

**Replies to initial written raised by Finance Committee Members  
in examining the Estimates of Expenditure 2004-05**

**[Controlling Officer : Private Secretary to Chief Executive]**

**[Session No. : 7] [File name : CEO-e1.doc]**

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Examination of Estimates of Expenditure 2004-05  
**CONTROLLING OFFICER'S REPLY TO  
INITIAL WRITTEN QUESTION**

Reply Serial No.

CEO001

Question Serial No.

0097

Head: 21 – Chief Executive's Office

Subhead(No. & title):

Programme: 2101 – Chief Executive's Office

Controlling Officer: Private Secretary to Chief Executive

Director of Bureau: Director of the Chief Executive's Office

Question:

- (a) The revised expenditure of the Chief Executive's Office for 2003-04 is 3.8% lower than the original estimate. What makes it so? Is it related to manpower cut?
- (b) In the new financial year, the Chief Executive's Office will have a net deletion of 5 posts. Please detail the posts and the savings.

Asked by: Hon. LAU Wong-fat

Reply:

- (a) The reasons for the decrease of 3.8% (\$2.07M) in the revised estimate for 2003-04 are due to –
  - (i) the decreased provision of \$0.988M for "*Personal Emoluments*" arising mainly from the civil service pay cut since 1.1.2004 and some vacant posts being unfilled;
  - (ii) the decreased provision of \$0.006M for "*Mandatory Provident Fund contribution*"; and
  - (iii) the decreased provision of \$1.076M for "*Remuneration for special appointments*".
- (b) In 2004-05, there will be deletion of six posts and creation of one post in programme (1), hence net deletion of five. The deletion includes three Communications Controller, one Clerical Officer, one Domestic Staff IV and one Domestic Staff V posts whereas creation is one Executive Officer II post. The overall net savings are around \$0.26M.

Signature \_\_\_\_\_

Name in block letters \_\_\_\_\_ Robin Ip

Post Title \_\_\_\_\_ Private Secretary to Chief Executive

Date \_\_\_\_\_ 23 March 2004

Examination of Estimates of Expenditure 2004-05  
**CONTROLLING OFFICER'S REPLY TO  
INITIAL WRITTEN QUESTION**

Reply Serial No.

CEO002

Question Serial No.

0198

Head: 21 – Chief Executive's Office

Subhead(No. & title):

Programme: 2101 – Chief Executive's Office

Controlling Officer: Private Secretary to Chief Executive

Director of Bureau: Director of the Chief Executive's Office

Question:

In the 2004-05 Estimate, what is the expenditure incurred by the post of Senior Special Assistant to Chief Executive?

Asked by: Hon. CHEUNG Man-kwong

Reply:

In 2004-05, a provision of \$1.9M has been set aside for the remuneration of Senior Special Assistant. This amount includes salaries and fringe benefits applicable to the post that is equivalent to D2 level.

Signature \_\_\_\_\_

Name in block letters \_\_\_\_\_ Robin Ip

Post Title \_\_\_\_\_ Private Secretary to Chief Executive

Date \_\_\_\_\_ 23 March 2004

Examination of Estimates of Expenditure 2004-05  
**CONTROLLING OFFICER'S REPLY TO  
INITIAL WRITTEN QUESTION**

Reply Serial No.

CEO003

Question Serial No.

0199

Head: 21 – Chief Executive's Office

Subhead(No. & title):

Programme: 2101 – Chief Executive's Office

Controlling Officer: Private Secretary to Chief Executive

Director of Bureau: Director of the Chief Executive's Office

Question:

What are the main duties of the Senior Special Assistant to Chief Executive?

Asked by: Hon. CHEUNG Man-kwong

Reply:

Senior Special Assistant is responsible for liaising with Mainland authorities and organisations as well as conducting research and giving advice on matters relating to the Chief Executive's liaison with community organisations and various sectors.

