For discussion
on 16 June 2004

EC(2004-05)8

ITEM FOR ESTABLISHMENT SUBCOMMITTEE OF FINANCE COMMITTEE

HEAD 47 – INFORMATION TECHNOLOGY SERVICES DEPARTMENT

HEAD 55 – GOVERNMENT SECRETARIAT : COMMERCE, INDUSTRY AND TECHNOLOGY BUREAU (COMMUNICATIONS AND TECHNOLOGY BRANCH)

Subhead 000 Operational expenses

Members are invited to recommend to Finance Committee the following proposals to facilitate the merging of the Information Technology Services Department and the information technology-related divisions of the Commerce, Industry and Technology Bureau (Communications and Technology Branch) to form a new entity entitled Office of the Government Chief Information Officer in the Commerce, Industry and Technology Bureau with effect from 1 July 2004 –

(a) the creation of the following new grade and rank –

Government Chief Information Officer
(D6) ($162,650)

to be offset by the deletion of the following rank –

Director of Information Technology Services
(D5) ($154,150)

/(b) .....

(b) the creation of the following four new permanent posts under Head 47 Information Technology Services Department (to be retitled as Government Secretariat: Office of the Government Chief Information Officer) –

1 Government Chief Information Officer
(D6) ($162,650)

1 Administrative Officer Staff Grade B
(D3) ($127,900 - $135,550)

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

to be offset by the deletion of the following seven permanent posts –

under Head 47 Information Technology Services Department

1 Director of Information Technology Services
(D5) ($154,150)

1 Assistant Director of Management Services
(D2) ($113,520 - $120,553)
(with effect from 1 September 2004)

1 Chief Systems Manager
(D1) ($95,623 - $101,458)

under Head 55 Commerce, Industry and Technology Bureau (Communications and Technology Branch)

1 Administrative Officer Staff Grade B
(D3) ($127,900 - $135,550)

/3 Administrative .....

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

(c) adjustments to the ceiling placed on the total notional annual mid-point salary value of all non-directorate posts in the permanent establishment of the following Heads of Expenditure in 2004-05 –

Head 47

an increase from $261,768,000 by $8,368,188 to $270,136,188

Head 55

a decrease from $26,522,000 by $8,368,188 to $18,153,812

(d) redistribution of responsibilities among certain directorate posts in the Information Technology Services Department and the Commerce, Industry and Technology Bureau (Communications and Technology Branch)

PROBLEM

The existing institutional structure is not working at its best for the Government to lead, champion and foster the further development of information technology (IT) in Hong Kong.

PROPOSAL

2. We propose that, with effect from 1 July 2004 –

(a) the Information Technology Services Department (ITSD) should be merged with the IT-related divisions of the Commerce, Industry and Technology Bureau (Communications and Technology Branch) (CTB) to form a new, integrated entity within the Commerce, Industry and Technology Bureau (CITB) responsible for IT-related policy and operational matters;

/(b) .....

(b) a departmental post of Government Chief Information Officer (GCIO) at D6 should be created to head the new entity, namely, Government Secretariat: Office of the Government Chief Information Officer (GS: OGCIO), to be offset by the deletion of the Director of Information Technology Services (DITS) post at D5;

(c) two other directorate posts in ITSD and CTB should be deleted as a result of the merger. We have also reviewed the need for the post of Assistant Director of Management Services (ADMS) (D2) and considered that it can be deleted with effect from 1 September 2004;

(d) adjustments to the establishment ceiling placed on the total notional annual mid-point salary (NAMS) value of all non-directorate posts in the permanent establishment under Head 47 and Head 55 in 2004-05 should be made to facilitate the cost-neutral transfer of non-directorate posts under the merger proposal; and

(e) the responsibilities among certain directorate posts in ITSD and CTB should be redistributed.

JUSTIFICATION

3. IT is the driver for our endeavour towards a modern information society and a competitive knowledge based economy. Apart from obvious productivity and efficiency gains, IT also brings with it economic opportunities. The Government is both an investor and a user of IT. With the considerable resources at its disposal[1], the Government can play a leading role not only in adopting IT for its operations and delivery of public services, but also in driving the wider use of IT in the community, enhancing the innovative capability of our industries, and fostering the development of the IT industry.

4. To harness the full benefits of IT for the government, business and the community, countries like Canada, the U.S. and the U.K. which are leading in E-government development have established a powerful Chief Information Officer (CIO) function at the centre of the government. Such a function, characterised by strong leadership over the business process of other government agencies and ample technical expertise, has enabled the governments concerned to effectively perform a cross-agency leadership role in driving E-government and build the community into an information economy.

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[1] In the past three years, the level of public sector IT investment, including that of subvented bodies such as schools, the Hospital Authority and the Housing Authority, amounts to an average of $4.6 billion per annum.

The existing structures of CTB and ITSD

5. At present, there are a total of 22 directorate posts with responsibilities for IT-related matters in CTB and ITSD –

(a) for CTB, five permanent directorate posts including the Permanent Secretary for Commence, Industry and Technology (Communications and Technology) (PSCT) (Administrative Officer Staff Grade A1 (AOSGA1)) (D8), one Deputy Secretary (Administrative Officer Staff Grade B (AOSGB)) (D3) and three Principal Assistant Secretaries (PAS) (Administrative Officer Staff Grade C (AOSGC)) (D2) are involved. In addition, there is one supernumerary post of E-government Coordinator[2] (EGC) (AOSGB) (D3); and

(b) for ITSD, there are 17 directorate posts comprising one DITS (D5), one Deputy DITS (DDITS) (D3), four Assistant DITSs[3] (ADITS) (D2), one ADMS (D2) and ten Chief Systems Managers (CSM)[4] (D1).

Encl. 1
Encl. 2

The existing organisation chart of CTB and the major duties of its various divisions are at Enclosure 1. ITSD's existing organisation chart is at Enclosure 2.

Rationalisation of the roles and responsibilities of CTB and ITSD

6. The present institutional arrangement follows the traditional delineation of government responsibilities. CTB, led mainly by Administrative Officers (AOs), is responsible for formulating public policies and initiating new proposals and measures for IT development, particularly those requiring extensive inter-agency coordination. On the other hand, ITSD with its professional and technical establishment has evolved from its traditional role in providing IT support services and advice to its clients within the Government, to become heavily involved in the implementation of the E-government programme, development of the Government's IT infrastructure and standards, and promoting the wider use of IT in the community in support of the policy objectives of CTB and its predecessors.

