

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

### **HEAD 144 – GOVERNMENT SECRETARIAT : CONSTITUTIONAL AND MAINLAND AFFAIRS BUREAU Subhead 000 Operational expenses**

Members are invited to recommend to Finance Committee the creation of the following permanent post in the Constitutional and Mainland Affairs Bureau with effect from 1 July 2016, or with immediate effect upon approval of the Finance Committee, whichever is later –

1 Administrative Officer Staff Grade C  
(D2) (\$154,950 - \$169,450)

### **PROBLEM**

A supernumerary post at the rank of Administrative Officer Staff Grade C (AOSGC) (D2) in the Constitutional and Mainland Affairs Bureau (CMAB) will lapse on 30 June 2016. We need to convert this post into a permanent post to foster and strengthen economic, trade and cultural co-operation relations between Hong Kong and the Mainland, deepen regional co-operation, as well as supervise the provision of support by Mainland Offices for Hong Kong residents and enterprises in the Mainland.

### **PROPOSAL**

2. We propose to convert one supernumerary post of AOSGC (D2) in CMAB into a permanent post with effect from 1 July 2016 or with immediate effect upon approval of the Finance Committee, whichever is later.

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**JUSTIFICATION**

3. CMAB is committed to promoting closer co-operation between Hong Kong and the Mainland, Macao and Taiwan, and has been playing a co-ordinating and facilitating role in this regard. On Mainland affairs, CMAB acts as a focal point of contact between the Hong Kong Special Administrative Region (HKSAR) Government and the Mainland authorities. CMAB, through its Mainland Offices, also strengthens liaison and communication with authorities at the central, provincial and municipal levels, fosters economic and trade ties as well as exchanges and co-operation on various aspects, such as culture and tourism, between Hong Kong and provinces/municipalities in the Mainland, provides support for Hong Kong residents and enterprises in the Mainland, and promotes Hong Kong, etc.

4. The HKSAR Government is committed to promoting regional co-operation with the Mainland and has been implementing a series of initiatives to strengthen co-operation relations between the two places since 2013. These include expanding the network and enhancing the functions of the Mainland Offices to enhance government-to-government (G2G) work, providing better support services for Hong Kong residents and enterprises in the Mainland, as well as deepening regional co-operation with the Mainland.

5. The “Central Committee of the Communist Party of China’s Proposal on Formulating the Thirteenth Five-year Plan on National Economic and Social Development” (“Proposal on 13th Five-year Plan”) promulgated in November 2015 seeks to give full play to the unique strengths of Hong Kong and Macao, elevate the position and role of Hong Kong and Macao in our country’s economic development and opening up to the outside world and give support to Hong Kong to consolidate its status as an international centre for financial services, shipping and trade for participating in China’s two-way opening up and development of the Belt and Road Initiative.

6. To forge closer ties with the Mainland, the 2016 Policy Address announces the establishment of six more liaison units under Mainland Offices. In addition, an Immigration Division will be set up under the Hong Kong Economic and Trade Office (ETO) in Shanghai and dedicated staff will be deployed to the Beijing Office (BJO) to handle cultural matters.

7. The current supernumerary AOSGC (D2) post in CMAB, designated as Principal Assistant Secretary for Constitutional and Mainland Affairs (8) (PAS(CMA)8), was first created in July 2010 for three years to underpin a supernumerary Administrative Officer Staff Grade B (AOSGB) (D3) (i.e. Deputy

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Secretary for Constitutional and Mainland Affairs (3) (DS(CMA)3)). The AOSGB post was made permanent while the current supernumerary AOSGC post was extended for another three years upon approval by the Finance Committee of the Legislative Council in June 2013, in the light of the continuous increase in depth and breadth of the policy objective of exploring and deepening regional co-operation with provinces/municipalities in the Mainland. The post of PAS(CMA)8 will lapse on 30 June 2016.

8. To facilitate Hong Kong residents and enterprises in the Mainland to better grasp the new opportunities brought about by our country's development, we see an on-going need for the HKSAR Government to continue to enhance G2G work, improve the network and functions of the Mainland Offices, as well as deepen regional co-operation with the Mainland in various areas. Having critically reviewed the various duties and responsibilities of and the service need for the PAS(CMA)8 post, as well as the organisational structure, the staff establishment and division of work in CMAB, we are certain of the need to convert the supernumerary post of PAS(CMA)8 into a permanent post with effect from 1 July 2016. The proposed job description of PAS(CMA)8 is set out in Enclosure 1. The current and proposed organisation chart of CMAB is at Enclosure 2. Specific areas of responsibilities of PAS(CMA)8 are elaborated in the ensuing paragraphs.

