

**Item 31 : Details of the procedure for approving the bestowing and receipt of gifts 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.**

Bestowing of gifts

- (a) Gifts presented by the Commissioner of ICAC during duty trips outside Hong Kong are normally decided at the pre-trip meetings chaired by the Commissioner. The selection and distribution of gifts are usually decided by the officer who would present them on behalf of the Commission. The subject officers must seek funding approval and certification from the line management for the purchase of gifts and claim for reimbursement of the expenses respectively. The procedure for approving the bestowing of gifts was not reviewed during Mr TONG's tenure. All staff involved will ensure the new guidelines issued in May 2013 are fully complied with.

Receipt of Gifts

- (a) Approval for acceptance of gifts must be sought on a standard application form from the approving authorities as stated in the reply to Item (30).
- (b) Regarding gifts received by the Commissioner, his Personal Assistant will, on his instruction, write a memo to the Personnel Section of the Administration Branch listing out details of the gifts and disposal methods. For items to be personally retained by the Commissioner, Personnel Section will on his behalf seek the Chief Executive's approval, if required.