

**For discussion
on 21 May 2003**

EC(2003-04)3

ITEM FOR ESTABLISHMENT SUBCOMMITTEE OF FINANCE COMMITTEE

**HEAD 151 – GOVERNMENT SECRETARIAT:
SECURITY BUREAU
Subhead 000 Operational expenses**

Members are invited to recommend to the Finance Committee the creation of the following permanent post with effect from 1 July 2003 –

1 Administrative Officer Staff Grade C/
non-civil service position at D2-equivalent
(D2) (\$117,040 - \$124,305)

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

1 Administrative Officer Staff Grade C
(D2) (\$117,040 - \$124,305)

PROBLEM

The Secretary for Security (S for S) needs an Administrative Assistant (AA) to provide her with administrative support under the accountability system.

/PROPOSAL

PROPOSAL

2. We propose to create one permanent post of Administrative Officer Staff Grade C (AOSGC) (D2)/non-civil service position at D2-equivalent with effect from 1 July 2003 as AA to S for S, and delete an existing AOSGC (D2) post in the Narcotics Division (ND) of the Security Bureau (SB).

JUSTIFICATION

3. Under the accountability system introduced on 1 July 2002, each Director of Bureau is to have his/her own private office, comprising an AA (equivalent to AOSGC (D2) rank) and other non-directorate support staff. The financial provisions for these posts in the Director of Bureau private office are to be made available through redeployment of existing resources by the bureau concerned. We created a supernumerary AOSGC (D2) post in SB, held against a temporarily vacant permanent AOSGC (D2) post in the Correctional Services Department (CSD), to serve as AA to S for S for 12 months from 1 July 2002, under delegated authority from the Finance Committee on a temporary basis. The temporarily vacant D2 post in the CSD will need to be filled in July 2003.

4. Since the introduction of the accountability system, we have critically reviewed our staffing and organisation structure with a view to making better use of available resources. Following the review and taking into account the operational need to continue to provide an AA to S for S on a permanent basis upon the lapse of the supernumerary AOSGC post, we propose to create a permanent post of AOSGC (D2)/non-civil service position at D2-equivalent as the AA for S for S with effect from 1 July 2003. At the same time we propose to delete an AOSGC post designated as Principal Assistant Secretary (Narcotics) (PAS(N)), the duties of which are to be absorbed within SB. The job description of the AA to S for S post is

Encl. 1

at Enclosure 1.

5. Through the review, we noted that a number of the responsibilities undertaken by PAS(N) have been completed following the implementation of various anti-drug initiatives such as the repeal of the Drug Addicts Treatment and Rehabilitation Ordinance and the introduction of a new ordinance to provide for the licensing scheme for drug treatment and rehabilitation centres, which aims to protect the well being of drug abusers; the introduction of amendments to the Drug Trafficking (Recovery of Proceeds) Ordinance and the Organised and Serious Crimes Ordinance to make anti-money laundering operations therein more effective; completion of a review on the Central Registry of Drug Abuse with a

/view

view to improving its mechanism to support policy formulation and the drawing up of a comprehensive strategy to tackle the problem of psychotropic substance abuse after the completion of a research on the problem. And given that Hong Kong's presidency of the Financial Action Task Force on Money Laundering (FATF) (an international anti-money laundering forum) was completed in 2002, and that Hong Kong's membership in the Steering Group of the FATF, the advisory body to the Presidency, will come to an end by June 2003, PAS(N)'s work in respect of FATF's business has been substantially reduced.

6. For the remaining duties of PAS(N)'s post relating to the planning and co-ordination of anti-drug policies and publicity programmes and drafting of legislation, we propose that these duties be absorbed by Principal Assistant Secretary (Security) A (PAS(S)A) who is currently mainly responsible for the policy, legislation and resources in respect of the Customs and Excise Department relating to SB's policy area, liaison with the People's Liberation Army Hong Kong Garrison and security liaison with other jurisdictions on law enforcement matters. PAS(N)'s other duties concerning the Action Committee Against Narcotics and the overseeing of non-government bodies on drug related issues are to be absorbed by Assistant Secretary (Narcotics) (AS(N)) who will work directly to the Commissioner for Narcotics. On the anti-money laundering side, the review of the FATF Forty Recommendations, i.e. the international standard against money laundering measures, is scheduled for completion by the FATF in June 2003. Follow-up work will be in the form of legislative proposals and other administrative measures to implement the revised set of Recommendations in Hong Kong. This work can be pursued alongside our efforts to curb terrorist financing which are on-going in other SB Divisions. The PAS(N) post will consequentially be permanently redeployed as AA to S for S post. The revised job descriptions of PAS(S)A and AS(N) are at Enclosures 2 and 3.

Encls.
2 & 3

7. When Members considered the creation of non-civil service positions of principal officials under the accountability system in June 2002 (EC(2002-03)2), Members noted that the principal official's AA would be pitched at a level equivalent to AOSGC (D2). These positions could be filled by civil servants on postings or by way of direct appointment to non-civil service positions at the rank of D2-equivalent. Hence, we propose to rank the AA at AOSGC (D2)/non-civil service position at D2-equivalent to provide S for S with the flexibility in the filling of this position.

