

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

### **HEAD 96 – GOVERNMENT SECRETARIAT : OVERSEAS ECONOMIC AND TRADE OFFICES Subhead 000 Operational expenses**

Members are invited to recommend to Finance Committee the following changes with effect from 1 July 2016, or with immediate effect upon approval of the Finance Committee, whichever is later –

- (a) the creation of the following permanent post in the Hong Kong Economic and Trade Office in Jakarta –

1 Administrative Officer Staff Grade B  
(D3) (\$180,200 - \$196,700)

to be offset by the deletion of the following permanent post in the Hong Kong Economic and Trade Office in Washington D.C. –

1 Administrative Officer Staff Grade B1  
(D4) (\$204,550 - \$217,000);

- (b) an increase in the establishment ceiling, in terms of total notional annual mid-point salary value, of Head 96 Government Secretariat: Overseas Economic and Trade Offices from \$81,368,000 by \$1,937,000 to \$83,305,000 in 2016-17 for creation of relevant non-directorate posts required for the new Hong Kong Economic and Trade Office in Jakarta; and

- (c) the re-structuring of the directorate establishment of the Hong Kong Economic and Trade Office in Washington after deletion of the Administrative Officer Staff Grade B1 post.

## **PROBLEM**

We need a directorate staff to head a new Hong Kong Economic and Trade Office (ETO) to be set up in Jakarta in 2016-17 in order to strengthen Hong Kong Special Administrative Region (HKSAR)'s representation in the Association of Southeast Asian Nations (ASEAN). We also need to provide non-directorate supporting staff for the new ETO in Jakarta. It is also necessary to re-structure the directorate establishment of the Washington ETO taking account of the latest operational requirement.

## **PROPOSAL**

2. We propose, with effect from 1 July 2016 or with immediate effect upon approval of the Finance Committee (FC) whichever is later, to –
  - (a) create an Administrative Officer Staff Grade B (AOSGB) (D3) post to head the new Jakarta ETO, to be offset by the deletion of an Administrative Officer Staff Grade B1 (AOSGB1) (D4) post from the Washington ETO;
  - (b) increase the establishment ceiling in terms of total notional annual mid-point salary (NAMS) value of Head 96 from \$81,368,000 by \$1,937,000 to \$83,305,000 for creation of relevant non-directorate posts in 2016-17 required to support the new ETO in Jakarta; and
  - (c) re-structure the directorate establishment of the Washington ETO after deletion of the AOSGB1 post.

## **JUSTIFICATION**

3. At present, the HKSARG has 11 overseas ETOs in Washington D.C., New York, San Francisco, Toronto, Brussels, London, Geneva, Berlin, Tokyo, Sydney and Singapore respectively. These ETOs are located in major economies and cover nearly all the top 20 principal trading and investment partners of Hong Kong.

4. With the exception of the Geneva ETO whose primary role is to represent Hong Kong at the World Trade Organization and the Trade Committee of the Organisation for Economic Cooperation and Development, the overseas ETOs seek to promote Hong Kong's economic and trade interests by monitoring regularly developments that may affect Hong Kong, and liaising closely with a wide range of interlocutors and contacts, including government officials, politicians, news media, business leaders, the cultural sector and opinion formers, and the Hong Kong communities in places where they cover. They handle all bilateral matters relating to, for example, political, economic and cultural issues between Hong Kong and the respective countries under their purview.

### ***Strengthening HKSAR's Representation in ASEAN***

5. We have currently two ETOs in Asia: the ETO in Tokyo covering Japan and Korea and the ETO in Singapore covering the ten ASEAN<sup>1</sup> countries.

6. With the gradual shift of the global economic development to the Asian region, the rise of ASEAN economies has, in particular, created new business opportunities for Hong Kong. In 2015, ASEAN was our second largest partner in merchandise trade. From 2011 to 2015, the bilateral goods trade between Hong Kong and ASEAN grew at about 3.2% on average every year. Five of the ASEAN economies were among our top 20 trading partners in 2015: Singapore (5th), Thailand (8th), Viet Nam (9th), Malaysia (11th) and the Philippines (14th). ASEAN was also our 4th largest partner in services trade in 2013. The average annual growth rate was about 11% from 2009 to 2013. At present, only the Singapore ETO is in charge of our outreach work within ASEAN. We see a strong and practical need to strengthen our representation and profile in the region, and forge closer ties with our ASEAN partners.

