

**For discussion on
25 November 2005**

**LegCo Panel on Food Safety and Environmental Hygiene
LegCo Panel on Environmental Affairs**

**Reorganization Plan for the Food Safety Regulatory Framework and
Integration of Nature Conservation with Environment Protection Functions**

PURPOSE

This paper briefs Members on the Administration's revised plan to reorganize the Food and Environmental Hygiene Department (FEHD) and the Agriculture, Fisheries and Conservation Department (AFCD) to enhance food safety and veterinary public health control in Hong Kong and to integrate the nature conservation functions of AFCD with the environmental protection functions of the Environmental Protection Department (EPD).

BACKGROUND

2. On 17 October 2005, the Administration briefed the Legislative Council (LegCo) Panel on Food Safety and Environmental Hygiene (FSEH Panel) on the broad outline of the original proposal put forward by the Health, Welfare and Food Bureau (HWFB) to reorganize the AFCD and FEHD into the Agriculture, Environmental Hygiene and Conservation Department and the Food Safety, Inspection and Quarantine Department and to strength support at the top policy making level by creating an additional Permanent Secretary post at D8 level in the HWFB. LegCo Members have in general expressed support for the establishment of a dedicated department to regulate all matters related to food safety and they would wish to see the new department set up as soon as possible. They have expressed no objection in-principle to HWFB's original proposal. We subsequently briefed the staff of AFCD and FEHD (including the relevant staff unions) on HWFB's original proposal. The majority of AFCD's nature conservation and country/marine parks staff expressed their preference for the direct transfer of their functions and staff to the EPD and this transfer is supported by the Secretary for the Environment, Transport and Works. Having considered the views of staff and the Environment, Transport and Works Bureau (ETWB) and reviewed the merits of their proposal vis-à-vis the original proposal, the Administration has decided to take the opportunity of the

reorganization exercise to transfer the nature conservation and country/marine parks functions of AFCD to EPD at the same time. The revised reorganization plan is described in paragraphs 3 to 15 below.

THE REVISED PROPOSAL

Reorganizing the Work of AFCD and FEHD on Food Safety, Veterinary Public Health and Related Inspection and Quarantine Matters

3. We propose that the FEHD and AFCD be reorganized to form the Department of Food Safety, Inspection and Quarantine (DFSIQ) and the Department of Agriculture and Environmental Hygiene (DAEH). FEHD's existing regulatory functions over food, live food animals and poultry, vegetables, fish/seafood, cooked food, food products and slaughterhouse management and AFCD's existing functions over the inspection and quarantine of imported non-food live animals, birds and plants, licensing of livestock and mariculture farms, animal management and welfare, and regulation of pesticides be transferred to the new DFSIQ. This would allow us to pool the scarce professional and expert resources currently scattered in FEHD and AFCD together and enable us to allocate these resources more efficiently and effectively. The new DAEH will take up the operational responsibilities to promote and facilitate the development of agriculture and fisheries activities in Hong Kong and maintain environmental hygiene (including waste collection; management of refuse collection points; littering offences; licensing of food premises; issuing places of public entertainment licenses; hawker control and street management; market management and improvement; cremation and cemetery services; environmental nuisances such as water seepage and pest control, etc.).

4. We would allocate more staff in the new DFSIQ to step up the regulation and inspection of local livestock and poultry farms, vegetable farms and mariculture farms. In order to exercise control at source, we would also set up several special teams with interdisciplinary expertise to step up inspection of registered farms, processing plants and fish ponds in the Mainland and facilitate the same efforts in other countries supplying food to Hong Kong. The new DFSIQ would also enhance their food surveillance efforts at import, wholesale and retail levels to give the public the assurance that food products supplied by the Mainland and overseas countries are safe to consume.

5. As the Mainland is our major supplier of poultry, livestock, aquaculture produce and other foodstuffs, we also place great emphasis on communication

with the Mainland on food safety. We have recently signed a new cooperation arrangement with the General Administration of Quality Supervision, Inspection and Quarantine. Under the new cooperation arrangement, we would strengthen source management for inspection and quarantine work, hold discussions on the adoption of uniform procedures, methods and standards for inspection and quarantine across the border and step up enforcement actions against illegal imports and exports. We are in the process of setting up a notification mechanism on food safety with the Guangdong Provincial Government and the Shenzhen Municipal Government to enhance communication on major food incidents, contingency measures as well as other food safety matters that may have cross-border implications.

6. A Centre for Food Safety (CFS) will be established within the DFSIQ and a Controller, CFS post will be created in DFSIQ to oversee the daily operation and management of the CFS, identify objectives and formulate strategies on food safety. The Controller, CFS post would be created by upgrading the existing Deputy Director (Food and Public Health) (DD/FPH) (D3) post in FEHD to D4 level. Since the aim of setting up the CFS is to enhance the existing functions of the local food safety regulatory authorities, the Controller, CFS must have the professional knowledge and experience in public health and food safety, and a good rapport with food safety regulatory authorities in the Mainland and overseas to ensure the smooth operation of the CFS. As the Controller would be entrusted with the task of accomplishing the mission of CFS, which covers a wide range of duties, the Controller needs to possess strong leadership qualities, political acumen and a strategic mind. Moreover, as the Controller will be taking up additional functions and responsibilities in the regulation and licensing of local livestock and mariculture farms (see the job description of the existing DD/FPH and the proposed job description of the new Controller, CFS post at **Annexes 1 and 2** respectively), we propose that the new Controller, CFS post be taken up by a Directorate Officer at D4 level.

