

**Replies to supplementary questions raised by Finance Committee Members in
examining the Estimates of Expenditure 2003-04**

[Director of Bureau : Secretary for Commerce, Industry and Technology]

[Session No. : 4] [File name : S-CITB(CI)-e.doc]

Reply Serial No.	Question Serial No.	Name of Member	Head	Programme
S-CITB(CI)001	Oral	LAU Wai-hing, Emily	31	Control and Enforcement
S-CITB(CI)002	Oral	LAU Wai-hing, Emily	181	-

Examination of Estimates of Expenditure 2003-04
**CONTROLLING OFFICER'S REPLY TO
SUPPLEMENTARY QUESTION**

Reply Serial No.

S-CITB(CI)001

Question Serial No.

Oral

Head : 31 Customs and Excise Department Subhead(No. & title) :

Programme : (1) Control and Enforcement

Controlling Officer : Commissioner of Customs and Excise

Director of Bureau : Secretary for Commerce, Industry and Technology/
Secretary for Security/Secretary for Financial Services and the Treasury

Question : To provide details of the responsibilities of the following posts in respect of their respective ranks including the percentage of time spent on each duty :

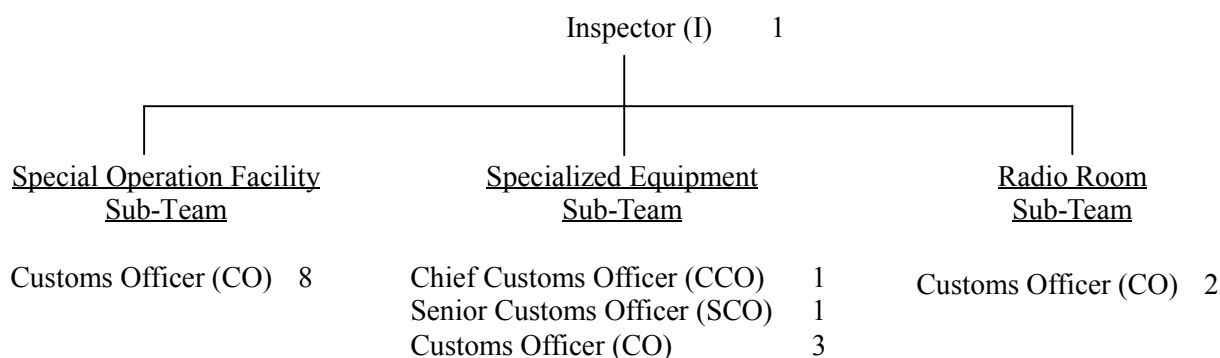
- (a) 16 posts in the existing Technical Support Team under the Customs Drug Investigation Bureau of the Customs and Excise Department (as per Administration's reply in CITB(CI)045).

Asked by : Hon. LAU Wai-hing, Emily

Reply :

Among the 16 posts in the Technical Support Team (TST) of the Customs Drugs Investigation Bureau (CDIB), the Inspector (I) is the commander of the Team. Under the I, the other 15 posts are organized into three Sub-teams, as follows -

Technical Support Team



Details of the responsibilities of the 16 posts are given below.

Team Commander (one I post)

As the Team Commander, the I oversees the operation of the TST for the provision of technical and logistical support to field officers in anti-narcotics investigations and operations. Specifically, he is responsible for liaising with other formations on their needs for specialised equipment, conducting market research for the purpose of sourcing suitable equipment, managing the dedicated telecommunication system including long-term planning for system modifications and enhancement, managing surveillance vehicles including preparation of vehicle replacement/ procurement plans, undertaking the procurement of specialised equipment, expenditure control and supervision of the day-to-day operation of the three Sub-teams under his charge. On average, he spends about 40% of his time on supervising the three Sub-teams and about 60% of time on the other duties.

Special Operation Facility Sub-team (eight CO posts)

The Special Operation Facility is the duty office for surveillance officers of the CDIB. The eight COs are organised into four teams with two COs each to man the Facility round-the-clock in three shifts by rotation. The officers spend about 50% of their time providing logistics support to field officers including checking of background of targets, issuing/collection of special gears and equipment, relaying operational command instructions to field officers when the Radio Room Sub-team is off-duty, and assisting in the routine servicing of equipment such as radio transceivers. The other 50% of their time is spent on the compilation of operational and statistical reports and handling office administrative functions of the Facility.

Specialised Equipment Sub-team (one CCO post, one SCO post and three CO posts)

In addition to supervising the work of the SCO and COs of his Sub-team, the CCO is also responsible for the maintenance and repair of the dedicated telecommunication system, telecommunication and other specialised equipment, and assist the I in the procurement of the required equipment. The above functions take up about 70% of his time. He also spends about 20% of his time on modification of specialised equipment for field officers and about 10% of his time providing technical support on-site for field operations.

