

## NOTE FOR FINANCE COMMITTEE

### Special Meetings of the Finance Committee to Examine the Estimates of Expenditure 2004-05 from 29 March to 1 April 2004

#### INTRODUCTION

In accordance with Rule 67 of Rules of Procedure of the Legislative Council (LegCo) of the Hong Kong Special Administrative Region, the Financial Secretary will present the Estimates of Expenditure 2004-05 to the LegCo on **10 March 2004** when the Appropriation Bill 2004 is introduced to LegCo. The Administration will provide Members of Finance Committee with copies of the Estimates on the same day. The President will refer the Estimates to the Finance Committee (FC) for examination in special meetings before consideration of the Appropriation Bill in the Committee of the whole Council in accordance with Rule 71(11). **The purpose of the examination is to ensure that the Administration is seeking a provision no more than is necessary for the execution of the policy concerned.**

#### THE SPECIAL MEETINGS

Encl. 2. With the concurrence of the Chairman, the FC will hold 18 sessions of special meetings over four days from **29 March to 1 April 2004**. The programme for the special meetings is enclosed. The time slots for individual policy areas have reflected the experience of the special meetings in 2003.

3. Directors of Bureaux will attend the meetings with their key Controlling Officers. With the exception of the Controlling Officers in Session 7, each Director of Bureau or, in the absence of a Director of Bureau, the Controlling Officer concerned will make a brief presentation of not more than five minutes at the beginning to highlight the policies in his policy areas, priorities for the year ahead and the requested resources. The Chairman will then invite Members to ask questions on points directly related to the Estimates and to follow up on the replies to Members' initial written questions. The Administration will aim to provide the main points of replies at the meeting, and provide supplementary information in writing after the meetings, if necessary.

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**INITIAL WRITTEN QUESTIONS FROM MEMBERS**

4. Members may raise questions before the special meetings for written reply by Controlling Officers, through their respective Director of Bureau as appropriate. The Administration will reply to these questions as expeditiously as possible.

5. Given time and resource constraints, the Administration will give priority to the *first 1 200* questions received from the Clerk to the Finance Committee (FC Clerk), with the aim of providing written replies to Members at least two working days before the relevant sessions of the special meetings. The Administration will continue to try its best to provide a reply to subsequent questions delivered by the FC Clerk as soon as it can and, where possible, before the relevant sessions of the special meetings.

6. For questions which are not directly related to the Estimates, they may still be referred to the Administration but the Administration will only reply to Members by letter *after* the special meetings. The Administration may decline a reply or provide a partial reply if the benefit of having the information is disproportionate to the effort required to obtain it.

**SUPPLEMENTARY QUESTIONS FROM MEMBERS**

7. The Administration will deal with any questions arising from the written replies orally at the special meetings or in writing afterwards.

8. Directors of Bureaux or Controlling Officers will aim to provide the necessary information to Members' oral or written supplementary questions that may arise from the special meetings to Treasury Branch for onward transmission to the FC Clerk before resumption of the debate on the Appropriation Bill as far as possible.

**FORMAT AND DEADLINE FOR WRITTEN QUESTIONS**

9. The format and deadline for Members to put forward their written questions and other logistical details about the special meetings will be promulgated by the FC Clerk to the FC separately.

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**Enclosure to FCRI(2003-04)24**

**Programme of Special Finance Committee Meetings  
to examine the Estimates 2004-05  
from 29 March to 1 April 2004**

<b>Date</b>	<b>Time</b>	<b>Session No.</b>	<b>Leading Director of Bureau</b>	<b>Subject</b>
29 March 2004 (Monday)	1 hr. 30 mins. (9:00 a.m. - 10:30 a.m.)	1	Secretary for the Environment, Transport and Works	Environment and Transport [ETWB(ET)]
	45 mins. (10:35 a.m. - 11:20 a.m.)	2		Works [ETWB(W)]
	1 hr. 30 mins. (11:30 a.m. - 1:00 p.m.)	3	Secretary for Home Affairs	Home Affairs [HAB]
	1 hr. (2:15 p.m. - 3:15 p.m.)	4	Secretary for Civil Service	Civil Service [CSB]
	45 mins. (3:25 p.m. - 4:10 p.m.)	5	Secretary for Financial Services and the Treasury	Financial Services [FSTB(FS)]
	45 mins. (4:15 p.m. - 5:00 p.m.)	6		Public Finance [FSTB(T)]

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<b>Date</b>	<b>Time</b>	<b>Session No.</b>	<b>Leading Director of Bureau (if applicable)</b>	<b>Subject</b>
30 March 2004 (Tuesday)	45 mins. (2:15 p.m. - 3:00 p.m.)	7		Miscellaneous including - Administration Wing [CSO] Audit Commission [AUD] Chief Executive's Office [CEO] Independent Commission Against Corruption [ICAC] LegCo Commission [LC] The Ombudsman [OMB]
	1 hr. (3:05 p.m. - 4:05 p.m.)	8	Judiciary Administrator  Secretary for Justice	(i) Administration of Justice [JA]  (ii) Legal Administration [SJ]
	1 hr. 30 mins. (4:15 p.m. - 5:45 p.m.)	9	Secretary for Security	Security [SB]

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<b>Date</b>	<b>Time</b>	<b>Session No.</b>	<b>Leading Director of Bureau</b>	<b>Subject</b>
31 March 2004 (Wednesday)	1 hr. (9:00 a.m. - 10:00 a.m.)	10	Secretary for Commerce, Industry and Technology	Commerce and Industry [CITB(CI)]
	45 mins. (10:05 a.m. - 10:50 a.m.)	11		Communications and Technology [CITB(CT)]
	45 mins. (11:00 a.m. - 11:45 a.m.)	12	Secretary for Housing, Planning and Lands	Housing [HPLB(H)]
	1 hr. (11:50 a.m. - 12:50 p.m.)	13		Planning and Lands [HPLB(PL)]
	3 hrs. (2:15 p.m. - 3:10 p.m.)  (3:15 p.m. - 4:10 p.m.)  (4:15 p.m. - 5:15 p.m.)	14	Secretary for Health, Welfare and Food	(i) Food Safety and Environmental Hygiene  (ii) Health  (iii) Welfare [HWFB]
	45 mins. (5:20 p.m. - 6:05 p.m.)	15	Secretary for Constitutional Affairs	Constitutional Affairs [CAB]  Beijing Office [BJO]

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<b>Date</b>	<b>Time</b>	<b>Session No.</b>	<b>Leading Director of Bureau</b>	<b>Subject</b>
1 April 2004 (Thursday)	45 mins. (2:15 p.m. - 3:00 p.m.)	16	Secretary for Economic Development and Labour	Economic Development [EDLB(ED)]
	1 hr. (3:05 p.m. - 4:05 p.m.)	17		Labour [EDLB(L)]
	1 hr. 30 mins. (4:15 p.m. - 5:45 p.m.)	18	Secretary for Education and Manpower	Education and Manpower [EMB]

Note -

Words in brackets [ ] indicate the prefix of the “reply serial number” to be quoted on the reply form of respective sessions.