

Bureau Serial No.

CEO 001

Question Serial No.

0014

Examination of draft Estimates of Expenditure 2000-01
**CONTROLLING OFFICER'S REPLY TO
WRITTEN/SUPPLEMENTARY WRITTEN QUESTION**

Head : 21-Chief Executive's Office

Subhead (No. & title) : 108- Remuneration
for special appointments

Programme : 2101-Chief Executive's Office

Controlling Officer : Private Secretary to Chief Executive

Bureau Secretary :

Question : How many staff members appointed on non-civil service contract terms in the Chief Executive's Office will receive remuneration for special appointments in 2000-2001? What is the nature of their job?

Asked by : Dr the Honourable YEUNG Sum

Reply : Four staff members, being remunerated under Subhead 108-Remuneration for special appointments, have been appointed on non-civil service agreement terms since September 1997. They are Senior Special Assistant to CE; Special Assistant to CE; Personal Assistant to CE and Personal Chauffeur to CE. Their major duties are as follows-

- (a) The Senior Special Assistant and Special Assistant act as CE's personal advisers on Mainland related issues; organize CE's visits to the Mainland; and conduct research on matters relating to the Chief Executive's networking with business and community organizations.
- (b) The Personal Assistant acts as CE's personal secretary; maintains CE's appointments and diary; handles letters and calls of the CE; handles files and documents; and receives guests for meetings.
- (c) The Personal Chauffeur to CE works with the Senior Personal Chauffeur to provide driving services to the CE.

Signature : _____

Name in block letters : Richard YUEN

Post Title : Private Secretary to Chief Executive

Date : 14 March 2000

Bureau Serial No.

CEO 002

Question Serial No.

0015

Examination of draft Estimates of Expenditure 2000-01
**CONTROLLING OFFICER'S REPLY TO
WRITTEN/SUPPLEMENTARY WRITTEN QUESTION**

Head : 21-Chief Executive's Office Subhead (No. & title) : :001- Salaries

Programme : 2101-Chief Executive's Office

Controlling Officer : Private Secretary to Chief Executive

Bureau Secretary :

Question : The provision of non-accountable entertainment allowance for the Chief Executive for 2000-2001 is \$825,700. What are the revised estimates and actual expenditure for this item for 1999-2000 and 1998-1999 respectively? Is there any capping set by the Chief Executive's Office on these entertainment expenses on each and every occasion? If yes, what is the upper limit?

Asked by : Dr the Honourable YEUNG Sum

Reply : The rate of non-accountable entertainment allowance for the CE in 1999-2000, and in 1998-99, was \$879,300. The rate of the allowance is reviewed annually in accordance with the movement of the Composite CPI. In 2000-01, it will be reduced by 6.1% for the CE and other senior officials. A provision of \$825,700 has therefore been included under Subhead 001-Salaries .

Since the allowance is non-accountable in nature, there is no capping on the amount to be incurred on each occasion; no accounts are required on its expenditure.

Signature : _____

Name in block letters : Richard YUEN

Post Title : Private Secretary to Chief Executive

Date : 14 March 2000

Bureau Serial No.

CEO 003

Question Serial No.

0548

Examination of draft Estimates of Expenditure 2000-01
CONTROLLING OFFICER'S REPLY TO
WRITTEN/SUPPLEMENTARY WRITTEN QUESTION

Head : 21-Chief Executive's Office

Subhead (No. & title) : 001-Salaries

Programme : 2101-Chief Executive's Office

Controlling Officer : Private Secretary to Chief Executive

Bureau Secretary :

Question : In comparison with that in 1999-2000, is there any increase or decrease in provision for non-accountable entertainment allowance for the Chief Executive in 2000-01, which amounts to \$825,700?

Asked by : Dr the Honourable YEUNG Sum

Reply : The rate of non-accountable entertainment allowance for the Chief Executive in 2000-01 is \$825,700. This is 6.1% lower than the rate for 1999-2000, which was \$879,300. The rate of the allowance is reviewed annually in accordance with the movement of the Composite CPI.

Signature : _____

Name in block letters : Richard YUEN

Post Title : Private Secretary to Chief Executive

Date : 14 March 2000

Bureau Serial No.

CEO 004

Question Serial No.

0549

Examination of draft Estimates of Expenditure 2000-01
**CONTROLLING OFFICER'S REPLY TO
WRITTEN/SUPPLEMENTARY WRITTEN QUESTION**

Head : 21-Chief Executive's Office

Subhead (No. & title) : 108- Remuneration
for special appointments

Programme : 2101-Chief Executive's Office

Controlling Officer : Private Secretary to Chief Executive

Bureau Secretary :

Question : Provision of \$4,399,000 under Subhead 108 is for the remuneration to 4 staff members appointed on non-civil service contract terms. What is the difference between the remuneration (excluding contract gratuity) in 2000-01 and that in 1999-2000 for individual staff members? Please give a detailed account of the support services provided by them to the Chief Executive in the past two years.

