

**For discussion on
10 March 2014**

LC Paper No. CB(2)988/13-14(03)

Legislative Council Panel on Welfare Services

Upgrading the Commissioner for Rehabilitation post and creating a Principal Executive Officer post in the Rehabilitation Team of the Labour and Welfare Bureau

Purpose

This paper presents the Administration's proposal to upgrade the permanent directorate post of Commissioner for Rehabilitation (C for R) from the existing Senior Principal Executive Officer (SPEO) (D2) rank to Administrative Officer Staff Grade B (AOSGB) (D3) rank and to create a permanent Principal Executive Officer (D1) post in the Rehabilitation Team of the Labour and Welfare Bureau (LWB).

Need to Upgrade the C for R Post

2. The C for R post was created at AOSGC (D2) rank in 1977 and was re-graded to the present SPEO rank (D2) in 2001, having regard to the then prevailing executive, resource management and co-ordination duties of the post.

3. At present, C for R is working in LWB and is reporting to the Deputy Secretary for Labour and Welfare (1) (DS(W)1) (AOSGB1) who in turn reports to the Permanent Secretary for Labour and Welfare (PSLW) (AOSGA1). C for R is responsible for formulating rehabilitation policy for persons with disabilities, and for co-ordinating and facilitating all government bureaux/departments (b/ds), public organisations and non-governmental organisations (NGOs) in the development and provision of rehabilitation services.

4. Owing to the significant development in rehabilitation policies and services for persons with disabilities since the last review of the C for R post in 2001, in particular upon the application of United Nations Convention on the Rights of Persons with Disabilities (the Convention) to the People's Republic of China (PRC), including the Hong Kong Special Administrative Region (HKSAR), since August 2008, there has been substantial growth in terms of both policy content and workload in

C for R's responsibilities. The Administration attaches great importance to promoting the well-being of persons with disabilities. This trend is expected to continue and some examples are provided in (a) to (e) below. The Administration considers that there is an urgent need to upgrade the C for R post from SPEO (D2) to AOSGB (D3) rank.

(a) Implementation of the Convention

5. Under the Convention, HKSAR is required to make proactive efforts in implementing the Convention and submit reports as part of PRC's reports on the implementation of the Convention to the United Nations Committee on the Rights of Persons with Disabilities (UN Committee) on a regular basis. Being the focal point for implementation of the Convention in HKSAR Government, C for R is responsible for co-ordinating an extensive public consultation with the Rehabilitation Advisory Committee (RAC), rehabilitation sector, groups of persons with disabilities, the Legislative Council (LegCo) and all government b/ds for the preparation and submission of HKSAR's report under the Convention; responding to issues raised by the UN Committee upon examination of the report; attending the hearings of the report conducted by the UN Committee; and taking follow-up action having regard to the Concluding Observations of the UN Committee. For effective implementation of the Convention, C for R is also required to step up co-ordination of cross-bureau policies and initiatives, such as promotion of employment of persons with disabilities, continued enhancement of accessibility of built-environment and transport and road facilities, and enhancement of rehabilitation services having regard to the ageing of persons with disabilities, etc.

6. Along with the growing awareness and recognition of the rights of persons with disabilities since 2001, C for R is expected to continue representing the HKSAR Government at various international and regional conferences and inter-governmental meetings convened by the United Nations Economic and Social Commission for Asia and the Pacific (UNESCAP) on issues pertaining to the rights and well-being of persons with disabilities for establishing contacts with the United Nations, other governments and civil societies for international and regional cooperation, and keeping abreast of the international trends and emerging issues in the rehabilitation field. C for R is not only required to lead or join the HKSAR delegation for these events, but also to co-ordinate the follow-up action and submission of progress reports in fulfilment of the international obligations. The HKSAR Government has also been requested by UNESCAP and other international organisations to host international conferences on specific areas to promote regional co-operation in enhancing the well-being of persons with disabilities. C for R will need to take up the liaison, co-

ordination and organisation of such international events with relevant government b/ds, public organisations and other stakeholders.

(b) Legislative work

7. To keep pace with the changing circumstances and growing public expectations, C for R will continue to be heavily involved in a number of legislative exercises in the coming years. These will include a review by the Law Reform Commission of the scope of the enduring power of attorney (EPA) under the EPA Ordinance (Cap. 501) recommending, inter alia, expansion of the powers of Guardianship Board¹ for safeguarding the rights of the mentally incapacitated persons; amendments to the Disability Discrimination Ordinance to keep up with present-day circumstances in light of operational experience and to facilitate extension of the public transport concessions to other modes of transport; and a review of the Design Manual: Barrier Free Access, which prescribes mandatory design requirements and best practices for the provision of barrier-free access and facilities, and subsequent amendments to the Building (Planning) Regulations, which set out the statutory design requirements and standards of barrier-free facilities of building environment, in light of technology advancement, rising public expectations and operational experience.

