

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

- NEW HEAD “GOVERNMENT SECRETARIAT : INNOVATION AND  
TECHNOLOGY COMMISSION”**
- NEW HEAD “INVEST HONG KONG”**
- HEAD 142 -GOVERNMENT SECRETARIAT : OFFICES OF THE CHIEF  
SECRETARY FOR ADMINISTRATION AND THE FINANCIAL  
SECRETARY**
- HEAD 145 -GOVERNMENT SECRETARIAT : ECONOMIC SERVICES  
BUREAU**
- HEAD 152 -GOVERNMENT SECRETARIAT : TRADE AND INDUSTRY  
BUREAU**
- HEAD 26 -CENSUS AND STATISTICS DEPARTMENT**
- HEAD 73 -INDUSTRY DEPARTMENT**
- HEAD 74 -INFORMATION SERVICES DEPARTMENT**
- HEAD 115 -OFFICIAL LANGUAGES AGENCY**
- HEAD 181 -TRADE DEPARTMENT**

### **Subhead 001Salaries**

Members are invited to recommend to Finance Committee,  
with effect from 1 July 2000 -

(a) the creation of the following new grades and ranks -

- (i) Commissioner for Innovation and Technology  
(D6) (\$162,650)

/(ii) .....

- (ii) Director-General of Investment Promotion  
(D6) (\$162,650)
  - (iii) Assistant Commissioner for Innovation and  
Technology  
(D2) (\$116,650 - \$123,850)
  - (iv) Executive Administrator (Accreditation)  
(D1) (\$98,250 - \$104,250)
- (b) the deletion of the following grades and ranks -
- (i) Assistant Director of Industry  
(D2) (\$116,650 - \$123,850)
  - (ii) Executive Administrator (Laboratory  
Accreditation)  
(D1) (\$98,250 - \$104,250)
- (c) the creation of the following permanent posts -

**(i) new Innovation and Technology Commission**

- 1 Commissioner for Innovation and  
Technology  
(D6) (\$162,650)
- 1 Administrative Officer Staff Grade 'B'  
(D3) (\$127,900 - \$135,550)
- 3 Administrative Officer Staff Grade 'C'  
(D2) (\$116,650 - \$123,850)
- 1 Assistant Commissioner for Innovation and  
Technology  
(D2) (\$116,650 - \$123,850)

/1 Chief .....

1 Chief Electronics Engineer  
(D1) (\$98,250 - \$104,250)

1 Executive Administrator (Accreditation)  
(D1) (\$98,250 - \$104,250)

(ii) **new Invest Hong Kong**

1 Director-General of Investment Promotion  
(D6) (\$162,650)

1 Administrative Officer Staff Grade 'C'  
(D2) (\$116,650 - \$123,850)

(iii) **Head 152 - Government Secretariat : Trade and Industry Bureau**

1 Administrative Officer Staff Grade 'C'  
(D2) (\$116,650 - \$123,850)

1 Assistant Director of Management Services  
(D2) (\$116,650 - \$123,850)

(iv) **Head 145 - Government Secretariat : Economic Services Bureau**

1 Administrative Officer Staff Grade 'C'  
(D2) (\$116,650 - \$123,850)

1 Principal Executive Officer  
(D1) (\$98,250 - \$104,250)

(v) **Head 181 - Trade Department**

1 Administrative Officer Staff Grade 'C'  
(D2) (\$116,650 - \$123,850)

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(d) the creation of a supernumerary post of Administrative Officer Staff Grade 'C' (D2) (\$116,650 - \$123,850) in the **new Innovation and Technology Commission** for a period up to 31 March 2003

(e) the creation of the following non-civil service Directorate positions -

(i) **new Innovation and Technology Commission**

2 Science Advisors  
(D2) (\$116,650 - \$123,850)

(ii) **new Invest Hong Kong**

2 Assistant Director-General of Investment Promotion  
(D2) (\$116,650 - \$123,850)

(f) the deletion of the following permanent posts -

(i) **Head 142 - Government Secretariat : Offices of the Chief Secretary for Administration and the Financial Secretary**

1 Administrative Officer Staff Grade 'B1'  
(D4) (\$145,150 - \$149,600)

1 Administrative Officer Staff Grade 'C'  
(D2) (\$116,650 - \$123,850)

1 Assistant Director of Management Services  
(D2) (\$116,650 - \$123,850)

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**(ii) Head 152 - Government Secretariat : Trade and Industry Bureau**

- 1 Assistant Director of Management Services  
(D2) (\$116,650 - \$123,850)
- 1 Principal Executive Officer  
(D1) (\$98,250 - \$104,250)

**(iii) Head 73 - Industry Department**

- 1 Administrative Officer Staff Grade 'A'  
(D6) (\$162,650)
- 1 Administrative Officer Staff Grade 'B'  
(D3) (\$127,900 - \$135,550)
- 4 Administrative Officer Staff Grade 'C'  
(D2) (\$116,650 - \$123,850)
- 1 Assistant Director of Industry  
(D2) (\$116,650 - \$123,850)
- 1 Chief Electronics Engineer  
(D1) (\$98,250 - \$104,250)
- 1 Executive Administrator (Laboratory Accreditation)  
(D1) (\$98,250 - \$104,250)
- 1 Technical Secretary (Industry)  
(D1) (\$98,250 - \$104,250)

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- (g) the internal transfer of one supernumerary post of Administrative Officer Staff Grade 'C' (D2) (\$116,650 - \$123,850) and one supernumerary post of Principal Executive Officer (D1) (\$98,250 - \$104,250) created under **Head 142 -Government Secretariat : Offices of the Chief Secretary for Administration and the Financial Secretary** from the Business and Services Promotion Unit of the Office of the Financial Secretary to the Efficiency Unit of the Office of the Chief Secretary for Administration;
- (h) the redistribution of responsibilities among the existing Administrative Officers Staff Grade 'B1', 'B' and 'C' posts in **Head 152 - Government Secretariat : Trade and Industry Bureau**;
- (i) provision of establishment ceiling in 2000-01 expressed in terms of total notional annual mid-point salary value to new heads as follows -
- (i) **Government Secretariat : Innovation and Technology Commission**
- \$79,164,900 for the creation of 196 non-Directorate posts;
- (ii) **Invest Hong Kong**
- \$23,342,760 for the creation of 46 non-Directorate posts;
- (j) increases in the ceiling placed on the total notional annual mid-point salary value of all non-Directorate posts in the permanent establishment of the following bureaux and departments -

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(i) **Head 152 - Government Secretariat : Trade and Industry Bureau**

from \$49,480,000 by \$5,234,100 to \$54,714,100 for the creation of 21 non-Directorate posts to be offset by the deletion of 24 non-Directorate posts, and for creating non-Directorate posts to meet ad hoc, short term assignments from time to time

(ii) **Head 145 - Government Secretariat : Economic Services Bureau**

from \$33,719,970 by \$4,387,140 to \$38,107,110 for the creation of 14 non-Directorate posts

(iii) **Head 181 - Trade Department**

from \$211,655,000 by \$14,472,540 to \$226,127,540 for the creation of 31 non-Directorate posts

(iv) **Head 26 - Census and Statistics Department**

from \$448,255,000 by \$1,232,310 to \$449,487,310 for the creation of three non-Directorate posts

(v) **Head 74 - Information Services Department**

from \$225,278,000 by \$660,000 to \$225,938,000 for the creation of one non-Directorate post

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(vi) **Head 115 - Official Languages Agency**

from \$115,951,000 by \$213,420 to \$116,164,420  
for the upgrading of one non-Directorate post

**PROBLEM**

We need to establish a suitable institutional framework to advance Government initiatives for promoting innovation and technology, attracting external direct investment and improving services to industry and commerce.

**PROPOSAL**

2. We propose the following organisational changes within the Government with effect from 1 July 2000 -

- (a) set up an Innovation and Technology Commission (ITC) within Commerce and Industry Bureau (CIB)<sup>1</sup>, by creating -
  - (i) eight permanent Directorate posts;
  - (ii) one supernumerary Directorate post;
  - (iii) two permanent non-civil service Directorate positions; and
  - (iv) 196 non-Directorate posts involving total notional annual mid-point salary (NAMS) value of \$79,164,900,to be partly offset by the deletion of -
  - (v) eight permanent Directorate posts in Industry Department (ID); and
  - (vi) 183 and 10 non-Directorate posts on the permanent establishment of ID (at \$73,559,340 in NAMS value) and CIB (at \$4,299,600 in NAMS value) respectively;

/(b) .....

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<sup>1</sup> Commerce and Industry Bureau will be the new English name of Trade and Industry Bureau after the reorganisation. See paragraph 32 below.



- (b) set up a Government agency named Invest Hong Kong (IHK) by creating -
    - (i) two permanent Directorate posts;
    - (ii) two permanent non-civil service Directorate positions; and
    - (iii) 46 non-Directorate posts involving NAMS value of \$23,342,760, to be partly offset by the deletion of one Directorate post and 26 non-Directorate posts (at \$13,243,200 in NAMS value) on the permanent establishment of IHK;
  
  - (c) transfer the Business and Services Promotion Unit (BSPU) under the Office of the Financial Secretary (FS) to CIB, with the exception of BSPU's responsibility for work related to transfer of public services, which will be taken over by the Efficiency Unit (EU) under the Office of the Chief Secretary for Administration (CS), involving -
    - (i) the creation of two permanent Directorate posts and 20 non-Directorate posts (at \$10,146,060 in NAMS value) in CIB, to be offset by the deletion of three permanent Directorate posts and 21 non-Directorate posts (at \$10,532,340 in NAMS value) in BSPU;
    - (ii) the transfer of two supernumerary Directorate post and one non-Directorate post (at \$291,840 in NAMS value) from BSPU to EU; and
    - (iii) the transfer from BSPU of \$3,632,940 and \$2,426,400 in NAMS value to CIB and EU respectively for creating from time to time non-Directorate posts for ad hoc, short-term assignments;
  
  - (d) transfer responsibilities for consumer protection, competition policy and regulation of outbound travel agents from CIB to Economic Services Bureau (ESB), involving the creation of two permanent Directorate posts and 14 non-Directorate posts (at \$4,387,140 in NAMS value) in ESB, to be partly offset by the deletion of one Directorate post and 14 non-Directorate posts (at \$4,387,140 in NAMS value) on the permanent establishment of CIB;
  
  - (e) redistribute the responsibilities of seven existing Directorate posts in CIB;
- /(f) .....

- (f) delete one permanent Directorate post in CIB;
- (g) integrate certain functions of ID into Trade Department (TD)<sup>2</sup>, by creating -
  - (i) one permanent Directorate post; and
  - (ii) 31 non-Directorate posts (involving NAMS value of \$14,472,540), to be offset by the deletion of one Directorate post and 31 non-Directorate posts (at \$14,472,540 in NAMS value) on the permanent establishment of ID;
- (h) create three non-Directorate posts (at \$1,232,310 in NAMS value) in Census and Statistics Department (C&SD), to be offset by the deletion of three posts of equivalent ranks in ID;
- (i) create one non-Directorate post (at \$660,000 in NAMS value) in Information Services Department; and
- (j) upgrade one non-Directorate post (involving additional NAMS value of \$213,420) in the Official Languages Agency.

## **JUSTIFICATION**

3. Trade and Industry Bureau (TIB) is responsible for two key policy objectives of the Government, namely, -

- (a) increasing the competitiveness of Hong Kong's manufacturing and service industries through higher added value and productivity; and
- (b) strengthening Hong Kong as an international trade centre.

In pursuing these two objectives, TIB is supported by executive departments including, among others, ID and TD. ID is mainly responsible for implementing Government's programmes to promote technology application and development for industry, supporting the industrial sector and small and medium sized enterprises (SMEs), and attracting external direct investment. TD is mainly responsible for promoting and protecting Hong Kong's trade interests overseas, as

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<sup>2</sup> TD will be renamed as Trade and Industry Department after the reorganisation. See paragraph 54 below.

well as servicing the trade sector. To assist the industrial and commercial sectors to face the challenges and opportunities brought about by the forces of globalisation and rapid technological advancement, the Government has launched or will launch a number of initiatives. We need to adjust our institutional framework to enable the effective implementation of these initiatives.

#### **A. Innovation and Technology Commission**

4. Innovation and technology are essential tools to upgrade Hong Kong's strengths and propel economic growth in the knowledge-based and technology-driven economy. Based on the recommendations of the Commission on Innovation and Technology (CIT) chaired by Professor Chang-Lin Tien which we have accepted, we will improve the Government's institutional framework to provide stronger support to the promotion of innovation and technology. Specifically, we have appointed a standing Council of Advisors on Innovation and Technology (CAIT) to advise the Government on all aspects of our innovation and technology policy. We will also set up an inter-bureau committee chaired by FS to co-ordinate Government's efforts. In addition, we propose to set up ITC within CIB to manage and implement Government's programmes on a day-to-day basis. This new agency will take over the functions of ID in this area.

5. The new institutional arrangement will improve overall co-ordination, help us make better-informed decisions when formulating policies, as well as ensure optimal allocation and utilisation of resources.

6. The establishment of ITC will ensure that we have the manpower resources dedicated to policy management and execution, including implementing the many recommendations contained in the CIT's First and Second Reports. The main functions of ITC are set out in Enclosure 1.

Encl. 1

7. Since innovation and technology policy cuts across the work of various bureaux, setting up ITC within CIB rather than as a separate department would enable effective programme co-ordination and implementation among the bureaux concerned. At the bureau level, ITC will have greater clout than would be available to a department.

8. The existing organisation structure of ID and the proposed structure of ITC are set out in Enclosures 2(a) and 2(b) respectively. ITC will be headed by a Commissioner for Innovation and Technology (Commissioner), who will be

Encls.2(a)  
& 2(b)

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underpinned at the Directorate level by a Deputy Commissioner (DC), five Assistant Commissioners (ACs), two Science Advisors (SAs), one Chief Engineer (CE) and one Executive Administrator (Accreditation) (EA). In addition, ITC will have a total of 196 non-Directorate posts.

*Post to be transferred from Industry Department :*  
*Commissioner for Innovation and Technology (New rank) (D6)*

Encl. 2(c) 9. Reporting to Secretary for Commerce and Industry (SCI)<sup>3</sup>, the Commissioner will take charge of development and implementation of innovation and technology policy. He will oversee the servicing of CAIT and the inter-bureau committee chaired by FS, monitor and provide policy guidance to a number of subvented non-Government technological support organisations, and administer the Innovation and Technology Fund (ITF) and Applied Research Fund (ARF). He will also be responsible for Government's accreditation, standards and calibration services. The justification for the new rank and post, together with a job description, is set out in Enclosure 2(c). The creation of the post will be offset by the deletion of one post of Administrative Officer Staff Grade 'A' (AOSG 'A') (D6) on the permanent establishment of ID.

*Post to be transferred from Industry Department :*  
*Deputy Commissioner (AOSG 'B') (D3)*

Encl. 2(d) 10. The post of AOSG 'B', departmentally designated as DC, will assist the Commissioner in supervising five ACs in their discharge of responsibilities by giving advice or direction where necessary on a day-to-day basis and co-ordinating and steering inter-division activities. He will also look after the day-to-day administration of ITC. The justification for the post, together with a job description, is set out in Enclosure 2(d). The creation of the post will be offset by the deletion of one post of AOSG 'B' on the permanent establishment of ID.

Posts to be transferred from Industry Department :  
*Assistant Commissioner (A) (AOSG 'C') (D2)*  
*Assistant Commissioner (B) (AOSG 'C') (D2)*

11. The post of AOSG 'C' departmentally designated as AC(A) will be responsible for development of physical technology infrastructure, including policy and housekeeping matters related to the Hong Kong Science Park (HKSP),

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<sup>3</sup> Secretary for Commerce and Industry will be the new English title of Secretary for Trade and Industry after the reorganisation.

Encl. 2(e) Hong Kong Industrial Estates Corporation (HKIEC), and Hong Kong Industrial Technology Centre Corporation (HKITCC). He will also deal with the merger of HKSP, HKIEC and HKITCC as recommended by CIT. In addition, AC(A) will take charge of technology incubation policy as well as building up human capital in the context of promoting innovation and technology in Hong Kong. The justification for the post, together with a job description, is set out in Enclosure 2(e). The creation of the post will be offset by the deletion of one post of AOSG‘C’ on the permanent establishment of ID. To meet urgent work requirements for the merger of HKSP, HKIEC and HKITCC, we created in TIB for secondment to ID a supernumerary post of AOSG‘C’ post on 1 April 2000 for a period of six months. This supernumerary post will lapse upon the creation of the AC(A) and AC(D) posts.

Encl. 2(f) 12. The post of AOSG‘C’ departmentally designated as AC(B) will be responsible for managing ITF and for developing and managing funding programmes for supporting industry and commerce, promoting technology entrepreneurship (including managing ARF), as well as fostering university-business collaboration. The justification for the post, together with a job description, is set out in Enclosure 2(f). The creation of the post will be offset by the deletion of one post of AOSG‘C’ on the permanent establishment of ID.

New posts :

Assistant Commissioner (C) (AOSG‘C’) (D2)

Assistant Commissioner (D) (AOSG‘C’) (D2) (Supernumerary post)

Encl. 2(g) 13. The post of AOSG‘C’ departmentally designated as AC(C) will be responsible for servicing CAIT and the co-ordinating committee chaired by FS in overall policy development and co-ordination. In addition, he will take charge of promoting an innovation and technology culture in business and in the community, as well as matters related to multilateral and regional collaboration. The justification for the post, together with a job description, is set out in Enclosure 2(g). To meet the heavy work involved in preparing for the establishment of CAIT and the inter-bureau co-ordinating committee and servicing their operation, we created a supernumerary post of AOSG‘C’ in ID on 28 February 2000 for a period of six months. This supernumerary post will lapse upon the creation of the AC(C) post.

14. The post of AOSG‘C’ departmentally designated as AC(D) will be responsible for the establishment of the Applied Science and Technology Research Institute (ASTRI) and Institute of Chinese Medicine (ICM). In addition, he will deal with policy and housekeeping matters related to the Hong Kong Productivity Council. He will also take charge of matters related to the

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commercial development of biotechnology and Chinese medicine, as well as other ad hoc sector-specific development projects. Since a substantial portion of AC(D)'s work will be time-limited, we propose to create this post on a supernumerary basis for a period up to 31 March 2003. The justification for the post, together with a job description, is set out in Enclosure 2(h).

Encl. 2(h)

15. We will review the workload of the other three AC posts, particularly that of AC(A), in due course to determine how they will absorb those parts of AC(D)'s work which are permanent in nature when the post lapses.

*Posts to be transferred from Industry Department :*  
*Assistant Commissioner (Q) (New rank) (D2)*  
*Head of Laboratory (Chief Electronics Engineer) (D1)*  
*Executive Administrator (Accreditation) (New rank) (D1)*

16. The post of Assistant Commissioner for Innovation and Technology, departmentally designated as AC(Q), will be responsible for the delivery of Government's accreditation, standards and calibration services to the public and other Government agencies. He will also deal with matters related to multilateral or regional collaboration on accreditation, standards and conformance. The justification for the new rank and post, together with a job description, is set out in Enclosure 2(i). He will be underpinned by two Directorate officers - Chief Electronics Engineer (D1) and Executive Administrator (Accreditation) (D1) - in discharging his duties.

Encl. 2(i)

17. The post of Chief Electronics Engineer, departmentally designated as Head of Laboratory (HL), will take charge of ITC's Standards and Calibration Laboratory. Specifically, he will be responsible for matters related to the development and maintenance of reference standards of physical measurements for Hong Kong, providing calibration services for the public and private sectors, and promoting overseas acceptance of Hong Kong's standards and calibration services through inter-laboratory comparisons and mutual recognition arrangements. The justification for the post, together with a job description, is set out in Enclosure 2(j).

Encl. 2(j)

18. The post of EA will take charge of development and provision of accreditation services for laboratories, certification bodies and inspection bodies. He will also promote overseas acceptance of Government's accreditation services through mutual recognition arrangements. The justification for the post, together with a job description, is set out in Enclosure 2(k).

Encl. 2(k)

19. The creation of the posts of AC(Q), HL and EA will be offset by the deletion of the equivalent posts of Assistant Director of Industry (ADI) (D2), Chief Electronics Engineer (D1), and Executive Administrator (Laboratory Accreditation) (D1) respectively on the permanent establishment of ID.

