

## ITEM FOR ESTABLISHMENT SUBCOMMITTEE OF FINANCE COMMITTEE

### HEAD 181 – TRADE AND INDUSTRY DEPARTMENT Subhead 000 Operational expenses

Members are invited to recommend to Finance Committee –

- (a) the creation of the following supernumerary posts in the Trade and Industry Department for 15 months –

1 Administrative Officer Staff Grade B1  
(D4) (\$145,150 - \$149,600)

2 Administrative Officer Staff Grade C/  
non-civil service position at D2-equivalent  
(D2) (\$113,520 - \$120,553)

- (b) an increase in the ceiling placed on the total notional annual mid-point salary value of all non-directorate posts in the permanent establishment of the Trade and Industry Department in 2004-05 from \$205,805,000 by \$19,517,376 to \$225,322,376 for creating 35 time-limited non-directorate posts

to form a dedicated team to facilitate the hosting of the Sixth Ministerial Conference (MC6) of the World Trade Organization (WTO). The exact commencement date of the posts is subject to decision of the WTO General Council on the exact timing of MC6.

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## PROBLEM

At its meeting held on 18 July 2003, the Finance Committee accepted in principle the financial implications of Hong Kong<sup>1</sup> hosting the MC6 of the WTO. Hong Kong has since made a successful bid for hosting the Conference. The Director-General of Trade and Industry (DGTI) requires dedicated support to lead, plan and implement the arrangements for hosting MC6, including negotiation with the WTO Secretariat and liaison with over 180 WTO members/observers on arrangements and requirements concerning MC6.

## PROPOSAL

2. DGTI, with the support of the Secretary for Commerce, Industry and Technology (SCIT), proposes –

- (a) to create three supernumerary posts including one Administrative Officer Staff Grade B1 (AOSGB1) and two Administrative Officer Staff Grade C (AOSGC)/non-civil service position at D2-equivalent for 15 months. The exact commencement date of the posts is subject to the decision of the WTO General Council on the exact timing of MC6; and
- (b) to increase the ceiling placed on the total notional annual mid-point salary (NAMS) value of all non-directorate posts in the permanent establishment of the Trade and Industry Department (TID) in 2004-05 from \$205,805,000 by \$19,517,376 to \$225,322,376 for creating 35 time-limited non-directorate posts.

## JUSTIFICATION

### *WTO MC6*

3. At its meeting held on 18 July 2003, the Finance Committee accepted in principle the financial implications of \$250-300 million, inclusive of staff costs of \$45 million arising from the additional manpower requirements for Hong Kong to host MC6. We undertook to submit a more detailed budget

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<sup>1</sup> Hong Kong is a founding member of the WTO. Its separate membership continues after reunification with Mainland China on 1 July 1997, under the name of “Hong Kong, China”.

to Finance Committee for approval when we have secured the agreement of WTO members for Hong Kong to host MC6 and after we have held discussions with the WTO Secretariat on MC6 requirements.

4. We secured the agreement of WTO members to our bid at the WTO General Council (GC) meeting held on 21 October 2003. Although the exact dates of MC6 have yet to be decided by WTO, we have since then been discussing with the WTO Secretariat on MC6 requirements and have worked out a more realistic cost estimate. Experts from the WTO Secretariat visited Hong Kong in November 2003 and February 2004. We discussed the organisational aspects of MC6 in some detail with them. We accompanied them on a site visit to the Hong Kong Convention and Exhibition Centre (HKCEC), following which they advised that it was suitable for holding MC6.

5. According to Article IV of the WTO Agreement, a ministerial conference shall be convened at least once every two years. Since the last ministerial conference (MC5) was held in Cancun, Mexico in 2003, MC6 should be held within 2005. So far, WTO has not decided on the timing for MC6. Members prefer to consider the question of timing when more progress has been made in the ongoing Doha Round negotiations.

6. Judging from the experience of previous hosts, we believe that at least 12 months' preparations are required for the smooth organisation of a full-scale MC. Our current assessment is that MC6 may be held in the third quarter of 2005 or thereabout, although this is subject to a variety of factors particularly the progress of the negotiations. Notwithstanding the lack of the exact dates for MC6, we consider that we should embark on detailed planning and preparations now. WTO has a very comprehensive and stringent set of facility requirements for its MCs. To ensure such requirements will be properly and reasonably met, we need to discuss further and liaise closely with WTO members and with the WTO Secretariat, and to make the necessary preparations for them in good time.