Encl. 1  
Encl. 2

#### Improving the network of Mainland Offices

9. The 2013 Policy Address announces the setting up of a new ETO in Wuhan. Subsequently, the 2014 Policy Address announces that more liaison units will be set up in the Mainland. PAS(CMA)8 is responsible for implementing these initiatives. He has co-ordinated efforts in and pressed ahead with the establishment of a new ETO in Wuhan. Following the setting up of the Wuhan ETO in April 2014, the HKSAR Government has a more comprehensive network of offices in the Mainland, with the Shanghai ETO in the east, the Guangdong ETO in the south, the Chengdu ETO in the west, the BJO in the north and the Wuhan ETO in the central region. Moreover, PAS(CMA)8 has assisted in establishing a liaison unit under the BJO in the Liaoning Province and another one under the Shanghai ETO in the Shandong Province in December 2014 and April 2015 respectively, bringing the total number of liaison units under the relevant Mainland Offices to five<sup>1</sup>.

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<sup>1</sup> The five liaison units are the Shandong Liaison Unit under the Shanghai ETO, the Shenzhen and Fujian Liaison Units under the Guangdong ETO, the Chongqing Liaison Unit under the Chengdu ETO and the Liaoning Liaison Unit under the BJO.

10. To further enhance the network, the 2016 Policy Address further announces the setting up of six more liaison units. The aim is to have two liaison units under each Mainland Office (other than in the province or municipality directly under the Central Government where the Mainland Office is located). Currently, there is no liaison unit under the Wuhan ETO. We plan to set up one liaison unit each in the Hunan Province and Henan Province under the Wuhan ETO in 2016; to be followed by the establishment of an additional liaison unit each under the BJO, the Shanghai ETO, the Chengdu ETO and the Guangdong ETO in a progressive manner.

11. To implement the above-mentioned policy objective of setting up six more liaison units, PAS(CMA)8 is responsible for liaising with the Central Government and relevant provincial/municipal governments, as well as supervising the preparatory work including identifying office locations for the units, deploying officers in Hong Kong to take up relevant posts in the units and recruiting locally engaged staff to ensure the timely operation of the units.

#### Enhancing the functions of Mainland Offices

12. PAS(CMA)8 is responsible for co-ordinating and implementing the policy initiatives relating to enhancing the functions of Mainland Offices. These initiatives aim at strengthening liaison with Hong Kong residents and enterprises in the Mainland to understand their needs, while stepping up G2G work to build effective platforms for communication among governments and provide assistance to Hong Kong residents and enterprises where necessary. Specifically, the Mainland Offices have enhanced services in the following five areas: stepping up the collection and dissemination of practical information on livelihood, economic and trade, as well as employment matters; expanding researches on national policies; actively providing assistance to Hong Kong enterprises in the Mainland through government platforms; organising large-scale promotional and publicity activities; and providing better support services for Hong Kong residents in distress in the Mainland. The progress of the above areas of work is set out at

Encl. 3

Enclosure 3.

13. To implement the new initiatives in the 2016 Policy Address, PAS(CMA)8 will join hands with relevant bureaux and departments to further enhance the functions of Mainland Offices, including setting up an Immigration Division under the Shanghai ETO to provide better support for Hong Kong

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residents in distress in the Mainland<sup>2</sup>, and deploying dedicated cultural staff to the BJO to enhance promotion of cultural exchange and co-operation between Hong Kong and the Mainland.

14. With the increasingly close ties between Hong Kong and the Mainland, more and more Hong Kong people travel to the Mainland for business, career, study and residence purposes. PAS(CMA)8 also needs to supervise the provision of support by Mainland Offices for Hong Kong residents and enterprises in the Mainland. In this connection, PAS(CMA)8 will, in accordance with the established policy directives, formulate specific plan, draw up work targets and guidelines, monitor the progress and effectiveness of work of various Mainland Offices, and review and refine the relevant work from time to time.

#### Regional Co-operation

15. PAS(CMA)8 is responsible for strengthening regional co-operation between Hong Kong and different provinces/municipalities in the Mainland (excluding Guangdong and Fujian Provinces<sup>3</sup>), mainly involving co-operation with Pan-Pearl River Delta (PPRD) Region, Shanghai Municipality and Beijing Municipality at present. Specifically, PAS(CMA)8 is responsible for formulating co-operation plans in conjunction with relevant bureaux and departments, supervising the progress of promoting co-operation in various areas to explore directions for future co-operation with officials from relevant provinces/municipalities, and overseeing arrangements for senior officials of the HKSAR Government to participate in various activities relating to regional co-operation.

16. Co-operation progress and future co-operation directions between the HKSAR and the major provinces/municipalities are outlined in the following paragraphs.

