

ITEM FOR ESTABLISHMENT SUBCOMMITTEE OF FINANCE COMMITTEE

HEAD 96 – GOVERNMENT SECRETARIAT : HONG KONG ECONOMIC AND TRADE OFFICES

HEAD 100 – MARINE DEPARTMENT

Subhead 000 Operational expenses

Members are invited to recommend to Finance Committee –

- (a) the deletion of the following permanent posts under Head 96 Government Secretariat : Hong Kong Economic and Trade Offices –

1 Administrative Officer Staff Grade C
(D2) (\$113,520 - \$120,553)

(with immediate effect)

1 Administrative Officer Staff Grade C
(D2) (\$113,520 - \$120,553)

(with effect from 1 April 2006)

- (b) the creation of the following permanent post under Head 100 Marine Department –

1 Assistant Director of Marine
(D2) (\$113,520 - \$120,553)

(with immediate effect)

to be offset by the deletion of the following permanent post under Head 96 Government Secretariat : Hong Kong Economic and Trade Offices –

1 Assistant Director of Marine
(D2) (\$113,520 - \$120,553)

(with immediate effect)

- (c) the redistribution of duties and responsibilities among some of the directorate posts of the Hong Kong Economic and Trade Offices.

PROBLEM

A review on the organisational structure and deployment of staffing resources of the Hong Kong Economic and Trade Offices (ETOs) has been carried out. There is room for de-layering, redistribution of duties and reduction of directorate posts in some of the ETOs.

PROPOSAL

2. We propose to –
- (a) delete with immediate effect one post of Administrative Officer Staff Grade C (AOSGC) (D2) in the Washington ETO and implement some consequential redistribution of responsibilities among the directorate posts;
 - (b) transfer with immediate effect one post of Assistant Director of Marine (D2) from the London ETO to the Marine Department ; and
 - (c) delete with effect from 1 April 2006 one post of AOSGC (D2) in the Geneva ETO and implement some consequential redistribution of responsibilities among the directorate posts.

/JUSTIFICATION

JUSTIFICATION

3. There are 11 ETOs located in major cities of economies which are Hong Kong's major trading partners, namely Guangzhou, Washington DC, New York, San Francisco, Toronto, Brussels, London, Geneva, Tokyo, Sydney and Singapore. With the exception of the Geneva ETO, whose primary role is to represent Hong Kong at the World Trade Organization (WTO), the ETOs seek to promote Hong Kong's economic and trade interests by enhancing understanding of the HKSAR among decision-makers and opinion-formers; monitoring developments that may affect Hong Kong; and liaising with the business and commercial sectors in the economies under their purview. They also organise events to promote the overall image of Hong Kong. In addition, they (other than the Washington and Geneva ETOs) seek to attract direct investment into Hong Kong. The existing global network of ETOs has served Hong Kong well over the years and has contributed positively to the economic development of Hong Kong. The existing directorate establishment and geographical/functional coverage of the ETOs are set out in Enclosure 1.

Encl. 1

4. The Secretary for Commerce, Industry and Technology (SCIT) has reviewed the organisation and the directorate establishment of all the ETOs. While reaffirming the ETOs' continuing importance, we consider there is scope to streamline the organisational structure and reduce the directorate establishment in some of the ETOs.

ETOs in the United States (US): Washington DC, New York and San Francisco

5. At present, the Commissioner for Economic and Trade Affairs, USA (C,USA), ranked at AOSGA (D6), is responsible for overseeing Hong Kong's representation in the whole of the US through the work of the three ETOs in that country, and for overseeing and co-ordinating public relations activities in the whole of the US. The C,USA's Office is co-located with the Washington ETO.

6. The Washington ETO is responsible for monitoring and liaising with the US Administration, the Congress and think tanks on legislation and government policies that may have implications for Hong Kong's trade and other economic interests. Currently, the head of the Washington ETO is pitched at AOSGB1 (D4) rank, designated as Director-General, Hong Kong Economic and Trade Affairs, Washington (DGW). Apart from overseeing the monitoring and liaison work in Washington, DGW is also responsible for supervising and co-ordinating Hong Kong's lobbying activities in the US, as well as overseeing the co-ordination of visits by senior officials. He is supported by two directorate deputies at AOSGC (D2) level, designated as Deputy Director-General, Hong Kong Economic and Trade Affairs, Washington (1) and (2) (DDGW(1) and DDGW(2)).

