

ITEM FOR ESTABLISHMENT SUBCOMMITTEE OF FINANCE COMMITTEE

**Head 155 – GOVERNMENT SECRETARIAT :
INNOVATION AND TECHNOLOGY COMMISSION
Subhead 000 Operational expenses**

Members are invited to recommend to Finance Committee the creation of the following permanent post in the Innovation and Technology Commission with effect from 1 April 2014 –

1 Administrative Officer Staff Grade C
(D2) (\$136,550 - \$149,350)

PROBLEM

The supernumerary Administrative Officer Staff Grade C (AOSGC) (D2) post in the Innovation and Technology Commission (ITC) designated as Secretary-General (Testing and Certification) (SG(TC)) will lapse on 1 April 2014. We need to retain this post to provide sustained and dedicated support at the directorate level to assist the Hong Kong Council for Testing and Certification (HKCTC) in formulating strategies and measures in support of the local testing and certification industry and taking forward the measures that the HKCTC recommended to Government earlier.

PROPOSAL

2. We propose to create a permanent post of AOSGC (D2) in the ITC with effect from 1 April 2014 upon the lapse of a supernumerary AOSGC post to provide long-term support to the HKCTC.

/JUSTIFICATION

JUSTIFICATION

Long-term Support to HKCTC and Recognition of its Contributions to the Industry

3. Considering that testing and certification is an industry with good development potentials and a sector where Hong Kong enjoys clear advantages, the HKCTC was established in September 2009 to advise the Administration on the overall strategy to support the development of the industry. In March 2013, after reviewing the progress of the implementation of the three-year development plan formulated in 2010, the HKCTC submitted a Review Report to the Chief Executive.

4. The Report reviewed the latest situation of the testing and certification industry and the progress of measures recommended by the HKCTC. The Administration accepted the Report and agreed that necessary support to the industry should be provided on a long-term basis so as to realise the vision for Hong Kong to develop into a testing and certification hub in the region. The Administration also agreed that the HKCTC has served as a good platform in promoting collaboration among stakeholders and its current mode of operation should continue. The HKCTC's terms of reference, major progress in the implementation of various measures since its establishment in 2009, highlights of the HKCTC's future plans, and latest situation of the industry are summarised at Enclosures 1 and 2 respectively. The Secretariat to the HKCTC served as the executive arm of the HKCTC in implementing these support and promotional measures.

Encls.
1 & 2

Need for a Permanent Post of SG(TC)

5. A dedicated team, headed by SG(TC), has been set up in ITC since September 2009 to provide support to HKCTC and serve as its Secretariat. Against the background set out in paragraphs 3 and 4 above, there is a need to continue to provide the HKCTC with dedicated secretariat support led by a directorate officer for mapping out strategies and implementing measures in support of the testing and certification industry on a long-term basis. The Secretariat for HKCTC and the SG(TC) post are crucial in implementing the measures to support the industry and sustain the momentum gained during the past few years.

6. The current post of SG(TC) is a supernumerary AOSGC post approved by the Finance Committee (vide EC(2009-10)14 and EC(2011-12)8) for the period from 16 March 2010 to 31 March 2014. SG(TC) is currently underpinned by a team of eight non-directorate time-limited civil service posts. As

/the

Encl. 3

the head of the Secretariat, SG(TC) provides a linkage between the Administration and the HKCTC members, and maintains dialogue with the industry. The post-holder also coordinates efforts to further support the development of the industry. The existing organisation chart of the Secretariat is at Enclosure 3.

7. SG(TC), with the support of other staff in the Secretariat, provides direct executive support to the HKCTC. The work of SG(TC) is multi-faceted and major areas of which are described below –

- (a) On the general front, SG(TC) has to implement measures to strengthen the various factors of production including enhancing the manpower situation by attracting and retaining talent through career talks/exhibitions and provision of technical training; as well as encouraging wider use of the Innovation and Technology Fund (ITF) for research and development (R&D) of testing technologies. With the recent completion of a number of ITF projects relevant to the testing and certification industry, SG(TC) will assist the HKCTC and industry practitioners to explore how to apply or make use of the R&D results;
- (b) In respect of the specific trades with good potentials to generate demand for testing and certification services, namely, Chinese medicines, construction materials, food, jewellery, environmental protection, as well as information and communications technologies, SG(TC) will need to support the HKCTC in working together with parties concerned to bring various concepts to reality and to follow up on the initiatives that the HKCTC is taking forward. Some initiatives include –
 - (i) building up/maintaining the testing laboratory's technical capabilities to authenticate Chinese medicines according to the Hong Kong Chinese Materia Medica Standards;
 - (ii) promoting wider acceptance of product certification for construction materials;
 - (iii) promoting a new HACCP^{Note}-based food hygiene standard certification system for the local catering industry, and a database for supporting DNA testing for the authentication of selected high-valued food products;
 - (iv) developing a consolidated set of standard testing methods for Fei Cui;

/(v)

^{Note} HACCP – Hazard Analysis and Critical Control Points

- (v) promoting new certification services for ISO 50001-based energy management system certification and ISO 14064-based greenhouse gas (GHG) validation and verification; and
- (vi) promoting wider use of the ISO 27001-based information security management system certification services;
- (c) SG(TC) will assist the HKCTC in monitoring, reviewing and recommending areas with potentials for exploring new development opportunities, or recommending the HKCTC to consolidate existing endeavours and bringing them into conclusion as and when potentials are adequately explored/exhausted or a specific trade has taken over the initiative promoted by the HKCTC; and
- (d) SG(TC) will need to continue to coordinate efforts from different parties to promote the branding of “Tested in Hong Kong, Certified in Hong Kong” to potential service users both locally and outside Hong Kong.