7. We further propose to set up five branches under the DFSIQ to undertake matters related to food safety, veterinary public health and related inspection and quarantine matters. These five branches are the Food Surveillance and Control Branch, Risk Assessment and Communication Branch, Licensing and Inspection Branch, Veterinary Public Health and Quarantine Branch, and Strategy and Administration Branch. The Food Surveillance and Control Branch, the Risk Assessment and Communication Branch and the Licensing and Inspection Branch of DFSIQ would be subsumed under the CFS and be managed by the Controller of CFS whilst the Director of DFSIQ would provide necessary steer and direction for the operation of the centre. The Veterinary Public Health and Quarantine Branch would report to the Controller of CFS on food safety related veterinary public health issues. However, on work

related to other veterinary public health issues and on other inspection and quarantine matters, the Veterinary Public Health and Quarantine Branch would report to the Director of DFSIQ directly. The Strategy and Administration Branch would also report to the Director of DFSIQ directly.

8. Since inspection and quarantine work regarding food safety often involve exercising statutory power to make decisions that might have a significant impact on the community (e.g. the decision to suspend the importation of live chickens in case of an avian influenza outbreak), and the Director would also have to communicate and liaise with senior officials of Mainland and overseas food safety and veterinary regulatory authorities and other international organizations, we consider that the post of the Director of DFSIQ should be taken up by a Directorate Officer at D6 level. We expect that the posts in the various branches of the new DFSIQ would be taken up by officers currently serving in FEHD and AFCD. The DFSIQ would also recruit suitable professionals (including veterinarians, medical doctors, various food scientists such as toxicologists and biotechnologists, etc.) to carry out its work according to the need.

9. Some 1 000 odd staff will be transferred from the FEHD and AFCD to the new DFSIQ. A total of 221 additional posts (including one Administrative Officer Staff Grade C (AOSGC) post at D2 level and two Principal Medical Officers (PMO) posts at D1 level) will be created in the new DFSIQ and the Government Laboratory to perform the various enhanced food safety and administrative functions. It is expected that the new DFSIQ would have a total of some 1 200 staff (including a Director at D6 level, a Controller, CFS at D4 level, five Assistant Directors/Consultant/AOSGC at D2 level and two D1 officers). The organization chart of the new DFSIQ is at **Annex 3**. The proposed job descriptions of the additional AOSGC and PMO posts are at **Annexes 4 to 6**.

10. Upon reorganization, the new DAEH would have about 10 770 staff (including a Director ranked at D6 level, two Deputy Directors at D3 level, six Assistant Directors at D2 level, and two D1 officer). Through outsourced contracts, there will be another 8 000 employees working on environmental hygiene functions. The organization chart of the new DAEH is at **Annex 7**.

Creating a new Permanent Secretary in HWFB

11. We have also reviewed the organizational structure at the bureau level to explore ways to better meet the operational needs and improve the effectiveness and efficiency in achieving the policy objectives. At present, the

HWFB has only one Permanent Secretary at D8 level to assist the Secretary for Health, Welfare and Food to oversee policy areas of very different natures (including medical and health, social welfare, food safety, environmental hygiene and women affairs etc) where use of huge amount of resources is involved. The job description of the existing Permanent Secretary post is at **Annex 8**.

12. The actual operation of the HWFB in the past few years has fully demonstrated that the wide spectrum of policy responsibilities and sheer amount of work is clearly beyond the reasonable demand on one Permanent Secretary. Given that each of HWFB's policy areas deals with important livelihood issues of public concern, and the need to cope with the enhanced functions over food safety of the newly established DFSIQ, it is necessary to strengthen support at the top policy making level. We propose to create an additional post of Permanent Secretary at D8 level responsible for the work on food safety and environmental hygiene, and also management of the newly established DFSIQ and DAEH as well as the Government Laboratory. The existing Permanent Secretary will focus on policy portfolios in respect of medical and health and social welfare. Three additional non-directorate posts will also be created in HWFB to support the work of the new Permanent Secretary. The proposed job descriptions of the two Permanent Secretary posts after reorganization are at **Annexes 9 and 10**. The proposed organization chart of the HWFB upon the creation of an additional Permanent Secretary post is at **Annex 11**. The new Permanent Secretary post, if approved, will put HWFB on par with other multi-department type of bureaux with two Permanent Secretary posts at D8 level, namely the Commerce, Industry and Technology Bureau; Economic Development and Labour Bureau; ETWB¹; Financial Services and the Treasury Bureau; and Housing, Planning and Lands Bureau.

Establishment of a Food Standards Committee and Enhancing Communication with Stakeholders

13. At present, Government advisory committees on food safety mainly include the Advisory Council on Food and Environmental Hygiene formed under the HWFB and the Scientific Committee on Enteric Infections and Foodborne Diseases and Scientific Committee on Emerging and Zoonotic Diseases formed under the Centre for Health Protection. To strengthen the existing consultative framework, we propose to set up a Food Standards Committee consisting of experts and academics to enhance the formulation and review of food safety standards. We would also strengthen our communication

¹ There are three Permanent Secretaries in ETWB, two at D8 level and one at D6 level.

and exchanges with the relevant stakeholders such as academic and professional bodies, and relevant trade organizations through various channels such as seminars/talks, meetings, newsletters, websites, etc.