### ***Need for setting up a New ETO in Jakarta***

7. ASEAN countries are major economies along the 21<sup>st</sup> Century Maritime Silk Road under the Belt and Road Initiative and are our key emerging markets. At present, we are negotiating a Free Trade Agreement (FTA) with ASEAN. Strengthening Hong Kong's presence in the region will help promote economic and cultural exchanges, and facilitate the investment and trade flow in the region. Of all the ASEAN economies, Indonesia is the most populated country with a growing middle class. It accounts for about 40% of the total ASEAN population as well as the total ASEAN Gross Domestic Product. The ASEAN Secretariat is

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<sup>1</sup> ASEAN comprises Brunei Darussalam, Cambodia, Indonesia, Laos, Malaysia, Myanmar, the Philippines, Singapore, Thailand and Viet Nam.

located in Jakarta, and Permanent Representatives of the ten ASEAN countries are also based there. A new ETO there will enhance Hong Kong's bilateral relations with Indonesia, facilitate our liaison with the ASEAN Secretariat, and support the follow-up work of the ASEAN-Hong Kong FTA. It will complement the existing Singapore ETO in increasing our presence in Southeast Asia.

***Change in Geographical Coverage of the ETOs in ASEAN Countries***

8. We have reviewed the existing geographical coverage of the ETOs in ASEAN countries in light of the proposed establishment of the Jakarta ETO. The proposed country-coverage of the Jakarta and Singapore ETOs will be as follows –

- (a) Jakarta ETO: covering Indonesia, Malaysia, Brunei and the Philippines; and
- (b) Singapore ETO: covering Singapore, Cambodia, Laos, Myanmar, Thailand and Viet Nam.

Encl. 1 A summary of the proposed geographical coverage of the ETOs in ASEAN countries in comparison with the existing arrangement is at Enclosure 1.

9. The split in geographical coverage between the Singapore ETO and the Jakarta ETO has taken into account the cultural similarities, geographical location and population/market size. Specifically, we have taken the following factors into account –

- (a) Language and religion: Malay (in various forms) is an official language in Indonesia, Malaysia and Brunei. The three countries have Muslim-majority populations and share certain level of cultural similarity;
- (b) Geographical location: Indonesia, Malaysia and Brunei are located in the southern part of Southeast Asia, with connecting parts between Indonesia and Malaysia, as well as Brunei and Malaysia. The southern part of the Philippines, though not connected, is very close to northern Indonesia; and
- (c) Population and market size: The population of Indonesia, Malaysia, Brunei and the Philippines contribute about 60% of the ASEAN population. These economies present great market potentials for Hong Kong.

***/Functions .....***

***Functions of the Jakarta ETO***

10. The main responsibilities of the Jakarta ETO are to –
- (a) represent the HKSARG in matters between Hong Kong and ASEAN as a whole, and handle in particular bilateral matters between Hong Kong and four ASEAN countries (please see paragraph 8(a) above);
  - (b) monitor closely developments in ASEAN that might affect Hong Kong's interests;
  - (c) liaise closely with local government officials, politicians, the business and cultural sectors, the media, the communities etc. to enhance understanding of Hong Kong, promote Hong Kong's interests as well as to assist relevant bureaux or departments in strengthening liaison with local governments and gathering information on specific policies/measures (e.g. development of regional Islamic finance, issues related to foreign domestic helpers in Hong Kong, etc.); and
  - (d) organise events to raise the profile of Hong Kong.

***Proposed Establishment of the Jakarta ETO******Head of the ETO in Jakarta***

Encl. 2

11. The head of the Jakarta ETO will be ranked at AOSGB level and designated as 'Director-General, Hong Kong Economic and Trade Affairs, Jakarta' (DGJ). The proposed job description of DGJ is set out at Enclosure 2. DGJ will have to oversee the overall formulation of strategy with regard to Hong Kong's engagement with ASEAN. It is therefore essential for the ETO to be headed by a directorate officer of appropriate ranking in order to maintain close contact with, among others, senior management of the ASEAN Secretariat (including the Secretary General), and the Permanent Representatives of ASEAN countries based in Jakarta, and handle regional trade-related matters (especially upon completion of the negotiations of the Hong Kong-ASEAN FTA) more effectively. To ensure alignment of priorities between the Jakarta and Singapore ETOs, DGJ will also oversee the work of the latter, which is headed by Director, Hong Kong Economic and Trade Affairs, Singapore (D(SG)) currently pitched at the rank of Administrative Officer Staff Grade C (AOSGC) (D2). Given the scope of responsibilities attached to DGJ and the high-level liaison work required of him, we consider it appropriate for the ETO in Jakarta to be headed by an AOSGB officer.

