

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

### **HEAD 152 – GOVERNMENT SECRETARIAT : COMMERCE AND ECONOMIC DEVELOPMENT BUREAU (COMMERCE, INDUSTRY AND TOURISM BRANCH)**

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

Members are invited to recommend to Finance Committee the following proposal in the Commerce, Industry and Tourism Branch of the Commerce and Economic Development Bureau –

- (a) creation of the following supernumerary post for a period of five years with immediate effect upon approval of the Finance Committee –

1 Chief Systems Manager  
(D1) (\$138,500 - \$151,550); and

- (b) retention of the following supernumerary post for a period of four years with immediate effect upon approval of the Finance Committee or from 24 June 2019, whichever is later –

1 Administrative Officer Staff Grade C  
(D2) (\$164,500 - \$179,850)

### **PROBLEM**

The Commerce, Industry and Tourism Branch (CITB) of the Commerce and Economic Development Bureau (CEDB) needs dedicated directorate support on a time-limited basis to take forward the development of a Trade Single Window (TSW) in Hong Kong.

**/PROPOSAL .....**

**PROPOSAL**

2. We propose that –

- (a) a supernumerary Chief Systems Manager (CSM) (D1) post, designated as Chief Systems Manager (Single Window) (CSM(SW)), be created for five years with immediate effect upon approval of the Finance Committee (FC) to lead the information technology (IT) development of the TSW project; and
- (b) a supernumerary Administrative Officer Staff Grade C (AOSGC) (D2) post, designated as Principal Assistant Secretary (Single Window) (PAS(SW)), be retained for four years with immediate effect upon the approval of the FC or from 24 June 2019, whichever is later, to continue overseeing and steering the work of the Single Window Project Management Office (PMO) to spearhead the implementation of the TSW project.

**JUSTIFICATION****Latest development of the TSW in Hong Kong**

3. The Government announced in February 2016 that it would establish a TSW for one-stop lodging of all the 50-plus trade documents and submissions with Government for trade declaration and customs clearance purposes. In June 2016, the FC approved the creation of the PAS(SW) post for three years to head a dedicated PMO to take forward the TSW initiative.

4. Having regard to the outcome of a three-month public consultation exercise conducted by the PMO in 2016, the latest plan, subject to satisfactory progress of all preparatory work, to implement the TSW is set out below –

- (a) Phase 1 (2018 roll-out) – covering 13 types of trade documents (mainly for specific trades or controlled products) whose applications could be made through the TSW on a voluntary basis;
- (b) Phase 2 (2022 the earliest) – mandating the submission of some 40 types of trade documents (including those documents under Phase 1 and still confined to documents for specific trades or controlled products) through the TSW by way of legislation; and
- (c) Phase 3 (2023 the earliest) – mandating the submission of Import and Export Declarations (TDEC), Advance Cargo Information (ACI) and Cargo Report (which are required or proposed to be required for all cargoes) through the TSW (please also see paragraph 5 below).

5. In view of the concerns raised during the public consultation exercise on the Government's previous proposal to replace the current post-shipment TDEC regime by a pre-shipment one, the PMO had further consulted the trade and worked closely with relevant Government agencies to refine our pre-shipment documentation proposal for Phase 3. We are proceeding with the preparatory work along the framework below –

- (a) **Post-shipment TDEC** – we will maintain the existing arrangement (i.e. to be submitted within 14 days after import or export), but will also encourage traders to submit TDEC at the pre-shipment stage voluntarily;
- (b) **Unified ACI**<sup>1</sup> – we will unify the submission requirements of ACI for all modes of transport. Data requirements will be modelled on the Road Cargo System (ROCARS)<sup>2</sup>; and
- (c) **Pre-shipment Cargo Report** – we will introduce a new, standardised pre-shipment Cargo Report to rationalise the existing cargo manifests. Carriers and forwarders will be required to submit master-level Cargo Reports and house-level Cargo Reports respectively. Data required are mainly those in the existing cargo manifests.

### Scale and complexities of the TSW

6. The TSW is a mammoth policy-cum-IT initiative and its mega scale and complexities can be illustrated on the following fronts –

- (a) **Coverage/scope** – the TSW, when fully implemented, will cover over 50 types of import and export trade documents under the purview of more than ten Government agencies with the Customs and Excise Department (C&ED) being the future TSW operator and main frontline law enforcement agency;
- (b) **Technical aspect** – the TSW system will replace the existing Government Electronic Trading Services (GETS)<sup>3</sup> (which has been

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<sup>1</sup> If the TDEC is submitted pre-shipment, submission of ACI can be obviated.

