

## **SUPPLEMENTARY NOTE TO ITEM FOR FINANCE COMMITTEE [FCR(2014-15)36]**

### **PURPOSE**

This note provides an update on the staff cost and effective date of the proposals to create three non-civil service positions and four permanent civil service posts for the proposed establishment of the Innovation and Technology Bureau (ITB).

### **JUSTIFICATION**

2. The Establishment Subcommittee recommended on 11 June 2014 that the Finance Committee (FC) approve the creation of three non-civil service positions and four permanent civil service posts for the establishment of the ITB with effect from the commencement date of the resolution proposed to be passed under section 54A of the Interpretation and General Clauses Ordinance (Cap. 1) (IGCO) for the transfer of statutory functions (the 2014 resolution)<sup>1</sup>. The proposals set out in FCR(2014-15)36 were subsequently discussed at the FC meetings on 3 February, 5 February, 6 February and 14 February 2015 but were yet to be put to vote.

3. The positions/posts recommended to be created in FCR(2014-15)36 remain unchanged. However, due to the lapse of time, we need to make the following necessary technical revisions to the proposals –

- (a) adjusting the total staff cost estimate to \$35,166,000 to \$36,239,000 on the basis of the 2014-15 civil service pay adjustment set out in FCR (2014-15)47 as approved by the FC on 16 January 2015; and

/ (b) .....

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<sup>1</sup> The 2014 resolution was passed by the Legislative Council (LegCo) on 29 October 2014. It did not commence because the proposal to make changes to the Estimates of Expenditure 2014-15 to provide for matters arising from the establishment of the ITB was not approved by the FC before the end of the 2014-15 financial year.

- (b) updating the effective date for the creation of the proposed positions/posts to tie in with the commencement date of the new resolution passed under section 54A of IGCO (the 2015 resolution)<sup>2</sup> on transfer of statutory functions for the proposed establishment of the ITB.

Encl. The above revisions are shaded in grey for easy reference in the attached Enclosure to FCR(2014-15)36A.

## PROPOSAL

4. We invite FC to consider FCR(2014-15)36 in conjunction with FCR(2014-15)36A and to approve the creation of the following positions/posts for the establishment of the ITB –

- (a) three non-civil service positions –
  - 1 Director of Bureau  
(\$298,115 per month)
  - 1 Deputy Director of Bureau  
(\$193,775 - \$223,585 per month)
  - 1 Political Assistant to Director of Bureau  
(\$104,340 - \$163,960 per month)
- (b) four permanent civil service posts –
  - 1 Administrative Officer Staff Grade A1  
(D8) (\$238,200 - \$245,350)
  - 1 Administrative Officer Staff Grade B  
(D3) (\$168,300 - \$183,700)
  - 2 Administrative Officer Staff Grade C  
(D2) (\$144,700 - \$158,250).

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Commerce and Economic Development Bureau  
June 2015

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<sup>2</sup> The notice for moving the motion in respect of the 2015 resolution was given to the LegCo on 28 April 2015. The resolution was subsequently passed by the LegCo on 3 June 2015. The commencement date of the 2015 resolution is the 14<sup>th</sup> day after the day on which the FC approves the proposal to make changes to the Estimates of Expenditure 2015-16 to provide for matters arising from the establishment of the ITB, or the 14<sup>th</sup> day after the day on which the 2015 resolution is passed, whichever is the later.

## **ITEM FOR ESTABLISHMENT SUBCOMMITTEE OF FINANCE COMMITTEE**

### **NEW HEAD “GOVERNMENT SECRETARIAT : INNOVATION AND TECHNOLOGY BUREAU”**

#### **Subhead 000 Operational Expenses**

Members are invited to recommend to Finance Committee the following proposals with effect from the commencement date of the resolution passed under section 54A of the Interpretation and General Clauses Ordinance (Cap. 1)<sup>1</sup> for the transfer of the statutory functions (the 2015 resolution) –

#### **Non-civil service positions**

(a) the creation of the following three non-civil service positions –

1 Director of Bureau  
(\$298,115 per month)

1 Deputy Director of Bureau  
(\$193,775 - \$223,585 per month)

1 Political Assistant to Director of Bureau  
(\$104,340 - \$163,960 per month)

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<sup>1</sup> The notice for moving the 2015 resolution was given to the Legislative Council (LegCo) on 28 April 2015, and the resolution was subsequently passed by the LegCo on 3 June 2015. The 2015 resolution aims to transfer the statutory functions under the Electronic Transactions Ordinance (Cap. 553) currently exercisable by the Secretary for Commerce and Economic Development and Permanent Secretary for Commerce and Economic Development (Communications and Technology) to the new Secretary for Innovation and Technology and Permanent Secretary for Innovation and Technology upon the establishment of Innovation and Technology Bureau.

**Permanent civil service posts**

- (b) the creation of the following four permanent civil service posts –

1 Administrative Officer Staff Grade A1  
(D8) (\$238,200 - \$245,350)

1 Administrative Officer Staff Grade B  
(D3) (\$168,300 - \$183,700)

2 Administrative Officer Staff Grade C  
(D2) (\$144,700 - \$158,250)

**PROBLEM**

To fully recognise the importance of innovation and technology to Hong Kong's development, and to provide more dedicated high-level leadership on that front as well as in developing Hong Kong's trade and key service industries, the existing Commerce and Economic Development Bureau (CEDB) needs to be restructured into two bureaux, namely the CEDB and the new Innovation and Technology Bureau (ITB). The new ITB will take over the policy responsibilities relevant to the Innovation and Technology Commission (ITC) and the Office of the Government Chief Information Officer (OGCIO) from the existing Communications and Technology Branch (CTB) of CEDB.

**PROPOSAL**

2. We propose the following changes with effect from the commencement date of the 2015 resolution –

- (a) creation of one non-civil service Director of Bureau (DoB) position to be titled as the Secretary for Innovation and Technology (S for IT), one non-civil service Deputy Director of Bureau (DDoB) position to be titled as the Under Secretary for Innovation and Technology (US for IT) and one non-civil service Political Assistant (PA) to DoB position to be titled as the PA to S for IT;

- (b) creation of one Administrative Officer Staff Grade C (AOSGC) (D2) post to be titled as Administrative Assistant (AA) to S for IT;
- (c) creation of one Administrative Officer Staff Grade A1 (AOSGA1) (D8) post to be titled as the Permanent Secretary for Innovation and Technology (PS(IT)), one Administrative Officer Staff Grade B (AOSGB) (D3) post to be titled as Deputy Secretary for Innovation and Technology (DS(IT)) and one AOSGC (D2) to be titled as Principal Assistant Secretary for Innovation and Technology (PAS(IT)); and
- (d) making changes to the civil service establishment of the CTB, ITC and OGCIIO which are consequent to the re-distribution of policy portfolios between Secretary for Commerce and Economic Development (SCED) and S for IT.

## **JUSTIFICATION**

### **Present Position**

3. At present, SCED is responsible for a wide range of policy areas under two branches of CEDB, namely the Commerce, Industry and Tourism Branch (CITB) and the CTB. The former has policy responsibilities over, amongst others, external commercial relations, industry and business support, intellectual property protection, inward investment promotion, tourism, consumer protection, competition and trade facilitation. As regards CTB, it has policy responsibilities over, amongst others, telecommunications, broadcasting, control of obscene and indecent articles, film censorship, creative industries, innovation and technology as well as information technology.