7. The existing arrangement has reached a critical stage. Short of a major reorganisation, it will be inadequate to meet future missions in a rapidly changing business and technological environment. First, the traditional bureau/

/department .....

[2] This supernumerary post is held against an ADITS post in ITSD and will lapse on 1 August 2004.

[3] These include the ADITS post frozen for the creation of the supernumerary EGC post in CTB.

[4] One CSM post has been on loan to the Inland Revenue Department.

department delineation and compartmentalisation makes the organisation unduly hierarchical and compromises its efficiency. Second, due to the separation of the policy functions from the executive functions, each with its own staff complement and core competencies, in the two organisations, intensive interaction, integration and coordination is required. Third, with its current status and mandate, ITSD is still largely perceived, both within and outside the Government, as a technical support agency serving its clients. Fourth, and most important, this fragmented arrangement is not conducive to the Government taking leadership in promoting IT within and outside the Government.

8. We therefore propose to address these weaknesses through the establishment of a single, dynamic entity with the right mandate, visibility and organisation by merging ITSD with the IT-related divisions of CTB to form a new entity within CITB. This will result in a flatter and more efficient organisation. It will benefit from the availability within the consolidated organisation of the necessary core competencies encompassing both public policy and professional contribution. This organisation will also eliminate overlapping functions and duplication and facilitate better and more flexible deployment of resources. Moreover, the new entity as part of CITB under the Secretary for Commerce, Industry and Technology, if given an appropriately expanded role with enhanced responsibilities compared to the existing ITSD, would be enabled to provide a more visible and proactive leadership role for the Government and enhanced accountabilities for the Government's investment, strategies and performance in IT. It will also broaden the exposure and aspiration of its professional grade staff.

9. Furthermore, to provide sponsorship for the E-government programme at the most senior level, which is essential to drive the related policy and business changes across the Government, a high-level E-government Steering Committee chaired by the Financial Secretary will be set up. The Committee will, among other things, approve the strategic direction of the E-government programme, set targets for outcomes, benefits and utilisation for such projects and, if necessary, resolve differences between bureaux/departments or between the OGCIO and bureaux/departments. With the Committee's empowerment, the GCIO will be able to drive changes in bureaux and departments' business processes through IT and take a cross-agency leadership role in driving the E-government programme.

Organisational change

Merger of ITSD and the IT-related divisions of CTB to form the OGCIO

10. We propose to merge ITSD and the IT-related divisions of CTB to form a new entity within CITB with effect from 1 July 2004. This entity will be

/headed .....

headed by a GCIO reporting to the PSCT (AOSGA1) (D8), and underpinned by two Deputy GCIOs (DGCIOs). The DGCIOs will be responsible for two broad streams of functions, namely "Planning and Strategy" and "Operation", and be pitched at AOSGB (D3) and DDITS (D3) respectively. The title of Head 47 will be changed from "ITSD" to "GS: OGCIO" after the merger.

11. The existing responsibilities of the IT-related divisions of CTB and ITSD will be integrated and redistributed among eight divisions in the new OGCIO, reporting to the two DGCIOs. Six of the divisions will be headed by Assistant GCIOs (AGCIOs), two of whom being AOSGCs (D2) and four being ADITSs (D2), and the remaining two divisions will each be headed by a CSM (D1). The proposed organisation charts of CITB and the OGCIO after the merger are set out at Enclosures 3 and 4 respectively.

Encls. 3 & 4

12. The OGCIO will operate as a fairly distinct unit with a sizeable set-up of some 640 people and an annual recurrent budget of about $580 million. The GCIO will also be overseeing the significant funds under Capital Works Reserve Fund Head 710 Subhead A007GX – New administrative computer systems (Block allocation) in support of the E-government programme, which amounts to $540 million in 2004-05. To ensure public accountability and effective resource management, we consider it appropriate for the OGCIO to account for its own expenditure, with the GCIO being the controlling officer for such expenditure.

The proposed GCIO

13. The GCIO will head the merged organisation within CITB. With the consolidated resources, he/she would assume responsibilities for policy, strategy and execution of IT programmes and initiatives within the Government and in the community. He/she would be tasked to lead the E-government programme. Instead of being a conventional service department responding to clients' needs and requirements, the OGCIO would provide leadership in driving forward IT proactively within the Government, adopting new technologies, influencing business processes, and accounting for the Government's investment in IT and related programmes, in terms of cost-benefits, efficiency and services improvements, and impact on the community. The GCIO will be given full financial responsibility as the controlling officer of Head 47 and as controlling officer to authorise expenditure for the approved project on the implementation of the first phase of the Electronic Service Delivery scheme and approved projects under Capital Works Reserve Fund Head 710 Subhead A007GX – New administrative computer systems (Block allocation).

/14. .....

14. The duties and responsibilities of the GCIO go beyond those of DITS. It is also imperative for the GCIO to be of sufficient seniority to assume a cross-agency leadership role. The proposed job description is at Enclosure 5. Moreover, the demand on the GCIO to champion for and drive forward IT development in Hong Kong requires that the person should be an advocate, leader, strategist, educator and a good manager of resources and programmes. The person should also have the broad business and operational experience to understand the needs of a big organisation, namely the Government, in a way similar to that of a CIO in a major corporation. We need to ensure a wide source of candidates, local or overseas, for this key position and openness in the way it is filled on the basis of the merits of the most suitable candidate. We therefore propose that the GCIO should be a one-rank grade, instead of tying it to the existing Analyst/Programmer (AP) grade.

Encl. 5

15. Having regard to the duties and responsibilities of the proposed post as well as the skills and experience required, we propose that a new one-rank grade of GCIO at D6, independent of the AP grade, should be created. The existing DITS rank will as a consequence be deleted. The creation of the GCIO post will be offset by the deletion of the DITS post.

The "Planning and Strategy" functions of the OGCIO

16. The DGCIO (Planning and Strategy) will assist the GCIO in formulating policy, strategies and initiatives to drive the further development of IT, e-business, E-government and innovative applications, services and content. He/she will assist the OGCIO in reviewing progress made in the implementation of the Digital 21 Strategy (which is the overall blueprint for driving IT development in Hong Kong), setting targets and devising action plans to harness the benefits for business and the community. He/she will also be responsible for drawing up policies and initiatives to facilitate the development of the IT and digital entertainment industries, including leveraging the opportunities afforded by the Mainland and Hong Kong Closer Economic Partnership Arrangement and the Mainland market. Given the requirements of the job, the post-holder should have a strong public policy background with political acumen and a broad perspective. We therefore propose to transfer the existing post of Deputy Secretary for Commerce, Industry and Technology (Communications and Technology) (AOSGB) (D3) with responsibilities for IT-related policy and strategy in CTB to become the post of DGCIO (Planning and Strategy).

