

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

**HEAD 142 – GOVERNMENT SECRETARIAT :  
OFFICES OF THE CHIEF SECRETARY FOR  
ADMINISTRATION AND THE FINANCIAL SECRETARY  
Subhead 000 Operational expenses**

Members are invited to recommend to Finance Committee the following proposals in the Protocol Division of the Administration Wing of the Chief Secretary for Administration's Office with immediate effect upon approval of the Finance Committee –

(a) creation of the following permanent post –

1 Senior Principal Executive Officer  
(D2) (\$154,950 - \$169,450)

to be offset by the deletion of the following permanent post –

1 Director of Protocol  
(D2) (\$154,950 - \$169,450)

(b) deletion of the following grade and rank –

Director of Protocol  
(D2) (\$154,950 - \$169,450)

**/PROBLEM .....**

**PROBLEM**

The Protocol Division (PD) needs to re-grade the Director of Protocol (D of P) post from the one-rank departmental post to a Senior Principal Executive Officer (SPEO) post to formalise the long-term arrangement of filling the D of P post by an SPEO since 1998.

**PROPOSAL**

2. We propose to –
- (a) re-grade the D of P post to an SPEO post, by creating a permanent SPEO post in the PD to be offset by deleting the existing one-rank D of P post; and
  - (b) delete the one-rank D of P grade consequent to the re-grading proposal at (a) above.

**JUSTIFICATION****Roles and Responsibilities of PD**

3. The current roles and responsibilities of PD include protocol-related duties like extending courtesies to overseas dignitaries and planning and coordinating visits; managing consular affairs; liaising with the Office of the Commissioner of the Ministry of Foreign Affairs of the People's Republic of China (OCMFA) in the Hong Kong Special Administrative Region (HKSAR); overseeing the operation and the management of the Government VIP Lounge (GVIPL) at the Hong Kong International Airport; and administering the Honours and Awards System of the HKSAR. This range of services that PD has been delivering involves a significant amount of administrative, executive, event management, co-ordination and liaison duties. For example –

- (a) administration of Consular Corps affairs and liaison with OCMFA require frequent interface with seasoned diplomats and representatives of foreign missions and OCMFA;
- (b) administration of the Honours and Awards System calls for strong executive and secretariat support to the Honours and Non-official Justices of the Peace Selection Committee chaired by the Chief Secretary for Administration and its sub-committees;

/(c) .....

- (c) planning and co-ordination of visits by overseas dignitaries and national leaders require extensive contact and co-ordination with bureaux and departments and outside organisations. Programme planning and event management duties are also involved when organising official ceremonial events;
- (d) advising on the use of the National and Regional flags and emblems and protocol matters requires assurance of compliance with the related statutory provisions, rules and guidelines; and
- (e) management of the GVIPL services calls for efficient and responsive co-ordination and liaison with different parties in the airport, including the Airport Authority Hong Kong, airline companies and law enforcement departments.

4. PD currently has a complement of 17 staff, including the D of P post who is underpinned by the Deputy Director of Protocol (DD of P). The D of P and the DD of P are the only two directorate staff in PD. There are eight other Executive Officers at different ranks and seven supporting staff<sup>Note</sup>. While PD used to be staffed by a small number of the Protocol Officer (PO) grade, the last PO post was re-graded to a Senior Executive Officer post in May 2014 following the retirement of the last member of the PO grade. In other words, all core duties of PD are now performed by the Executive Officer (EO) grade staff. The existing and proposed organisation chart of PD is at Enclosure 1.

Encl. 1

5. Given the expanding roles and responsibilities over the years, and the core competencies required, there is a call for the head of PD to be equipped with political acumen and strong communication skills to work with diplomats in the consular corps as well as officials in the OCMFA. He/she has to have strong executive experience to administer the honours system while having good organisation and strong management skills to plan and coordinate visits of national leaders as well as overseas dignitaries and work with different local and overseas stakeholders. Solid experience in administration and operational matters is also required to ensure effective management and quality service of the GVIPL. A senior member of the EO grade with extensive government exposure as well as broad training, and rich experience in management and liaison is considered suitable for meeting the job requirements of the post of D of P.

**/Need .....**

---

<sup>Note</sup> Supporting staff include secretarial and clerical grades staff.

**Need for a Permanent SPEO post**

6. When the D of P post was upgraded to D2 level in 1998, it was proposed as a departmental post open to suitable officers within the civil service, including officers from the PO grade. The post was first filled by an SPEO in March 1998. As the majority of the duties of the D of P require expertise and experience which fall within the core competencies of the EO grade, the post has been filled by an SPEO since then. It is evident over the years that PD's roles and responsibilities are delivered smoothly by EO grade officers to the satisfaction of the Director of Administration and other bureaux/departments that have regular contact with PD. The suitability of deploying an SPEO to fill the D of P post has been well demonstrated and fully tested over time. We therefore consider it appropriate to make permanent the arrangement of deploying an SPEO to fill the D of P post. Moreover, re-grading of the D of P post to a general grade post would facilitate manpower and succession planning, as the most suitable candidate for filling the post could be sourced from a sizeable pool of officers.