7. According to the latest estimates by the WTO Secretariat, around 185 delegations (148 members and 37 acceding economies), 76 international inter-governmental organisations (IGOs) with observer status, some 2 000 journalists and 3 000 representatives from non-governmental organisations (NGOs) will take part in the week-long Conference. Altogether, about 11 000 participants will be expected. Considering the scale of MC6 and in the light of the minimum lead time of 12 months for preparation, we would like to seek Members' approval to the staffing requirement before a date is fixed for MC6. We will also submit the proposed budget for other expenditure to Finance Committee for consideration and approval.

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*Hong Kong's Role in MC6*

8. As adherence to a rules-based multilateral trading system by all economies and as further multilateral trade liberalisation are in Hong Kong's own interests, we have been participating actively in the WTO and in its Ministerial Conferences. As the host of MC6, SCIT will chair MC6 and Hong Kong will take charge of all the negotiations to take place during MC6. Thus, we will need to devote even more efforts to the negotiating process leading to MC6, including those aspects which are not of substantial commercial interests to Hong Kong, such as trade in agriculture. We will also need to ensure the organisational aspects of MC6 are well-planned and smoothly executed.

*Staffing Requirement for hosting MC6*

9. As the MC6 host, Hong Kong will take charge of all the negotiations to take place during the Conference and we will need to ensure the smooth running of its proceedings. Our work will fall into the following two main areas –

- (a) **logistics:** we will have to provide all the logistical arrangements for the Conference, including meeting venues, security and media arrangements, accreditation of attendees, office supplies and equipment, information technology and telecommunications facilities, and appropriate protocol and transport facilities. We will have to ensure that enough and suitable hotel accommodation will be available. We will also have to organise the opening and other ceremonies, social programmes for delegates' spouses, etc; and
- (b) **substance:** we will have to play an even more active role in monitoring the evolving Doha Round negotiations on all fronts and endeavour to build consensus among WTO members, with a view to enhancing the chance of a successful MC6.

10. An event of this scale and importance requires massive and detailed planning work. A Steering Committee, chaired by the Permanent Secretary for Commerce, Industry and Technology (Commerce and Industry) (PSCI) and comprising senior directorate representatives from bureaux and departments, will be set up to spearhead the planning and implementation of the event and to give policy directions.

11. We consider that there is an immediate need to set up a WTO MC6 Co-ordination Office (the Co-ordination Office) to negotiate and liaise further with the WTO Secretariat, to plan and manage the logistics side of MC6, and to strengthen support to the Hong Kong Economic and Trade Office in Geneva (Geneva ETO) in undertaking the extensive liaison work with WTO members and other relevant bodies in the run-up to MC6. We further consider that the Co-ordination Office should comprise three directorate (one D4 and one D2 based in Hong Kong and one D2 based in Geneva) and 44 non-directorate posts, to perform the following major functions –

- (a) negotiate with the WTO Secretariat on a set of Terms of Reference for MC6 which will cover all the practical and logistical arrangements for the event;
- (b) liaise and co-ordinate with external parties (including the WTO Secretariat, WTO members/observers, IGOs and NGOs, etc.) and local government departments and public bodies (Immigration Department, the Police, Airport Authority, etc.) on various aspects relating to the holding of MC6; and
- (c) intensify Hong Kong's participation in the ongoing Doha Round negotiations, step up liaison with WTO members in the run-up to MC6 and endeavour to build consensus amongst WTO members in controversial trade issues.