(c) Planning for the provision of rehabilitation services to meet changing demand

8. In view of the rising public expectations following the application of the Convention to Hong Kong and the ageing of persons with disabilities, there has been growing demand for rehabilitation services. The Administration has undertaken to increase about 6 200 rehabilitation service places during the term of this Government and to implement a Special Scheme on Privately Owned Sites for Welfare Uses (the Special Scheme) to provide, inter alia, some 8 000 additional places² for rehabilitation services in the next five to ten years or more along with various initiatives to increase the supply of health care manpower for the rehabilitation sector. A host of measures will also be introduced to strengthen the support for persons with disabilities and their families/carers. Apart from overseeing the effective implementation of these initiatives,

¹ Subvented by LWB, the Guardianship Board is a legal quasi-judicial tribunal established in accordance with Part IVB of Mental Health Ordinance to consider and determine applications for the appointment of guardians of mentally incapacitated persons who have attained the age of 18 years.

² This figure is based on the rough estimation of the applicant organisations and will be subject to adjustment in light of technical feasibilities and the discussion between the Social Welfare Department (SWD) and the applicant organisations on the service provision.

C for R will be required to take part in conducting further reviews and formulating suitable plans to fill service gaps and re-engineer the service delivery mode having regard to changing circumstances.

(d) Monitoring the implementation of the Licensing Scheme for Residential Care Homes for Persons with Disabilities

9. A statutory licensing scheme was introduced since November 2011, through the enactment of the Residential Care Homes (Persons with Disabilities) Ordinance (RCHD Ordinance). As complementary measures to the licensing scheme, we have also launched a Pilot Bought Place Scheme for private RCHDs to facilitate market development and enhancement of service quality, and a Financial Assistance Scheme to provide subsidies to RCHDs to carry out improvement works for compliance with the licensing requirements in building and fire safety. C for R will need to continue monitoring the market development and effectiveness of existing complementary measures and introduce enhanced measures where required. C for R will also be required to formulate sustainable strategies to ensure service quality of RCHDs on the one hand, and facilitate the market to develop more service options on the other.

(e) Assessment and implementation of proposed initiatives by the Commission on Poverty

10. The Commission on Poverty (CoP) has been reinstated under the chairmanship of the Chief Secretary for Administration since early 2013 to combat poverty. A Special Needs Groups Task Force has been formed under CoP to review existing policies, conduct in-depth studies on specific areas and draw up appropriate policies and corresponding measures pertaining to the well-being and social inclusion of the disadvantaged groups, including persons with disabilities. Being a member of the Task Force, C for R is tasked to serve the Task Force on matters relating to persons with disabilities. In this regard, a Charter and Recognition Scheme was launched by LWB in September 2013 to encourage the Government, subvented and public bodies and the private sector in implementing a host of measures to promote the employment of persons with disabilities. This is a territory-wide and ongoing initiative which requires substantial planning, co-ordination, publicity and monitoring efforts by C for R.

11. The existing and proposed job descriptions of the upgraded C for R post are at **Annexes A and B** respectively.

Creation of a PEO post

12. The above developments and additional responsibilities have not only necessitated the creation of a senior directorate post at AOSGB (D3) rank to replace the present SPEO (D2) rank to steer the policy formulation and strategic development directions in respective rehabilitation services, but also generated substantial additional workload for the entire Rehabilitation Team in LWB. In order to allow C for R sufficient time to focus on the increasingly complex and onerous rehabilitation policies and to enhance co-ordination of cross-bureau policies and initiatives at senior directorate level for effective implementation of the Convention, the Administration considers that a PEO post (D1) should be created on a permanent basis in the Rehabilitation Team to assist C for R to discharge the growing responsibilities required of the Team. In particular, the PEO is required to take over a wide range of executive, resource management and coordination duties from C for R including:

- (i) to coordinate, plan and implement a number of public education activities on rehabilitation services, in collaboration with stakeholders, including RAC, various NGOs, public organisations, local organisations and self-help groups of persons with disabilities to raise public awareness of the rights and needs of persons with disabilities with a view to ensuring that they can participate in full and enjoy equal opportunities both in terms of their social life and personal growth;
- (ii) to plan, monitor and review the subvention to and performance of the relevant subvented organisations, including the three Shine Skills Centres of the Vocational Training Council, Guardianship Board, Environmental Advisory Service and Rehabus service;
- (iii) to oversee the Rehabilitation Team's effort in providing secretariat support to RAC and its Sub-committees, and the Council of the Queen Elizabeth Foundation for the Mentally Handicapped; and
- (iv) to advise on the vetting of applications from rehabilitation NGOs and other organisations for financial assistance from charitable funds, including the S K Yee Fund the Disabled, for implementing projects to enhance the well-being of persons with disabilities.