*/Flexible .....*

*Flexible Ranking System*

Encl. 3

12. In June 1991, the Finance Committee approved a flexible ranking system to facilitate the posting and retention of directorate heads and deputy heads of overseas offices. Under this system, in certain specified situations a supernumerary directorate head and deputy head post at a pre-determined higher rank can be created and held against the permanent posts of the lower rank. Details and rationale of the system are at Enclosure 3. We propose that the flexible ranking system be extended to DGJ of the Jakarta ETO (a directorate head post) such that the Secretary for the Civil Service may exercise delegated authority to create a supernumerary post of AOSGB1 to be held against the proposed permanent post of AOSGB to head the ETO in accordance with the approved flexible ranking system at Enclosure 3 where necessary.

***Re-structuring the Directorate Establishment of Washington ETO***

13. At present, the Commissioner for Economic and Trade Affairs, USA (C, USA) of Washington ETO, ranked at Administrative Officer Staff Grade A (D6) level, is responsible for overseeing Hong Kong's representation and interest in the whole of the United States and promoting bilateral cooperation between the two economies, through the work of the three ETOs in the US, namely Washington, San Francisco and New York ETOs. The Washington ETO closely monitors the political and economic development in the US and reports on legislative proposals, government policies as well as executive and regulatory actions that may affect Hong Kong. C, USA is supported by Director-General, Hong Kong Economic and Trade Affairs, Washington (DGW) ranked at AOSGB1 level who assists him to oversee and co-ordinate the public relations and lobbying activities in the entire US. DGW is in turn supported by Deputy Director-General, Hong Kong Economic and Trade Affairs, Washington (DDGW) at AOSGC level and three Assistant Director-Generals, Hong Kong Economic and Trade Affairs, Washington comprising officers from the Administrative Officer and Trade Officer grades. The New York and San Francisco ETOs are responsible for promoting economic and trade relations between Hong Kong and individual US states<sup>2</sup>. The heads of these two ETOs are pitched at AOSGC level and are each supported by a Senior Administrative Officer.

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<sup>2</sup> New York ETO is responsible for promoting the economic and trade interests between Hong Kong and 31 eastern states in the US, namely the States of Alabama, Arkansas, Connecticut, Delaware, Florida, Georgia, Illinois, Indiana, Iowa, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Tennessee, Vermont, Virginia, West Virginia, and Wisconsin.

San Francisco ETO is responsible for promoting the economic and trade relations between Hong Kong and 19 western states in the US, namely the States of Alaska, Arizona, California, Colorado, Hawaii, Idaho, Kansas, Oklahoma, Oregon, Montana, Nebraska, Nevada, New Mexico, North Dakota, South Dakota, Texas, Utah, Washington and Wyoming.

14. In the light of operational experience, the Washington ETO has been adopting a more targeted and focused approach in carrying out their monitoring, promotion, liaison, networking and outreaching efforts. Public relations work has also been decentralised so as to facilitate respective US ETOs to more effectively engage interlocutors in their geographical coverage. These have helped streamline the work of the Washington ETO. Taking into account the increasing focus on Asia and ASEAN countries with respect to trade and investment in particular, we propose to delete the DGW post to achieve savings for the creation of the AOSGB post to head the new ETO in Jakarta. The duties of DGW will be taken up by other Hong Kong-based officers of the Washington ETO. There is no change to the organisation structure and directorate establishment of the ETOs in New York and San Francisco.

*Retitling of the DDGW and ADGW posts*

15. In connection with the proposed deletion of the DGW post, the DDGW and ADGW posts will be retitled to Director, Hong Kong Economic and Trade Affairs, Washington (D(W)) and Deputy Director, Hong Kong Economic and Trade Affairs, Washington respectively. D(W) will continue to assist C, USA in matters and initiatives that require involvement and co-ordination of the three US ETOs. We propose to extend the flexible ranking system to D(W) (which will become a directorate deputy head post under the proposal), such that a supernumerary post of AOSGB can be created under delegated authority to hold against the proposed permanent post of AOSGC in the Washington ETO in accordance with the approved flexible ranking system at Enclosure 3 where necessary.