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<sup>2</sup> Currently, only the BJO, the Guangdong ETO and the Chengdu ETO have Immigration Divisions for providing assistance for Hong Kong residents in distress in the Mainland.

<sup>3</sup> Fostering regional co-operation between Hong Kong and Guangdong Province as well as Fujian Province is one of the duties of Principal Assistant Secretary (Constitutional and Mainland Affairs)<sup>6</sup> and Principal Assistant Secretary (Constitutional and Mainland Affairs)<sup>1</sup> of CMAB respectively.

*Co-operation with provinces/regions in the PPRD Region*

17. The PPRD Region Co-operation and Development Forum (PPRD Forum) is an important regional co-operation platform comprising nine Mainland provinces/region<sup>4</sup>, the HKSAR and Macao SAR, and representing nearly one-third of the population and GDP of the Mainland. Areas of co-operation among 9+2 provinces/regions cover infrastructure, commerce and trade, financial services, tourism, new and advanced technologies, environmental protection, etc. Over the years, the Chief Executive has led the HKSAR Government and business delegations to attend the PPRD Forum to explore business opportunities for various trades and professions in Hong Kong.

18. In 2014, the HKSAR hosted the 10th PPRD Forum jointly with the Guangdong Province and Macao SAR, during which a Business Matching and Networking Luncheon and a Trade Symposium were first held to foster direct exchanges between Hong Kong and PPRD Region enterprises. Both events attracted more than 400 participants and helped Hong Kong give full play to its role as the “super-connector” in the PPRD Region. In addition, Hong Kong held a thematic seminar on urbanisation at which around 150 Hong Kong businessmen and professionals and representatives of PPRD Region enterprises shared experience on town planning, management and development.

19. The “Proposal on 13th Five-year Plan” promulgated in November 2015 emphasises the importance of deepening co-operative development between the Mainland, Hong Kong and Macao, stepping up efforts in opening up to Hong Kong and Macao, and sets out for the first time the need for deepening regional co-operation, such as PPRD regional co-operation. The 9+2 provinces/regions differ in their state of development. Some of them are situated along the coastal areas of the eastern region and are among the first to implement the policy of reform and opening up, while some are in the central and western regions endowed with rich natural resources and cost advantages, providing Hong Kong with a hinterland and market which have considerable potential. By bringing their qualities into play and enhancing co-operation, it will present new opportunities for Hong Kong’s economic development.

20. To tie in with the deepening of co-operation among PPRD provinces/regions in the new era, from 2015 onwards, major activities of the PPRD Forum will be held thrice every two years instead of once every year, including the Trade Fair, the High-Level Forum and/or the Chief Executive Joint

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<sup>4</sup> Including Fujian, Jiangxi, Hunan, Guangdong, Guangxi, Hainan, Sichuan, Guizhou and Yunnan.

Conference. PAS(CMA)8 will co-ordinate and promote efforts of relevant bureaux and departments to enhance co-operation with PPRD provinces/regions, as well as to capitalise on Hong Kong's unique advantages of "one country" and "two systems", and extensive and strong international connections to promote PPRD regional development (e.g. in areas of modern services industries and facilitating enterprises to "go global"), generating business opportunities for Hong Kong industries.

*Co-operation with the Municipalities of Shanghai and Beijing*

21. The Chief Executive and the Mayor of Shanghai convened the Third Plenary Session of the Hong Kong/Shanghai Economic and Trade Co-operation Conference in April 2015. Both sides reached consensus on a total of 27 co-operation initiatives covering 10 areas, of which Shanghai Free Trade Zone Co-operation, intellectual property protection and urban management were new areas of co-operation. Three co-operation agreements on finance, commerce and civil service exchange were signed at the meeting. Separately, the Chief Executive met the acting Mayor of Beijing in November 2012, during which he witnessed the signing of three co-operation agreements relating to culture, food safety and hospital management. Both sides subsequently met a number of times to promote greater co-operation between the two cities. Apart from monitoring the effective implementation of these co-operation agreements, PAS(CMA)8 will be responsible for co-ordinating with relevant bureaux and departments to formulate direction of and plan for Shanghai/Hong Kong co-operation and Beijing/Hong Kong co-operation.