*Need to create a supernumerary AOSGB1 (D4) post*

12. As the Head of the Co-ordination Office, he will report to PSCI via DGTI. He will develop and implement strategies and plans for the hosting of MC6. He will chair various task forces under the Steering Committee chaired by PSCI to co-ordinate the Government's efforts on different functional aspects of MC6. These task forces will be represented by the senior management of concerned departments and entities. In addition, he will oversee the participation of NGOs in MC6. This is a particularly delicate and sensitive task, and if not properly handled, could result in bad publicity and seriously affect Hong Kong's international image. Together with the concerned enforcement entities, he will manage the more sensitive issues such as security and visa matters. During the holding of MC6, he will be the commander-in-chief on the ground. He will handle any incidents on the spot. He will also need to respond spontaneously to requests and complaints from delegations which may affect the smooth running of the Conference, as SCIT, PSCI and DGTI will be heavily involved in the negotiations.

13. The Head of the Co-ordination Office will be the main liaison point in the negotiations and discussions with the senior staff of the WTO Secretariat, members/observers and their local representatives (i.e. Heads of the Consular Corps), representatives of IGOs and NGOs in Hong Kong, as well as inter-departmental liaison and cooperation at very senior levels. Furthermore, in view of the importance of the event, the size and the profile of the attendance at MC6 and the extremely tight timeframe with which we are operating, the work of the Co-ordination Office will require the strong leadership, firm direction and close attention of a senior directorate officer on a day-to-day basis in the run-up to and during MC6. Given the complexity, scale and volume of work involved, it would not be possible for the additional workload arising from hosting the Conference to be absorbed by the existing senior directorate of TID.

14. Accordingly, we propose to create a dedicated supernumerary post at AOSGB1 level as the Head of the Co-ordination Office. As WTO has yet to decide on the timing for MC6, we tentatively plan to create the supernumerary post during the period from 1 July 2004 to 31 March 2006 for not more than 15 months depending on operational requirements. The exact commencement date of the post is subject to the decision of the GC on the exact timing of MC6. It will lapse upon the holding of MC6. The proposed job description for this post is at

Encl. 1 Enclosure 1.

*Need to create two supernumerary AOSGC (D2) posts/non-civil service position at D2-equivalent*

15. At present, the Multilateral Division of TID and the Geneva ETO are responsible for Hong Kong's participation in the WTO. To support the Head of the Co-ordination Office in ensuring the smooth organisation of MC6, we propose to create two supernumerary AOSGC posts, one in TID to oversee the logistical preparations for MC6 and one in the Geneva ETO for intensified co-ordination and liaison work with WTO members, the WTO Secretariat and representatives of IGOs, NGOs and other relevant organisations based in Geneva. Every effort will be made to fill these two supernumerary posts by civil servants. However, if suitable candidates were not available within the civil service, we would have to resort to recruitment of non-civil service contract staff. The justifications for these two additional supernumerary posts are set out in the following paragraphs.

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*(a) AOSGC post for the Co-ordination Office in Hong Kong*

16. The Multilateral Division of TID, headed by an AOSGC and supported by 19 non-directorate staff, is responsible for the policy on Hong Kong's participation in the WTO and the Organisation for Economic Co-operation and Development and for policy relating to regional trade agreements. As explained in paragraph 9 above, it will (together with the Geneva ETO) need to intensify its monitoring of the evolving Doha Round negotiations in the run-up to the Conference and give instructions to the Geneva ETO as and when required. This is to ensure SCIT will be fully briefed on the stance and nuance of different WTO members on issues to be discussed at MC6. This will be of critical importance to SCIT in discharging his responsibility as the Chair of MC6, and will impinge on the outcome of MC6. The Multilateral Division will need to re-arrange the priority of its various responsibilities to ensure this additional work is discharged effectively. It will not have any spare capacity to cope with the huge volume of workload arising from organising the Conference.

17. Accordingly, we propose to create a dedicated supernumerary post at AOSGC level to assist the Head of the Co-ordination Office to plan and oversee the preparatory work for MC6 and the running of the actual Conference when it takes place. Given the diverse nature of the work of the Co-ordination Office, he will play a key co-ordinating role. In particular, he will assist in overseeing the logistical arrangements for the Conference and formulating the deployment plans for staff and other resources. He will also be responsible for liaising with relevant bureaux/departments at the management and working levels and for co-ordinating the different strands of work relating to the organisational aspects of MC6 in Hong Kong. As WTO has yet to decide on the timing for MC6, we tentatively plan to create the supernumerary post during the period from 1 July 2004 to 31 March 2006 for not more than 15 months depending on operational requirements. The exact commencement date of the post is subject to the decision of the GC on the exact timing of MC6. It will lapse upon the holding of MC6. The proposed job description for the post is at Enclosure 2.