8. Pursuant to the HKCTC’s recommendation to seek wider recognition of Hong Kong’s testing and certification services in the Mainland, the Secretariat, headed by SG(TC), is liaising closely with relevant Mainland authorities. Since the signing of Supplement VII to the Mainland and Hong Kong Closer Economic Partnership Arrangement (CEPA) in 2010, the Mainland market has been gradually opening up to Hong Kong’s testing and certification services. The liberalisation measures under CEPA will enlist wider recognition of Hong Kong’s testing and certification results by Mainland companies. Government will continue to pursue further liberalisation under CEPA with a view to providing more business opportunities for the trade.

9. Having regard to Government’s policy of promoting the testing and certification industry on a long-term basis, and in view of the substantial content and complexities of the duties involved, we see a genuine need to create a permanent post of SG(TC) at the rank of AOSGC with effect from 1 April 2014 to undertake the tasks described above. The existing and proposed job descriptions of SG(TC) are at Enclosures 4 and 5 respectively.

Encls.
4 & 5

Non-directorate Support

10. In view of operational need and to cope with the workload, we propose to convert the eight existing time-limited non-directorate civil service posts under SG(TC) to permanent posts with effect from 1 April 2014. We also propose to create two new permanent civil service posts in 2014-15 to strengthen secretariat support to the HKCTC. The proposed organisation chart of the Secretariat is at Enclosure 6.

Encl. 6

/ALTERNATIVES

ALTERNATIVES CONSIDERED

11. We have critically examined whether the existing five permanent directorate officers at D2 and above in ITC can be re-deployed to undertake the tasks. However, there is no room for redeployment at the directorate level above D2 and all the three existing Assistant Commissioners at D2 level are already fully engaged in their respective portfolios in promoting the development of innovation and technology. They are heavily engaged in numerous initiatives such as enhancing the support for R&D through ITF, promoting applied R&D and technology transfer to the industry through R&D Centres and ITF, conducting a comprehensive review on the ITF to explore areas for improvement, monitoring the development of Science Park Phase 3, stepping up technology collaboration with Mainland and re-vitalisation of the Industrial Estates. It is operationally not feasible for the existing directorate officers in ITC to take up the additional duties of SG(TC) which require dedicated efforts. The duties of ITC's three existing Assistant Commissioners are attached at Enclosure 7. Regarding the two D2-equivalent staff designated as Science Advisor and Biotechnology Director, who are appointed on non-civil service terms, their main duties are tendering professional and scientific advice on specific areas (such as information and communications technology, foundation industries, new materials, environmental technology, life science etc.) and overseeing relevant projects. It is inappropriate for them to serve the HKCTC Secretariat and take up the work of SG(TC). The existing organisation chart of ITC at the directorate level is at Enclosure 8.
- Encl. 7
- Encl. 8

FINANCIAL IMPLICATIONS

12. The proposed creation of the permanent AOSGC post will require a notional annual salary cost at mid-point of \$1,739,400. The full annual average staff cost, including salaries and staff on-cost, is \$2,503,000.

13. The notional annual salary cost at mid-point of the ten non-directorate posts in the Secretariat is \$4,976,700 and the full annual average staff cost, including salaries and staff on-cost, is \$6,541,000. Subject to the Finance Committee's approval of the above directorate post, we will include sufficient provision in the draft Estimates of the relevant financial years to meet the cost of the proposal.

PUBLIC CONSULTATION

14. On 19 November 2013, we briefed the Legislative Council Panel on Commerce and Industry on the work progress of the HKCTC and consulted Members on the proposed creation of the AOSGC post on a permanent basis to provide sustained support to the HKCTC. Members supported the proposal.

15. Members also noted the progress made over the last four years on various fronts, and considered that the promotion of the testing and certification industry was important. They suggested that additional efforts should be made in seeking wider recognition of Hong Kong's testing results and certification services in the Mainland, and pursuing further liberalisation through CEPA. There was also a suggestion that we should do more on information and communications technologies.