17. The DGCIO (Planning and Strategy) will supervise three divisions, namely, Divisions A, B and C. Division A will be responsible for reviewing and overseeing the implementation of the Digital 21 Strategy, devising policies and

/strategies ....

strategies to support the development of the digital entertainment industry, housekeeping the Cyberport and reviewing the legal framework for electronic transactions, while Division C will be responsible for the overall E-government policy and strategy and coordination of the E-government programme. As these tasks require heavy policy input, we propose that the heads of these divisions, namely, AGCIO(A) and AGCIO(C), be pitched at AOSGC (D2) level, with the posts transferred from the IT-related divisions of CTB, namely the PAS(D) and PAS(EG) posts respectively.

18. Division B will be responsible for formulating policies, strategies and initiatives to promote the development of the local IT industry, and to drive the development and adoption of e-business and innovative applications, services and content. The head of this division, AGCIO(B), should preferably come from the professional grade so that he/she can better understand and meet the needs of the IT industry and the latest trends of technological developments. We therefore propose that the post be pitched at ADITS (D2) level, with the post transferred from ITSD. The job descriptions for the directorate posts of the "Planning and Strategy" stream of the proposed OGCIO are set out at Enclosures 6(a) to 6(d).

Encls. 6(a) - 6(d)

The "Operation" functions of the OGCIO

19. The "Operation" stream will be responsible for the management of Government-wide and joined-up E-government programmes, the information infrastructure and security management framework for the Government, technology adoption, sourcing of hardware, software and professional IT services, implementation of programmes to facilitate the growth of the local IT industry and promote adoption of e-business, and initiatives to bridge the digital divide. The holder of the DGCIO (Operation) post should have substantial experience in implementing E-government projects, and the required technical expertise and industry knowledge. The DGCIO (Operation) will also assist the GCIO in performing the head of grade functions for the AP, Computer Operator (COp) and Data Processor (DP) grades. We propose that the post be pitched at DDITS (D3) level, with the post transferred from ITSD.

20. There will be five divisions, namely, Divisions D, E, F, G and H, under the DGCIO (Operation). The first three divisions will be responsible for the management and implementation of joined-up and government-wide IT programmes; development and maintenance of government IT infrastructure, standards and IT security policy; and adoption, sourcing and management of technologies. The duties of Divisions E and F will generally be the same as those of the existing Branches F and B of ITSD respectively. The responsibilities of Divisions D, E and F are technical in nature, requiring extensive IT project

/management .....

management skills, close monitoring and understanding of latest technology trends and good working knowledge of the requirements of user departments as well as relevant Government policies, businesses and priorities. We thus propose that the three AGCIO posts heading Divisions D, E and F be ranked at ADITS (D2) level, with the posts transferred from ITSD.

21. Division G will be responsible for implementation of programmes to bridge the digital divide, facilitate the growth of the local IT industry, and promote adoption of e-business. Division H will be responsible for professional development within the OGCIO, grade management functions for the AP, COp and DP grades and management of the IT and network services within the OGCIO. We propose that these divisions should continue to be headed by CSMs, as is currently the case in ITSD. The job descriptions for the directorate posts in the "Operation" stream are set out at Enclosures 7(a) to 7(f).

Encls. 7(a) - 7(f)

Impact of the merger on CTB

22. As the GCIO will be responsible to PSCT for formulating IT policies and strategies, the merger and creation of the GCIO post will have minimal impact on the role and responsibilities of PSCT, who will continue to be in charge of the IT portfolio in addition to other policy areas under CTB including telecommunications, broadcasting, innovation and technology.

Change in directorate establishment arising from the merger

23. With the rationalisation and removal of overlap between the work of CTB and ITSD upon the merger, we will be able to achieve a net deletion of two directorate posts in CTB and ITSD, namely, the existing CSM(G) (D1) post in ITSD and the PAS(B) (AOSGC(D2)) post in CTB. CSM(G) is currently responsible for liaising with the E-government Coordination Office in CTB, managing the implementation of the E-government programme including the Electronic Service Delivery scheme, policy formulation and coordination in respect of the IT Management Units, and providing support to the Government electronic records management strategy. These duties will be rationalised and redistributed to Divisions C and D of the OGCIO after the merger. PAS(B) is currently responsible for IT-related matters including digital entertainment, IT manpower and memoranda of understanding on information and communications technology signed with other economies; and non-IT matters including film policy, control of obscene and indecent articles, and housekeeping matters for the Television and Entertainment Licensing Authority. Upon the merger, the IT-related responsibilities will be redistributed to Divisions A and G of the OGCIO, while the non-IT related responsibilities will be absorbed by PAS(A) in CTB, who

is currently responsible for broadcasting policies and matters relating to television programme service licences. The revised duties of PAS(A) are shown in the proposed organisation chart of CITB at Enclosure 3.

Other changes in directorate establishment

24. Whilst not directly a result of the merger of CTB and ITSD, there will be other changes in their directorate establishment shortly. The supernumerary EGC post in CTB held against a frozen ADITS post will lapse on 1 August 2004, and the ADITS post will be reinstated as AGCIO(B) in the OGCIO with effect from 1 August 2004.

25. In addition, an ADMS post in the proposed OGCIO will be deleted with effect from 1 September 2004 as one of the measures to achieve efficiency savings. The ADMS post was first created in 1992 to promote the use of IT in Government, assist in computerisation projects and provide consultancy services to departments on organisational and managerial issues relating to the use of IT. The post was subsequently deployed to manage one of the two E-government Project Development Branches in ITSD. With the establishment of IT Management Units in most of the bureaux and departments and the planned cessation of the central IT-related management services provided by ITSD, the ADMS post will be deleted with effect from 1 September 2004 upon the retirement of the incumbent. Hence, by 1 September 2004, the directorate establishment of Head 47 ITSD (which will have been retitled as GS: OGCIO by then) will be reduced to 18 posts.

Consequential changes in the non-directorate establishment

26. Following the deletion of the PAS(B) post in CTB (paragraph 23 above) and the rationalisation and removal of overlap between the work of CTB and ITSD upon the merger, we will also be able to delete three non-directorate posts in CTB, namely, two AO and one Personal Secretary I (PS I) posts.

27. The Administration will be able to accommodate the staff released as a result of the deletion of the directorate and non-directorate posts through internal redeployment and no staff will be made redundant.