Signature \_\_\_\_\_

Name in block letters \_\_\_\_\_ Robin Ip

Post Title \_\_\_\_\_ Private Secretary to Chief Executive

Date \_\_\_\_\_ 23 March 2004

Examination of Estimates of Expenditure 2004-05  
**CONTROLLING OFFICER'S REPLY TO  
INITIAL WRITTEN QUESTION**

Reply Serial No.

CEO004

Question Serial No.

0874

Head:21 – Chief Executive's Office

Subhead(No. & title):

Programme:

Controlling Officer: Private Secretary to Chief Executive

Director of Bureau: Director of the Chief Executive's Office

Question:

Please provide a breakdown of the provision for entertainment expenses to be incurred by the Chief Executive and the Senior Special Assistant, such as hosting and attending receptions, in the revised estimate for 2003-04 and the estimate for 2004-05. Has the Administration laid down a ceiling on such expenses? Are there any objective criteria for approving such expenses?

Asked by: Hon. SIN Chung-kai

Reply:

Expenditure on official entertainment incurred by the Chief Executive (CE) is largely met by CE's non-accountable entertainment allowance which comes under "*Salaries*" and partly by "*General departmental expenses*". In 2003-04, CE's non-accountable entertainment allowance amounted to \$768,400 but in 2004-05, it will be reduced to \$739,200. As for the part covered by "*General departmental expenses*" in 2003-04, the expenditure incurred was \$151,400. For estimate purpose, the same amount is earmarked in the 2004-05 Estimate.

In 2003-04, Senior Special Assistant (SSA) incurred an expenditure of \$39,350 on official entertainment covered by "*General departmental expenses*". The same amount is earmarked in the 2004-05 Estimate for the purpose. SSA's expenditure on official entertainment is governed by service-wide regulations and guidelines.

Signature \_\_\_\_\_

Name in block letters \_\_\_\_\_ Robin IP

Post Title \_\_\_\_\_ Private Secretary to Chief Executive

Date \_\_\_\_\_ 26 March 2004

Examination of Estimates of Expenditure 2004-05  
**CONTROLLING OFFICER'S REPLY TO  
INITIAL WRITTEN QUESTION**

Reply Serial No.

CEO005

Question Serial No.

0875

Head:21 – Chief Executive's Office

Subhead(No. & title): 000 *Operational expenses*

Programme:

Controlling Officer: Private Secretary to Chief Executive

Director of Bureau: Director of the Chief Executive's Office

Question:

Please list the revised estimate for duty visits outside Hong Kong in 2003-04 for the Chief Executive and the Senior Special Assistant, with particulars of (1) the purposes and details of the visits; (2) the main means of transport and related expenses for the visits; (3) board and lodging expenses for the visits. What is the corresponding estimated expenditure for 2004-05? Has the Administration laid down a ceiling on the amount of allowances that can be granted and a set of criteria for approving such allowances?

Asked by: Hon. SIN Chung-kai

Reply:

In 2003-04, the Chief Executive (CE) has paid 11 official visits outside Hong Kong. Among them, eight visits are to Mainland China for the purpose of duty visits, meeting officials, attending conferences, and strengthening communication and cooperation. The other three visits to Thailand, the United Kingdom and France are for attending international conferences, updating the overseas communities on the developments of Hong Kong and strengthening bilateral relations. Depending on the destinations of the visits, CE has travelled mostly by air and by car. The cost of air passages incurred is about \$118,300. As for board and lodging, it is provided by the host countries/ cities on most occasions. Where board and lodging is not provided, the expenditure is met by government funds and in 2003-04, an expenditure of \$83,900 has been incurred. For budget planning, a corresponding amount of \$202,000 under the "*General departmental expenses*" is earmarked in the 2004-05 Estimate for the purpose of CE's duty visits.