*Exchange and Co-operation with other provinces/municipalities*

22. The duties and responsibilities of PAS(CMA)8 also include monitoring the Mainland Offices' efforts in further strengthening co-operation with major provinces/municipalities, with which they are responsible for liaising, in economic and trade fields and other fields with potential. For example, under the co-ordination of PAS(CMA)8, the Guangdong ETO is actively promoting Hong Kong/Guangxi exchanges and co-operation in tourism, processing trade and construction-related professional services. Separately, in September 2015, the Chengdu ETO organised the "Xi'an-Hong Kong Festival 2015" in Xi'an Municipality of the Shaanxi Province with the Department of Commerce of Shaanxi Province and Hong Kong Trade Development Council to promote exchanges and co-operation between the two cities in wine trade, creative industries, music, etc. With our country's efforts in pursuing regional development

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and generating new momentum for economic development, PAS(CMA)8 will work hand-in-hand with the Mainland Offices to identify room for co-operation with different provinces/municipalities, and will jointly draw up work plans and proactively take forward specific co-operation initiatives.

### **Non-directorate support**

23. The above proposed directorate post will continue to be supported by six non-directorate posts, including one Senior Administrative Officer post, one Administrative Officer post, one Senior Executive Officer post, one Executive Officer I post, one Personal Secretary I post and one Assistant Clerical Officer post. Amongst these six posts, two (viz one Personal Secretary I post and one Assistant Clerical Officer post) are time-limited ones due to lapse on 30 June 2016. We will accordingly convert these two time-limited non-directorate posts into permanent posts with effect from 1 July 2016.

### **ALTERNATIVES CONSIDERED**

24. We have critically considered the feasibility of redeploying existing manpower at directorate level to meet the service requirement but the option is not viable. Apart from PAS(CMA)8, there are currently eight permanent directorate officers at D2 level in the CMAB (excluding those currently posted to the Mainland Offices). They are fully engaged with their own portfolios. The existing duty schedules of these posts are at Enclosure 4. Given the medium and long-term commitments of PAS(CMA)8's duties and responsibilities as explained in paragraphs 9 to 22 above, we consider it operationally not possible for any one of the officers to absorb or share the duties of PAS(CMA)8 without affecting the discharge of their current duties.

Encl. 4

### **FINANCIAL IMPLICATIONS**

25. The proposed creation of one permanent AOSGC post will require an annual salary cost at mid-point of \$1,973,400, and the full annual average staff cost (including salaries and staff on-cost) is \$2,780,000.

26. As regards the six non-directorate posts mentioned in paragraph 23 above, the total annual salary cost and full annual average staff cost are \$4,407,960 and \$5,961,000 respectively, among which \$634,380 and \$921,000 respectively will be required for the conversion of two time-limited posts into permanent posts.

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27. We will earmark sufficient provision in the 2016-17 draft Estimates and onwards to meet the funding requirements of this proposal.

## PUBLIC CONSULTATION

28. We consulted the Legislative Council Panel on Commerce and Industry on the staffing proposal on 15 December 2015. Members supported the proposal.

## ESTABLISHMENT CHANGES

29. The establishment changes under Head 144 – Government Secretariat: CMAB in the past two years are as follows –

Establishment (Note)	Number of posts			
	Existing (as at 1 February 2016)	As at 1 April 2015	As at 1 April 2014	As at 1 April 2013
<b>A*</b>	20+(1)#	20+(1)	20+(1)	18+(2)
<b>B</b>	88	85	79	69
<b>C</b>	66	66	66	58
<b>Total</b>	<b>174+(1)</b>	<b>171+(1)</b>	<b>165+(1)</b>	<b>145+(2)</b>

Note :

A – ranks in the directorate pay scale or equivalent

B – non-directorate ranks the maximum pay point of which is above MPS point 33 or equivalent

C – non-directorate ranks the maximum pay point of which is at or below MPS point 33 or equivalent

( ) – number of supernumerary directorate posts

\* – excluding supernumerary posts created under delegated authority

# – as at 1 February 2016, there was no unfilled directorate post in CMAB.

## CIVIL SERVICE BUREAU COMMENTS

30. The Civil Service Bureau supports the proposed creation of the above permanent AOSGC post to continue to enhance the functions and improve the network of Mainland Offices, as well as to promote regional co-operation between Hong Kong and relevant provinces/municipalities in the Mainland. The grading and ranking of the proposed post are considered appropriate having regard to the level and scope of responsibilities required.

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

31. The Standing Committee on Directorate Salaries and Conditions of Service has advised that the grading proposed for the permanent AOSGC post mentioned above is appropriate.