13. In addition, the PEO is required to assist C for R in the strategic

planning and development of rehabilitation policies and initiatives; co-ordinating with government b/ds, public organisations and NGOs in implementation the Convention; overseeing the increasing provision of rehabilitation services for persons with disabilities by SWD; receiving important visitors, both local and overseas; liaising with community leaders and stakeholders for seeking views and explaining Government's position on key rehabilitation issues; attending regional and international conferences, forums and meetings for establishing contact with overseas governments, NGOs and civil societies as well as keeping abreast of the international trends on rehabilitation issues, etc. The proposed job description of the PEO post is at **Annex C**.

Non-directorate Support

14. To support the upgraded C for R post and the new PEO post and to cope with the increasing workload of the Rehabilitation Team, we will also create four non-directorate posts in the Rehabilitation Team, including one Senior Executive Officer, one Executive Officer II, one Personal Secretary II and one Clerical Assistant posts.

Re-distribution of duties of Deputy Secretaries in LWB

15. Upon the proposed upgrading of the C for R post, C for R will occupy an AOSGB (D3) post and he/she will report to PSLW instead of DS(W)1 as referred to in paragraph 3 above. DS(W)1 will take over from DS(W)2, the other deputy secretary in LWB, the policy responsibilities for the Child Development Fund, short-term food assistance service and Employment in One-stop programme while continuing to have a wide span of policy responsibilities under her existing purview. The existing and proposed job descriptions of DS(W)1 are at **Annexes D and E**. DS(W)2, whose post is pitched at the AOSGB (D3) rank, will continue to oversee a number of complex reviews and a host of new initiatives on social security and elderly services, including a review of the Disability Allowance Scheme, enhanced measures under the Comprehensive Social Security Assistance Scheme, Low Income Working Family Assistance, Community Care Service Voucher for the Elderly, residential service voucher for the elderly, elderly services programme plan, and pilot project on elderly carer allowance, etc. The existing and proposed job descriptions of DS(W)2 are at **Annexes F and G**.

16. The existing and proposed organisation charts of LWB showing the C for R and proposed PEO posts are at **Annexes H and I respectively**.

An organisation chart of the Rehabilitation Division showing the proposed upgrading and creation of posts is at **Annex J**.

Alternatives Considered

17. We have critically examined the possibility of redeploying the existing directorate posts in LWB to share out the responsibilities of the current C for R post and the rest of the Rehabilitation Team, but find this not practically feasible. As the two DSs and all other Principal Assistant Secretaries (PASs) in LWB are fully engaged in their own schedules of duties, it is operationally not possible for them to take up the tasks without adversely affecting the discharge of their current duties. The major responsibilities of other PASs in LWB are given at **Annex K**.

Financial Implications

18. The net additional notional annual salary cost of the proposal at mid-point is \$1,744,800. The full annual average staff cost, including salaries and staff on-cost, is \$2,550,400. A breakdown of the net additional notional annual salary cost of the proposal at mid-point is as follows–

Rank	Notional annual salary cost at mid-point	No. of post
	\$	
Posts to be created		
AOSGB (D3)	2,019,000	1
PEO (D1)	1,465,200	1
Post to be offset		
SPEO (D2)	(1,739,400)	(1)
Total	1,744,800	1

19. For the four non-directorate civil service posts mentioned in paragraph 14 above, the notional annual salary cost at mid-point is \$1,653,600 and the full annual average staff cost, including salaries and staff on-cost, is \$2,358,700.

20. We have included the necessary provision in the 2014-15 Draft Estimates and will include the necessary provision in the Estimates of subsequent years to meet the cost of this proposal.

Advice Sought

21. We see a strong need for the proposed upgrading of the C for R post and creation of the PEO post urgently and plan to submit the proposal to the LegCo's Establishment Subcommittee at its meeting on 30 April 2014 and then to the Finance Committee on 16 May 2014. Members are invited to note and comment on this proposal.