In 2003-04, Senior Special Assistant (SSA) has paid 14 official visits to the Mainland. These visits are for developing close liaison with the Mainland authorities and organisations. SSA has taken different modes of transport such as by plane and train. The cost of transportation incurred in 2003-04 is \$32,100. Regarding board and lodging, the expenditure incurred in 2003-04 is \$28,200. In 2004-05, a total amount of \$60,300 under the "*General departmental expenses*" is earmarked for SSA's duty visits. The expenditure on duty visits is governed by service-wide regulations and guidelines.

Signature \_\_\_\_\_

Name in block letters \_\_\_\_\_ Robin Ip

Post Title \_\_\_\_\_ Private Secretary to Chief Executive

Date \_\_\_\_\_ 26 March 2004

**CONTROLLING OFFICER'S REPLY TO  
INITIAL WRITTEN QUESTION**

CEO006

Question Serial No.

0973

Head: 21 – Chief Executive's Office

Subhead(No. & title):

Programme: 2101 – Chief Executive's Office

Controlling Officer: Private Secretary to Chief Executive

Director of Bureau: Director of the Chief Executive's Office

Question:

The Brief Description states that the Chief Executive's Office is responsible for ensuring that the Chief Executive receives the best advice and support for formulating and co-ordinating policies. Is there any mechanism to ensure and gauge whether "the best" is achieved?

Asked by: Hon. LEUNG Yiu-chung

Reply:

Headed by Director of the Chief Executive's Office, this Office plays a pivotal role in ensuring that the Chief Executive receives the best advice in formulating policy. This Office also coordinates with the policy bureaux and departments to analyse public opinion received through different channels for it to be taken into account in policy formulation.

Signature \_\_\_\_\_

Name in block letters \_\_\_\_\_ Robin Ip

Post Title \_\_\_\_\_ Private Secretary to Chief Executive

Date \_\_\_\_\_ 26 March 2004

Examination of Estimates of Expenditure 2004-05  
**CONTROLLING OFFICER'S REPLY TO  
INITIAL WRITTEN QUESTION**

Reply Serial No.

CEO007

Question Serial No.

1042

Head: 21 – Chief Executive's Office

Subhead(No. & title):

Programme: 2101 – Chief Executive's Office

Controlling Officer: Private Secretary to Chief Executive

Director of Bureau: Director of the Chief Executive's Office

Question:

The work of the Chief Executive's Office includes providing support service for the efficient management of the Government House. Can the Administration inform this Council:

- (1) the number of events in 2003-04 in the Government House which were opened for public use;
- (2) the cost involved in the management of the Government House;
- (3) the number and names of organisations/groups which are allowed to hold functions in the Government House?

Asked by: Hon. NG Margaret

Reply:

The Government House is the official venue for the Chief Executive and the Hong Kong Special Administrative Region Government to receive and hold important functions for dignitaries such as heads of states, high-ranking officials, VIPs of different sectors and countries. In 2003-04, the Chief Executive has hosted a total of 102 functions at the Government House. In addition, the Ballroom of the Government House is open for booking by local charitable, non-profit making or public organisations to hold events that are of benefit to the community.

- (1) In 2003-04, there have been six Open Days, held in the Government House, which are open to members of the public. Also there have been 41 functions organised by Non-government Organisations or Government Bureaux/ Departments and 3 functions hosted by the Chief Executive, where members of the public attended on an invitation basis.
- (2) The cost involved in the management of the Government House is around \$3.87M in 2003-04.
- (3) For the 41 functions held in the Government House in 2003-04, they are organised by a total of 25 Non-government Organisations and 9 Government Bureaux/ Departments. Some Non-government Organisations and Government Bureaux/ Departments have organised more than one function in the year.

Signature \_\_\_\_\_

Name in block letters \_\_\_\_\_ Robin Ip \_\_\_\_\_

Post Title \_\_\_\_\_ Private Secretary to Chief Executive \_\_\_\_\_

Date \_\_\_\_\_ 26 March 2004 \_\_\_\_\_

Examination of Estimates of Expenditure 2004-05  
**CONTROLLING OFFICER'S REPLY TO  
INITIAL WRITTEN QUESTION**

Reply Serial No.

