

**For discussion
on 10 May 2004**

**Legislative Council Panel on
Information Technology and Broadcasting**

**Review of the Government Institutional Structure
for Delivering the Information Technology Function**

PURPOSE

This paper briefs Members on the outcome of our review of the Government institutional structure for delivering the information technology (IT) function, and seeks Members' views on our proposal for a strengthened and streamlined institutional arrangement.

PROBLEM

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

PROPOSAL

3. We propose that, with effect from 1 July 2004 –
- (a) the Information Technology Services Department should be merged with the IT-related divisions of the Communications and Technology Branch (CTB) of the Commerce, Industry and Technology Bureau (CITB) to form a new, integrated entity within CITB responsible for IT-related policy and operational matters; and
 - (b) a one-rank departmental post of Government Chief Information Officer (GCIO) at D6 should be created to head the new entity, namely, the Office of the Government Chief Information Officer

(OGCIO), to be offset by the deletion of the Director of Information Technology Services (DITS) post at D5.

4. Subject to Members' comments on our proposal, we will invite the Establishment Subcommittee (ESC) to recommend to the Finance Committee (FC) the following proposals to facilitate the merger of CTB and ITSD with effect from 1 July 2004 –

(a) the creation of the following new one-rank grade –

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

(b) the deletion of the following rank –

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

(c) the creation of the following four new permanent posts in Head 47 Information Technology Services Department (to be retitled as OGCI) –

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

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

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

(d) the deletion of the following seven permanent posts in Head 47 Information Technology Services Department (ITSD) and Head 55 Government Secretariat: Commerce, Industry and Technology Bureau (Communications and Technology Branch) (CITB(CTB)) –

ITSD

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

1 Assistant Director of Management Services
(D2) (\$113,520 - \$120,553)

(with effect from 1 September 2004)¹

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

CITB(CTB)

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

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

- (e) an increase in the ceiling placed on the total notional annual mid-point salary value of all non-directorate posts in the permanent establishment of the OGCI0 in 2004-05 from \$261.8M to \$270.8M.

5. Subject to ESC's endorsement of the above proposals, we will seek the approval of the FC of the following proposals with effect from 1 July 2004 to reflect the merger of CTB and ITSD –

- (a) change in the title of Head 47 from ITSD to OGCI0 with GCIO as Controlling Officer;

¹ With the establishment of more IT Management Units in bureaux and departments and the planned cessation of central IT-related management services provided by ITSD to bureaux and departments, the Assistant Director of Management Services post will be deleted with effect from 1 September 2004 upon retirement of the incumbent. The deletion of this post is not arising from the proposed merger of ITSD and CTB.

- (b) change in the Controlling Officer for minor projects (i.e. projects costing between \$150,000 and \$10 million each) under Capital Works Reserve Fund (CWRF) Head 710 Subhead A007GX – New Administrative Computer Systems (Block Allocation) from DITS to the GCIO; and
- (c) change in the Controlling Officer for the approved major project “Implementation of the first phase of the Electronic Service Delivery scheme” under CWRF Head 710 Subhead A059XV from the Permanent Secretary for Commerce, Industry and Technology (Communications and Technology) (PSCT) to the GCIO.

We will also seek FC’s approval for supplementary provision under Head 47 Subhead 000 to cater for the transfer of relevant financial provisions for the remaining part of 2004-05.

JUSTIFICATION

6. 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 disposal², 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.

7. The present institutional arrangement follows the established delineation of government responsibilities. CTB is responsible for formulating public policies and initiating new proposals and measures for IT development, particularly those requiring extensive inter-agency coordination. The E-government programme is a case in point. The IT related functions of CTB are thus led mainly by Administrative Officers.

² In the past three years, the level of Government’s 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.

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. In the past few years, it has become the executive arm of CTB and its predecessors, and is also 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.

8. This existing arrangement has reached a critical stage. Short of a major reorganization, it will be inadequate to meet future missions in a rapidly changing business and technological environment. First, the conventional bureau/department delineation and compartmentalization makes the organization unduly hierarchical and inefficient. Second, the separation of the policy functions from the executive functions, each with its own staff complement and core competencies, in two organizations is ineffective as these functions require very intensive interaction, integration and coordination. 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.