### **Major Proposed Changes**

4. Innovation and technology are important economic drivers. They also underpin the development of various other economic sectors. To fully capture the opportunities provided by advancements in technology and the commercial potential they offer, it is important to have a dedicated policy bureau to provide the focused high level leadership, and stronger policy coordination across stakeholders in the innovation and technology and information technology industries (hereinafter collectively referred to as innovation and technology). Members of the innovation and technology community shared the same view and have expressed strong support for the establishment of a dedicated policy bureau for innovation and technology.

Creation of the ITB*Proposed Set-up*

5. The new ITB will strengthen, both in depth and breadth, the policy and support for the development of innovation and technology, from research and development to application and commercialisation, thereby enhancing the ecosystem. A new non-civil service DoB position (with S for IT as the post title) is proposed to be created to head the new bureau. The organisation chart of the proposed ITB is prepared at Enclosure 1. S for IT will be underpinned by US for IT and PA to S for IT. The job descriptions of S for IT, US for IT and PA to S for IT are set out in Enclosures 2, 3 and 4 respectively. These three non-civil service positions are to be filled by politically appointed officials (PAOs). Apart from the PAOs, civil service posts will also need to be created in S for IT's office. Among them, an AOSGC (D2) post is proposed to be created to serve as AA to S for IT. The proposed job description of AA to S for IT is at Enclosure 5.

Encl. 1

Encls.  
2 - 4

Encl. 5

6. Similar to other policy bureaux, S for IT will be supported by a team of civil servants headed by a Permanent Secretary. An AOSGA1 (D8) post (with PS(IT) as the post title), to be filled by a civil servant, is proposed to be created to head the civil service team in ITB and to become the Controlling Officer. He/she will be underpinned by an AOSGB (D3) (designated as DS(IT)) who will be supported by an AOSGC (D2) (designated as PAS(IT)). The job descriptions of PS(IT), DS(IT) and PAS(IT) are set out in Enclosures 6, 7 and 8 respectively. ITC and OGCIO will be under the direct supervision of PS(IT). In addition, an Innovation and Technology Branch, which is headed by DS(IT), will provide policy and administrative support to PS(IT).

Encls.  
6 - 8*Non-Directorate Support and Staffing Implication*

7. A total of 27 non-directorate permanent civil service posts will be created, among which two, four and two posts will be transferred from CTB, OGCIO and ITC respectively, to support the work of the proposed ITB.

The work of the proposed ITB

8. The Government is committed to developing Hong Kong into a knowledge-based economy and an innovation hub for technology and its application in the region. The development of innovation and technology is one of the drivers in this regard. The objective is to create a vibrant ecosystem for the government, industry, academia and research sector to interact under a favourable environment with excellent software and hardware support for development and application of technology. The proposed ITB will be responsible for formulating holistic policies to support the development of technology infrastructure and manpower; encourage synergy among Government, industry, academia and

research sector in such regard; and leverage the advantages of the industrial and manufacturing sectors in the Mainland with the innovation and technology ecosystem in Hong Kong.

9. In the international race for innovation and technology development, most advanced economies around the world have deployed robust strategies to boost their research and development activities in technology. Through the proposed ITB, the Government would be able to take a more dynamic stance, maintain dedicated focus and intensify its effort to promote the research and application of science and technology, and ensure our competitiveness.

10. In terms of information technology, the Government is committed to promoting the use of information and communications technology (ICT) for efficient Government operations and effective delivery of e-Government services, facilitating the development of a vibrant ICT industry and helping build a knowledge-based and digitally literate society and leveraging ICT for social and economic development on all fronts.

11. We have completed public consultation on the proposed new Digital 21 Strategy. The proposed ITB will provide the focused attention, dedicated leadership and high-level coordination to spearhead the development of strategies to take forward the various smart initiatives in the Digital 21 Strategy both within and outside Government. They include, for example, wider use of Internet of Things and sensor technology for better municipal management, deployment of big data analytics for more intuitive and predictive service planning, development of an e-Identity platform for secure and legally-binding e-transactions, enhancing cyber security, and more extensive use of paperless and digital solutions for environmental and productivity gains.

Encl. 9 12. Suggested areas of work and tasks that the ITB may pursue are outlined at Enclosure 9.

#### Organisation of CEDB after the establishment of ITB

Encls. 10 & 11 13. With the establishment of the proposed ITB, SCED will be able to provide more dedicated attention to the current policy responsibilities in developing Hong Kong's trade and key service industries less those relevant to innovation and technology. The existing and revised job descriptions of SCED are at Enclosures 10 and 11 respectively. The CITB of CEDB will not be affected by the proposal while the CTB of CEDB will be retitled as the Communications and Creative Industries Branch (CCIB). The CCIB will be headed by a Permanent Secretary (an AOSGA1 (D8) post retitled as the Permanent Secretary for Commerce and Economic Development (Communications and Creative Industries) (PSCCI). The

Encls.  
12 & 13  
Encls.  
14 & 15

job descriptions of the existing Permanent Secretary for Commerce and Economic Development (Communications and Technology) and the retitled PSCCI are at Enclosures 12 and 13 respectively. The duties of the remaining directorate officers in the retitled CCIB will remain unchanged. The existing and new organisation charts showing the policy portfolios of CEDB are set out at Enclosures 14 and 15 respectively.

#### The work of the retitled CCIB of CEDB

14. With the transfer of ITC and OGCIO to the new ITB, the proposed CCIB will continue to take policy carriage in respect of telecommunications, broadcasting, control of obscene and indecent articles, film censorship and creative industries matters. The CCIB would focus its attention on policy development issues.

15. Specifically, CCIB will lead an extensive policy and legislative exercise to review the existing Broadcasting Ordinance and Telecommunications Ordinance. This undertaking made by the Government in the passage of the Communications Authority Bill in 2011 seeks, amongst other matters, to develop a legislative regime in response to technological development and keep pace with new trends in the broadcasting and telecommunications arena. We envisage that additional manpower would be needed for this specific task and the Panel on Information Technology and Broadcasting would be consulted separately.

16. On the on-going duties and responsibilities, CCIB will continue to ensure that the broadcasting and telecommunications policies and associated measures are kept abreast of times. It would help process the applications for renewal of various television and sound broadcasting licences and handle the associated legal matters, as well as the arrangements for the analogue television switchover.

17. Furthermore, CCIB will have the capacity to devote more attention to the development of creative industries (e.g. review of the Film Development Fund and the CreateSmart Initiative), and to develop policies and measures that will allow the creative industries to flourish thereby enhancing Hong Kong's position as a creative hub. We envisage that the work in this regard will dovetail with the recommendations of the Economic Development Commission.

Encl. 16

18. Under the proposal, the CEDB and the new ITB will come under the Financial Secretary (FS). An organisation chart showing the relationship among FS, CEDB and ITB is at Enclosure 16. The proposal will not affect the set-up and responsibilities of other bureaux of the Government Secretariat.



**Net effect on civil service establishment**

19. The proposal will result in a net increase of four directorate civil service posts, comprising one D8 post, one D3 post and two D2 posts, and 19 non-directorate civil service posts.

20. Following the proposed restructuring, ITC and OGCIO will come under a new policy bureau, a total of eight non-directorate posts from CTB, ITC and OGCIO will be redeployed to the proposed ITB and there will be a net increase of 19 non-directorate civil service posts. As a result, some adjustments will need to be made to the ceilings currently placed on the total notional annual mid-point salary of all non-directorate posts in the permanent establishment of CTB and relevant departments in the 2015-16 estimates. We will seek the approval of the FC separately for the establishment changes accordingly.

