

政府總部  
公務員事務局  
香港金鐘添美道 2 號  
政府總部西翼



LC Paper No. CB(4)625/13-14(01)

**CIVIL SERVICE BUREAU  
GOVERNMENT SECRETARIAT**

WEST WING  
CENTRAL GOVERNMENT OFFICES  
2 TIM MEI AVENUE, ADMIRALTY  
HONG KONG

本函檔號 Our Ref.: CSB CSTD I SMD 1-55/1 (2013/2014)

來函檔號 Your Ref.:

電話號碼 Tel. No. : 2231 3851

傳真號碼 Fax No. : 2572 0277

電郵地址 E-mail Address: csbts@csb.gov.hk

網址 Homepage Address: <http://www.csb.gov.hk>

30 April 2014

Clerk to Panel on Public Service  
Legislative Council  
Legislative Council Complex  
1 Legislative Council Road  
Central  
Hong Kong

(Attn.: Ms Anita SIT)

Dear Ms SIT,

**Supplementary Information on  
An Overview of Training and Development for Civil Servants**

When discussing the LegCo Paper “An Overview of Training and Development for Civil Servants” (No. CB(4)379/13-14(03)) at the meeting held on 17 February 2014, Members of the Legislative Council Panel on Public Service requested the Administration to provide additional information on the following items :

- (a) Some details of the national studies programmes in the Mainland including the topics and speakers; and
- (b) The percentage and number of civil servants remunerated on or below MPS Point 16 or equivalent who received training sponsorship under the Training Sponsorship Scheme for Frontline Staff as of the total number of eligible applicants in the civil service.

## **The Administration's Response**

### **I. National Studies Programmes Conducted in the Mainland**

2. The Civil Service Bureau organises national studies programmes in the Mainland for civil servants at various ranks, which include :

- (a) the Chinese Academy of Governance, Tsinghua and Peking University Programmes;
- (b) the Foreign Affairs Studies Programme; and
- (c) the Jinan, Nanjing and Zhejiang University Programmes.

The following paragraphs provide a summary of each of the above programmes.

#### ***Chinese Academy of Governance, Tsinghua and Peking University Programmes***

3. In general, topics covered in the Chinese Academy of Governance, Tsinghua and Peking University Programmes include :

- ◆ China's legal system, the Constitution and the Basic Law of the Hong Kong Special Administrative Region;
- ◆ Government institutional reform and civil service system;
- ◆ Current international landscape and foreign affairs;
- ◆ Macro-economic situation and related policy;
- ◆ Financial services reform and development;
- ◆ Environmental protection policy and management;
- ◆ High technology development and related policy;
- ◆ Ethnic issues;
- ◆ Issues on agriculture and farming;
- ◆ Education reform and development;
- ◆ Social security and employment issues; and
- ◆ Other social issues and policies.

4. Speakers of the programmes include professors and associate professors from various schools/departments of the Chinese Academy of Governance, Tsinghua University and Peking University (including School of

Humanities and Social Sciences, School of Law, School of Public Policy and Management, School of Economics and Management, School of Environment, School of Government, School of International Studies, School of Sociology, Department of History, Department of Environmental Science and Engineering, etc); professors from other universities and research institutes in the Mainland (including the Renmin University of China, the University of National Defence and the Institute of Economics, etc); officials and experts from various ministries/offices (including the Ministry of Education, the Ministry of Environmental Protection, the Ministry of Human Resources and Social Security, the Hong Kong and Macao Affairs Office of the State Council and the China Banking Regulatory Commission, etc).

5. During the training period, participants would visit government departments/agencies and have exchanges with students of the universities where the programmes are conducted. They would also have the opportunities to visit Mainland cities where they would meet with local officials, visit local enterprises and residents to gain a more in-depth understanding of the social development and people's livelihood in different areas of the Mainland.

### ***Foreign Affairs University Programme***

6. Topics covered in the Foreign Affairs University Programme include :

- ◆ Current international landscape and China's foreign policy;
- ◆ China's national defence;
- ◆ Case studies on foreign affairs;
- ◆ Diplomatic protocol; and
- ◆ Diplomatic negotiations and cross-cultural exchanges.

7. Speakers of the programme include professors and associate professors of Foreign Affairs University, officials from the Ministry of National Defence and the Ministry of Foreign Affairs.

### ***Jinan, Nanjing and Zhejiang University Programmes***

8. Topics covered in the Jinan, Nanjing and Zhejiang University

Programmes include :

- ◆ China's legal system, the Constitution and the Basic Law of the Hong Kong Special Administrative Region;
- ◆ Government and civil service system;
- ◆ Current international landscape and foreign affairs;
- ◆ Macro-economic policy and development;
- ◆ Urban development and conservation;
- ◆ Social policies and development; and
- ◆ History and culture.

9. Speakers of the programmes include professors and associate professors from various schools/departments of Jinan University, Nanjing University and Zhejiang University respectively (including School of Economics, School of Law, School of Social and Behavioral Sciences, School of Government, School of Humanities, Department of International Studies, College of Arts, College of Civil Engineering and Architecture, etc); officials from various ministries/offices and experts from research centres (including the Municipal Bureau of Labor and Social Security, the Economic Cooperation Office and the China's Asia-Pacific Economic Research Centre, etc).

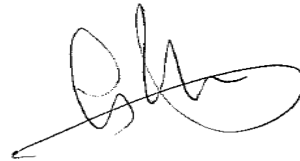
10. During the training period, participants would visit government departments/agencies, local enterprises, major economic and new technology zones where they would have exchanges with experts and officials on the latest development in the Mainland.

## **II. Training Sponsorship Scheme for Frontline Staff**

11. The Training Sponsorship Scheme for Frontline Staff (TSSF) was launched in 2005. Up to March 2014, \$13.8 million has been granted to bureaux/departments for over 5 500 civil servants under the TSSF. Civil servants whose starting salary at their present rank is on Master Pay Scale Point 0 - 16 (or equivalent), including Model Scale 1 staff, are eligible to apply for the scheme. In 2013-14, the number of civil servants who participated in the scheme is 651, representing 0.6% of the total number of eligible applicants (102 423).

12. The TSSF is one of the many training schemes provided for frontline staff. While bureaux and departments provide training to meet job-specific needs, the Civil Service Bureau focuses on training programmes that are best provided by a central training agency, such as language, management and national studies training, which civil servants may attend during office hours. In 2012-13, the average number of training days per frontline staff is 7.29<sup>(Note)</sup>, which is higher than that compared to the average number of training days per civil servant, all levels inclusive, at 7.16. Frontline staff can also apply to their respective bureaux/departments for training sponsorship under Civil Service Regulation 1010 to attend external training courses that are job-related. The TSSF aims at providing additional training support, which operates on a reimbursement basis, to encourage frontline civil servants to pursue continuous learning through undertaking work-related training outside office hours.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'AM', with a long horizontal stroke extending to the left.

(Anthony Mak)  
for Secretary for the Civil Service

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<sup>(Note)</sup> From the currently-available training statistics, the average number of training days per frontline staff at 7.29 is for civil servants at Master Pay Scale Point 0 – 15. Civil servants at Master Pay Scale Point 16 is grouped under the category for staff at Master Pay Scale Point 16 – 33 whose average number of training days is at 7.18. For both categories, the average number of training days are similar.