9. We therefore propose to address these weaknesses through the establishment of a single, dynamic entity with the right mandate, visibility and organization by merging ITSD with the IT-related functions of CTB to form a new entity within CITB. This will result in a flatter and more efficient organization. It will benefit from the availability within the consolidated organization the necessary core competencies encompassing both public policy and professional contribution. This organization will also eliminate overlapping 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, will be enabled to provide a more visible and proactive leadership role for the Government and better accountable for the Government's investment, strategies and performance in IT. It will also broaden the exposure and aspiration of

its professional grade staff.

10. Some leading E-government countries like Canada, the U.S. and the U.K. have established a powerful Chief Information Officer (CIO) function at the centre of government. Such a function, characterized 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.

PROPOSED ORGANIZATION CHANGES

(a) Merger of ITSD into CITB

11. 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 by a GCIO reporting to the PSCT, and underpinned by two Deputy GCIOs (DGCIOs), one AOSGB and a departmental D3 officer (the current Deputy DITS (DDITS)), responsible respectively for two broad streams of functions, namely, “Planning and Strategy” and “Operation”.

12. The existing responsibilities of the IT-related divisions of CTB and ITSD will be integrated and redistributed among eight divisions in the new entity, namely, the OGCIO, reporting to the two DGCIOs. Six of the divisions will be headed by Assistant GCIOs (AGCIOs) - two of whom being AOSGCs and four being departmental D2 officers (Assistant DITSs (ADITSs)) - and the remaining two divisions will be headed by CSMs (D1). The proposed directorate structure of the OGCIO and CTB after the merger, the job description of the GCIO, and the job descriptions of the two DGCIOs and eight division heads are set out at Annexes A, B and C respectively.

13. 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 significant non-recurrent funds in support of the E-government programme. 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.

(b) The GCIO Post

14. The GCIO will head the merged organization within CITB. With the consolidated resources, he would assume responsibilities for policy, strategy and execution of programmes and initiatives within the Government and in the community. He would be tasked to lead the E-government programme. Instead of 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-benefit, efficiency and services, 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 authorize expenditure for the approved project on implementation of the first phase of the Electronic Service Delivery scheme and CWRP Head 710 A007GX – New Administrative Computer Systems (Block Allocation).

15. The duties and responsibilities of the GCIO go beyond those of DITS. We therefore propose that the GCIO post should be a one-rank post pitched at D6. The creation of the GCIO post will be offset by the deletion of the DITS post. We consider the proposed ranking appropriate given the officer's enhanced role and responsibilities. It is also imperative for the GCIO to be of sufficient seniority to assume a cross-agency leadership role.

16. 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 organization, 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.

(c) Consequential Changes in Establishment

17. As a result of the rationalization and removal of the overlap of the work of CTB and ITSD, we will delete an AOSGC (D2), two Administrative Officer (AO) and one Personal Secretary I (PS I) posts in CTB, and one CSM (D1) post in ITSD.

CONSEQUENTIAL LEGISLATIVE AMENDMENTS

18. Under the Electronic Transactions Ordinance (ETO) (Cap. 553), DITS is charged with a number of functions related to the voluntary recognition scheme for certification authorities (CAs) that issue digital certificates to support the conduct of secure electronic transactions. These include the granting, suspension and revocation of recognition of CAs and digital certificates, and issue of code of practice for recognized CAs. We propose that the GCIO should take over from DITS these functions. The transfer can be effected by a positive resolution under section 54A of the General Clauses and Interpretation Ordinance (GCO) (Cap. 1)². Subject to ESC's and FC's approval of the merger and creation of the GCIO post, we will move a motion at the Legislative Council meeting on 30 June 2004 to pass the resolution.

19. Under the Dangerous Drugs Ordinance (DDO) (Cap. 134), a Central Registry of Drug Abuse (the Registry) has been set up for the collection, collation and analysis of confidential information such as information on drug abuse and its treatment. ITSD officers have been providing system and other support to the Registry, and they are subject to the confidentiality provisions of the DDO. After the merger, officers in the OGCI will provide the support to the Registry as per that currently provided by ITSD staff. To ensure the continued operation of the Registry, we propose to substitute the title of "ITSD" in the DDO with

² Section 54A of the GCO provides that the Legislative Council may by resolution provide for the transfer to any public officer of any functions exercisable by virtue of any Ordinance by another public officer.

“OGCIO” upon the merger by the publication of a notice in the Gazette by the Chief Secretary for Administration (CS) under section 55 of the GCO³.