Adjustment in the establishment ceiling for Head 47 and Head 55

28. Upon the proposed merger with effect from 1 July 2004, the title of Head 47 will be changed from ITSD to GS: OGCIO and 19 non-directorate posts in

CTB will be transferred to the OGCIO to provide administrative and operational support to the new office. We will process changes in the non-directorate establishment through the Departmental Establishment Committee. The ceiling placed on the total NAMS value of non-directorate posts in the permanent establishment under Head 47 in 2004-05 would be increased from $261,768,000 by $8,368,188 to $270,136,188, to be offset by a corresponding reduction under Head 55.

Staff consultation

29. PSCT briefed members of the Government IT Professionals Association, which represents the AP grade, in February and May 2004 respectively on the proposed merger. DITS has also briefed representatives of the AP, COp and DP grades through staff meetings and forums. The staff associations generally understand the public interest objective behind and maintain an open attitude towards the proposals, though some AP grade members are, understandably, concerned about the impact of the proposals on the grade. The COp and DP grades are less directly affected by the proposed changes.

FINANCIAL IMPLICATIONS

30. The proposed changes in directorate establishment will bring about the following savings in NAMS –

	NAMS $	**No. of Posts**
Deletion of permanent posts		
DITS (D5)	1,849,800	1
AOSGC (D2)	1,404,420	1
ADMS (D2)	1,404,420	1
CSM (D1)	1,180,860	1
Sub-total (a)	*5,839,500*	
Creation of permanent post		
GCIO (D6)	1,951,800	1
Sub-total (b)	*1,951,800*	
Net Savings (a) – (b)	***3,887,700***	**3**

The net savings in full annual average staff cost, including salaries and staff on-cost, will be $5,684,000.

/31. .....

31. In addition, the net deletion of three non-directorate posts, namely, two AO and one PS I posts, will give rise to savings of $1,457,388 in NAMS and of $1,721,000 in full annual average staff cost.

32. Subject to endorsement of this reorganisation proposal by the Establishment Subcommittee, we will seek the separate approval of the Finance Committee for the change in title of Head 47 from ITSD to GS: OGCIO with the GCIO as controlling officer, and for supplementary provision under Head 47 Subhead 000 to cater for the cost-neutral transfer of relevant financial provisions for the remaining part of 2004-05.

BACKGROUND INFORMATION

33. In the draft updated Digital 21 Strategy published for public consultation last October, we set out a comprehensive programme of measures with the aim of realising the full potential of IT to provide the impetus to economic growth and prosperity. To deliver the expected results, we proposed in the draft updated Strategy to examine the case of merging ITSD and CTB and establishing a CIO function within the Government to act as a focal point to coordinate, monitor and ensure effective implementation of the programmes in the Strategy. The proposals were generally supported by the respondents who had commented on them. The updated Digital 21 Strategy was published on 4 March 2004.

ESTABLISHMENT CHANGES

34. The establishment changes in CTB and ITSD for the last two years are as follows –

Establishment (Note)	Number of posts		
	As at 1 April 2004	As at 1 April 2003	As at 1 April 2002
CTB			
A	8 + (1)[#]	8 + (3)	8 + (3)
B	17	17	17
C	53	55	55
Total	78 + (1)	80 + (3)	80 + (3)
ITSD			
A	17[#]	17	17
B	130	155	171
C	474	532	580
Total	621	704	768

/Note: .....

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
( ) - number of supernumerary directorate posts
- as at 1 April 2004, there were no unfilled directorate posts in CTB or ITSD.

35. The proposal will reduce the size of the directorate establishment for IT related matters in CTB and ITSD by three posts. As bureaux and departments continue their 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

36. We consulted the Legislative Council Panel on IT and Broadcasting on 10 May 2004. Members indicated support for the proposals.

CIVIL SERVICE BUREAU COMMENTS

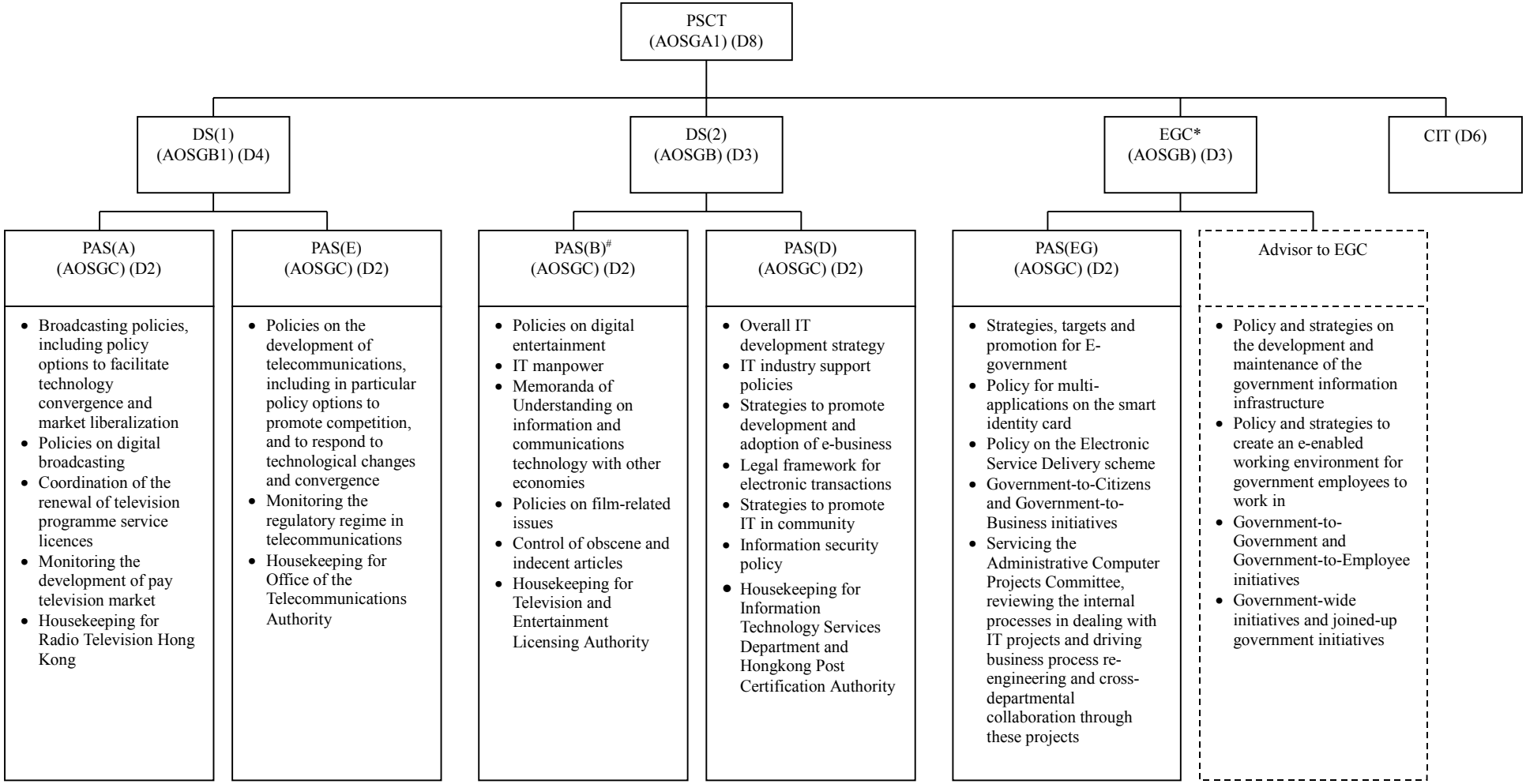
37. The Civil Service Bureau supports the proposed merger of the IT-related divisions of CTB and ITSD which can streamline the organisational setup of CTB and ITSD and eliminate the current overlaps of functions and responsibilities of the two entities. The grading and ranking of the proposed posts are considered appropriate, having regard to the level and scope of responsibilities and the professional input required.

