

## **ITEM FOR ESTABLISHMENT SUBCOMMITTEE OF FINANCE COMMITTEE**

- NEW HEAD “GOVERNMENT SECRETARIAT : LABOUR AND WELFARE BUREAU”**
- NEW HEAD “GOVERNMENT SECRETARIAT : ENVIRONMENT BUREAU”**
- HEAD 21 – CHIEF EXECUTIVE’S OFFICE**
- HEAD 158 – GOVERNMENT SECRETARIAT : ENVIRONMENT, TRANSPORT AND WORKS BUREAU (TRANSPORT BRANCH)**
- HEAD 159 – GOVERNMENT SECRETARIAT : ENVIRONMENT, TRANSPORT AND WORKS BUREAU (WORKS BRANCH)**
- HEAD 145 – GOVERNMENT SECRETARIAT : ECONOMIC DEVELOPMENT AND LABOUR BUREAU (ECONOMIC DEVELOPMENT BRANCH)**
- HEAD 144 – GOVERNMENT SECRETARIAT : CONSTITUTIONAL AFFAIRS BUREAU**
- HEAD 152 – GOVERNMENT SECRETARIAT : COMMERCE, INDUSTRY AND TECHNOLOGY BUREAU (COMMERCE AND INDUSTRY BRANCH)**
- HEAD 53 – GOVERNMENT SECRETARIAT : HOME AFFAIRS BUREAU**
- HEAD 90 – LABOUR DEPARTMENT**
- HEAD 142 – GOVERNMENT SECRETARIAT : OFFICES OF THE CHIEF SECRETARY FOR ADMINISTRATION AND THE FINANCIAL SECRETARY**
- HEAD 156 – GOVERNMENT SECRETARIAT : EDUCATION AND MANPOWER BUREAU**
- HEAD 140 – GOVERNMENT SECRETARIAT : HEALTH, WELFARE AND FOOD BUREAU (HEALTH AND WELFARE BRANCH)**
- HEAD 44 – ENVIRONMENTAL PROTECTION DEPARTMENT**
- Subhead 000 Operational Expenses**

Members are invited to recommend to Finance Committee the following proposals with effect from 1 July 2007 -

**Non-civil service position**

(a) the creation of the following non-civil service position -

**under new Head Government Secretariat:  
Labour and Welfare Bureau**

1 Director of Bureau  
(\$298,115 per month)

(b) the alignment of the terms of employment of the post of Director of Chief Executive's Office with those of a Director of Bureau  
**(under Head 21)**

**Civil service post/non-civil service position**

(c) the creation of the following civil service posts/  
non-civil service positions -

**under new Head Government Secretariat:  
Labour and Welfare Bureau**

1 Administrative Officer Staff Grade C/  
non-civil service position at D2-equivalent  
(D2) (\$110,000 - \$116,800)

**under new Head Government Secretariat:  
Environment Bureau**

1 Administrative Officer Staff Grade C/  
non-civil service position at D2-equivalent  
(D2) (\$110,000 - \$116,800)

**/under .....**

**under Head 158**

- 1 Administrative Officer Staff Grade C/  
non-civil service position at D2-equivalent  
(D2) (\$110,000 - \$116,800)

(d) the deletion of the following civil service posts/non-civil service positions -

**under Head 159**

- 1 Administrative Officer Staff Grade C/  
non-civil service position at D2-equivalent  
(D2) (\$110,000 - \$116,800)

**under Head 145**

- 1 Administrative Officer Staff Grade C/  
non-civil service position at D2-equivalent  
(D2) (\$110,000 - \$116,800)

**Civil service permanent post**

(e) the creation of the following civil service permanent posts -

**under Head 144**

- 2 Administrative Officer Staff Grade C  
(D2) (\$110,000 - \$116,800)

**under Head 152**

- 1 Administrative Officer Staff Grade A  
(D6) (\$162,650)
- 2 Administrative Officer Staff Grade B  
(D3) (\$127,900 - \$135,550)