16. The revised organisation chart of the Washington ETO is at Encl. 4 & 5 Enclosure 4. The revised job description for D(W) is at Enclosure 5.

*Non-Directorate Staff of the ETO in Jakarta*

17. DGJ will be supported by 13 non-directorate staff, including four Hong Kong-based officers and nine locally-engaged (LE) staff. We will create three permanent non-directorate posts and one two-year time-limited post to accommodate the Hong Kong-based officers from the Administrative Officer, Trade Officer, Information Officer and Executive Officer<sup>3</sup> grades to be posted to the Jakarta ETO. Together with the nine LE staff, they will form three teams,

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<sup>3</sup> The Executive Officer post is a two-year time-limited post to assist in handling administration work during the initial stage of operation of Jakarta ETO.

Encl. 6

namely the 'Public Relations and Administration Unit', 'Commercial Relations Unit' and 'Investment Promotion Unit' to discharge various duties. The proposed organisation chart of the Jakarta ETO is at Enclosure 6.

### ***Increase in Establishment Ceiling***

18. To cater for the creation of the nine LE staff for the provision of supporting services to Hong Kong-based officers posted to the new ETO in Jakarta<sup>4</sup>, we propose a corresponding increase to the ceiling, in terms of NAMS value worked out on the basis of the proposed pay scales of the LE staff<sup>5</sup>, of the establishment of the expenditure head of Overseas Economic and Trade Offices (Head 96) which have yet to be featured in the 2016-17 Estimates of Head 96. We will separately seek approval of the FC on the proposed pay scales of the LE staff.

### ***Implementation Timetable***

19. We aim to bring the new Jakarta ETO into operation in 2016. We therefore propose to create one permanent AOSGB post with effect from 1 July 2016, or with immediate effect upon approval of the FC, whichever is later, to take forward the initiative. We are also actively preparing for the setting up of the new ETO, including preparation work for recruitment of LE staff, identification of suitable office premises, etc.

20. For the purpose of engaging LE staff for the new Jakarta ETO, as mentioned in paragraph 18, we will separately seek approval of the FC for the proposed pay scales and annual pay adjustment mechanism of the LE staff.

## **ALTERNATIVES CONSIDERED**

21. We have examined but do not consider it feasible to re-deploy existing resources including manpower resources at directorate level of the Singapore and Tokyo ETOs in stepping up our trade and economic promotion efforts in ASEAN. Principal Hong Kong Economic and Trade Representative, Tokyo is heavily engaged in fostering Hong Kong's economic and trade relations with Japan and Korea under strained resources. D(SG) has been increasingly over-stretched and can hardly effectively cover all the ten ASEAN countries having

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<sup>4</sup> The relevant NAMS value and provision for the creation of posts for 4 HK-based officers have already been included in the 2016-17 Estimates.

<sup>5</sup> We have on the basis of the recommendation of an international Human Resources consultant proposed that the pay scales of the LE staff of the Jakarta ETO be in line with the United Nations (UN) office in Indonesia taking into account the comparable job nature of the LE staff and those of the UN.



regard to the wide geographical coverage and heavy workload. An additional directorate officer dedicated to share out the number of countries to be covered by the Singapore ETO after the setting up of the Jakarta ETO will enable D(SG) to focus more on the six countries it is proposed to cover. Specifically, D(SG) can lead the office to reach out more extensively to second tier cities to step up trade and investment promotion work as well as to develop stronger relations with relevant ASEAN countries in areas such as tourism as well as arts and culture. The Jakarta ETO, under the leadership of DGJ, can focus on representing the HKSARG in matters between Hong Kong and ASEAN as a whole, handling bilateral matters between Hong Kong and four ASEAN countries as well as supporting the follow-up work of the ASEAN-Hong Kong FTA.

## FINANCIAL IMPLICATIONS

22. The proposed change in directorate posts will bring about savings in notional annual salary cost at mid-point of \$237,000, as follows –

	<b>Post</b>	<b>NAMS (\$)</b>	<b>No. of Post</b>
(a)	<i>Creation of permanent post</i>		
	Administrative Officer Staff Grade B (D3)	2,290,800	1
(b)	<i>Deletion of permanent post</i>		
	Administrative Officer Staff Grade B1 (D4)	2,527,800	1
	<b>Savings (b) – (a)</b>	<b>237,000</b>	<b>0</b>

23. The savings in full annual average staff cost of the proposal, including salaries and staff on-costs, is \$555,000.

24. As for the three permanent non-directorate civil service posts and one two-year time-limited civil service post mentioned in paragraph 17 above, the notional annual salary cost at mid-point is \$4,356,900 and the full annual average staff cost (including salaries and staff on-costs) is \$6,313,000.