The SCO leads a team of 3 COs and is responsible for providing technical support to field officers on setting up observation posts and other surveillance devices. This takes up about 50% of his time. He also spends about 30% of his time on the maintenance and repair of specialised equipment and 20% of time in assisting the CCO in conducting testing and evaluation of specialised equipment, and providing training to field officers on the proper operation of the specialised equipment.

The three COs are mainly responsible for providing technical support to field officers on setting up observation posts and other surveillance devices, which takes up about 70% of their time. In the remaining 30% of their time, they assist the CCO and SCO in maintaining and testing the telecommunication and specialised equipment.

Radio Room Sub-team (two CO posts)

The COs are mainly responsible for manning the Radio Room, which serves as the communication centre for all investigations in the field. This takes up about 80% of their time. In addition, they assist field supervisors in designing and reviewing the code-word system for the dedicated radio communication.

Name in block letters RAYMOND H C WONG

Post Title Commissioner of Customs and Excise

Date 28.3.2003

Examination of Estimates of Expenditure 2003-04
**CONTROLLING OFFICER'S REPLY TO
SUPPLEMENTARY QUESTION**

Reply Serial No.

S-CITB(CI)002

Question Serial No.

Oral

Head: 181 Trade and Industry Department Subhead(No. & title):

Programme:

Controlling Officer: Director-General of Trade and Industry

Director of Bureau: Secretary for Commerce, Industry and Technology

Question : To provide details of the responsibilities of the following posts in respect of their respective ranks including the percentage of time spent on each duty:

- 9 posts to be created in 2003-04 for the establishment of the Information Technology Management Section (ITMS) in the Trade and Industry Department (as per Administration's reply in CITB(CI)059).

Asked by: Hon. LAU Wai-hing, Emily

Reply:

The duties and responsibilities of the nine posts proposed for the establishment of the Information Technology Management Section in the Trade and Industry Department (i.e. one Senior Systems Manager, one Systems Manager, four Analyst/Programmers I and three Analyst/Programmers II) with percentage of time spent on each duty are attached.

Name in block letters KEVIN C M HO

Post Title Director-General of Trade and Industry

Date 28.3.2003

Senior Systems Manager
Information Technology Management Section

Duties and responsibilities

	<u>% of time</u>
1. To lead and advise the Department on the use and integration of IT in its business planning and service delivery.	30
2. To liaise with other Government bureaux and departments and IT service providers on major IT projects and matters concerning service-wide standards, technologies, infrastructure and IT resource management, etc.	20
3. To supervise the work of the Information Technology Management Section.	20
4. To examine and prioritise requests for IT resources and new computerization projects.	15
5. To formulate and oversee implementation of departmental and system-specific IT policy and guidelines, in line with Government's or departmental overall policy framework.	15

Systems Manager
Information Technology Management Section

Duties and responsibilities

	<u>% of time</u>
1. To coordinate planning and implementation of new IT projects and enhancement projects including assisting users in preparing IT resources estimates, advising on and formulating feasibility study, analysis, design, testing, site preparation, data conversion, user acceptance and training.	40
2. To coordinate IT-related procurement matters, such as preparing tender document, drawing up evaluation criteria, conducting tender evaluation and monitoring the quality of services provided by IT service providers.	20
3. To supervise the work of Analyst/Programmers I and II.	20
4. To provide technical advice on all IT-related matters of the Department.	10
5. To provide secretarial support to the Departmental Information Technology Strategy Committee (DITSC) and perform any other duties as assigned by the supervisor.	10

Analyst/Programmer I
Information Technology Management Section

Duties and responsibilities

	<u>% of time</u>
1. To carry out feasibility study, analysis, design, implementation and maintenance for new and enhanced IT systems; to prepare system documentation and assist users in preparing relevant system plans.	35
2. To assist in outsourcing major IT projects, including collecting user requirements, assisting users in preparing assignment brief, assisting in preparing tender specifications, drawing up evaluation criteria, evaluating tenders, monitoring the progress of work and deliverables from IT service providers.	35
3. To conduct market research and make recommendation on the use of new hardware, software and technologies to enhance the IT development of the Department.	10
4. To provide technical support in operating systems, data communication, database, programming languages and application software packages for major systems.	10
5. To provide training to users of IT systems under his/her schedule and perform any other duties as assigned by the supervisor.	10

Analyst/Programmer II
Information Technology Management Section

Duties and responsibilities

	<u>% of time</u>
1. To provide programming support, carry out system testing, installation and maintenance for new and enhanced IT systems.	40
2. To provide technical support in operating systems, data communication, database, programming languages and application software packages for IT systems.	20
3. To assist in conducting market research and evaluating the applicability of new hardware, software and technologies to enhance the IT development of the Department.	15
4. To assist in outsourcing IT projects and procurement of hardware and software, including assisting in preparing tender specifications, drawing up evaluation criteria, evaluating tenders, monitoring the progress of work and deliverables from IT service providers.	10
5. To prepare system documentation and provide training to users of the IT systems under his/her schedule.	10
6. To perform any other duties as assigned by the supervisor.	5