Asked by : Dr the Honourable YEUNG Sum

Reply : In 2000-01, a provision of \$4,399,000 has been made under Subhead 108 for the remuneration of four staff members who have been appointed on non-civil service agreement terms since September 1997. A provision of \$4,301,000 has been included in 1999-2000 for the basic salaries and allowances of these staff members. The difference is mainly due to the salary increments of the officers concerned. The major duties of the officers are as follows-

- (a) The Senior Special Assistant and Special Assistant act as CE's personal advisers on Mainland related issues; organize CE's visits to the Mainland; and conduct research on matters relating to the Chief Executive's networking with business and community organizations.
- (b) The Personal Assistant acts as CE's personal secretary; maintains CE's appointments and diary; handles letters and calls of the CE; handles files and documents; and receives guests for meetings.

- (c) The Personal Chauffeur works with the Senior Personal Chauffeur to provide driving services to the CE.

Signature : _____

Name in block letters : Richard YUEN

Post Title : Private Secretary to Chief Executive

Date : 14 March 2000

Bureau Serial No.

CEO 005

Question Serial No.

1158

Examination of draft Estimates of Expenditure 2000-01
**CONTROLLING OFFICER'S REPLY TO
WRITTEN/SUPPLEMENTARY WRITTEN QUESTION**

Head : 21-Chief Executive's Office

Subhead (No. & title) : 001-Salaries
108-Remuneration
for special appointments

Programme : 2101-Chief Executive's Office

Controlling Officer : Private Secretary to Chief Executive

Bureau Secretary :

- Question : (a) What is the current establishment of the Chief Executive's Office? Please give details of the existing posts. Is there any plan to review the establishment so as to enhance the productivity gains of the Office?
- (b) What are the post titles and scope of responsibilities of the 4 staff members appointed on non-civil service contract terms to provide support to the Chief Executive, the amount of remuneration and contract gratuity payable to them, and the effectiveness of their work over the past two years? Are these posts effective? Please give detailed information.

Asked by : The Honourable LAU Chin-shek, JP

Reply : (a) There are 90 posts on the establishment of the Chief Executive's Office. Breakdown by work stream is as follows-

<u>Work Stream</u>	<u>No of posts</u>
Directorate	3
Research/arrange meetings/handling petitions & enquiries	11
Administration/secretarial support	35
Domestic/social functions/driving support	39
Translation	2

We are conscious in maintaining a staff size appropriate to needs. We are satisfied that the present establishment is appropriate. We will nevertheless continue to regularly review our staffing needs in the light of operational experience.

(b) In 2000-01, a provision of \$4,399,000 has been made under Subhead 108 for the remuneration of four staff members who have been appointed on non-civil service agreement terms since September 1997. Details are as follows -

- (i) The Senior Special Assistant (equivalent to D2) and Special Assistant (equivalent to MPS 45-49) act as CE's personal advisers on Mainland related issues; organize CE's visits to the Mainland; and conduct research on matters relating to the Chief Executive's networking with business and community organizations.
- (ii) The Personal Assistant (equivalent to MPS 30-33) acts as CE's personal secretary; maintains CE's appointments and diary; handles letters and calls of the CE; handles files and documents; and receives guests for meetings.
- (iii) The Personal Chauffeur (equivalent to MPS 12) works with the Senior Personal Chauffeur to provide driving services to the CE.

They are eligible to receive a contract gratuity at 25% of the total basic salary drawn during the contract period.

These officers work in co-operation with other staff members of the CE's Office with the common objective of providing the best service to the Chief Executive. The CE is very satisfied with their performance.

Signature : _____

Name in block letters : Richard YUEN

Post Title : Private Secretary to Chief Executive

Date : 14 March 2000

Bureau Serial No.

CEO 006

Question Serial No.

1159

Examination of draft Estimates of Expenditure 2000-01
**CONTROLLING OFFICER'S REPLY TO
WRITTEN/SUPPLEMENTARY WRITTEN QUESTION**

Head : 21-Chief Executive's Office Subhead (No. & title) : :

Programme : 2101-Chief Executive's Office

Controlling Officer : Private Secretary to Chief Executive

Bureau Secretary :

Question : What was the utilization rate of the country residence at Fanling over the past two years? Has there been any consideration to abandon the country residence so as to cut government expenditure?

Asked by : The Honourable LAU Chin-shek, JP

Reply : The Fanling Lodge is the CE's country residence. The Chief Executive and his family are often spending their weekends and long holidays there. We consider it necessary to maintain Fanling Lodge as CE's country residence.

Signature : _____

Name in block letters : Richard YUEN

Post Title : Private Secretary to Chief Executive

Date : 14 March 2000