CONSULTATION

20. The proposals to merge ITSD and CTB and to establish a CIO function within the Government have been included in the draft updated Digital 21 Strategy published for public consultation last October. The proposals were supported by the respondents who had commented on them. The updated Digital 21 Strategy was published on 4 March 2004. When briefing Members on the 2004 Digital 21 Strategy on 25 March 2004, we advised, inter alia, our intention to pursue the two proposals.

21. PSCT briefed members of the Government IT Professionals Association (GITPA), which represents the AP grade, in February and May 2004 respectively on the proposed merger. DITS has also briefed representatives of the AP, Computer Operator (COp) and Data Processor (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

22. The proposed changes in civil service posts will bring about the following savings in notional annual salary cost at mid-point:

³ Section 55 of the GCO provides that CS may by notice published in the Gazette declare a change in title of any public body (which includes any department of the Government), and the notice may contain provisions substituting the new title in any Ordinance relating to the public officer.

	Notional Annual Mid-point Salary \$	No. of Posts
Deletion of posts		
DITS (D5)	1,849,800	1
AOSGC (D2)	1,404,420	1
CSM (D1)	1,180,860	1
AO	1,172,472	2
PS I	284,916	1
<i>(a) Sub-total</i>	<i>5,892,468</i>	
LESS	New permanent post	
	GCIO (D6)	1
	<i>(b) Sub-total</i>	
	<i>1,951,800</i>	
	Net Savings (a) – (b)	
	3,940,668	

The savings in full annual average staff cost, including salaries and staff on-cost, will be \$5,383,200.

BACKGROUND

23. The existing directorate structure of CTB and the major duties of its various divisions are at Annex D. ITSD's existing directorate structure is at Annex E.

ESTABLISHMENT CHANGES

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

Establishment (Note)	Number of posts		
	Existing as at 1 April 2004	As at 1 April 2003	As at 1 April 2002
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:

- 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

WAY FORWARD

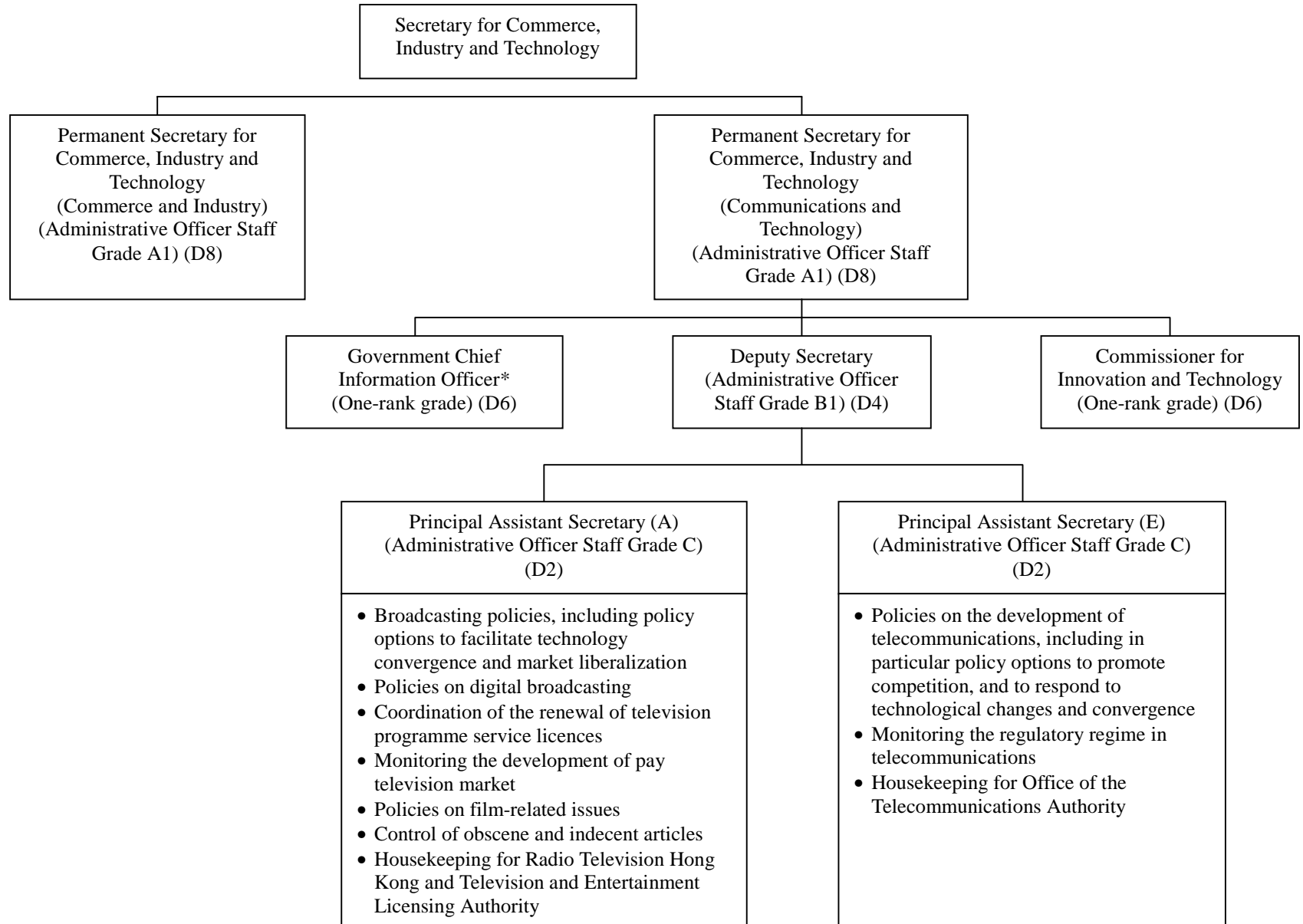
25. Subject to Members' comments on the proposals, we will consult and seek the approval of the relevant parties as follows –