<sup>2</sup> ROCARS is a statutory electronic ACI requirement (pre-shipment) introduced in 2010 for all road cargoes, as required under the Import and Export (Electronic Cargo Information) Regulation (Cap. 60L). Data items include – (1) description of packages, (2) number of packages, (3) cargo description, (4) name of consignor, (5) address of consignor, (6) name of consignee, (7) address of consignee, (8) expected date of import/export, and (9) vehicle registration number of the conveying truck.

<sup>3</sup> GETS is a front-end electronic service mandatory for the trading community to submit commonly used documents including TDEC, Certificate of Origin, Dutiable Commodities Permit and Cargo Manifest for air and sea modes.

developed and upgraded in the past two decades and used by the entire trading community) as well as the associated backend systems in the relevant Government agencies. The TSW system will also become the centralised platform for customs clearance by replacing the existing transport mode-based frontend and backend systems in C&ED such as the ROCARS and the Air Cargo Clearance System; and

- (c) **Regulatory regime** – under the TSW we need to bring together all the import and export regulatory documentation requirements under one single electronic platform and align and reconcile the entrenched laws, rules and practices. Coupled with the proposed pre-shipment documentation regime to be introduced in Phase 3, this will necessitate considerable adjustments to the internal operations of all participating Government agencies as well as that of the trading community, in particular the logistics sector. The transitional arrangements need to be carefully worked out in consultation with the trade.

7. In taking forward the TSW project, the PMO will need to make sure, through careful planning and design as well as on-going trade engagement, that the TSW can deliver the following benefits to the trade and the customs clearance process –

- (a) **Enhancing operational efficiency of the trade** – the trading community will no longer need to approach different Government agencies individually and can lodge import and export trade documents electronically round the clock through a centralised platform. Under the TSW system, data can be reused more conveniently, thus minimising data input efforts and errors. The trade can also check the status of their applications and the submitted information through the centralised TSW platform anytime. We expect this would save time and cost of the trading community; and
- (b) **Enhancing cargo clearance efficiency** – upon full implementation of the TSW, cargo hold-ups during clearance (because of insufficient cargo information) can be minimised, bringing a smoother and seamless cargo clearance, thus enhancing trade efficiency in the long run. Furthermore, streamlining and rationalisation of various existing submission requirements of pre-shipment and post-shipment cargo information would also save time and cost of the trading community.

/Need .....

**Need for dedicated and enhanced directorate support in the PMO***Proposed creation of the CSM(SW) post*

8. As pointed out in paragraph 6 above, the TSW initiative has a heavy IT content as it involves the development of a one-stop electronic platform for lodging all Business-to-Government trade documents and would replace the relevant existing IT systems as mentioned in paragraph 6(b) above. Having regard to the complexity of system design and development, we see a pressing need to have a dedicated IT expert at directorate level to inject the necessary IT expertise into the PMO to help formulate strategies on the IT direction of the TSW project. Given the scale of the TSW project and drawing reference to other mega IT projects implemented by the Government in the past, we consider it appropriate to create a CSM (D1) post, with sufficient experience and knowledge in system development and management and the requisite competency to handle complex issues, to spearhead the IT side of the project. We propose to create the supernumerary CSM post (designated as CSM(SW)) in the PMO for five years taking into account the project implementation schedule. The proposed job description of CSM(SW) is at

Encl. 1 Enclosure 1.

*Proposed retention of the PAS(SW) post*

9. The next five years will be the critical period for the timely development of the TSW. PAS(SW), as the head of the PMO, has been providing leadership in the sophisticated coordination work among internal and external stakeholders as well as policy steer over preparatory work on all fronts. If not extended, the post will lapse on 24 June 2019. To ensure the smooth and timely delivery of the TSW project, we need the continued efforts of PAS(SW) to provide policy steer and closely monitor the project in the years ahead. We propose that the post of PAS(SW) be retained for another four years with effect from 24 June 2019 to tie in with the project implementation schedule. The proposed job description of

Encl. 2 PAS(SW) is at Enclosure 2.

*Major responsibilities of the PAS(SW) and CSM(SW) posts*

10. The major tasks to be performed by PAS(SW) and CSM(SW) in the coming five years are set out in the ensuing paragraphs.

