

Item 17 : Details of the procedure for approving the hosting of official entertainment by the Commissioner of ICAC and other ICAC officers when Mr Timothy TONG was serving as the Commissioner of ICAC; whether there have been any reviews on the procedure during and after Mr TONG's tenure, and what changes have been made as a result of such reviews.

- (a) Entertainments related to ICAC's major events or involving visitors of prominent status are normally discussed at the Commissioner's Weekly Meeting, with others handled by individual Heads of Department. Formal approval from the approving authorities as stated in the reply to Item (16) for entertainment expenditure must be sought in writing in advance with justifications for holding the function, details of the guests invited and officers to attend etc. by the subject officers.
- (b) In June 2008, ICAC introduced a standard form (Form ICAC 569) requesting officers to include beverages, on top of food and tips, in seeking approval and claiming reimbursement of entertainment expenditure.
- (c) After a review in May 2013, ICAC issued further guidelines on official entertainment. With a view to strengthening control over the approval of official entertainment and reimbursement of the relevant expenses, some clarifications were made to the relevant rules and changes to the claim form as described in the reply to Item (16) and Form 569 respectively. Action is also in progress to computerise this workflow.