Consult the Standing Committee on Directorate Salaries and Conditions of Service	12 May 2004
Seek the endorsement of the ESC	2 June 2004
Seek the approval of the FC	25 June 2004

Subject to the FC's approval, we plan to implement the merger and create the GCIO post on 1 July 2004.

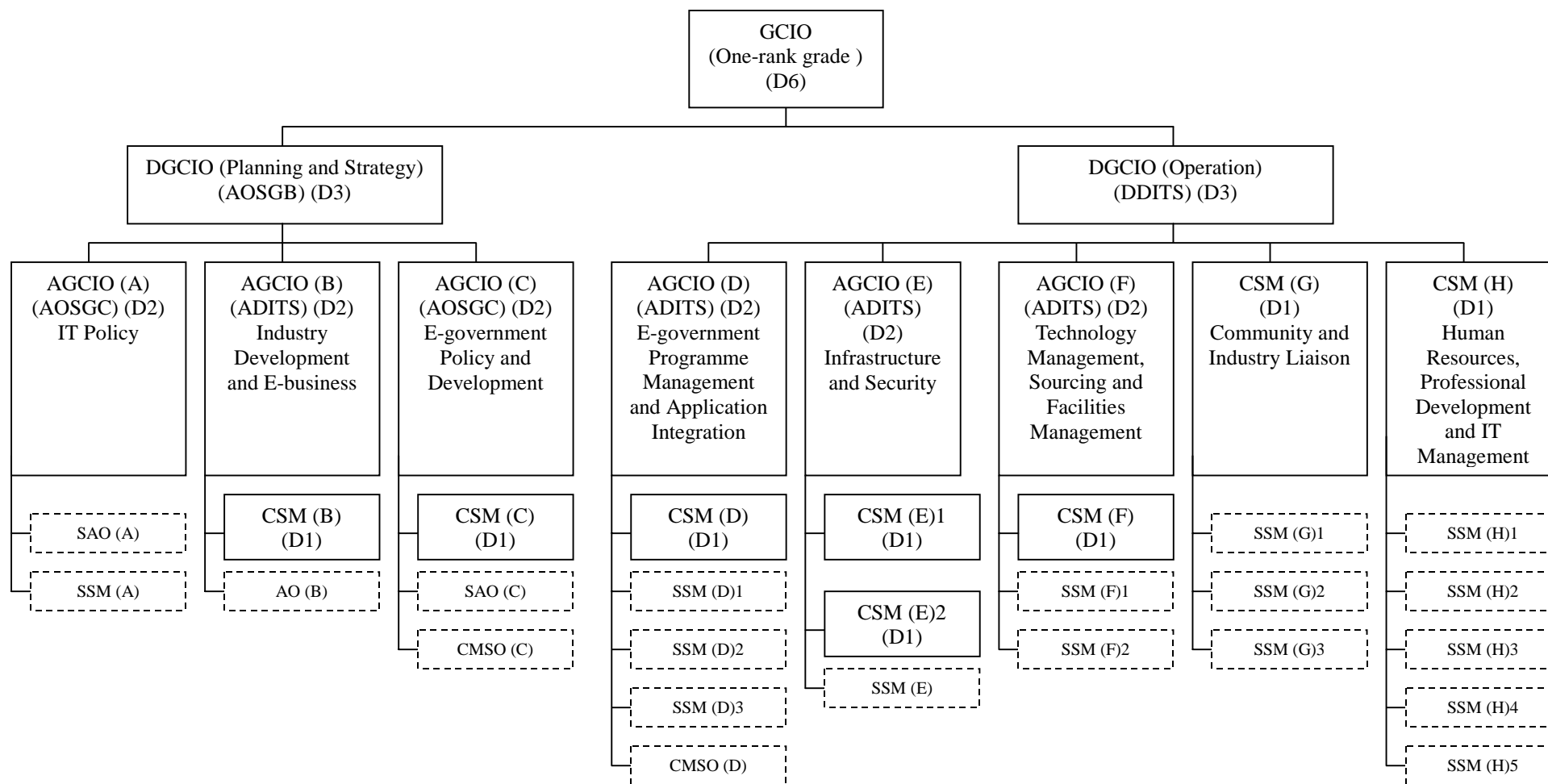
**Communications and Technology Branch
Commerce, Industry and Technology Bureau
May 2004**