*(a) Phase 1*

11. We are working hard to launch Phase 1 within 2018 which will provide a single IT platform for the trade to lodge 13 types of trade documents (see

Encl. 3 Enclosure 3) on a voluntary basis. We have invited representatives of the relevant trades to participate in the functionality tests in December 2017 and briefed stakeholders in the logistics sector in January 2018. Taking into account their

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comments and those from participating Government agencies, we are now further refining the Phase 1 system to improve its user-friendliness and to better meet users' needs. To provide support to the trading community (such as service counters, customer support, 24-hour hotline service, outreach and training), C&ED, as the operator of the TSW, will establish the TSW Operation Office to tie in with the launch of Phase 1.

12. PAS(SW) has been supervising the overall Phase 1 development and the coordination work with the seven Government agencies<sup>4</sup> participating in Phase 1. The proposed new CSM(SW) post will help supervise the technical aspects of Phase 1. The two directorate posts will lead the PMO in consolidating the experience gained in Phase 1 which will serve as useful reference for the design and development of future phases.

*(b) Phase 2*

13. We are conducting technical studies for Phase 2 in consultation with the eight participating Government agencies<sup>5</sup> for some 30 types of trade documents, on top of the 13 under Phase 1. In view of the aspirations to expedite the TSW implementation, we are in parallel exploring means to advance the implementation schedule of Phase 2. PAS(SW) will continue to lead the business-side discussions and CSM(SW) will provide expert inputs to examine technical options for advancing the implementation.

*(c) Phase 3*

14. Phase 3 represents the final phase of the TSW project. As highlighted above, the proposed pre-shipment documentation regime to be introduced in Phase 3 will involve considerable adjustments to the internal operations of both internal users in all participating Government agencies as well as that of the trading community. In addition, the TSW system will replace or require revamp of many major IT systems that are critical to the operations of these parties. The PMO has been working closely with these stakeholders to design business processes for Phase 3 and will soon kick start the technical studies. PAS(SW) will continue to provide policy steer and oversee the business side discussions and CSM(SW) will

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<sup>4</sup> The seven Government agencies are (a) Agriculture, Fisheries and Conservation Department, (b) Customs and Excise Department, (c) Civil Engineering and Development Department, (d) Environmental Protection Department, (e) Office of the Communications Authority, (f) Department of Health and (g) Trade and Industry Department.

<sup>5</sup> The eight Government agencies include the seven agencies participating in Phase 1 and the Food and Environmental Hygiene Department.

lead the IT unit in PMO to conduct the technical studies to ascertain the overall technical design and the requirements of individual IT components in more specific details. CSM(SW) will also oversee the working out of the necessary funding proposals and the preparation of future procurement exercises.

*(d) Trade engagement*

15. The TSW system will be used by both the participating Government agencies as well as the entire trading community. We are mindful of the need to consult widely from the start. While we have continued to engage the industry widely through various channels, we have set up six User Consultation Groups<sup>6</sup> (UCGs) with membership covering various stakeholders in the trading and logistics sectors in January 2018. We have also continued to leverage other existing platforms such as customer liaison groups and advisory boards of Government agencies, chambers and trade associations. Moreover, ad hoc consultation sessions have been conducted to collect the trade's comments and feedback on specific issues. PAS(SW) will continue to lead these engagement efforts and CSM(SW) will contribute in exploring technical options and future interfaces between the TSW and external systems in consultation with the trade.

*(e) Legislative exercise*

16. To underpin the establishment and use of the TSW, we need to formulate and draft a new enabling bill. We also need to make amendments to over 40 pieces of existing legislation (including the Import and Export Ordinance and its subsidiary legislations) to mandate the use of the TSW and implement the pre-shipment documentation regime in Phase 3. We have been working closely with the Department of Justice and the relevant Government agencies on this mega legislative exercise to prepare the legislative proposals. We have commenced preparation for the drafting of the TSW Bill and we strive to introduce the Bill into LegCo within the current LegCo term. PAS(SW) will continue to provide the policy steer in the legislative exercise and CSM(SW) will provide advice from the IT angle to facilitate the drafting process.