ESTABLISHMENT CHANGES

16. The establishment changes under Head 155 for the last two years are as follows –

Establishment (Note)	Number of posts			
	Existing (as at 1 November 2013)	As at 1 April 2013	As at 1 April 2012	As at 1 April 2011
A	7 + (1) #	7 + (1)	7 + (1)	7 + (1)
B	67	67	51	51
C	115	115	111	111
Total	189 + (1)	189 + (1)	169 + (1)	169 + (1)

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 post

As at 1 November 2013, there was no unfilled directorate post in ITC.

CIVIL SERVICE BUREAU COMMENTS

17. The Civil Service Bureau supports the proposed creation of the permanent AOSGC post in ITC to support the work of the HKCTC and promote the testing and certification industry. The grading and ranking of the proposed post are considered appropriate having regard to the level and scope of responsibilities required.

/ADVISE

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

18. The Standing Committee on Directorate Salaries and Conditions of Service has advised that the grading proposed for the post would be appropriate if the proposal was to be implemented.

Commerce and Economic Development Bureau
December 2013

**Terms of Reference of
Hong Kong Council for Testing and Certification (HKCTC)**

To advise the Chief Executive on —

- (a) the overall development strategy of the industry;
- (b) new business opportunities worth exploring for the industry, having regard to latest developments in the Mainland and overseas markets; and
- (c) measures needed to raise the professional standing and community awareness of the industry.

**Major Progress and Future Plan of
the Hong Kong Council for Testing and Certification
(HKCTC)**

Latest situation of the testing and certification industry, major progress of the implementation of the dual approach since the establishment of HKCTC in 2009, along with highlights of future plans is set out as follows:

LATEST SITUATION

2. Based on the latest available survey results from the Census and Statistics Department, the local testing and certification industry enjoyed good growth during the period from 2009 to 2011¹. During the period, the total number of private independent establishments engaging in testing, inspection and certification activities as their major activities rose from 570 to 600, and the business receipts increased by 25% from about \$8.6 billion to \$10.8 billion. The number of persons employed in the industry has remained stable, registering a slight increase from 12 680 to 13 110 in the period. While the general profitability of the industry would depend very much on the economic situations and regulatory requirements of our major trading partners, the good reputation enjoyed by our industry, its professionalism, and promotion efforts by different parties concerned are core strengths that would ensure its competitiveness. The HKCTC will continue to work closely with the industry to capitalise on these advantages.

IMPROVEMENT ON THE GENERAL FRONT

Accreditation Services

3. The accreditation granted by the Hong Kong Accreditation Service (HKAS) to testing and certification organisations is recognised by over 80 accreditation bodies in about 65 economies.

4. Since September 2009, the HKAS has introduced 13 new accreditation services, including four types of management system certification to cater to the needs of the industry and the community at large. The HKAS is also mindful of community expectations as demonstrated by, for example, its prompt response to public concern over the presence of phthalates (plasticisers) in food in 2011, radioactivity in food and consumer products from Japan following the Fukushima nuclear incident in 2011, and the presence of maleic acid in certain Taiwanese food earlier this year.

/5.

¹ Figures for the whole year of 2012 are not yet available and will be published in early 2014.

5. The HKAS will continue to extend its accreditation service to conformity assessment bodies in new areas, launch new accreditation services where applicable and further strengthen the recognition of our accreditation service.

6. To enhance professional knowledge of local experts and to raise the international profile of Hong Kong's testing and certification industry, the HKCTC and HKAS will continue to organise training, workshops, seminars and conferences. The HKAS will perform its regular reviews and updates accreditation criteria documents to assist accredited organisations in operating to new accreditation and technical standards.

FACTORS OF PRODUCTION

Manpower

7. Since its establishment, the HKCTC, HKAS, other Government departments and public bodies have organised more than 260 training events for practitioners in the testing and certification industry, including 28 that have been held since April this year.

8. To increase students' awareness and understanding of the industry, the HKCTC has also organised 25 career talks for the Vocational Training Council (VTC) and university students, and regularly set up promotion booths on career days at universities. For the first time this year, the HKCTC also arranged secondary school students to visit a local testing laboratory.

9. Starting from 2011, with the co-ordination of the HKCTC, over 300 internship places from accredited testing laboratories have been provided to the VTC and university students. The number of internship places in the summer of 2013 is 140, which is almost double the 77 places offered in 2012.

10. The HKCTC will continue to enhance the manpower situation for the industry by focusing on students and practitioners. To attract and retain talent, the HKCTC will continue to take the role as a liaison channel between academic institutions and the industry. To enhance professionalism, the HKCTC works with different parties to gauge the needs of the industry and provide necessary enhancement opportunities.

11. To enhance professional standards and to encourage continuous learning, the HKCTC will continue to render necessary support to the Professional Certification Scheme for Testing Personnel developed by the Hong Kong Association for Testing, Inspection and Certification with funding support from Government, and the Specification of Competency Standards for Testing, Inspection and Certification Industry under the Qualifications Framework (QF).

Capital and Technology

12. The HKCTC and Innovation and Technology Commission (ITC) have been encouraging wider use of the Innovation and Technology Fund (ITF) and will continue to invite local testing and certification industry to apply for funding to support the research and development (R&D) of new testing technologies. 13 ITF projects for R&D in testing with a total funding of close to \$20 million have been approved since the acceptance of the HKCTC's three-year industry development plan by Government in April 2010.