Labour and Welfare Bureau
March 2014

**Existing Job Description
Commissioner for Rehabilitation
Rehabilitation Team, Labour and Welfare Bureau**

Rank:	Senior Principal Executive Officer (D2)
Responsible to:	Deputy Secretary for Labour and Welfare (1) (Administrative Officer Staff Grade B1; D4)
Main Duties and Responsibilities-	
1.	To formulate and review the overall development strategy for rehabilitation policies and programmes.
2.	To promote and co-ordinate implementation of the United Nations Convention on the Rights of Persons with Disabilities and Hong Kong Rehabilitation Programme Plan among government bureaux/ departments, public bodies and non-governmental organisations (NGOs), including co-ordinating and monitoring the delivery of rehabilitation services and public education activities on rehabilitation by government departments.
3.	To review and monitor the application of the Disability Discrimination Ordinance; Part IVB of the Mental Health Ordinance; Building (Planning) Regulations under the Buildings Ordinance; and the Residential Care Homes (Persons with Disabilities) Ordinance.
4.	To attend and prepare submission for the meetings of the Legislative Council and its committees, sub-committees and panels on rehabilitation policy matters and take necessary follow-up actions.
5.	To represent the Bureau on boards, committees, international and regional conferences, meetings and events, etc. with regard to rehabilitation issues.

6.	To review and monitor the spending, cost-effectiveness and performance of subvented services, including the Rehabus services, three Shine Skills Centres of the Vocational Training Council, Guardianship Board and Environmental Advisory Service and oversee the operation of the Queen Elizabeth Foundation for the Mentally Handicapped etc.
7.	To ensure that the Rehabilitation Advisory Committee, its Subcommittees and Working/Focus Groups are provided with the necessary secretariat support and advice to conduct their business.
8.	To supervise the staff of the Rehabilitation Team and oversee operation of the Central Registry for Rehabilitation; and recommend applications from NGOs and other organisations for financial assistance from charitable funds, including the S K Yee Fund for the Disabled, to implement projects for enhancing the well-being of persons with disabilities.

**Proposed Job Description
Commissioner for Rehabilitation
Rehabilitation Team, Labour and Welfare Bureau**

Rank:	Administrative Officer Staff Grade B (D3)
Responsible to:	Permanent Secretary for Labour and Welfare (Administrative Officer Staff Grade A1; D8)
Main Duties and Responsibilities-	
1.	To formulate and review the overall development strategy for rehabilitation policies and programmes.
2.	To oversee and enhance the co-ordination among government bureaux/ departments, public bodies and non-governmental organisations (NGOs) on implementation of the United Nations Convention on the Rights of Persons with Disabilities and Hong Kong Rehabilitation Programme Plan, including monitoring the delivery of rehabilitation services by government departments.
3.	To oversee and co-ordinate as required cross-bureau issues pertaining to the rights and well-being of persons with disabilities.
4.	To provide policy input in the formulation and review of policies and programmes on social rehabilitation, barrier-free environment and employment of persons with disabilities etc. and to oversee and co-ordinate for their effective implementation by relevant government departments.
5.	To review and monitor the application of the Disability Discrimination Ordinance; Part IVB of the Mental Health Ordinance; Building (Planning) Regulations under the Buildings Ordinance; and the Residential Care Homes (Persons with Disabilities) Ordinance.
6.	To attend and prepare submission for the meetings of the Legislative Council and its committees, sub-committees and panels on rehabilitation policy matters and take necessary follow-up actions.
7.	To represent the Bureau on boards, committees, international and regional conferences, meetings and events, etc. with regard to rehabilitation issues.

**Proposed Job Description
Principal Executive Officer
Rehabilitation Team, Labour and Welfare Bureau**

Rank:	Principal Executive Officer (D1)
Responsible to:	Commissioner for Rehabilitation
Main Duties and Responsibilities-	
1.	To assist the Commissioner for Rehabilitation in development and review of rehabilitation policies and programmes; and co-ordination among government bureaux/departments, stakeholders and counterparts on implementation of the United Nations Convention on the Rights of Persons with Disabilities in Hong Kong and the Hong Kong Rehabilitation Programme Plan.
2.	To co-ordinate and monitor the delivery of public education activities on rehabilitation.
3.	To plan, monitor and review the spending, cost-effectiveness and performance of the subvented services delivered by the three Shine Skills Centres of the Vocational Training Council, Guardianship Board, Environmental Advisory Service and Rehabus.
4.	To ensure that the Council of Queen Elizabeth Foundation for the Mentally Handicapped (QEFMH) is provided with the necessary secretariat support and advice to conduct their business.
5.	To liaise with and handle enquiries from the Legislative Council, media, NGOs and members of the public.
6.	To supervise the staff of the Rehabilitation Team in provision of secretariat service to the Rehabilitation Advisory Committee, its Subcommittees and Working/Focus Groups; oversee operation of the Central Registry for Rehabilitation; and recommend applications from NGOs and other organisations for financial assistance from charitable funds, including the S K Yee Fund for the Disabled, to implement projects for enhancing the well-being of persons with disabilities.