/Merge

Merger of C,USA's Office and Washington ETO

7. Upon a review in the light of operational experience, we consider there is scope to achieve greater synergy, enhance co-ordination and achieve savings through some organisational changes. Specifically, we propose the merger of the C,USA's Office and the Washington Office into an enlarged Washington ETO. The C,USA will head this enlarged office in addition to all her existing responsibilities, including overseeing the work of the New York and San Francisco ETOs. The DGW will assume the role of the deputy to C,USA and assist the latter to oversee and co-ordinate the public relations activities in the whole of the US in addition to his existing responsibilities. The proposed revised job descriptions for C,USA and DGW are at Enclosures 2 and 3.

Encls.
2 & 3

Reduction of directorate resources in Washington ETO

8. To streamline operation, we also propose to redistribute those functions that are less complex in nature and which do not carry substantial policy implications from the two DDGWs to the non-directorate Assistant Director-Generals (ADGs), comprising one Senior Administrative Officer (SAO) and one Principal Trade Officer (PTO). These functions include monitoring political developments which may have implications on US-HK relations; general networking to enhance understanding in the US of issues concerning 'One Country, Two Systems', such as the rule of law, human rights and constitutional situation in Hong Kong; co-ordinating and organising trade and public relations activities and VIP visits. The new arrangement will require some reinforcement at the ADG level, namely, the provision of an additional SAO who will work directly to DGW, but will enable the enlarged Washington ETO to operate with only one DDGW. Accordingly, we propose that one post of AOSGC (D2) be deleted from a current date. We will process the proposed creation of an SAO post through the Departmental Establishment Committee mechanism. The proposed revised job description for the remaining DDGW is at Enclosure 4.

Encl. 4

New York and San Francisco ETOs

9. The New York and San Francisco ETOs are responsible for promoting economic and trade relations between Hong Kong and individual US states. Currently, the New York ETO covers 31 states east of the Mississippi River while the San Francisco ETO covers 19 states west of the River. The heads of these two ETOs are pitched at AOSGC (D2) rank and are each supported by an SAO. We consider the existing organisational structure and directorate establishment of these two ETOs remain justified.

/ETOs

ETOs in Europe : London, Brussels and Geneva

10. Hong Kong's representation in Europe is essentially undertaken by the London and Brussels ETOs. The Geneva ETO, the other ETO in Europe, deals primarily with the WTO.

Division of responsibilities between London and Brussels ETOs

11. The current division of responsibilities between the London and Brussels ETOs is broadly based on the membership of the European Union (EU). The head of the London ETO is pitched at AOSGA (D6) rank, designated as Director-General, Hong Kong Economic and Trade Affairs, London. He is responsible for promoting Hong Kong's economic and trade interests in 16 non-EU countries and one EU-member state, namely, the United Kingdom. The head of the Brussels ETO is pitched at AOSGB1 (D4) rank, designated as Special Representative for Hong Kong and Economic Affairs to the European Communities. He is responsible for representing Hong Kong's economic and trade interests in the EU, European Commission and European Parliament; and for bilateral relations with 14 of the 15 existing member states of the EU (i.e. except the United Kingdom).

12. We have reviewed the relevance of EU membership as the guideline for division of responsibilities between the London and Brussels ETOs. We have concluded that this guideline is no longer appropriate in view of the agreed enlargement of the EU in May 2004 (when ten more countries, currently under the geographical coverage of the London ETO, will join the EU) and the likelihood of further enlargement of the EU in future years. We consider that for the time being, the country-coverage by the London and Brussels ETOs should remain unchanged. We also consider the existing directorate establishment (other than the Marine Adviser post in the London ETO referred to in paragraph 13 below) in the two ETOs remain justified. We will keep under review the division of responsibilities between the London and Brussels ETOs in the light of new developments in Europe.