*New non-civil service positions at Directorate level :*

*Science Advisor (1) (D2)*

*Science Advisor (2) (D2)*

Encls. 2(l)  
& 2(m)

20. Reporting to the Commissioner, Science Advisor (SA)(1) will tender expert technology-related advice to the Government, initially in the areas of biotechnology and technology application or development for basic industries. He will also oversee the technical secretariat of ITC in vetting proposals related to biotechnology or basic industries for funding from ITF. SA(2) will have similar duties and responsibilities as SA(1) except that SA(2)'s focus areas will initially be electronics and information technology. The justifications for the positions, together with their job descriptions, are set out in Enclosures 2(l) and 2(m) respectively. The creation of the SA posts will be partly offset by the deletion of one post of Technical Secretary (Industry) (D1) on the permanent establishment of ID.

21. Given the nature of their work, both SA(1) and SA(2) must have a strong science or technology background and preferably with industrial or commercial experience. Hence, we propose to recruit them from the business or academic sector and to appoint them as non-civil servants on contract. To attract people with the required experience and qualifications to come forward, the detailed conditions of appointment will be on a negotiated package basis with the flexibility of encashment of fringe benefits. The total remuneration package for each post will, however, be broadly comparable to that of a civil servant at the D2 level.

#### *Non-Directorate Establishment*

Encl. 2(n)

22. We propose an establishment ceiling of \$79,164,900 in terms of NAMS value for ITC for the creation of 196 non-Directorate permanent posts. These posts will be partly offset by the deletion of 183 and 10 posts at a total NAMS value of \$77,858,940 from the permanent establishment of ID and CIB respectively. Details are set out in Enclosure 2(n).

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## **B. Invest Hong Kong**

23. External direct investment contributes significantly to our economy by creating employment, bringing in advanced technology, knowledge and management practices, and nurturing indigenous manpower skills. A greater presence of multinational companies in Hong Kong will also add to the cosmopolitan flavour of our city.

24. In the face of growing competition from within the region for external direct investment, we commissioned in 1999 a consultancy study on ways to enhance our efforts to attract external direct investment. Having regard to the recommendations of the consultancy study, we have decided to adopt a more proactive investment promotion strategy. The key elements of this new strategy are set out in Enclosure 3.

Encl. 3

25. As regards institutional arrangement, we will set up a steering committee chaired by FS to oversee overall strategy development and implementation. We will put in place an advisory forum to get private sector input to our work. We also propose to establish a Government agency - IHK - under CIB to execute the promotion programme. This will help to give Hong Kong a strong new identity with which to attract external direct investment. It will also ensure that the executive agency responsible for investment promotion has a single and sharp focus. IHK will take over the functions of the existing investment promotion unit in ID, and will work closely with our Economic and Trade Offices (ETOs) overseas, the Hong Kong Trade Development Council and other interested bodies in pursuing its objectives.

Encl. 4(a)

26. The proposed organisation structure of IHK is set out in Enclosure 4(a). IHK will be headed by a Director-General of Investment Promotion (DG), who will be underpinned at the Directorate level by three Assistant Director-Generals of Investment Promotion (ADGs). In addition, IHK will have a total of 46 non-Directorate posts.

*New post :*

*Director-General of Investment Promotion (New rank) (D6)*

27. DG will advise CIB on policy and strategy matters in respect of investment promotion, develop and implement an action programme, as well as formulate performance measures. He will co-ordinate the efforts of all Government or non-Government bodies involved in these activities. He will identify and co-ordinate ways to improve Hong Kong's investment environment.

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Encl. 4(b)

In addition, he will lead or co-ordinate negotiations with prospective investors. The justification for the new rank and post, together with a job description, is set out in Enclosure 4(b). Given the requirements of the job, the post-holder should have a strong business sense and solid commercial experience. On the other hand, it is equally important that he has good knowledge of the Government machinery and policies. While we are inclined towards filling the post with a person from the private sector rather than with a career civil servant, it may not be possible to secure the service of a suitable person from the private sector meeting all the requirements, given that such talent is of great demand in the private sector. As a fallback, we may have to appoint a civil servant to the post. To allow for maximum flexibility, should a suitable candidate from the private sector be identified, we propose that the post may be filled by a non-civil servant on a negotiated package basis with the flexibility of encashment of fringe benefits, subject to the condition that the total remuneration package should be broadly comparable to that of a civil servant at the D6 level.

*New non-civil service positions at Directorate level :*

*Assistant Director-General (A) (D2)*

*Assistant Director-General (B) (D2)*

28. Assistant Director-General (A) (ADG(A)) and ADG(B) will lead and co-ordinate promotion and aftercare efforts in specific target sectors. These target sectors will be identified and agreed by the steering committee chaired by FS. Based on the list of sectors recommended by the consultants, the initial plan is that ADG(A) will take charge of telecommunications services, information technology (manufacturing and service), multimedia services, electronics, and business services, whereas ADG(B) will take charge of transportation services, financial services and trade-related services. The justifications for the positions, together with their job descriptions, are set out in Enclosures 4(c) and 4(d) respectively.

Encls. 4(c)

& 4(d)

29. Given the nature of their work, holders of the positions of ADG(A) and ADG(B) must have substantial commercial experience preferably in marketing, as well as solid knowledge in the target sectors for which they are responsible. Hence, we propose to recruit them from the private sector and to appoint them as non-civil servants on contract. To attract people with the required experience and qualifications to come forward, the detailed conditions of appointment will be on a negotiated package basis with the flexibility of encashment of fringe benefits. The total remuneration package for each position will, however, be broadly comparable to that of a civil servant at the D2 level.

*/Post .....*

*Post to be transferred from Industry Department :  
Assistant Director-General (C) (AOSG‘C’) (D2)*

Encl. 4(e) 30. The post of AOSG‘C’, departmentally designated as ADG(C), will assist DG in strategy and business plan development, provide general support for marketing, handle potential investors in non-target sectors, pursue actions needed to improve Hong Kong's investment environment, and deal with general administration of the department. The justification for the post, together with a job description, is set out in Enclosure 4(e). The creation of the post will be offset by the deletion of one permanent AOSG‘C’ post in ID.

### **Non-Directorate Establishment**

Encl. 4(f) 31. We propose an establishment ceiling of \$23,342,760 in terms of NAMS value for IHK for the creation of 46 non-Directorate posts. These posts will be partly offset by deleting 26 posts at a total NAMS value of \$13,243,200 from the permanent establishment of ID. Details are set out in Enclosure 4(f). As IHK will adopt a sector-focused and commercially-oriented approach in its work, we envisage a need for greater specialisation of skills in the organisation. After its establishment, IHK will review the grading and terms of employment of its non-Directorate support staff having regard to its business plan and operational modality, including the option of appointing non-civil servants on contract. IHK will also review the resources deployed on investment promotion in the overseas ETOs with a view to redirecting resources to targeted sectors and markets with the greatest potential.

### **C. Commerce and Industry Bureau**

32. The Government is determined to sustain the competitiveness of our industry and commerce as a whole. To this end, the role of TIB will be enhanced. Apart from trade and industry, TIB will take responsibility for commerce in general<sup>4</sup>, and in this context serve as its advocate within the Government. The English name of TIB will be changed to ‘Commerce and Industry Bureau’ to better reflect its commitment to providing quality policy support and services to industry and commerce.

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<sup>4</sup> Relevant bureaux will continue to take responsibility for specific sectors under their purview. For example, support for the tourism sector will continue to be the responsibility of ESB.

33. In addition, we propose to integrate BSPU<sup>5</sup> into CIB. BSPU is charged with co-ordinating and implementing two important initiatives launched by FS, namely, Services Promotion Programme and Helping Business Programme. The work of BSPU therefore falls under the expanded purview of CIB. The new arrangement will enhance day-to-day supervision of BSPU's work. FS will continue to pay personal attention to the two Programmes by chairing the respective steering committees for them.

34. To enable CIB to devote more efforts to promoting innovation and technology, attracting external direct investment, and supporting industry and commerce, we propose to transfer responsibilities for consumer protection, competition policy and regulation of outbound travel agents from CIB to ESB. The responsibilities being transferred fit well with those of ESB.

35. In terms of staff establishment, the proposed restructuring will result in the addition of one AOSG 'C' post, the deletion of one Principal Executive Officer (PEO) (D1) post, and the net deletion of three non-Directorate posts from the permanent establishment of CIB<sup>6</sup>. In addition, the responsibilities among seven existing Directorate posts will be redistributed.

Encls. 5(a) & 5(b) 36. The existing organisation chart of TIB and the proposed organisation chart of CIB are in Enclosures 5(a) and 5(b) respectively. In addition to the ITC staff proposed in paragraphs 9 to 22 above, SCI will be underpinned at the Directorate level by two Deputy Secretaries (DSs), seven Principal Assistant Secretaries (PASs) and one PEO. At the non-Directorate level, there will be a total of 117 posts.

*Redistribution of responsibilities :*  
*Deputy Secretary (1) (AOSG 'B1') (D4)*  
*Deputy Secretary (2) (AOSG 'B') (D3)*

37. After the reorganisation, ITC will take charge of all policy matters related to innovation and technology within CIB. Having regard to this and the transfer of responsibilities to and out of CIB as described in paragraphs 33 and 34 above, we propose to redistribute the responsibilities of the posts of AOSG 'B1'

/and .....

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<sup>5</sup> Some of the existing functions of BSPU will be transferred to EU. See paragraph 50 below.

<sup>6</sup> The permanent establishment of CIB does not include staff in ITC, which will have its own separate Head of expenditure.

and AOSG 'B', departmentally designated as DS(1) and DS(2) respectively, to take account of the new portfolio of CIB and changes in the workload of individual posts. DS(1) will be responsible for external commercial relations, support for trade, industry and SMEs, overseas ETOs, management of the Trade Officer grade, as well as bureau administration. He will supervise four functional divisions each headed by an AOSG 'C', and an Administration Division headed by a PEO. DS(2) will be responsible for intellectual property protection, inward investment promotion, and business and services promotion. He will supervise three functional divisions<sup>7</sup>, two headed by an AOSG 'C' while the remaining one by an Assistant Director of Management Services (ADMS) (D2). The justifications for the two DS posts, together with their job descriptions, are at Enclosure 5(c) and 5(d) respectively.

Encls. 5(c)

& 5(d) *Redistribution of responsibilities :*  
*Principal Assistant Secretary (1) (AOSG 'C') (D2)*  
*Principal Assistant Secretary (2) (AOSG 'C') (D2)*  
*Principal Assistant Secretary (3) (AOSG 'C') (D2)*  
*Principal Assistant Secretary (4) (AOSG 'C') (D2)*  
*Principal Assistant Secretary (5) (AOSG 'C') (D2)*

38. Similarly, we propose to redistribute the responsibilities of the existing five permanent posts of AOSG 'C' to take account of changes in the workload of individual posts. These posts are departmentally designated as PAS(1) to (5). PAS(1), PAS(2), PAS(3) and PAS(4) will report to DS(1), whereas PAS(5) will report to DS(2).

39. PAS(1) will be responsible for multilateral and regional commercial relations and investment policy. The justification for the post, together with a job description, is set out in Enclosure 5(e).

Encl. 5(e)

40. PAS(2) will be responsible for bilateral commercial relations with the Americas, trade control for strategic commodities, and policy and housekeeping for the Hong Kong Trade Development Council. The justification for the post, together with a job description, is set out in Enclosure 5(f).

Encl. 5(f)

41. PAS(3) will be responsible for bilateral commercial relations with Asia including the Mainland of China (the Mainland). In particular, he will co-ordinate Hong Kong's participation in the Mainland-Hong Kong Special

/Administrative .....

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<sup>7</sup> Two of the divisions constitute BSPU to be transferred from FS's Office.

Administrative Region (HKSAR) Joint Commission on Commerce and Trade. He will deal with matters related to policy and housekeeping for the Hong Kong Export Credit Insurance Corporation, as well as other general trade policy matters. The justification for the post, together with a job description, is set out in Enclosure 5(g).

Encl. 5(g)

42. PAS(4) will be responsible for bilateral commercial relations with Europe and other economies, support for the industrial sector and SMEs, as well as major policy matters related to Economic and Trade Offices overseas. The justification for the post, together with a job description, is set out in Enclosure 5(h).

Encl. 5(h)

43. PAS(5) will be responsible mainly for intellectual property protection and inward investment promotion. The justification for the post, together with a job description, is set out in Enclosure 5(i).

Encl. 5(i)

*Posts to be transferred from Business and Services Promotion Unit :*  
*Principal Assistant Secretary (6) (ADMS) (D2)*  
*Principal Assistant Secretary (7) (AOSG‘C’) (D2)*

44. The integration of BSPU into CIB will entail the creation of two permanent Directorate posts in CIB, to be offset by the deletion of the equivalent posts in FS’s Office. The post of ADMS, departmentally designated as PAS(6), will be responsible for development and implementation of the Helping Business Programme. The post of AOSG‘C’, departmentally designated as PAS(7), will take charge of co-ordinating the implementation of the Services Promotion Programme. He will also deal with general non-trade related service industry matters, as well as service the Chief Executive’s Council of International Advisors. The justifications for these two posts, together with their job descriptions, are set out in Enclosures 5(j) and 5(k) respectively. PAS(6) and PAS(7) will report to DS(2).

Encls. 5(j)  
& 5(k)

*Deletion of posts :*  
*Electronic Data Interchange Co-ordinator (ADMS) (D2)*  
*Registrar of Travel Agents (PEO) (D1)*

45. We propose to delete one post of ADMS, departmentally designated as Electronic Data Interchange (EDI) Co-ordinator, on the permanent establishment of TIB. This post was created in 1992 to co-ordinate the implementation of Government’s EDI strategy. In particular, the post was charged with overseeing the setting up of necessary systems in relevant

/departments .....

departments to enable the electronic submission by private sector companies of certain statutory documents to the Government; the interface with Tradelink; and the rollout of mandatory electronic submission of those documents. With the bulk of work either completed or well underway, it is no longer necessary to have a dedicated Directorate officer to handle the day-to-day work.

46. The responsibility for regulation of outbound travel agents is undertaken on a day-to-day basis by a PEO, departmentally designated as Registrar of Travel Agents (RTA), on the permanent establishment of TIB. We propose to delete this post upon the transfer of responsibility for outbound travel agents to ESB, in which an equivalent post will be created (see paragraph 52 below).

#### *Non-Directorate Establishment*

47. The transfer of responsibilities to and out of CIB will also entail the transfer of supporting staff at the non-Directorate level. Taking into account all the changes<sup>8</sup> involved, there will be a net decrease of 3 non-Directorate posts on the permanent establishment of CIB. However, owing to the differences in ranking between the posts to be created and deleted, there will be a net increase of \$1,601,160 in total NAMS value. Details are set out in Enclosure 5(1).

Encl.5(1)

48. To implement the Helping Business Programme, BSPU needs to create from time to time additional posts for short-term, ad hoc assignments in client departments. For example, BSPU has created under delegated authority a supernumerary post of PEO for six months for secondment to Lands Department to help take forward a proposal to corporatise its Survey and Mapping Office. BSPU has also created a post of Senior Superintendent of Customs and Excise (GDS(O) 36 - 38) for nine months to help Customs and Excise Department to review existing customs clearance requirements for cargoes. To enable BSPU to create non-Directorate posts to meet such short-term requirements, we have included additional NAMS value of \$6,059,340 in the establishment ceiling of BSPU. After the reorganisation, we propose to apportion from this amount \$3,632,940 to CIB and \$2,426,400 to EU<sup>9</sup> for the same purpose.

/49. ....

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<sup>8</sup> In this context, we include the transfer of staff to ITC, which will be under a separate new Head of expenditure.

<sup>9</sup> See paragraph 50 below.

49. Taking into account the requirements set out in paragraphs 47 and 48 above, we propose to increase the establishment ceiling of Head 152 Government Secretariat : Trade and Industry Bureau by \$5,234,100 from \$49,480,000 to \$54,714,100.

#### **D. Efficiency Unit**

*Post to be transferred from Business and Services Promotion Unit :  
Assistant Director (2) (AOSG 'C') (D2) (Supernumerary post)  
PEO (D1) (Supernumerary post)*

50. One of the themes of the Helping Business Programme under the charge of BSPU is transferring public services to the private sector. Work in this area includes corporatisation and outsourcing. We propose to transfer this work to EU, as it fits better with EU's existing functions. To support the work involved, we propose to transfer from BSPU to EU the existing supernumerary post of AOSG 'C' created for a period of three years from 30 April 1999 for handling corporatisation matters. The justification for the post, together with a job description, is set out in Enclosure 6. At the non-Directorate level, EU will take over one post of Personal Secretary I (MPS 16 - 21) from BSPU. Otherwise, Encl. 6 EU will absorb the additional workload within existing staff resources. As mentioned in paragraph 48 above, EU will take over additional NAMS value of \$2,426,400 from BSPU for creating non-Directorate posts for short-term assignments. It will also take over the supernumerary post of PEO deployed to Lands Department which will lapse in August 2000.

#### **E. Economic Services Bureau**

*New post :  
Principal Assistant Secretary (Economic Services)A (AOSG 'C') (D2)*

51. We will transfer responsibilities for competition policy and consumer protection from TIB to ESB. Currently, these two subjects are handled separately by two posts of AOSG 'C' in TIB together with responsibilities on other fronts. We propose to create one permanent post of AOSG 'C' in ESB, departmentally designated as PAS(ES)A, to handle matters in these two areas. The justification for the post, together with a job description, is set out in Enclosure 7(a).

Encl. 7(a)

*/Post .....*

*Post to be transferred from Trade and Industry Bureau :  
Registrar of Travel Agents (PEO) (D1)*

52. As mentioned in paragraph 46 above, we propose to create a post of RTA in ESB, to be offset by the deletion of the same post in CIB. The justification for the post, together with a job description, is set out in Enclosure 7(b).

Encl. 7(b)

### **Non-Directorate Establishment**

53. ESB will take over from TIB 14 non-Directorate posts at a total NAMS value of \$4,387,140 along with the responsibilities mentioned in paragraphs 51 and 52 above.

Encl. 7(c)

Details are set out in Enclosure 7(c). To accommodate these additional posts, we propose to increase the establishment ceiling of Head 145 Government Secretariat : Economic Services Bureau by an equivalent amount, from \$33,719,970 to \$38,107,110. The existing and new organisation charts of ESB are at Enclosures 7(d) and 7(e) respectively.

Encl. 7(d) &  
7(e)

### **F. Trade and Industry Department**

54. Increasingly, many issues of significant concern to our industrialists are either trade-related or handled by TD, e.g. access to markets on the Mainland and overseas, trade licensing and facilitation, liaison and co-operation with the Mainland. To increase synergy and provide more efficient one-stop services to clients, we propose that TD take over the functions of ID in respect of general support for the industrial sector and SMEs. TD will then become the single front-line department serving industry and trade, and will be renamed as Trade and Industry Department (TID). ID will be disestablished. We will also set up a Trade and Industry Advisory Board to advise the Government on matters related to the industrial and trade sectors.

55. In terms of staff establishment, the proposal will involve the transfer from ID to TID of one permanent post of AOSG 'C' and 31 Non-Directorate posts.

Encl. 8(a) &  
8(b)

56. The existing organisation chart of TD and the proposed organisation chart of TID are in Enclosures 8(a) and 8(b) respectively. After the reorganisation, the Director-General of Trade and Industry (DGTI) (re-titled from Director-General of Trade) will be underpinned at the Directorate level by two Deputy DGTIs, six Assistant DGTIs and one PEO. At the non-Directorate level, there will be 785 posts. We may further review the organisation structure of TID in the light of operational experience.

*/Post .....*



*Post to be transferred from Industry Department :*  
*Assistant Director-General of Trade and Industry (Industrial Support) (AOSG‘C’) (D2)*

Encl. 8(c) 57. We propose to create a permanent post of AOSG‘C’, departmentally designated as ADGTI(Industrial Support), to take charge of liaison with the industrial sector, infrastructure support, and support for SMEs. The justification for the post, together with a job description, is set out in Enclosure 8(c). The post will be offset by the deletion of one post of AOSG‘C’ on the permanent establishment of ID.

