

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

**[Controlling Officer : Director of Administration/Director of Legal Aid]  
[Session No. : 7] [File name : CSO-e2.doc]**

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<b>Examination of Estimates of Expenditure 2004-05</b> <b>CONTROLLING OFFICER'S REPLY TO</b> <b>INITIAL WRITTEN QUESTION</b>	Reply Serial No. CSO001
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<u>Head:</u> 142 – Government <u>Secretariat:</u> Offices of the Chief Secretary for Administration and the Financial Secretary	Question Serial No. <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">0091</div>
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Programme: (1) Efficiency Unit  
(3) CSO-Administration Wing

Controlling Officer: Director of Administration

Director of Bureau: Director of Administration

Question :

Regarding consultancy studies for policy making and assessment (if any) commissioned by your office, please provide details in the following format:

- (1) Please provide the following details on the consultancy studies for which financial provision has been allocated in 2003-04:

Name of consultants (if available)	Description	Consultancy fees	Progress on consultancy studies (planning/ in progress/ completed)	The Administration's follow-up action on the study reports and the progress made (if available)	Whether study reports completed are publicised; if yes, their channels and if not, the reasons.

- (2) Has financial provision been allocated for commissioning consultancy studies in 2004-05? If yes, please provide the following details:

Name of consultants (if available)	Description	Consultancy fees	Progress on consultancy studies (planning/ in progress/ completed)	Whether study reports scheduled for completion in 2004-05 will be publicised; if yes, their channels and if not, the reasons.

Asked by: Hon. HO Sau-lan, Cyd

Reply:

The details of financial provision allocated for consultancy studies for policy making and assessment are as follows:

(1) studies for which financial provision has been allocated in 2003-04

Name of consultants (if available)	Description	Consultancy fees*	Progress on consultancy studies (planning/ in progress/ completed)	The Administration's follow-up action on the study reports and the progress made (if available)	Whether study reports completed are publicised; if yes, their channels and if not, the reasons.
Studies commissioned by the Central Policy Unit (CPU)					
Centre for Cultural Policy Research, University of Hong Kong	Consultancy study on a baseline study on Hong Kong's creative industries	\$0.869m	Completed	Report has been referred to the relevant bureaux.	The report was published and made available to parties related to the scope of the study, including trade representatives. Members of the public may download the report from the CPU's website.
Hong Kong Institute of Asian Pacific Studies, Chinese University of Hong Kong	Hong Kong and the Western Pearl River Delta : cooperation development from cross-border perspective	\$0.26m	Completed	The CPU has noted the findings for its broader study on the Pearl River Delta.	According to the CPU, the study report is not released because it is a preliminary study only.
Hong Kong Policy Research Institute Limited	Study on socio-economic-political trends in Taiwan, cross-straits relations and Hong Kong-Taiwan relations	\$1.122m	In progress	-	According to the CPU, the study report is not intended for release, as the information is for internal reference only.
Centre of Asian Studies, University of Hong Kong	Study on socio-economic-political development trends in Southeast Asia on Singapore, Malaysia, Thailand	\$1.3m	In progress	-	According to the CPU, the study report is not intended for release, as the information is for internal reference only.

One Country Two Systems Research Institute Limited	Study on socio-economic-political trends in Japan and South Korea	\$1.137m	In progress	-	According to the CPU, the study report is not intended for release, as the information is for internal reference only.
One Country Two Systems Research Institute Limited	Study on socio-economic-political trends in the Mainland (with particular emphasis on Guangdong Province)	\$0.904m	In progress	-	According to the CPU, the study report is not intended for release, as the information is for internal reference only.
Policy Science Research Association of Guangdong Province	Interaction and coordinated development between Hong Kong and Pearl River Delta city region	\$0.2m	In progress	-	According to the CPU, the study report is not intended for release because it is a preliminary study only.
PolyU Technology and Consultancy Company Limited	An analysis of the policies and practices of Mainland authorities on facilitating Mainland private enterprises to locate their business and office operations in Hong Kong	\$0.03m	In progress	-	According to the CPU, the study report is not intended for release because it is a preliminary study only.
Study commissioned by the Efficiency Unit (EU)					
IBM China/Hong Kong Limited	Developing and implementing public private partnerships for marine refuse collection services	\$2.247m (of which \$1m met by the Marine Department)	Completed	The study report has been presented to the Marine Department (the client), who is considering how best to prepare the tender documentation.	The EU has presented the study report to the client, who will decide whether to publicise the findings of the report.
Study commissioned by the Sustainable Development Unit					
Environmental Resources Management – Hong Kong Limited	Study on terrestrial habitat mapping and ranking based on conservation value	\$0.417m	Completed	The study findings have been used for updating the baseline data contained in the computer tool for sustainability assessment purpose.	The study report has been released on the web.