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

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

Commerce, Industry and Technology Bureau
June 2004

Existing Organisation Chart of the Communications and Technology Branch



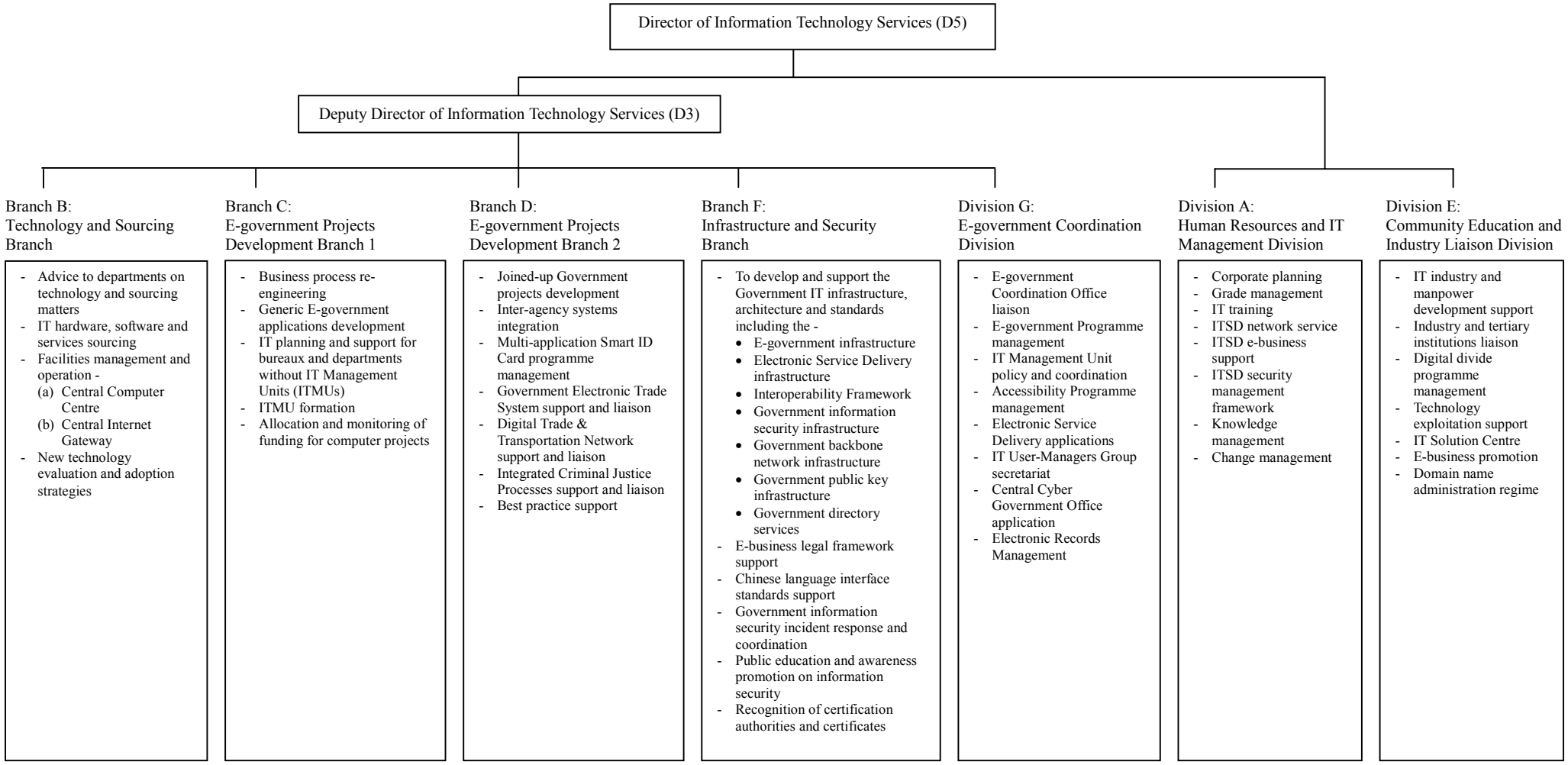
Legend:

PSCT – Permanent Secretary for Commerce, Industry and Technology (Communications and Technology)
AOSG – Administrative Officer Staff Grade
CIT – Commissioner for Innovation and Technology
DS – Deputy Secretary
EGC – E-government Coordinator
PAS – Principal Assistant Secretary
Non-directorate contract post

* This is a supernumerary post that will lapse on 1 August 2004, held against an Assistant Director of Information Technology Services post in the Information Technology Services Department.
# This post is proposed to be deleted as part of the merger.