### **Non-Directorate Establishment**

Encl. 8(d) 58. We propose to increase the ceiling placed on the NAMS value of non-Directorate posts on the permanent establishment of Head 181 Trade Department from \$211,655,000 by \$14,472,540 to \$226,127,540 to enable the transfer of 31 non-Directorate posts from ID. Details are set out in Enclosure 8(d).

### **G. Census and Statistics Department**

59. To enable IHK to concentrate efforts on its core mission and to achieve synergy and better efficiency, C&SD will take over from ID the work on compiling certain statistics related to external direct investment in Hong Kong. We propose to increase the ceiling placed on the NAMS value of non-Directorate posts on the permanent establishment of Head 26 Census and Statistics Department from \$448,255,000 by \$1,232,310 to \$449,487,310 to enable the transfer of three non-Directorate posts, namely, one post each of Statistician (MPS 27 - 44), Statistical Officer I (MPS 22 - 28) and Statistical Officer II (MPS 10 - 21) from ID to C&SD for this purpose.

### **H. Information Services Department**

60. We need to strengthen the current team of staff in the Government Secretariat Press Office servicing CIB to meet an anticipated increase in workload. In particular, this team will also service IHK and the Intellectual Property Department after the reorganisation. We propose to increase the ceiling placed on the NAMS value of non-Directorate posts in the permanent establishment of Head 74 Information Services Department from \$225,278,000 by \$660,000 to \$225,938,000 to enable the creation of one post of Senior Information Officer (MPS 34 - 39) for this purpose.

**I. ....**

## **I. Official Languages Agency**

61. We propose to increase the ceiling placed on the NAMS value of non-Directorate posts on the permanent establishment of Head 115 Official Languages Agency from \$115,951,000 by \$213,420 to \$116,164,420 to enable the upgrading of one post of Chinese Language Officer I (MPS 28 - 33) to Senior Chinese Language Officer (MPS 34 - 44) to enhance the quality of translation services provided to CIB in general and ITC in particular.

## **J. Business and Services Promotion Unit**

*Deletion of posts :*

*Director, Business and Services Promotion Unit (AOSG 'B1') (D4)*

*Assistant Director (Business Promotion) (ADMS) (D2)*

*Assistant Director (Services Promotion) (AOSG 'C') (D2)*

62. With the integration of BSPU into CIB, SCI, with the support of DS(2), will supervise BSPU's day-to-day work. As a result, BSPU will no longer need a dedicated director. We propose to delete the permanent post of AOSG 'B1', departmentally designated as Director, BSPU, from the establishment of FS's Office. We also propose to delete one post of ADMS and one post of AOSG 'C' from the permanent establishment of FS's Office upon the creation of the equivalent posts in CIB as proposed in paragraph 44 above. The existing organisation chart of BSPU is at Enclosure 9.

Encl. 9

## **K. Industry Department**

*Deletion of posts :*

*Director-General of Industry (AOSG 'A') (D6)*

*Deputy Director-General of Industry (AOSG 'B') (D3)*

*Assistant Director-General of Industry (Infrastructure Support) (AOSG 'C') (D2)*

*Assistant Director-General of Industry (Technology Development) (AOSG 'C') (D2)*

*Assistant Director-General of Industry (Quality Services) (ADI) (D2)*

*Assistant Director-General of Industry (Investment Promotion) (AOSG 'C') (D2)*

*Assistant Director-General of Industry (Development Support) (AOSG 'C') (D2)*

*Chief Engineer (Chief Electronics Engineer) (D1)*

*Executive Administrator (Laboratory Accreditation) (D1)*

*Technical Secretary (Industry) (D1)*

63. We propose to delete seven permanent Directorate posts in ID, namely, one post of AOSG 'A', one post of AOSG 'B', two posts of AOSG 'C' responsible for infrastructure support and technology development respectively,

/one .....

one post of ADI, one post of Chief Electronics Engineer and one post of Executive Administrator (Laboratory Accreditation) to offset the creation of their equivalent posts in ITC as set out in paragraphs 9 to 12 and 19 above. As the two proposed SA posts will oversee the technical secretariat of ITC, it will no longer be necessary to retain the permanent post of Technical Secretary (Industry) in ID that currently performs this function. We propose to delete this post.

64. We also propose to delete the remaining two permanent posts of AOSG 'C' responsible for investment promotion and development support in ID upon the creation of their equivalent posts in IHK (paragraph 30) and TID (paragraph 57) respectively.

## **L. Overall Summary**

65. The reorganisation proposal will result in a net addition of 24 posts, comprising one supernumerary Directorate post and 23 permanent non-Directorate posts. The proposal will also result in an additional four non-civil service Directorate positions. A table summarising the changes under the different Heads of expenditure is in Enclosure 10. Encl. 10 An analysis of the changes in Directorate positions related to each of the three areas of initiatives, namely, promoting innovation and technology, attracting external direct investment, and improving services to industry and commerce, is in Enclosure 11.

Encl. 11

## **FINANCIAL IMPLICATIONS**

66. The net additional notional annual salary cost at mid-point of the proposal is \$20.9 million, as outlined in Enclosure 12. Encl. 12

67. The net additional full annual average staff cost of the proposal, including salaries and staff on-cost, is \$34.9 million, as also outlined in Enclosure 12. Encl. 12

68. We shall submit a paper to Finance Committee on 9 June to seek approval of the necessary changes to the 2000-01 Estimates, including supplementary provision to meet the staffing proposal as detailed in this submission and other expenses of the new institutional structure.

**/ BACKGROUND .....**

## **BACKGROUND INFORMATION**

69. In his 2000-01 Budget Speech, FS announced Government's plan to reorganise its institutional framework for promoting innovation and technology, attracting external direct investment and supporting industry and commerce.

70. We briefed members of the Legislative Council Panel on Trade and Industry on the reorganisation plan on 3 April 2000.

## **CIVIL SERVICE BUREAU COMMENTS**

71. The Administration has considered carefully alternatives including redeployment bearing in mind the Government's commitment to contain the size of the civil service and the need for greater efficiency and effectiveness under the Enhanced Productivity Programme. We are satisfied that the proposals contained in this paper are functionally justified. Civil Service Bureau considers the grading and ranking of the proposed posts appropriate having regard to the levels and scopes of responsibilities and the professional input required.

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

72. The Standing Committee on Directorate Salaries and Conditions of Service has advised that the proposed structure of the Bureaux and Departments concerned and the grading proposed for the posts would be appropriate if the posts were to be created.

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Trade and Industry Bureau  
May 2000

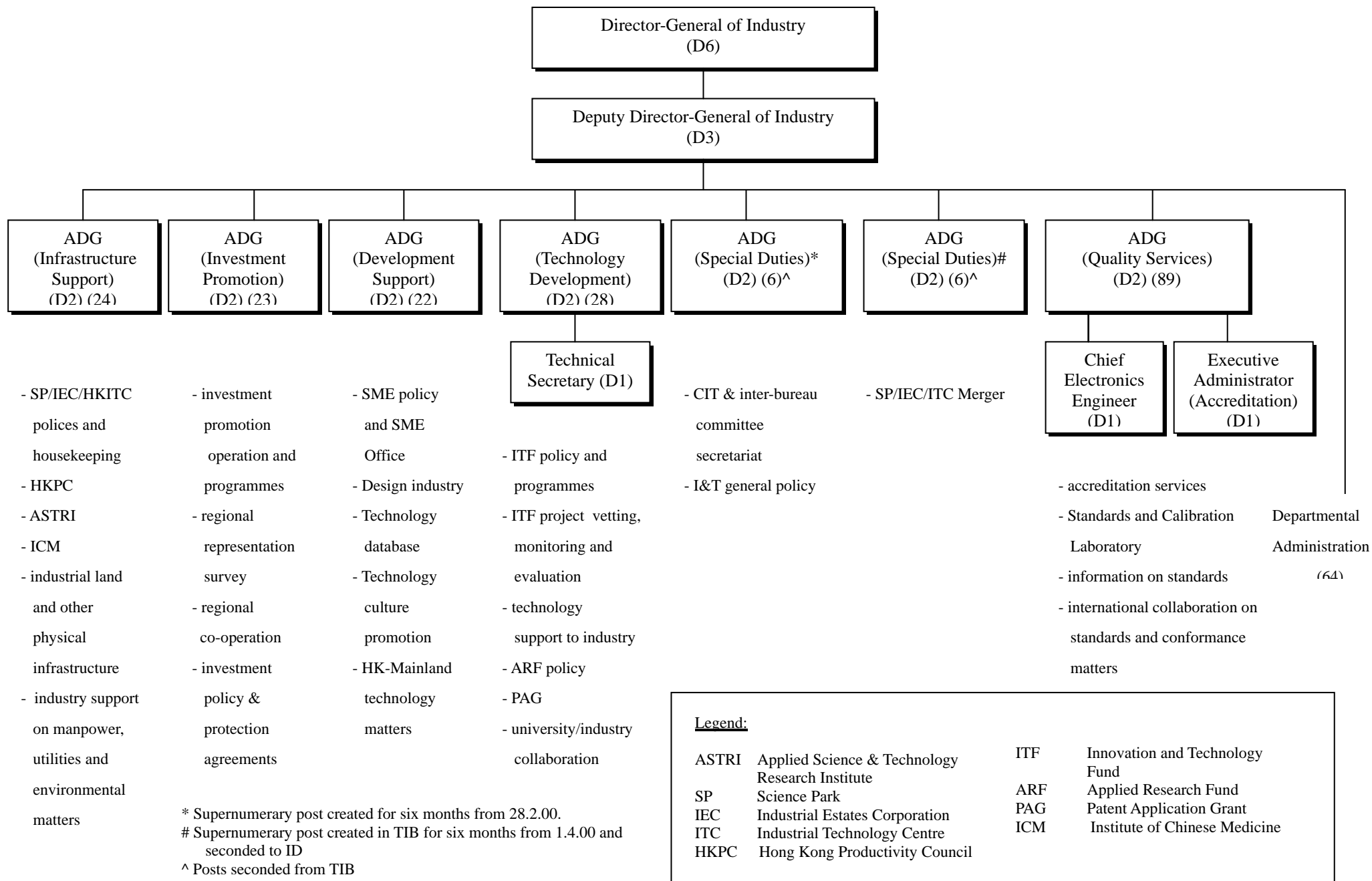
**Major functions of  
Innovation and Technology Commission**

- (a) innovation and technology policy development, co-ordination and implementation, including servicing the Council of Advisors on Innovation and Technology and the inter-bureau co-ordination committee chaired by the Financial Secretary;
- (b) oversight of non-government subvented technological support bodies, including Productivity Council, Science Park, Industrial Estates Corporation, Industrial Technology Centre, Applied Science and Technology Research Institute;
- (c) administration of Government funding schemes related to innovation and technology, e.g. Innovation and Technology Fund, Applied Research Fund; and
- (d) provision of accreditation, standards and calibration services.



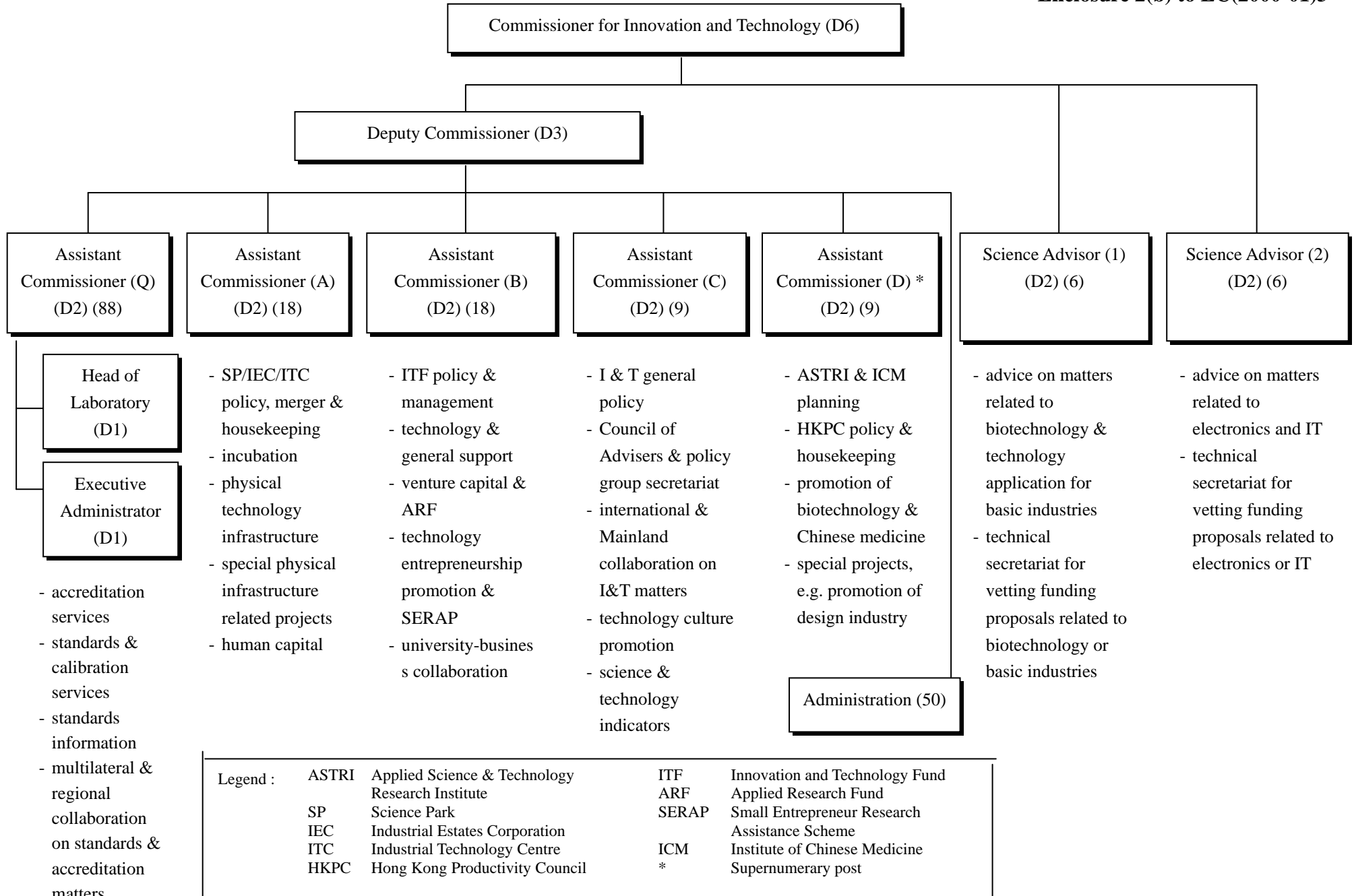
# Existing Organisation Chart of Industry Department

Enclosure 2(a) to EC(2000-01)3



# Proposed Organisation Chart of Innovation and Technology Commission

Enclosure 2(b) to EC(2000-01)3



Legend :	ASTRI	Applied Science & Technology Research Institute	ITF	Innovation and Technology Fund
	SP	Science Park	ARF	Applied Research Fund
	IEC	Industrial Estates Corporation	SERAP	Small Entrepreneur Research Assistance Scheme
	ITC	Industrial Technology Centre	ICM	Institute of Chinese Medicine
	HKPC	Hong Kong Productivity Council	*	Supernumerary post





**Job Description**

**Post Title:** Commissioner for Innovation and Technology

**Rank:** Commissioner for Innovation and Technology (D6)

**Responsible to:** Secretary for Commerce and Industry

**Justification:**

The Commissioner for Innovation and Technology is expected to lead, guide and motivate a staff complement of over 200, comprising engineers, technologists and general grades staff, in developing a comprehensive set of policies and services to promote the use of innovation and technology in Hong Kong. He will manage and co-ordinate Government's efforts for the furtherance of Hong Kong's economic development. He will project a corporate identity for the Commission as the central facilitator and resource base for promoting innovation and technology. He will work with relevant local and overseas bodies both to facilitate the transfer to Hong Kong of appropriate technologies and to promote Hong Kong's reputation internationally as a leading city in Asia for technological creativity and application. He will be responsible for the management and allocation of sizeable financial resources such as the Innovation and Technology Fund and the Applied Research Fund.

To discharge his duties, the Commissioner must work effectively with senior people both within and outside the Government. The latter includes Members of the Legislative Council, academia, industry and commerce, technology support organisations, and international scientific and technological bodies. He will be the Government's representative on the boards of statutory and subvented organisations such as the Hong Kong Science Park Corporation, Hong Kong Industrial Estates Corporation, and Hong Kong Productivity Council.

The Commissioner must have a thorough understanding of technology policy issues and be aware of recent technology developments and trends. The officer must also have top management experience, sound judgement and excellent leadership, and preferably with considerable experience of the Government machinery. In view of the scope and level of the Commissioner's responsibilities and the personal qualities required of the officer, the post should be ranked at the D6 level.

**/Duties .....**

**Duties and Responsibilities:**

- (a) developing, implementing and reviewing of innovation and technology policy and programmes;
- (b) representing the Government on the boards of subvented statutory bodies including the Hong Kong Productivity Council, Hong Kong Science Park Corporation, Hong Kong Industrial Estates Corporation, Hong Kong Industrial Technology Centre Corporation, and the future Applied Science and Technology Research Institute;
- (c) overseeing the administration of Government funding schemes related to innovation and technology, including the Innovation and Technology Fund and the Applied Research Fund;
- (d) representing the Secretary for Commerce and Industry at Legislative Council panel meetings and other high-level Government or non-Government meetings on innovation and technology related matters; and
- (e) overseeing the provision of accreditation, standards and calibration services to the public.

**Job Description**

**Post Title:** Deputy Commissioner for Innovation and Technology

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

**Responsible to:** Commissioner for Innovation and Technology

**Justification:**

The Deputy Commissioner will assist the Commissioner in all aspects of the latter's duties and responsibilities, especially the formulation and implementation of policies and programmes. The officer will directly supervise five Assistant Commissioners, the Commission's administration unit and the Commission's information unit by giving advice or direction where necessary. He acts in the post of the Commissioner during the absence of the latter. He is the Commissioner's representative or alternative on various boards or committees. The officer will also be responsible for reviewing the human and financial aspects of the organisation and activities of the Commission, recommending improvements where necessary and overseeing implementation.

The proposed ranking of the post is essential to ensure that the officer occupying the post has the required depth of experience, expertise and standing to effectively undertake the multifarious duties and responsibilities that fall under his post.

**Duties and Responsibilities:**

- (a) supervising the Assistant Commissioners in their discharge of responsibilities by giving advice or direction where necessary on a day-to-day basis and co-ordinating and steering inter-division activities;
- (b) assuming responsibility for the Commission in the absence of the Commissioner from Hong Kong;
- (c) reviewing innovation and technology policies and programmes, developing strategies and making recommendations to the Commissioner as appropriate;
- (d) reviewing the human and financial aspects and activities of the Commission, recommending improvements and overseeing implementation; and
- (e) representing the Commissioner or acting as his/her alternative at boards and committees, such as the board of the Hong Kong Productivity Council.

**Job Description**

**Post Title:** Assistant Commissioner (A)  
**Rank:** Administrative Officer Staff Grade C (D2)  
**Responsible to:** Deputy Commissioner

**Justification:**

Assistant Commissioner (A) will deal with matters related to the development of physical technology infrastructure in Hong Kong. In particular, the officer will take charge of policy and housekeeping matters for the Hong Kong Science Park (HKSP), Hong Kong Industrial Estates Corporation (HKIEC) and Hong Kong Industrial Technology Centre Corporation (HKITCC). In the case of HKSP, the Government is responsible for the physical development work of Phase I and is now working under an extremely tight development programme in order to open the Science Park in end 2001. Considerable work is involved in co-ordinating with various parties both within and outside Government in order to resolve the policy and practical problems emerging. There is a strong need for a directorate officer to steer the process. In addition, the officer will deal with the merger of HKSP, HKIEC and HKITCC. Apart from preparing the necessary legislation to effect the merger, the officer will need to map out the mission, financial modality, organisation structure, pay packages for staff, and the long-term development strategy of the merged body. Numerous complicated policy issues are involved and they need to be resolved within a short period of time. The officer will also be responsible for dealing with technology incubation policy as well as matters related to human capital. To discharge these tasks effectively, the officer must have the depth and breadth of experience commensurate with those of an Administrative Officer Staff Grade C (D2).