(2) studies for which financial provision has been allocated in 2004-05

Name of consultants (if available)	Description	Consultancy fees*	Progress on consultancy studies (planning/ in progress/ completed)	Whether study reports scheduled for completion in 2004-05 will be publicised; if yes, their channels and if not, the reasons.
Studies commissioned by the CPU				
Hong Kong Policy Research Institute Limited	Study on socio-economic-political trends in Taiwan, cross-straits relations and Hong Kong-Taiwan relations (continuation of study in (1))	\$0.746m	In progress	According to the CPU, the study report is not intended for release, as the information is for internal reference only.
Centre of Asian Studies, University of Hong Kong	Study on socio-economic-political development trends in Southeast Asia on Singapore, Malaysia, Thailand (continuation of study in (1))	\$1.105m	In progress	According to the CPU, the study report is not intended for release, as the information is for internal reference only.
One Country Two Systems Research Institute Limited	Study on socio-economic-political trends in Japan and South Korea (continuation of study in (1))	\$0.669m	In progress	According to the CPU, the study report is not intended for release, as the information is for internal reference only.
One Country Two Systems Research Institute Limited	Study on socio-economic-political trends in the Mainland (with particular emphasis on Guangdong Province) (continuation of study in (1))	\$1.545m	In progress	According to the CPU, the study report is not intended for release, as the information is for internal reference only.

Policy Science Research Association of Guangdong Province	Interaction and coordinated development between Hong Kong and Pearl River Delta city region (continuation of study in (1))	\$0.1m	In progress	According to the CPU, the study report is not intended for release because it is a preliminary study only.
PolyU Technology and Consultancy Company Limited	An analysis of the policies and practices of Mainland authorities on facilitating Mainland private enterprises to locate their business and office operations in Hong Kong (continuation of study in (1))	\$0.1m	In progress	According to the CPU, the study report is not intended for release because it is a preliminary study only.

In addition, we have included in the 2004-05 draft Estimates provisions of \$1.8 million and \$4 million for studies on sustainable development and for studies related to transfer of public services respectively. Details of studies are still being planned.

\* Actual expenditure incurred in the year.

Signature \_\_\_\_\_

Name in block letters Ms Chang King-yiu

Post Title Director of Administration

Date 25 March 2004

<u>Examination of Estimates of Expenditure 2004-05</u> <b>CONTROLLING OFFICER'S REPLY TO INITIAL WRITTEN QUESTION</b>	Reply Serial No. CSO002
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<u>Head:</u> 142 – Government <u>Subhead</u> (No. & title): 700 General non- Secretariat: Offices of the recurrent Chief Secretary for Administration and the Financial Secretary	Question Serial No. 0174
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Programme: (3) CSO–Administration Wing

Controlling Officer: Director of Administration

Director of Bureau: Director of Administration

Question :

So far there has not been any expenditure or estimated expenditure under the Sustainable Development Fund of \$100,000,000 of item 052. Why?

Asked by: Hon. LAU Ping-cheung

Reply:

With the approval of the Finance Committee for the establishment of the Sustainable Development Fund (SDF) in June 2003, the SDF was formally launched and open to applications in September 2003. The closing date for the first round of applications to the fund was 1 December 2003, by which date we received 127 applications. We have completed the assessment of the applications and aim to announce the results of the first round of applications before the end of March 2004. Disbursements from the fund are therefore expected in early 2004-05.

Signature \_\_\_\_\_

Name in block letters Ms Chang King-yiu

Post Title Director of Administration

Date 25 March 2004

<u>Examination of Estimates of Expenditure 2004-05</u> <b>CONTROLLING OFFICER'S REPLY TO</b> <b>INITIAL WRITTEN QUESTION</b>	Reply Serial No. CSO003
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<u>Head:</u> 142 – Government <u>Secretariat:</u> Offices of the Chief Secretary for Administration and the Financial Secretary	Question Serial No. <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">0721</div>
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Programme: (4) Protocol Division

Controlling Officer: Director of Administration

Director of Bureau: Director of Administration

Question :

Regarding the coordination of visits to Hong Kong by national leaders and overseas senior officials, please provide the Council with the following information:

- (a) the number of visits received by the Protocol Division in the past three years, and the estimated number of and the reasons for such visits in 2004-05; and
- (b) the provision for the above task in 2004-05 and the items of expenditure.

Asked by: Hon. IP Kwok-him

Reply:

- (a) Over the past three years, the Protocol Division received a total of 220 visits (76 in 2001-02, 98 in 2002-03 and 46 in 2003-04) by national leaders and overseas senior officials. Despite a drop in 2003-04 due to SARS epidemic, we expect visits in 2004-05 will be back to previous level, i.e. around 80 visits. Most visits are for reasons of promotion of bilateral trade and relations, signing of bilateral agreements, and attending major events, international conferences and forums.
- (b) For budget planning purpose, the estimated provision for 2004-05 is \$8 million. The items of expenditure comprise mainly hotel accommodation, transportation and programme arrangements. The amount of financial provision varies from one visit to another, depending on the status and security requirements of the principal visitor, the length of stay and the size of the delegation, etc.

Signature \_\_\_\_\_

Name in block letters Ms Chang King-yiu

Post Title Director of Administration

Date 25 March 2004



<u>Examination of Estimates of Expenditure 2004-05</u> <b>CONTROLLING OFFICER'S REPLY TO</b> <b>INITIAL WRITTEN QUESTION</b>	Reply Serial No. CSO004
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<u>Head:</u> 142 – Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary	<u>Question Serial No.</u> 0722
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Programme: (5) Hong Kong Guangdong Cooperation Coordination Unit

Controlling Officer: Director of Administration

Director of Bureau: Director of Administration

Question :

Regarding the 2004-05 estimate of expenditure for the Hong Kong Guangdong Cooperation Coordination Unit, will the Government inform this Committee:

- (a) of the reasons for the 30% increase in expenditure; and
- (b) the specific purposes of the provision.