**ALTERNATIVES CONSIDERED**

21. We have critically examined whether the existing 21 permanent directorate officers at D2 and above in CTB, ITC and OGCIO can be redeployed to the proposed ITB for providing dedicated directorate support in the new bureau. As all the existing officers at D2 level and above have already been fully engaged in their respective portfolios, it is operationally not feasible for any of them to be redeployed to take up the new policy responsibilities of the new bureau without affecting the smooth functioning of the future CCIB, ITC and OGCIO. The duties schedule of these posts is summarised at Enclosure 17.

Encl. 17

22. The proposed set up of the ITB represents the basic complement with a dedicated focus on development of research and application of science and technology. As in the cases of all bureaux and departments, the future ITB may review its operational requirements from time to time and devise appropriate manpower plans including engagement of experts in different fields for discharge of its core functions.

**FINANCIAL IMPLICATIONS**

23. The additional staff cost arising from the proposal is estimated as follows –

	<b>Full annual average staff cost</b>
Creation of three PAO positions (DoB, DDoB and PA):	\$7,244,000 to 8,317,000 <sup>2</sup>
Creation of four directorate civil service posts:	\$13,057,000 (The additional notional annual salary cost at mid-point amounts to \$8,770,200 per annum)
Creation of 19 new non-directorate civil service posts:	\$14,865,000 (The additional notional annual salary cost at mid-point amounts to \$10,660,620 per annum)
<b>Total staff cost:</b>	<b>\$35,166,000 to \$36,239,000</b>

24. We will separately seek the approval of the Finance Committee for the creation of a new Head of Expenditure for the proposed ITB and the necessary changes for the relevant Heads of Expenditure.

## **PUBLIC CONSULTATION**

25. We consulted the Legislative Council (LegCo) Panel on Information Technology and Broadcasting as well as the LegCo Panel on Commerce and Industry on the proposals on 14 and 15 April 2014 respectively. The Panel on Information Technology and Broadcasting held a further meeting on 3 May 2014 to receive deputations. Most of the deputations supported the establishment of ITB and both Panels supported the establishment of ITB as soon as possible.

## **ESTABLISHMENT CHANGES**

26. The establishment changes under Head 55 – Government Secretariat: Commerce and Economic Development Bureau (Communications and Technology Branch), Head 47 – Government Secretariat: Office of the Government Chief Information Officer and Head 155 – Government Secretariat: Innovation and Technology Commission for the past two years are as follows –

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<sup>2</sup> The amount includes the full year provisions for cash remuneration and the fringe benefits (including \$18,000 per annum for Mandatory Provident Fund contribution by the Government plus an amount of \$11,760 per annum deemed to be the cost of medical and dental services).

Establishment (Note)	Number of posts		
	Existing (as at 1 April 2015)	as at 1 April 2014	as at 1 April 2013
Head 55 – Government Secretariat: Commerce and Economic Development Bureau (Communications and Technology Branch)			
A	7 <sup>#</sup>	7	6
B	25	25	23
C	77	77	77
<b>Total</b>	109	109	106
Head 47 – Government Secretariat: Office of the Government Chief Information Officer			
A	16 <sup>*</sup>	16	16
B	132	132	132
C	469	477	479
<b>Total</b>	617	625	627
Head 155 – Government Secretariat: Innovation and Technology Commission			
A	8 <sup>#</sup>	8	7 + (1)
B	76	73	67
C	121	117	115
<b>Total</b>	205	198	189 + (1)

Note:

- A – ranks on 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 posts
- # – as at 1 April 2015, there was no unfilled directorate post
- \* – as at 1 April 2015, there were two unfilled directorate posts in OGCIO, one of which was subsequently filled on 3 May 2015

**CIVIL SERVICE BUREAU COMMENTS**

27. The Civil Service Bureau supports the proposed creation of four directorate civil service posts in ITB. The grading and ranking of the proposed posts are appropriate, having regard to the level and scope of responsibilities and the professional input required.

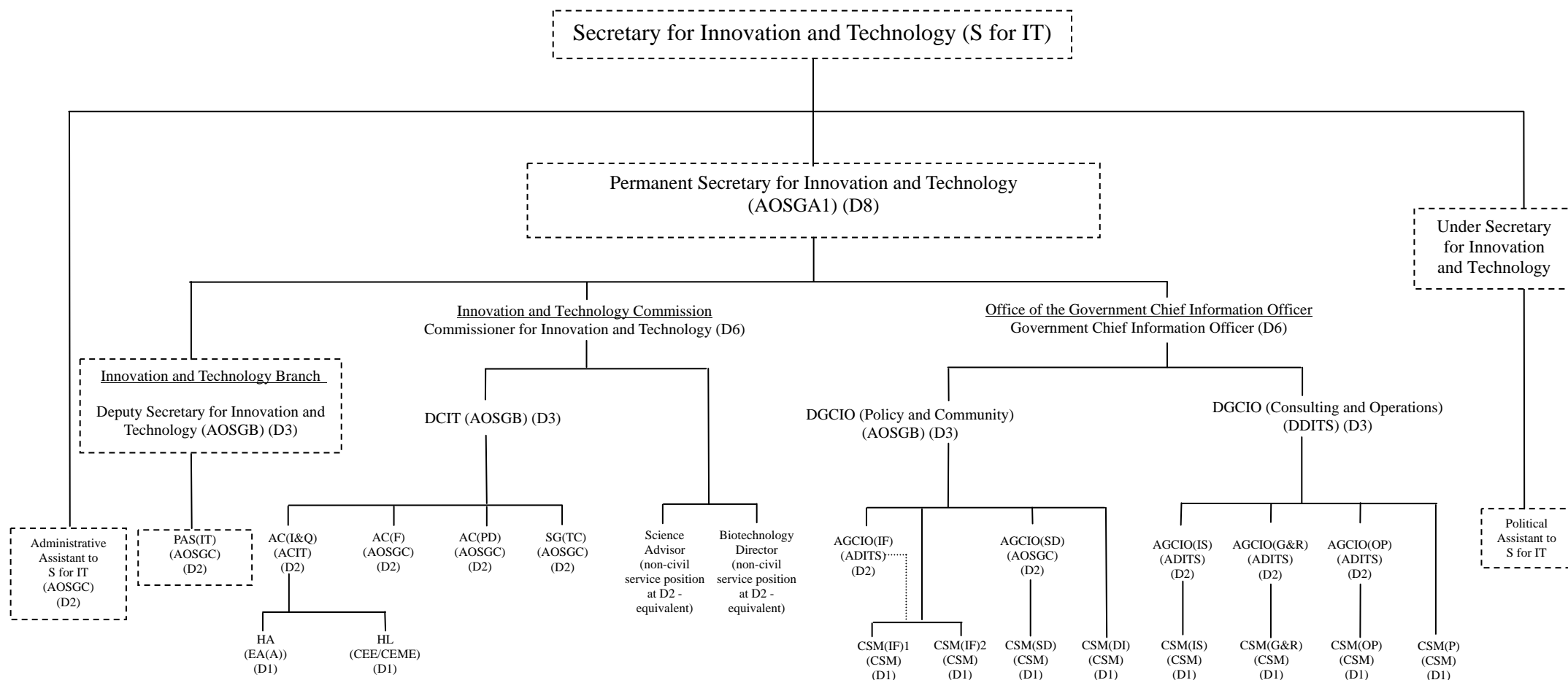
**ADVICE OF THE STANDING COMMITTEE ON DIRECTORATE SALARIES AND CONDITIONS OF SERVICE**

28. The Standing Committee on Directorate Salaries and Conditions of Service has advised that the grading proposed for the civil service permanent directorate posts under its purview as set out in the proposal is appropriate.