*(f) Implementation approach*

17. We are fully aware that LegCo and the trading community have high expectations on the TSW and have urged us to advance the implementation schedule. Given the scale and complexity of this significant project, the planned

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<sup>6</sup> The six UCGs are (a) air cargo terminal operators, (b) sea cargo terminal operators and public cargo working area operators, (c) airlines, (d) shipping lines, (e) express couriers and forwarders, and (f) traders.

implementation schedule as set out in paragraph 4 above is already aggressive. In order to expedite the implementation, we are spearheading our work on the different fronts highlighted above in parallel. With collaborated efforts by the PMO and with the relevant Government agencies, we will continue to explore all possible rooms for advancing the implementation. Subject to satisfactory progress, we plan to submit the relevant funding proposal on the development of the TSW system and the TSW Bill within the current LegCo term.

### **Non-directorate support in the PMO**

18. To provide continued support to PAS(SW) and CSM(SW) in taking forward the TSW initiative, we will extend the existing 16 time-limited non-directorate civil service posts<sup>7</sup> in the PMO for four years up to 2023. In addition, having regard to the increasing workload and tight work schedule, we will strengthen the manpower support in the PMO by creating eight additional time-limited non-directorate posts<sup>8</sup> for five years up to 2023.

19. With proposed creation of the new CSM(SW), the establishment of the PMO will increase from 17 to 26 from 2018-19 onwards. An organisation chart of the PMO showing its revised set-up after the creation of the post of CSM(SW) is at Enclosure 4.

Encl. 4

20. We will review the manpower requirement of the PMO, in particular at the directorate level, beyond 2023 taking into account the latest project progress, updated implementation schedule and deployments on all fronts, at a suitable juncture.

### **ALTERNATIVES CONSIDERED**

21. We have critically examined the possibility of redeploying existing directorate officers within CITB to take on the additional duties arising from the development of the TSW. There are currently six directorate officers<sup>9</sup> at AOSGC

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<sup>7</sup> The existing 16 time-limited non-directorate posts include one Senior Administrative Officer, one Senior Government Counsel, one Chief Executive Officer, one Senior Executive Officer, one Senior Superintendent of Customs and Excise, one Assistant Superintendent of Customs and Excise, one Senior Inspector of Customs and Excise, one Inspector of Customs and Excise, two Senior Systems Manager, three Systems Manager, two Assistant Clerical Officer and one Personal Secretary I posts.

<sup>8</sup> The eight additional time-limited non-directorate posts to be created in 2018-19 include one Senior Government Counsel, one Administrative Officer, one Systems Manager, two Analyst/Programmer I, two Analyst/Programmer II and one Assistant Clerical Officer posts.

<sup>9</sup> Including one time-limited post to be reviewed in August 2018.



level dealing with commerce and industry matters in CITB apart from PAS(SW). All these directorate officers are already fully occupied with their own heavy portfolios which span across a wide range of areas, including important policy initiatives and legislative exercises related to Hong Kong's external commercial relations, Mainland and Hong Kong Closer Economic Partnership Arrangement, investment promotion, intellectual property protection, industry support, trade facilitation, competition policy and consumer protection, etc. It is not viable for them to take up the duties of PAS(SW) without adversely affecting the discharge of their current duties. The duty schedules of these existing six posts are set out in

Encl. 5    Enclosure 5.

22.            There is currently no CSM establishment in CITB. It is also not viable for the existing directorate officers to take up the duties of the proposed CSM(SW) post which requires experience and expert knowledge in professional IT matters. We consider it necessary to create a dedicated CSM post to steer the IT direction and development of the project.

## **FINANCIAL IMPLICATIONS**

23.            The proposed creation of the supernumerary CSM (D1) post and the proposed retention of the supernumerary AOSGC (D2) post will require a total of notional annual salary cost at mid-point of \$3,860,000. The total full annual average staff cost, including salaries and staff on-cost, is \$5,562,000.

24.            Moreover, the total 24 non-directorate posts (including the eight additional newly created posts) in the PMO will entail a total notional annual salary cost at mid-point of \$22,049,000 and a total full annual average staff cost, including salaries and staff on-cost, of \$32,222,000.

25.            We have included the necessary provision in the Estimates of CITB of the relevant financial years to meet the cost of the staffing proposal.

## **PUBLIC CONSULTATION**

26.            We briefed the LegCo Panel on Commerce and Industry on 15 May 2018 regarding the progress of the development of TSW and launch of Phase 1 as well as the above staffing proposal. Members supported the proposal, and urged the Government to expedite the implementation of the TSW.