Enclosure 2 to EC(2004-05)8

Existing Organisation Chart of Information Technology Services Department (ITSD)

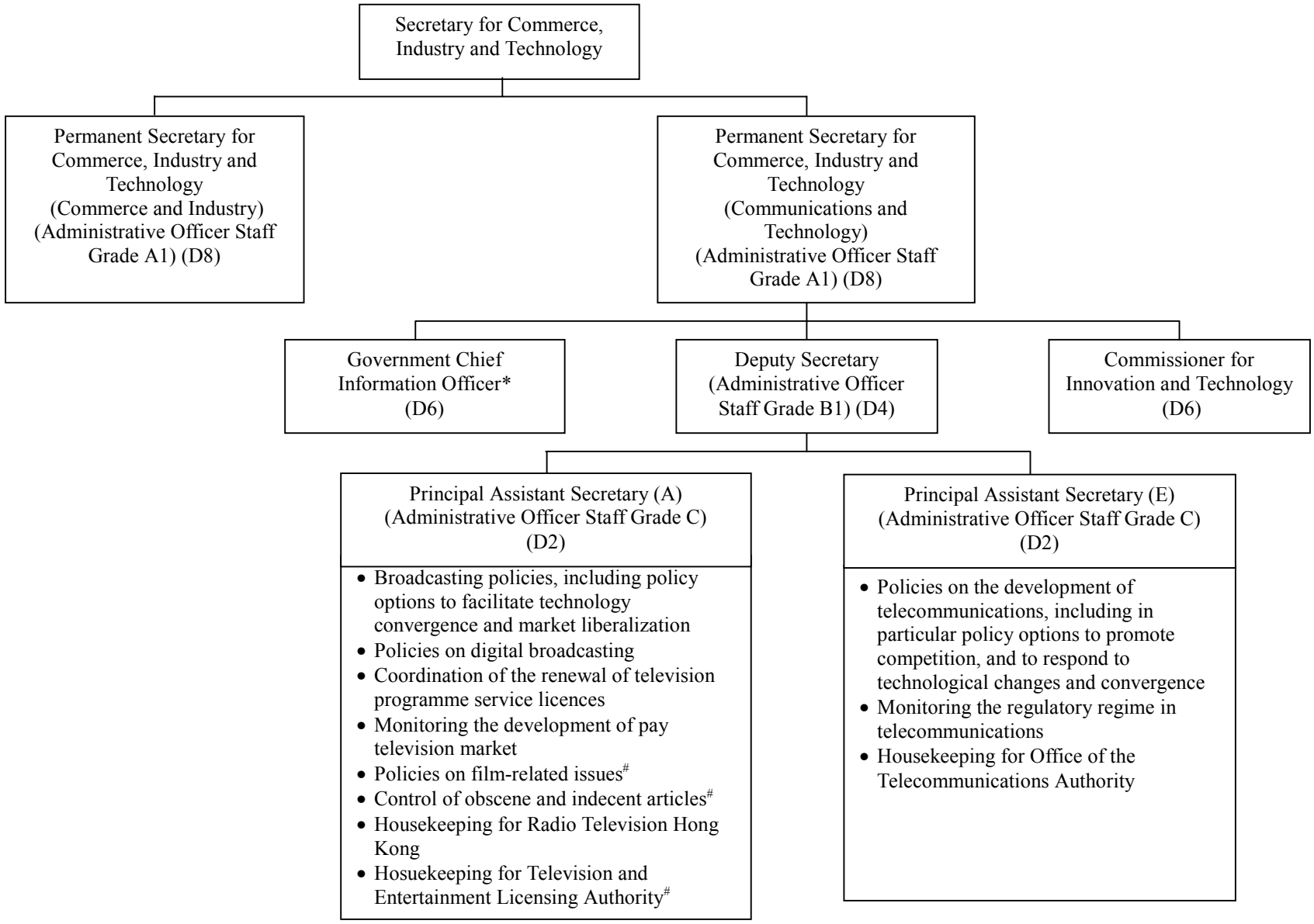


* The post will be deleted with effect from 1 September 2004

\# This post is proposed to be deleted as part of the merger

Note : A supernumerary E-government Coordinator post has been created in the Communications and Technology Branch of the Commerce, Industry and Technology Bureau, held against an Assistant Director of Information Technology Services (ADITS) post in ITSD. A Chief Systems Manager (CSM) post in ITSD has been on loan to the Inland Revenue Department. The ADITS and CSM posts are not shown here.

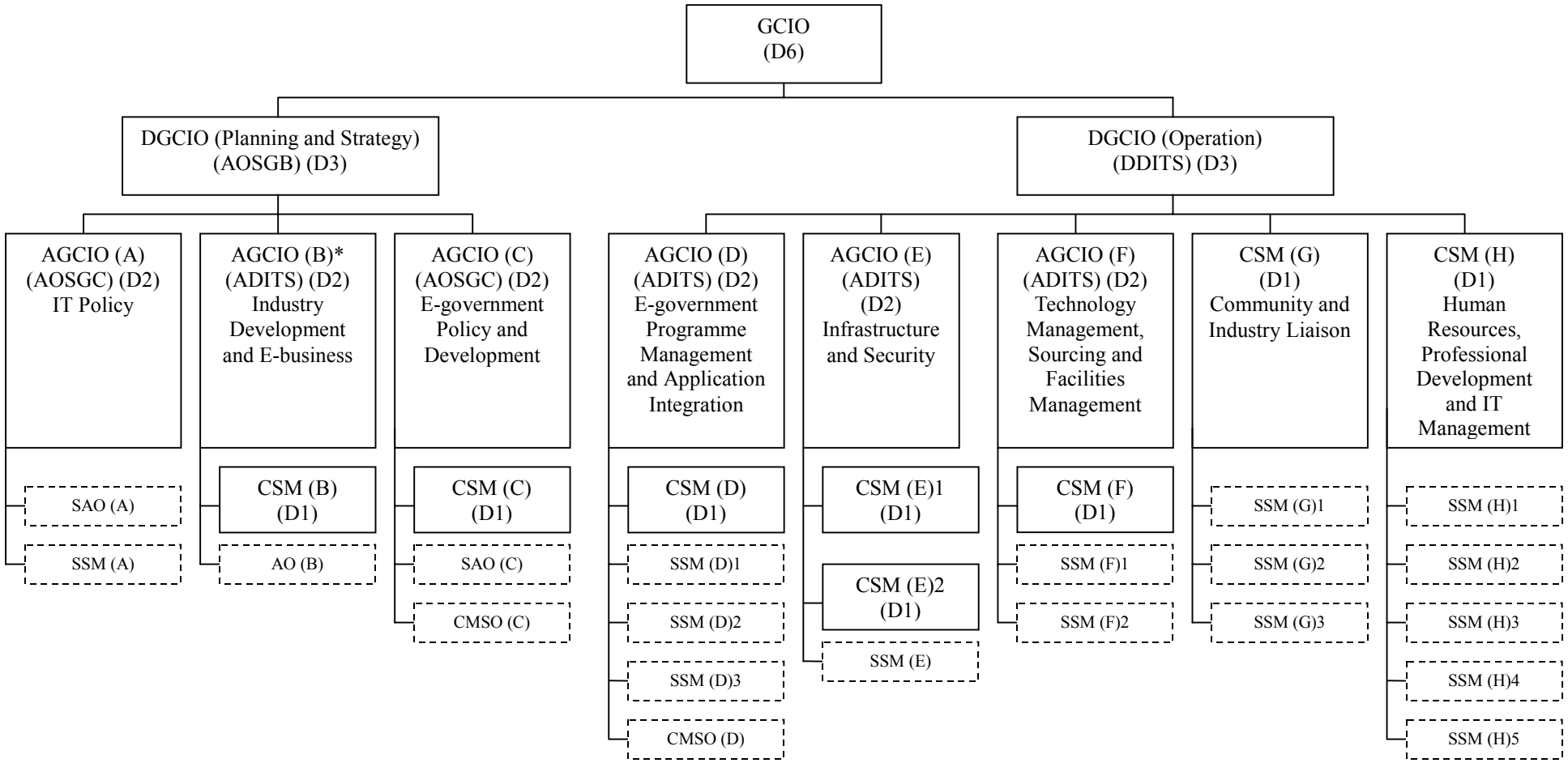
Proposed Organisation Chart of the Commerce, Industry and Technology Bureau after the Merger