Transfer of the post of Marine Adviser from London ETO to Marine Department

13. At present, one post of Assistant Director of Marine (D2), designated as Marine Adviser (MA), is included in the establishment of the London ETO. The MA acts as Hong Kong's Permanent Representative at the International Maritime Organisation based in London. He will also have a significant role to play as Hong Kong continues to develop its port and logistics capabilities and expand its role as a major international shipping centre through liaison with the numerous shipping

/organisations

organisations based in London such as the International Chamber of Shipping and the International Association of Classification Societies. Since the MA is professionally accountable to the Deputy Director of Marine and his responsibilities fall within the policy portfolio of the Secretary for Economic Development and Labour (SEDL) rather than SCIT, we consider it appropriate to transfer the post of MA from the London Office to the Marine Department in keeping with the line of command. The new arrangement will have an added benefit of being in line with the accountability system and the “financial envelope” approach to resource allocation. SEDL has reaffirmed the need to station the MA in London to help maintain and enhance Hong Kong’s position as the busiest container port in the world, the world’s 8th largest shipping register and one of the largest ship operating communities in the world. There is no change to the duties of the MA. The job description of the MA post is at Enclosure 5.

Encl. 5

Reduction of directorate resources in Geneva ETO

14. The Geneva ETO represents Hong Kong as a member of the WTO. It also represents Hong Kong as an observer to the Trade Committee of the Organisation for Economic Co-operation and Development in Paris. The head of the Geneva ETO is pitched at AOSGB1 (D4) rank, designated as Permanent Representative of the Hong Kong Special Administrative Region (HKSAR) of China to the WTO. He is supported by three deputy representatives at AOSGC (D2) level, designated as Deputy Representative of the HKSAR of China to the WTO (1), (2) and (3). The Geneva ETO is organised into three teams covering all aspects of WTO activities.

15. We have reviewed the level of our representation to the WTO having regard to the need to maintain our role as an active WTO player, to ensure an adequate coverage of different WTO subjects to safeguard Hong Kong’s interests, to the hosting of the Sixth Ministerial Conference (MC6) of the WTO by Hong Kong, and to the likely progress of the Doha Round of multilateral trade negotiations. We expect that by the end of 2005-06, MC6 would have already taken place and the Doha Round would be substantially completed. We consider by then, it would be possible to re-assign some WTO subjects (e.g. trade and environment, and trade and intellectual property) from the directorate to the non-directorate level and to re-organise the Geneva ETO into two teams with reinforcement (one additional SAO post) at the non-directorate level. Accordingly, we propose that one post of AOSGC (D2) be deleted from 1 April 2006. We will process the proposed creation of an SAO post from 1 April 2006 through the Departmental Establishment Committee. The proposed revised job descriptions of the remaining two AOSGC (D2) posts are at Enclosures 6 and 7 respectively.

Encls.
6 & 7

/Other

Other ETOs

16. As regards the ETOs in Guangdong, Toronto, Tokyo, Sydney and Singapore, there has been no change to their responsibilities, except for Tokyo ETO which has, in view of the increasing volume of bilateral trade with Korea, extended its coverage to Korea with existing staffing resources since March 2003. We have reviewed the organisation and directorate establishment of the ETOs above and consider that they remain justified.

Encl. 8 17. The proposed directorate establishment of the ETOs after the review is at Enclosure 8.

Non-Directorate Establishment in ETOs

18. We have also reviewed the non-directorate establishment of the 11 ETOs. As stated in paragraphs 8 and 15 above, we intend to create one SAO post for the Washington ETO this year and one SAO post for the Geneva ETO in April 2006. In addition, we intend to delete 14 non-directorate posts between 2003-04 and 2005-06 in various ETOs (comprising one SAO/PTO, one Chief Information Officer, one Principal Information Officer, two Information Officers, one Senior Executive Officer, one Executive Officer I, five Trade Officers and two Investment Promotion Projects Officers) following some redistribution of duties, outsourcing and recruiting locally where appropriate.

FINANCIAL IMPLICATIONS

19. The proposed changes to the directorate establishment in the Washington, London and Geneva ETOs will bring about savings in notional annual salary cost at mid-point as follows –

	Notional annual salary cost at mid-point \$	No. of posts
Deletion of permanent posts		
Assistant Director of Marine (D2)	1,404,420	1
AOSGC (D2)	2,808,840	2
Sub-total (a)	4,213,260	3
Creation of permanent post		
Assistant Director of Marine (D2)	1,404,420	1
Sub-total (b)	1,404,420	1
Net savings (a) – (b)	2,808,840	2

The net savings in full annual average staff cost, including salaries and on-cost, will be \$4,170,000.