**/ESTABLISHMENT .....**

**ESTABLISHMENT CHANGES**

27. The establishment changes under Head 152 – Government Secretariat: CEDB(CITB) for the past two years are as follows –

Establishment (Note)	Number of posts			
	Existing (As at 1 June 2018)	As at 1 April 2018	As at 1 April 2017	As at 1 April 2016
A*	20 +(2) <sup>#</sup>	18+(1)	18+(2)	18+(1)
B	75	75	71	59
C	148	146	132	128
<b>Total</b>	<b>243+(2)</b>	<b>239+(1)</b>	<b>221+(2)</b>	<b>205+(1)</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

( ) – number of supernumerary directorate posts

<sup>#</sup> – as at 1 June 2018, there were 2 unfilled directorate posts in CEDB(CITB)

**CIVIL SERVICE BUREAU COMMENTS**

28. The Civil Service Bureau supports the proposed creation of a supernumerary CSM post for five years and the proposed retention of a supernumerary AOSGC post for four years to take forward the development of TSW in Hong Kong. The grading and ranking of the proposed 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**

29. As the posts are proposed on a supernumerary basis, their creation/retention, if approved, will be reported to the Standing Committee on Directorate Salaries and Conditions of Service in accordance with the agreed procedure.

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**Job Description**  
**Chief Systems Manager (Single Window)**

**Rank** : Chief Systems Manager (D1)

**Responsible to** : Principal Assistant Secretary (Single Window)

**Main Duties and Responsibilities –**

- (1) To provide technical advice on all information technology (IT) related matters for the smooth and timely implementation of the Trade Single Window (TSW) system and the Cargo Clearance Module of Customs and Excise Department;
- (2) To give directions on, and be responsible for, all the IT activities relating to the TSW system, including overall project planning, management, co-ordination, development, testing, acceptance and implementation of the various IT systems and sub-systems;
- (3) To monitor and ensure that the necessary technical measures are implemented to protect the privacy of data and system security to the desired level;
- (4) To formulate, recommend and execute strategies for the procurement of IT services and equipment at various stages of the project;
- (5) To provide advice on tender preparation, tender evaluation, and to participate in contract negotiation;
- (6) To manage the performance of the IT staff and external contractors, to ensure that the systems are delivered on time, that the system integration work is done smoothly by the various contractors, and to arbitrate or give directives, as necessary, should there be disputes among them; and
- (7) To oversee the technical aspects of interface and data exchange of TSW system with other relevant IT and manual systems of participating Government agencies and industry participants as well as TSWs in other economies.

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**Job Description**  
**Principal Assistant Secretary (Single Window)**

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

**Responsible to** : Deputy Secretary for Commerce and Economic Development  
(Commerce and Industry)<sup>2</sup>

**Main Duties and Responsibilities –**

- (1) To lead a dedicated team in the Commerce and Economic Development Bureau to oversee and coordinate the relevant work of departments under different Bureaux, in developing the Trade Single Window (TSW) infrastructure and in building connectivity with other systems based on international standards;
- (2) To provide strategic steer and advice on the overall implementation of the TSW and to oversee the streamlining of processes for the handling of the documents/submissions concerned and support services in future;
- (3) To formulate policies, development plans and work targets for the TSW development, the migration plan for the documents and submissions concerned and the seamless transition from the Government Electronic Trading Services to TSW in due course;
- (4) To review the legal framework and take forward legislative amendments relating to the use of TSW and the revised proposal on pre-shipment documentation;
- (5) To engage the trading and logistics sectors in the development of TSW, and to work out the framework for the information technology and related sectors to provide value-added services for TSW users;
- (6) To formulate a programme of exchange of information with other economies as allowed under future legislation in the light of international developments; and
- (7) To oversee and provide steer on the financial and contractual management for TSW development.

