

Item 16 : Details of ICAC’s policy, rules and guidelines on official entertainment when Mr Timothy TONG was serving as the Commissioner of ICAC; whether there have been any reviews on the policy, rules and guidelines during and after Mr TONG’s tenure, and what changes have been made as a result of such reviews.

- (a) The ICAC follows government policy, rules, and guidelines in drawing up its policy and rules on entertainment functions in the form of the Commission Standing Orders, internal circulars and guidelines. There was no review conducted on the subject during Mr TONG’s tenure as Commissioner of ICAC.
- (b) Our rules require that expenses incurred on official entertainment may be reimbursed if prior approval has been obtained from:
 - (i) the Commissioner: for Commission-wide functions or for entertainments hosted by the Corruption Prevention Department and Administration Branch and for operational liaison lunch with government servants, normally from disciplined services department;
 - (ii) the Deputy Commissioner (being also Head of Operations): for entertainments hosted by the Operations Department; and
 - (iii) the Director of Community Relations: for functions hosted by the Community Relations Department.
- (c) Unless the Commissioner has approved otherwise, the expenditure per person, inclusive of tips, is currently subject to the following ceiling:
 - (i) Operational liaison lunch: \$150
 - (ii) Lunch: \$350
 - (iii) Dinner: \$450
- (d) For meals, light refreshments and drinks served during publicity projects, the project coordinator ranked at Senior Commission Against Corruption Officer or above is the approving authority.
- (e) After a review in May 2013, ICAC issued further guidelines whereby the

number of officers attending the event is restricted to not exceeding the number of guests; and splitting of entertainment bills or charging them to different votes are strictly prohibited. To enhance checks and balances, the guidelines also require that :-

- (i) official entertainment hosted by the Commissioner must be endorsed by Head of Operations;
- (ii) official entertainments hosted by Heads of Department must be approved by the Commissioner;
- (iii) those attended by both the Commissioner and Heads of Department must be checked by Assistant Director/Administration to ensure compliance; and
- (iv) all expenditure items including wines, dessert, snacks etc. served before or after the same event must be included as part of the entertainment expenses.