- 3 Administrative Officer Staff Grade C  
(D2) (\$110,000 - \$116,800)
- 1 Senior Principal Executive Officer  
(D2) (\$110,000 - \$116,800)
- 1 Principal Executive Officer  
(D1) (\$92,650 - \$98,300)

**under New Head Government Secretariat :  
Environment Bureau**

- 1 Administrative Officer Staff Grade B1  
(D4) (\$145,150 - \$149,600)
- 3 Administrative Officer Staff Grade C  
(D2) (\$110,000 - \$116,800)
- 1 Assistant Director of Accounting Services  
(D2) (\$110,000 - \$116,800)

**under Head 44**

- 1 Administrative Officer Staff Grade A1  
(D8) (\$181,050)

**under Head 53**

- 1 Administrative Officer Staff Grade C  
(D2) (\$110,000 - \$116,800)

**under Head 158**

- 2 Administrative Officer Staff Grade B  
(D3) (\$127,900 - \$135,550)
- 2 Administrative Officer Staff Grade C  
(D2) (\$110,000 - \$116,800)

1 Assistant Director of Marine (D2)  
(\$110,000 - \$116,800)

1 Principal Marine Officer (D1)  
(\$92,650 - \$98,300)

**under New Head Government Secretariat :  
Labour and Welfare Bureau**

1 Administrative Officer Staff Grade A1  
(D8) (\$181,050)

1 Administrative Officer Staff Grade B1  
(D4) (\$145,150 - \$149,600)

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

5 Administrative Officer Staff Grade C  
(D2) (\$110,000 - \$116,800)

1 Senior Principal Executive Officer  
(D2) (\$110,000 - \$116,800)

**under Head 90**

1 Administrative Officer Staff Grade A  
(D6) (\$162,650)

**under Head 142**

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

(f) the deletion of the following civil service  
permanent posts -

**/under .....**

**under Head 156**

- 1 Administrative Officer Staff Grade C  
(D2) (\$110,000 - \$116,800)

**under Head 140**

- 2 Administrative Officer Staff Grade B  
(D3) (\$127,900 - \$135,550)
- 4 Administrative Officer Staff Grade C  
(D2) (\$110,000 - \$116,800)
- 1 Senior Principal Executive Officer  
(D2) (\$110,000 - \$116,800)

**under Head 53**

- 2 Administrative Officer Staff Grade C  
(D2) (\$110,000 - \$116,800)

**under Head 145**

- 1 Administrative Officer Staff Grade A1  
(D8) (\$181,050)
- 1 Administrative Officer Staff Grade A  
(D6) (\$162,650)
- 1 Administrative Officer Staff Grade B1  
(D4) (\$145,150 - \$149,600)
- 3 Administrative Officer Staff Grade B  
(D3) (\$127,900 - \$135,550)
- 6 Administrative Officer Staff Grade C  
(D2) (\$110,000 - \$116,800)

- 1 Senior Principal Executive Officer  
(D2) (\$110,000 - \$116,800)
  
- 1 Assistant Director of Accounting Services  
(D2) (\$110,000 - \$116,800)
  
- 1 Assistant Director of Marine  
(D2) (\$110,000 - \$116,800)
  
- 1 Principal Executive Officer  
(D1) (\$92,650 - \$98,300)
  
- 1 Principal Marine Officer  
(D1) (\$92,650 - \$98,300)

**under Head 90**

- 1 Administrative Officer Staff Grade A1  
(D8) (\$181,050)

**under Head 142**

- 1 Administrative Officer Staff Grade B1  
(D4) (\$145,150 - \$149,600)
  
- 3 Administrative Officer Staff Grade C  
(D2) (\$110,000 - \$116,800)

**under Head 44**

- 1 Administrative Officer Staff Grade A  
(D6) (\$162,650)
  