Merger of AFCD's Country/Marine Parks and Conservation Branches with EPD

14. The functions of the existing Country/Marine Parks and Conservation Branches of AFCD are related and complementary to the work of EPD on environmental protection. It has always been the plans of the ETWB to bring these functions under one organization after the amalgamation of policy and executive functions in respect of environmental protection. Following the successful merger of the Environment Branch of ETWB and EPD since 1 April 2005, the expanded EPD has assumed policy responsibilities on country parks and marine conservation, while the executive functions in these areas remain with AFCD. This split command is not conducive to efficiency and effectiveness in policy formulation and implementation. The natural development is therefore to merge the Country/Marine Parks and Conservation Branches of AFCD with EPD, which will integrate all the policy as well as executive functions of environmental protection and nature conservation under one roof within the policy portfolio of ETWB. It is commonplace in other jurisdictions for environmental protection and nature conservation functions to be discharged by a single organization. The proposal will also bring us in line with the international practice.

15. Upon reorganization, AFCD's Deputy Director and the two Assistant Directors responsible for conservation and country/marine parks management would be transferred to the EPD. The standing arrangement to limit the promotion of the five Assistant Director and Deputy Director posts of the former AFCD to all senior professional staff in AFCD would be preserved. The organization structure of EPD after the reorganization is at **Annex 12**. The revamped EPD would have about 1 100 staff transferred from AFCD and, together with the existing staffing of about 1 600, form an expanded department with some 2 700 staff (including a Permanent Secretary / Director at D6 level, five Deputy Directors at D3 level, nine Assistant Directors at D2 level and 22 directorate officers at D1 level).

FINANCIAL IMPLICATIONS

16. The re-organization plan will require a net increase of four directorate posts, namely –

- (a) one Permanent Secretary (D8) in HWFB;
- (b) one Assistant Director (AOSGC at D2) in DFSIQ; and
- (c) two Principal Medical Officers (D1) in DFSIQ.

We will be upgrading one Deputy Director (D3) post in FEHD to D4 level as Controller, CFS in DFSIQ. A total of 225 additional non-directorate posts will also be created in the DFSIQ, Government Laboratory and HWFB to support the work of the re-organized food regulatory framework.

17. The total additional recurrent expenditure required will be about \$150 million per annum. The organizational changes in DAEH and EPD will be effected through re-deployment of existing resources of the bureaux concerned.

WAY FORWARD

18. As the reorganization exercise involves introducing legislative amendments to transfer the statutory powers and functions from the existing AFCD and FEHD to the two new departments and EPD, we have commenced the drafting of the Bill for the purpose. As we would like to establish the new DFSIQ by the end of April 2006, we hope to be able to introduce the Bill into LegCo before the end of 2005.

19. We hope Members would support our revised reorganization plan described above so that we could proceed with the reorganization exercise as planned. We would need to further brief and thoroughly consult staff involved in the exercise and other key stakeholders of the details of the revised reorganization plan, following which we would submit the relevant proposals to the LegCo Establishment Sub-committee and Finance Committee for approval. Members would appreciate the tight timeframe but we are prepared to expedite action in response to the community's expectation to improve our food safety infrastructure and mechanism.

Health, Welfare and Food Bureau
Environment, Transport and Works Bureau
November 2005

**Job Description for
Deputy Director (Food and Public Health)**

Post title : Deputy Director (Food and Public Health)
Rank : Deputy Director of Health (D3)
Responsible to : Director of Food and Environmental Hygiene

Major Duties and Responsibilities –

1. To plan and direct the implementation of policies on food safety control, veterinary public health and pest control; and to set standards having regard to research results and practical experience;
2. To make policy and legislative proposals in the light of operational experience on food safety control, veterinary public health and pest control;
3. To oversee surveillance at various points of the food supply chain to ensure food are fit for human consumption and to ensure appropriate and speedy response to food incidents;
4. To oversee the assessment of health risks on the food safety front and devise a strategy on how best these can be communicated to the industry and the community as a whole;
5. To liaise with local and international organizations, academics, medical professionals and trades to foster the best application of established policies in the light of the changing environment;
6. To provide professional input to public health education programmes on food safety; and
7. To attend meetings of Legislative Council Panels and the Advisory Council on Food and Environmental Hygiene as needed.