Encl. 2

*(b) AOSGC post for Geneva ETO*

18. The Geneva ETO participates in the regular activities of the WTO, as well as in the ongoing Doha Round negotiations. It is headed by a AOSGB1 (D4) officer, designated as Permanent Representative of the Hong Kong Special Administrative Region (HKSAR) of China to the WTO (PRG). PRG is currently supported by three deputy representatives at AOSGC (D2) level. The hosting of MC6 by Hong Kong will generate significant additional workload for the Geneva ETO.

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19. To enable Hong Kong to build consensus among WTO members in controversial trade issues to facilitate a successful outcome at the MC, the Geneva ETO needs to step up its liaison with WTO members, particularly developing ones, on what they consider to be vitally important to their commercial interests and their stance and nuance on these issues. It also needs to follow more closely the progress of negotiations on certain subjects (e.g. agriculture and development-related issues), which are critical to the outcome of the Doha Round negotiations but are of limited commercial interests to Hong Kong and are receiving very limited and non-directorate level attention because of the competing demands of other negotiating subjects of direct interests to Hong Kong (e.g. tariffs for industrial goods and market liberalisation in trade in services). Accordingly, we consider the Geneva ETO needs to be reinforced at the directorate level.

20. Furthermore, in the run-up to MC6, the Geneva ETO will need to stay in close touch with the WTO Secretariat, member delegations, IGOs, NGOs and the media based in Geneva on the work programmes and logistical arrangements relating to the MC. It will need to be reinforced with the capacity to handle a large number of enquiries from various stakeholders and to collaborate with the WTO Secretariat in organising regular briefings or ad hoc meetings for various delegations in Geneva.

21. For the reasons stated above, we propose to create a supernumerary AOSGC post to strengthen the support for the Geneva ETO in the run-up to MC6. The incumbent of this proposed post will serve as Hong Kong's main contact point in Geneva for the WTO Secretariat and members. He will be responsible to the Head of the Co-ordination Office but work closely to PRG to ensure that enquiries/requests from the WTO Secretariat, members and other organisations based in Geneva are attended to and dealt with swiftly. He will also be responsible for the drafting of the Ministerial Declaration and other related documents for MC6. As WTO has yet to decide on the timing for MC6, we tentatively plan to create the supernumerary post during the period from 1 July 2004 to 31 March 2006 for not more than 15 months depending on operational requirements. The exact commencement date of the post is subject to the decision of the GC on the exact timing of MC6. It will lapse upon the holding of MC6. The proposed job description for this post, designated as Deputy Representative of the HKSAR of China to the WTO (4), is at Enclosure 3.

Encl. 3

*Support at non-directorate level*

22. We consider an establishment of 44 time-limited non-directorate posts of various ranks for the Co-ordination Office appropriate, given that the

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Multilateral Division of TID has no spare capacity to take on the additional workload generated from MC6. The Co-ordination Office will consist of a number of sub-divisions which will perform the following major functions –

- (a) assist in the negotiation with WTO Secretariat on the drawing up of the Terms of Reference which sets out the coverage of services to be provided by and the responsibilities of host government in an MC, and liaison and co-ordination with WTO Secretariat and conducting of briefings for WTO members/observers in Geneva;
- (b) liaison and co-ordination with various external parties (e.g. WTO Secretariat, WTO members/observers and their representations if any in Hong Kong) and internal parties (e.g. government departments and agencies, private sector, various service providers/vendors) on hotel accommodation and conference facilities for delegates, media and NGO representatives;
- (c) liaison and co-ordination with various external/internal parties on arranging ground transportation, visa and customs formalities, airport co-ordination and reception and protocol arrangements;
- (d) liaison and co-ordination with various external/internal parties on setting up of accreditation and security systems for MC6, and management of NGO activities inside and outside conference venue;
- (e) liaison and co-ordination with various external/internal parties on all publicity arrangements, and handling of press enquiries before and during MC6 as necessary;
- (f) liaison and co-ordination with various external/internal parties on provision of information technology and telecommunications services/facilities as required for MC6; and
- (g) provision of finance and administration support services to the Co-ordination Office, including provision of secretarial support to the Steering Committee and its various task forces.

