Supplementary Information for the
Establishment Sub-committee of the Finance Committee

Proposed retention of one supernumerary post
of Chief Systems Manager (D1) in Immigration Department

We sought the endorsement of the Establishment Sub-committee of the Finance Committee (ESC) on 18 June 2003 for the retention of one supernumerary post of Chief Systems Manager (CSM)(D1) in the Immigration Department (ImmD) for a period of three years from 1 November 2003 to plan, manage and co-ordinate information technology-related activities for the implementation of projects under the Updated Information Systems Strategy. The proposed retention of post was endorsed by the ESC.

2.   At the meeting, Members requested the following supplementary information:

      a)   the percentage of time spent by the post-holder in respect of the duties listed out in Enclosure 2 in the ESC paper (EC(2003-04)10) and the percentage of work completed for each duty in the past;

      b)   a copy of the existing organization chart; and

      c)   information about the staff deployment situation at the control points during the outbreak of SARS.

3.   Regarding the proportion of time spent by the CSM on each of the nine duties of the post-holder and the extent to which the various tasks had been/would be accomplished, we have summarized the information in the tables at **Annexes A and B.**   For the existing organization chart of the Immigration Department, a copy is attached at **Annex C**.

4.　　　During the 3-month period from March to May 2003, the total passenger traffic has decreased 26% when compared with the figures in the corresponding months in 2002[1].　Due to the drop in passenger traffic, about 230 staff were redeployed from the control points to other sections as reinforcement for a number of purposes.　Details are elaborated at **Annex D**.

Immigration Department
July 2003

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[1]　During the 3-month period from March to May 2003, the total passenger traffic stood at 29.8 million as compared with 40.4 million for the corresponding months in 2002.

Proportion of time spent
by the Chief Systems Manager on each of his nine duties

The proportion of time spent by the Chief Systems Manager on each of his nine duties is set out below:-

	Main Duties and Responsibilities	Proportion of Time Spent
1.	To assist in developing IT plans and strategies and allocating IT resources in accordance with ImmD's business needs and overall e-government targets.	5%
2.	To facilitate the re-engineering of ImmD's business processes through the use of IT.	10%
3.	To deliver and maintain e-business solutions in ImmD by planning, budgeting for, acquiring and managing IT expertise and resources, arranging strategic IT partnership and managing the performance of contractors.	30%
4.	To formulate, recommend and execute strategies for IT outsourcing, the procurement of IT services and computer equipment.	25%
5.	To engage contract staff through body-shopping contracts, manage and conduct performance review on these contract staff.	10%
6.	To assist in maintaining and upholding the IT security policy and security framework in ImmD and establish appropriate checks and balances to ensure their compliance.	10%

	Main Duties and Responsibilities	Proportion of Time Spent
7.	To advise on all IT related technical and policy matters and on technology management, promote government's IT standard and practices and enhance IT awareness and competence for ImmD.	
8.	To act as the IT consultant of ImmD and the central liaison point between the department and ITSD on matters concerning service-wide IT standards, technology infrastructure and IT manpower deployment.	10%
9.	To participate in the development of inter-agency systems in the Government and maintain interoperability with these systems.	