Proposed Structure of the Commerce, Industry and Technology Bureau after the Merger



* Please refer to Annex A1 for the structure of the Office of the Government Chief Information Officer.

Proposed Directorate Structure of the Office of the GCIO



Legend:

GCIO – Government Chief Information Officer
 DGCIO – Deputy Government Chief Information Officer
 AGCIO – Assistant Government Chief Information Officer
 AOSGB – Administrative Officer Staff Grade B
 DDITS – Deputy Director of Information Technology Services
 AOSGC – Administrative Officer Staff Grade C

ADITS – Assistant Director of Information Technology Services
 CSM – Chief Systems Manager
 SAO – Senior Administrative Officer
 SSM – Senior Systems Manager
 CMSO – Chief Management Services Officer
 AO – Administrative Officer

----- Non-directorate posts

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.

Proposed Job Description

- Post Title** : Government Chief Information Officer
- Rank** : One-Rank Departmental Grade (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 adviser 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 (including integration and alignment of IT with business processes, internal compliance with government vision and business needs, better service delivery and joined-up projects for effective horizontal integration of government functions).
- (d) To champion, where appropriate, for 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 through the influence and impact of government programmes and measures.
- (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.

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

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) assuming the Head of Grade function 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.
- (c) To perform other duties as directed by the GCIO.

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 formulate 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 formulate policy, strategy and initiatives to promote wider adoption of digital certificates and manage housekeeping matters for the Hongkong Post Certification Authority.
- (f) To formulate initiatives to address IT manpower needs.
- (g) To provide secretariat service to the Information Infrastructure Advisory Committee.

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 formulate IT industry development policy and strategy.
- (b) To coordinate strategies and initiatives with relevant organisations and departments to promote IT industry development.
- (c) To formulate initiatives to strengthen IT industry cooperation with the Mainland.
- (d) To formulate strategies to drive the development and adoption of new IT applications/services/contents.
- (e) To formulate policies and strategies to promote the development of e-business.
- (f) To commission/develop research programmes on IT.

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 formulate the overall E-government policy and strategy.
- (b) To co-ordinate 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 formulate 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.

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

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 eXtended Markup Language (XML) and Internet Protocol version 6 (IPv6).
- (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 formulate and manage Government information security policies and incident response mechanisms.
- (f) To develop and implement public education and awareness programmes on information security.
- (g) To provide technical advice to the Security Bureau on computer crime legislation.