**Proposed Job Description for
Controller, Centre for Food Safety**

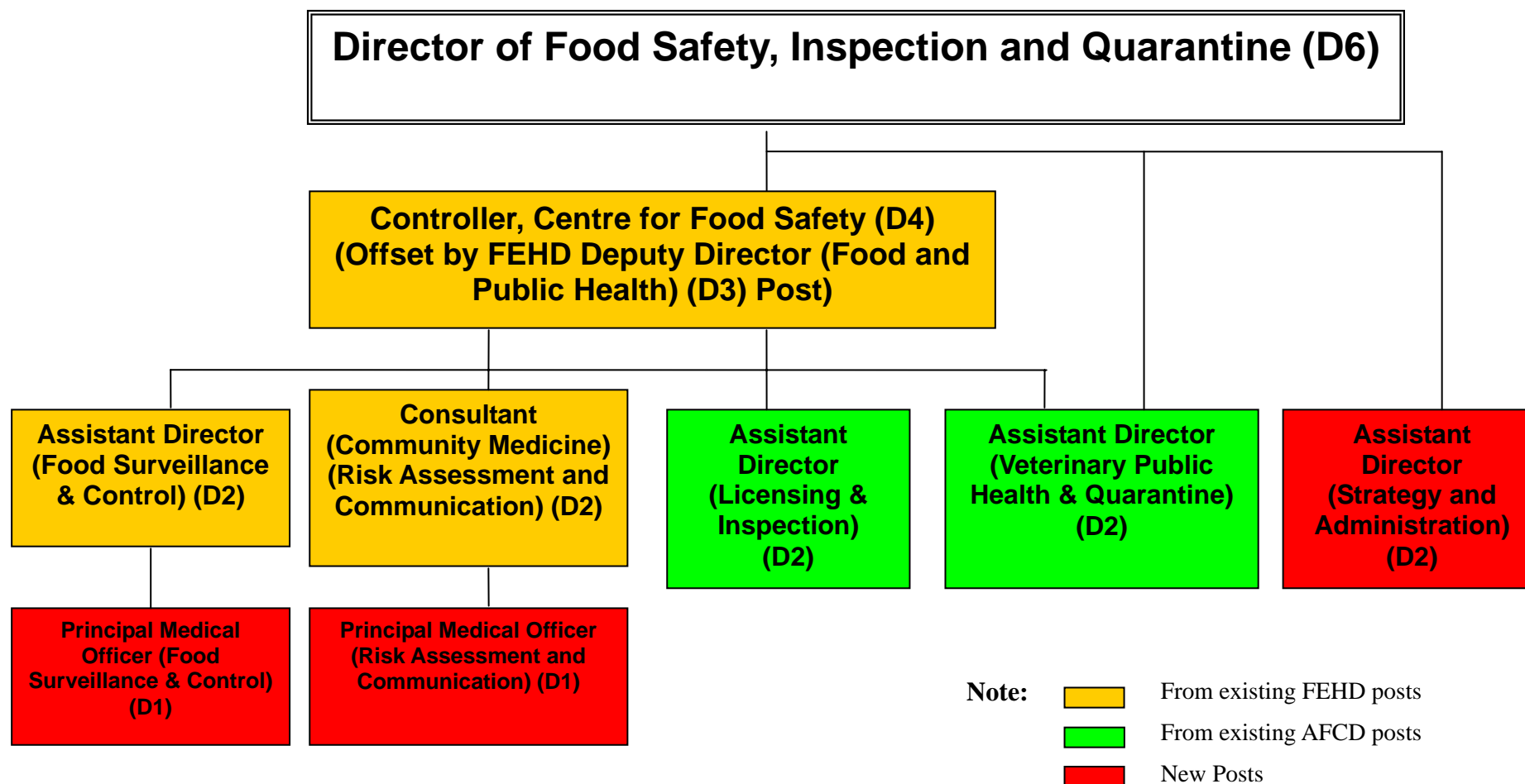
Post title : Controller, Centre for Food Safety
Rank : Controller (D4)
Responsible to : Director of Food Safety, Inspection and Quarantine

Major Duties and Responsibilities –

1. To advise the Director of Food Safety, Inspection and Quarantine in the formulation, development and review of strategies for effective food safety control in Hong Kong;
2. To be responsible for the overall management of the Centre for Food Safety;
3. To oversee all regulatory functions over food, live food animals and poultry, vegetables, fish/seafood and slaughterhouse management;
4. To formulate comprehensive veterinary public health protection plans and oversee the licensing of livestock and marine culture farms; the development of regular inspection and audit programmes to live animal and fish farms as well as meat and food processing plants in the Mainland and overseas;
5. To establish and maintain an active network with local stakeholders, Mainland and international food safety, veterinary and public health organizations as well as academics, medical professionals and experts in the field in promoting effective food safety control;
6. To undertake co-ordination and support the Director of Food Safety, Inspection and Quarantine in high level negotiation work with other government departments/agencies, senior echelons of Mainland and overseas Governments, food and veterinary authorities on food safety matters;
7. To make policy and legislative proposals in the light of operational experience on food safety control;
8. To oversee the assessment of health risks on the food safety front and development of food standards and communication strategies for dissemination to the industry and the community;

9. To oversee surveillance and control at various points of the food supply chain to ensure food are fit for human consumption; and
10. To provide professional input to public health education programmes on food safety.
11. To attend meetings of the Legislative Council Panels and Advisory Council on Food and Environmental Hygiene as needed.