20. In addition, the net deletion of 12 non-directorate posts in various ETOs will give rise to savings of \$8,292,876 in notional annual salary cost at mid point and of \$12,605,000^{Note} in full annual average staff cost.

BACKGROUND INFORMATION

21. We have introduced organisational changes in the Commerce and Industry Branch of the Commerce, Industry and Technology Bureau last year subsequent to the implementation of the accountability system from 1 July 2002, with a commitment to complete a review of the ETOs by the end of 2003-04. Our overall direction is to streamline the structure of ETOs, to make better use of resources and to enhance operational efficiency.

ESTABLISHMENT CHANGES

22. The establishment changes in the ETOs for the last two years (incorporating the establishment changes arising from the setting up of the Guangdong ETO in July 2002) are as follows –

Establishment (Note)	Number of posts		
	Existing (as at 1 April 2004)	As at 1 April 2003	As at 1 April 2002
A	22 [#]	22	21
B	35	37	33
C	2	3	3
Total	59	62	57

Note:

A - ranks in the directorate pay scale or equivalent

B - non-directorate ranks the maximum pay point of which is above Master Pay Scale (MPS) Point 33 or equivalent

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

As at 1 April 2004, there are two unfilled directorate posts in ETOs.

/23.

^{Note} If an SAO post is to be deleted instead of an PTO post, the savings in full annual average staff cost will be \$12,728,000.

23. This proposal will reduce the size of the directorate establishment of the ETOs by three posts and increase the size of the directorate establishment of MD by one post and is part of Government's collective effort to reduce the overall size of the civil service. As bureaux and departments continue on-going reviews of their organisation structure in the light of policy development/operational needs, however, the need to create new directorate posts where such needs are well justified on a case by case basis cannot be precluded.

CONSULTATION WITH LEGISLATIVE COUNCIL PANEL

24. We consulted the Legislative Council Panel on Commerce and Industry on 9 February 2004. The Panel noted the above proposal.

CIVIL SERVICE BUREAU COMMENTS

25. To enable more cost-effective and efficient use of manpower resources, the Civil Service Bureau (CSB) supports the proposed deletion of the two AOSGC (D2) posts, one each in the Washington and Geneva ETOs and the redistribution of responsibilities amongst the directorate posts in the ETOs concerned. Having regard to the associate policy responsibilities, CSB considers the transfer of one post of Assistant Director of Marine from the establishment of the London ETO to the Marine Department appropriate.

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

26. The Standing Committee on Directorate Salaries and Conditions of Service has advised that the grading proposed for the posts would be appropriate if the proposed changes were to be implemented.

Commerce, Industry and Technology Bureau
April 2004

Enclosure 1 to EC(2004-05)6

Existing Directorate Establishment and Coverage of Hong Kong Economic and Trade Offices

