

Item 1 : Please provide the relevant parts of the Commission Standing Orders (“CSO”) relating to duty visits applicable during Mr Timothy TONG’s tenure as Commissioner of ICAC and specify the changes that have been made since Mr Timothy TONG left ICAC.

- ICAC11(C) ➤ CSO Part I Chapter 25-06, 25-07 and 26-4 relate to duty visits and the relevant parts of the CSO applicable during Mr Timothy TONG’s tenure as Commissioner of ICAC ~~are attached~~ (English version only). Major changes that have been made since Mr TONG’s departure from ICAC include the following:-

Chapter 25-06

- Visits outside Hong Kong should only be approved when such visits are absolutely necessary in the discharge of the officer’s duties or prominently conducive to the missions and/or function of the Commission.
- The number of officers joining the trip should be kept to the minimum and the duration of the trip should be as short as possible covering only the part of the programmes/sessions pertaining to the official purposes of the visit.
- Officers should avoid participating in any tour programmes arranged by the hosting organisation, which would prolong the duty visit or incur additional public funds, upon completion of the official business.

Chapter 26-04

- The approving authorities for upgrading of duty visits have been clearly stated, including the approving authority for upgrading the Commissioner’s duty passages rest with the Chief Executive (CE).
- Applications to modify an officer's passage for private reasons are normally not allowed unless under exceptional circumstances justifying compassionate consideration. For the Commissioner, prior approval must be obtained from CE and for other officers, the approving authority is the Commissioner.
- Officers should submit to the Supplies Office and Finance Office their request for the booking of passage by using a standard form via their head of department. Officers should not specify the airline and/or flight number, unless prior approval has been given by the approving authority.
- The Supplies Office will only confirm the reservation of air ticket after proper approval for the overseas trip is received.