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Constitutional and Mainland Affairs Bureau  
February 2016

**Job Description**

**Post Title** : Principal Assistant Secretary for Constitutional and Mainland Affairs (8)

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

**Responsible to** : Deputy Secretary for Constitutional and Mainland Affairs (3)

**Main Duties and Responsibilities –**

1. To formulate strategies and plans to implement policy initiatives relating to enhancing the functions of Mainland Offices so as to better support Hong Kong residents and enterprises in the Mainland, including drawing up work targets and guidelines, monitoring the work progress and effectiveness, and reviewing and refining the relevant work from time to time.
2. To formulate strategies and plans to implement policy initiatives relating to improving the network of Mainland Offices, including identifying locations for the setting up of liaison units with the Mainland Offices, liaising with the relevant provincial/municipal governments, and handling related administrative work such as application for and deployment of manpower and resources, and arranging for office accommodation, etc.
3. To formulate strategies and plans to co-ordinate the efforts of Mainland Offices to foster co-operation between the Hong Kong Special Administrative Region (HKSAR) Government and Central Government and provincial/municipal governments as well as to step up Government-to-Government co-operation on various fronts.
4. To co-ordinate relevant bureaux and departments to follow up on the co-operation initiatives in various areas with the Pan-Pearl River Delta (PPRD) Region<sup>Note</sup>, and provide support to HKSAR Government's participation in conferences relating to PPRD Region co-operation.
5. To co-ordinate relevant bureaux and departments to follow up on the co-operation initiatives in various areas with the Municipalities of Shanghai and Beijing under the Hong Kong/Shanghai Co-operation Conference and

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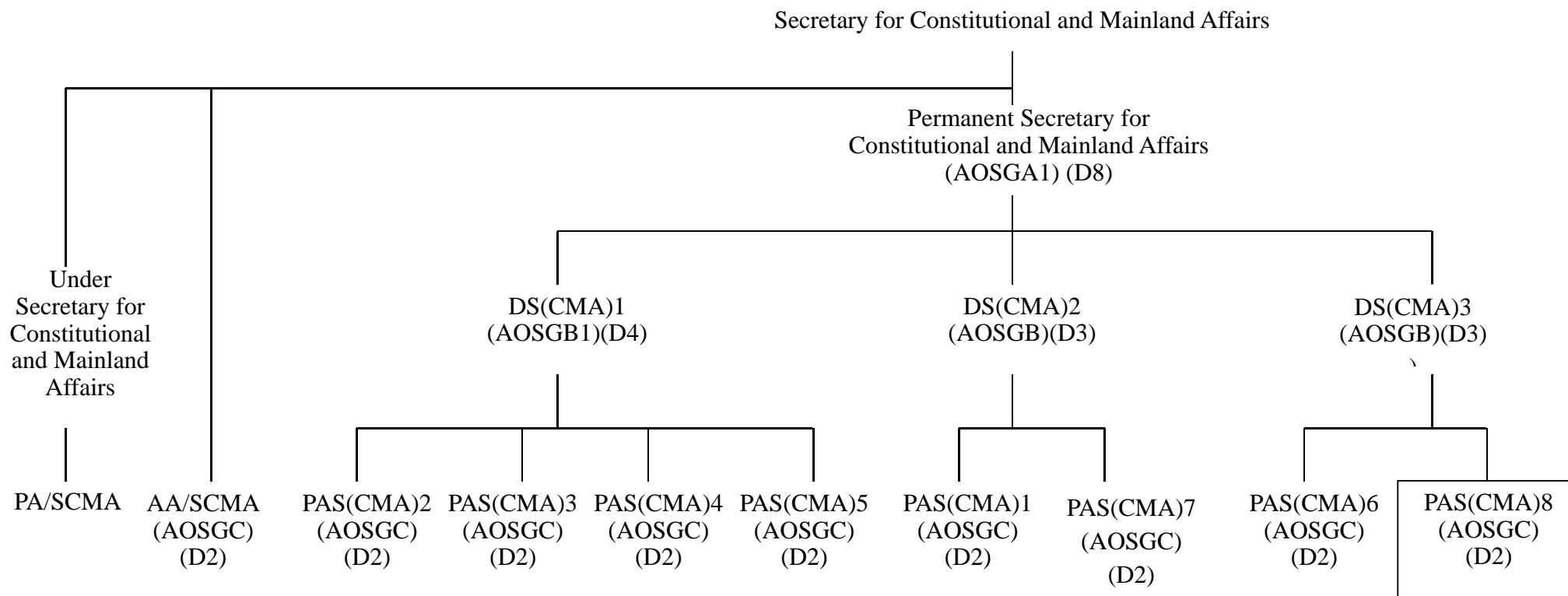
<sup>Note</sup> The PPRD Region includes nine provinces/regions (viz Fujian, Jiangxi, Hunan, Guangdong, Guangxi, Hainan, Sichuan, Guizhou and Yunnan) as well as HKSAR and Macao SAR.

Hong Kong/Beijing Economic and Trade Co-operation Conference respectively, and provide support to the convening of the said two Conferences.