Asked by: Hon. IP Kwok-him

Reply:

- (a) The 30% increase (\$1.8 million) in the provision sought for 2004-05 is mainly due to the full-year effect of the creation of two time-limited senior professional posts in the Hong Kong Guangdong Cooperation Coordination Unit (HKGCCU), pursuant to the Finance Committee's approval on 7 January 2004 to extend the supernumerary post of the Head, HKGCCU (an Administrative Officer Staff Grade B (AOSGB) post) and the operations of the Unit by 3 years with effect from 1 February 2004. As explained to the Finance Committee, the additional posts are required to cope with the significant increase of work arising from the setting up of 15 Expert Groups, the Research Group and the Business Committee under the Hong Kong Guangdong Cooperation Joint Conference. The tenure of these two posts will be synchronised with that of the Head, HKGCCU, i.e. up to 31 January 2007.
- (b) The overall provision for 2004-05 for the HKGCCU is \$7.8 million which comprises \$6.8 million for personal emoluments (PE) and \$1 million for departmental expenses (DE). The main components of PE are the salary provisions for one AOSGB post as the Head, HKGCCU, one Senior Administrative Officer, four senior professionals (including the two referred in (a) above) as well as two supporting staff, while those of DE are the provisions for non-civil service supporting staff, and for conducting researches, expenditures arising from visits to cities in the Guangdong province and office stationery, etc.

Signature \_\_\_\_\_

Name in block letters Ms Chang King-yiu

Post Title Director of Administration

Date 25 March 2004

<u>Examination of Estimates of Expenditure 2004-05</u> <b>CONTROLLING OFFICER'S REPLY TO</b> <b>INITIAL WRITTEN QUESTION</b>	Reply Serial No. CSO005
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<u>Head:</u> 142 – Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary	<u>Question Serial No.</u> 0845
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Programme: (3) CSO-Administration Wing

Controlling Officer: Director of Administration

Director of Bureau: Director of Administration

Question :

Please list the revised estimate for duty visits outside Hong Kong in 2003-04 for the Chief Secretary for Administration and the Financial Secretary, with particulars of : (1) the purposes and details of the visits; (2) the main means of public 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:

Our estimate on duty visits outside Hong Kong is compiled on the basis of individual Units/Offices instead of individual officials. Whilst we do not have specific breakdown on the expenditure items incurred by the Chief Secretary for Administration and the Financial Secretary, the revised estimate on duty visits outside Hong Kong by their Private Offices for 2003-04 is \$0.7 million. For budget planning purpose, we have included the same provision for the draft Estimates for 2004-05.

Purposes of duty visits vary and include courtesy visits, meeting with officials of the Central People's Government or other governments to discuss cooperation and economic and trade relations, delivering speeches or attendance at international conferences, etc. Other than visits to the Guangdong Province, the Chief Secretary for Administration and the Financial Secretary travel by air for duty visits outside Hong Kong. Based on past experience, around 75% of the expenditure on duty visits would be spent on passages and the rest on other necessary expenses, including board and lodging.

Under the current policy, an officer who is on duty outside Hong Kong may be granted a subsistence allowance at specified daily rates to cover the costs of accommodation and meals, travelling expenses within town, and minor incidental out-of-pocket expenses. The rates of subsistence allowance differ from country to country to take into account the relevant cost of living. The amount of allowance paid would be abated if there were sponsorship in the form of hotel accommodation, etc.

Signature \_\_\_\_\_

Name in block letters \_\_\_\_\_ Ms Chang King-yiu

Post Title \_\_\_\_\_ Director of Administration

Date \_\_\_\_\_ 25 March 2004

<u>Examination of Estimates of Expenditure 2004-05</u> <b>CONTROLLING OFFICER'S REPLY TO</b> <b>INITIAL WRITTEN QUESTION</b>	Reply Serial No. CSO006
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<u>Head:</u> 142 – Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary	<u>Subhead</u> (No. & title): 000 Operational expenses	Question Serial No. 0846
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Programme: (3) CSO-Administration Wing

Controlling Officer: Director of Administration

Director of Bureau: Director of Administration

Question :

Please provide a breakdown of the provision for entertainment expenses to be incurred by the Chief Secretary for Administration and the Financial Secretary, such as hosting and attending receptions, in the revised estimate for 2003-04 and the estimate for 2004-05. Has the Government set an upper limit for such expenses? Are there any objective criteria for approving such expenses?

Asked by: Hon. SIN Chung-kai

Reply:

The Chief Secretary for Administration and the Financial Secretary are both eligible for entertainment allowance on a non-accountable basis. For 2003-04, the rate for the Chief Secretary for Administration is \$384,300 and for the Financial Secretary \$294,500. For 2004-05, the proposed rate is reduced to \$369,700 and \$283,300 for the Chief Secretary for Administration and the Financial Secretary respectively in accordance with the Composite Consumer Price Index adjustment. The purpose of the allowance is to enable the officials concerned to meet expenses for official entertainment at their official residences.