Annex D

Existing Job Description Deputy Secretary (Welfare)1 Labour and Welfare Bureau

Rank:	Administrative Officer Staff Grade B1 (D4)
Responsible to:	Permanent Secretary for Labour and Welfare (PSLW) (Administrative Officer Staff Grade A1; D8)
Main Duties and Responsibilities-	
1.	To oversee policy work on social welfare provision including planning, subvention and manpower; welfare services for families, children and young people; rehabilitation services for young offenders; combating domestic violence and child abuse; social capital development, relevant funds and war veterans.
2.	To oversee policy work on the promotion of the well-being and interests of women in Hong Kong.
3.	To oversee policy work on manpower planning, vocational training and retraining.
4.	To oversee policy work on rehabilitation of persons with disabilities.
5.	To oversee the implementation, extension and review of the Public Transport Fare Concession Scheme for the Elderly and Eligible Persons with Disabilities.
6.	To attend meetings of the Legislative Council panels and represent the Bureau on boards, committees, international and regional conferences, meetings and events, etc.
7.	To oversee the resource management and administration functions of the Bureau.
8.	To co-ordinate cross-divisional policy issues within the Bureau and represent the Bureau in liaison with government bureaux/departments on policy issues cutting across policy bureaux of the Government.

**Proposed Job Description
Deputy Secretary (Welfare)1
Labour and Welfare Bureau**

Rank:	Administrative Officer Staff Grade B1 (D4)
Responsible to:	Permanent Secretary for Labour and Welfare (PSLW) (Administrative Officer Staff Grade A1; D8)
Main Duties and Responsibilities-	
1.	To oversee policy work on social welfare provision including planning, subvention and manpower; welfare services for families, children and young people; rehabilitation services for young offenders; combating domestic violence and child abuse; social capital development, relevant funds and war veterans.
2.	To oversee policy work on the promotion of the well-being and interests of women in Hong Kong.
3.	To oversee policy work on manpower planning, vocational training and retraining.
4.	To oversee the implementation, extension and review of the Public Transport Fare Concession Scheme for the Elderly and Eligible Persons with Disabilities.
5.	To oversee policy work relating to Child Development Fund, short-term food assistance service and Employment in One-stop programme.
6.	To attend meetings of the Legislative Council panels and represent the Bureau on boards, committees, international and regional conferences, meetings and events, etc.
7.	To oversee the resource management and administration functions of the Bureau.
8.	To co-ordinate cross-divisional policy issues within the Bureau and represent the Bureau in liaison with government bureaux/departments on policy issues cutting across policy bureaux of the Government.

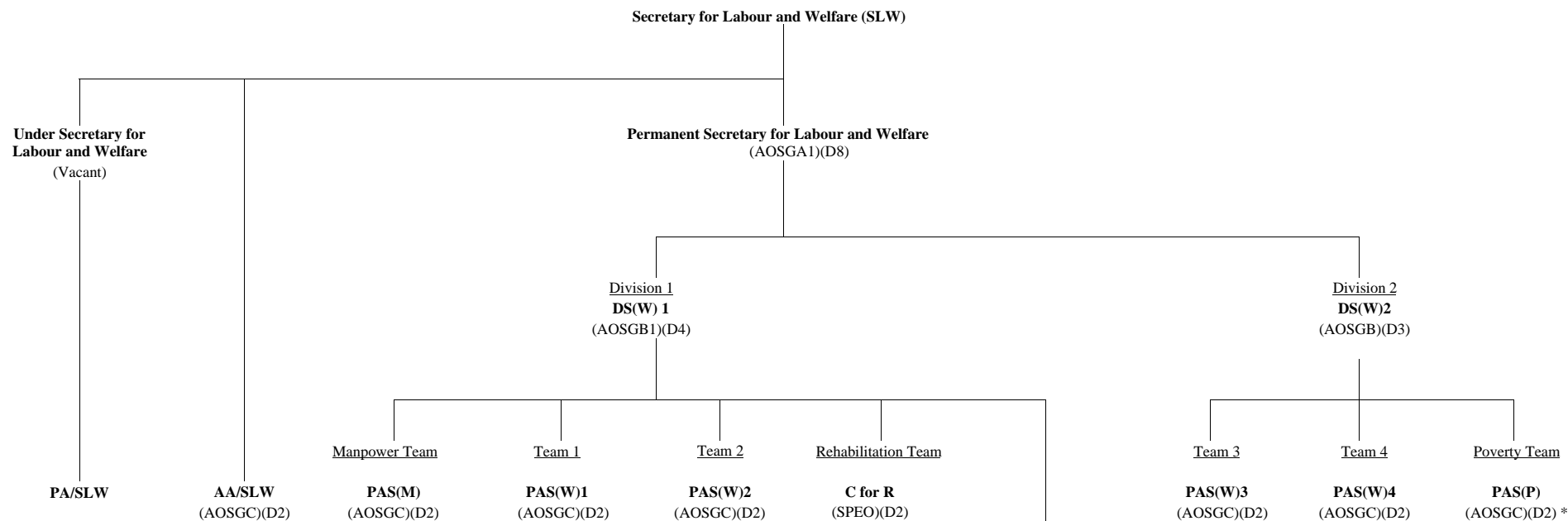
**Existing Job Description
Deputy Secretary (Welfare)²
Labour and Welfare Bureau**