Encl. 4 8. The proposed organisation chart of SB is at Enclosure 4.

/FINANCIAL

FINANCIAL IMPLICATIONS

9. The changes in notional annual salary cost at mid-point (NAMS) involved are as follows –

	NAMS \$	No. of Post
AOSGC (D2) post/non-civil service position at D2-equivalent	1,448,040	1
Less AOSGC (D2) post	1,448,040	1
	0	0

10. There will be no additional expenditure in terms of full annual average staff cost.

BACKGROUND INFORMATION

11. With the implementation of the accountability system from 1 July 2002, the Administration has pledged that the principal officials will review the working relationship between the bureaux and executive departments within their respective purview. The overall direction is to streamline the structure and working relationship between the two, merging and integrating similar functions being performed by both, making better use of resources, and enhancing the efficient and effective implementation of policies and delivery of services to the public.

ESTABLISHMENT CHANGES

12. The establishment changes in SB for the last two years are as follows –

Establishment (Note)	Number of posts			
	Existing (As at 1.5.2003)	As at 1.4.2003	As at 1.4.2002	As at 1.4.2001
A	13+(2)	13+(2)	13+(2)	13+(2)
B	38	38	32	32
C	121	122	114	115
Total	172+(2)	173+(2)	159+(2)	160+(2)

/Note

Note :

A - ranks in the directorate pay scale or equivalent

B - non-directorate ranks the maximum pay point of which is above MPS Point 33 or equivalent

C - non-directorate ranks the maximum pay point of which is at or below MPS Point 33 or equivalent

() - number of supernumerary directorate posts

CONSULTATION WITH LEGISLATIVE COUNCIL PANEL

13. At the meeting of the Legislative Council Panel on Security held on 6 May, Members noted and made no comment on the proposal.

CIVIL SERVICE BUREAU COMMENTS

14. Having regard to the operational need for an AA to S for S and the proposed re-distribution of work within SB, the Civil Service Bureau supports the proposed creation of an AOSGC (D2) post/non-civil service position at D2-equivalent, offset by the deletion of an AOSGC post within SB.

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

15. The Standing Committee on Directorate Salaries and Conditions of Service has advised that the grading for the proposed post would be appropriate if the post were to be created.

Security Bureau
May 2003

**Job Description
Administrative Assistant to the
Secretary for Security**

Rank : Administrative Officer Staff Grade C (D2)/
non-civil service position at D2-equivalent

Responsible to : Secretary for Security (S for S)

Main Duties and Responsibilities –

1. to provide general administrative support to S for S;
2. to co-ordinate submissions to S for S;
3. to co-ordinate and handle replies to correspondence, including complaints, addressed to S for S;
4. in co-ordination with the Press Secretary to S for S, to prepare speeches and statements to be delivered by S for S;
5. to plan S for S' programme of official visits and duty trips, both locally and overseas, co-ordinate the preparation of briefs for such visits and follow-up action as required;
6. to plan meetings on various subjects, prepare briefs, and service meetings chaired by S for S; and
7. to undertake special policy assignments including special policy review and other administrative duties as S for S may from time to time direct.

Job Description
Principal Assistant Secretary (Security) A

Rank : Administrative Officer Staff Grade C (D2)

Responsible to : Deputy Secretary for Security (1)/
Commissioner for Narcotics (on anti-narcotics policy matters)

Main Duties and Responsibilities –

1. to handle policy and issues concerning the Garrison, including implementation of the Garrison Law, application of local laws to the Garrison, legislative and other proposals affecting the Garrison and defence estates;
2. to handle policy and issues related to the HKSAR's boundary administration, closed area, cross boundary liaison, cross boundary movements and operations;
3. to handle policy and issues on international law enforcement, in particular, surrender of fugitive offenders, including rendition and mutual legal assistance in criminal matters;
4. to handle policy and resources matters related to the Government Flying Service and the Customs and Excise Department (Security Bureau aspects);
5. to plan, develop and co-ordinate anti-narcotics policies including the drafting of legislation and publicity programmes; and
6. to undertake any other duties as assigned by senior officers.