- 1 Administrative Officer Staff Grade B  
(D3) (\$127,900 - \$135,550)

**Civil service supernumerary post**

(g) the creation of the following civil service supernumerary posts -

**under Head 152**

1 Administrative Officer Staff Grade C  
(D2) (\$110,000 - \$116,800)  
which lasts until 31 March 2009

**under New Head Government Secretariat :  
Labour and Welfare Bureau**

1 Administrative Officer Staff Grade B  
(D3) (\$127,900 - \$135,550)  
which lasts until 31 July 2008

(h) the deletion of the following civil service supernumerary posts -

**under Head 145**

1 Administrative Officer Staff Grade C  
(D2) (\$110,000 - \$116,800)  
which lasts until 31 March 2009

**under Head 156**

1 Administrative Officer Staff Grade B  
(D3) (\$127,900 - \$135,550)  
which lasts until 31 July 2008

**Redistribution of duties and responsibilities**

(i) minor revision and redistribution of duties and responsibilities among some of the remaining directorate posts on the establishment of various bureaux and departments affected by the re-organisation.

**/PROBLEM .....**



**PROBLEM**

We need to create an additional Director of Bureau position under the accountability system and re-distribute policy portfolios among various Directors of Bureau to ensure that they will continue to be able to discharge their policy responsibilities effectively and efficiently in the light of the evolving economic, social and other developments experienced by Hong Kong, and the policy priorities of the third term HKSAR Government. We also need to make consequential organisational changes to the relevant policy bureaux of the Government Secretariat. Furthermore, there is a need to bring the terms of employment of the Director of Chief Executive's Office (DCEO) on a par with those of a Director of Bureau to be commensurate with the former's roles and responsibilities under the accountability system.

**PROPOSAL**

2. We propose the following changes with effect from 1 July 2007 -
  - (a) creation of an additional non-civil service Director of Bureau position under the accountability system and an Administrative Officer Staff Grade C (AOSGC) (D2) post/non-civil service position at D2-equivalent as his/her administrative assistant;
  - (b) re-distribution of policy portfolios involving a total of eight existing Directors of Bureau;
  - (c) making consequential changes to the civil service directorate establishment of the affected bureaux and the ranking of some directorate posts to complement the changes mentioned in (a) and (b) above; and
  - (d) bringing the terms of employment of DCEO on a par with those of a Director of Bureau.

**JUSTIFICATION****Review of Policy Portfolios of Directors of Bureau under the Accountability System**

3. At present, the Government Secretariat comprises 11 policy bureaux, each headed by a Director of Bureau. The 11 Directors of Bureau are underpinned by 18 Permanent Secretaries. The existing Directors of Bureau and the departments under their charge are set out at Enclosure 1. Economic, social and other

Encl. 1

/developments .....

developments experienced by Hong Kong since the implementation of the accountability system in 2002 has necessitated a review to ascertain if the current Secretariat structure can enable Hong Kong to meet the challenges which the third term HKSAR Government has to address. In his election platform, the Chief Executive (CE) has highlighted, inter alia, that the third term HKSAR Government will advocate a progressive view on development, alleviate poverty through job creation, raise quality of life, optimise demographic structure, and promote democratic development. In addition, there is also a need to ensure a rational distribution of work among policy bureaux. Arising from these considerations, the CE has decided to re-organise the Government Secretariat with effect from 1 July 2007.