13. The Hong Kong Productivity Council (HKPC) and Hong Kong Science Park (Science Park) have laboratory facilities and equipment that are open for use by private testing organisations. By using these shared facilities, testing organisations will not need to make substantial capital investments if their business volume for the relevant tests is not high. For example, in 2011, the HKPC set up a new electromagnetic compatibility anechoic chamber which enables local laboratories to test products according to the latest electromagnetic compatibility requirements in Europe. To promote the use of these shared facilities, the HKPC and Science Park together have organised three seminars for the industry since April 2013, and introduced 'Lab Test One', a new one-stop testing and technical support service for local industries.

Land

14. The HKCTC will continue to monitor the situation and will provide feedback from the perspective of the testing and certification industry to relevant Government departments if a suitable opportunity arises, for example where new development sites are being planned.

FOCUSED EFFORT ON SPECIFIC TRADES

15. The HKCTC has identified opportunities to promote the use of testing and certification services in the following six specific trades –

- (a) Chinese medicines;
- (b) construction materials;

/(c)

- (c) food;
- (d) jewellery;
- (e) environmental protection; and
- (f) information and communications technologies.

The selection of the six trades was a consensus reached after consultation with stakeholders in the relevant trades having regard to the respective growth forecast and other relevant information.

Chinese Medicines

16. Since the establishment of the HKCTC in September 2009, the HKAS has expanded accreditation services to cover authentication and testing of Chinese medicines based on Hong Kong Chinese Materia Medica (HKCMM) Standards. As of October 2013, six laboratories have been accredited for tests according to HKCMM Standards as compared to only one accredited facility in 2012.

17. The HKCTC is supporting the industry to build up technical capabilities to authenticate Chinese herbal medicines by physico-chemical methods according to the HKCMM Standards. With the experience gained from the first inter-laboratory comparison exercise in 2012 which 12 local laboratories participated and ten Chinese medicines were covered, the HKCTC is now organising another inter-laboratory comparison exercise. The HKCTC would continue to coordinate inter-laboratory comparison exercises to maintain technical competency of testing laboratories.

18. With funding support from ITF, the HKPC is developing a product certification scheme for Chinese Materia Medica based on HKCMM Standards. The scheme aims to provide traders and suppliers with an effective means of attracting consumers through enhanced quality assurance. The HKCTC will work with the HKPC to promote the service to the traders and suppliers.

Construction Materials

19. Since 2010, the Hong Kong Housing Authority has started to require product certification for ten new types of construction materials² in phases,

/including

² The requirement for product certification for ready-mixed concrete has long been a norm in public works projects.

including fire rated doors, panel wall for partitions, cement products, tile adhesive, ceramic tiles, repair mortar, aluminum window, uPVC drainage pipe and fitting, close-coupled water closet suites as well as mesh reinforcement. The HKAS has already accredited five certification bodies to provide product certification services for seven types of these specified construction materials. Product certification applications from certification bodies for the three remaining products will likely be made in 2014.

20. With the availability of more certified construction materials in the market, the HKCTC will be able to promote wider acceptance of product certification in both public and private construction projects. The HKCTC has also obtained the agreement of the Construction Industry Council (CIC) to help co-ordinate existing product certification scheme owners and to promote and encourage the use of these schemes.

Food

21. The ITF has supported the following initiatives developed by local universities for the benefit of the local food and catering industry –

- (a) the development of a new HACCP³-based food hygiene standard certification system aiming at enhancing food safety culture in local catering industry (especially the small and medium enterprises) has been completed. The HKCTC is working with the scheme developer and the testing and certification industry to promote this scheme; and
- (b) the development of a database for supporting DNA testing for authentication of selected high-valued food products has been completed. The HKCTC is working with the database developer and the testing and certification industry to promote it (e.g. a talk was given at the Food Expo held in August 2013).

Jewellery

22. The HKCTC has sponsored the Gemmological Association of Hong Kong (GAHK) to develop a consolidated set of standard testing methods for Fei Cui (翡翠, or commonly referred to as “jade”). Upon the completion of the project, the HKCTC will work with the GAHK in promoting the standard testing methods.

/Environmental

³ HACCP – Hazard Analysis and Critical Control Points

Environmental Protection

23. The HKCTC has been focusing its efforts on promoting new services for ISO 50001-based energy management system certification as well as ISO 14064-based GHG⁴ validation and verification –

- (a) on certification to ISO 50001, to equip local certification bodies with the necessary technical know-how, the HKAS invited an overseas expert to conduct training in September 2012. To reach out to potential service users, the HKCTC has made use of various publicity channels, including seminars organised by public bodies and trade associations, and talks at local trade fairs. It also plans to organise a technical seminar on energy management system certification in early 2014; and
- (b) on GHG validation and verification, the HKAS invited overseas experts to provide local validation/ verification bodies with technical training in August and September 2012. The HKCTC also co-operated with the Environmental Protection Department and the HKAS to organise a ‘Quality Carbon Audit Practices’ seminar in March 2013, in addition to lining up speakers from the HKAS for other relevant seminars and talks from time to time.