Encl. 4 The proposed organisation chart of the Co-ordination Office is at Enclosure 4.

23. We intend to fill nine of these 44 non-directorate posts through internal redeployment. Accordingly, we need to increase the ceiling placed on

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the total NAMS value by \$19,517,376 in 2004-05 to enable the creation of the remaining 35 time-limited non-directorate posts through the Departmental Establishment Committee machinery. Notwithstanding the tight staffing situation service-wide, efforts will be made to fill all the non-directorate posts by civil servants as far as possible. However, if suitable candidates could not be found within the civil service, we would have to resort to recruitment of non-civil service contract staff.

24. To allow sufficient lead time to prepare for MC6, it is proposed to have the Co-ordination Office in place in the second half of 2004 for a maximum period of 15 months. These 35 time-limited non-directorate posts will lapse once MC6 is over.

### FINANCIAL IMPLICATIONS

25. The additional notional annual salary cost at mid-point of the three supernumerary directorate posts are –

	<b>Notional annual salary cost at mid-point</b>	<b>No. of posts</b>
	\$	
Supernumerary AOSGB1 post	1,795,200	1
Supernumerary AOSGC posts	2,808,840	2
	<u>4,604,040</u>	<u>3</u>

The additional full annual average staff cost, including salaries and on-cost, will be \$6,677,000.

26. In addition, the proposal also involves the creation of 35 time-limited non-directorate posts with a total NAMS value of \$19,517,376. The additional full annual average staff cost, including salaries and staff on-costs, is \$28,795,000.

27. No provision has been included in the 2004-05 Estimates to meet the cost of this proposal. If Members approve this proposal, we will seek Finance Committee's approval for supplementary provision of \$18.88 million for 2004-05 under Head 181 Trade and Industry Department Subhead 000 Operational expenses when we seek Finance Committee's approval for the creation of a new commitment for the other expenditure for MC6. We will include the necessary provision for 2005-06 when we prepare the 2005-06 draft estimates.

**/BACKGROUND .....**

## BACKGROUND INFORMATION

28. Free trade is the cornerstone of Hong Kong's economic policy. Hong Kong has been a member of the WTO (and its predecessor GATT) in its own right since as early as the mid-1980s. We are a staunch supporter of the multilateral trading system and maintain a high profile in the WTO. WTO is the only international body dealing with the rules of trade between economies. It is also one of the few prominent international bodies whose membership is not limited to sovereign states. There are currently 148 members in the WTO. It is therefore an extremely important forum for Hong Kong to sustain and enhance its international profile, and to underline the high degree of autonomy we enjoy in economic and trade matters.

29. The WTO Agreement provides that a MC shall meet at least once every two years. The MC is the highest authority in the WTO structure and can take decisions on all matters under any multilateral trade agreements. Since its inception in 1995, the WTO has held five MCs – 1996 in Singapore, 1998 in Geneva, 1999 in Seattle, 2001 in Doha and 2003 in Cancun. The most recent one was held in Cancun (Mexico) on 10-14 September 2003.

30. Hong Kong's offer to host MC6 was endorsed at the GC meeting held on 21 October 2003. The exact dates of MC6 were however not yet decided. Notwithstanding Hong Kong's repeated urging, WTO members were unable to reach decision on the exact timing for MC6 at the GC meetings held in December 2003 and February 2004. More time is needed for deliberation in the WTO. We share the view of WTO members that more time and efforts need to be invested in the on-going negotiation in Geneva as a matter of priority. We remain committed to organising a successful MC in Hong Kong. Assuming a decision could be taken by this summer on the basis of encouraging progress on the Doha Development Agenda<sup>2</sup> (DDA) negotiations, we are now making preparation for the event to take place in July/August 2005 subject to the availability of HKCEC. We very much hope that a decision on the exact timing of MC6 can be reached latest by summer this year.