7. The last PO grade officer retired in May 2014. PD has been carrying out its functions entirely by a team of members of the EO grade since then. The full-year performance has been proved to be satisfactory. This has presented an opportune time to re-grade the D of P post.

8. The proposed SPEO post to be re-graded from the D of P post will keep the post title of D of P. The job description for the proposed SPEO post is at Enclosure 2.

Encl. 2

**ALTERNATIVES CONSIDERED**

9. We have critically examined the directorate support in PD. The D of P, being the head of the Division, is the only D2 officer in the Division. Since past experience has demonstrated that SPEO is suitable for taking up the duties of D of P, it is appropriate to re-grade the current departmental post to an SPEO post. In formalising the long term arrangement for filling of the D of P post, re-grading the D of P post to an SPEO post is the only option.

**FINANCIAL IMPLICATIONS**

10. The proposed creation of one permanent SPEO post, to be offset by the deletion of the one-rank D of P post, is cost neutral.

/PUBLIC .....

## PUBLIC CONSULTATION

11. We consulted the Legislative Council Panel on Public Service on the proposal on 20 July 2015. Members supported the proposal.

## BACKGROUND

12. Prior to Hong Kong's return to China in 1997, there had been an arrangement of filling the D of P post by retired officers from the British Forces. Upon the anticipated departure of the then D of P in 1997, efforts were made to identify a suitable local candidate to fill the post which would become vacant by 1 July 1997. In-service and open recruitment exercises were conducted in 1996 and 1997 but no suitable candidate could be identified.

13. In view of the expanded scope and increased complexity of the work handled by PD, it was proposed to strengthen the directorate structure for PD. In February 1998, the Finance Committee approved, among others, the upgrading of the D of P post from D1 to D2 level to make the ranking of the post commensurate with the level of responsibility required of the post holder. The post was also designated as an open directorate post within the civil service.

14. A supernumerary SPEO post held against the D of P post was created under delegated authority on 1 March 1998 to accommodate the SPEO deployed to fill the D of P post. This arrangement of filling the D of P post by an SPEO has been maintained with the re-creation of the supernumerary SPEO post annually since then.

## ESTABLISHMENT CHANGES

15. The current proposal will not result in any changes in the establishment of PD. For Members' reference, the establishment changes in the Chief Secretary's Office under Head 142 for the past two years are as follows –

Establishment (Note)	Number of posts			
	Existing (as at 1 June 2016)	As at 1 Apr 2016	As at 1 Apr 2015	As at 1 Apr 2014
<b>A</b>	30 + (4) <sup>#</sup>	29 + (3)	29 + (4)	29 + (4)
<b>B</b>	125	124	124	121
<b>C</b>	392	391	392	386
<b>Total</b>	<b>547 + (4)</b>	<b>544 + (3)</b>	<b>545 + (4)</b>	<b>536 + (4)</b>

/Note .....

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 post

# As at 1 June 2016, there was no unfilled directorate post in the Chief Secretary for Administration's Office.

## **CIVIL SERVICE BUREAU COMMENTS**

16. The Civil Service Bureau supports the proposed re-grading of the permanent D of P post in PD. The revised grading and ranking of the D of P post are considered appropriate having regard to the level and scope of responsibilities required.