**Percentage of work completed for each duty of
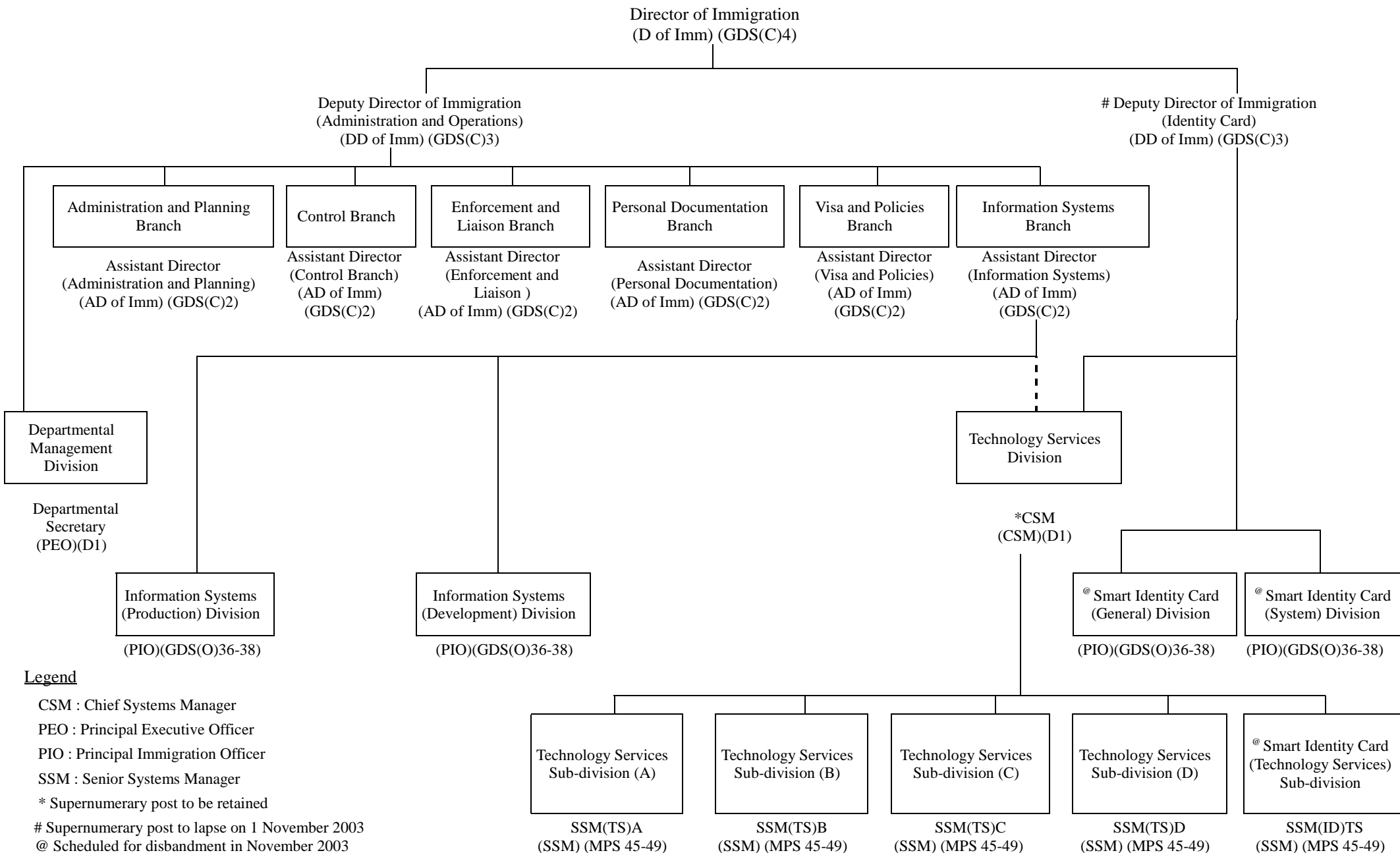the Chief Systems Manager in the past**

The percentage of work of the Chief Systems Manager that has been completed for various phases of the Updated Information Systems Strategy is set out below. For ease of reference, we have categorised the percentage of work completed on a project basis since the duties listed in Enclosure 2 to EC(2003-04)10 are largely evolved around these IT projects.

Phase	Percentage of work completed	Remarks
0 HKSAR ID Card Project	90%	SMART ID Card System will be completed by the end of 2003
I Information Technology Infrastructure Upgrade (ITIU) and Immigration Control Automation System (ICAS) Enhancement Programmes	60%	Development work is in progress. The Information Technology Infrastructure Upgrade (ITIU) programme will be completed in October 2004 while the Immigration Control Automation System Enhancement programme (ICAS2) will be completed in June 2004.
II Automated Passenger Clearance (APC) and Automated Vehicle Clearance (AVC) Projects	20%	Tender is being conducted. The Automated Passenger Clearance and Automated Vehicle Clearance systems will be rolled out in the end of 2004 and the whole programme completed in June 2006.
III Processing Automation System (PAS) Enhancement Programme and Electronic Records Programme (ERP)	12%	Feasibility studies for Processing Automation System Enhancement programme and Electronic Records programme are in progress. Implementation of the programmes is subject to availability of funds.