31. On the trade front, the more significant benefits for Hong Kong on hosting MC6 are –

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<sup>2</sup> For background information on the launching and the elements of the Doha Round negotiations, Members are invited to refer to the relevant Legislative Council Brief dated 14 December 2001.

- (a) demonstrate, in a tangible manner, our commitment and contributions to the WTO as a full and separate member;
- (b) underline the successful implementation of ‘One Country, Two Systems’ and the autonomy Hong Kong enjoys in trade and economic matters under the Basic Law;
- (c) further reinforce our image and profile as bastion of free trade;
- (d) ensure Hong Kong’s involvement in the key events (e.g. invitation to attend Informal Ministerial Meetings) leading up to MC6 and enhance our involvement in all key negotiations as the current round of multilateral trade negotiations – the Doha Development Round – moves forward; and
- (e) better safeguard Hong Kong’s interests and influence the outcome of the Doha Round negotiations.

32. On the wider front, the more significant benefits are –

- (a) raise Hong Kong’s international profile and provide an excellent opportunity to showcase Hong Kong as ‘Asia’s World City’ since MC6 will bound to be covered extensively by the international media;
- (b) serve as a strong vote of confidence by the international community in Hong Kong as a healthy city;
- (c) induce considerable economic benefits in the form of tourist receipts from the very large number of delegates and visitors coming to Hong Kong for MC6. Immediately, the event will bring about 11 000 incoming visitors, contributing over \$100 million to the tourist receipts of Hong Kong assuming they stay throughout the week-long conference; and
- (d) help to attract future overseas tourists other than those from the Mainland, international conferences and gatherings to Hong Kong as well as other business opportunities.

**/ESTABLISHMENT .....**

**ESTABLISHMENT CHANGES**

33. The establishment changes in TID for the last two years 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	11 <sup>#</sup>	11	11
B	82	80	78
C	628	632	645
Total	721	723	734

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

# As at 1 April 2004, there are no unfilled directorate posts in TID.

**CONSULTATION WITH LEGISLATIVE COUNCIL PANEL**

34. On 13 April 2004, we consulted the Legislative Council Panel on Commerce and Industry on the proposed budget for Hong Kong's hosting of MC6 inclusive of staff costs arising from the additional manpower requirements, as proposed in paragraph 1 above. In general, the Panel on Commerce and Industry supported the proposed budget for the hosting of MC6. However, some Members of the Panel said that although they agreed that three directorate officers would be needed to prepare for the Conference, these supernumerary posts should only be created with the deletion of existing posts.

35. We note Members' concern about the impact of the creation of these supernumerary posts on the total number of directorate posts in the civil service. The Administration has been actively seeking to reduce the permanent headcount where circumstances warrant. Over the past two years, a net reduction of 35 permanent directorate posts (including 18 in connection with the introduction of the Accountability System) has been approved. As for supernumerary posts, which are only required to meet specified need for a limited period, the

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Administration seeks to create them only where fully justified and to have the posts lapsed at the end of the approved period. The number of supernumerary directorate posts has dropped by 38 from 60 in the beginning of 2002 to the current 22 remaining posts.

36. The Administration has and will continue to put forward proposals for the creation of posts only after careful scrutiny and on a need basis where fully justified while deleting posts whenever circumstances permit. In line with this approach, we have made conscious effort to achieve efficiency and streamlining. For example, we have under the same policy portfolio through a review of the Hong Kong Economic and Trade Offices proposed vide EC(2004-05)6 to delete two permanent directorate posts of AOSGC in Washington and Geneva ETOs. The Administration has further proposed to delete nine permanent directorate posts while creating one permanent and four supernumerary posts vide four other submissions (EC(2004-05)2, EC(2004-05)3, EC(2004-05)4 and EC(2004-05)5 for the same ESC sitting on 28 April 2004. Whether taking into account the net savings accrued to date, as mentioned in paragraph 35 above, or those proposed in the other submissions for this ESC sitting, the Administration is satisfied that the proposed creation of the supernumerary posts for MC6 is fully justified.

#### **CIVIL SERVICE BUREAU COMMENTS**

37. To enable sufficient support to be provided to prepare for the hosting of the MC6 of the WTO in 2005, the Civil Service Bureau supports the proposed creation of the three supernumerary posts, namely one AOSGB1 and two AOSGCs.