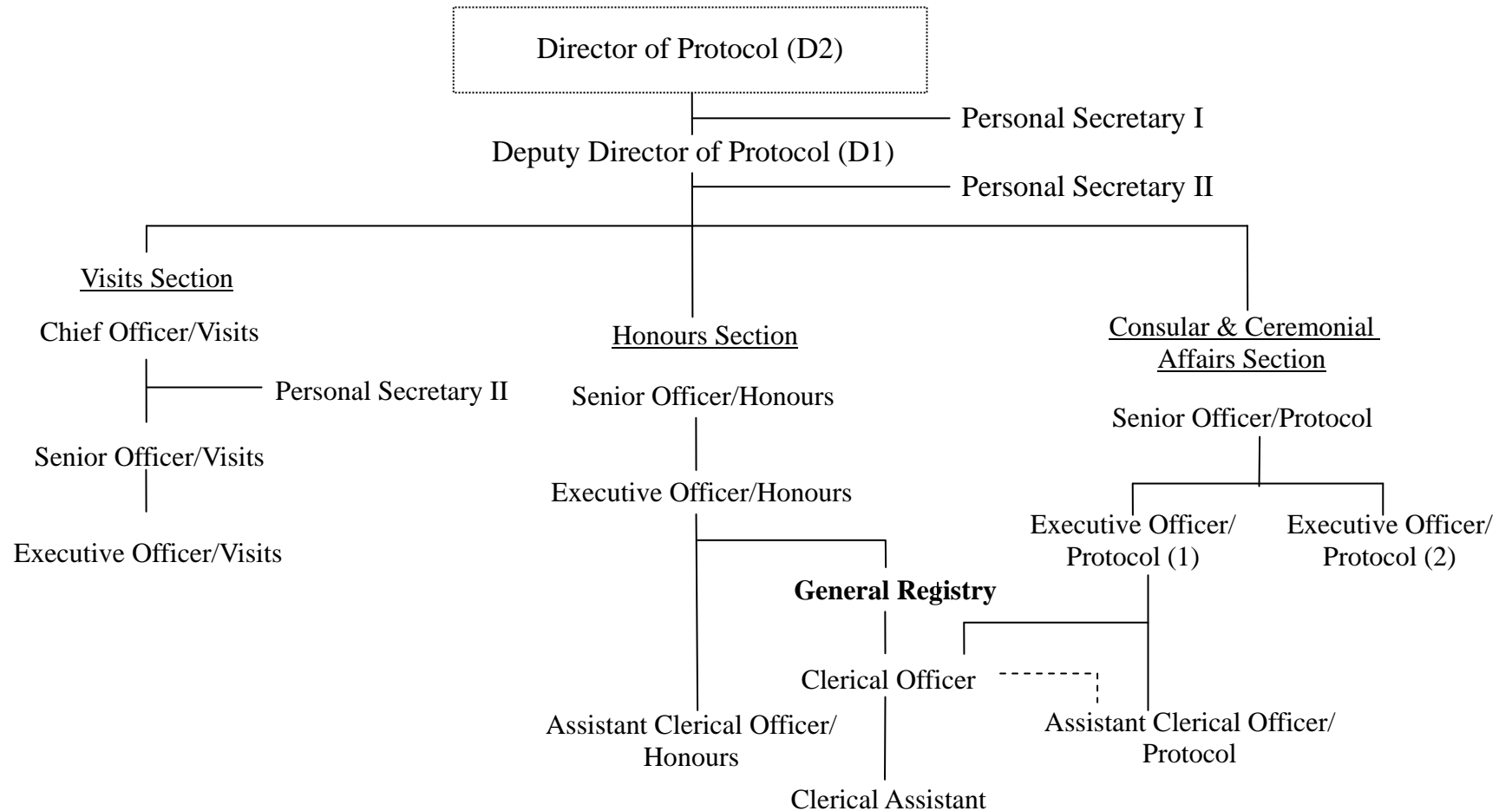
## **ADVICE OF THE STANDING COMMITTEE ON DIRECTORATE SALARIES AND CONDITIONS OF SERVICES**


17. The Standing Committee on Directorate Salaries and Conditions of Service has advised that the grading proposed for the permanent directorate post is appropriate.

-----

Administration Wing,  
Chief Secretary for Administration's Office  
June 2016

**Existing and Proposed Organisation Chart of the Protocol Division of  
the Administration Wing of the Chief Secretary for Administration's Office**



 Existing Director of Protocol post proposed to be re-graded as a Senior Principal Executive Officer post on a permanent basis.

Note : Deputy Director of Protocol, Chief Officer, Senior Officer and Executive Officer posts are established Executive Officer posts, filled by Principal Executive Officer, Chief Executive Officer, Senior Executive Officer, and Executive Officer I/II respectively.

**Job Description**

**Existing Rank** : Director of Protocol

**Proposed Rank** : Senior Principal Executive Officer (D2)

**Responsible to** : Deputy Director of Administration

**Major Duties and Responsibilities –**

1. To steer and lead the Protocol Division, and to ensure its quality of work and efficiency.
2. To be responsible for day-to-day management matters relating to the Consular Corps and other foreign missions in the Hong Kong Special Administrative Region (HKSAR), including their privileges and immunities.
3. To liaise with the Office of the Commissioner of the Ministry of Foreign Affairs of the People's Republic of China in the HKSAR in respect of consular relations matters pertaining to the Consular Corps in Hong Kong.
4. To receive, and where appropriate as in the case of overseas dignitaries and national leaders, devise and organise visit programmes for important visitors.
5. To be responsible for the efficient and effective provision of Government VIP facilities, operated through the Airport Authority Hong Kong.
6. To advise all Government departments, and where requested, non-government organisations on the use of the National and Regional flags and emblems, and on matters of precedence, protocol and etiquette.
7. To administer the HKSAR honours and awards system.
8. To be responsible for organising official ceremonial events such as the presentation of honours and the annual ceremony to commemorate those who died in the defence of Hong Kong and the Nanjing Massacre.
9. To compile and maintain a Precedence Table for the HKSAR.

-----