24. The HKCTC has also been liaising with the CIC on the use of accredited verification services under its Carbon Labelling Scheme for Construction Materials launched in 2013. The Scheme benchmarks the carbon footprints of selected construction materials with ‘Carbon Labels’ that range from Grades A to E, assisting end-users (e.g. contractors) to select low-carbon materials as part of their ‘green building’ practices.

Information and Communications Technologies

25. The HKCTC has been promoting ISO 27001-based information security management system (ISMS) certification services. As a first step, the HKCTC has been arranging speakers from the local testing and certification industry and the HKAS to introduce the concepts and advantages of ISMS certification at relevant seminars organised by government departments, professional bodies and trade associations. The HKCTC will continue to gauge the views of the testing and certification industry as well as potential service users before recommending the best way forward in developing this particular sector.

/MAINLAND

⁴ GHG – Greenhouse Gas

MAINLAND MARKET

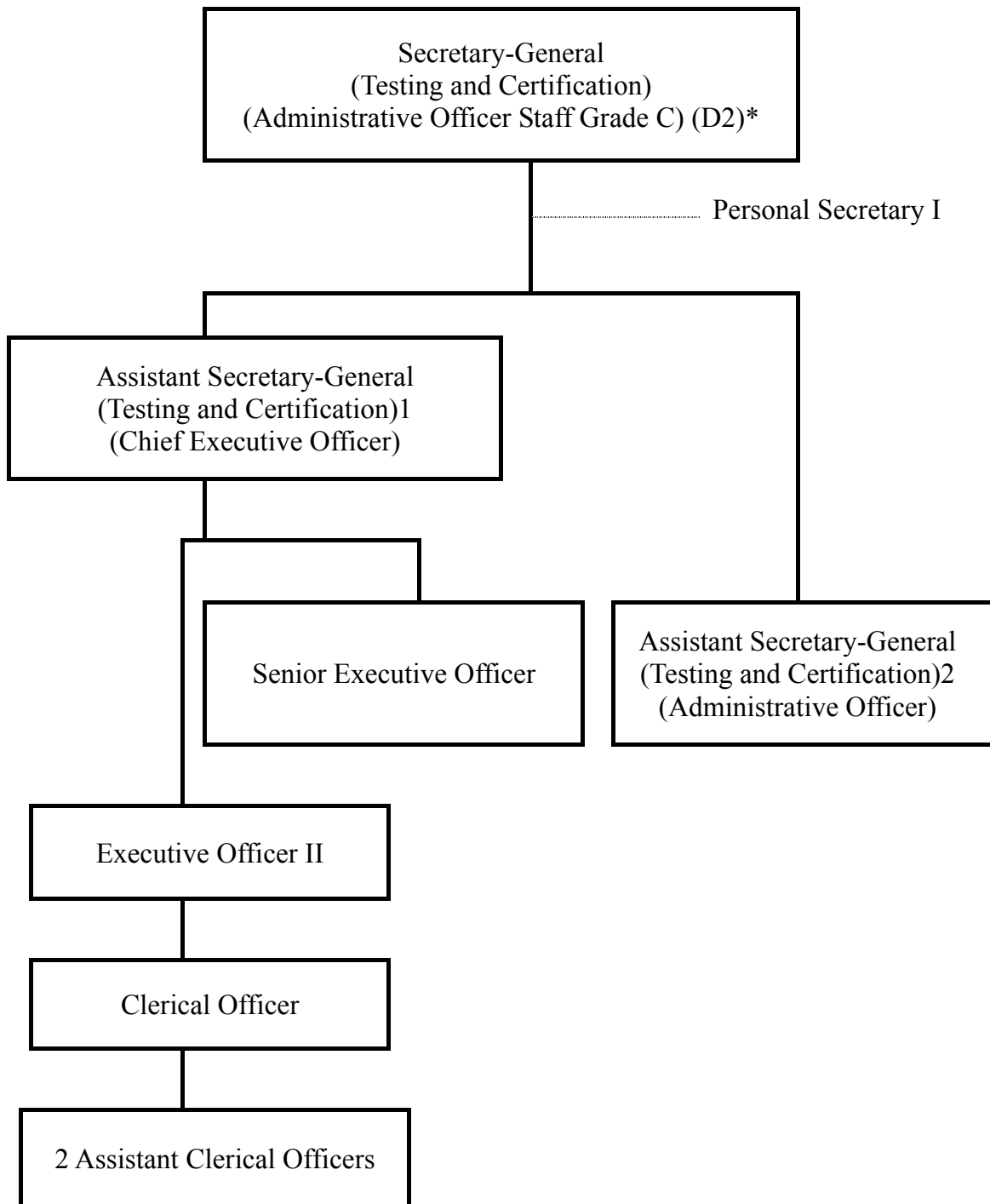
26. Hong Kong testing laboratories accredited by the HKAS are now allowed to co-operate with Mainland certification bodies to undertake testing for the China Compulsory Certification (CCC) System with regard to products processed in Hong Kong. As of October 2013, the HKAS has accredited ten Hong Kong testing laboratories as capable of performing CCC testing. Four of the Hong Kong testing laboratories have since entered into co-operation agreements with Mainland certification bodies for undertaking CCC testing.