25. On the nine LE staff mentioned in paragraph 17 above, subject to the approval of the FC on the proposed pay scales as mentioned in paragraph 18 above, the notional annual salary cost at mid-point is \$1,937,000 and the full annual average staff cost (including salaries and staff on-costs) is around \$2,100,000. The

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proposed increase in establishment ceiling in terms of the total NAMS value in 2016-17 of Head 96 by \$1,937,000 will cater for the creation of nine LE staff for the new Jakarta ETO.

26. The estimated set-up cost of the new ETO in Jakarta is \$9,400,000. Taking into account the offsetting savings from re-structuring the directorate establishment of the Washington ETO, the proposed establishment of the Jakarta ETO will require an additional annual recurrent cost, including staff costs in full, of around \$19,400,000 per annum. We have earmarked sufficient provision in the 2016-17 Estimates to meet the funding requirements of this proposal.

## PUBLIC CONSULTATION

27. We consulted the Legislative Council Panel on Commerce and Industry on 15 March 2016. The Panel supported the setting up of a new ETO in Jakarta as well as the related changes in directorate establishment, an increase in the establishment ceiling of non-directorate posts of Head 96 in 2016-17, and re-structuring of the directorate establishment of the Washington ETO.

## ESTABLISHMENT CHANGES

28. The establishment changes of the civil service posts under Head 96 in the past two years are as follows –

Establishment (Note)	Number of Posts*			
	Existing (As at 1 May 2016)	As at 1 April 2016	As at 1 April 2015	As at 1 April 2014
A	18 <sup>#</sup>	18	18	18
B	28	27	27	26
C	2	2	1	1
<b>Total</b>	<b>48</b>	<b>47</b>	<b>46</b>	<b>45</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

\* – excluding supernumerary posts created under delegated authority and all local staff engaged by various overseas ETOs.

<sup>#</sup> – as at 1 May 2016, there was one unfilled directorate post in overseas ETOs.

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**CIVIL SERVICE BUREAU COMMENTS**

29. The Civil Service Bureau supports the proposed creation of a permanent AOSGB post to head the new Jakarta ETO as well as the re-structuring of the directorate establishment of the Washington ETO. The grading and ranking of posts are considered appropriate having regard to the level and scope of responsibilities required.

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

30. The Standing Committee on Directorate Salaries and Conditions of Service has advised that the grading proposed for the posts would be appropriate if the proposals were to be implemented.

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Commerce and Economic Development Bureau  
May 2016

**Summary of the proposed geographical coverage of the Hong Kong Economic and Trade Offices (ETOs)  
in the Association of Southeast Asian Nations (ASEAN) countries  
in comparison with the existing arrangement**

<b>ASEAN Countries</b>	<b>Existing Arrangement</b>	<b>Proposed Arrangement</b>
Indonesia	<b>Singapore ETO</b>	<b>Jakarta ETO</b>
Malaysia		
Brunei		
The Philippines		
Singapore		<b>Singapore ETO</b>
Cambodia		
Laos		
Myanmar		
Thailand		
Viet Nam		

**Proposed Job Description for  
Director-General, Hong Kong Economic and Trade Affairs, Jakarta**

**Post Title** : Director-General, Hong Kong Economic and Trade Affairs, Jakarta

**HKETO** : Jakarta

**Rank** : Administrative Officer Staff Grade B (D3)  
(The post may be filled by officers at D4 rank under the flexible ranking system)