**Duties and Responsibilities :**

- (a) dealing with policy and housekeeping matters related to the Hong Kong Science Park (HKSP);
- (b) dealing with policy and housekeeping matters related to the Hong Kong Industrial Estates Corporation (HKIEC);

/(c) .....

- (c) dealing with matters related to technology incubation and policy and housekeeping for the Hong Kong Industrial Technology Centre Corporation (HKITCC);
- (d) dealing with all issues relating to the merger of HKSP, HKIEC and HKITCC;
- (e) dealing with matters related to human capital for supporting innovation and technology, including providing input to the Admission of Talents Scheme; and
- (f) handling matters related to the development of physical technology infrastructure in general.

**Job Description**

**Post Title:** Assistant Commissioner (B)

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

**Responsible to:** Deputy Commissioner

**Justification:**

Assistant Commissioner (B) will be responsible for formulating policies on and implementing funding schemes, notably the Innovation and Technology Fund and Applied Research Fund, to support innovation and technology activities. The officer will design, manage and promote different funding programmes and monitor the projects supported under these programmes. The funding schemes contain considerable financial resources, have different focus and modus operandi, and have to be responsive to the changing needs of the economy. The officer is expected to exercise good resource management and financial control, and to liaise closely with the academic and business sectors. To discharge the above tasks effectively, an Administrative Officer with the experience, skills, judgement and political acumen at the D2 level is required.

**Duties and Responsibilities:**

- (a) dealing with policy and management matters related to the Innovation and Technology Fund;
- (b) overseeing the general secretariat of the Innovation and Technology Fund;
- (c) overseeing provision of general support to business on innovation and technology matters;
- (d) promoting technology entrepreneurship, including
  - matters related to venture capital and management of the Applied Research Fund including servicing the Applied Research Council; and
  - management of the Small Entrepreneurs Research Assistance Programme; and
- (e) promoting university-business collaboration including management of the University-Industry Collaboration Programme.

**Job Description**

**Post Title :** Assistant Commissioner (C)

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

**Responsible to :** Deputy Commissioner

**Justification :**

Assistant Commissioner (C) will deal with the development and co-ordination of innovation and technology policy in general. In this regard, the officer will serve as the Secretary to the Council of Advisors on Innovation and Technology which will advise and make recommendations to the Chief Executive on all aspects of policy related to innovation and technology. The officer will also be the Secretary to an inter-Bureau co-ordination committee chaired by the Financial Secretary and comprising relevant bureau secretaries. In addition, the officer will take charge of promoting an innovation and technology culture in the community, as well as matters related to international and Hong Kong-Mainland collaboration. Given the policy content of the job and the complexities involved, it is considered appropriate to rank this post at Administrative Officer Staff Grade C (D2) level.

**Duties and Responsibilities :**

- (a) dealing with innovation and technology policy development and co-ordination in general;
- (b) servicing the Council of Advisors on Innovation and Technology and the Financial Secretary's Inter-Bureau Committee on Innovation and Technology;
- (c) promoting an innovation and technology culture in business and the community;
- (d) dealing with matters related to multilateral, regional and Hong Kong-Mainland collaboration on innovation and technology; and
- (e) dealing with matters related to statistical indicators on innovation and technology for Hong Kong.



**Job Description**

**Post Title:** Assistant Commissioner (D)  
**Rank:** Administrative Officer Staff Grade C (D2)  
**Responsible to:** Deputy Commissioner

**Justification:**

Assistant Commissioner (D) will be responsible for the development of a number of important and special projects providing essential infrastructure to assist the promotion of innovation and technology in Hong Kong. In particular, he will oversee and co-ordinate matters related to the establishment of the Applied Science and Technology Research Institute (ASTRI). He will also perform similar functions in respect of the commercial development of biotechnology (particularly Chinese medicine) and the design industry. Moreover, the officer will deal with matters related to policy and housekeeping for the Hong Kong Productivity Council (HKPC). The officer will pay special attention to the interface between HKPC and ASTRI so as to avoid the potential for duplication and inefficient use of resources. The issues dealt with by the officer are complex involving technological, construction, managerial, financial and legislative matters with many new and emerging problems to be resolved without the benefit in many cases of previous experience in Hong Kong. The post is ranked at Administrative Staff Grade C (D2) level because the incumbent must possess good judgement, skills and experience which will enable him to go to the heart of problems and recommend sound workable solutions often against tight deadlines and competing claims for limited resources.

As the establishment of ASTRI and the development of the other special projects should be completed within a finite period of time, the post will be created on a supernumerary basis for a period of three years.

**Duties and Responsibilities:**

- (a) dealing with matters related to the establishment of the Applied Science and Technology Research Institute and the Institute of Chinese Medicine;
- (b) dealing with policy and housekeeping matters related to the Hong Kong Productivity Council;
- (c) dealing with matters related to the commercial development of biotechnology and Chinese medicine in Hong Kong; and
- (d) dealing with matters related to the development of the design industry in Hong Kong and other ad hoc sector-specific projects.

**Job Description**

**Post Title :** Assistant Commissioner (Q)

**Rank :** Assistant Commissioner for Innovation and Technology (D2)

**Responsible to :** Deputy Commissioner for Innovation and Technology

**Justification :**

Assistant Commissioner (Q) will be responsible for formulating policies related to, and the provision of, accreditation and calibration services. In addition, the officer will deal with matters related to the establishment and maintenance of reference standards for physical measurement for Hong Kong, and the provision of information relating to product standards. Many of the services are essential for supporting statutory and regulatory responsibilities. The officer will also represent Hong Kong in regional and multilateral organisations for collaboration in the areas of standards and conformance, with a view to pursuing standards harmonisation, trade facilitation, and mutual recognition arrangements. The officer will lead a team of 91 engineers, technologists and other staff in the discharge of the above-mentioned tasks. In view of the scope, level and complexity of the responsibilities involved, the post should be filled by an officer with the experience, skills and judgement at the D2 level.

**Duties and Responsibilities :**

- (a) formulating policies on and overseeing the provision of accreditation services to public or private laboratories, certification bodies and inspection bodies;
- (b) formulating policies on and acting as the custodian of Hong Kong's physical measurement standards;
- (c) formulating policies on and overseeing the provision of calibration services to the public;
- (d) providing information and technical advice to both Government agencies and the public on domestic and overseas product and quality standards; and
- (e) representing Hong Kong in multilateral or regional fora for collaboration on accreditation, standards and conformance matters.

**Job Description**

**Post Title :** Head of Laboratory

**Rank :** Chief Electronics Engineer (D1)

**Responsible to:** Assistant Commissioner (Q)

**Justification :**

Head of Laboratory will be responsible for developing and maintaining reference standards of physical measurements for Hong Kong. The officer will manage the Standards and Calibration Laboratory which is the custodian of these standards and which provides calibration services to Government agencies and the private sector. He will deal with matters related to Hong Kong's participation in international and regional metrology organisations, co-operation with overseas peer laboratories, and mutual recognition arrangements. The ranking of the post at the D1 level is commensurate with the scope and level of its responsibilities.

**Duties and Responsibilities :**

- (a) development and maintenance of reference standards of physical measurements for Hong Kong, traceable to the International System of Units of Measurement;
- (b) providing calibration services to Government agencies and the private sector;
- (c) promoting overseas acceptance of the standards in (a) above and the calibration services in (b) above through inter-laboratory comparisons and mutual recognition arrangements; and
- (d) dealing with matters related to multilateral or regional collaboration on measurement standards.

**Job Description**

**Post Title :** Executive Administrator (Accreditation)

**Rank :** Executive Administrator (Accreditation) (D1)

**Responsible to :** Assistant Commissioner (Q)

**Justification :**

Executive Administrator (Accreditation) will be responsible for maintaining and developing accreditation programmes for test laboratories, certification bodies and inspection bodies. The accreditation service is essential for providing confidence that conformity assessments, conducted for the purpose of demonstrating that goods (including Hong Kong's exports) meet quality and safety requirements, are carried out by technically competent organisations. Hong Kong, being a member of Asia Pacific Economic Co-operation and World Trade Organisation, is committed to providing the accreditation service as part of the confidence-building measures promulgated by these fora for eliminating technical barriers to trade. The officer will represent Hong Kong in international and regional fora on accreditation and will promote overseas acceptance of testing, certification and inspection results issued by organizations accredited by the Hong Kong Accreditation Service. Ranking the post at the D1 level would be commensurate with the scope and level of its responsibilities.

**Duties and Responsibilities :**

- (a) development and provision of accreditation services for testing and calibration laboratories, certification bodies and inspection bodies;
- (b) promoting overseas acceptance of the Hong Kong's accreditation services through mutual recognition arrangements;
- (c) dealing with matters related to multilateral or regional collaboration on accreditation services; and
- (d) advising Government agencies and the private sector on technical matters related to accreditation.

**Job Description**

**Post Title:** Science Advisor (1)

**Rank:** D2-equivalent (non-civil service position)

**Responsible to:** Commissioner for Innovation and Technology

**Justification:**

Science Advisor (1) will tender general and technical advice to the Commissioner and the Government on matters related to science and technology, initially in the areas of biotechnology and of technology application or development for basic industries. The officer must be able to provide sound advice to people at the top levels of Government and be able to network with people, organisations and fora involved in technology issues in both Hong Kong and overseas. The officer will co-ordinate and provide technological input into relevant studies carried out for the Council of Advisors on Innovation and Technology and tender advice to the Commissioner on technology-related matters in connection with the Applied Science and Technology Research Institute (ASTRI). In addition, the officer will oversee a team of professional staff involved in vetting the technological merits of project proposals to be funded by, say, the Innovation and Technology Fund.

While we propose to create the post of Science Advisor (1) on a permanent basis, the intention is that the post-holder will be employed on non-civil service contract terms for a period normally not exceeding three years. Although the precise arrangement is not yet decided, our initial thinking is to invite a suitably qualified person from local or overseas universities, centres of research and development, or industry to take up the job, subject to the agreement of his parent organisation. This is to ensure that the post-holder will have current knowledge of technological developments and trends. Such a system will also have the added benefit of encouraging cross-flow of ideas and experience among Government, academia and industry. We propose that this non-civil service position be remunerated at broadly equivalent to the D2 level in order to attract bright and talented people with relevant technology background and experience to come forward for appointment.

**Duties and Responsibilities :**

- (a) tendering general and technical advice to Government on matters related to innovation and technology, initially in the areas of biotechnology and technology application or development for basic industries;

/(b) .....

- (b) overseeing the technical secretariat of the Innovation and Technology Commission in vetting proposals for funding from, say, the Innovation and Technology Fund;
- (c) liaison with the future ASTRI, the tertiary academic institutions and private companies in respect of identifying new areas of technology which might be the focus of research efforts by ASTRI and the tertiary institutions, initially in biotechnology or for application in basic industries; and
- (d) liaison and networking with relevant people, institutions and fora overseas, initially in the areas of biotechnology and technology application or development for basic industries.

**Job Description**

**Post Title:** Science Advisor (2)

**Rank:** D2-equivalent (non-civil service position)

**Responsible to:** Commissioner for Innovation and Technology

**Justification:**

Science Advisor (2) will tender general and technical advice to the Commissioner and the Government on matters related to science and technology, initially in the areas of electronics, information technology and other new or emerging technologies such as nano-technologies and magnetic- or electro-optical systems. The officer must be able to provide sound advice to people at the top levels of Government and be able to network with people, organisations and fora involved in technology issues in both Hong Kong and overseas. The officer will co-ordinate and provide technological input into relevant studies carried out for the Council of Advisors on Innovation and Technology, and tender advice to the Commissioner on technology-related matters in connection with the Applied Science and Technology Research Institute (ASTRI). In addition, the officer will oversee a team of professional staff involved in vetting the technological merits of project proposals to be funded by, say, the Innovation and Technology Fund.

While we propose to create the post of Science Advisor (2) on a permanent basis, the intention is that the post-holder will be employed on non-civil service contract terms for a period normally not exceeding three years. Although the precise arrangement is not yet decided, our initial thinking is to invite a suitably qualified person from local or overseas universities, centres of research and development, or industry to take up the job, subject to the agreement of his parent organisation. This is to ensure that the post-holder will have current knowledge of technological developments and trends. Such a system will also have the added benefit of encouraging cross-flow of ideas and experience among Government, academia and industry. We propose that this non-civil service position be remunerated at broadly equivalent to the D2 level in order to attract bright and talented people with relevant technology background and experience to come forward for appointment.

**Duties and Responsibilities :**

- (a) tendering general and technical advice to Government on matters related to innovation and technology, initially in the areas of electronics, information technology, and other new or emerging technologies such as nano-technologies and magnetic- or electro-optical systems;

/(b) .....

- (b) overseeing the technical secretariat of the Innovation and Technology Commission in vetting proposals for funding from, say, the Innovation and Technology Fund;
- (c) liaison with the future ASTRI, the tertiary academic institutions and private companies in respect of identifying new areas of technology which might be the focus of research efforts by ASTRI and the tertiary institutions, initially in electronics and information technology; and
- (d) liaison and networking with relevant people, institutions and fora overseas, initially in the areas of electronics, information technology and other new or emerging technologies such as nano-technologies and magnetic- or electro-optical systems.



**Creation of Non-Directorate Posts  
in Innovation and Technology Commission**

We propose to create in the Innovation and Technology Commission 196 non-Directorate posts at a total notional annual mid-point salary (NAMS) value of \$79,164,900 of which -

- (a) 183 posts, at a total NAMS value of \$73,559,340 will be transferred from Industry Department;
- (b) 10 posts, at a total NAMS value of \$4,299,600 will be transferred from Trade and Industry Bureau; and
- (c) 3 posts, at a total NAMS value of \$1,305,960 will be new additions.

Details are set out below.

*(a) Posts to be transferred from Industry Department*

<b>Rank</b>	<b>No</b>	<b>Unit NAMS (\$)</b>	<b>Total NAMS (\$)</b>
Senior Electronics Engineer	4	985,260	3,941,040
Electronics Engineer	5	537,540	2,687,700
Senior E&M Engineer	3	985,260	2,955,780
Elect. & Mech. Engineer	6	537,540	3,225,240
Senior Chemist	1	985,260	985,260
Chemist	1	660,000	660,000
Senior Structural Engineer	1	985,260	985,260
Senior Geotechnical Engineer	1	985,260	985,260
Engineer	1	537,540	537,540
Senior Scientific Officer	3	985,260	2,955,780
Scientific Officer	2	660,000	1,320,000
Chief Technical Officer	1	753,360	753,360
Principal Technical Officer	3	575,640	1,726,920
Senior Technical Officer	11	404,460	4,449,060
Technical Officer	15	192,420	2,886,300
Principal Trade Officer	6	985,260	5,911,560
Trade Officer	7	722,280	5,055,960
Assistant Trade Officer I	4	508,860	2,035,440
Assistant Trade Officer II	2	336,900	673,800

/Senior .....

<b>Rank</b>	<b>No</b>	<b>Unit NAMS (\$)</b>	<b>Total NAMS (\$)</b>
Senior Admin. Officer	1	985,260	985,260
Chief Executive Officer	2	985,260	1,970,520
Senior Executive Officer	3	722,280	2,166,840
Executive Officer I	9	508,860	4,579,740
Chin. Language Officer I	1	508,860	508,860
Chin. Language Officer II	1	336,900	336,900
Treasury Accountant	1	690,300	690,300
Accounting Officer I	1	508,860	508,860
Senior Clerical Officer	2	386,280	772,560
Clerical Officer	9	291,840	2,626,560
Assistant Clerical Officer	22	181,920	4,002,240
Clerical Assistant	11	141,840	1,560,240
Senior Personal Secretary	1	386,280	386,280
Personal Secretary I	4	291,840	1,167,360
Personal Secretary II	8	181,920	1,455,360
Supervisor of Typing Services	2	321,660	643,320
Senior Typist	3	217,680	653,040
Typist	8	141,840	1,134,720
Supplies Supervisor I	2	291,840	583,680
Confidential Assistant	1	217,680	217,680
Calligraphist	1	181,920	181,920
Office Assistant	3	125,040	375,120
Property Attendant	1	129,420	129,420
Workman I	2	129,420	258,840
Workman II	4	119,760	479,040
Motor Driver	3	151,140	453,420
<b>Sub-total</b>	<b>183</b>		<b>73,559,340</b>

(b) Posts to be transferred from Trade and Industry Bureau

<b>Rank</b>	<b>No.</b>	<b>Unit NAMS (\$)</b>	<b>Total NAMS (\$)</b>
Senior Administrative Officer	2	985,260	1,970,520
Executive Officer I	2	508,860	1,017,720
Personal Secretary I	2	291,840	583,680
Personal Secretary II	2	181,920	363,840
Assistant Clerical Officer	2	181,920	363,840
<b>Sub-total</b>	<b>10</b>		<b>4,299,600</b>

/(c) .....

(c) *New posts*

<b>Rank</b>	<b>No.</b>	<b>Unit NAMS (\$)</b>	<b>Total NAMS (\$)</b>
Senior Executive Officer	1	722,280	722,280
Personal Secretary I	2	291,840	583,680
<b>Sub-total</b>	<b>3</b>		<b>1,305,960</b>

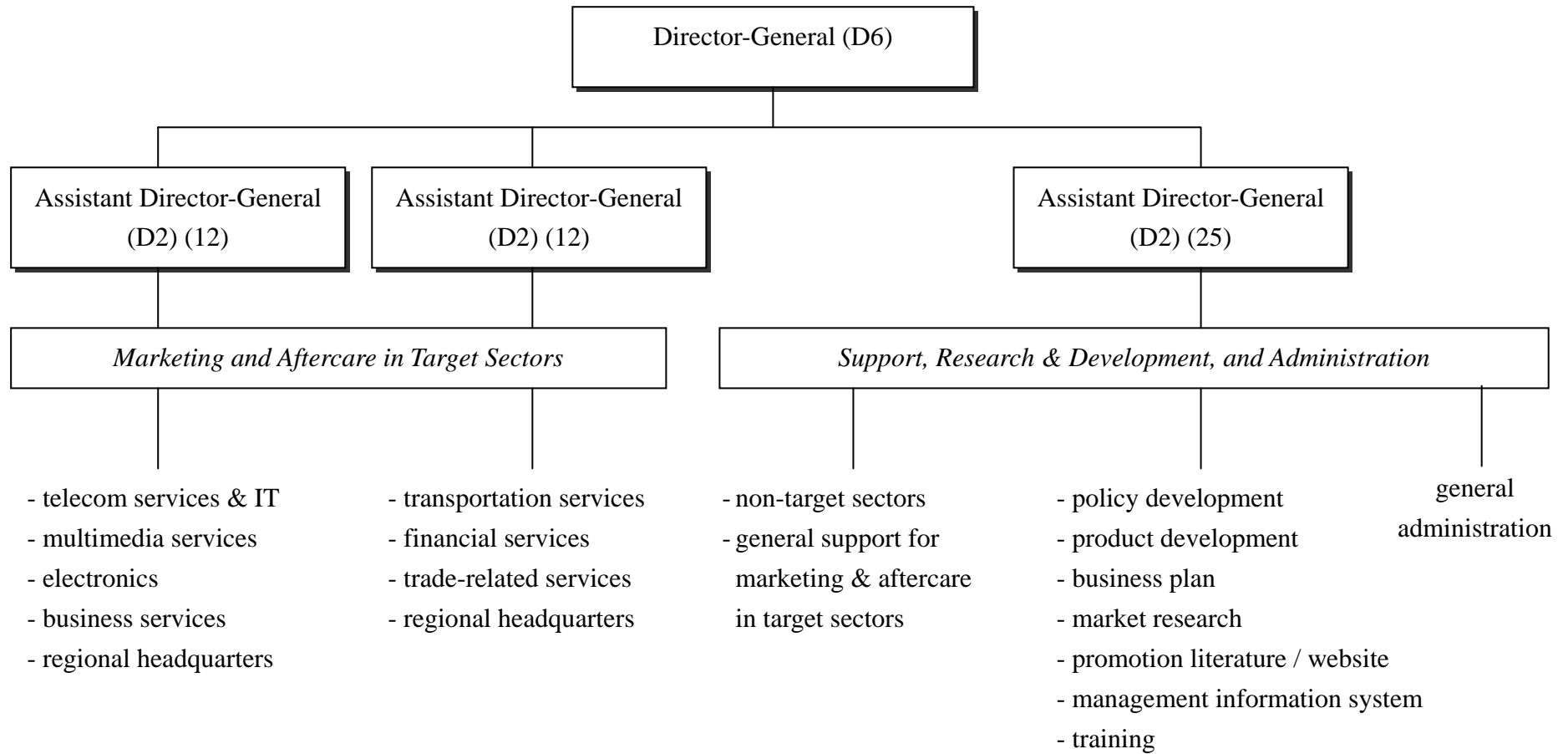
2. In addition, the Innovation and Technology Commission will have nine non-civil service positions at the non-Directorate level, as set out below -

<b>Title of position</b>	<b>No.</b>
Senior Biotechnology Officer	1
Biotechnology Officer	2
Senior Industrial Liaison Officer	1
Industrial Liaison Officer	1
Senior Technologist	1
Technologist	1
Electronics Engineer	2
<b>Total</b>	<b>9</b>

**Key Elements of New Investment Promotion Strategy**

- (a) focused promotional effort on a relatively small group of business sectors matching Hong Kong's patterns of comparative advantage;
- (b) proactive marketing with specific company targets;
- (c) enhanced 'aftercare' services aimed at retaining and expanding investments already made; and
- (d) improvement to Hong Kong's investment environment to increase its competitiveness and attractiveness to prospective investors, especially in targeted sectors.