CEO008

Question Serial No.

1054

Head: 21 – Chief Executive's Office      Subhead(No. & title):

Programme: 2101 – Chief Executive's Office

Controlling Officer: Private Secretary to Chief Executive

Director of Bureau: Director of the Chief Executive's Office

Question:

Programme (1) shows the decreased provision for 2004-05 to the Chief Executive's Office of 1.8%, less than other departments. Can the Administration explain why the decrease is less than other departments and if there is room for further savings?

Asked by: Hon. CHAN Wai-yip, Albert

Reply:

In comparison with the Original Estimate for 2003-04, the provision for Programme (1) in 2004-05 Estimate is decreased by 5.5% representing a cut of \$2.9M in expenditure. Efforts to achieve efficiency savings will be sustained in 2004-05.

Signature \_\_\_\_\_

Name in block letters \_\_\_\_\_ Robin Ip

Post Title \_\_\_\_\_ Private Secretary to Chief Executive

Date \_\_\_\_\_ 26 March 2004

Examination of Estimates of Expenditure 2004-05  
**CONTROLLING OFFICER'S REPLY TO  
INITIAL WRITTEN QUESTION**

Reply Serial No.

CEO009

Question Serial No.

1073

Head: 21 – Chief Executive's Office Subhead(No. & title):

Programme: 2101 – Chief Executive's Office

Controlling Officer: Private Secretary to Chief Executive

Director of Bureau: Director of the Chief Executive's Office

Question:

- (1) Regarding the establishment under programme (1), please detail the posts, ranks and staffing arrangement involved in the revised estimate for 2003-04 and the estimate for 2004-05.
- (2) Regarding Remuneration for special appointments under Departmental Expenses, please detail the posts, duties, performance measures and cost of each appointment (with particulars of the revised estimate for 2003-04 and the estimate for 2004-05). Why is the 2004-05 estimate higher than the 2003-04 revised estimate?

Asked by: Hon. LAU Chin-shek

Reply:

(1) The establishment by grades under Programme (1) in 2003-04 and 2004-05 is listed below-

<b>Grade</b>	<b>No. of Posts (as at 31.3.2004)</b>	<b>No. of Posts (as at 31.3.2005)</b>	<b>Changes</b>
Administrative Officer	4	4	-
Executive Officer	6	7	+1
Official Languages Officer	2	2	-
Secretarial	14	14	-
Clerical	17	16	-1
Office Assistant	3	3	-
Confidential Assistant	1	1	-
Social Secretary	2	2	-
Housekeeper	1	1	-
Domestic Staff	27	25	-2
Chauffeur/ Motor Driver	6	6	-
Communications Controller	3	0	-3
<b>Total</b>	<b>86</b>	<b>81</b>	<b>-5</b>

There will be deletion of six posts and creation of one post under Programme (1), hence a net deletion of 5 posts in 2004-05. There will be internal reorganisation to cope with the residual duties upon deletion of the posts.

(2) "*Remuneration of special appointments*" cover provisions for 4 positions, namely, Director of the Chief Executive's Office (DCEO), Senior Special Assistant (SSA), Senior Personal Assistant (SPA) and Personal Chauffeur (PC). They have provided effective and efficient support to the Chief Executive. The duties of these posts are-

DCEO - assists the Chief Executive (CE) in overseeing the running of the Office which includes the Executive Council Secretariat and performs the role of information coordination in the media and public relations front.

SSA - liaises with Mainland authorities and organisations as well as conducting research and giving advice on matters relating to the Chief Executive's liaison with community organisations and various sectors.

SPA - works as CE's personal secretary, maintains CE's diary, handles letters and calls of CE, handles files and documents and receives guests for meetings.