**Responsible to** : Deputy Secretary for Commerce and Economic Development (Commerce and Industry)<sup>1</sup>

**Main Duties and Responsibilities –**

- (a) To undertake the role of the HKSARG's principal representative in the Association of Southeast Asian Nations (ASEAN) and in maintaining close liaison with the ASEAN Secretariat, as well as looking after the economic and trade interests of Hong Kong in ASEAN countries under the purview of the Hong Kong Economic and Trade Offices (ETOs) in Jakarta and Singapore;
- (b) To deepen and widen the scope of bilateral ties between Hong Kong and four ASEAN countries (i.e. Indonesia, Malaysia, the Philippines and Brunei) through cooperation with governments, business communities, the media, think tanks, and academic institutions, etc. in the region;
- (c) To expand our network of contacts and keep important decision makers in the four ASEAN countries updated on the latest developments and investment opportunities in Hong Kong through speaking engagements, promotional activities, cultural events, publicity, etc.;
- (d) To plan, organise and/or provide logistical support for the visits of Hong Kong government officials and business delegations to the four ASEAN countries; and to advise on visit programmes for government officials, sponsored visitors and business delegations from the four ASEAN countries visiting Hong Kong;
- (e) To provide support for the negotiation and implementation of the Hong Kong-ASEAN Free Trade Agreement, with the assistance of the Singapore ETO where appropriate;

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- (f) To keep abreast of important socio-cultural, economic and political developments in the four ASEAN countries and provide relevant bureaux/departments with regular updates on subjects of interest to Hong Kong; to gather information at the request of bureaux/departments and provide inputs for policy formulation and legislative reviews in Hong Kong; and
- (g) To head the Jakarta ETO and oversee the work of Singapore ETO.

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**Flexible Ranking System for Hong Kong Economic and Trade Offices**

In June 1991 and after considering EC 1991-92 Item 18, the Finance Committee approved a flexible ranking system to facilitate the posting and retention of directorate heads and directorate deputy heads of overseas offices. Owing to their representation role, the directorate heads and deputy heads of the overseas offices should be mature and experienced officers with well-honed skills in negotiation, lobbying and public relations. Based on past experience, it could be difficult to attract and retain suitable officers to fill these overseas posts because –

- (a) the pool of suitable candidates at the designated ranks of the senior overseas posts is relatively small in view of the special qualities required of them;
- (b) an overseas posting involves disruption to family and social life. In case of married officers, it could also involve loss of income and interruption to the career of working spouses; and
- (c) since the normal duration of an overseas posting is approximately three years, officers who are selected as directorate heads and deputy heads of overseas officers are often unwilling to accept such postings for fear that they will lose the opportunity to act in a higher rank which they might otherwise be given if they remained in Hong Kong. They also consider that their promotion prospects will be adversely affected if they are denied access to opportunities for acting appointment.

2. The flexible ranking system expanded the pool of potential candidates for overseas posts and removed a major disincentive for potential candidates by ensuring that officers in overseas posts receive the same opportunities for acting appointments and promotion as their counterparts in Hong Kong.

3. Under this system, the Secretary of Civil Service may exercise delegated authority in the following situations to create supernumerary posts at a pre-determined higher rank held against the permanent directorate head and deputy head posts of the lower rank in the following situations –

- (a) the promotion of an officer during his overseas tour to a rank higher than the rank of the post he currently occupies;