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Commerce and Economic Development Bureau  
June 2015

## Proposed Organisation Chart of the Innovation and Technology Bureau



### Legend

AC(F) Assistant Commissioner (Funding Schemes)  
 AC(I&Q) Assistant Commissioner (Infrastructure & Quality Services)  
 AC(PD) Assistant Commissioner (Policy and Development)  
 ACIT Assistant Commissioner for Innovation and Technology  
 ADITS Assistant Director of Information Technology Services  
 AGCIO Assistant Government Chief Information Officer  
 AGCIO(G&R) AGCIO (Governance and Resources)  
 AGCIO(IF) AGCIO (Industry Facilitation)  
 AGCIO(IS) AGCIO (IT Strategy)

AGCIO(OP) AGCIO (IT Operations)  
 AGCIO(SD) AGCIO (Strategy Development)  
 AOSGA1 Administrative Officer Staff Grade A1  
 AOSGB Administrative Officer Staff Grade B  
 AOSGC Administrative Officer Staff Grade C  
 CEE Chief Electronics Engineer  
 CEME Chief Electrical and Mechanical Engineer  
 CSM Chief Systems Manager  
 CSM(DI) CSM (Digital Inclusion)

CSM(P) CSM (Projects)  
 DCIT Deputy Commissioner for Innovation and Technology  
 DDITS Deputy Director of Information Technology Services  
 DGCIO Deputy Government Chief Information Officer  
 EA(A) Executive Administrator (Accreditation)  
 HA Head, Accreditation Service  
 HL Head, Standards and Calibration Laboratory  
 PAS Principal Assistant Secretary  
 SG(TC) Secretary-General (Testing and Certification)

[-] New posts/positions proposed to be created

**Job Description**  
**Secretary for Innovation and Technology**

**Rank** : Director of Bureau (non-civil service rank)

**Responsible to** : Financial Secretary

**Main Duties and Responsibilities –**

1. To gauge public opinion and respond to the needs of the community.
2. To set policy objective and goals, and develop, formulate and shape policies.
3. To assist the Chief Executive in policy making as Members of the Executive Council.
4. To secure the support of the community and the Legislative Council (LegCo) for his/her policy and legislative initiatives as well as proposals relating to fees and charges and public expenditure.
5. To attend full sessions of LegCo to initiate bills or motions, respond to motions and answer questions from LegCo Members.
6. To attend LegCo committee, subcommittee and panel meetings where major policy issues are involved.
7. To exercise the statutory functions vested in him/her by law.
8. To oversee the delivery of services by the executive departments under his/her purview and ensure the effective implementation and successful outcome of policies.

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**Job Description**  
**Under Secretary for Innovation and Technology**

**Rank** : Deputy Director of Bureau (non-civil service rank)

**Responsible to** : Secretary for Innovation and Technology (S for IT)

**Main Duties and Responsibilities –**

Assisting S for IT in –

*Leadership and Strategies*

1. setting policy objectives and priorities, formulating policy and legislative initiatives to achieve agreed objective and priorities, scheduling the roll-out of these policies and legislation, and mapping out overall strategies to secure public support for these initiatives.
2. coordinating with other bureaux/departments on cross-bureau issues requiring political input to ensure that the objective and priorities of the Government are achieved.

*Legislative Council (LegCo) Business and Political Liaison*

3. handling LegCo business and strengthening the working relationship with LegCo by –
  - (a) deputising for S for IT in his/her absence;
  - (b) attending the main meetings of LegCo as assigned by S for IT to respond to motion debates and LegCo questions, and handling legislative work;
  - (c) attending committee, subcommittee and panel meetings of LegCo as assigned by S for IT to explain and defend the Government's policy decisions and exchange views with Members;
  - (d) maintaining regular liaison with LegCo Members to ensure that the process of policy formulation and implementation benefits from Members' ideas and input, and that Members acquire a fuller understanding of the position taken by the Government; and

- (e) scheduling and securing the passage of bills, motions and subsidiary legislation as well as public expenditure proposals through LegCo, and delivering the Government's legislative and budgetary programme.
- 4. attending public forums and other functions to explain and defend proposals and decisions made by the political team and to answer questions from LegCo Members, stakeholders and the public.
- 5. maintaining close contact with the media for the purpose of enabling the media to be aware of the policy thinking of the Government.
- 6. maintaining close contact with other stakeholders, such as District Councils, political parties/groups, community organisations as well as business, professional and other bodies, and gauging public sentiment and establishing community-wide rapport on government policies and decisions.

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**Job description**  
**Political Assistant to Secretary for Innovation and Technology**

- Rank** : Political Assistant to Director of Bureau  
(non-civil service rank)
- Responsible to** : Secretary for Innovation and Technology (S for IT)  
and Under Secretary for Innovation and  
Technology (US for IT)

**Main Duties and Responsibilities –**

Rendering support to S for IT and US for IT by –

*Strategies and Political Advice*

1. providing advice from the political perspective for consideration by S for IT and US for IT.
2. contributing to formulation of policy and legislative initiatives, as well as assisting in mapping out overall strategies by giving inputs with a political viewpoint.
3. advising on submissions to the Legislative Council (LegCo) and other publications, highlighting any aspect which he/she considers has political implications, and handling sensitive political points according to the direction of S for IT and US for IT.
4. drafting speeches, media statements and other articles, as directed by S for IT and US for IT.

*Political Liaison*

5. providing advice on the handling of invitations and correspondence from political parties/groups to S for IT and US for IT.
6. assessing from time to time the need for lobbying political parties/groups in dealing with LegCo business and providing advice to S for IT and US for IT accordingly.

7. liaising with members of political parties/groups, District Councils, community organisations as well as business, professional and other bodies at the instruction of S for IT and US for IT to brief them on issues under the purview of the S for IT, listen to their views on issues of concern, and solicit their support for the Government policies concerned.
8. liaising with the media according to the direction of the S for IT and US for IT to convey the Government's position on issues and policies concerned.
9. monitoring views from interest groups and the general public on policy issues concerned and assessing the political implications.

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**Job Description**  
**Administrative Assistant to the**  
**Secretary for Innovation and Technology**

**Rank** : Administrative Officer Staff Grade C (D2)

**Responsible to** : Secretary for Innovation and Technology (S for IT)

**Main Duties and Responsibilities –**

1. To provide general administrative support to S for IT.
2. To co-ordinate submissions to S for IT.
3. To co-ordinate and handle replies to correspondence, including complaints, addressed to S for IT.
4. To prepare speeches and statements to be delivered by S for IT, in co-ordination with the Press Secretary to S for IT.
5. To plan S for IT's programme of official visits and duty trips, both locally and overseas, and co-ordinate the preparation of briefs for such visits and follow-up action as required.
6. To plan meetings on various subjects, prepare briefs, and service meetings chaired by S for IT.
7. To undertake special policy assignments including special policy review and other administrative duties as S for IT may from time to time direct.