27. Supplement X to the Mainland and Hong Kong Closer Economic Partnership Arrangement (CEPA) was signed in August 2013. With effect from 2014, it will allow testing and certification organisations from Hong Kong and Mainland to co-operate in respect of acceptance of testing data, and will allow relevant staff from Hong Kong to provide services on Mainland. The scope of testing services for the purpose of certification that can be undertaken by Hong Kong testing laboratories will be expanded from food to other areas of voluntary product certification on a pilot basis in Guangdong Province. ITC is now discussing with the Certification and Accreditation Administration on the implementation details of these measures, and will continue to pursue further liberalisation under CEPA with a view to providing more business opportunities for the trade.

PROMOTION OF SERVICES

28. The HKCTC will continue to promote ‘Tested in Hong Kong, Certified in Hong Kong’ to potential service users with the assistance from different parties. It started promotional activities in local, Mainland and overseas trade fairs in 2010. Until March 2013, the HKCTC had set up promotional booths in 36 and four trade fairs in Hong Kong and the Mainland respectively. The HKCTC has planned to set up promotional booths at 17 trade fairs in Hong Kong and the Mainland within Financial Year 2013-14. Starting from January 2011, the Hong Kong Trade Development Council also helps by displaying promotional materials at trade fairs outside Hong Kong. Under this arrangement, by March 2014, the HKCTC expects that promotional materials would be arranged at a total of 57 trade fairs outside Hong Kong, of which 20 will be held in the current financial year.

**Organisation Chart of the Secretariat for the
Hong Kong Council for Testing and Certification
(as at 1 November 2013)**



Note : All the posts are either supernumerary or time-limited and will lapse on 1 April 2014.

* Supernumerary post

Existing Job Description
Secretary-General (Testing and Certification)

Rank : Administrative Officer Staff Grade C (D2)

Responsible to : Deputy Commissioner for Innovation and Technology

Main Duties and Responsibilities —

- (a) To head the Secretariat for the Hong Kong Council for Testing and Certification (HKCTC) and provide secretariat support to the HKCTC on the implementation of the first three-year development plan for the industry, which would include:
 - (i) implementing measures to enhance the various factors of production;
 - (ii) working with parties concerned in respect of specific trades with good potential to bring new initiatives to reality; and
 - (iii) promoting Hong Kong's testing and certification services in the Mainland and overseas.
- (b) To assist the HKCTC in reviewing the progress made in its first three-year industry development plan and formulating a new plan to promote further development of the industry.
- (c) To assist the HKCTC in advising the Government on the long-term role of the Council.
- (d) To liaise with the Mainland authorities with a view to drawing up areas of cooperation so as to bring benefits to both sides; and
- (e) To oversee the administration of the Secretariat.