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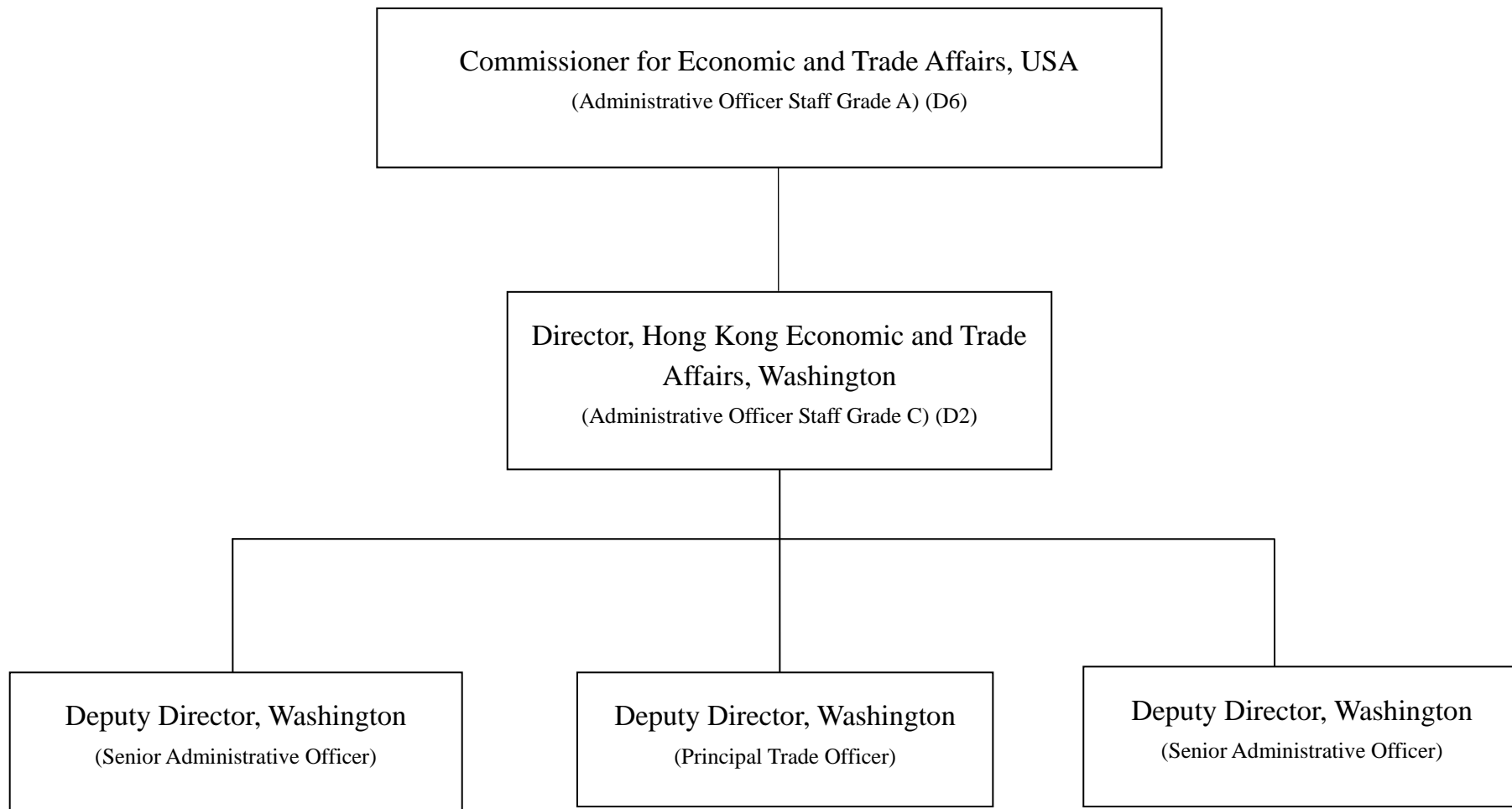
- (b) the posting overseas of an officer whose substantive rank, at the time of posting, is already higher than the rank of the post in the overseas office to which he is posted;
- (c) the appointment of an officer to act in a rank higher than the rank of the post he occupies on being posted overseas, if it is considered that he would have been offered an acting appointment at that higher rank had he remained in Hong Kong; and
- (d) the appointment of an officer already serving overseas in his own substantive rank to act in the higher rank if, in all likelihood, he would have been offered an acting appointment at the higher rank had he remained in Hong Kong.

4. In June 1996, after considering EC(96-97)10 and the Supplementary Note, Finance Committee approved the extension of approved flexible ranking system to D6 Heads of overseas offices subject to a set of conditions as set out in the Supplementary Note.

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**Proposed Revised Organisation Chart of the Hong Kong Economic and Trade Office in Washington  
(covering Hong Kong-based officers only)**



**Proposed Job Description for  
Director, Hong Kong Economic and Trade Affairs, Washington**

**Post Title** : Director, Hong Kong Economic and Trade Affairs, Washington  
(Formerly Deputy Director-General, Hong Kong Economic and Trade Affairs, Washington)

**Rank** : Administrative Officer Staff Grade C (D2)  
(The post may be filled by officers at D3 rank under the flexible ranking system)