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**Job Description**  
**Permanent Secretary for Innovation and Technology**

**Rank** : Administrative Officer Staff Grade A1 (D8)

**Responsible to** : Secretary for Innovation and Technology (S for IT)

**Main Duties and Responsibilities –**

1. To assist S for IT in reviewing and formulating government policies, legislative proposals and implementation programmes in areas of information technology and innovation and technology.
2. To assist S for IT in acquiring resources and deploying measures to support the implementation of policies and delivery of services.
3. To assist S for IT in explaining and defending policies in Legislative Council (LegCo) Panels and Committees, in securing support of the public and LegCo, and in dealing with LegCo business.
4. To steer and coordinate with the executive departments to achieve smooth, timely and effective implementation of policies and programmes.
5. To uphold the reliability and professional standards in the delivery of services by executive departments.
6. To serve as the Controlling Officer for the expenditure head of the Innovation and Technology Bureau (ITB) and to ensure the proper use of financial resources within the bureau.
7. To assume the housekeeping role in respect of the Innovation and Technology Commission and the Office of the Government Chief Information Officer.
8. To manage staff resources in ITB.

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**Job Description**  
**Deputy Secretary for Innovation and Technology**

**Rank** : Administrative Officer Staff Grade B (D3)

**Responsible to** : Permanent Secretary for Innovation and Technology (PSIT)

**Main Duties and Responsibilities –**

1. To assist PSIT in reviewing, formulating, evaluating and monitoring government policies, legislative proposals and implementation programmes in areas of information technology, innovation and technology.
2. To devise strategic plans for the promotion of the development of information technology, innovation and technology in Hong Kong.
3. To assist PSIT in steering and coordinating with the Office of the Government Chief Information Officer and Innovation and Technology Commission to achieve smooth, timely and effective implementation of policies and programmes.
4. To represent PSIT on such committees and boards as may be required.
5. To assist PSIT in managing staffing resources in the Innovation and Technology Bureau, and in ensuring proper use of financial resources.

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**Job Description**  
**Principal Assistant Secretary for**  
**Innovation and Technology**

**Rank** : Administrative Officer Staff Grade C (D2)

**Responsible to** : Deputy Secretary for Innovation and Technology (DSIT)

**Main Duties and Responsibilities –**

1. To provide support to DSIT in revising, evaluating, formulating and monitoring government policies, legislative proposals and implementation programmes in areas of information technology, innovation and technology.
2. To provide support to DSIT in devising strategic plans for the promotion of the development of information technology, innovation and technology in Hong Kong.
3. To provide support to DSIT in steering and coordinating with the Office of the Government Chief Information Officer and Innovation and Technology Commission to achieve smooth, timely and effective implementation of policies and programmes.

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**Some Possible Areas of Work for Consideration by the future Innovation and Technology Bureau (ITB)**

1. developing policies to strengthen the support for the innovation and technology sector, including strategies of improving the ecological environment to facilitate the realisation of research and development (R&D) results. The future bureau will build on the foundation laid down over the years (e.g. the establishment of the R&D Centres, extra effort that led to the increased application of information technology in the public sector, etc.);
2. strengthening the linkages among stakeholders, including Government, industry, academic and research sectors, and creating greater synergy among Innovation and Technology Commission and Office of the Government Chief Information Officer, the R&D Centres, Hong Kong Productivity Council, Cyberport and Hong Kong Science Park and other organisations/agencies under the future Secretary for Innovation and Technology, through alignment or collaboration in R&D directions or programmes, exchange of information and experience, as well as promotional activities both locally and overseas. This can be done in a more systematic and organised manner;
3. encouraging private sector participation. We are mindful that with a relatively small manufacturing base, R&D expenditure in Hong Kong is relatively low. In terms of the ratio between public and private investments in R&D, the level of private investment here falls behind the usual ratio of about 30-70 in most developed economies. With a more focused purview, the future bureau would be best placed to explore possible improvement measures;
4. motivating the commercialisation of R&D results. On various occasions, Members have stressed the importance of commercialisation to the success of scientific development in the long term. The future ITB will devise further measures to achieve this;
5. coordinating inter-bureau policy efforts of areas such as working with the Food and Health Bureau and Department of Health in Chinese medicines research and development; the Environment Bureau and Environmental Protection Department on renewable energy and waste management technologies; and amongst bureau and departments on e-initiatives for example, paperless government;

6. identifying measures to strengthen policy research and collaboration with different places to promote bilateral scientific and technology exchanges. With increased investment in science and technology on the Mainland by both the public and private sectors, there would be new collaboration opportunities in future. To keep tabs of evolving world technology trends, the future ITB would continue to explore opportunities with other advance economies;
7. spearheading the development of strategies to take forward the various smart initiatives enshrined in the Digital 21 Strategy, for example, the wider use of Internet of Things, big data, e-Identity and to coordinate the efforts of stakeholders both within and outside Government in this regard; and
8. developing and driving forward looking measures to nurture innovation and technology talents.

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**Existing Job Description  
Secretary for Commerce and Economic Development**

1. To gauge public opinion and respond to the needs of the community for his policy areas including commerce and industry, tourism, telecommunications, information technology, broadcasting, innovation and technology, creative industries, etc.
2. To set policy objective and goals, and develop, formulate and shape policies under his portfolio.
3. To assist the Chief Executive in policy making as Members of the Executive Council.
4. To secure the support of the community and the Legislative Council (LegCo) for his policy and legislative initiatives as well as proposals relating to fees and charges and public expenditure.
5. To attend full sessions of LegCo to initiate bills or motions, respond to motions and answer questions from LegCo Members for areas under his policy portfolio.
6. To attend LegCo committee, subcommittee and panel meetings where major policy issues are involved.
7. To exercise the statutory functions vested in him by law.
8. To oversee the delivery of services by the executive departments and agencies under his/her purview and ensure the effective implementation and successful outcome of policies.

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**Revised Job Description  
Secretary for Commerce and Economic Development**

1. To gauge public opinion and respond to the needs of the community for his policy areas including commerce and industry, tourism, telecommunications, broadcasting, creative industries, etc.
2. To set policy objective and goals, and develop, formulate and shape policies under his portfolio.
3. To assist the Chief Executive in policy making as Members of the Executive Council.
4. To secure the support of the community and the Legislative Council (LegCo) for his policy and legislative initiatives as well as proposals relating to fees and charges and public expenditure.
5. To attend full sessions of LegCo to initiate bills or motions, respond to motions and answer questions from LegCo Members for areas under his policy portfolio.
6. To attend LegCo committee, subcommittee and panel meetings where major policy issues are involved.
7. To exercise the statutory functions vested in him by law.
8. To oversee the delivery of services by the executive departments and agencies under his/her purview and ensure the effective implementation and successful outcome of policies.

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**Existing Job Description**  
**Permanent Secretary for Commerce and Economic Development**  
**(Communications and Technology)**

**Rank** : Administrative Officer Staff Grade A1 (D8)

**Responsible to** : Secretary for Commerce and Economic Development (SCED)

**Main Duties and Responsibilities –**

1. To assist SCED in reviewing and formulating government policies, legislative proposals and implementation programmes in areas of broadcasting, creative industries, telecommunications, information technology, innovation and technology.
2. To assist SCED in acquiring resources and deploying measures to support the implementation of policies and delivery of services.
3. To assist SCED in explaining and defending policies in Legislative Council (LegCo) Panels and Committees, in securing support of the public and LegCo, and in dealing with LegCo business.
4. To steer and coordinate with the executive departments to achieve smooth, timely and effective implementation of policies and programmes.
5. To uphold the reliability and professional standards in the delivery of services by executive departments.
6. To act as the Controlling Officer for the expenditure head of the Communications and Technology Branch (CTB) and to ensure proper use of financial resources.
7. To assume the housekeeping role in respect of the Innovation and Technology Commission, Office of the Government Chief Information Officer, Radio Television Hong Kong, the Office of the Communications Authority and the Office for Film, Newspaper and Article Administration.
8. To manage staff resources in CTB.