4. Major changes involved in the re-organisation are as follows -
- (a) **Development:** The CE has pledged in his election platform to consolidate the structure of government bodies involved in infrastructure projects, so as to speed up the implementation of large-scale projects and enhance planning and implementation efficiency. With effect from 1 July 2007, they will be put under the same Director of Bureau (namely the Secretary for Development). He will also be in charge of development-related heritage conservation, so as to enable a closer interface at the policy level between development and heritage conservation. The fairly self-contained housing portfolio currently under the Housing, Planning and Lands Bureau (HPLB) will be transferred to the bureau responsible for transport to help keep the work of the Development Bureau (DEVB) at a manageable level.
  - (b) **Food and Health:** At present, one Director of Bureau is responsible for health, food safety, environmental hygiene and social welfare policies. The span of responsibilities has been exceptionally wide and covers a number of strategically important but contentious issues, including healthcare reform and financing as well as enhancing food safety. Given the close relation between health, food safety and environmental hygiene, they will remain with the same Director of Bureau. However, the social welfare policy portfolio will be transferred to another bureau (see (c) below) after the re-organisation.
  - (c) **Labour and Welfare:** The provision of welfare alone will not be an adequate means to alleviate and prevent poverty. Promotion of employment and appropriate related training is a must. The CE has pledged in his election platform to alleviate poverty and promote self-reliance through job creation. Therefore, with effect from 1 July

2007, policy responsibilities for poverty, labour, manpower and welfare issues will come under a new Director of Bureau to help enhance policy interface and to oversee and monitor the overall progress of poverty alleviation work.

- (d) **Environment:** Maintaining a quality environment is a widely held aspiration of the community. It requires a consistent and vigorous adoption of the principle of sustainable development in all policy formulation. A closer interface between the policies relating to environmental protection, sustainable development and energy should help improve the quality of the environment. To establish a more focused structure to deal with these closely related policy areas and to make better use of our expertise and resources, the portfolios will be put under the same Director of Bureau with effect from 1 July 2007.
- (e) **Transport and Housing:** Matters relating to our internal and external transportation, including air services, maritime transport, land and waterborne transport and logistics development, will be put under the same roof for a more integrated approach to support Hong Kong as the premier international transportation and logistics hub, and maritime centre in Asia. The relevant Director of Bureau will also take charge of housing policy given the interface between public transportation and major housing developments.
- (f) **Commerce and Economic Development:** Adoption of a more integrated approach to policy deliberation on related economic issues is pertinent to promoting Hong Kong's competitiveness. We see merits in merging the portfolio of the present Secretary for Commerce, Industry and Technology with that of the present Secretary for Economic Development and Labour in respect of matters relating to tourism, consumer protection and competition policy. Competition policy ensures that the business environment of Hong Kong will continue to be pro-competition. As one of the economic pillars of Hong Kong, tourism contributes to many related sectors such as retail, restaurant, hotels, etc. and plays a key role in reinforcing Hong Kong's position as a centre of international trade. Consumer protection in turn is closely related to an open and competitive business environment and the growth of our tourism industry. We shall also put creative industry together with film industry and technology matters, as doing so will help bring out the synergy among them. Recognising the expanded remit of the bureau, it will be retitled the Commerce and Economic Development Bureau.

/(g) .....

- (g) **Home Affairs:** The CE has pledged in his election platform to further promote the development of social enterprise by promoting tri-partite collaboration among the Government, the business sector and the community. Policy on social enterprise will be put under the Secretary of Home Affairs, having regard to overseas experience which demonstrates the effectiveness of a district-approach to promotion of social enterprise. Considering that legal aid is a complex stand-alone policy subject and that it involves provision of services to the community, it is appropriate for the subject to be placed under the portfolio of the Secretary for Home Affairs. Matters relating to human rights and access to information will be transferred to another bureau (see (h) below) after the re-organisation, partly to keep the responsibilities of Home Affairs Bureau at a manageable level and partly having regard to the nature of human rights and access to information issues. Development-related heritage conservation will come under the new DEVB (see (a) above).
- (h) **Constitutional and Mainland Affairs:** The title of Constitutional Affairs Bureau will be renamed as the “Constitutional and Mainland Affairs Bureau” to reflect more accurately the fact that, with the establishment of the Mainland Affairs Liaison Office in April 2006, the Bureau is responsible for coordination of the HKSAR’s relations with the Mainland. The HKSAR Government Office in Beijing and the three Economic and Trade Offices in Guangdong, Shanghai and Chengdu will continue to be managed by the Bureau. Moreover, the Bureau will also take up matters relating to human rights and access to information. Fundamental rights and freedoms of Hong Kong residents and HKSAR’s obligations under the relevant international covenants are guaranteed in the Basic Law whose implementation is an integral part of the Constitutional Affairs portfolio.