Rank:	Administrative Officer Staff Grade B (D3)
Responsible to:	Permanent Secretary for Labour and Welfare (Administrative Officer Staff Grade A1; D8)
Main Duties and Responsibilities-	
1.	To oversee policy work on social security, including the Comprehensive Social Security Assistance Scheme, the Social Security Allowance Scheme and the promotion of welfare to work.
2.	To oversee policy work on the care for the elderly, including promoting active ageing, long-term care services, covering both residential and community care services, carers' support and training, and support for hidden and vulnerable elders.
3.	To oversee policy work on the poverty alleviation work of the Bureau, including the Child Development Fund, short-term food assistance service, Employment in One-stop programme, and employment assistance programmes under the Comprehensive Social Security Assistance Scheme, and formulation of new poverty alleviation initiatives in the area of social welfare.
4.	To attend meetings of the Legislative Council panels and represent the Bureau on boards, committees, meetings and events, etc.

**Proposed Job Description
Deputy Secretary (Welfare)²
Labour and Welfare Bureau**

Rank:	Administrative Officer Staff Grade B (D3)
Responsible to:	Permanent Secretary for Labour and Welfare (PSLW) (Administrative Officer Staff Grade A1; D8)
Main Duties and Responsibilities-	
1.	To oversee policy work on social security, including the Comprehensive Social Security Assistance Scheme, the Social Security Allowance Scheme and the promotion of welfare to work.
2.	To oversee policy work on the care for the elderly, including promoting active ageing, long-term care services, covering both residential and community care services, carers' support and training, and support for hidden and vulnerable elders.
3.	To oversee policy work on the poverty alleviation work of the Bureau, including the employment assistance programmes under the Comprehensive Social Security Assistance Scheme, and formulation of new poverty alleviation initiatives in the area of social welfare.
4.	To attend meetings of the Legislative Council panels and represent the Bureau on boards, committees, meetings and events, etc.