**Proposed Organisation Chart of Invest Hong Kong**



**Job Description**

**Post Title:** Director-General of Investment Promotion

**Rank:** Director-General of Investment Promotion (D6)

**Responsible to:** Secretary for Commerce and Industry

**Justification:**

The Director-General of Investment Promotion will be responsible for advising the Secretary for Commerce and Industry on the formulation of policy and strategy for attracting external direct investment. He will play a key role in the Financial Secretary's Investment Promotion Steering Committee and private sector advisory forum. The Director-General will also lead the department in developing and implementing an action programme based on the agreed strategy, as well as formulating performance measures for the programme. He will co-ordinate the efforts of relevant bodies involved in the programme. He will also identify and co-ordinate measures to improve Hong Kong's investment environment. In addition, he will lead and co-ordinate negotiations with prospective investors. In discharging these duties, the officer will interact frequently with senior officials within the Government, as well as top decision-makers in prospective multinational companies.

We propose to rank the post at the D6 level, at the same rank as Director-General of Industry who is currently in charge of managing the Government's investment promotion effort. This ranking is necessary to ensure that the post-holder has the right personal qualities and experience to advise on strategy and to execute the investment promotion programme. It will also give the officer sufficient standing to access decision makers in targeted companies, to deal effectively with other government bureaux and departments to help solve problems faced by investors, to lead negotiations, and to foster 'product' improvement. Given the requirements of the job, the post-holder should have a strong business sense and solid commercial experience. On the other hand, it is equally important that he has good knowledge of the Government machinery and policies. While we are inclined towards filling the post with a person from the private sector than with a career civil servant, it may not be possible to secure the service of a suitable person from the private sector meeting all the requirements, given that such talent is of great demand in the private sector. As a fallback, we may have to appoint a civil servant to the post. A D6-equivalent ranking and its associated remuneration package are the minimum necessary to attract people from the private sector with the requisite experience, skills and leadership to come forward for appointment.

**/Duties .....**

**Duties and Responsibilities:**

- (a) advising Secretary for Commerce and Industry on the development of policies and strategies, including identifying sectors for focused efforts;
- (b) developing an action programme for attracting external direct investment and defining performance targets for the programme;
- (c) leading the department to implement the agreed strategy and action programme, including co-ordinating the efforts of all government bodies and ensuring close liaison with non-government bodies involved in investment promotion;
- (d) identifying and co-ordinating ways to improve Hong Kong's competitiveness and attractiveness to prospective investors;
- (e) leading and/or co-ordinating negotiations with investors in relation to projects proposed for, or targeted by, Hong Kong; and
- (f) managing the department including its human and financial resources.

## Job Description

- Post Title:** Assistant Director-General (A)
- Rank:** Non-civil service position (D2-equivalent)
- Responsible to:** Director-General of Investment Promotion

### Justification:

Assistant Director-General (A) will be responsible for leading and co-ordinating promotion and aftercare efforts in specific target sectors. These target sectors will be agreed by the Financial Secretary's Investment Promotion Steering Committee. Based on the list of sectors recommended by the consultants, we tentatively propose that this position should take charge of telecommunication services, information technology (both manufacturing and service), multimedia services, electronics and business services. In addition, the officer may be responsible for promoting Hong Kong as a regional headquarters location for some other sectors to be decided. In carrying out these duties, the officer will lead a team of dedicated marketing staff to call regularly on and negotiate with targeted companies both overseas and locally. He will work with the overseas Economic and Trade Offices in their investment promotion work related to the target sectors. He will also closely liaise with other non-government organisation involved in investment promotion and provide input on ways to improve Hong Kong's competitiveness and attractiveness as an investment location in the target sectors.

To discharge these tasks effectively, the officer must have substantial commercial experience preferably in marketing, as well as solid knowledge of one or more target sectors for which he is responsible. He must also have sufficient standing to deal with senior people in target companies. A D2-equivalent ranking and the associated remuneration package are necessary to attract people from the private sector with the requisite experience, skills, and leadership to come forward for appointment.

### Duties and Responsibilities:

- (a) developing and elaborating investment promotion strategies and business plans for specific sectors - tentatively, telecommunication services, information technology (both manufacturing and service), electronics and business services;
- (b) leading and co-ordinating promotion and aftercare efforts in those sectors;

/(c) .....



- (c) negotiating with potential investors in relation to projects in those sectors;
- (d) providing input on ways to improve Hong Kong's competitiveness and attractiveness as an investment location in those sectors; and
- (e) contributing to marketing materials and briefs, organising promotion events and liaising with organisations, in relation to those sectors.

**Job Description**

**Post Title:** Assistant Director-General (B)  
**Rank:** Non-civil service position (D2-equivalent)  
**Responsible to:** Director-General of Investment Promotion

**Justification:**

Assistant Director-General (B) will be responsible for leading and co-ordinating promotion and aftercare efforts in specific target sectors. These target sectors will be agreed by the Financial Secretary's Investment Promotion Steering Committee. Based on the list of sectors recommended by the consultants, we tentatively propose that this post should take charge of transportation services, financial services and trade-related services. In addition, the officer may be responsible for promoting Hong Kong as a regional headquarters location for some other sectors to be decided. In carrying out these duties, the officer will lead a team of dedicated marketing staff to call regularly on and negotiate with targeted companies both overseas and locally. He will work with the overseas Economic and Trade Offices in their investment promotion work related to the target sectors. He will closely liaise with other non-government organisation involved in investment promotion and also provide input on ways to improve Hong Kong's competitiveness and attractiveness as an investment location in the target sectors.

To discharge these tasks effectively, the officer must have substantial commercial experience preferably in marketing, as well as solid knowledge of one or more target sectors for which he is responsible. He must also have sufficient standing to deal with senior people in target companies. A D2-equivalent ranking and the associated remuneration package are necessary to attract people from the private sector with the requisite experience, skills, and leadership to come forward for appointment.

**Duties and Responsibilities:**

- (a) developing and elaborating investment promotion strategies and business plans for specific sectors - tentatively, transportation services, financial services and trade-related services;
- (b) leading and co-ordinating promotion and aftercare efforts in those sectors;
- (c) negotiating with potential investors in relation to projects in those sectors;
- (d) providing input on ways to improve Hong Kong's competitiveness and attractiveness as an investment location in those sectors; and
- (e) contributing to marketing materials and briefs, organising promotion events and liaising with organizations, in relation to those sectors.

**Job Description**

**Post Title:** Assistant Director-General (C)  
**Rank:** Administrative Officer Staff Grade C (D2)  
**Responsible to:** Director-General of Investment Promotion

**Justification:**

Assistant Director-General (C) will assist the Director-General in overall strategy and business plan development, as well as day-to-day supervision of the general administration of the department. The officer will also take charge of providing general back-office support to the two divisions responsible for marketing and aftercare work in targeted sectors. Such work may include, for example, market research, follow-up with relevant Government agencies on ad hoc issues, promotion literature, information systems, logistical support and public relations. In addition, the officer will be responsible for servicing potential or existing investors in the non-target sectors. The officer will also assist the Director-General in identifying and pursuing actions to improve Hong Kong's investment environment. To discharge these tasks effectively, an Administrative Officer with the experience, skills and judgement at the D2 level is required.

**Duties and Responsibilities:**

- (a) assisting the Director-General in developing overall strategy and business plan for attracting external direct investment;
- (b) providing general support for marketing and aftercare, e.g. general market research, promotion literature, information systems, public relations and information, training;
- (c) handling enquiries and proposals from potential investors in non-target sectors, and providing aftercare services to existing investors;
- (d) identifying and pursuing actions needed to improve Hong Kong's competitiveness and attractiveness as an investment location;
- (e) housekeeping for Economic and Trade Offices in respect of investment promotion-related matters; and
- (f) day-to-day supervision of the general administration of the department.

**Creation of Non-Directorate Posts  
in Invest Hong Kong**

We propose to create in Invest Hong Kong 46 non-Directorate posts at a total notional annual mid-point salary (NAMS) value of \$23,342,760, of which -

- (a) 26 posts, at a total NAMS value of \$13,243,200 will be transferred from Industry Department; and
- (b) 20 posts, at a total NAMS value of 10,099,560, will be new additions.

Details are set out below.

*(a) Posts to be transferred from Industry Department*

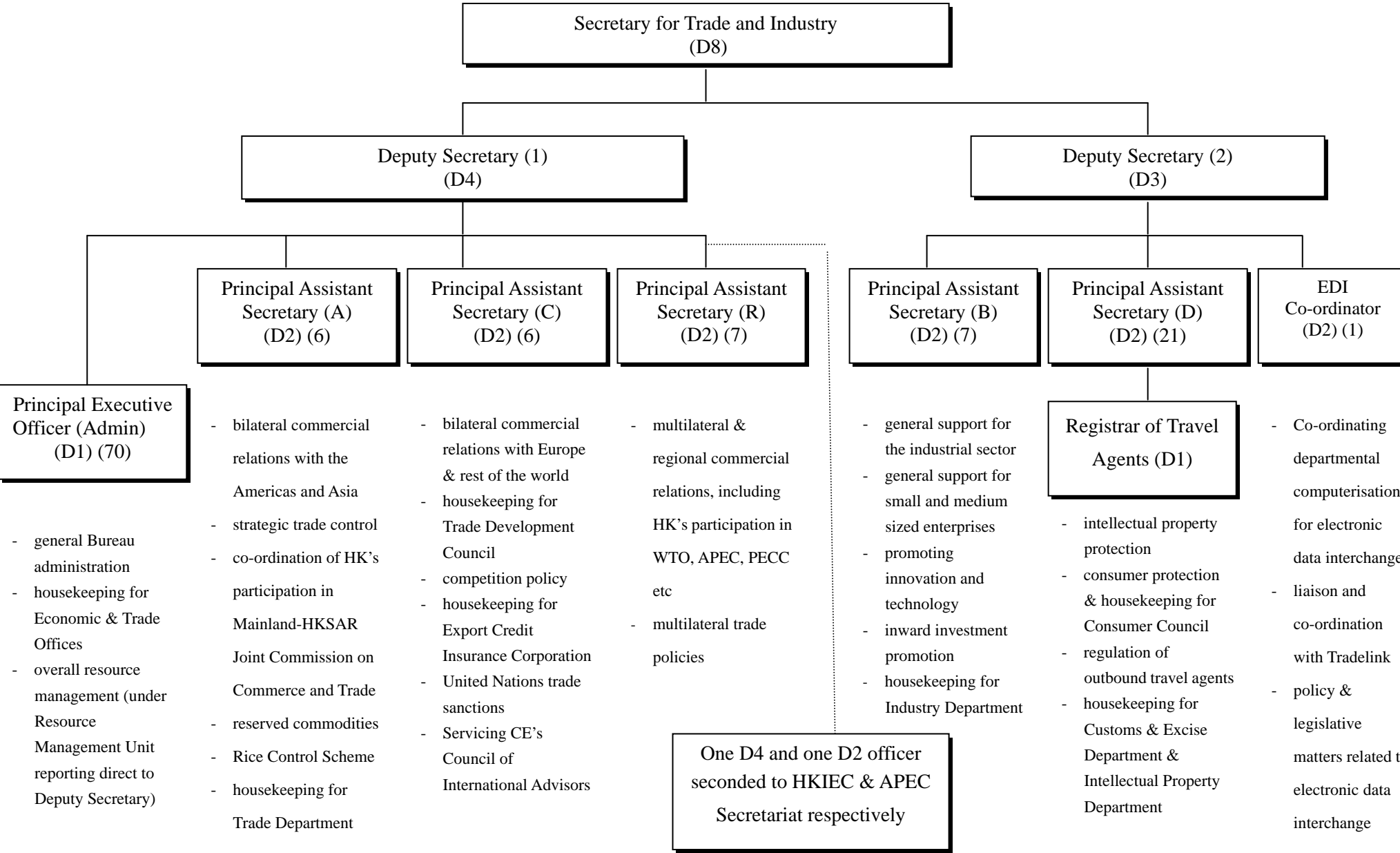
<b>Rank</b>	<b>No</b>	<b>Unit NAMS (\$)</b>	<b>Total NAMS (\$)</b>
Principal Trade Officer	1	985,260	985,260
Trade Officer	6	722,280	4,333,680
Investment Promotion Project Officer	5	985,260	4,926,300
Senior Executive Officer	1	722,280	722,280
Clerical Officer	1	291,840	291,840
Assistant Clerical Officer	4	181,920	727,680
Clerical Assistant	1	141,840	141,840
Personal Secretary II	4	181,920	727,680
Typist	1	141,840	141,840
Office Assistant	1	125,040	125,040
Workman II	1	119,760	119,760
<b>Sub-total</b>	<b>26</b>		<b>13,243,200</b>

*/(b) .....*

(b) *New posts*

<b>Rank</b>	<b>No.</b>	<b>Unit NAMS (\$)</b>	<b>Total NAMS (\$)</b>
Senior Administrative Officer or equivalent	1	985,260	985,260
Investment Promotion Project Officer or equivalent	3	985,260	2,955,780
Trade Officer or equivalent	4	722,280	2,889,120
Executive Officer I	2	508,860	1,017,720
Senior Personal Secretary	1	386,280	386,280
Personal Secretary I	2	291,840	583,680
Personal Secretary II	1	181,920	181,920
Clerical Officer	1	291,840	291,840
Assistant Clerical Officer	2	181,920	363,840
Clerical Assistant	1	141,840	141,840
Motor Driver	2	151,140	302,280
<b>Sub-total</b>	<b>20</b>		<b>10,099,560</b>

**Existing Organisation Chart of Trade and Industry Bureau**



Secretary for Trade and Industry (D8)

Deputy Secretary (1) (D4)

Deputy Secretary (2) (D3)

Principal Assistant Secretary (A) (D2) (6)

Principal Assistant Secretary (C) (D2) (6)

Principal Assistant Secretary (R) (D2) (7)

Principal Assistant Secretary (B) (D2) (7)

Principal Assistant Secretary (D) (D2) (21)

EDI Co-ordinator (D2) (1)

Principal Executive Officer (Admin) (D1) (70)

- general Bureau administration
- housekeeping for Economic & Trade Offices
- overall resource management (under Resource Management Unit reporting direct to Deputy Secretary)

- bilateral commercial relations with the Americas and Asia
- strategic trade control
- co-ordination of HK's participation in Mainland-HKSAR Joint Commission on Commerce and Trade
- reserved commodities
- Rice Control Scheme
- housekeeping for Trade Department

- bilateral commercial relations with Europe & rest of the world
- housekeeping for Trade Development Council
- competition policy
- housekeeping for Export Credit Insurance Corporation
- United Nations trade sanctions
- Servicing CE's Council of International Advisors

- multilateral & regional commercial relations, including HK's participation in WTO, APEC, PECC etc
- multilateral trade policies

One D4 and one D2 officer seconded to HKIEC & APEC Secretariat respectively

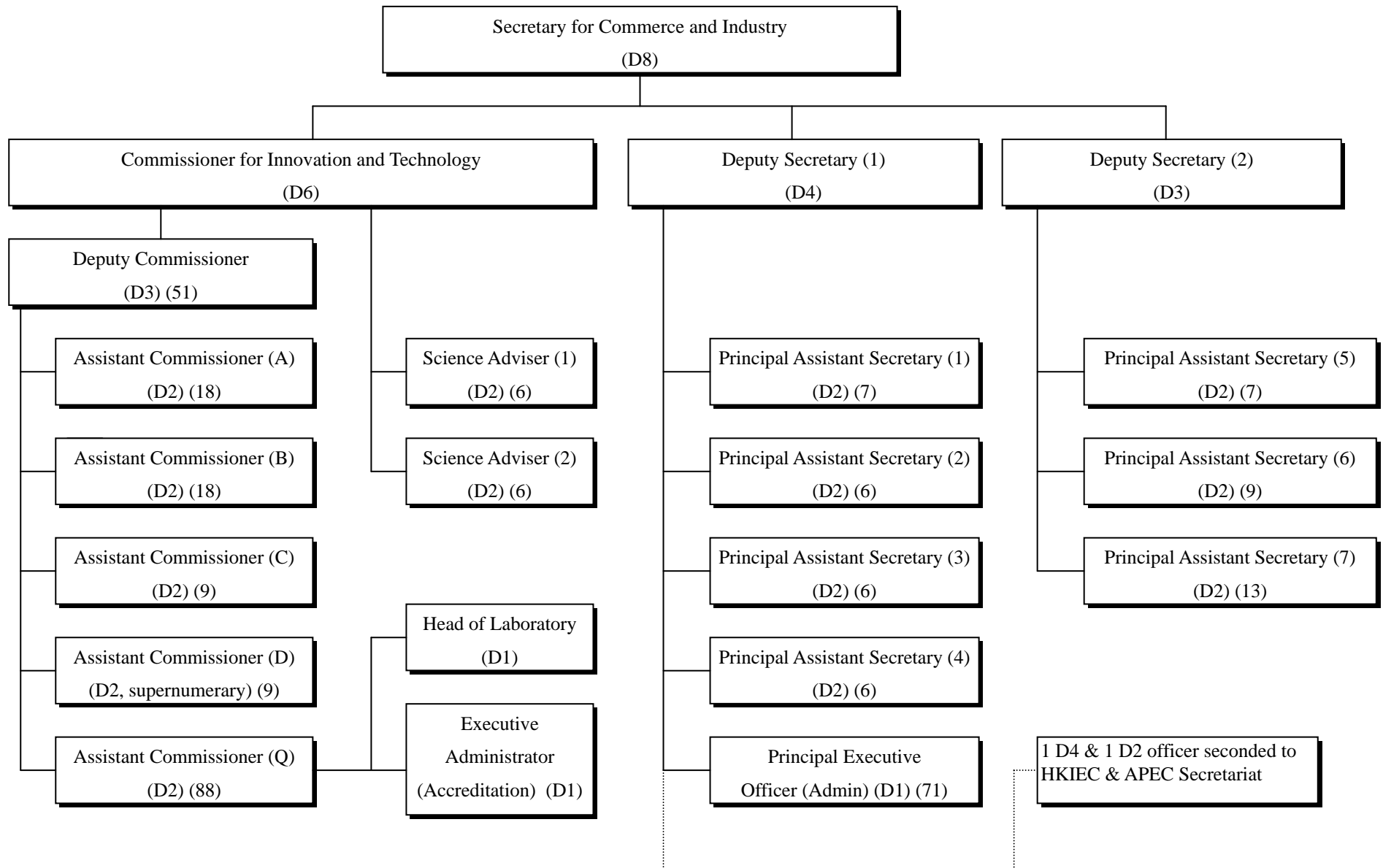
- general support for the industrial sector
- general support for small and medium sized enterprises
- promoting innovation and technology
- inward investment promotion
- housekeeping for Industry Department

Registrar of Travel Agents (D1)