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**Job Description of  
Permanent Secretary for Commerce and Economic Development  
(Communications and Creative Industries)**

**Rank** : Administrative Officer Staff Grade A1 (D8)

**Responsible to** : Secretary for Commerce and Economic Development  
(SCED)

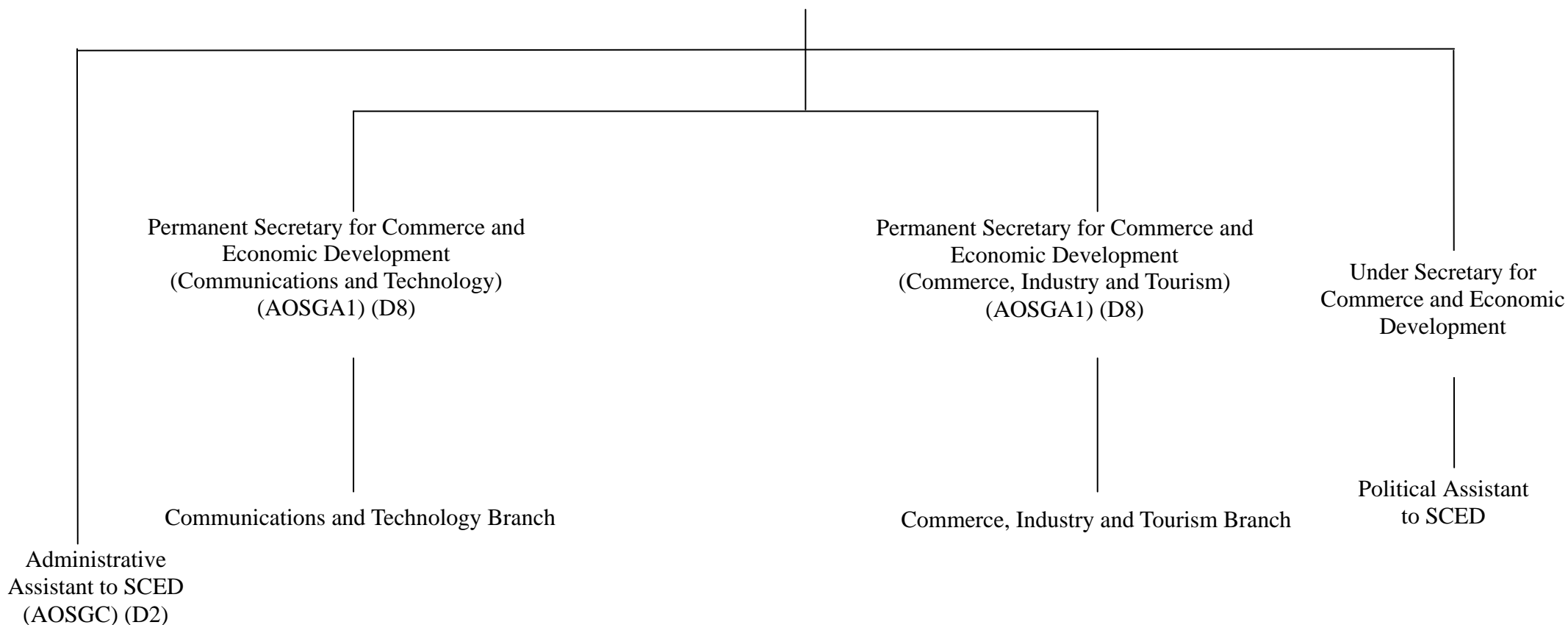
**Main Duties and Responsibilities –**

1. To assist SCED in reviewing and formulating government policies, legislative proposals and implementation programmes in areas of broadcasting, creative industries and telecommunications.
2. To assist SCED in acquiring resources and deploying measures to support the implementation of policies and delivery of services.
3. To assist SCED in explaining and defending policies in Legislative Council (LegCo) Panels and Committees, in securing support of the public and LegCo, and in dealing with LegCo business.
4. To steer and coordinate with the executive departments to achieve smooth, timely and effective implementation of policies and programmes.
5. To uphold the reliability and professional standards in the delivery of services by executive departments.
6. To act as the Controlling Officer for the expenditure head of the Communications and Creative Industries branch (CCIB) and to ensure proper use of financial resources.
7. To assume the housekeeping role in respect of the Radio Television Hong Kong, the Office of the Communications Authority and the Office for Film, Newspaper and Article Administration.
8. To manage staff resources in CCIB.

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## Existing Organisation Chart of the Commerce and Economic Development Bureau

### Secretary for Commerce and Economic Development (SCED)

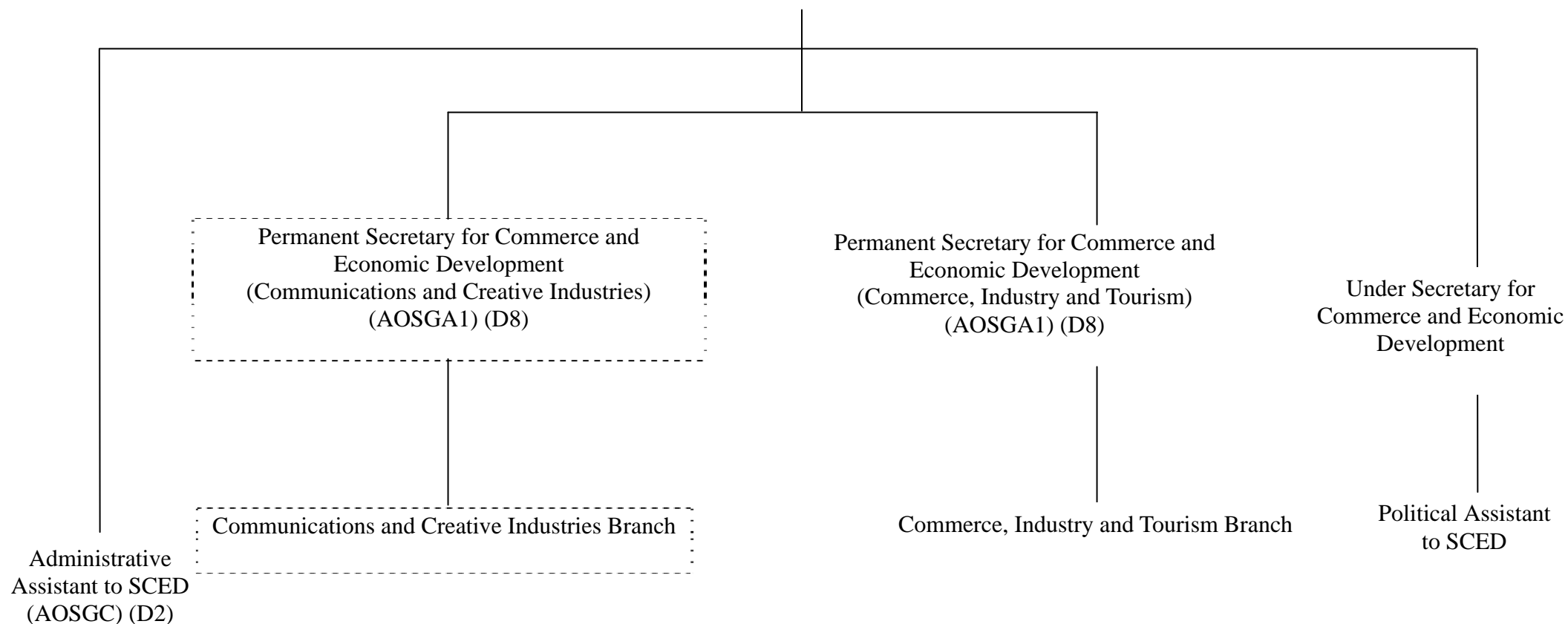


#### **Legend**

AOSGA1 Administrative Officer Staff Grade A1  
AOSGC Administrative Officer Staff Grade C