Organization Structure of the Department of Food Safety, Inspection and Quarantine



**Proposed Job Description for
Assistant Director (Strategy and Administration) (D2)**

Post title : Assistant Director (Strategy and Administration) (D2)

Rank : Administrative Officer Staff Grade C (D2)

Responsible to : Director of Food Safety, Inspection and Quarantine

Major Duties and Responsibilities –

1. To keep under review legislation and policies related to food safety, veterinary public health and quarantine matters related to non-food animals and plants, and formulate proposals to meet the changing needs of the community;
2. To coordinate departmental input for Legislative Council related business;
3. To supervise secretariat support for boards and committees under the department;
4. To direct and supervise work relating to accounts and personnel management (including recruitment, appointments, promotion, conditions of service, discipline, establishment control, staff relations/welfare, etc);
5. To administer various departmental services including office accommodation, office organization and procedures, supplies, green and record management, occupational safety, uniforms, enquiry hotlines, access to information by the public, etc;
6. To oversee the departmental machinery for dealing with staff complaints and complaints received from the public;
7. To supervise the planning of capital works projects, including the establishment of project scope and schedule of accommodation; scrutinizing layout plans and costings; preparing project planning papers; and monitoring the implementation of projects;
8. To advise on the effect of land use and town planning proposals on departmental facilities/projects;
9. To supervise the work of the Translation and Interpretation Section; Media and Information Unit; and the Information Technology Unit; and
10. To attend meetings of the Legislative Council Panels and Advisory Council on Food and Environmental Hygiene as needed.

**Proposed Job Description for
Principal Medical Officer (Food Surveillance and Control)
(Food Surveillance and Control Branch)**

Post Title : Principal Medical Officer (Food Surveillance and Control)
Rank : Principal Medical and Health Officer (D1)
Responsible to : Assistant Director (Food Surveillance and Control)

Major Duties and Responsibilities –

1. To devise and coordinate the implementation of risk management strategies and public health measures for food incidents and food safety crisis;
2. To assist Assistant Director (Food Surveillance and Control) in the formulation and review of food safety control measures, guidelines and programmes using local epidemiological information as well as other sources of data and intelligence;
3. To plan and coordinate departmental initiatives on the investigation, control and management of food incidents;
4. To collaborate with the Mainland and overseas food authorities, international food agencies, the local food trade and other government departments and agencies to ensure effective management of food incidents;
5. To oversee the planning, implementation and coordination, including inter-departmental and international liaison, of operational plans and emergency measures related to food incidents;
6. To work with Risk Assessment and Communication Branch to devise, implement and coordinate risk communication strategy in the management of food incidents and crisis;
7. To represent the Department in meetings related to food incidents and food safety crisis; and
8. To assist and support Assistant Director (Food Surveillance and Control) in the administration of the Food Surveillance and Control Branch.

**Proposed Job Description for
Principal Medical Officer (Risk Assessment and Communication)
(Risk Assessment and Communication Branch)**

Post Title : Principal Medical Officer (Risk Assessment and Communication)
Rank : Principal Medical and Health Officer (D1)
Responsible to : Consultant (Community Medicine) (Risk Assessment and Communication)

Major Duties and Responsibilities –

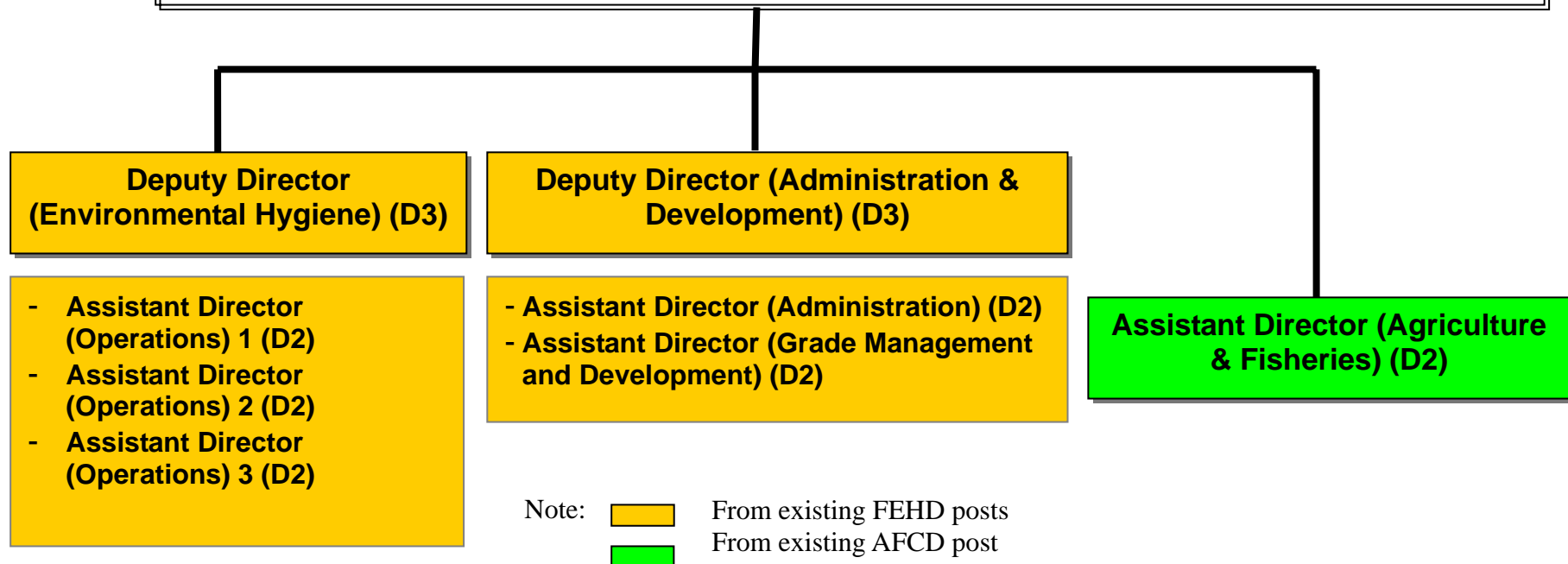
1. To formulate risk communication strategies to address the concerns of the community over food safety, working together with the risk managers in the event of food incidents and crises;
2. To develop proactive and effective risk communication partnership with major stakeholders and the medias;
3. To map out and prioritize risk assessment plans to meet the needs of the risk managers in addressing food safety problems in the local and international arenas;
4. To oversee the conduct of newly introduced risk communication programmes and activities such as the monthly Risk Communication Digest, risk perception of food-related hazards seminars, etc.;
5. To oversee the conduct of risk assessment studies and to ensure that they are carried out in a coordinated manner;
6. To provide professional and logistic support to new programmes including food consumption database, exposure assessment computer system, total diet studies, nutrition risk assessment studies;
7. To provide professional input to other government bureaus and departments regarding food safety issues in meeting international obligations, e.g. Stockholm Convention and Cartagena Biosafety Protocol, and addressing local public health concerns;
8. To build up the capacity of the Centre and stakeholders with respect to risk