6. To support the co-operation activities between Hong Kong and other provinces/municipalities in the Mainland, including planning and participating in high-level meetings, visits, seminars, forums, etc.
7. To co-ordinate co-operation between the Mainland Offices and the Hong Kong Trade Development Council and the Hong Kong Tourism Board.
8. To supervise Mainland Offices in providing assistance to Hong Kong residents in the Mainland and handling follow-up actions on cases requiring assistance.

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# Current and Proposed Organisation Chart of Constitutional and Mainland Affairs Bureau



## Legend

Time-limited supernumerary post to be lapsed on 30 June 2016 and proposed to be converted to a permanent post.

AA/SCMA – Administrative Assistant to Secretary for Constitutional and Mainland Affairs  
 AOSGA1 – Administrative Officer Staff Grade A1  
 AOSGA – Administrative Officer Staff Grade A  
 AOSGB1 – Administrative Officer Staff Grade B1  
 AOSGB – Administrative Officer Staff Grade B  
 AOSGC – Administrative Officer Staff Grade C  
 DS(CMA) – Deputy Secretary for Constitutional and Mainland Affairs  
 PAS(CMA) – Principal Assistant Secretary for Constitutional and Mainland Affairs  
 PA/SCMA – Political Assistant to Secretary for Constitutional and Mainland Affairs

## Note

The Mainland Offices, namely the Beijing Office (BJO), and the Economic and Trade Offices in Guangdong (GDETO), Shanghai (SHETO), Chengdu (CDETO) and Wuhan (WHETO) under CMAB's purview are not shown in the chart. The directorate establishment of the five Mainland Offices is as follows –

**BJO** : Director/BJO (AOSGA)(D6), Deputy Director/BJO (AOSGB1)(D4), Assistant Director/BJO (AOSGC)(D2)

**GDETO** : Director/GDETO (AOSGB)(D3)

**SHETO** : Director/SHETO (AOSGB)(D3)

**CDETO** : Director/CDETO (AOSGC)(D2)

**WHETO** : Director/WHETO (AOSGC)(D2)

Furthermore, the Director of the Hong Kong Economic, Trade and Cultural Office in Taiwan is an AOSGB(D3) post.

**Work Progress of Mainland Offices in Enhancing their Services to Hong Kong Residents and Enterprises**

*(1) Stepping up the collection and dissemination of practical information on livelihood, commerce and trade, as well as employment*

To help Hong Kong residents better adapt to living in the Mainland, the Mainland Offices collect practical information on medical care, study, legal services, etc. for dissemination through publication of the “Practical Guide for Hong Kong People Living in the Mainland” (“Practical Guide”). At present, “Practical Guides” for living in Beijing, Tianjin, Shenyang, Guangdong, Shanghai, Chengdu, Chongqing, Xi’an, Hangzhou, Guiyang and Wuhan have been published and are available at the websites of the respective Mainland Offices. The Beijing Office (BJO) also disseminates on its website from time to time information related to living in the Mainland, for example, information on transport policy, indoor smoking ban, laws and regulations on private car insurance, etc.

2. In addition, the Mainland Offices have stepped up efforts in collecting and disseminating information on major developments and investment projects in provinces and municipalities. To this end, regular newsletters providing information on Mainland’s economic and trade policies and regulations; and business promotion, investment and economic and trade activities have been published. In 2014-15, the Mainland Offices have published more than 170 issues of regular newsletters.

3. The Mainland Offices, in collaboration with other related organisations (including the Hong Kong Trade Development Council (HKTDC) and Hong Kong business associations in their service areas), organise from time to time talks on topics of concern to Hong Kong businessmen, and local government officials or experts are invited to give briefings. In 2014-15, more than 20 talks have been organised and the topics covered included legal and arbitration services, taxation, customs, labour, development of e-commerce, policy of free trade pilot zone, Shanghai-Hong Kong Stock Connect, etc.

4. Many Hong Kong young people pursuing studies in the Mainland would like to acquire more information on studies and employment to lay solid foundation for their future career development. In this connection, the Mainland Offices pro-actively encourage Hong Kong enterprises in the Mainland and

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Mainland enterprises to provide internship opportunities for Hong Kong students in the Mainland. Since 2014, the Mainland Offices have disseminated information on more than 300 internship placements in sectors including financial services, real estate and property management, advertising, legal services, information and technology, catering services, clothing, education, hotel services, energy, etc. to Hong Kong students in Beijing, Guangzhou, Shenzhen, Fujian, Xiamen, Chengdu, Chongqing and Xi'an.