## Proposed Organisation Chart of the Commerce and Economic Development Bureau

Secretary for Commerce and Economic Development (SCED)

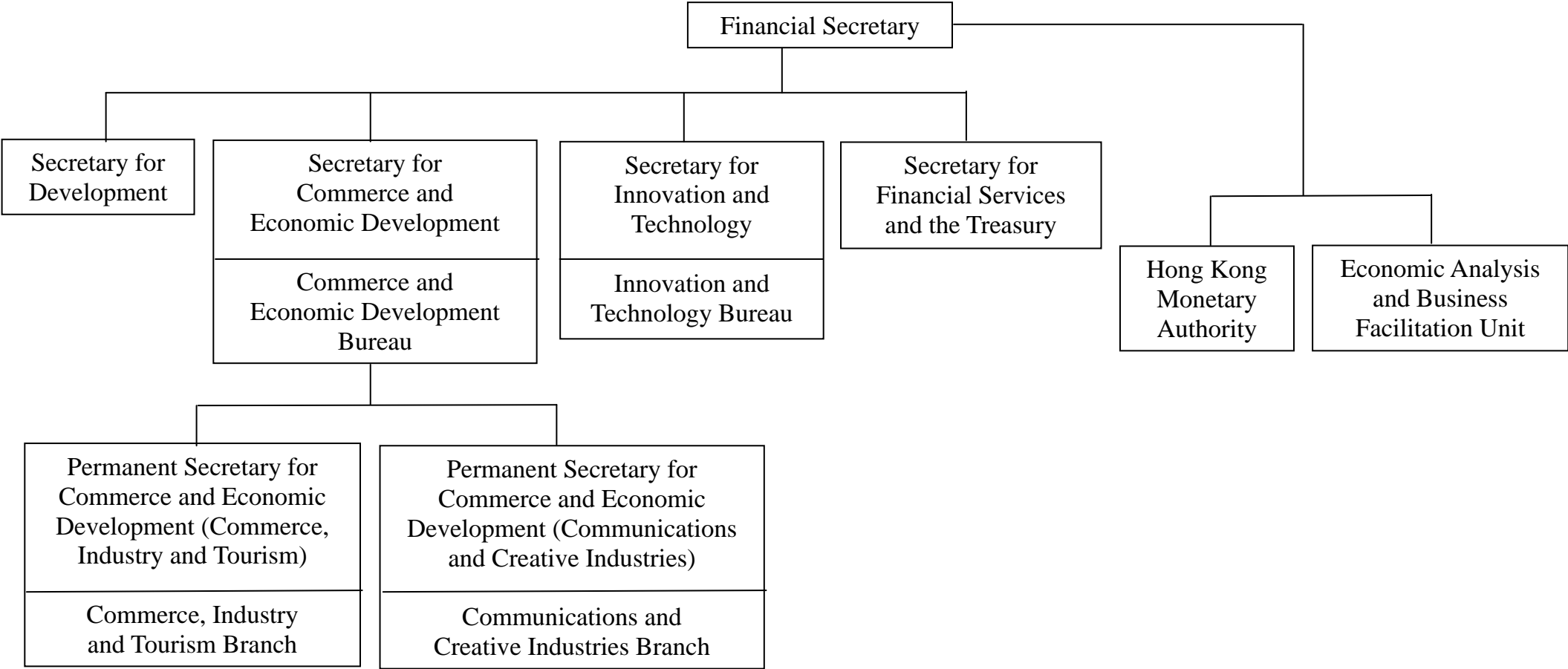


### Legend

AOSGA1 Administrative Officer Staff Grade A1  
AOSGC Administrative Officer Staff Grade C

Post and branch to be retitled

The relationship of  
Commerce and Economic Development Bureau, Innovation and Technology Bureau  
and Financial Secretary



**Duties and Responsibilities of Existing Permanent Directorate Officers  
at D2 level and above in Communications and Technology Branch,  
Innovation and Technology Commission and  
Office of the Government Chief Information Officer**

Communications and Technology Branch

1. Permanent Secretary for Commerce and Economic Development (Communications and Technology) (PSCT) is responsible for reviewing and formulating government policies, legislative proposals and implementation programmes in areas of broadcasting, creative industries, telecommunications, information technology, and innovation and technology; explaining and defending policies in Legislative Council (LegCo) Panels and Committees, in securing support of the public and LegCo, and in dealing with LegCo business; steering and coordinating with the executive departments to achieve smooth, timely and effective implementation of policies and programmes; and acting as the Controlling Officer for the expenditure head of the Communications and Technology Branch (CTB) and to ensure proper use of financial and staff resources.
2. Deputy Secretary for Commerce and Economic Development (Communications and Technology) (DSCT) assists PSCT in reviewing, formulating, evaluating and monitoring government policies, legislative proposals and implementation programmes in areas of broadcasting, telecommunications and creative industries. He is responsible for steering and coordinating with the executive departments (i.e. Radio Television Hong Kong, and Office of the Communications Authority) to achieve smooth, timely and effective implementation of policies and programmes; representing PSCT on such committees and boards as may be required; and managing staffing and financial resources in CTB.
3. Principal Assistant Secretary (Communications and Technology) (PAS(CT)) A is responsible for formulating and reviewing policies on broadcasting, film classification and the control of obscene and indecent articles; handling broadcasting licensing and regulatory matters that require the approval of the Chief Executive in Council; promoting the development of the broadcasting industry in Hong Kong; and housekeeping for the Radio Television Hong Kong and the Office for Film, Newspaper and Article Administration.



4. Principal Assistant Secretary (Communications and Technology)B (PAS(CT)B) is responsible for formulating policies on the development of telecommunications, including in particular policy options to promote competition, and to respond to technological changes and convergence; for monitoring the regulatory regime in telecommunications; and for formulating policies to tackle the problem of unsolicited electronic messages. He also housekeeps the Office of the Communications Authority
5. The Head of Create Hong Kong (CreateHK) is responsible for formulating policies, strategies and initiatives for the development of the creative industries; leading CreateHK and overseeing the administration and management of its funding schemes; collaborating with the creative industries and Government/public organisations to provide one-stop services for the promotion of creative industries; and acting as the principal representative of the Hong Kong Special Administrative Region in promoting creative industries in the international arena.
6. Assistant Head of CreateHK(1) is responsible for assisting in the formulation of strategies for the development of creative industries, and in planning and implementing initiatives to drive the creative economy; assisting in liaising with the local creative industries, other public organisations and bodies outside Hong Kong, and exploring collaboration opportunities with them to promote creative industries of Hong Kong; assisting in overseeing the administration and management of the funding schemes established to promote the development of creative industries; housekeeping matters of the Hong Kong Design Centre and matters relating to the Design Incubation Programme; and overall planning, management and control of resources and manpower.
7. Assistant Head of CreateHK(2) is responsible for supervising the Secretariat of the Film Development Council; assisting Head of CreateHK in overseeing the administration and management of the Film Development Fund and the Film Guarantee Fund; implementing government initiated measures to revitalise the Hong Kong film industry and supporting its long-term development; collaborating with the film industry and government/public organisations to ensure smooth implementation of all publicly funded film-related activities; and supervising the operation of the Special Effects Licensing Unit and the Film Services Unit.