assessment and risk communication;

9. To liaise with national and international counterparts in relation to his duties; and
10. To assist and support Consultant (Community Medicine) (Risk Assessment and Communication) in the administration of the Risk Assessment and Communication Branch.

Organization Structure of the Department of Agriculture and Environmental Hygiene

Director of Agriculture and Environmental Hygiene (D6)



Job Description
Permanent Secretary for Health, Welfare and Food

Post title : Permanent Secretary for Health, Welfare and Food (D8)
Rank : Administrative Officer Staff Grade A1 (D8)
Responsible to : Secretary for Health, Welfare and Food (SHWF)

Main Duties and Responsibilities –

1. To assist SHWF in formulating, co-ordinating and implementing policies on medical, health, social welfare, women's interests, agriculture, fisheries, food safety, veterinary public health and environmental hygiene;
2. To support SHWF in explaining policies, in securing support of the public and Legislative Council (LegCo), and in dealing with LegCo business;
3. To support SHWF in ensuring ongoing and new initiatives under Chief Executive's Policy Address are taken forward and completed within specified timeframes;
4. To lead and coordinate Government's preparation for and response to major health and food incidents and disease outbreaks;
5. To steer Interdepartmental Action Coordinating Committee in preparedness, protection and publicity programmes in the fight against infectious diseases such as SARS and avian influenza;
6. To support SHWF in risk communication matters including public education strategies and dissemination of information;
7. To support SHWF in networking and liaison work with the Mainland and overseas food authorities to keep abreast of food safety development, and to foster co-operation in respect of medical, health, welfare and women matters with counterparts in the Mainland and other territories;
8. To support SHWF in international and Mainland collaboration programmes covering research, laboratory, expert exchange etc.;
9. To steer and co-ordinate with the executive departments/agency including Department of Health, Hospital Authority, Social Welfare Department,

Government Laboratory, Food and Environmental Hygiene Department and Agriculture, Fisheries and Conservation Department, and liaise with other concerned bureaux to achieve smooth, timely and effective implementation of the agreed policies and programmes;

10. To assist SHWF in acquiring and deploying resources to support the implementation of policies and delivery of services;
11. To monitor the needs and aspirations of the community and having regard to the funding, to undertake timely review and to generate proposals for necessary changes to the established policies and services;
12. To conduct organization reviews of HWFB and its departments/agency with a view to further streamlining the organizational structure and enhancing efficiency;
13. To uphold the reliability and professional standards in the delivery of services by the executive departments/agency;
14. To be the controlling officer for the expenditure head of the Bureau including Hospital Authority, i.e. Head 149 – Government Secretariat : Health, Welfare and Food Bureau (HWFB), and to ensure proper use of the financial and human resources; and
15. To manage civil servants and other staff in HWFB.

**Proposed Job Description for
Permanent Secretary for Health, Welfare and Food
(Food and Environmental Hygiene)**

Post title : Permanent Secretary for Health, Welfare and Food
(Food and Environmental Hygiene) (D8)
Rank : Administrative Officer Staff Grade A1 (D8)
Responsible to : Secretary for Health, Welfare and Food (SHWF)

Main Duties and Responsibilities –

1. To assist SHWF in formulating, co-ordinating and implementing policies on agriculture, fisheries, food safety, veterinary public health and environmental hygiene;
2. To support SHWF in explaining policies, in securing support of the public and Legislative Council (LegCo), and in dealing with LegCo business;
3. To support SHWF in ensuring ongoing and new initiatives under Chief Executive's Policy Address are taken forward and completed within specified timeframes;
4. To support SHWF in risk communication matters including public education strategies and dissemination of information;
5. To support SHWF in networking and liaison work with the Mainland and overseas food authorities to keep abreast of food safety development;
6. To ensure the development of a proactive and comprehensive regulatory system to strengthen food safety; and to lead and coordinate Government response to major food incidents and veterinary public health incidents;
7. To steer and co-ordinate with the executive departments/agency including the Department of Food Safety, Inspection and Quarantine, Centre for Health Protection of Department of Health, Department of Agriculture and Environmental Hygiene, and Government Laboratory, and liaise with other concerned bureaux to achieve smooth, timely and effective implementation of the agreed policies and programmes;