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**Trade Single Window  
Documents under Phase 1**

<b>Government Agency</b>	<b>Types of Document</b>
Agriculture, Fisheries and Conservation Department	(1) Import/Export Licence for Pesticides
Customs and Excise Department	(2) Authorization to Import/Export Controlled Chemicals* (3) Certificate of Non-manipulation under Free Trade Agreement Transshipment Facilitation Scheme@ (4) Certification of Non-U.S. Frozen Chicken Products Transhipped to the Mainland through Hong Kong (5) Licence for Optical Disc Mastering and Replication Equipment (6) Removal Permit for Controlled Chemicals in Transshipment@ (7) Transshipment Notification for Optical Disc Mastering and Replication Equipment
Civil Engineering and Development Department	(8) Hong Kong Natural Sand Final User Certificate (9) Sand Removal Permit
Environmental Protection Department	(10) Licence for Ozone Depleting Substances@# (11) Licence for Scheduled Chemicals
Office of the Communications Authority	(12) Import and Export Permit for Radiocommunications Transmitting Apparatus@ (13) Transshipment Notification for Radiocommunications Transmitting Apparatus

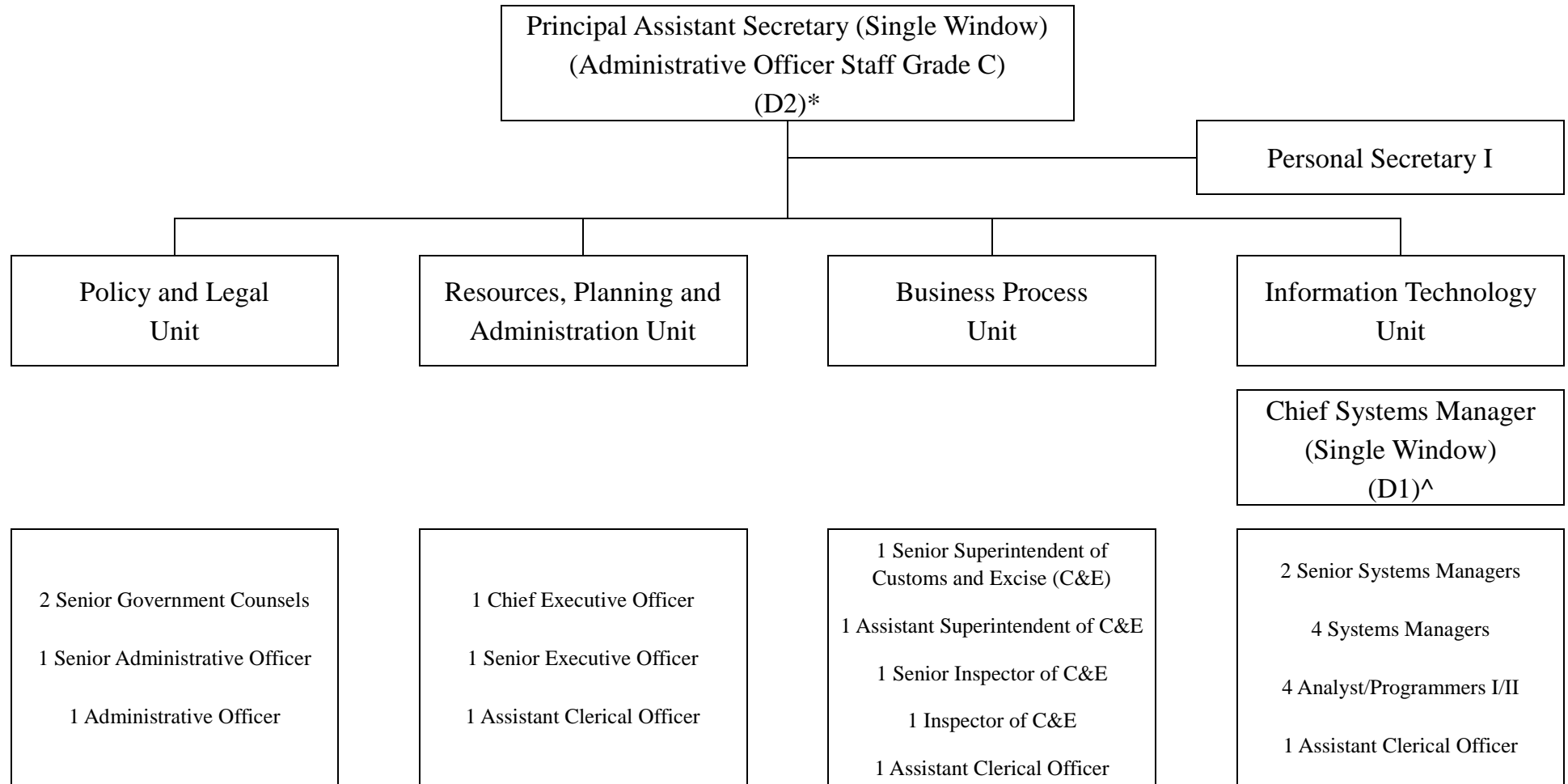
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\* Some controlled chemicals also require the Import/Export Licence for Pharmaceutical Raw Materials issued by the Department of Health.