* Please refer to Enclosure 4 for the structure of the Office of the Government Chief Information Officer.
\# New duties arising from the merger.

Enclosure 4 to EC(2004-05)8

Proposed Organisation Chart of the Office of the Government Chief Information Officer



Legend:

GCIO	–	Government Chief Information Officer
ADITS	–	Assistant Director of Information Technology Services
AGCIO	–	Assistant Government Chief Information Officer
AO	–	Administrative Officer
AOSGB	–	Administrative Officer Staff Grade B
AOSGC	–	Administrative Officer Staff Grade C
		Non-directorate posts
CMSO	–	Chief Management Services Officer
CSM	–	Chief Systems Manager
DDITS	–	Deputy Director of Information Technology Services
DGCIO	–	Deputy Government Chief Information Officer
SAO	–	Senior Administrative Officer
SSM	–	Senior Systems Manager

* This ADITS post, frozen for the creation of the E-government Coordinator (EGC) (D3) post in the Communications and Technology Branch, will be reinstated on 1 August 2004 upon the lapse of the EGC post.

Note: An Assistant Director of Management Services post will be deleted with effect from 1 September 2004. The incumbent has proceeded on pre-retirement leave since February 2004. Separately, a CSM post has been on loan to the Inland Revenue Department. The two posts are not shown here.

Enclosure 5 to EC(2004-05)8

Proposed Job Description

Post Title : Government Chief Information Officer

Rank : Government Chief Information Officer (D6)

Responsible to : Permanent Secretary for Commerce, Industry and Technology (Communications and Technology)

Main Duties and Responsibilities –

to assist the Secretary for Commerce, Industry and Technology in formulating policies and strategies and overseeing implementation of programmes and initiatives to drive the further development of information technology (IT) in Hong Kong –

(a) to manage the government IT budget and IT investment across the Government and evaluate the effectiveness of government IT projects, programmes and investment;

(b) to be the Government's principal advisor on government IT infrastructure, architecture and systems (including technical standards) and lead/develop appropriate strategies and measures for effective implementation;

(c) to lead, implement and coordinate the E-government programme with cross-agency responsibilities;

(d) to champion the adoption of new information technologies and the development of innovative applications, services and content;

(e) to promote IT in the community and the business sector and lead efforts to bridge the digital divide;

(f) to facilitate the growth and development of the local IT industry;

(g) to develop research programmes on IT and how it can contribute to growth and productivity;

(h) to serve as the Government spokesperson on IT policies; and

(i) to be the head of the Analyst/Programmer, Computer Operator and Data Processor grades.

Enclosure 6(a) to EC(2004-05)8

Proposed Job Description

Post Title : Deputy Government Chief Information Officer (Planning and Strategy)

Rank : Administrative Officer Staff Grade B (D3)

Responsible to : Government Chief Information Officer

Main Duties and Responsibilities –

(a) to assist the Government Chief Information Officer (GCIO) in –

(i) formulating policies and strategies for driving IT development, e-business, and the development and adoption of new applications, services and content in Hong Kong;

(ii) reviewing progress made in respect of the Digital 21 Strategy and setting targets and devising action plans;

(iii) mapping out the E-government policy and strategy and a programme of cross-agency projects; and

(iv) drawing up policies and initiatives to facilitate the development of the local IT and digital entertainment industries, leveraging on the opportunities afforded by CEPA and the Mainland market;

(b) to supervise Divisions A, B and C of the Office of the GCIO (the Office) in respect of the responsibilities listed in (a) above;

(c) to advise and assist the Operation Divisions of the Office regarding the implementation of the policies and strategies listed in (a) above; and

(d) to perform other duties as directed by the GCIO.

Enclosure 6(b) to EC(2004-05)8

Proposed Job Description

Post Title : Assistant Government Chief Information Officer (A)

Rank : Administrative Officer Staff Grade C (D2)

Responsible to : Deputy Government Chief Information Officer (Planning and Strategy)

Main Duties and Responsibilities –

(a) to monitor the progress of implementation and coordinate the updating of the Digital 21 Strategy;

(b) to assist in formulating policy, strategy and initiatives to promote the development of the local digital entertainment industry;

(c) to house-keep the Cyberport and to advise on or deal with related matters;

(d) to oversee the implementation of the Electronic Transactions Ordinance, conduct regular reviews and coordinate related amendment exercise;

(e) to assist in formulating policy, strategy and initiatives to promote wider adoption of digital certificates and manage housekeeping matters for the Hongkong Post Certification Authority;

(f) to assist in formulating initiatives to address IT manpower needs; and

(g) to provide secretariat service to the Information Infrastructure Advisory Committee.

Enclosure 6(c) to EC(2004-05)8

Proposed Job Description

Post Title : Assistant Government Chief Information Officer (B)

Rank : Assistant Director of Information Technology Services (D2)

Responsible to : Deputy Government Chief Information Officer (Planning and Strategy)

Main Duties and Responsibilities –

(a) to assist in formulating IT industry development policy and strategy;

(b) to coordinate strategies and initiatives with relevant organisations and departments to promote IT industry development;

(c) to assist in formulating initiatives to strengthen IT industry cooperation with the Mainland;

(d) to assist in formulating strategies to drive the development and adoption of new IT applications/services/contents;

(e) to assist in formulating policies and strategies to promote the development of e-business; and

(f) to commission/develop research programmes on IT.