8. To assist SHWF in acquiring and deploying resources to support the implementation of policies and delivery of services;
9. To monitor the needs and aspirations of the community and having regard to the fundings, to undertake timely review and to develop proposals for necessary changes to the established policies and services;
10. To review policies related to the provision of markets, cemeteries, columbaria and crematoria facilities to meet future demand;
11. To uphold the reliability and professional standards in the delivery of services by the executive departments/agencies;
12. To be the Controlling Officer for the expenditure head of the Food and Environmental Hygiene Branch, and to ensure proper use of the financial and human resources;
13. To co-ordinate overall budgetary requirement of Health, Welfare and Food Bureau (HWFB) and to advise on the overall priorities of policy agenda and initiatives; and
14. To manage civil servants and other staff in the Food and Environmental Hygiene Branch of HWFB.

**Proposed Job Description for
Permanent Secretary for Health, Welfare and Food
(Health and Welfare)**

Post title : Permanent Secretary for Health, Welfare and Food
(Health and Welfare) (D8)
Rank : Administrative Officer Staff Grade A1 (D8)
Responsible to : Secretary for Health, Welfare and Food (SHWF)

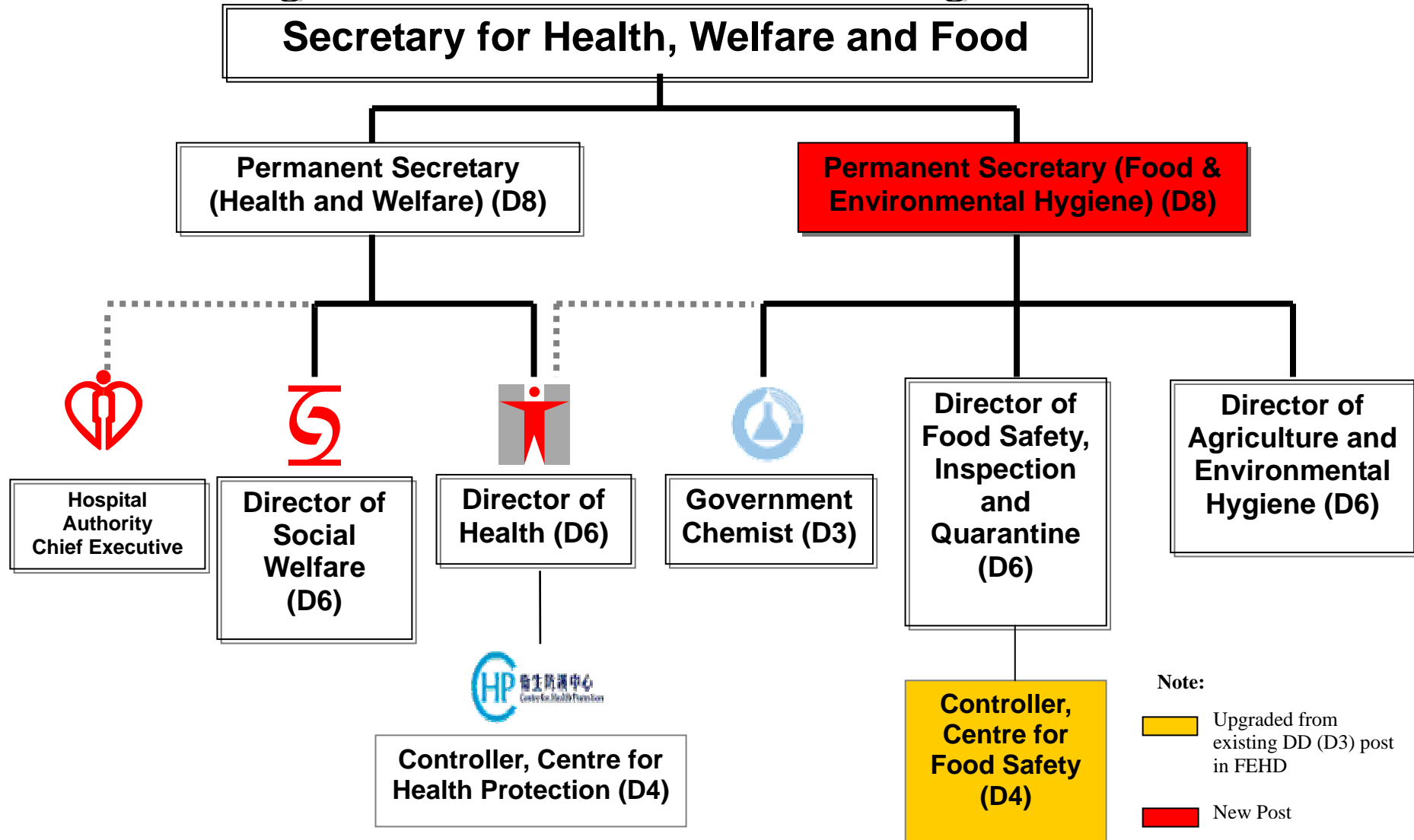
Main Duties and Responsibilities –

1. To assist SHWF in formulating, co-ordinating and implementing policies on medical, health, social welfare and women's interests;
2. To support SHWF in explaining policies, in securing support of the public and Legislative Council (LegCo), and in dealing with LegCo business;
3. To support SHWF in ensuring ongoing and new initiatives under Chief Executive's Policy Address are taken forward and completed within specified timeframes;
4. To lead and coordinate Government's preparation for and response to major health incidents and disease outbreaks;