5. There will be a total of 12 Directors of Bureau after the re-organisation, in other words, the net addition of one, designated as the Secretary for Labour and Welfare. The remuneration package of the new Director of Bureau will be the same as that of other Directors of Bureau. In broad terms, Directors of Bureau will report the day-to-day business of their bureaux to either the Chief Secretary for Administration (CS) or the Financial Secretary (FS), who will in turn support the CE in ensuring the effective conduct of government business. In addition, there are in-built matrix mechanisms whereby coordination across bureaux and departments can be re-oriented quickly and resources mobilised flexibly to deal with cross-cutting issues promptly and effectively. As principal officials appointed by the Central People’s Government, Directors of Bureau will, in addition to reporting to CS or FS as the case may be, be accountable to the CE in discharging their responsibilities.

6. After the re-organisation, the post titles of the Directors of Bureau are as follows -

Secretary for the Civil Service  
 Secretary for Commerce and Economic Development  
 Secretary for Constitutional and Mainland Affairs  
 Secretary for Development  
 Secretary for Education  
 Secretary for the Environment  
 Secretary for Financial Services and the Treasury  
 Secretary for Food and Health  
 Secretary for Home Affairs  
 Secretary for Labour and Welfare  
 Secretary for Security  
 Secretary for Transport and Housing

Encl. 2 Each Director of Bureau will be underpinned by one or two Permanent Secretaries.  
 Encl. 3 The proposed distribution of departments under the 12 Directors of Bureau and the latter's relationship with CE, CS and FS from 1 July 2007 onwards is at Enclosure 2.  
 The job description of the Directors of Bureau is at Enclosure 3.

### **Administrative Support for the Additional Principal Official**

7. In line with the arrangement for the other Directors of Bureau, the new Secretary for Labour and Welfare (SLW) will be provided with a small team of supporting staff to work in his/her private office, comprising -

- (a) an administrative assistant [equivalent to AOSGC (D2)];
- (b) a press secretary [equivalent to Chief Information Officer (MPS 45-49)];
- (c) a personal assistant [equivalent to Personal Assistant (MPS 28 –33)];  
and
- (d) a driver [equivalent to Chauffeur (MPS 5-10)].

Encl. 4 These positions may either be filled by civil servants on posting or by direct appointment of non-civil servants. When a position is taken up by a non-civil servant, the officer will receive salary, fringe benefits and gratuity similar to but no better than those prevailing for the equivalent rank in the civil service. The non-civil service officers will be subject to the Civil Service Regulations and requirements on conduct and avoidance of conflict of interest. They will depart as and when SLW leaves the Government. The job description of the AA/SLW is at Enclosure 4. The non-directorate posts will be created under delegated authority in the usual manner.

**/Consequential .....**

### **Consequential Changes to the Civil Service Organisation Structure**

8. Pursuant to the creation of a new Director of Bureau and the re-distribution of policy responsibilities among the affected bureaux, there is a need to make corresponding changes to the civil service organisational structure in order to provide the necessary support on policy formulation and implementation work to the concerned Directors of Bureau. In brief, the major impact on the organisation structure of the Government Secretariat following the proposed re-organisation is as follows -

- (a) a new bureau will be created to underpin the new SLW;
- (b) eight existing bureaux (and also the Administration Wing under the Chief Secretary's Office) will have their policy responsibilities re-organised; and
- (c) three existing bureaux will not be affected by the proposed re-organisation. Their structures and names will remain unchanged.