Phase	Percentage of work completed	Remarks
IV Data Warehousing, Electronic Service Delivery Support, Chinese Language Support etc.	10%	Feasibility study for Data Warehousing is in progress. Some services have been made available to the public via the Government Electronic Service Delivery scheme. The Chinese language facilities have gradually been installed in new systems.

Existing Organization Chart of Immigration Department

(as at 1 June 2003)

Director of Immigration
(D of Imm) (GDS(C)4)

Deputy Director of Immigration
(Administration and Operations)
(DD of Imm) (GDS(C)3)

Deputy Director of Immigration
(Identity Card)
(DD of Imm) (GDS(C)3)

Administration and Planning Branch	Control Branch	Enforcement and Liaison Branch	Personal Documentation Branch	Visa and Policies Branch	Information Systems Branch

Assistant Director
(Administration and Planning)
(AD of Imm) (GDS(C)2)

Assistant Director
(Control Branch)
(AD of Imm)
(GDS(C)2)

Assistant Director
(Enforcement and
Liaison)
(AD of Imm) (GDS(C)2)

Assistant Director
(Personal Documentation)
(AD of Imm) (GDS(C)2)

Assistant Director
(Visa and Policies)
(AD of Imm)
(GDS(C)2)

Assistant Director
(Information Systems)
(AD of Imm)
(GDS(C)2)

Departmental
Management
Division

Technology Services
Division

Departmental
Secretary
(PEO)(D1)

*CSM
(CSM)(D1)

Information Systems
(Production) Division

Information Systems
(Development) Division

@ Smart Identity Card
(General) Division

@ Smart Identity Card
(System) Division

(PIO)(GDS(O)36-38)

(PIO)(GDS(O)36-38)

(PIO)(GDS(O)36-38)

(PIO)(GDS(O)36-38)

Legend

CSM : Chief Systems Manager

PEO : Principal Executive Officer

PIO : Principal Immigration Officer

SSM : Senior Systems Manager

* Supernumerary post to be retained

\# Supernumerary post to lapse on 1 November 2003

@ Scheduled for disbandment in November 2003

---- The CSM is also responsible to AD(IS) for the extra work in relation to all IT-related activities in Phase I & II of ISS-2

Technology Services Sub-division (A)	Technology Services Sub-division (B)	Technology Services Sub-division (C)	Technology Services Sub-division (D)	@ Smart Identity Card (Technology Services) Sub-division

SSM(TS)A
(SSM) (MPS 45-49)

SSM(TS)B
(SSM) (MPS 45-49)

SSM(TS)C
(SSM) (MPS 45-49)

SSM(TS)D
(SSM) (MPS 45-49)

SSM(ID)TS
(SSM) (MPS 45-49)

Information on staff deployment
at control points during the outbreak of SARS

Owing to the drop in passenger traffic, about 230 staff were redeployed from the control points to other sections as reinforcement for the following purposes :

a) to conduct connectivity tests, user acceptance tests and site preparation tasks in connection with the Smart Identity Card Project;

b) to help meet other tight project schedules, such as performing minor preparation work related to the enhancement of the Immigration Control Automation System;

c) to reinforce the Immigration Task Force in conducting field operations to combat illegal employment and other immigration-related offences (20 additional operations mounted);

d) to reinforce sections/offices with heavy workload;

e) to handle extra work arising from combating of SARS, such as :-

   - activities relating to preventing SARS patients and others under the home confinement requirement from leaving Hong Kong

   - cooperating with the Department of Health and other relevant agencies, e.g. Civil Aid Service, Auxiliary Medical Service and the Police, etc. in implementing the health declaration and temperature screening requirements at control points

   - liaising with the Department of Health on the above matters, taking preventive measures and issuing advice to the frontline officers on protecting themselves from contracting the disease in the discharge of their duties; and

f) to step up on-the-job training for staff.