<u>HKETO</u>	<u>Directorate Head of Office (Rank)</u>	<u>Directorate Deputy Head of Office (Rank)</u>	<u>Other Directorate Post (Rank)</u>	<u>Coverage</u>
1. Washington	Commissioner for Economic and Trade Affairs, USA (AOSGA) (D6)	–	–	USA.
	Director-General, Hong Kong Economic and Trade Affairs, Washington (AOSGB1) (D4)	2 Deputy Director-Generals (AOSGC) (D2)	–	–
2. New York	Director, Hong Kong Economic and Trade Affairs, New York (AOSGC) (D2)	–	–	31 US States east of Mississippi River.
3. San Francisco	Director, Hong Kong Economic and Trade Affairs, San Francisco (AOSGC) (D2)	–	–	19 US States west of Mississippi River.
4. London	Director-General, Hong Kong Economic and Trade Affairs, London (AOSGA) (D6)	Deputy Director-General (AOSGC) (D2)	Marine Adviser (Assistant Director of Marine) (D2)	UK, Switzerland, Norway, Hungary, Czech Republic, Poland, Cyprus, Malta, Slovak Republic, Latvia, Lithuania, Estonia, Slovenia, Romania, Bulgaria, Russia and Croatia.
5. Brussels	Special Representative for Hong Kong Economic and Trade Affairs to the European Communities (AOSGB1) (D4)	2 Deputy Representatives (AOSGC) (D2)	–	European Commission, European Parliament, European Union and its member states except UK i.e. Austria, Belgium, Denmark, Finland, France, Germany, Greece, Italy, Ireland, Luxembourg, Netherlands, Portugal, Spain and Sweden.
6. Geneva	Permanent Representative of the Hong Kong Special Administrative Region of China to the WTO (AOSGB1) (D4)	3 Deputy Representatives (AOSGC) (D2)	–	Represents Hong Kong as a member of WTO and as an observer to the Trade Committee of the Organisation for Economic Co-operation and Development in Paris.
7. Tokyo	Principal Hong Kong Economic and Trade Representative, Tokyo (AOSGA) (D6)	Hong Kong Economic and Trade Representative (AOSGC) (D2)	–	Japan and Korea.
8. Guangdong	Director, Hong Kong Economic and Trade Affairs, Guangdong (AOSGB) (D3)	–	–	Guangdong Province.
9. Singapore	Director, Hong Kong Economic and Trade Affairs, Singapore (AOSGC) (D2)	–	–	Member states of the Association of South-East Asian Nations comprising Brunei Darussalam, Cambodia, Indonesia, Laos, Malaysia, Myanmar, the Philippines, Singapore, Thailand and Vietnam.
10. Sydney	Director, Hong Kong Economic and Trade Affairs, Sydney (AOSGC) (D2)	–	–	Australia and New Zealand.
11. Toronto	Director, Hong Kong Economic and Trade Affairs, Toronto (AOSGC) (D2)	–	–	Canada

Revised Job Description

Post Title : Commissioner for Economic and Trade Affairs, USA
Rank : Administrative Officer Staff Grade A (D6)
Responsible to : Permanent Secretary for Commerce, Industry and
Technology (Commerce and Industry)

Main Duties and Responsibilities –

- (a) to represent Hong Kong, on matters relating to the economic and trading interests of Hong Kong in the United States (US) and to help safeguard and promote the same;
- (b) to keep under review commercial, economic and other developments as well as proposed legislation etc. in the US and to advise the HKSARG as necessary;
- (c) to establish and develop contacts at a senior level with officials, Congressional members, businessmen and academics as well as with think-tanks, trade organisations and other bodies; and to make formal and informal representation to promote Hong Kong's economic and trade interests and Hong Kong's image;
- (d) to head the Washington ETO and to give direction to and oversee the work of ETOs in New York and San Francisco;
- (e) to make regular visits to other parts of the US to establish allies in influential circles, to give key note speeches to disseminate the Hong Kong message;
- (f) to direct and oversee the arrangements for the high level visits of senior HKSARG officials to the US;
- (g) to steer the national public relations (PR) strategy and PR activities in the US; and
- (h) to oversee the co-ordination of the activities among the Hong Kong family in the United States, viz. the Hong Kong team of trade and PR consultants and lobbyists, Hong Kong Trade Development Council, Hong Kong Tourism Board and Hong Kong Monetary Authority.

Revised Job Description

Post Title : Director-General, Hong Kong Economic and Trade Affairs, Washington

Rank : Administrative Officer Staff Grade B1 (D4)

Responsible to : Commissioner for Economic and Trade Affairs, USA (C, USA)

Main Duties and Responsibilities –

- (a) to assist C,USA to keep in view the developments in US trade and economic policies, legislative initiatives and congressional activities that may have implications for Hong Kong's trade and economic relationship with the US and advise the HKSARG as necessary;
- (b) to monitor the developments of US trade relations with other trading partners (including China) that may affect the HKSAR's economic and trading interests;
- (c) to promote bilateral HK-US trade and economic relations and the economic and trade interests of Hong Kong by enhancing understanding of the HKSAR among members of the Congress and the US Administration, think-tanks, the media and other opinion-formers;
- (d) to direct and co-ordinate the work of the trade and PR consultants as well as lobbyists engaged to advise on matters relating to economic and trade issues;
- (e) to direct the national PR agency and co-ordinate the PR activities on Hong Kong in the US with the other two US ETOs in New York and San Francisco;
- (f) to oversee the day-to-day operation of the Washington ETO and arrangements for visits of HKSARG officials to Washington DC; and
- (g) to deputise for C,USA in her absence.