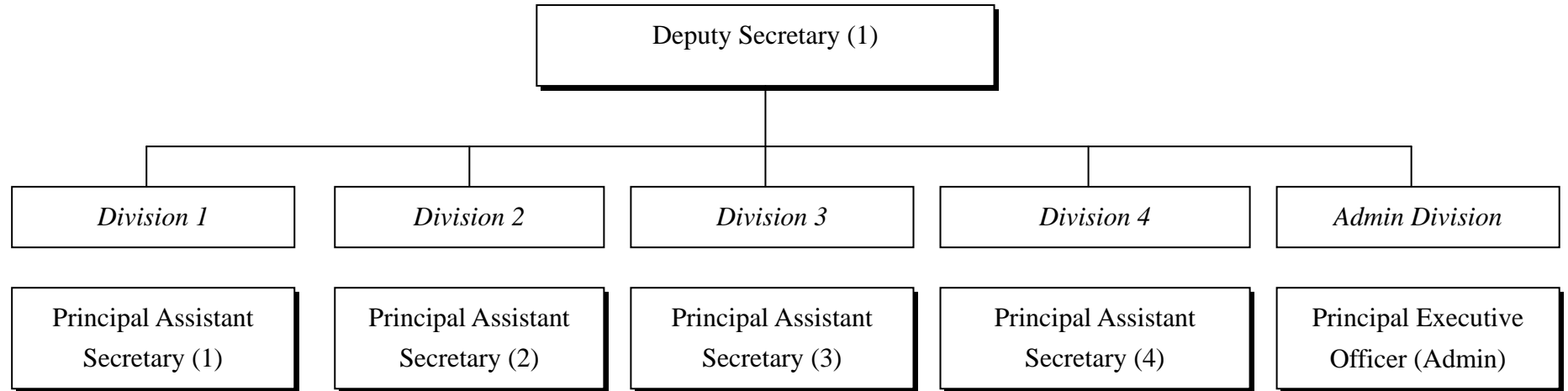
- intellectual property protection
- consumer protection & housekeeping for Consumer Council
- regulation of outbound travel agents
- housekeeping for Customs & Excise Department & Intellectual Property Department

- Co-ordinating departmental computerisation for electronic data interchange
- liaison and co-ordination with Tradelink
- policy & legislative matters related to electronic data interchange

**Proposed Organisation Chart of Commerce and Industry Bureau**



### Proposed Organisation Chart of Commerce and Industry Bureau



- Multilateral & regional commercial relations, including HK's participation in World Trade Organisation, Asia Pacific Economic Co-operation, Pacific Economic Co-operation Council.
- Multilateral trade & investment policies

- Bilateral commercial relations with the Americas
- Matters related to strategic commodities
- Policy & housekeeping for Trade Development Council

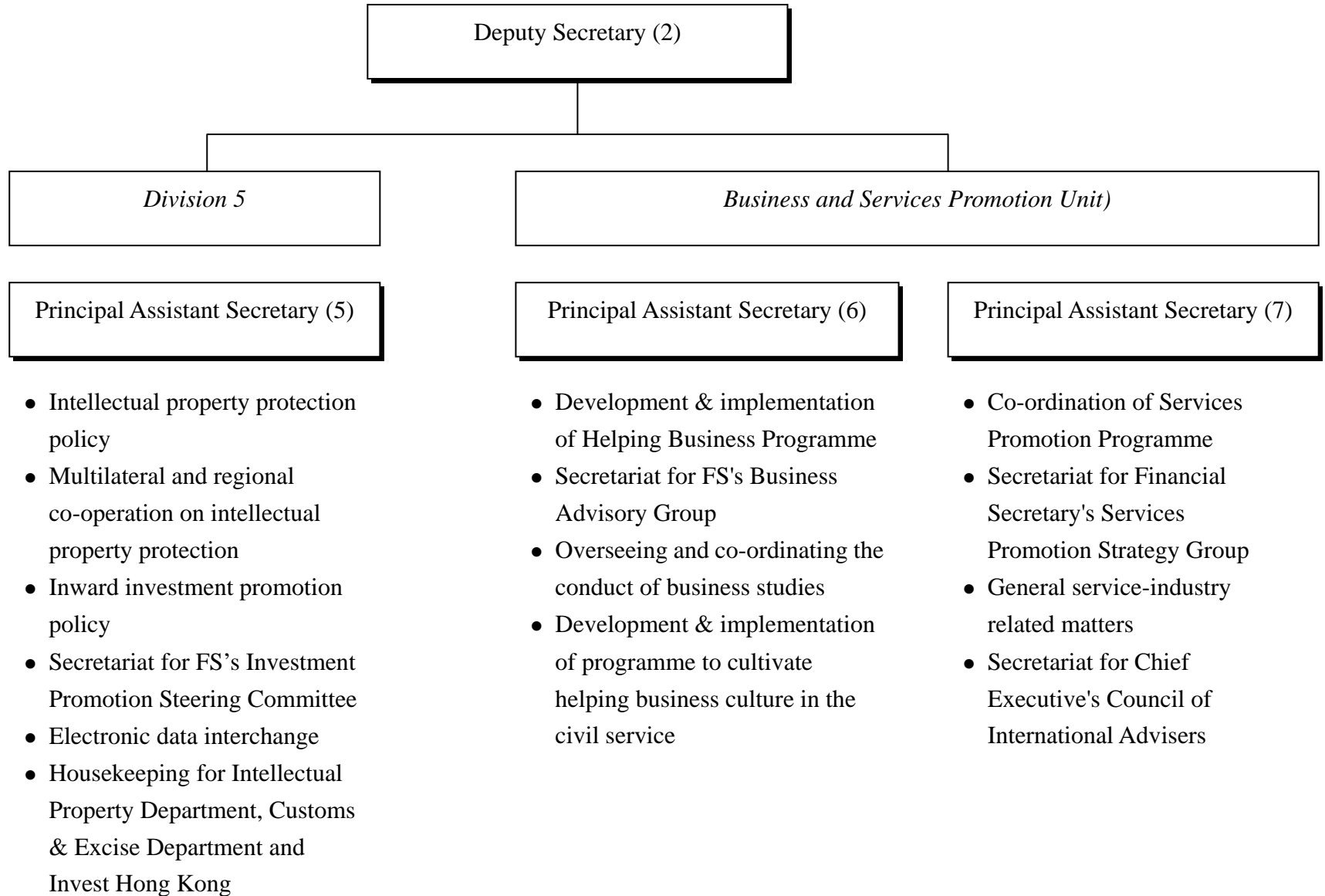
- Bilateral commercial relations with Asia, including Mainland
- Co-ordination of HK's participation in Joint Commission on Commerce & Trade
- General trade-related policy matters
- United Nations trade sanctions
- Policy & housekeeping for Export Credit Insurance Corporation

- Bilateral commercial relations with Europe & the rest of the world
- Matters related to manufacturing industries
- Matters related to small & medium-sized enterprises
- Major policy matters related to overseas economic & trade offices
- Housekeeping for Trade & Industry Department

- General bureau administration
- Housekeeping for overseas economic & trade offices
- Overall resource management for supporting departments (under Resource Management Unit reporting direct to DS(1))



### Proposed Organisation Chart of Commerce and Industry Bureau



**Job Description**

**Post Title:** Deputy Secretary (1)  
**Rank:** Administrative Officer Staff Grade B1 (D4)  
**Responsible to:** Secretary for Commerce and Industry

**Justification:**

Deputy Secretary (1) will be responsible for Hong Kong's external commercial relations, support for trade, manufacturing and small and medium sized enterprises (SMEs), overseas Economic and Trade Offices, management of the Trade Officer grade and general administration of the Bureau. The officer will advise and assist Secretary for Commerce and Industry (SCI) in setting a coherent and co-ordinated approach to advance Hong Kong's economic and trade interests and foster beneficial commercial relations with other economies through bilateral, regional and multilateral efforts. In particular, the officer will help lead and co-ordinate efforts to strengthen Hong Kong's economic ties with the Mainland of China. The officer will also be responsible for Government's general support policy for the industrial and trade sectors as well as SMEs. To this end, the officer will liaise and consult closely with business, industry and relevant non-government organisations with a view to developing a comprehensive support programme meeting the needs of industry and SMEs in the fast-changing economic environment. In addition, the officer will deputise SCI in the latter's absence. The job requires policy and management input at a senior level, and requires an Administrative Officer with considerable experience, sound judgement and leadership at the D4 level.

**Duties and Responsibilities :**

- (a) formulating, reviewing and co-ordinating policies and strategies in relation to Hong Kong's external commercial relations with other economies;
- (b) overseeing the development of general support policies and programmes for the industrial and trade sectors as well as for SMEs;
- (c) overseeing policy and housekeeping matters related to overseas Economic and Trade Offices and the Trade and Industry Department;
- (d) receiving high-level representatives and visitors from governments, international organisations, think tanks and business bodies outside Hong Kong;

/(e) .....

- (e) overseeing management of the Trade Officer grade;
- (f) assisting in the allocation of resources and ensuring that resources are used for the efficient and cost-effective delivery of services;
- (g) overseeing the general administration of the Commerce and Industry Bureau; and
- (h) representing SCI on relevant Government or non-Government boards and committees as may be required.

## Job Description

**Post Title:** Deputy Secretary (2)  
**Rank:** Administrative Officer Staff Grade B (D3)  
**Responsible to:** Secretary for Commerce and Industry

### Justification:

Deputy Secretary (2) will be responsible for business and services promotion, inward investment promotion and intellectual property protection and promotion of Electronic Data Interchange. The officer will advise and assist Secretary for Commerce and Industry (SCI) in overseeing the operation of the Business and Services Promotion Unit (BSPU)<sup>10</sup> to be transferred from the Financial Secretary's Office to the Commerce and Industry Bureau. The work will involve strategic planning, programme development as well as day-to-day supervision of the implementation of the Helping Business Programme and Services Promotion Programme. The officer will also assist SCI in formulating and reviewing policies to ensure that Government's new initiative on attracting external direct investment is implemented effectively and in a well co-ordinated manner. In addition, the officer will oversee policy matters related to intellectual property protection. The job requires policy and management input at a senior level, and requires an Administrative Officer with considerable experience, sound judgement and leadership at the D3 level.

### Duties and Responsibilities :

- (a) overseeing the development and implementation of initiatives under the Helping Business Programme other than those related to transfer of services to the business sector;
- (b) overseeing the development and implementation of initiatives under the Services Promotion Programme;
- (c) formulating and reviewing policies related to inward investment promotion;
- (d) formulating and reviewing policies related to intellectual property protection;
- /(e) .....

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<sup>10</sup> Subjects related to transfer of services to the business sector, e.g. corporatisation and outsourcing now dealt with by BSPU under the Helping Business Programme, will be handled by the Efficiency Unit after the reorganisation.

- (e) overseeing the secretariat of the Chief Executive's Council of International Advisors;
- (f) overseeing policy and housekeeping matters related to Intellectual Property Department, Invest Hong Kong and Customs and Excise Department; and
- (g) overseeing the promotion of Electronic Data Interchange.

### Job Description

**Post Title:** Principal Assistant Secretary (1)

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

**Responsible to:** Deputy Secretary (1)

#### Justification:

Principal Assistant Secretary (1) will assist Deputy Secretary (1) to oversee and co-ordinate Hong Kong's participation in a number of major international economic and trade organisations, including, e.g. World Trade Organisation, Asia Pacific Economic Cooperation, Organisation for Economic Co-operation and Development and Pacific Economic Co-operation Council (PECC). To be able to maintain an overview and help steer the course of Hong Kong's participation, the officer must have a good understanding of the subject areas, including all the complex trade and investment issues under consideration by these organisations. The officer must also possess sound judgement and political acumen in order to support Deputy Secretary (1) in formulating policy/negotiating objectives in the best interest of Hong Kong, and in considering how Hong Kong should position itself in the respective fora to promote its profile and influence. The job is especially demanding in the present year and the next when the post holder is directly responsible for Hong Kong's participation in PECC as the international PECC Chair. Pitching the post at the Administrative Officer Staff Grade C (D2) level is necessary to ensure that the officer has the required skills, experience, judgement and political acumen to meet the complicated and demanding job requirements.

#### Duties and Responsibilities :

- (a) co-ordinating and overseeing Hong Kong's participation in major multilateral and regional economic and trade fora, including
  - i) World Trade Organisation (WTO);
  - ii) Asia Pacific Economic Cooperation;
  - iii) Pacific Economic Cooperation Council;
  - iv) Organisation for Economic Cooperation and Development;
  - v) Economic and Social Commission for Asia and the Pacific;
- (b) dealing with matters related to multilateral trade and investment policies, and policy on regional trade agreements;

/(c) .....

- (c) managing Hong Kong's bid challenge system established under the WTO Agreement on Government Procurement, including rules, procedures and appointments to the Review Body; and
- (d) dealing with day-to-day management matters of the Trade Officer grade.

**Job Description**

**Post Title:** Principal Assistant Secretary (2)

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

**Responsible to:** Deputy Secretary (1)

**Justification:**

Principal Assistant Secretary (2) will assist Deputy Secretary (1) in overseeing Hong Kong's bilateral commercial relations with economies in North, Central and South Americas. The officer will have regular liaison with senior officials of other governments, consulate-generals in Hong Kong, think tanks, and overseas and local business organisations. In particular, the officer will keep a close tap on developments in the USA related to trade and investment that will impact on Hong Kong's interests given the USA is Hong Kong's second largest trading partner, and will assist Deputy Secretary (1) in formulating an appropriate response. The officer will also be responsible for ensuring that Hong Kong maintains a stringent system of control over trade in strategic commodities, and is seen to be doing so. To this end, he must maintain regular close dialogue with Hong Kong's trading partners that have a keen interest in this area. The officer also assumes responsibility for policy and housekeeping matters related to the Trade Development Council. The discharge of this responsibility requires the officer to have a good understanding of the general needs of the business community and how best TDC can address such needs. To discharge these tasks effectively, an Administrative Officer with the experience, skills, judgement and political acumen at the D2 level is required.

**Duties and Responsibilities:**

- (a) overseeing and monitoring Hong Kong's bilateral commercial relations with economies in North, Central and South Americas;
- (b) monitoring trade relations between USA and China that may have an impact on Hong Kong;
- (c) dealing with policy matters related to control of trade in strategic commodities; and
- (d) dealing with policy and housekeeping matters related to Hong Kong Trade Development Council.



## Job Description

**Post Title:** Principal Assistant Secretary (3)

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

**Responsible to:** Deputy Secretary (1)

### Justification:

Principal Assistant Secretary (3) will assist Deputy Secretary (1) in overseeing Hong Kong's bilateral commercial relations with economies in Asia, Australia and New Zealand. The officer will have regular liaison with senior officials of other governments, consulate-generals in Hong Kong, think tanks, and overseas and local business organisations. In particular, the officer will help co-ordinate Hong Kong's participation in the Mainland-Hong Kong SAR Joint Commission on Commerce and Trade. This is a high-level channel for exchange and liaison between the trade and economic authorities of the two places. As the Mainland is Hong Kong's largest trading partner, and in view of the large amount of Hong Kong investment in the Mainland and the opportunities offered by China's entry into the WTO, Hong Kong attaches a great deal of importance to the work of the Commission. The officer will also deal with general trade-related policy and legislative issues, e.g. Rice Control Scheme, textile export and import control system, United Nations trade sanctions. In addition, the officer will be responsible for matters related to policy and housekeeping for the Hong Kong Export Credit Insurance Corporation. To discharge these tasks effectively, an Administrative Officer with the experience, skills, judgement and political acumen at the D2 level is required.

### Duties and Responsibilities:

- (a) overseeing and monitoring Hong Kong's bilateral commercial relations with economies in Asia including, inter alia, the Mainland of China;
- (b) co-ordinating Hong Kong's participation in the Mainland-Hong Kong SAR Joint Commission on Commerce and Trade;
- (c) dealing with general trade-related policy and legislative matters, including Rice Control Scheme, textile export and import control system, United Nations trade sanctions; and
- (d) dealing with policy and housekeeping matters related to the Hong Kong Export Credit Insurance Corporation.

**Job Description**

**Post Title:** Principal Assistant Secretary (4)

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

**Responsible to:** Deputy Secretary (1)

**Justification:**

Principal Assistant Secretary (4) will assist Deputy Secretary (1) in overseeing Hong Kong's bilateral commercial relations with economies in Europe and in other parts of the world not covered by Principal Assistant Secretaries (2) and (3). The officer will have regular liaison with senior officials of other governments, consulate-generals in Hong Kong, think tanks, and overseas and local business organisations. The officer will also be responsible for policy matters related to general support for the industrial sector and small and medium sized enterprises (SMEs). With increasing global competition and a fast-changing business environment, the Government is expected to play a proactive role in supporting the development of industry and SMEs. To this end, the officer will have to keep under regular review existing programmes and formulate new initiatives in consultation with supporting agencies. In addition, the officer will be responsible for assisting Deputy Secretary (1) in considering major policy matters related to overseas Economic and Trade Offices, such as strategic planning of work, establishing new offices, and allowance package for staff posted overseas. To discharge these tasks effectively, an Administrative Officer with experience, skills, judgement and political acumen at the D2 level is required.

**Duties and Responsibilities:**

- (a) overseeing and monitoring Hong Kong's bilateral commercial relations with economies in Europe and other parts of the world not covered by other Principal Assistant Secretaries in the Bureau;
- (b) dealing with policy matters related to general support for the industrial sector and SMEs;
- (c) dealing with major policy matters related to overseas Economic and Trade Offices; and
- (d) dealing with housekeeping matters for the Trade and Industry Department.

**Job Description**

**Post Title:** Principal Assistant Secretary (5)

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

**Responsible to:** Deputy Secretary (2)

**Justification:**

Principal Assistant Secretary (5) will deal with policy matters related to intellectual property protection. In particular, the officer will be involved in reviewing and formulating measures to combat copyright piracy and counterfeiting. His work will involve policy and enforcement reviews, drafting of legislation, and public communications. The officer will interact regularly with senior officials of interested private sector bodies, foreign governments, law enforcement agencies and the Intellectual Property Department. In addition, the officer will be closely involved in multilateral and regional co-operation affairs, such as discussion of intellectual property issues in the World Trade Organisation and Asia Pacific Economic Co-operation. The officer will also be responsible for policy matters related to attracting external direct investment. He will service the Investment Promotion Steering Committee chaired by the Financial Secretary, as well as a private sector advisory forum on investment promotion. Attracting external direct investment is a major new initiative announced in the 2000-01 Budget Speech. The officer is expected to help oversee the development of detailed plans to give effect to this initiative. As investment promotion involves many Government and non-Government bodies, the officer will play an important co-ordination role to ensure that all interested parties work in concert and that there will not be any significant duplication. To discharge these tasks effectively, an Administrative Officer with experience, skills, judgement and political acumen at the D2 level is required.

**Duties and Responsibilities:**

- (a) dealing with policy matters related to intellectual property protection, including multilateral and regional co-operation affairs;
- (b) dealing with policy matters related to attracting external direct investment;
- (c) servicing the Financial Secretary's Investment Promotion Steering Committee and a private sector advisory forum on investment promotion;
- (d) dealing with policy matters and co-ordination work related to the promotion of Electronic Data Interchange; and
- (e) housekeeping for the Intellectual Property Department, Customs and Excise

Department and Invest Hong Kong.

**Job Description**

**Post Title:** Principal Assistant Secretary (6)

**Rank:** Assistant Director of Management Services (D2)

**Responsible to:** Deputy Secretary (2)

**Justification:**

Principal Assistant Secretary (6) will assist Deputy Secretary (2) in co-ordinating the development and implementation of the Helping Business Programme<sup>11</sup>. The work will involve in particular the oversight of a variety of business studies that may be conducted by external consultants. The officer will also be responsible for developing and implementing a programme to cultivate a helping business culture in the civil service. All these responsibilities necessitate the officer to deal directly with heads or senior directorate officers of bureaux and departments regarding matters of policy or procedure. Furthermore, the officer will serve as Secretary to the Business Advisory Group (BAG) chaired by the Financial Secretary and its two Sub-groups (one to oversee cutting red tape and eliminating over-regulation; and the other to oversee introduction of new or improved services). These are high-level advisory bodies comprising top Government and business leaders and the Secretary must have suitable experience and seniority to provide adequate support. To discharge these tasks effectively, an officer with the professional experience, skills, judgement and political acumen at the Assistant Director of Management Services (D2) level is required.