**Proposed Job Description
Secretary-General (Testing and Certification)**

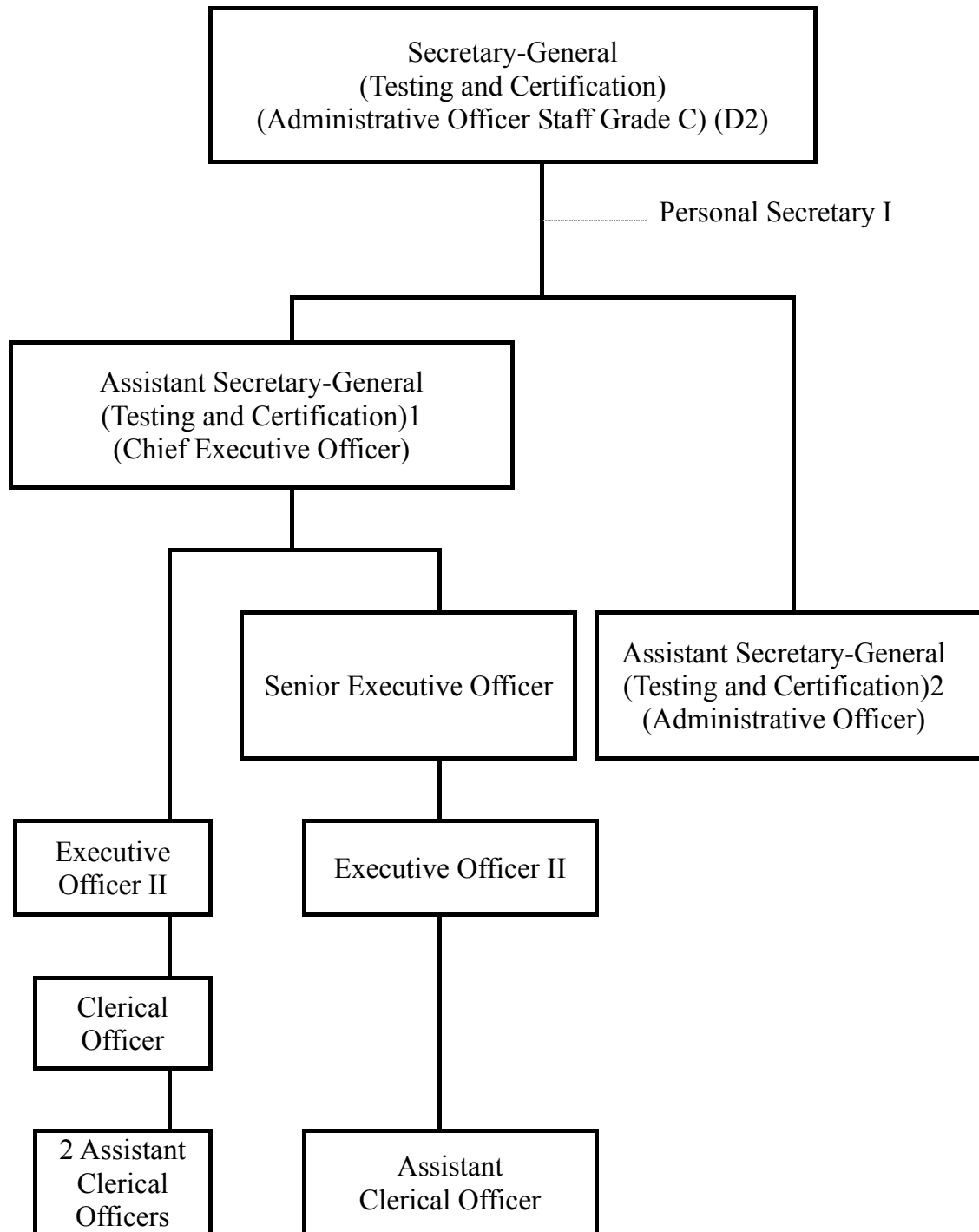
Rank : Administrative Officer Staff Grade C (D2)

Responsible to : Deputy Commissioner for Innovation and Technology

Main Duties and Responsibilities –

- (a) To head the Secretariat for the Hong Kong Council for Testing and Certification (HKCTC) and provide secretariat support to the HKCTC on the implementation of the recommendations of its review report to support further development of the industry, which would include:
 - (i) on the general front – to implement measures to enhance various factors of production;
 - (ii) in respect of specific trades with good potential – to work with parties concerned to bring concept to reality;
 - (iii) seeking wider recognition of Hong Kong’s assessment results in the Mainland and overseas; and
 - (iv) promotion of local testing and certification services inside and outside Hong Kong.
- (b) To assist the HKCTC in monitoring the progress of implementation of measures for further development of the industry, reviewing the work of dedicated panels set up for specific trades, and drawing up recommendations to set up new panels or consolidate/conclude existing panels, as and when appropriate in the light of actual experience.
- (c) To liaise with the Mainland authorities with a view to drawing up areas of cooperation so as to bring benefits to both sides; and
- (d) To oversee the administration of the Secretariat.

**Proposed Organisation Chart of the Secretariat for
the Hong Kong Council for Testing and Certification**



Job Description
Assistant Commissioner (Funding Schemes)

Rank : Administrative Officer Staff Grade C (D2)

Responsible to : Deputy Commissioner for Innovation and Technology

Main Duties and Responsibilities –

- (a) To deal with policy and management matters relating to the Innovation and Technology Fund (ITF) and the Research and Development (R&D) Cash Rebate Scheme.
- (b) To oversee the provision of the ITF.
- (c) To deal with policy and housekeeping matters on Hong Kong Productivity Council.
- (d) To promote university-industry collaboration in R&D projects; and
- (e) To deal with the policy on R&D centres and housekeeping matters on Automotive Parts and Accessory Systems Research and Development Centre and Hong Kong Research Institute of Textiles and Apparel.

Job Description
Assistant Commissioner (Policy and Development)

Rank : Administrative Officer Staff Grade C (D2)

