To support the co-operation activities between Hong Kong and other provinces and municipalities in the Mainland, including planning and participating in high level meetings, visits and fora, etc.
11. To handle the follow up actions on cases of seeking assistance by Hong Kong residents in the Mainland.

Organisation Chart of Constitutional and Mainland Affairs Bureau (May 2013)



Legend

- Supernumerary post created from July 2010 to June 2013 and proposed to be converted to a permanent post.
- Supernumerary post created from July 2010 to June 2013 and proposed to be extended for three years up to end-June 2016.

- AA/SCMA – Administrative Assistant to Secretary for Constitutional and Mainland Affairs
- AOSGA1 – Administrative Officer Staff Grade A1
- AOSGA – Administrative Officer Staff Grade A
- AOSGB1 – Administrative Officer Staff Grade B1
- AOSGB – Administrative Officer Staff Grade B
- AOSGC – Administrative Officer Staff Grade C
- DS(CMA) – Deputy Secretary for Constitutional and Mainland Affairs
- PA/SCMA – Political Assistant to Secretary for Constitutional and Mainland Affairs
- PAS(CMA) – Principal Assistant Secretary for Constitutional and Mainland Affairs

Note

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

- BJO:** Director/BJO (AOSGA)(D6), Deputy Director/BJO (AOSGB1)(D4), Assistant Director/BJO (AOSGB)(D2)
- GDETO:** Director/GDETO (AOSGB)(D3)
- SHETO:** Director/SHETO (AOSGB)(D3)
- CDETO:** Director/CDETO (AOSGB)(D3)

Furthermore, the Director of the Hong Kong Economic, Trade and Cultural Office in Taiwan is currently an AOSGB1(D4).

**Duties and Responsibilities of Existing Divisions of
Constitutional and Mainland Affairs Bureau (CMAB)**

There are three divisions in CMAB, each headed by a respective Deputy Secretary (DS), namely the Deputy Secretary for Constitutional and Mainland Affairs (1) (DS(CMA)1), Deputy Secretary for Constitutional and Mainland Affairs (2) (DS(CMA)2), and Deputy Secretary for Constitutional and Mainland Affairs (3) (DS(CMA)3), all of whom are responsible to the Permanent Secretary for Constitutional and Mainland Affairs. The areas of responsibilities of the three divisions are as follows.

Division 1

2. DS(CMA)1 is assisted by four Principal Assistant Secretaries (PASs) whose duties and responsibilities are set out below –

- (a) PAS(CMA)2 is responsible for policies and legislations relating to District Councils and Legislative Council elections; policy response in relation to judicial review cases concerning election systems and election petition cases; housekeeping of the Electoral Affairs Commission and the Registration and Electoral Office; and matters relating to the composition of District Councils.
- (b) PAS(CMA)3 is responsible for policies and legislations relating to constitutional development and voter registration, and co-ordinating related promotion campaigns; policies and legislations relating to Election Committee subsector elections and Chief Executive elections; and matters relating to the development of the Political Appointment System.
- (c) PAS(CMA)4 is responsible for matters relating to protection of privacy; housekeeping of the Office of the Privacy Commissioner for Personal Data; eliminating discrimination against people of different sexual orientation and sexual minorities; following up of relevant Law Reform Commission reports on privacy; and matters relating to Code on Access to Information.
- (d) PAS(CMA)5 is responsible for co-ordination of human rights policy; co-ordination of the United Nations reporting and follow up actions under the Universal Periodic Review mechanism and relevant human rights treaties; housekeeping of the Equal Opportunities Commission; the overall policy relating to promotion of racial equality and the Race Discrimination Ordinance, including the implementation of the “Administrative Guidelines on Promotion of Racial Equality”; and promotion of children’s rights.

/Division 2

Division 2

3. DS(CMA)2 is assisted by two PASs whose duties and responsibilities are set out below –

- (a) PAS(CMA)1 is responsible for co-ordinating and promoting exchange and co-operation between Hong Kong and Taiwan under the platform of Hong Kong-Taiwan Economic and Cultural Co-operation and Promotion Council and Taiwan-Hong Kong Economic and Cultural Co-operation Council, matters relating to Hong Kong and Taiwan relations, and liaison with Taiwan organisations in Hong Kong; matters relating to the conduct of external affairs of the Hong Kong Special Administrative Region (HKSAR) and liaison with the Office of the Commissioner of the Ministry of Foreign Affairs; and matters relating to the co-operation with the Fujian Province and the Economic Zone on the West Coast of the Taiwan Strait.
- (b) PAS(CMA)7 is responsible for the liaison policy and practical matters relating to the relationship between the Central People's Government and the HKSAR Government; co-ordinating the relevant bureaux and departments of the HKSAR Government on the implementation of the relevant contents involving Hong Kong under the National 12th Five-Year Plan and participation in the drafting of the National 13th Five-Year Plan; Basic Law promotion, duties include promoting the Basic Law through production of television and radio programmes and applications for smartphones and the Internet, and holding district activities and handling applications by community organisations under the Promotion of the Basic Law Sponsorship Scheme; providing policy co-ordination and secretariat support to the Basic Law Promotion Steering Committee; providing policy co-ordination and secretariat support to regular meetings of the Steering Committee on Co-operation with the Mainland chaired by the Chief Secretary for Administration; overseeing housekeeping of the Mainland Offices and Hong Kong Economic, Trade and Cultural Office in Taiwan, including support on matters relating to personnel, finance and office operation; and policies and legislation relating to the adaptation of laws.

Division 3

4. DS(CMA)3 is assisted by two PASs whose duties and responsibilities are set out below –

/(a)

- (a) PAS(CMA)6 is responsible for co-ordinating work relating to Hong Kong/Guangdong co-operation, including the implementation of the Framework Agreement on Hong Kong/Guangdong Co-operation and development of Nansha; co-ordinating Hong Kong/Shenzhen co-operation, including development of Qianhai; arranging the HKSAR Government to host, and organising relevant bureaux and departments to participate in, the Hong Kong/Guangdong Co-operation Joint Conference, Hong Kong/Shenzhen Co-operation Meeting and Hong Kong Macao Co-operation High Level Meeting; and providing secretariat support to the Hong Kong and Mainland Economic Co-operation Advisory Committee.

- (b) PAS(CMA)8 is responsible for co-ordinating the implementation of the 2013 Policy Address initiatives to enhance the functions of Mainland Offices; preparing for the setting up of the HKSAR Government Economic and Trade Office in Wuhan; planning and promoting the co-operation between Hong Kong and the Central Region; reviewing the network of Mainland Offices and studying the feasibility of setting up liaison units in other Mainland cities; promoting the co-operation with the Pan-Pearl River Delta (PPRD) Region, the Municipalities of Shanghai and Beijing, the Sichuan Province and the Chongqing Municipality, and co-ordinating arrangements for the Hong Kong/Shanghai Economic and Trade Co-operation Conference, the Hong Kong/Beijing Economic and Trade Co-operation Conference and the PPRD Region Co-operation and Development Forum; matters relating to exchanges and co-operation between the HKSAR and other provinces and municipalities in the Mainland; and handling the follow up actions on cases of seeking assistance by Hong Kong residents in the Mainland.

5. In addition to the above three divisions, the Administrative Assistant to Secretary for Constitutional and Mainland Affairs (SCMA) is responsible for providing administrative support to SCMA as well as handling the Bureau's liaison with the Legislative Council Secretariat.