PC - works with Senior Personal Chauffeur to provide driving service to CE.

The breakdown of provisions for these posts is as follows -

Year	Director of the Chief Executive's Office	Senior Special Assistant	Senior Personal Assistant	Personal Chauffeur	Total
2003-04	\$2.52M	\$2.05M	\$0.93M	\$0.38M	\$5.88M
2004-05	\$2.47M	\$1.94M	\$1.31M	\$0.48M	\$6.20M

The increase of provision in 2004-05 is for the payment of end-of-contract gratuities to SPA and PC.

Signature \_\_\_\_\_

Name in block letters \_\_\_\_\_ Robin Ip

Post Title \_\_\_\_\_ Private Secretary to Chief Executive

Date \_\_\_\_\_ 26 March 2004

Examination of Estimates of Expenditure 2004-05  
**CONTROLLING OFFICER'S REPLY TO  
INITIAL WRITTEN QUESTION**

Reply Serial No.

CEO010

Question Serial No.

1287

Head: 21 – Chief Executive's Office      Subhead(No. & title):

Programme: 2101 – Chief Executive's Office

Controlling Officer: Private Secretary to Chief Executive

Director of Bureau: Director of the Chief Executive's Office

Question:

The 2004 Policy Address has mentioned about the need to raise the standard of policy research undertaken by the Government:

“To improve our governance, we must raise the level of sophistication with which both the Government and the community handle policy issues. We need to do more public policy research, particularly from a macro and long-term perspective. Objective and concrete public policy research will help us better realise the objectives of effective governance. It will help us avoid sweeping, politicised and emotional policy debates, thus making it easier for the Government and various sectors of the community to reach a consensus on public issues. This will ensure that our policies are implemented more effectively and better able to serve the long-term development needs of Hong Kong.”

Please advise whether provision has been made or resources deployed in the 2004-05 Estimates to take forward a stated commitment of the Policy Address that public policy matters will be pursued with a higher standard. If yes, please give a detailed account of the projects funded. If not, what are the reasons for that?

Asked by: Hon. SIN Chung-kai

Reply:

Since the publication of the 2004 Policy Address, the Central Policy Unit (CPU) has been exploring ways to promote research on public policy issues. CPU is formulating an agenda for policy research so as to take forward research on priority issues. Results of the research undertaken by CPU are all along made available to the Chief Executive. One of the objectives of this Office is to ensure the best advice and support being rendered for formulating and co-ordinating policies. This Office is wholly committed to this objective and it is hard to quantify the resources so deployed.

Signature \_\_\_\_\_

Name in block letters \_\_\_\_\_ Robin Ip

Post Title \_\_\_\_\_ Private Secretary to Chief Executive

Date \_\_\_\_\_ 26 March 2004

Examination of Estimates of Expenditure 2004-05  
**CONTROLLING OFFICER'S REPLY TO  
INITIAL WRITTEN QUESTION**

Reply Serial No.

CEO011

Question Serial No.

1543

Head: 21 – Chief Executive's Office

Subhead(No. & title): 000 – Operational expenses

Programme: 2102 – Executive Council

Controlling Officer: Private Secretary to Chief Executive

Director of Bureau: Director of the Chief Executive's Office

Question:

Regarding Other Charges under subhead 000 Operational expenses, there is a new item of "Honoraria for non-official Members of the Executive Council". Please give the details.

Asked by: Hon. LEUNG Yiu-chung

Reply:

Provision for the honoraria for the five non-official Members of the Executive Council will be transferred from Head 106 - Miscellaneous Services to Head 21 - Chief Executive's Office in 2004-05. The monthly rate of the honoraria is \$55,000 for each Member.

Signature \_\_\_\_\_

Name in block letters \_\_\_\_\_ Robin Ip

Post Title \_\_\_\_\_ Private Secretary to Chief Executive

Date \_\_\_\_\_ 26 March 2004