Enclosure 6(d) to EC(2004-05)8

Proposed Job Description

Post Title : Assistant Government Chief Information Officer (C)

Rank : Administrative Officer Staff Grade C (D2)

Responsible to : Deputy Government Chief Information Officer (Planning and Strategy)

Main Duties and Responsibilities –

(a) to assist in formulating the overall E-government policy and strategy;

(b) to coordinate the E-government programme and provide the necessary policy steer including for joined-up and Government-wide initiatives;

(c) to oversee the management of the IT project funding mechanism;

(d) to assist in formulating the policy and strategy for the adoption of Customer Relationship Management technology and principles in E-government projects;

(e) to oversee the benchmarking and marketing of E-government activities and opportunities; and

(f) to service the E-government Steering Committee.

Enclosure 7(a) to EC(2004-05)8

Proposed Job Description

Post Title : Deputy Government Chief Information Officer (Operation)

Rank : Deputy Director of Information Technology Services (D3)

Responsible to : Government Chief Information Officer

Main Duties and Responsibilities –

(a) to assist the Government Chief Information Officer (GCIO) in –

(i) managing joined-up E-government programmes and integration of cross-agency applications;

(ii) setting up the information infrastructure and security management framework to support the implementation of the Digital 21 Strategy;

(iii) performing statutory duties related to the operation of the Certification Authority Recognition Office;

(iv) implementing programmes and initiatives to drive the adoption of new and appropriate technologies, and managing the sourcing of IT hardware, software and professional services in support of the Digital 21 Strategy and E-government programmes;

(v) drawing up programmes and initiatives on digital inclusion and managing initiatives to facilitate the development of the local IT industry; and

(vi) performing the grade management functions for the Analyst/Programmer, Computer Operator and Data Processor grades;

(b) to supervise Divisions D, E, F, G and H of the Office of the GCIO with responsibilities listed in (a) above; and

(c) to perform other duties as directed by the GCIO.

Enclosure 7(b) to EC(2004-05)8

Proposed Job Description

Post Title : Assistant Government Chief Information Officer (D)

Rank : Assistant Director of Information Technology Services (D2)

Responsible to : Deputy Government Chief Information Officer (Operation)

Main Duties and Responsibilities –

(a) to manage joined-up and Government-wide IT programmes;

(b) to manage the Electronic Service Delivery scheme and related contract and support activities;

(c) to advise on enterprise systems integration methodologies and technical solutions; and

(d) to formulate and manage the Government IT management framework covering IT Management Unit policy and liaison, stakeholder management, knowledge management, and advise on best practices such as project management, quality management, systems development standards and methodologies.

Enclosure 7(c) to EC(2004-05)8

Proposed Job Description

Post Title : Assistant Government Chief Information Officer (E)

Rank : Assistant Director of Information Technology Services (D2)

Responsible to : Deputy Government Chief Information Officer (Operation)

Main Duties and Responsibilities –

(a) to develop the Government IT infrastructure, architecture and standards including the –

(i) Interoperability framework
(ii) Government public key infrastructure and e-authentication framework
(iii) Government network architecture
(iv) Government directory services for electronic communication
(v) Government web services application infrastructure

(b) to participate in the development of the IT infrastructure for Hong Kong including the e-business infrastructure, public key infrastructure, and the adoption of industry and international standards including eXtensible Markup Language and Internet Protocol version 6;

(c) to manage the operation of the Certification Authority Recognition Office;

(d) to oversee and facilitate the development and adoption of Chinese language interface standards to facilitate electronic communication;

(e) to assist in formulating and managing Government information security policies and incident response mechanisms;

(f) to develop and implement public education and awareness programmes on information security; and

(g) to provide technical advice to the Security Bureau on computer crime legislation.

Enclosure 7(d) to EC(2004-05)8

Proposed Job Description

Post Title : Assistant Government Chief Information Officer (F)

Rank : Assistant Director of Information Technology Services (D2)

Responsible to : Deputy Government Chief Information Officer (Operation)

Main Duties and Responsibilities –

(a) to advise bureaux and departments on the adoption, sourcing and management of technologies including open source software solutions and wireless and mobile technologies and services;

(b) to manage the IT Development Centre to explore, research into and evaluate new technologies;

(c) to formulate and implement programmes on sourcing and contractual matters relating to procurement of IT hardware, software and professional services and advise on the related licensing, asset management and supply chain management arrangements;

(d) to provide, where applicable, programme office support for IT contracts centrally coordinated by the Office of the GCIO;

(e) to maintain regular liaison with Government IT contractors and foster exchange of relevant market and industry information; and

(f) to manage the central computer services and facilities including the Central Computer Centres, Central Internet Gateway, and the Central Cyber Government Office.

Enclosure 7(e) to EC(2004-05)8

Proposed Job Description

Post Title : Chief Systems Manager (G)

Rank : Chief Systems Manager (D1)

Responsible to : Deputy Government Chief Information Officer (Operation)

Main Duties and Responsibilities –

(a) to develop and implement programmes on digital inclusion;

(b) to provide support to IT industry development and support programmes, including the provision to other bureaux and departments of input to government funding schemes such as the Innovation and Technology Fund and SME Development Fund;

(c) to maintain regular liaison with IT industry associations;

(d) to monitor local and international developments on Internet domain name administration and to represent the Government on the board of directors of the Hong Kong Internet Registration Corporation Limited;

(e) to foster cooperation with other economies on information and communications technology (ICT) including implementation of programmes under memoranda of understanding or agreements on ICT cooperation signed with other economies;

(f) to manage programmes to promote e-business awareness and adoption in the community;

(g) to manage periodic IT surveys to gauge the level of IT adoption in Hong Kong; and

(h) to manage the IT Solution Centre in showcasing IT solutions for consideration by bureaux and departments.

Enclosure 7(f) to EC(2004-05)8

Proposed Job Description

Post Title : Chief Systems Manager (H)

Rank : Chief Systems Manager (D1)

Responsible to : Deputy Government Chief Information Officer (Operation)

Main Duties and Responsibilities –

(a) to assist the Deputy Government Chief Information Officer (Operation) in the grade management functions for the Analyst/Programmer, Computer Operator and Data Processor grades;

(b) to formulate programmes and initiatives on IT professional development within the Government;

(c) to provide IT professional training within the Government;

(d) to manage the e-business and network services within the Office of the GCIO (the Office);

(e) to develop and maintain the information security management framework within the Office; and

(f) to coordinate corporate planning and change management programmes of the Office.