**Duties and Responsibilities:**

- (a) co-ordinating the development and implementation of the Helping Business Programme;
- (b) servicing the Business Advisory Group chaired by the Financial Secretary and two of its sub-groups;
- (c) overseeing and co-ordinating the conduct of business studies; and
- (d) developing and implementing of a programme to cultivate a helping business mindset throughout the civil service.

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<sup>11</sup> Subjects related to transfer of services to the business sector, e.g. corporatisation and outsourcing under the Helping Business Programme will be handled by the Efficiency Unit after the reorganisation.

**Job Description**

**Post Title:** Principal Assistant Secretary (7)

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

**Responsible to:** Deputy Secretary (2)

**Justification:**

Principal Assistant Secretary (7) will assist Deputy Secretary (2) in dealing with matters pertaining to the policy objective of maintaining Hong Kong's position as a pre-eminent services centre in the region. In particular, the officer will assist in co-ordinating and monitoring the formulation and implementation of Action Agendas under the Services Promotion Programme. As Secretary to the Services Promotion Strategy Group chaired by the Financial Secretary, the officer will work with senior Directorate officers in bureaux and departments to identify new initiatives and to ensure their timely implementation. The officer will also maintain close contact with a wide spectrum of people in the business and academic sectors, so as to gauge their views and develop proposals to help promote Hong Kong's service industry. Apart from the above, the officer will serve as Secretary to the Chief Executive's Council of International Advisors. To discharge the above tasks effectively, the officer must be able to generate new ideas, communicate effectively, as well as lead and co-ordinate the efforts of a variety of agencies and people. An Administrative Officer with experience, skills, judgement and political acumen at the D2 level is required.

**Duties and Responsibilities:**

- (a) co-ordinating and monitoring the implementation of services promotion initiatives on all fronts;
- (b) servicing the Services Promotion Strategy Group chaired by the Financial Secretary, and its various sub-Groups;
- (c) identifying new promotion and support initiatives and dealing with general policy matters related to service industry; and
- (d) servicing the Chief Executive's Council of International Advisors.

**Creation and Deletion of Non-Directorate Posts  
in Commerce and Industry Bureau**

We propose to create in Commerce and Industry Bureau 21 non-Directorate posts at a total notional annual mid-point salary (NAMS) value of \$10,287,900, of which -

- (a) 20 posts, at a total NAMS value of \$10,146,060 will be transferred from the Business and Services Promotion Unit of the Financial Secretary's Office; and
- (b) 1 post, at a NAMS value of \$141,840 will be transferred from Industry Department.

We will also delete 24 non-Directorate posts at a total NAMS value of \$8,686,740, of which -

- (c) 10 posts, at a total NAMS value of \$4,299,600 will be transferred to the Innovation and Technology Commission; and
- (d) 14 posts, at a total NAMS value of \$4,387,140 will be transferred to Economic Services Bureau.

As a result, there will be a net deletion of 3 post, but a net increase of \$1,601,160 in NAMS value. Details are set out below.

*(a) Posts to be transferred from the Financial Secretary's Office*

<b>Rank</b>	<b>No</b>	<b>Unit NAMS (\$)</b>	<b>Total NAMS (\$)</b>
Senior Administrative Officer	1	985,260	985,260
Chief Executive Officer	2	985,260	1,970,520
Chief Management Services Officer	2	985,260	1,970,520
Senior Executive Officer	3	722,280	2,166,840
Executive Officer I	1	508,860	508,860
Management Services Officer I	1	508,860	508,860
Personal Secretary I	2	291,840	583,680

/Clerical .....

<b>Rank</b>	<b>No</b>	<b>Unit NAMS (\$)</b>	<b>Total NAMS (\$)</b>
Clerical Officer	1	291,840	291,840
Personal Secretary II	2	181,920	363,840
Assistant Clerical Officer	3	181,920	545,760
Office Assistant	2	125,040	250,080
<b>Sub-total</b>	<b>20</b>		<b>10,146,060</b>

*(b) Posts to be transferred from Industry Department*

<b>Rank</b>	<b>No</b>	<b>Unit NAMS (\$)</b>	<b>Total NAMS (\$)</b>
Typist	1	141,840	141,840
<b>Sub-total</b>	<b>1</b>		<b>141,840</b>

*(c) Posts to be transferred to Innovation and Technology Commission*

<b>Rank</b>	<b>No.</b>	<b>Unit NAMS (\$)</b>	<b>Total NAMS (\$)</b>
Senior Admin. Officer	2	985,260	1,970,520
Executive Officer I	2	508,860	1,017,720
Personal Secretary I	2	291,840	583,680
Personal Secretary II	2	181,920	363,840
Assistant Clerical Officer	2	181,920	363,840
<b>Sub-total</b>	<b>10</b>		<b>4,299,600</b>

*/(d) .....*



*(d) Posts to be transferred to Economic Services Bureau*

<b>Rank</b>	<b>No</b>	<b>Unit NAMS (\$)</b>	<b>Total NAMS (\$)</b>
Administrative Officer	1	660,000	660,000
Senior Executive Officer	1	722,280	722,280
Executive Officer I	2	508,860	1,017,720
Executive Officer II	1	336,900	336,900
Personal Secretary II	2	181,920	363,840
Clerical Officer	1	291,840	291,840
Assistant Clerical Officer	4	181,920	727,680
Clerical Assistant	1	141,840	141,840
Office Assistant	1	125,040	125,040
<b>Sub-total</b>	<b>14</b>		<b>4,387,140</b>

*(e) Summary*

	<b>No of Posts</b>	<b>Total NAMS (\$)</b>
Transfer from Financial Secretary's Office	20	10,146,060
Transfer from Industry Department	1	141,840
Transfer to Innovation and Technology Commission	-10	-4,299,600
Transfer to Economic Services Bureau	-14	-4,387,140
<b>Total</b>	<b>-3</b>	<b>1,601,160</b>



**Job Description**

**Post Title:** Assistant Director (2) (supernumerary)

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

**Responsible to:** Head, Efficiency Unit

**Justification:**

Assistant Director (2) will be responsible for the initiative to transfer public services to the business sector, including corporatisation and out-sourcing. The officer will assume a central co-ordinating role in the programme: from engineering changes to formulating detailed proposals as well as monitoring the progress of individual cases. Specifically, the officer will take the lead in working with bureaux and departments concerned to examine the key issues involved, bring forward specific proposals, work out detailed business and financial plans, draft necessary legislation, and sort out all administrative arrangements including staff consultation. The post is ranked at Administrative Officer Staff Grade C (D2) having regard to the complexity and policy significance of the work involved.

**Duties and Responsibilities :**

- (a) formulating and working out with bureaux and departments concerned all the legal and administrative arrangements, including the drafting and enactment of necessary legislation, for corporatisation of those government activities which are identified to be suitable;
- (b) liaising with the newly established public corporations to resolve any difficulties encountered in the early years of establishment;
- (c) examining the possibility of privatisation of certain established public corporations and the related legislative and administrative arrangements and providing administrative support for any such privatisation exercise;
- (d) formulating and working out with bureaux and departments proposals for out-sourcing certain government activities which are found to be suitable; and
- (e) servicing the Sub-group to oversee transfer of public services under the Financial Secretary's Business Advisory Group.

**Job Description**

**Post Title:** Principal Assistant Secretary (Economic Services)A

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

**Responsible to:** Deputy Secretary for Economic Services (1) and  
Commissioner for Tourism

**Justification:**

Policy responsibilities for competition and consumer protection involve substantial work. Currently, the two subjects to be transferred from TIB to ESB are separately handled by two AOSG'C' posts together with responsibilities on other fronts. In view of the need for these two posts to continue to deal with their other responsibilities, and that none of the existing Principal Assistant Secretaries of ESB has the capacity to take on these responsibilities, we propose to create a new AOSG'C' post in ESB to handle matters in these two areas. This takes into account the fact that competition and consumer protection are very large subjects of wide and growing public interest and that there are public expectations for the Government to do more. New issues are emerging all the time and work in these areas is expected to continue to grow. Without the proposed post, ESB will not be able to take over the responsibilities to be transferred.

2. Deputy Secretary for Economic Services (1) will oversee matters relating to competition policy. The proposed post will co-ordinate the implementation of the Government's Statement on Competition Policy and keep under review competition related issues examined. He will keep track of competition-related cases or complaints received from different sources and provide advice from the competition policy angle to bureaux and departments in policy development and programme execution. He will also monitor trends and developments in the discussions on competition in the international fora like WTO and APEC and formulate position to take. Being Secretary to the Financial Secretary's Competition Policy Advisory Group, he will monitor progress made by relevant bureaux and departments on issues discussed at the Advisory Group. He will highlight areas of note and where appropriate, put forward options for consideration by Members. Promoting competition is a growing world trend and there is increasing public interest in the subject.

3. As regards consumer protection, the proposed post will work to the Commissioner for Tourism. He will work closely with the Consumer Council in addressing consumer protection issues, including the need for additional legislation. Examples include establishing civil right for consumers seeking compensation from

/manufacturers .....

manufacturers, importers and wholesalers for loss resulting from the use of unsafe products and misleading advertisement. In respect of the former, a draft Bill has been put to the Legislative Council Panel on Trade and Industry and a lot of controversial issues have to be addressed. In respect of the latter, the technical feasibility of various proposals and the form of misleading advertisements to be controlled need to be assessed. He will also work with the Customs and Excise Department in ensuring safety of consumer goods and children's products which fall under a number of ordinances. Public awareness and interest in consumer issues are expected to continue to grow with time.

4. The work in these two areas is currently being handled at AOSG'C' level. The proposed post should be pitched at the same level so that the officer will possess the right combination of skills and experience to deal with the above tasks.

**Duties and Responsibilities :**

5. Responsible to the Deputy Secretary for Economic Services (1) for -

- (a) dealing with matters related to competition policy;
- (b) informing and advising other Government bureaux and departments on Government's Statement on Competition Policy;
- (c) servicing the Competition Policy Advisory Group chaired by the Financial Secretary;

Responsible to the Commissioner for Tourism for -

- (d) dealing with policy matters related to consumer protection, including -
  - toy's and children's product safety
  - consumer goods safety
  - civil liability for unsafe products
  - exemption clauses in contracts
  - unconscionable contracts
  - sale of goods and supply of services
  - disposal of uncollected goods
  - trade descriptions and advertisements
  - weights and measures;
- (e) administering the statutory appeal board mechanism in respect of consumer product safety; and
- (f) policy and housekeeping for the Consumer Council.

**Job Description**

**Post Title:** Registrar of Travel Agents  
**Rank:** Principal Executive Officer (D1)  
**Responsible to:** Assistant Commissioner for Tourism (1)

**Justification:**

Registrar of Travel Agents is the public officer appointed under the Travel Agents Ordinance to administer a licensing regime for outbound travel agents. Supervising a total of 13 non-directorate staff in the Travel Agents Registry, the officer is responsible for approving applications for and renewals of licences of outbound travel agents (an average of 1 200 per annum). He will also conduct investigation of licensed travel agents suspected of carrying out business improperly. He has the statutory authority to revoke or suspend the licences of travel agents found to be operating contrary to the public interest. In addition, the officer will serve as Secretary to the Advisory Committee on Travel Agents which advises the Government on improvements to the regulatory framework. For this purpose, he maintains close dialogue with the Travel Industry Council of Hong Kong. The officer also manages the Travel Industry Compensation Fund from which ex-gratia payments are made to members of the public aggrieved by default of travel agents. In view of the level of responsibility and complexity of the work involved, it is necessary for the post to be ranked as Principal Executive Officer (D1) so that the officer has the right experience, skills and judgement to discharge the duties effectively.

**Duties and Responsibilities:**

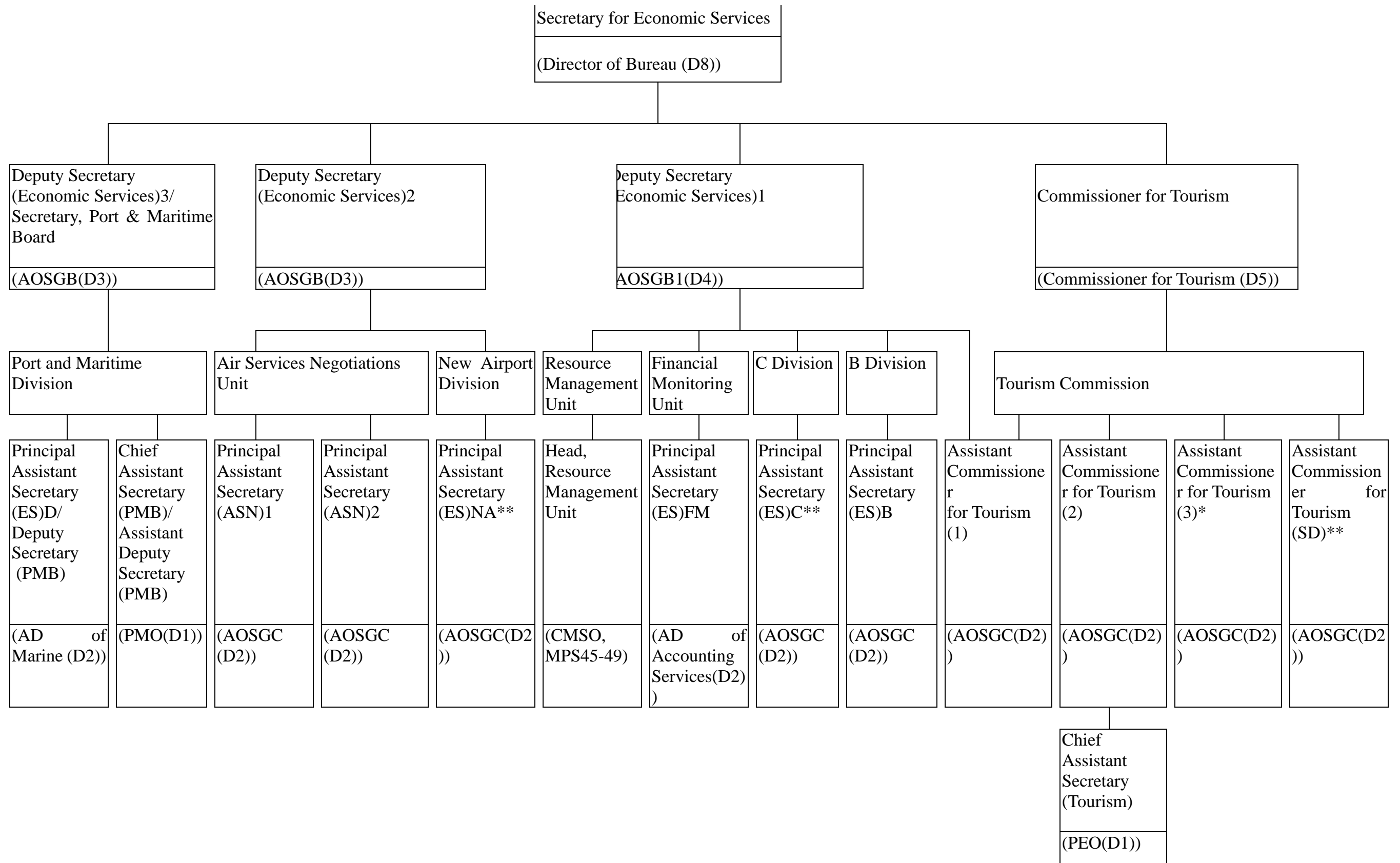
- (a) administering a licensing regime for outbound travel agents, including approval, renewal, suspension and revocation of licences, monitoring of travel agents, and investigation of irregular practices;
- (b) managing the Travel Industry Compensation Fund including disbursement of ex-gratia payments;
- (c) assisting in policy formulation and reviewing the regulatory mechanism in consultation with the Advisory Committee on Travel Agents and the Travel Industry Council of Hong Kong; and
- (d) providing secretariat support to the Advisory Committee on Travel Agents and the Travel Industry Compensation Fund Management Board.

**Creation of Non-Directorate Posts  
in Economic Services Bureau**

We propose to create in Economic Services Bureau 14 non-Directorate posts at a total notional annual mid-point salary (NAMS) value of \$4,387,140. All of these posts will be transferred from Trade and Industry Bureau. Details are set out below.

<b>Rank</b>	<b>No</b>	<b>Unit NAMS (\$)</b>	<b>Total NAMS (\$)</b>
Administrative Officer	1	660,000	660,000
Senior Executive Officer	1	722,280	722,280
Executive Officer I	2	508,860	1,017,720
Executive Officer II	1	336,900	336,900
Personal Secretary II	2	181,920	363,840
Clerical Officer	1	291,840	291,840
Assistant Clerical Officer	4	181,920	727,680
Clerical Assistant	1	141,840	141,840
Office Assistant	1	125,040	125,040
<b>Total</b>	<b>14</b>		<b>4,387,140</b>

**ECONOMIC SERVICES BUREAU**  
**Existing Organization Chart**



\*\* On operational reserve of the Administrative Grade

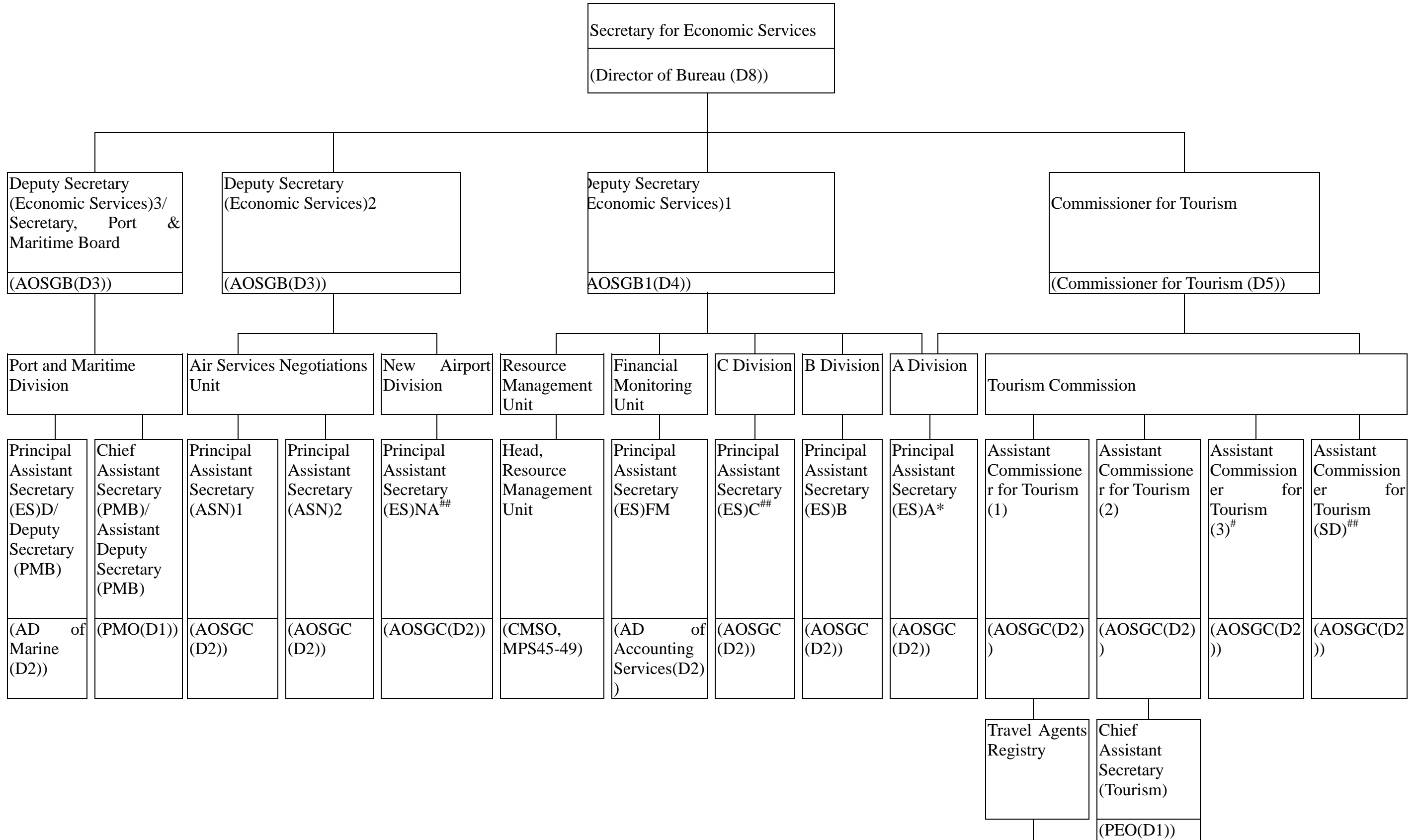
\* Supernumerary post



# Before 1 January 2000, ESB was also responsible for food supply and had policy oversight over the then Agriculture and Fisheries Department (AFD) in that area.