There is no separate allocation for the Chief Secretary for Administration and the Financial Secretary for hosting and attending receptions outside their official residences. To cater for occasional need, we include in the annual estimates a small sum, about \$100,000, for them and the staff in their Private Offices to host and attend receptions.

Under the current policy, expenditure on entertainment may be charged to public funds only when it is directly related to the discharge of an officer's duties or is a necessary part of making or maintaining contacts in his official capacity, and is in the public interest.

To further enhance the exercise of economy when entertaining guests, the prevailing general guideline issued is that departments should aim to spend not more than \$250 per person for lunch and not more than \$400 per person for dinner, inclusive of tips.

Signature \_\_\_\_\_

Name in block letters \_\_\_\_\_ Ms Chang King-yiu

Post Title \_\_\_\_\_ Director of Administration

Date \_\_\_\_\_ 25 March 2004

<u>Examination of Estimates of Expenditure 2004-05</u> <b>CONTROLLING OFFICER'S REPLY TO</b> <b>INITIAL WRITTEN QUESTION</b>	Reply Serial No. CSO007
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<u>Head:</u> 142 – Government <u>Secretariat:</u> Offices of the Chief Secretary for Administration and the Financial Secretary	<u>Question Serial No.</u> 1037
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Programme: (6) Subvention: Duty Lawyer Service, Legal Aid Services Council

Controlling Officer: Director of Administration

Director of Bureau: Director of Administration

Question :

According to the estimate by the authorities concerned, the case per defendant under the Duty Lawyer Scheme is declining. The actual cost per defendant under the Duty Lawyer Scheme and the actual cost per case under the Legal Advice Scheme in 2003 both reflect a sharp decrease. What is/are the reasons(s)?

Asked by: Hon. NG Margaret

Reply:

The cost per defendant under the Duty Lawyer Scheme is reduced from \$2,137.8 in 2002 to \$1,860.3 in 2003, and the cost per case under the Legal Advice Scheme from \$148.9 in 2002 to \$93.1 in 2003.

For the Duty Lawyer Scheme, the decrease in the average cost per defendant is attributable to: the reduction in the fees payable to duty lawyers by 4.3% as approved by the Finance Committee with effect from 4 July 2003; and sustained efforts to enhance productivity by ensuring better case management, and optimising the service time of duty lawyers.

As regards the Legal Advice Scheme, the reduction in the cost per case is attributable to the reduction of clerical staff manning the Legal Advice Centres, and the adjustments made to the honoraria paid to the officers-in-charge of the Centres.

Signature \_\_\_\_\_

Name in block letters Ms Chang King-yiu

Post Title Director of Administration

Date 25 March 2004

<u>Examination of Estimates of Expenditure 2004-05</u> <b>CONTROLLING OFFICER'S REPLY TO</b> <b>INITIAL WRITTEN QUESTION</b>	Reply Serial No. CSO008
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<u>Head:</u> 142 – Government <u>Subhead</u> (No. & title): Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary	Question Serial No. <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">1038</div>
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Programme: (5) Hong Kong Guangdong Cooperation Coordination Unit

Controlling Officer: Director of Administration

Director of Bureau: Director of Administration

Question :

The provision for 2004–05 is \$1.8 million higher than the revised estimate for 2003–04. The Administration explains that this is mainly due to the increased salary provision resulted from staff changes. What are those changes?

Asked by: Hon. NG Margaret

Reply:

The increase in the provision sought for 2004-05 is mainly due to the full-year effect of the creation of two time-limited senior professional posts in the Hong Kong Guangdong Cooperation Coordination Unit (HKGCCU), pursuant to the Finance Committee's approval on 7 January 2004 to extend the supernumerary post of the Head, HKGCCU (an Administrative Officer Staff Grade B post) and the operations of the Unit by 3 years with effect from 1 February 2004. As explained to the Finance Committee, the additional posts are required to cope with the significant increase of work arising from the setting up of 15 Expert Groups, the Research Group and the Business Committee under the Hong Kong Guangdong Cooperation Joint Conference. The tenure of these two posts will be synchronised with that of the Head, HKGCCU, i.e. up to 31 January 2007.

Signature \_\_\_\_\_

Name in block letters Ms Chang King-yiu

Post Title Director of Administration

Date 25 March 2004

<u>Examination of Estimates of Expenditure 2004-05</u> <b>CONTROLLING OFFICER'S REPLY TO INITIAL WRITTEN QUESTION</b>	Reply Serial No. CSO009
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<u>Head:</u> 142 – Government <u>Secretariat:</u> Offices of the Chief Secretary for Administration and the Financial Secretary	<u>Subhead</u> (No. & title): 000 Operational expenses	Question Serial No. 1039
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Programme: (6) Subvention: Duty Lawyer Service, Legal Aid Services Council

Controlling Officer: Director of Administration

Director of Bureau: Director of Administration

Question :

It is said that the provision for 2004–05 is \$5 million lower than the revised estimate for 2003–04. The main reasons are the effect of 2004 and 2005 civil service pay cut as well as reduced subventions for the Duty Lawyer Service (DLS) and Legal Aid Services Council (LASC) having regard to their efficiency savings measures. Will the Administration inform us:

- (a) the amount of reduced subventions for the DLS and LASC;
- (a) the details of those efficiency savings measures adopted by the DLS and LASC and the amount of savings achieved.