Responsible to : Deputy Commissioner for Innovation and Technology

Main duties and responsibilities –

- (a) To formulate policies on technology collaboration and development;
- (b) To formulate policies and managing the Applied Research Fund and the Small Entrepreneur Research Assistance Programme.
- (c) To service the Hong Kong side of the Mainland and Hong Kong Science and Technology Cooperation Committee under the cooperation framework between the Ministry of Science and Technology of the Central People's Government and the Government of the Hong Kong Special Administrative Region, and to coordinate follow-up actions with government bureaux, departments and other agencies.
- (d) To deal with matters related to Hong Kong's participation in the Pan-Pearl River Delta Joint Conference on Regional Cooperation in Science and Technology.
- (e) To service the Hong Kong side of the Hong Kong-Guangdong Cooperation Joint Conference – Expert Group on Cooperation in Innovation and Technology, and to coordinate follow-up actions with government bureaux, departments and other agencies.
- (f) To service the Hong Kong side of the Shenzhen-Hong Kong Steering Group on Cooperation in Innovation and Technology, and to coordinate follow-up actions with government bureaux, departments and other agencies.
- (g) To deal with matters related to other bilateral, multilateral and regional collaboration on innovation and technology.
- (h) To deal with matters relating to policy and housekeeping matters of the Nanotechnology and Advanced Materials Institute; and
- (i) To promote an innovation and technology culture in business and the community, and to formulate and implementing the Commission's corporate communications strategy and publicity programme.

Job Description
Assistant Commissioner (Infrastructure and Quality Services)

Rank : Assistant Commissioner for Innovation and Technology (D2)

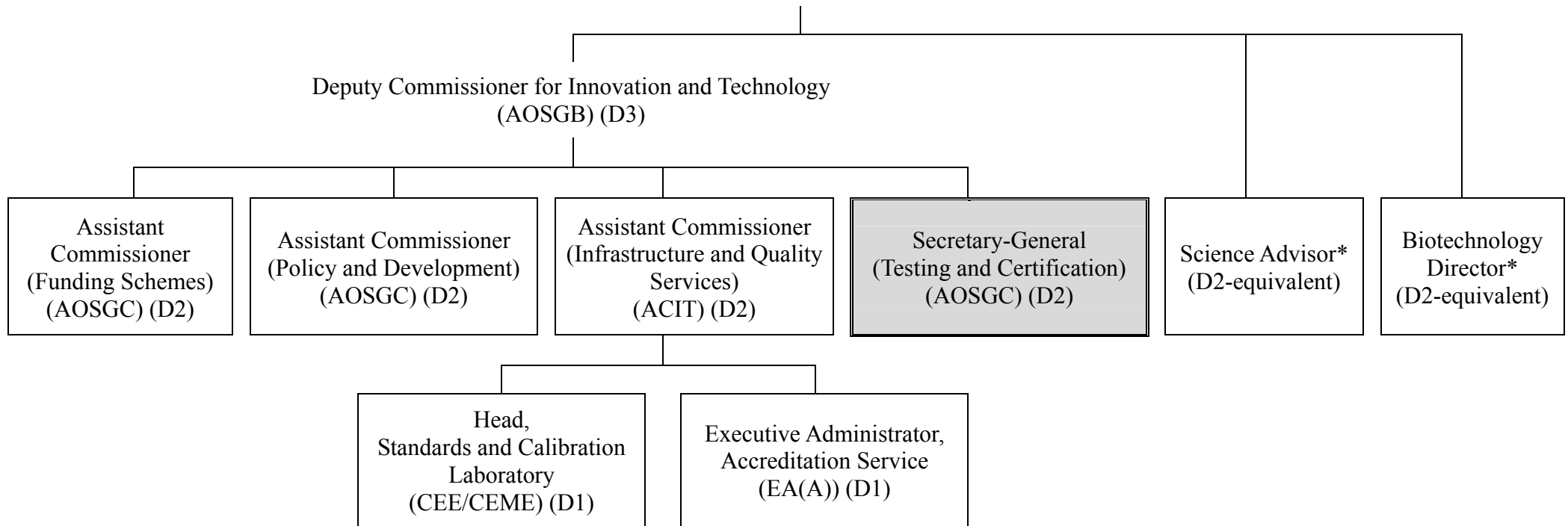
Responsible to : Deputy Commissioner for Innovation and Technology

Main duties and responsibilities –

- (a) To deal with policy, resource and housekeeping matters related to the Hong Kong Science and Technology Parks Corporation, Hong Kong Applied Science and Technology Research Institute Company Limited and Hong Kong R&D Centre for Logistics and Supply Chain Management Enabling Technologies Limited.
- (b) To deal with matters related to technology incubation and techno-entrepreneurship policy and relevant programmes.
- (c) To deal with matters related to human capital and implementing Mainland-related projects for supporting innovation and technology, including providing input to the Admission of Talents Scheme and Admission of Mainland Professionals Scheme.
- (d) To supervise the Quality Services Division in providing accreditation services, standards and calibration services, standards information; and
- (e) To participate in multilateral and regional collaboration efforts on standards and accreditation matters.

**Organisation Chart of Innovation and Technology Commission
(as at 1 November 2013)**

**Commissioner for Innovation and Technology
(CIT) (D6)**



Legend:

- AOSG – Administrative Officer Staff Grade
- ACIT – Assistant Commissioner for Innovation and Technology
- CEE – Chief Electronics Engineer
- CEME – Chief Electrical and Mechanical Engineer
- EA(A) – Executive Administrator (Accreditation)

- * Non-civil service position
- Supernumerary post to be lapsed on 1 April 2014 and proposed creation of a permanent post