5. Meanwhile, specific activities are organised by the Mainland Offices in response to the concerns of students in their respective service areas. For example, the Hong Kong Economic and Trade Office (ETO) in Guangdong organised an exchange forum on business start-up and employment for Hong Kong students in Shenzhen in May 2014, attracting some 70 students. A seminar on admission of tertiary institutions in Hong Kong was held by the Shanghai ETO in September 2014, attracting more than 100 students and parents in Shanghai. In March 2015, the Shanghai ETO also organised seminars on job hunting and business start-up for Hong Kong students pursuing studies in universities in Shanghai Municipality, Zhejiang and Jiangsu Provinces at which human resources experts and Hong Kong businessmen shared interview skills and their experience in starting up business. The seminars had recorded attendance of more than 110. Other Mainland Offices have also held seminars for students in their respective service areas from time to time to exchange information on studies and employment.

(2) *Expanding researches on national policies*

6. The 2013 Policy Address announces the initiative of analysing the opportunities and challenges for Hong Kong people arising from national policies. In this connection, the BJO has conducted researches on some national policies that are closely related to the development of Hong Kong. Experts have been engaged by the BJO to conduct researches on national policies on taxation, labour, intellectual property, human resources, etc. which are of concern to Hong Kong residents and enterprises. Topical Newsletters are compiled to convey the analysis results and for dissemination to business associations in Hong Kong and in the Mainland through the Mainland Offices and HKTDC. In 2014-15, the Mainland Offices have disseminated more than 20 issues of Topical Newsletters to about 300 business associations.

7. The Mainland Offices have also organised seminars in the cities where their offices are located and experts responsible for conducting the researches have been invited to explain their analysis results and answer enquiries from Hong Kong residents and businessmen. In 2014-15, more than ten seminars have been organised by the Mainland Offices.

*(3) Actively providing assistance to Hong Kong enterprises in the Mainland through government platforms*

8. The Mainland Offices meet Hong Kong businessmen in their respective service areas from time to time to understand their operating situation and, where necessary, convey their views and demands to the relevant Mainland authorities directly to safeguard their rights and interests. For example, in response to the industry's concern about the amendment to the "Regulations on Collective Contract in Enterprises of the Guangdong Province" ("Regulations") and the "Interim Measures on the Administration of the Collection and Payment of Trade Union Fund of the Guangdong Province", the Guangdong ETO have arranged a number of meetings for major business associations in Hong Kong<sup>1</sup> to convey their views as well as to pass the written submissions to the Guangdong authorities concerned directly. Eventually, some of the views on the Regulations had been accepted and were reflected in the Amendment Bill promulgated in September 2014.

9. In addition, in response to suggestions from some Hong Kong businessmen in Shenyang and Harbin, the BJO approached the relevant authorities to discuss the establishment of Hong Kong business associations in the cities. With the efforts of the BJO, the Shenyang and Heilongjiang branches of the Hong Kong Chamber of Commerce in China (HKCCC)<sup>2</sup> were established in 2014 to help unite Hong Kong businessmen in the areas.

10. Meanwhile, led by the Guangdong ETO and with the combined efforts of the HKTDC and HKCCC<sup>2</sup> – Guangdong, the "Directory of Hong Kong Service Enterprises in Guangdong" ("Directory") has been compiled to help establish and promote a database on Hong Kong service enterprises. The first edition of the Directory covering Hong Kong service enterprises in Guangzhou and Shenzhen was published in August 2014. It has drawn the attention of the Guangdong authorities, the industry and media, and the Qianhai Authority has included a link to the Directory in its website. The second edition of the Directory which includes information of more than 720 Hong Kong service enterprises in the Pearl River Delta Region was published in September 2015.

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<sup>1</sup> The relevant business associations include the Chinese Manufacturers' Association of Hong Kong, Chinese General Chamber of Commerce, Hong Kong General Chamber of Commerce and Federation of Hong Kong Industries.

<sup>2</sup> Upon approval by the then Ministry of Foreign Trade and Economic Co-operation (now the Ministry of Commerce) and registration under the Ministry of Civil Affairs, the HKCCC was formally set up in Beijing on 21 April 1993. Branches of HKCCC have now been set up in Shanghai, Guangdong, Tianjin, Qingdao, Wuhan, Chengdu, Hangzhou, Shenyang and Harbin.



(4) *Organising large-scale promotional and publicity activities*

11. The Mainland Offices have been promoting the strengths of Hong Kong in the Mainland through different means and have been committed to organising promotional activities to assist Hong Kong enterprises in the Mainland in upgrading and transforming operations as well as tapping the domestic market. For example, the Mainland Offices collaborated with the HKTDC and other organisations such as business associations to organise “Hong Kong Week” promotional events in Xiamen, Chongqing and Harbin in the past two years to promote Hong Kong products and services, with a view to assisting Hong Kong enterprises in building up their brand image and exploring the domestic market. The BJO and Chengdu ETO have also organised “Hong Kong Week” promotional events in Tianjin and Xi’an in 2015 respectively.