**ECONOMIC SERVICES BUREAU**  
**Proposed Organization Chart**

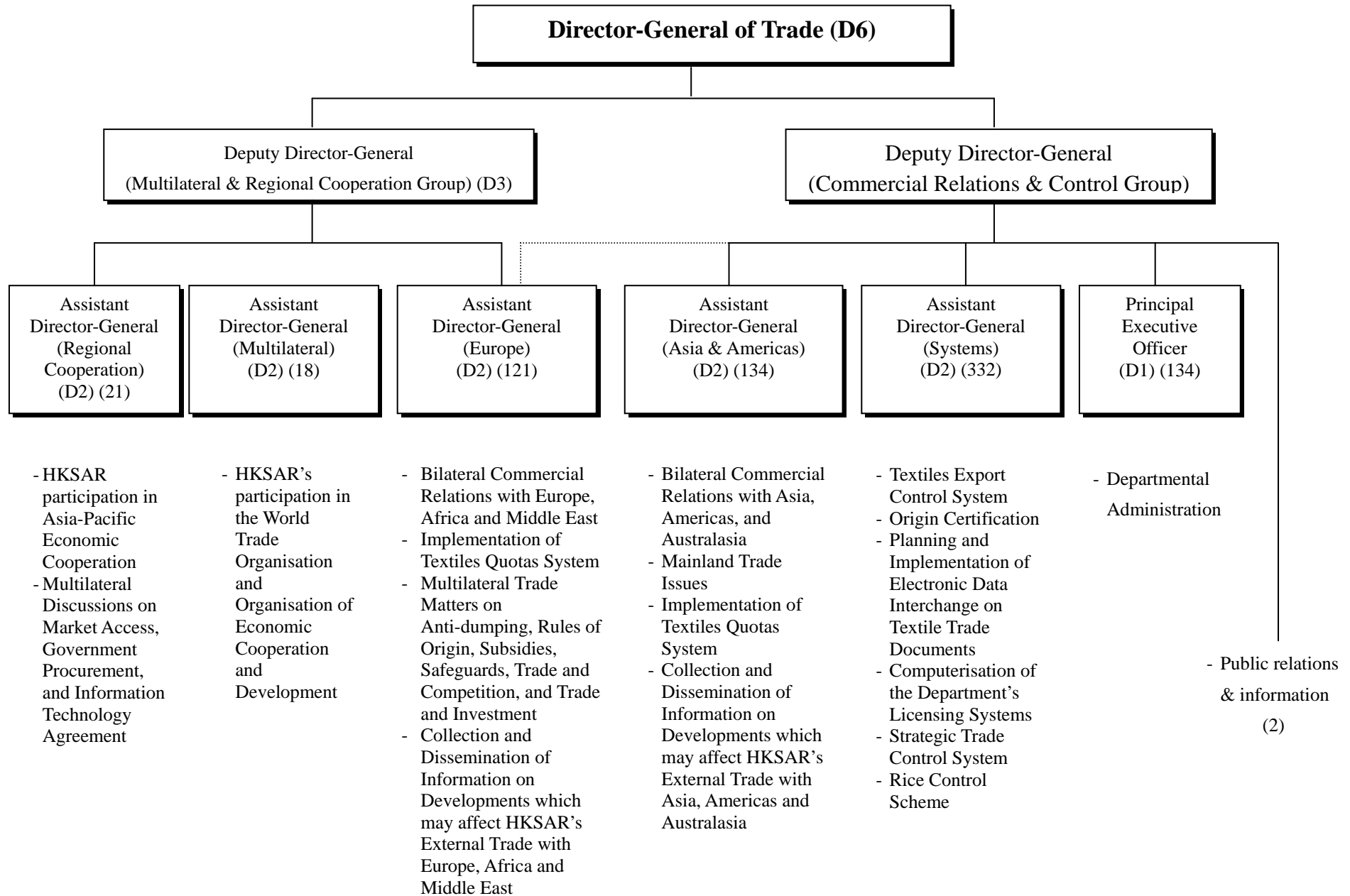
Enclosure 7(e) to EC(2000-01)3



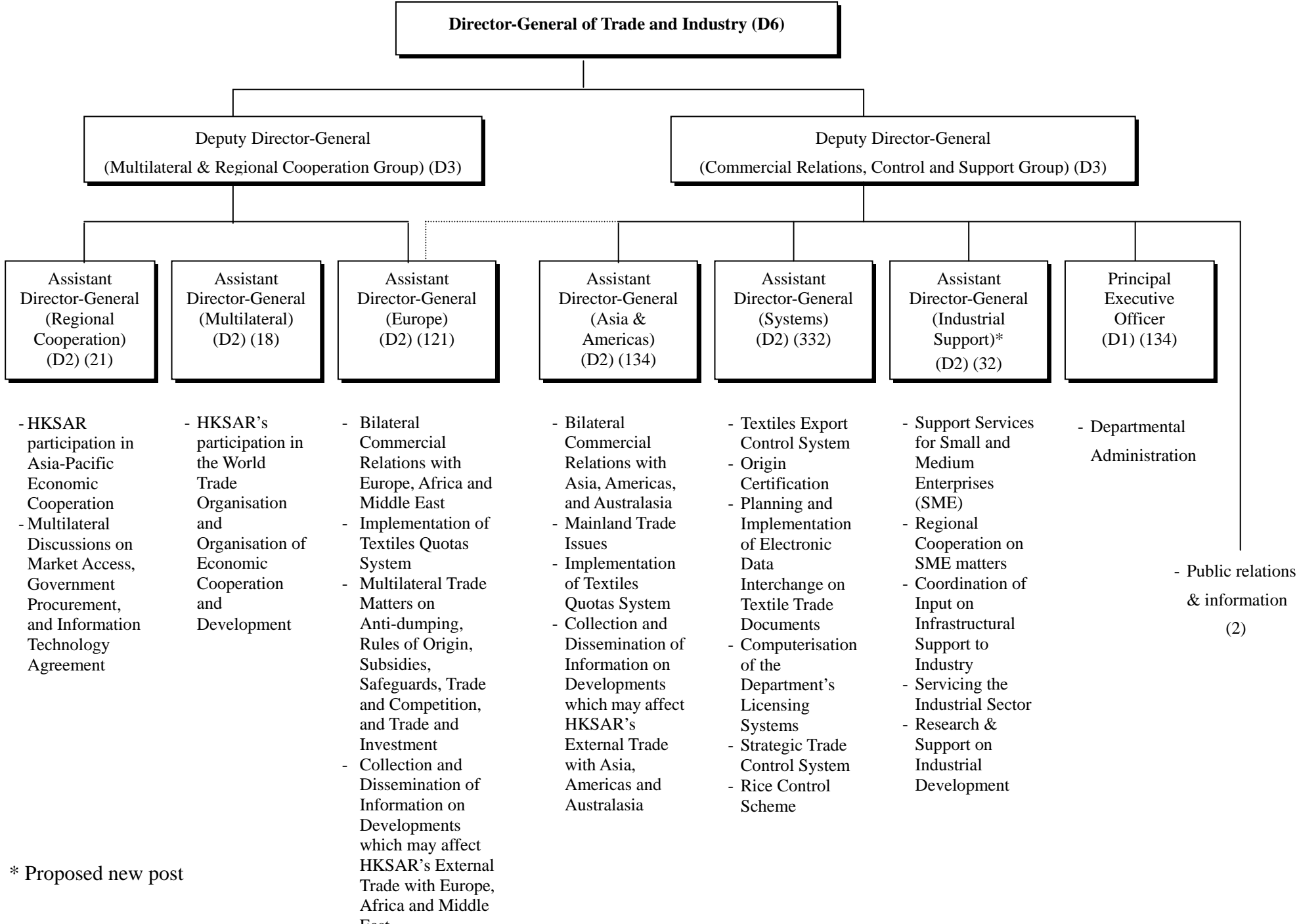
Registrar of Travel Agents@
(PEO(D1))

- \* New post to be created under this ESC paper
- # Supernumerary post  
On operational reserve of the Administrative Grade
- @ Post to be transferred from TIB

**Existing Organisation Chart of Trade Department**



**Proposed Organisation Chart of Trade and Industry Department**



\* Proposed new post

**Job Description**

**Post Title:** Assistant Director-General of Trade and Industry (Industrial Support)

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

**Responsible to:** Deputy Director-General of Trade and Industry (Commercial Relations, Controls and Support Group)

**Justification:**

Assistant Director-General of Trade and Industry (Industrial Support) will be responsible for servicing the industrial sector and general liaison with industrial and trade organisations. The officer will ensure that adequate and suitable land/premises are available to meet the needs of industry. This will involve providing advice and input from the industry standpoint to town planning studies and proposed changes in town planning or land use. The officer will also monitor the manpower needs of industry, assist industry to cope with environmental protection requirements, and provide input on matters related to public utilities as they affect industry. In addition, the officer will help develop and manage the department's support programme for small and medium sized enterprises (SME)s, including for example overseeing the SME Office, servicing the SME Committee, and rolling out the pilot SME Mentorship Programme. Supporting SMEs is one of the key policy objectives of the Government and the work cuts across a range of programme areas and service delivery agents. The officer must have a thorough understanding of the issues, an effective working relationship with other Government agencies and be able to initiate new ideas. To discharge the above tasks effectively, an Administrative Officer with the experience, skills, judgement and political acumen at the D2 level is required.

**Duties and Responsibilities:**

- (a) servicing the industrial sector, including particularly -
- ensuring that adequate and suitable land/premises are available to meet the needs of industry through advice and input to town planning studies and commenting on proposals on town planning changes or changes in land use;
  - monitoring the demand for and the supply of skilled manpower for industry;

/assisting .....

- assisting industry to cope with environmental protection requirements and reflecting industry's concerns to relevant Government agencies;
  - monitoring matters related to public utilities as they affect industry and reflecting industry's concerns to relevant Government agencies;
- (b) networking and general liaison with the industrial and trade sectors, including relevant industrial and trade organisations;
- (c) developing and managing the department's SME support programme; and
- (d) dealing with matters related to regional co-operation on SME initiatives.



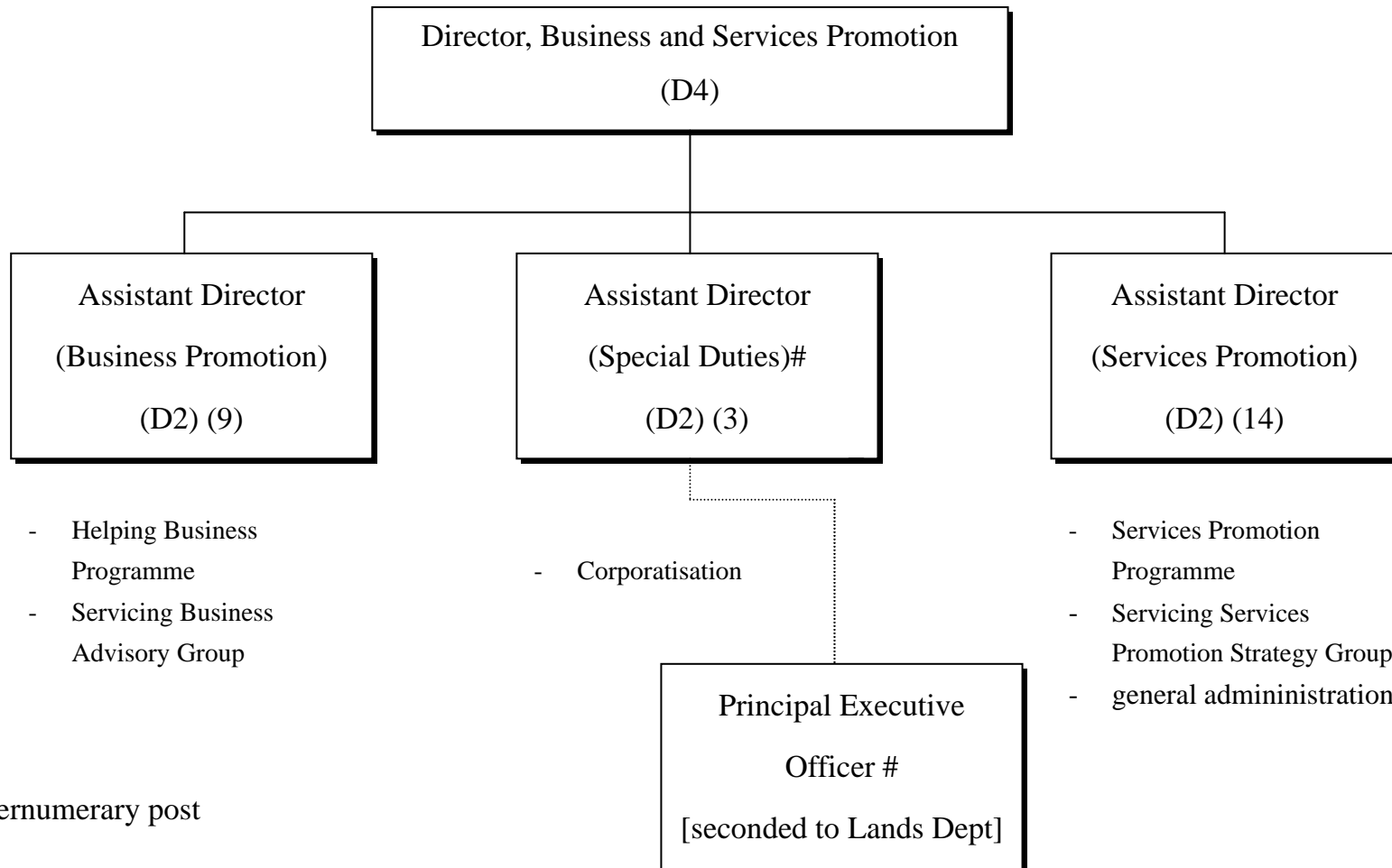


**Creation of Non-Directorate Posts  
in Trade and Industry Department**

We propose to create in Trade and Industry Department 31 non-Directorate posts at a total notional annual mid-point salary (NAMS) value of \$14,472,540. All of these posts will be transferred from Industry Department. Details are set out below.

<b>Rank</b>	<b>No</b>	<b>Unit NAMS (\$)</b>	<b>Total NAMS (\$)</b>
Senior Administrative Officer	1	985,260	985,260
Principal Trade Officer	3	985,260	2,955,780
Trade Officer	5	722,280	3,611,400
Assistant Trade Officer I	6	508,860	3,053,160
Assistant Trade Officer II	1	336,900	336,900
Executive Officer I	2	508,860	1,017,720
Clerical Officer	3	291,840	875,520
Assistant Clerical Officer	5	181,920	909,600
Clerical Assistant	1	141,840	141,840
Personal Secretary II	1	181,920	181,920
Typist	2	141,840	283,680
Workman II	1	119,760	119,760
<b>Total</b>	<b>31</b>		<b>14,472,540</b>

**Existing Organisation Chart  
Business and Services Promotion Unit  
Office of the Financial Secretary**



# Supernumerary post



## Reorganisation : Summary of Changes in Posts

<i>Creation of Posts</i>	Directorate		Non-Director	Total :	Non-Civil
	Permanent	Super-nume rary	ate Permanent	Directorate & Non-Direct orate	Service Directorate Position
Census & Statistics Department	-	-	3	3	-
Commerce and Industry Bureau*	2	-	21	23	-
Economic Services Bureau	2	-	14	16	-
Efficiency Unit*		1	1	2	
Invest Hong Kong	2	-	46	48	2
Information Services Department	-	-	1	1	-
Innovation & Technology Commission	8	1	196	205	2
Official Languages Agency	-	-	1	1	-
Trade & Industry Department	1	-	31	32	-
<b><i>Sub-total</i></b>	<b>15</b>	<b>2</b>	<b>314</b>	<b>331</b>	<b>4</b>
<b><i>Less : Deletion of Posts</i></b>					
Business and Services Promotion Unit*	-3	-1	-22	-26	-
Commerce and Industry Bureau	-2	-	-24	-26	-
Industry Department	-10	-	-244	-254	-
Official Languages Agency	-	-	-1	-1	-
<b><i>Sub-total</i></b>	<b>-15</b>	<b>-1</b>	<b>-291</b>	<b>-307</b>	<b>-</b>
<b>Net Addition</b>	<b>0</b>	<b>1</b>	<b>23</b>	<b>24</b>	<b>4</b>

\* Exclude posts for short-term, ad hoc assignments. See paragraphs 48 and 50 of the paper.

## Reorganisation : Analysis of Changes in Directorate Posts by Area

## (A) Promote Innovation and Technology

Rank	Industry Department	Innovation & Technology Commission	Net Change
D6	-1	+1	0
D3	-1	+1	0
D2 (permanent)	-3	+4	+1
D2 (supernumerary)	-	+1	+1
Non-Civil Service Position (D2)	-	+2	+2
D1	-3	+2	-1
<b>Net Change</b>	<b>-8</b>	<b>+11</b>	<b>+3</b>

## (B) Attract External Direct Investment

Rank	Industry Department	Invest Hong Kong	Net Change
D6*	-	+1	+1
D2	-1	+1	0
Non-Civil Service Position (D2)	-	+2	+2
<b>Net Change</b>	<b>-1</b>	<b>+4</b>	<b>+3</b>

\* May be civil service or non-civil service position.

/(C) .....

**(C) Improving Services for Industry and Commerce**

<b>Rank</b>	<b>Commerce &amp; Industry Bureau</b>	<b>Business &amp; Services Promotion Unit #</b>	<b>Economic Services Bureau</b>	<b>Trade &amp; Industry Department</b>	<b>Efficiency Unit #</b>	<b>Industry Department</b>	<b>Net Change</b>
<b>D4</b>	-	-1	-	-	-	-	-1
<b>D2 (permanent)</b>	+1	-2	+1	+1	-	-1	0
<b>D2 (supernumerary)</b>	-	-1	-	-	+1	-	0
<b>D1</b>	-1	-	+1	-	-	-	0
<b>Net Change</b>	0	-4	+2	+1	+1	-1	-1

# Exclude one post for an ad hoc, short-term assignment. See paragraph 50 of the paper.

## Reorganisation Proposal : Summary of Staff Cost

	Notional Annual Salary Cost at Mid-point (\$)	Full Annual Average Staff Cost (\$)	Number of Posts
<i>Posts to be created*</i>			
Census and Statistics Department	1,232,310	1,847,544	3
Commerce and Industry Bureau #	13,173,900	21,676,248	23
Economic Services Bureau	7,043,340	10,929,228	16
Efficiency Unit #	1,734,840	2,925,792	2
Invest Hong Kong	29,623,560	49,658,016	50
Information Services Department	660,000	1,103,532	1
Innovation and Technology Commission	95,224,500	161,429,729	207
Official Languages Agency	722,280	1,115,028	1
Trade and Industry Department	15,915,540	24,925,224	32
<b><i>Sub-total</i></b>	<b><i>165,330,270</i></b>	<b><i>275,610,341</i></b>	<b><i>335</i></b>
<i>Less : Posts to be deleted</i>			
Business and Services Promotion Unit #	(16,948,380)	(28,053,648)	(26)
Commerce and Industry Bureau	(9,899,940)	(15,562,764)	(26)+
Industry Department	(117,036,030)	(196,337,309)	(254)
Official Languages Agency	(508,860)	(742,068)	(1)
<b><i>Sub-total</i></b>	<b><i>(144,393,210)</i></b>	<b><i>(240,695,789)</i></b>	<b><i>(307)</i></b>
<b><i>Net Additional Cost</i></b>	<b><i>20,937,060</i></b>	<b><i>34,914,552</i></b>	<b><i>28</i></b>

\* Include non-civil service Directorate positions to be created.

# Exclude posts for ad hoc, short-term assignments. See paragraphs 48 and 50 of the paper.

+ The 26 posts proposed to be deleted in CIB include the EDI Co-ordinator post (D2) the resources of which have been redeployed for other uses.