Asked by: Hon. NG Margaret

Reply:

- (a) The subventions for the DLS and the LASC will be reduced by \$4.66M and \$0.3M respectively in 2004-05 as compared with the revised estimate for 2003-04.
- (b) The DLS would generate savings from the following measures (with amount of savings achieved shown in brackets):-
  - (i) reduction in personal emoluments due to the deletion of two posts, i.e. one Court Liaison Officer and one Secretary II (\$0.58M), and the cumulative effects of civil service pay adjustments effective from 1 January 2004 and 1 January 2005 respectively (\$1.42M);
  - (ii) reduction in average cost per defendant due to:-
    - (a) adjustment to the fees payable to duty lawyers by 4.3% with effect from 4 July 2003 as approved by the Finance Committee (\$2.55M);
    - (b) enhanced productivity by ensuring better case management and optimising the service time of duty lawyers (\$4.8M); and
    - (c) reprioritisation of services (\$1.98M).
  - (iii) reduction in rental cost by 52% when the new tenancy agreement comes into operation in June 2004 (\$0.76M).

The combined effect of the above measures is partly offset by other factors, including salary increments and payment of allowances, and increase in legal costs due to estimated increase in the number of defendants to be assisted under the Duty Lawyer Scheme, which amount to about \$7.43M in total.

For the LASC, the reduced subvention is mainly attributable to the effect of civil service pay adjustments with effect from 1 January 2004 and 1 January 2005 respectively (\$0.12M) and the replacement of a civil service council staff with non-civil service contract staff (\$0.165M).

Signature \_\_\_\_\_

Name in block letters Ms Chang King-yiu

Post Title Director of Administration

Date 25 March 2004

<u>Examination of Estimates of Expenditure 2004-05</u> <b>CONTROLLING OFFICER'S REPLY TO INITIAL WRITTEN QUESTION</b>	Reply Serial No. CSO010
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<u>Head:</u> 142 – Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary	<u>Subhead</u> (No. & title): <div style="border: 1px solid black; padding: 5px; text-align: center;"> Question Serial No.  1040 </div>
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Programme: (2) Government Records Service

Controlling Officer: Director of Administration

Director of Bureau: Director of Administration

Question :

Please state the seven studies of departmental records management following a re-prioritisation of study mode.

Asked by: Hon. NG Margaret

Reply:

The studies are to review and standardise the file classification systems in individual departments as far as practicable. In 2003, we conducted records management studies for seven departments, including the Department of Justice, Inland Revenue Department, Hong Kong Police Force, Electrical and Mechanical Services Department, Government Laboratory, Civil Service Training and Development Institute and Lands Department.

These studies are to assist departments to adopt a standard file classification scheme which allows uniformity and consistency in classifying administrative records across the Government. The arrangement facilitates efficient management, retrieval and disposal of such records.

Signature \_\_\_\_\_

Name in block letters Ms Chang King-yiu

Post Title Director of Administration

Date 25 March 2004



<b>Examination of Estimates of Expenditure 2004-05</b> <b>CONTROLLING OFFICER'S REPLY TO</b> <b>INITIAL WRITTEN QUESTION</b>	Reply Serial No. CSO011
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<u>Head:</u> 142 – Government <u>Secretariat:</u> Offices of the Chief Secretary for Administration and the Financial Secretary	Question Serial No. <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">1041</div>
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Programme: (1) Efficiency Unit  
(3) CSO-Administration Wing

Controlling Officer: Director of Administration

Director of Bureau: Director of Administration

Question :

- (a) How many consultancy studies/researches have been conducted during the year 2003–04 by the Administration Wing, the Central Policy Unit and the Efficiency Unit respectively? Will they be published for the benefit of the public? If so, when? If not, why?
- (b) Please list the title and cost breakdown of each study.

Asked by: Hon. NG Margaret

Reply:

- (a) The Administration Wing has not conducted any consultancy study funded under Subhead 838 Minor consultancy studies (block vote) in 2003-04.

The Central Policy Unit (CPU) and Efficiency Unit (EU) have conducted 12 and 1 consultancy studies in 2003-04 respectively. For the CPU, the report on “Consultancy study on a baseline study on Hong Kong’s creative industries” was published and made available to parties related to the scope of the study, including trade representatives. Members of the public may download the report from the CPU’s website. As for its other studies, the reports are not intended for release because the information is for internal reference only. The consultancy study by the EU was conducted in collaboration with the Marine Department (MD), with a view to developing and implementing public private partnerships for marine refuse collection services. The study report has been presented to the MD which is considering how best to prepare the tender documentation.