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

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

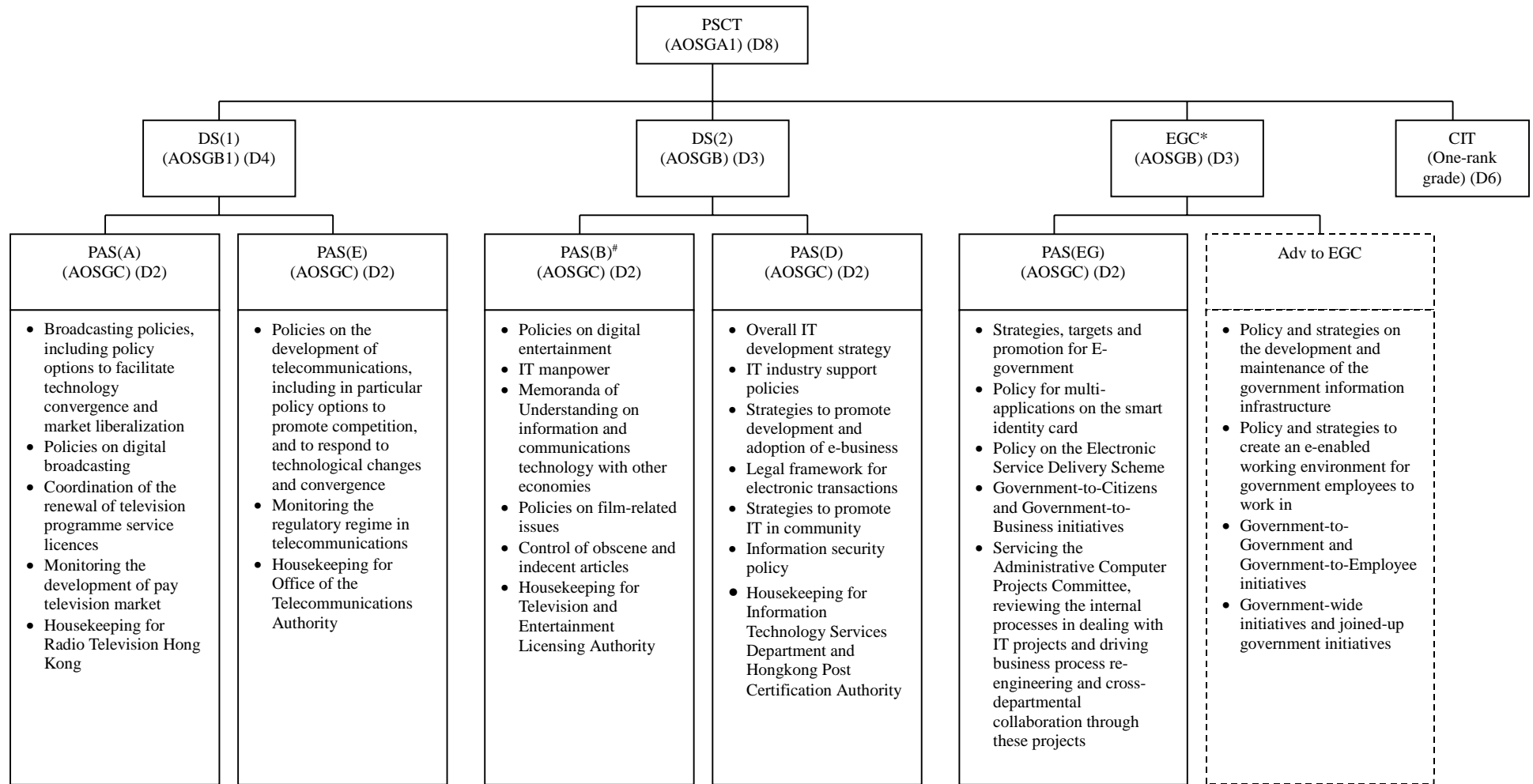
Proposed Job Description

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.
- (e) To develop and maintain the information security management framework within the Office of the GCIO.
- (f) To coordinate corporate planning and change management programmes of the Office of the GCIO.