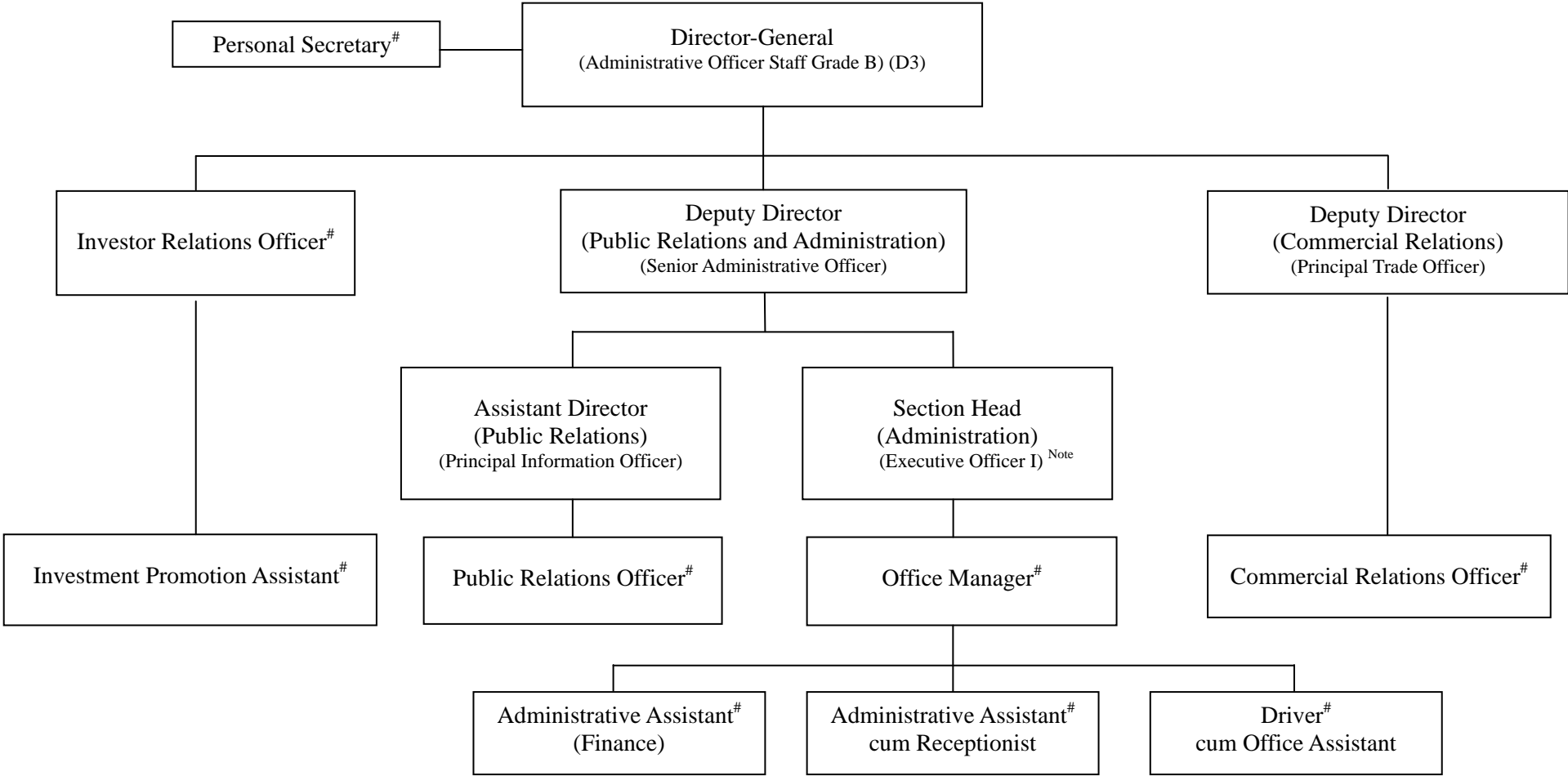
**Responsible to** : Commissioner for Economic and Trade Affairs, USA (C, USA)

**Main Duties and Responsibilities –**

- (a) To assist C, USA in monitoring the developments in US politics, trade, commerce, fiscal, financial and monetary policies, legislative initiatives and congressional activities that may have implications for Hong Kong-US bilateral relationship;
- (b) To assist C, USA in engaging US interlocutors, including government officials, congressional offices, think-tanks, business community, diplomatic corps, media and other opinion-formers, to promote Hong Kong-US bilateral relationship;
- (c) To assist C, USA in developing and executing promotion/lobbying plans and strategies to enhance understanding of Hong Kong and to advance Hong Kong's position and interest;
- (d) To assist C, USA in monitoring the US trade initiatives and priorities in regional/multilateral cooperation;
- (e) To oversee the day-to-day operation of the Hong Kong Economic and Trade Office, Washington and arrangements for visits of HKSARG officials to Washington DC; and
- (f) To deputise for C, USA in his absence.

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Proposed Organisation Chart of the Hong Kong Economic and Trade Office in Jakarta



Note Section Head (Administration) is a time-limited post for two years.

# Locally-engaged staff