5. To steer Interdepartmental Action Coordinating Committee in preparedness, protection and publicity programmes in the fight against infectious diseases such as SARS and avian influenza;
6. To support SHWF in risk communication matters including public education strategies and dissemination of information;
7. To support SHWF in networking and liaison work with the Mainland and overseas to foster co-operation in respect of medical, health, welfare and women matters with counterparts in the Mainland and other territories;
9. To support SHWF in international and Mainland collaboration programmes covering research, laboratory, expert exchange etc.;
9. To steer and co-ordinate with the executive departments/agency including Department of Health, Hospital Authority and Social Welfare Department, and

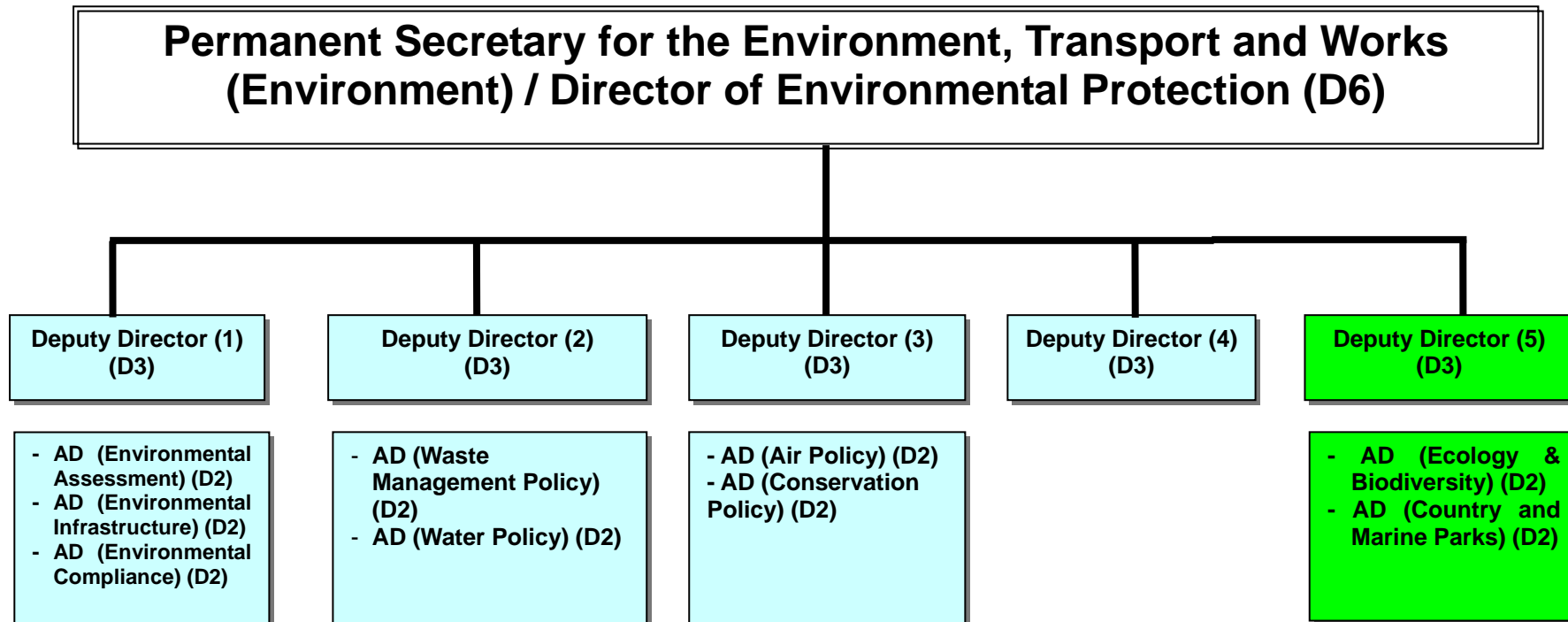
liaise with other concerned bureaux to achieve smooth, timely and effective implementation of the agreed policies and programmes;

10. To assist SHWF in acquiring and deploying resources to support the implementation of policies and delivery of services;
11. To monitor the needs and aspirations of the community and having regard to the funding, to undertake timely review and to generate proposals for necessary changes to the established policies and services;
12. To conduct organization reviews of HWFB and its departments/agency with a view to further streamlining the organizational structure and enhancing efficiency;
13. To uphold the reliability and professional standards in the delivery of services by the executive departments/agency;
14. To be the Controlling Officer for the expenditure head of the Health and Welfare Branches of the Health, Welfare and Food Bureau (HWFB) and the Hospital Authority, and to ensure proper use of the financial and human resources; and
15. To manage civil servants and other staff in HWFB.

Organization of HWFB After Reorganization



Organization Structure of the Environmental Protection Department After Reorganization



Note:



From existing EPD posts

From existing AFCD posts