Existing Directorate Structure of the Communications and Technology Branch



Legend:

PSCT - Permanent Secretary for Commerce, Industry and Technology (Communications and Technology)

CIT – Commissioner for Innovation and Technology

DS – Deputy Secretary

EGC - E-government Coordinator

PAS - Principal Assistant Secretary

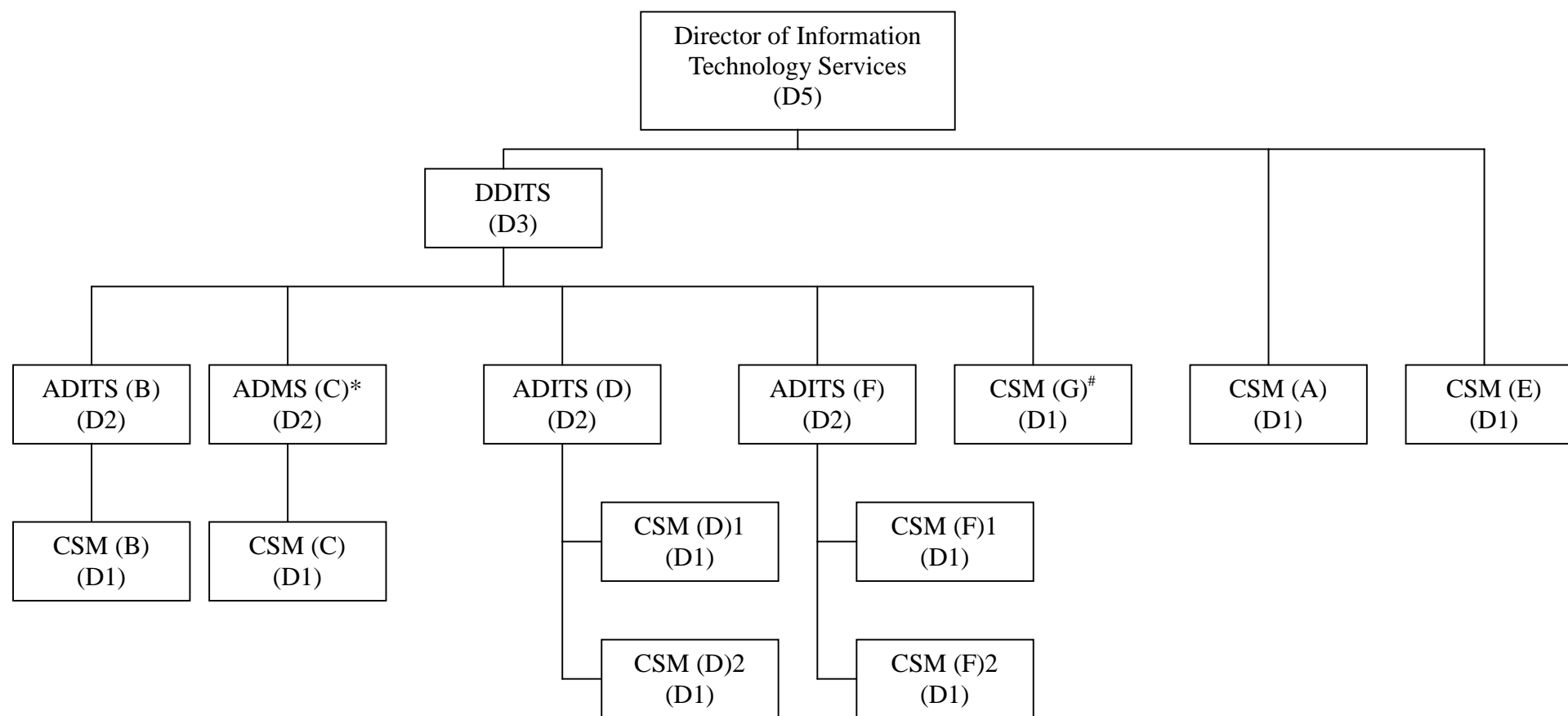
Adv to EGC – Advisor to E-government Coordinator

Non-directorate contract post

* This is a supernumerary post for 3 years ending 31.7.2004, held against an Assistant Director of Information Technology Services post in ITSD.

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

Existing Directorate Structure of Information Technology Services Department (ITSD)



Legend:

DDITS: Deputy Director of Information Technology Services
 ADITS: Assistant Director of Information Technology Services
 ADMS: Assistant Director of Management Services
 CSM: Chief Systems Manager

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

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

Division A: Human Resources and IT Management Division
 Branch B: Technology and Sourcing Branch
 Branch C: E-government Projects Development Branch 1
 Branch D: E-government Projects Development Branch 2
 Division E: Community Education and Industry Liaison Division
 Branch F: Infrastructure and Security Branch
 Division G: E-government Coordination Division

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 ADITS post in ITSD. A CSM post in ITSD has been on loan to the Inland Revenue Department. The ADITS and CSM posts are not shown here.