Innovation and Technology Commission (ITC)

1. The Commissioner for Innovation and Technology (CIT) is responsible for developing, implementing and reviewing of innovation and technology (I&T) policy and programmes; representing the Government on the boards of Hong Kong Productivity Council (HKPC), the Hong Kong Science and Technology Parks Corporation (HKSTPC), as well as the five Research and Development (R&D) Centres and overseeing corporate governance of these institutions; overseeing the administration of Government funding schemes related to I&T including the Innovation and Technology Fund (ITF), the R&D Cash Rebate Scheme and the Applied Research Fund (ARF); promoting the development of testing and certification as a key industry of Hong Kong; and overseeing the provision of accreditation, standards and calibration services to the public.
2. The Deputy Commissioner for Innovation and Technology is responsible for assisting CIT in all aspects of the latter's duties and responsibilities, especially undertaking major policy reviews, developing new policy initiatives, implementation of policies and programmes for promoting innovation and technology; representing CIT at boards and committees as well as ITF assessment panels; and overseeing the administration, human resources and financial management of ITC.
3. The Assistant Commissioner (Policy and Development) is responsible for formulating policies on technology collaboration and development; servicing the Hong Kong side at various Joint Conference and Cooperation Committee with Mainland China; dealing with matters related to other bilateral, multilateral and regional collaboration on I&T; managing the ARF and the Small Entrepreneur Research Assistance Programme; dealing with policy and housekeeping matters of the Nanotechnology and Advanced Materials Institute; promoting an innovation and technology culture in business and the community; and formulating and implementing ITC's corporate communications strategy and publicity programme.
4. The Assistant Commissioner (Funding Scheme) is responsible for dealing with policy, management and provision matters relating to the ITF and R&D Cash Rebate Scheme; dealing with policy and housekeeping matters of HKPC and its Automotive Parts and Accessory Systems R&D Centre as well as Hong Kong Research Institute of Textiles and Apparel; and promoting university-industry collaboration in R&D Projects.

5. The Assistant Commissioner (Infrastructure and Quality Services) is responsible for dealing with policy, resource and housekeeping matters of HKSTPC, Hong Kong Applied Science and Technology Research Institute Company Limited as well as the Hong Kong R&D Centre for Logistics and Supply Chain Management Enabling Technologies Limited; dealing with matters related to technology incubation, techno-entrepreneurship, and human capital for supporting I&T; supervising the Quality Services Division in providing accreditation, standards and calibration services; and handling multilateral and regional collaboration matters on standards and accreditation.
6. The Secretary-General (Testing and Certification) is responsible for heading a Secretariat to provide secretariat support to the Hong Kong Council for Testing and Certification on the implementation and recommendations of its review report to support further development of the testing and certification industry, including 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; liaising with the Mainland authorities with a view to drawing up areas of cooperation so as to bring benefits to both sides; and overseeing the administration of the Secretariat.

#### Office of the Government Chief Information Officer

1. Government Chief Information Officer (GCIO) is responsible for assisting the Secretary for Commerce and Economic Development in formulating policies and strategies and overseeing implementation of programmes and initiatives to drive the further development of information technology (IT) in Hong Kong.
2. Deputy Government Chief Information Officer (DGCIO) (Policy and Community) is responsible to GCIO for IT policies, strategies, programmes and measures under the Government's Digital 21 Strategy; communicating the strategy and progress to stakeholders; mapping out the E-government policy and strategy and a programme of cross-agency projects; managing the formulation of policies and strategies and implementation of initiatives to facilitate the development of the local IT industry and collaboration with the Mainland; and drawing up programmes and initiatives on digital inclusion and managing initiatives to facilitate the development of the local IT industry.

3. DGCIO (Consulting and Operations) is responsible to GCIO for formulating and executing government-wide IT strategies and advising Government bureaux and departments (B/Ds) in their formulation of departmental IT strategy addressing the policy objectives; assisting B/Ds to plan and execute their IT-enabled change initiatives in more agile, cost-effective and joined-up manner by adopting cloud computing technology, establishing and maintaining an advanced and secure electronic communications infrastructure for effective and efficient communications and collaboration in government operation and delivery of public services.
4. Assistant Government Chief Information Officer (AGCIO) (Strategy Development) is responsible for coordinating the formulation and implementation of the Digital 21 Strategy and servicing the Digital 21 Strategy Advisory Committee; overseeing the policy, strategy and implementation of centralized e-government services for the public, including the enhancement of GovHK, development of mobile services, opening up public sector information for value-added re-use, and supporting e-engagement initiatives; and overseeing the Cyberport Project.
5. AGCIO (Industry Facilitation) is responsible for assisting in formulating strategy and initiatives for facilitating the development of e-Commerce infrastructure; overseeing cooperation with the Mainland on Information and Communications Technology (ICT); overseeing the provision of support for the Government Electronic Trading Services and facilitation of paperless trading service in Government; monitoring implementation and assisting in updating of the Digital 21 Strategy for the relevant action area(s) and keeping in view developments in Asia-Pacific Economic Cooperation, World Trade Organisation and related international bodies in respect of ICT.
6. AGCIO (IT Strategy) is responsible for planning and implementing the Government IT Strategy and architecture, including the Pan-Government IT strategy, and the secured electronic communications and confidential mail; advising on the Government information security policies and the incident response mechanisms; promoting awareness on information security, advising on security threat alerts and risks mitigation, advising on best practices in technology developments for adoption by B/Ds in major e-government programmes, promoting interoperability across the Government and assuring compliance; facilitating the development of Common Chinese Language Interface; and monitoring implementation and updating of the Digital 21 Strategy for the relevant action area(s).

7. AGCIO (Governance and Resources) is responsible for assisting B/Ds in shaping, securing funding for and delivering IT-enabled business change projects that support their policy and business goals; monitoring Government IT projects governance for IT-enabled change projects; formulating strategies and overseeing sourcing and contractual matters on IT hardware, software and services; establishing and implementing a professional recognition framework in Hong Kong; performing grade management functions respectively for the Analyst/Programmer Grade and Computer Operator Grade and their professional development; as well as monitoring implementation and updating of the Digital 21 Strategy for the relevant action area(s).
8. AGCIO (IT Operations) is responsible for Government Wi-Fi Programme and its further development; facilitating the development and promotion of City-wide Wi-Fi for the public and visitors; advising on IT business contingency planning and operations, and assuring compliance of related standards and guidelines across the Government; formulating strategy and implementing programmes for Government's data centre initiatives and sourcing of centrally arranged data centre services; developing and managing IT critical infrastructure and operations; steering the provision of government-wide/centrally provided IT hosting services; and monitoring implementation and updating of the Digital 21 Strategy for the relevant action area(s).

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