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

38. As the proposed directorate posts are proposed on a supernumerary basis, their creation, if approved, will be reported to the Standing Committee on Directorate Salaries and Conditions of Service in accordance with the agreed procedure.

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Commerce, Industry and Technology Bureau  
April 2004

**Proposed Job Description for  
Head, MC6 Co-ordination Office**

**Rank** : Administrative Officer Staff Grade B1 (D4)

**Responsible to** : Director-General of Trade and Industry

**Main Duties and Responsibilities –**

Responsible to Permanent Secretary for Commerce, Industry and Technology (Commerce and Industry) via the Director-General of Trade and Industry for the organization of the Sixth Ministerial Conference (MC6) of the World Trade Organization (WTO). His main duties and responsibilities are as follows –

- (a) heading the MC6 Co-ordination Office to develop and implement strategies and plans to facilitate the hosting of MC6 by Hong Kong;
- (b) negotiating with the WTO Secretariat on a Terms of Reference for MC6;
- (c) chairing various inter-departmental task forces to co-ordinate Government efforts on different planning aspects, e.g. security, media, information technology and telecommunications and other arrangements for MC6;
- (d) overseeing the liaison and co-ordination work undertaken by the Deputy Head and other members of the Co-ordination Office;
- (e) working with the Hong Kong Economic and Trade Office in Geneva to monitor the progress of WTO negotiations; and
- (f) overseeing the smooth and efficient running of MC6 when it takes place.

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**Proposed Job Description for  
Deputy Head, MC6 Co-ordination Office**

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

**Responsible to** : Head, MC6 Co-ordination Office

**Main Duties and Responsibilities –**

- (a) planning and overseeing the logistical arrangements for MC6;
  - (b) assisting in the negotiation with the WTO Secretariat on a Terms of Reference for the event and the preparation of submissions to the Executive Council and the Commerce and Industry Panel of the Legislative Council;
  - (c) formulating and overseeing the implementation of staff and other resources deployment plans to meet the demands arising from hosting the event;
  - (d) liaising with bureaux and departments on various planning aspects at the management and working levels and co-ordinating all planning work for MC6 (including participant-related matters, conference-related matters; press and publicity matters; as well as other support functions);
  - (e) serving as second in command on the ground, assisting in overseeing the smooth and efficient running of MC6 when it takes place; and
  - (f) serving as secretary to the Steering Committee for MC6, to be chaired by PSCI.
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**Proposed Job Description for  
Deputy Representative of the Hong Kong Special Administrative Region  
(HKSAR) of China to the WTO (4)**