Revised Job Description

Post Title : Deputy Director-General, Hong Kong Economic and Trade Affairs, Washington

Rank : Administrative Officer Staff Grade C (D2)

Responsible to : Director-General, Hong Kong Economic and Trade Affairs, Washington (DGW)

Main Duties and Responsibilities –

- (a) to assist DGW in monitoring, assessing and reporting on –
 - (i) key US trade policy, trade-related legislative developments and other trade initiatives and developments (other than those covered by Assistant Director-General, Hong Kong Economic and Trade Affairs, Washington (1)), particularly on areas such as textile and intellectual property rights, which may have implications on US-HK and US-China relations or are of relevance to HK;
 - (ii) the US's position in the World Trade Organization (WTO) and in regional/bilateral trade negotiations which are of interest to Hong Kong; and
 - (iii) US economic, fiscal and financial policies and developments which are of interest to Hong Kong;
- (b) to assist DGW in developing lobbying and PR strategies to advance Hong Kong's position and to project a positive image of Hong Kong, as well as to assist DGW in managing the team of lobbyists and legal consultant;
- (c) to liaise with US Administration officials, congressional staff, think tanks, academia, trade groups and diplomatic corps on trade and economy-related issues and to enhance their understanding on the latest developments of Hong Kong;
- (d) to assist DGW in overseeing office administration and government properties; and
- (e) to deputise DGW in his absence.

Job Description

Post Title : Marine Adviser

Rank : Assistant Director of Marine (D2)

Responsible to : Deputy Director of Marine

Main Duties and Responsibilities –

- (a) to represent Hong Kong in international fora – International Maritime Organisation (IMO) (Associate Member), WTO (as part of Hong Kong's delegation on marine trade-in-services), International Labour Organisation (observer), United Nations Conference on Trade and Development (as part of the PRC delegation), International Association of Ports and Harbours, Fund Protocol 92 and International Oil Pollution Compensation Fund (as part of the PRC delegation);
- (b) to co-ordinate and handle Hong Kong's inputs in IMO and WTO;
- (c) to lobby relevant United Nations agencies to maximize Hong Kong's status as an observer and associate member, including clarification to other permanent missions in London on the concept of "One Country, Two Systems" and its successful implementation;
- (d) to anticipate the effect of, and if necessary, facilitate timely action on European Union Council (EUC) marine directives and on Hong Kong's maritime interest;
- (e) to examine, identify and exert influence through lobbying on issues under consideration by IMO and the EUC in which Hong Kong has an interest;
- (f) to acquire first-hand experience and understanding the work and direction/development of IMO, EUC, International Transport and Workers' Federation, other non-government bodies and flag administrations;
- (g) to act as the Registrar of Shipping of the Hong Kong Shipping Register (HKSR), promote HKSR, provide a focal point for shipowners who wish to register their ships in Hong Kong, and answer/explain Hong Kong's requirements;
- (h) to serve as the focal point for timely intervention and assistance to Hong Kong ships encountering problems in Europe;

- (i) to maintain cordial working relation with the PRC Embassy in the United Kingdom and other maritime authorities based in Europe on major maritime issues;
- (j) to promote Hong Kong as an International Shipping Centre;
- (k) to identify new international conventions and also on amendments to extant conventions with a view to facilitating their timely extension to Hong Kong;
- (l) to facilitate as necessary, the tendering, procurement and inspection of vessels and equipment for the HKSAR government; and
- (m) to assist the Director of Marine in undertaking activities relating to the promotion of Hong Kong's trade and service industries.

Revised Job Description

Post Title : Deputy Representative of the HKSAR of China to the WTO (1)

Rank : Administrative Officer Staff Grade C (D2)

Responsible to : Permanent Representative of the HKSAR of China to the WTO (PRG)