- (b) The title and cost breakdown of each study are as follows:

Title	Consultancy fees*
Consultancy study on a baseline study on Hong Kong’s creative industries	\$0.869m
Hong Kong and the Western Pearl River Delta : cooperation development from cross-border perspective	\$0.26m
Study on socio-economic-political trends in Taiwan, cross-straits relations and Hong Kong-Taiwan relations	\$1.122m
Study on socio-economic-political development trends in Southeast Asia on Singapore, Malaysia, Thailand	\$1.3m

Study on socio-economic-political trends in Japan and South Korea	\$1.137m
Interaction and coordinated development between Hong Kong and Pearl River Delta city region	\$0.2m
An analysis of the policies and practices of Mainland authorities on facilitating Mainland private enterprises to locate their business and office operations in Hong Kong	\$0.03m
Consultancy study on the external relations strategy of the HKSAR Government	\$0.568m
Study on third sector landscape in Hong Kong	\$0.206m
Hong Kong's economic integration with the Pearl River Delta: quantifying the benefits and costs	\$0.134m
Study on Hong Kong–Guangdong cooperation in logistics	\$0.03m
Taiwan business in the Pearl River Delta: their mode of operation and linkage with Hong Kong	\$0.46m
Developing and implementing public private partnerships for marine refuse collection services	\$2.247m (of which \$1m met by the MD)

\* Actual expenditure incurred in 2003-04.

Signature \_\_\_\_\_

Name in block letters Ms Chang King-yiu

Post Title Director of Administration

Date 25 March 2004

<u>Examination of Estimates of Expenditure 2004-05</u> <b>CONTROLLING OFFICER'S REPLY TO</b> <b>INITIAL WRITTEN QUESTION</b>	Reply Serial No. CSO012
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<u>Head:</u> 142 – Government <u>Subhead</u> (No. & title): Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary	Question Serial No. <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">1056</div>
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Programme: (3) CSO-Administration Wing

Controlling Officer: Director of Administration

Director of Bureau: Director of Administration

Question:

The financial provision for CSO-Administration Wing for 2004-05, as shown in Programme (3), is increased by 3.2%. Which items will reflect the increased provision? What services will the increased provision spent on for the benefit of the people's livelihood?

Asked by: Hon. CHAN Wai-yip, Albert

Reply:

The 3.2% increase in the provision sought for 2004-05 is mainly due to the increased cashflow requirement for non-recurrent items. In particular, we have included in the 2004-05 draft Estimates provision of \$10 million for the disbursement of the Sustainable Development Fund (SDF) to help finance approved community SDF projects. The SDF is set up to support community initiatives that promote principles and practices of sustainable development. With the approval of the Finance Committee for the establishment of the SDF in June 2003, the SDF was formally launched for the first round of applications in September 2003. We received 127 applications by December 2003 and aim to announce the results of the applications before the end of March 2004. Disbursements from the fund are expected in 2004-05.

Signature \_\_\_\_\_

Name in block letters Ms Chang King-yiu

Post Title Director of Administration

Date 25 March 2004

<u>Examination of Estimates of Expenditure 2004-05</u> <b>CONTROLLING OFFICER'S REPLY TO</b> <b>INITIAL WRITTEN QUESTION</b>	Reply Serial No. CSO013
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<u>Head:</u> 142 – Government <u>Subhead</u> (No. & title): Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary	Question Serial No. 1286
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Programme: (3) CSO-Administration Wing

Controlling Officer: Director of Administration

Director of Bureau: Director of Administration

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? Will those projects cover any operation of the Central Policy Unit?

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 and develop the human resources required. The Unit is formulating an agenda for policy research so as to take forward research on priority issues. To meet this objective, the CPU will carry out relevant research work using in-house resource as far as possible. It is difficult to provide an estimate of the full resource implications at this juncture.

Signature \_\_\_\_\_

Name in block letters Ms Chang King-yiu

Post Title Director of Administration

Date 25 March 2004

<u>Examination of Estimates of Expenditure 2004-05</u> <b>CONTROLLING OFFICER'S REPLY TO</b> <b>INITIAL WRITTEN QUESTION</b>	Reply Serial No. CSO014
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<u>Head:</u> 142 – Government <u>Subhead</u> (No. & title): Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary	Question Serial No. <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">1305</div>
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Programme: (3) CSO-Administration Wing

Controlling Officer: Director of Administration

Director of Bureau: Director of Administration

Question :

Which department is accountable for the operational expenses of the Central Policy Unit? What are the reasons for not including the Unit's targets and matters requiring attention in the coming year in the Estimates? Please provide a breakdown of the 2004-05 estimates for the Unit.

Asked by: Hon. LI Ka-cheung, Eric

Reply:

The estimates of expenditure in respect of the Central Policy Unit (CPU) come under Programme (3): CSO-Administration Wing of Head 142–Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary.

The CPU provides support to the Chief Executive, the Chief Secretary for Administration and the Financial Secretary in developing government policies and programmes. For the purpose of voting of funds, the CPU's estimates are subsumed under the Administration Wing. For 2004-05, the CPU will continue to conduct policy research and coordinate the annual Policy Address exercise as in past years. There are no particular "Matters Requiring Special Attention in 2004-05" otherwise.

The total provision for the CPU in 2004-05 is \$45.124 million, including \$30.53 million on staffing, \$2.488 million on honorarium of part-time members, organisation of public seminars and other departmental expenses, and \$12.106 million on consultancy studies by outside consultancy organisations.