12. Separately, the Mainland Offices strengthen co-operation with the relevant Mainland offices of the HKTDC and Hong Kong Tourism Board (HKTB) with a view to synergising efforts in promoting Hong Kong’s strengths. In 2014-15, the Mainland Offices have held about 30 promotional events jointly with the HKTDC and/or HKTB.

13. The Mainland Offices also work jointly with Mainland media to produce various programmes with the aim of enhancing mutual understanding and respect between the Mainland and Hong Kong community. For example, in 2014-15, the BJO collaborated with the People’s Net to produce a dedicated webpage which contained 12 interviews with Mainland people working in Hong Kong and Hong Kong people working in the Mainland. The Guangdong ETO, Shanghai ETO, Chengdu ETO and Wuhan ETO have also co-produced programmes with local radio stations to showcase Hong Kong’s soft power.

(5) *Providing better support for Hong Kong residents in distress*

14. The 2013 Policy Address announces the setting up of a new Immigration Division in the Chengdu ETO, in addition to those in the BJO and Guangdong ETO. The Immigration Divisions in the Mainland Offices, including the one in the Chengdu ETO which came into operation in October 2013, have been providing timely assistance to Hong Kong people in distress in the Mainland.

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**Duties and Responsibilities of Permanent Directorate Officers at D2 Level in  
the Constitutional and Mainland Affairs Bureau  
(Excluding Those Currently Posted to the Mainland Offices)**

1. Principal Assistant Secretary (Constitutional and Mainland Affairs) (PAS(CMA))1 is responsible for co-ordinating and promoting exchange and co-operation between the Hong Kong Special Administrative Region (HKSAR) and Taiwan through the Hong Kong-Taiwan Economic and Cultural Co-operation and Promotion Council and Taiwan-Hong Kong Economic and Cultural Co-operation Council, matters relating to Hong Kong and Taiwan relations, and liaison with Taiwan organisations in Hong Kong; matters relating to the conduct of external affairs of the HKSAR and liaison with the Office of the Commissioner of the Ministry of Foreign Affairs; and matters relating to the co-operation with the Economic Zone on the West Coast of the Taiwan Strait (including the Fujian Province).
2. PAS(CMA)2 is responsible for policies and legislations relating to District Councils and Legislative Council elections; policy response in relation to judicial review cases concerning election systems and election petition cases; housekeeping of the Electoral Affairs Commission and the Registration and Electoral Office; and matters relating to the composition of District Councils.
3. PAS(CMA)3 is responsible for policies and legislations relating to constitutional development and voter registration, and co-ordinating related promotion campaigns; and policies and legislations relating to Election Committee subsector elections and Chief Executive elections.
4. PAS(CMA)4 is responsible for handling matters relating to protection of privacy and the Personal Data (Privacy) Ordinance; overseeing the housekeeping of the Office of the Privacy Commissioner for Personal Data; handling matters relating to the Code on Access to Information and press freedom; and promoting equal opportunities for people of different sexual orientation and transgenders.
5. PAS(CMA)5 is responsible for co-ordinating human rights policy; co-ordinating the United Nations reporting and follow up actions under the Universal Periodic Review mechanism and relevant human rights treaties; housekeeping of the Equal Opportunities Commission; the overall policy relating to promotion of racial equality and the Race Discrimination Ordinance, including the implementation of the “Administrative Guidelines on Promotion of Racial Equality”; promoting children’s rights; and matters relating to the development of the Political Appointment System.

6. PAS(CMA)6 is responsible for co-ordinating work relating to Hong Kong/Guangdong co-operation, including the implementation of the Framework Agreement on Hong Kong/Guangdong Co-operation and development of Nansha and Hengqin; co-ordinating Hong Kong/Shenzhen co-operation, including development of Qianhai; arranging the HKSAR Government to host, and organising relevant bureaux and departments to participate in, the Hong Kong/Guangdong Co-operation Joint Conference, Hong Kong/Shenzhen Co-operation Meeting and Hong Kong Macao Co-operation High Level Meeting; and providing secretariat support to the Hong Kong and Mainland Economic Co-operation Advisory Committee.
7. PAS(CMA)7 is responsible for the liaison policy and practical matters relating to the relationship between the Central People's Government and the HKSAR Government; co-ordinating the HKSAR Government's work in complementing the National Five-year Plan; co-ordinating the promotion of the Basic Law; and providing policy co-ordination and secretariat support to the Steering Committee on Co-operation with the Mainland chaired by the Chief Secretary for Administration.
8. The Administrative Assistant to Secretary for Constitutional and Mainland Affairs (SCMA) is responsible for providing administrative support to SCMA as well as handling the Bureau's liaison with the Legislative Council Secretariat.

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