Main Duties and Responsibilities –

- (a) to assist PRG in the co-ordination of all matters arising from Ministerial Conference and informal ministerial meetings of the WTO;
 - (b) to assist PRG in representing, promoting and defending the interests of Hong Kong in the following forums and subjects of WTO –
 - (i) General Council
 - (ii) Trade Negotiations Committee
 - (iii) Dispute Settlement Body
 - (iv) Trade remedies
 - (v) Agriculture
 - (vi) WTO institutional matters
 - (vii) Implementation of special and differential treatments-related issues
 - (viii) Trade and competition
 - (ix) Committee on Regional Trade Agreements
 - (x) Hong Kong, China's trade policy review and selected trade policy reviews of other WTO members
 - (c) to assist PRG in all matters related to the Trade Committee of the Organisation for Economic Co-operation and Development, the Asia-Pacific Economic Cooperation, and the Advisory Centre on WTO Law;
 - (d) to assist PRG in the discharge of all public relations matters; and
 - (e) to oversee the arrangements and organisation of sponsored visits.
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Revised Job Description

Post Title : Deputy Representative of the HKSAR of China to the WTO (2)

Rank : Administrative Officer Staff Grade C (D2)

Responsible to : Permanent Representative of the HKSAR of China to the WTO

Main Duties and Responsibilities –

To assist PRG in representing, promoting and defending the interests of Hong Kong in the following forums and subjects of WTO –

- (i) Trade in services
- (ii) Non-agriculture market access
- (iii) Trade in goods (including textiles and clothing matters)
- (iv) Trade facilitation
- (v) Information Technology Agreement
- (vi) E-Commerce
- (vii) Accession of Russia and Vietnam
- (viii) Trade and investment
- (ix) Selected trade policy reviews of other WTO members

Enclosure 8 to EC(2004-05)6

Proposed Directorate Establishment of Hong Kong Economic and Trade Offices

<u>HKETO</u>	<u>Directorate Head of Office (Rank)</u>	<u>Directorate Deputy Head of Office (Rank)</u>	<u>Other Directorate Post (Rank)</u>	<u>Coverage</u>
1. Washington	Commissioner for Economic and Trade Affairs, USA (AOSGA) (D6)	Director-General, Hong Kong Economic and Trade Affairs, Washington (AOSGB1) (D4)	Deputy Director-General (AOSGC) (D2)	USA.
2. New York	Director, Hong Kong Economic and Trade Affairs, New York (AOSGC) (D2)	-	-	31 US States east of Mississippi River.
3. San Francisco	Director, Hong Kong Economic and Trade Affairs, San Francisco (AOSGC) (D2)	-	-	19 US States west of Mississippi River.
4. London	Director-General, Hong Kong Economic and Trade Affairs, London (AOSGA) (D6)	Deputy Director-General (AOSGC) (D2)	-	UK, Switzerland, Norway, Hungary, Czech Republic, Poland, Cyprus, Malta, Slovak Republic, Latvia, Lithuania, Estonia, Slovenia, Romania, Bulgaria, Russia and Croatia.
5. Brussels	Special Representative for Hong Kong Economic and Trade Affairs to the European Communities (AOSGB1) (D4)	2 Deputy Representatives (AOSGC) (D2)	-	European Commission, European Parliament, European Union and Austria, Belgium, Denmark, Finland, France, Germany, Greece, Italy, Ireland, Luxembourg, Netherlands, Portugal, Spain and Sweden.
6. Geneva	Permanent Representative of the Hong Kong Special Administrative Region of China to the WTO (AOSGB1) (D4)	2 Deputy Representatives (AOSGC) (D2)	-	Represents Hong Kong as a member of WTO and as an observer to the Trade Committee of the Organisation for Economic Co-operation and Development in Paris.
7. Tokyo	Principal Hong Kong Economic and Trade Representative, Tokyo (AOSGA) (D6)	Hong Kong Economic and Trade Representative (AOSGC) (D2)	-	Japan and Korea.
8. Guangdong	Director, Hong Kong Economic and Trade Affairs, Guangdong (AOSGB) (D3)	-	-	Guangdong Province.
9. Singapore	Director, Hong Kong Economic and Trade Affairs, Singapore (AOSGC) (D2)	-	-	Member states of the Association of South-East Asian Nations comprising Brunei Darussalam, Cambodia, Indonesia, Laos, Malaysia, Myanmar, the Philippines, Singapore, Thailand and Vietnam.
10. Sydney	Director, Hong Kong Economic and Trade Affairs, Sydney (AOSGC) (D2)	-	-	Australia and New Zealand.
11. Toronto	Director, Hong Kong Economic and Trade Affairs, Toronto (AOSGC) (D2)	-	-	Canada