Signature \_\_\_\_\_

Name in block letters Ms Chang King-yiu

Post Title Director of Administration

Date 25 March 2004

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

Reply Serial No.  
CSO015

Question Serial No.

1622

Head: 142 – Government Subhead(No. & title):  
Secretariat: Offices of the  
Chief Secretary for  
Administration and the  
Financial Secretary

Programme: (3) CSO-Administration Wing

Controlling Officer: Director of Administration

Director of Bureau: Director of Administration

Question :

- (a) Regarding the Constitutional Development Task Force led by the Chief Secretary for Administration, what is the number of staff in the Chief Secretary for Administration's Office involved in providing support to the Chief Secretary for Administration? Please list their posts and responsibilities in detail.
- (b) Apart from providing support to the Chief Secretary for Administration in steering the work of the Constitutional Development Task Force, what is the number of staff on the establishment of the Chief Secretary for Administration's Office involved in other duties relating to constitutional development and constitutional affairs? Please list their posts and responsibilities in detail.

Asked by: Hon. SZETO Wah

Reply:

- (a) There are altogether 15 posts under the establishment of the Private Office to support the Chief Secretary for Administration. Such support is rendered in respect of all matters falling within the portfolio of the Chief Secretary for Administration. The 15 posts are:

Rank	No.	Remarks
Administrative Officer Staff Grade C*	2	As Administrative Assistant and Press Secretary to the Chief Secretary for Administration respectively
Senior Administrative Officer/Administrative Officer	2	To provide administrative support to the Administrative Assistant to the Chief Secretary for Administration
Senior Executive Officer	1	As Social Secretary to the Chief Secretary for Administration
Secretarial staff#	6	To provide secretarial support to the Chief Secretary for Administration's Private Office.
Confidential Assistants/Clerical staff	4	To provide filing/clerical support to the Chief Secretary for Administration's Private Office.

- \* One post of Administrative Officer Staff Grade C as Press Secretary to the Chief Secretary for Administration is under the establishment of Head 74-Information Services Department.
  - # One post of Personal Secretary I as secretary to Press Secretary to the Chief Secretary for Administration is under the establishment of Head 74-Information Services Department.
- (b) We do not have dedicated staff under the establishment of the Chief Secretary for Administration's Private Office established solely for the work of the Constitutional Development Task Force or other duties relating to constitutional development and affairs.

Signature \_\_\_\_\_

Name in block letters Ms Chang King-yiu

Post Title Director of Administration

Date 25 March 2004

Examination of Estimates of Expenditure 2004-05

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

Reply Serial No.

CSO016

Question Serial No.

0092

Head: 94 Legal Aid Department

Subhead(No. & title):

Programme: Legal Aid

Controlling Officer: Director of Legal Aid

Director of Bureau: Director of Administration

Question: Regarding consultancy studies for policy making and assessment (if any) commissioned by your bureau, please provide details in the following format:

(1) Please provide the following details on the consultancy studies for which financial provision has been allocated in 2003-04:

Name of consultants (if available)	Description	Consultancy Fees (\$)	Progress on consultancy studies (planning/ in progress/ completed)	The Administration's follow-up action on the study reports and the progress made (if available)	Whether study reports completed are publicized; if yes, their channels and if not, the reasons.

(2) Has financial provision been allocated for commissioning consultancy studies in 2004-05? If yes, please provide the following details :

Name of consultants (if available)	Description	Consultancy Fees (\$)	Progress on consultancy studies (planning/ in progress/ completed)	Whether study reports scheduled for completion in 2004-05 will be publicized; if yes, their channels and if not, the reasons.

Asked by: Hon. HO Sau-lan, Cyd

Reply:

(1) Nil.

(2) Nil.

Signature	_____
Name in block letters	S Y CHAN
Post Title	Director of Legal Aid
Date	24 March 2004



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

Reply Serial No.

CSO017

Question Serial No.

0661

Head: 94 Legal Aid Department

Subhead (No. & title):

Programme: (1) Processing of Legal Aid Applications

Controlling Officer: Director of Legal Aid

Director of Bureau: Director of Administration

Question: Under "Matters Requiring Special Attention in 2004-05", the Department states that it will continue to improve the quality of its services in 2004-05. However, various performance targets under "Processing of Legal Aid Applications" show no obvious improvement. There is a drop rather than a rise in the percentage of applications processed under some items. For instance, under "Civil legal aid", the percentage of applications processed within three months from the date of application drops from 90% and 91% in 2002 and 2003 respectively to the planned target of 85% in 2004. As such, could the Department tell which area of service it intends to improve?

Asked by: Hon. LAU Hon-chuen, Ambrose

Reply: The target for the performance pledge regarding the processing of civil legal aid applications was raised from 80% to the existing 85% in January 2001. The existing performance target will remain unchanged in the plan for 2004.

While the planned performance target remains at 85%, we have always strived to do better than our performance pledge. The Department will continue to examine ways and means to further streamline the application procedures, enhance communication with legal aid applicants and strengthen the customer service.