**Job Description
Assistant Secretary (Narcotics)**

Rank : Senior Administrative Officer

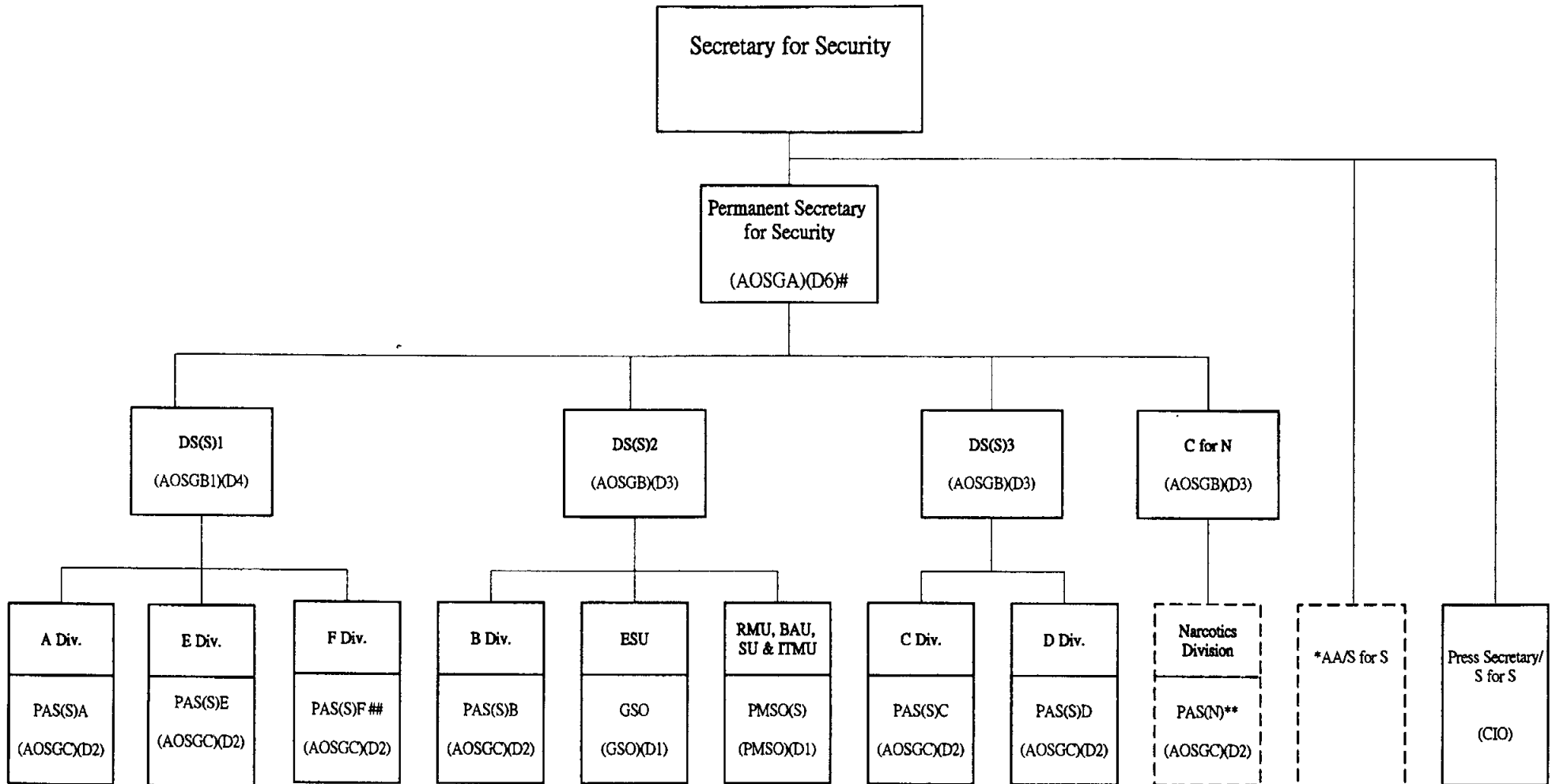
Responsible to : Commissioner for Narcotics (C for N)

Main Duties and Responsibilities –

1. to deal with matters relating to United Nations Commission on Narcotic Drugs and International Narcotics Control Board and to assist Commissioner for Narcotics in preparing materials and taking follow-up action arising from these meetings;
2. to deal with matters of international co-operation such as signing of bilateral agreements with foreign jurisdictions, asset sharing and deportation;
3. to assist in reviewing and formulating policy on control of dangerous drugs and psychotropic substances and drug treatment and rehabilitation;
4. to assist in matters relating to the Drug Liaison Committee;
5. to serve and handle administrative matters concerning the Beat Drugs Fund, the Action Committee Against Narcotics and its sub-committees and oversee the non-Government bodies on drug related issues; and
6. to undertake any other duties as assigned by C for N.

Organisation Chart of Security Bureau

Enclosure 4 to EC(2003-04)3



* Proposed creation of AOSGC (D2) post / non-civil service position at D2-equivalent

** Proposed deletion of AOSGC (D2) post

Supernumerary post held against the permanent post of AOSGA1(D8)

Supernumerary post created up to 15.7.2003

Legend

AOSGA Administrative Officer Staff Grade A
 AOSGB1 Administrative Officer Staff Grade B1
 AOSGB Administrative Officer Staff Grade B
 AOSGC Administrative Officer Staff Grade C
 BAU Bureau Administration Unit
 ESU Emergency Support Unit
 ITMU Information Technology Management Unit
 RMU Resource Management Unit
 SU Statistics Unit

AA/S for S Administrative Assistant to Secretary for Security
 DS Deputy Secretary
 C for N Commissioner for Narcotics
 PAS Principal Assistant Secretary
 GSO Government Security Officer
 PMSO Principal Management Services Officer
 CIO Chief Information Officer