Existing Organisation Chart of the Labour and Welfare Bureau

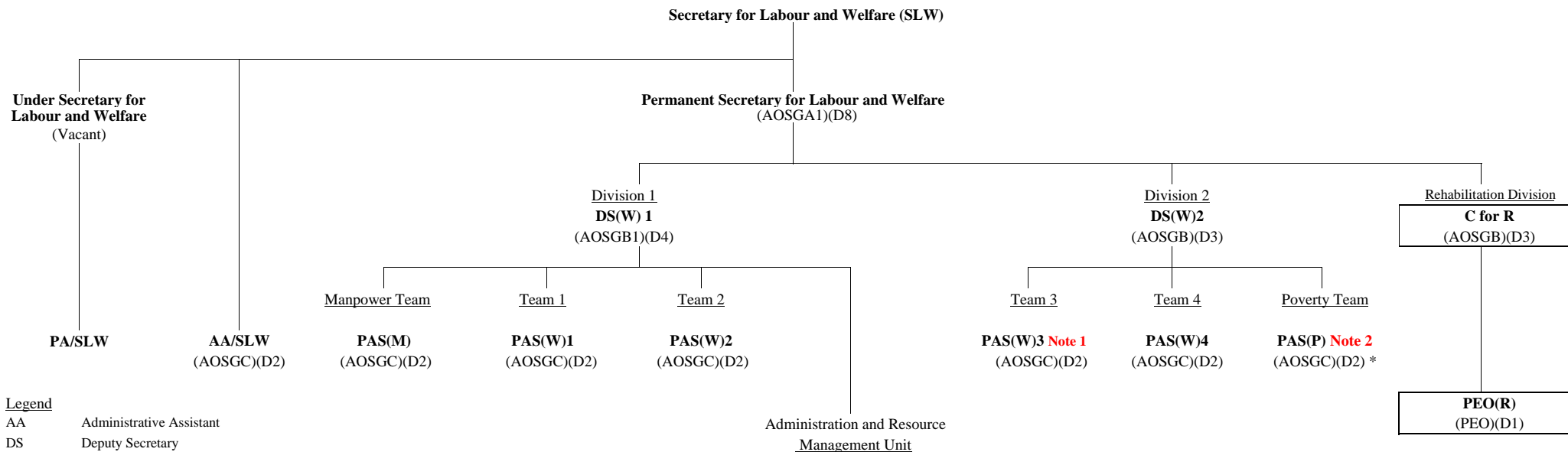


Legend

- AA Administrative Assistant
- DS Deputy Secretary
- PAS Principal Assistant Secretary
- C for R Commissioner for Rehabilitation
- AOSGA1 Administrative Officer Staff Grade A1
- AOSGB1 Administrative Officer Staff Grade B1
- AOSGB Administrative Officer Staff Grade B
- AOSGC Administrative Officer Staff Grade C
- SPEO Senior Principal Executive Officer
- PA Political Assistant to Secretary for Labour and Welfare

- M Manpower
- P Poverty
- W Welfare
- R Rehabilitation
- * Supernumerary AOSGC post up to 30.6.2017

Proposed Organisation Chart of the Labour and Welfare Bureau



Legend

- AA Administrative Assistant
- DS Deputy Secretary
- PAS Principal Assistant Secretary
- C for R Commissioner for Rehabilitation
- AOSGA1 Administrative Officer Staff Grade A1
- AOSGB1 Administrative Officer Staff Grade B1
- AOSGB Administrative Officer Staff Grade B
- AOSGC Administrative Officer Staff Grade C
- PEO Principal Executive Officer
- PA Political Assistant to Secretary for Labour and Welfare

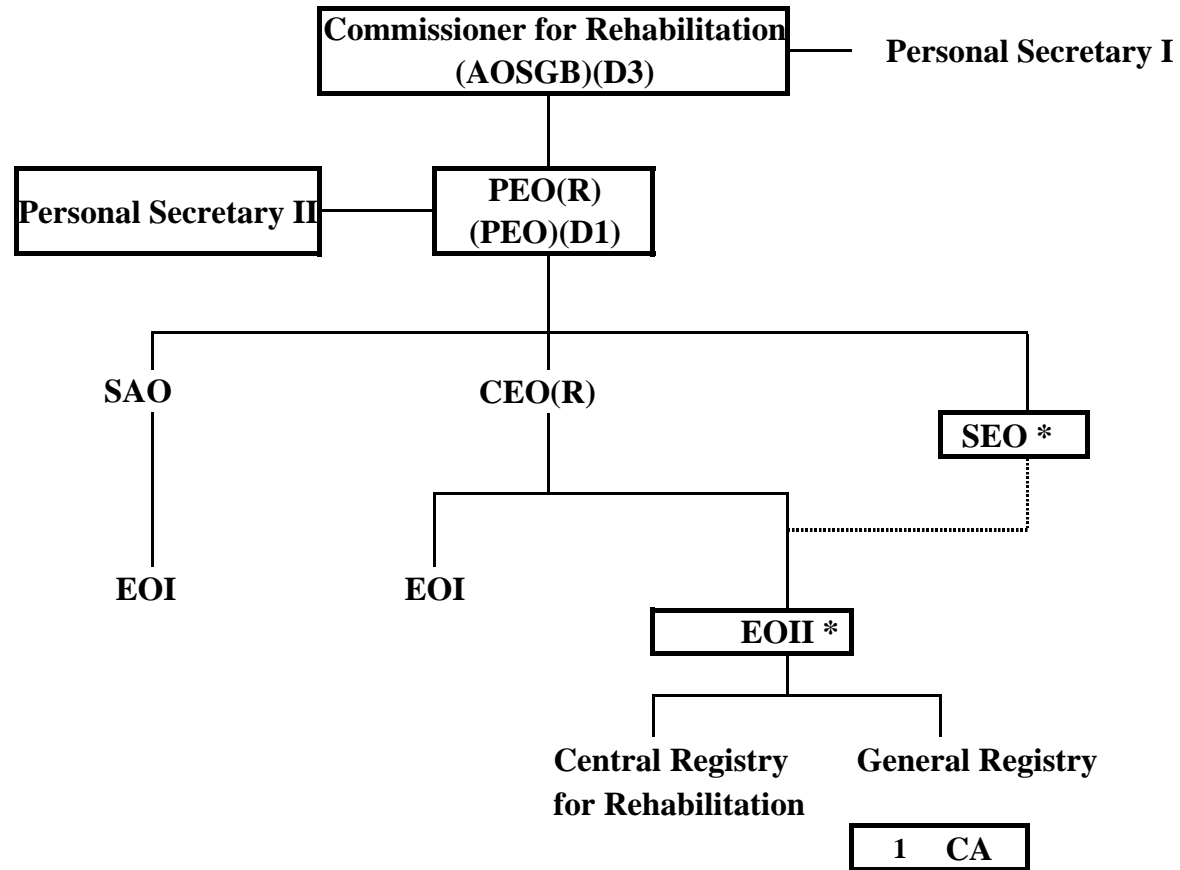
- M Manpower
- P Poverty
- W Welfare
- R Rehabilitation
- * Supernumerary AOSGC post up to 30.6.2017

Proposed posts

Note 1 The proposal of creating a new supernumerary AOSGC post for the elderly services will be separately discussed in the same panel meeting on 10 March 2014.