Signature \_\_\_\_\_

Name in block letters \_\_\_\_\_ S Y CHAN

Post Title \_\_\_\_\_ Director of Legal Aid

Date \_\_\_\_\_ 24 March 2004

Examination of Estimates of Expenditure 2004-05

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

Reply Serial No.

CSO018

Question Serial No.

1693

Head: 94 Legal Aid Department

Subhead (No. & title):

Programme: (1) Processing of Legal Aid Applications

Controlling Officer: Director of Legal Aid

Director of Bureau: Director of Administration

Question: As regards the indicators on civil cases, the Department's estimated figures on "enquiries received", "appointments made", "applications received" and "applications processed" in 2004 are close to the actual figures in 2003. Why can't the Department bring the estimated figure on "Civil Legal Aid (% of applications processed within three months from the date of application)" in 2004, which is set at 85%, close to the actual performance of 90% in 2003?

Asked by: Hon. TSANG Yok-sing, Jasper

Reply: 85% is the planned performance target for 2004, whereas 90% and 91% were the actual performance in 2002 and 2003 respectively. 85% was arrived at in the light of past experience in processing applications having regard to the procedures and complexity involved, including the need to obtain information from the applicants and third parties for the assessment of the means of the applicants and the merits of their cases, e.g. information from banking institutions and professional/expert advice. Where third party information is required, the actual processing time would depend upon the time taken by the third parties to provide the information.

While 85% remains a realistic planned performance target, we have always strived to do better than our performance pledge. The Department will continue to examine ways and means to further streamline the application procedures, enhance communication with legal aid applicants and strengthen customer service.

Signature	_____
Name in block letters	S Y CHAN
Post Title	Director of Legal Aid
Date	26 March 2004

Examination of Estimates of Expenditure 2004-05

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

Reply Serial No.

CSO019

Question Serial No.

1694

Head: 94 Legal Aid Department

Subhead (No. & title):

Programme: (1) Processing of Legal Aid Applications

Controlling Officer: Director of Legal Aid

Director of Bureau: Director of Administration

Question: For criminal cases, the actual number of applications refused on grounds of means in 2003 dropped significantly as compared with that of 2002. Why was this so? Was it due to a downward trend in family income?

Asked by: Hon. TSANG Yok-sing, Jasper

Reply: Of the applications refused on grounds of means in 2002, 77 were due to the failure of the applicants to furnish information on their financial resources required by the Department. Since the Department had taken steps to enhance its customer service and communication with the applicants, the number of applications refused due to the above reason dropped significantly to 24 in 2003. Therefore the number of cases refused on grounds of means in 2003 as compared with that of 2002 dropped correspondingly.

Signature	_____
Name in block letters	S Y CHAN
Post Title	Director of Legal Aid
Date	26 March 2004

Examination of Estimates of Expenditure 2004-05

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

Reply Serial No.

CSO020

Question Serial No.

1695

Head: 94 Legal Aid Department

Subhead (No. & title):

Programme: (2) Litigation Services

Controlling Officer: Director of Legal Aid

Director of Bureau: Director of Administration

Question: Regarding the indicator on in-house criminal litigation, the actual number of new cases assigned in 2003 dropped significantly as compared with that of 2002. What were the reasons?

Asked by: Hon. TSANG Yok-sing, Jasper

Reply: The number of criminal cases assigned in-house in 2003 dropped as compared with that of 2002 partly because there was a decrease in both the numbers of criminal legal aid applications received and legal aid certificates granted in 2003 as compared with those in 2002, and partly because the ratio of the number of in-house cases to that of assigned out cases was also lower than the ratio for 2002.

Signature	_____
Name in block letters	S Y CHAN
Post Title	Director of Legal Aid
Date	26 March 2004

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

Reply Serial No.

CSO021

Question Serial No.

1696

Head: 94 Legal Aid Department

Subhead (No. & title):

Programme: (3) Support Services

Controlling Officer: Director of Legal Aid

Director of Bureau: Director of Administration

Question: The Administration is proposing to adjust downwards the financial eligibility limits of legal aid applicants. As such, regarding the work on "promoting public understanding of legal aid services" under this Programme, would the Department contact or inform the applicants who have been refused legal aid on grounds of means inviting them to re-submit their applications? If not, what are the reasons?

Asked by: Hon. TSANG Yok-sing, Jasper

Reply: Following the Legislative Council's approval on 17 March 2004 for a downward adjustment to the financial eligibility limits, applicants who were refused legal aid on grounds of means would remain ineligible for legal aid under the new eligibility limits. Therefore, the Department does not consider it appropriate to invite these applicants to resubmit applications, as this could raise unreasonable expectation on their part.

The above notwithstanding, an applicant who was refused legal aid on grounds of means can always reapply for legal aid when there are substantive changes in his financial circumstances. The Department will enhance publicity on this aspect. At the same time, as the adjustment to the financial eligibility limits will take effect in due course, the Department will also update pamphlets and leaflets, issue press release and post notices at the reception areas of the Department so as to inform the public of the adjustment. In the interim, the Department will continue to conduct the means test based on the existing limits.

Signature	_____
Name in block letters	S Y CHAN
Post Title	Director of Legal Aid
Date	26 March 2004