@ Documents that are fee-charging.

# The Trade and Industry Department is also involved in the processing and issue of this licence.

**Proposed Organisation Chart of the Single Window Project  
Management Office, Commerce and Economic Development Bureau**



**Legend:**

\* Directorate post to be retained

^ Directorate post to be created

**Main Duties and Responsibilities of  
six existing Principal Assistant Secretaries  
(Administrative Officer Staff Grade C)  
in the Commerce, Industry and Tourism Branch of  
the Commerce and Economic Development Bureau**

Major duties and responsibilities and work priorities of the six Principal Assistant Secretaries dealing with commerce and industry matters in the Commerce, Industry and Tourism Branch are summarised in the ensuing paragraphs.

***Under Deputy Secretary (Commerce and Industry)1 (DS(CI)1)***

***Principal Assistant Secretary (Commerce and Industry)1 (PAS(CI)1)***

2. PAS(CI)1 assists DS(CI)1 in dealing with bilateral commercial relations with America and Europe. She handles policy matters relating to exhibition and convention services, and control on trade in textiles and strategic commodities. She is also responsible for housekeeping matters for the Hong Kong Trade Development Council and the Hong Kong Export Credit Insurance Corporation and their interface with the Government.

***Principal Assistant Secretary (Commerce and Industry)2 (PAS(CI)2)***

3. PAS(CI)2 assists DS(CI)1 in dealing with bilateral commercial relations with Asia excluding the Mainland, and the rest of the world excluding America and Europe. She handles matters relating to implementation of sanctions under the United Nations Sanctions Ordinance, competition policy (including the implementation of the Competition Ordinance) and to serve the Competition Policy Advisory Group. She is also responsible for housekeeping matters for the Trade and Industry Department and policy matters on inward investment promotion and housekeeping matters of the Invest Hong Kong.

***Under Deputy Secretary (Commerce and Industry)2 (DS(CI)2)***

***Principal Assistant Secretary (Commerce and Industry)3 (PAS(CI)3)***

4. PAS(CI)3 assists DS(CI)2 in handling policy matters on intellectual property protection, including protection of copyright, trade marks, patents, registered designs, and housekeeping matters of the Intellectual Property

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Department. She oversees public education initiatives to promote respect for intellectual property rights in the community, matters relating to exchanges and co-operation with the Mainland in intellectual property protection and multilateral and regional co-operation on intellectual property protection under World Trade Organization, World Intellectual Property Organization and Asia-Pacific Economic Co-operation. She is also responsible for overseeing matters relating to fostering the development of intellectual property trading in Hong Kong.

*Principal Assistant Secretary (Commerce and Industry)4 (PAS(CI)4)*

5. PAS(CI)4 assists DS(CI)2 in overseeing and monitoring the operation of the Government Electronic Trading Services. She is responsible for formulating and implementing trade facilitation initiatives in the context of the relevant international/regional Frameworks of Standards to facilitate and secure international trade. She deals with promotion on the development of wine-related business, implementation of relevant recommendations of the Task Force on Manpower Development of the Retail Industry and the Professional Services Advancement Support Scheme. She also takes charge of policy matters on meteorological services and housekeeping matters for the Hong Kong Observatory.

*Under Deputy Secretary (Commerce and Industry)3 (DS(CI)3)*

*Principal Assistant Secretary (Commerce and Industry)5 (PAS(CI)5)*

6. PAS(CI)5 assists DS(CI)3 in overseeing policy matters relating to general support for small and medium enterprises, commercial relations between Hong Kong and the Mainland and matters related to the support for Hong Kong enterprises operating in the Mainland. She takes charge on matters relating to the development of commercial relationship with Taiwan. She is also responsible for policy matters on postal services and housekeeping matters for the Post Office.

*Principal Assistant Secretary (Commerce and Industry)Special Duties (PAS(CI)SD)*

7. PAS(CI)SD assists DS(CI)3 in handling policy matters related to consumer protection including trade practices and consumer goods safety. She is also responsible for housekeeping matters for the Consumer Council.

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