Note 2 PAS(P) reports to DS(W)1 on policy matters relating to the Child Development Fund, short-term food assistance service and Employment in One-stop Programme.

Proposed Organisation Chart of The Rehabilitation Division, Labour and Welfare Bureau



AOSGB : Administrative Officer Staff Grade B

PEO : Principal Executive Officer

SAO : Senior Administrative Officer

CEO : Chief Executive Officer

EO : Executive Officer

CA : Clerical Assistant

R : Rehabilitation

 Proposed upgrading / creation of posts

* Existing non-civil service contract positions to be regularised.

Annex K

Major Responsibilities of Other Principal Assistant Secretaries in the Labour and Welfare Bureau

Post / Rank	Major Responsibilities
Principal Assistant Secretary (Welfare) 1 / AOSGC (D2)	<ul style="list-style-type: none">• Social welfare subvention system• Long-term social welfare planning• Welfare services for families, children and youth• Rehabilitation services for young offenders• Social work training and manpower planning• Legal Representation Scheme for Children/Juveniles involved in Care or Protection Proceedings• Social Welfare Advisory Committee• Welfare exchange with the Mainland• Community Investment and Inclusion Fund and social capital development• Chief Executive's Community Project List• Lotteries Fund and other welfare-related funds• Financial Assistance Scheme for Family Members of Those Who Sacrifice their lives to Save Others• Regulation of charitable fund-raising activities under Social Welfare Department's purview
Principal Assistant Secretary (Welfare) 2 / AOSGC (D2)	<ul style="list-style-type: none">• Policy on combating domestic violence• Policy on support for victims of sexual violence• Secretarial support to the Women's Commission and its working groups• Policy and strategies to promote the well-being and interests of women in Hong Kong• Gender mainstreaming within the Administration• Promotional and educational activities to enhance the awareness of public and civil service on women issues• Research, studies and surveys on women issues• Liaison and meetings with local women's groups and relevant international bodies• United Nations Convention on the Elimination of All Forms of Discrimination against Women• Beijing Platform for Action• UN Commission on the Status of Women• Public Transport Fare Concession Scheme for the Elderly and Eligible Persons with Disabilities

Post / Rank	Major Responsibilities
Principal Assistant Secretary (Welfare) 3 / AOSGC (D2)	<ul style="list-style-type: none"> ● Policy matters relating to elderly with long-term care needs ● Allocation mechanism for subsidised long-term care services ● Home and community care services for elderly ageing in the community ● Residential care services for frail elderly and continuum of care, including the licensing regime ● Carers' support and training ● Manpower supply and training of care staff in elderly care services
Principal Assistant Secretary (Welfare) 4 / AOSGC (D2)	<ul style="list-style-type: none"> ● The Comprehensive Social Security Assistance Scheme ● The Social Security Allowance Scheme - <ul style="list-style-type: none"> - Old Age Allowance (including the Guangdong Scheme) - Old Age Living Allowance - Disability Allowance ● Promotion of active ageing, including lifelong learning and senior volunteerism ● Support for vulnerable elderly people, including matters related to elder abuse and elderly suicide ● Secretariat of the Elderly Commission
Principal Assistant Secretary (Manpower) / AOSGC (D2)	<ul style="list-style-type: none"> ● Manpower statistics and projections ● Vocational training and retraining ● House-keeping of the Employees Retraining Board and the Clothing Industry Training Authority ● Continuing Education Fund ● Manpower Development Committee ● Apprenticeship Scheme and Adult Education Subvention Scheme ● APEC Human Resources Development Working Group
Principal Assistant Secretary (Poverty) / AOSGC (D2)	<ul style="list-style-type: none"> ● Co-ordinate the poverty alleviation work of the Labour and Welfare Bureau ● Service the Social Security and Retirement Protection Task Force; Education, Employment and Training Task Force; and Special Needs Groups Task Force under Commission on Poverty ● Child Development Fund ● Short-term food assistance service projects ● Employment in One-stop

Post / Rank	Major Responsibilities
	<ul style="list-style-type: none">• Employment assistance programmes under the Comprehensive Social Security Assistance Scheme• Provide policy input and co-ordinate contribution in relation to social welfare initiatives of the Community Care Fund