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

**Responsible to** : Head, MC6 Co-ordination Office

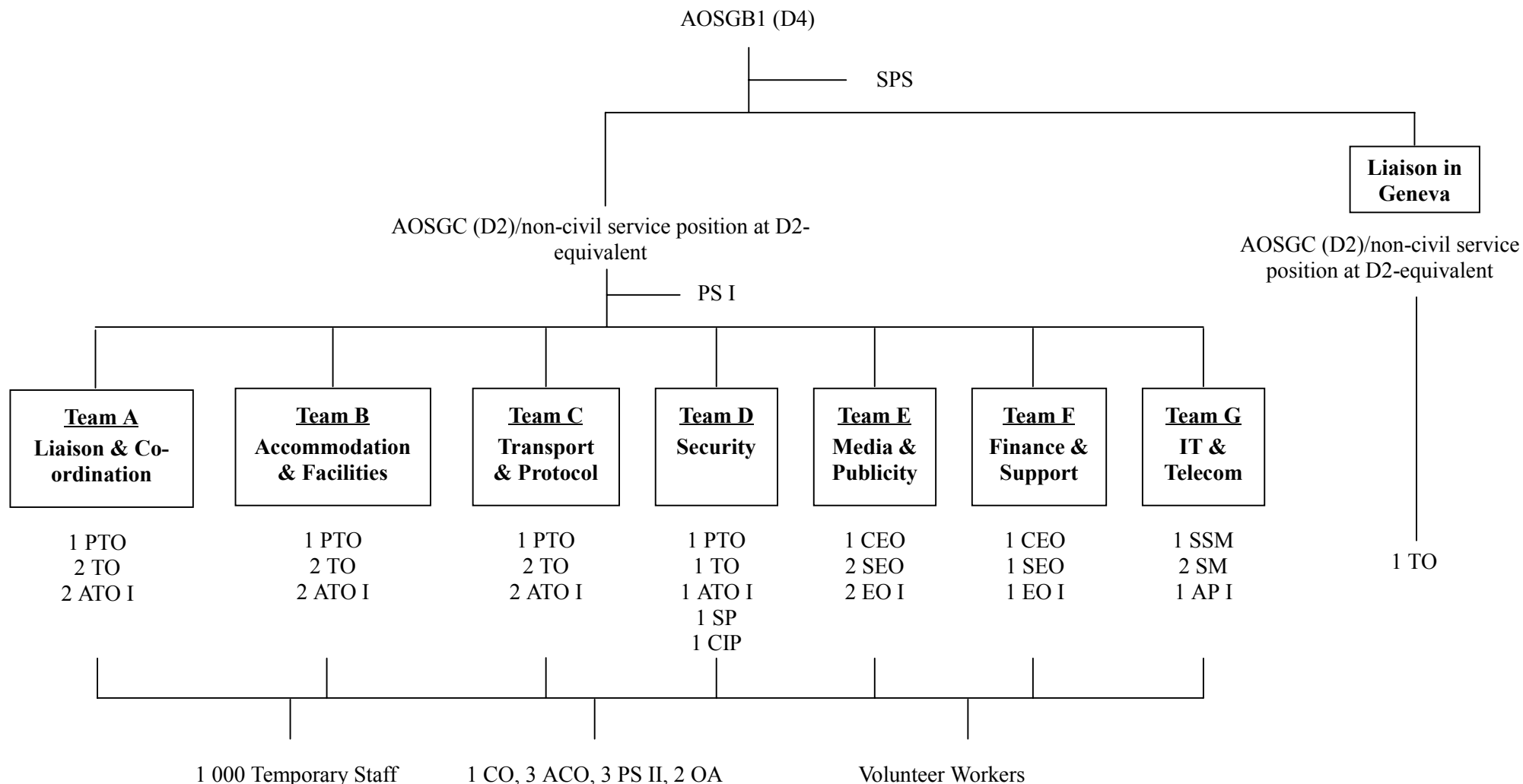
**Main Duties and Responsibilities –**

Responsible to the Head of the MC6 Co-ordination Office but working closely to the Permanent Representative of the HKSAR of China to the WTO (PRG), his main duties and responsibilities are as follows –

- (a) assisting in the co-ordination of all matters relating to the hosting of MC6 in Hong Kong and informal ministerial meetings prior to MC6, particularly in relation to the drafting of the Ministerial Declaration and related documents;
- (b) serving as Hong Kong's main contact point in Geneva for the WTO Secretariat, various delegations to the WTO, the media and non-governmental organisations based in Geneva to ensure that their needs and requests are attended to;
- (c) enhancing the liaison with delegations of developing WTO members in Geneva and representing, promoting and defending the interests of Hong Kong in various development-related issues, including special and differential treatment, preference erosion, and implementation issues; and
- (d) engaging more actively key WTO players with a view to producing positive outcome in the key areas of negotiations, such as agriculture.

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Organisation Chart for the MC6 Co-ordination Office



**Legend**

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|--|--------------------------------|----------------------------------|
| AOSGC - Administrative Officer Staff Grade C | CEO - Chief Executive Officer  | SPS - Senior Personal Secretary  |
| PTO - Principal Trade Officer                | SEO - Senior Executive Officer | PS I - Personal Secretary I      |
| TO - Trade Officer                           | EO I - Executive Officer I     | PS II - Personal Secretary II    |
| ATO I - Assistant Trade Officer I            | SSM - Senior Systems Manager   | CO - Clerical Officer            |
| SP - Superintendent of Police                | SM - Systems Manager           | ACO - Assistant Clerical Officer |
| CIP - Chief Inspector of Police              | AP I - Analyst Programmer I    | OA - Office Assistant            |