The following paragraphs set out the changes in detail.

#### ***Development Bureau***

9. The proposed Development Bureau (DEVB) will take charge of the policy portfolios of planning, land-use, buildings and urban renewal as well as construction and works currently under the Planning and Lands Branch (PLB) of HPLB and the Works Branch (WB) of the Environment, Transport and Works Bureau (ETWB) respectively. It will also be responsible for policy on development-related heritage conservation. These changes will require the placement of the existing nine directorate posts of the PLB of HPLB and 19 directorate posts of the WB of ETWB under the establishment of the DEVB. The existing organisation charts of the PLB of HPLB and the WB of ETWB are at Enclosures 5(a) and 5(b) respectively. The proposed organisation chart of the DEVB is at Enclosure 5(c). The duties of the directorate posts to be transferred to the DEVB will remain unchanged, except for four posts (viz. Permanent Secretary for Development (Works) (D8), Deputy Secretary for Development (Works)1 (D4), Principal Assistant Secretary for Development (Works)1 (D2) and Chief Assistant Secretary for Development (Works)3 (D1)) which, apart from their original duties, will be tasked with responsibilities on development-related heritage conservation. The job descriptions of these four posts are at Enclosures 5(d) to 5(g) respectively.

Encls.  
5(a) & 5(b)  
Encl. 5(c)

Encls. 5(d)  
- 5(g)

*/Food .....*

***Food and Health Bureau***

10. Under the proposed re-organisation, the welfare and women portfolios under the Health, Welfare and Food Bureau (HWFB) will be transferred to another bureau (see paragraph 11 below). HWFB will be renamed as the Food and Health Bureau (FHB). It will have a more manageable scope of responsibilities and enable more focused attention to be given to food safety, environmental hygiene and health issues. The existing organisation chart of HWFB and the organisation chart of the proposed FHB are at Enclosures 6(a) and 6(b) respectively. With the removal of policy responsibilities on social welfare and women matters, the revised job description of the Permanent Secretary for Food and Health (Health) (AOSGA1) (D8) is at Enclosure 6(c).

Encls. 6(a)  
& 6(b)

Encl. 6(c)

***Labour and Welfare Bureau***

11. Underpinning the SLW, this new bureau will have policy responsibilities for matters relating to poverty, labour, welfare, women and manpower. To support the smooth functioning of the Labour and Welfare Bureau (LWB), it will have a total of 11 directorate posts on its establishment, including one transferred from the Labour Department (LD), seven from the HWFB, two from the Education and Manpower Bureau (EMB) and the Administrative Assistant to the SLW (AOSGC (D2)/non-civil service position at D2-equivalent). The proposed organisation chart of the LWB is at Enclosure 7(a).

Encl. 7(a)

12. Currently, the Permanent Secretary for Labour (PSL), apart from his policy responsibilities, also performs executive functions by serving as the head of the LD. Given the much wider scope of responsibilities of the PSL post (to be re-titled as PSLW) following the re-organisation, this arrangement is no longer practicable. We propose that a Commissioner for Labour (C for L) post (AOSGA) (D6) be reinstated to lead and steer the LD such that the incumbent of the PSLW post can give adequate policy inputs to matters under his charge. This will be offset by the deletion of an existing AOSGA (D6) post under the Environmental Protection Department (see also paragraph 15 below). The proposed job descriptions of the PSLW and C for L posts are at Enclosures 7(b) and 7(c) respectively.

Encls. 7(b)  
& 7(c)

13. On the welfare portfolio, an AOSGB (D3) post re-deployed from HWFB and retitled as Deputy Secretary for Labour and Welfare (1) (DSLW(1)) will be tasked to oversee part of the welfare portfolio and the manpower portfolio under the new LWB. Given its wide scope of responsibilities covering the welfare as well as support to other policy portfolios of the new bureau, we propose that it be

Encls. 7(d) & 7(e) upgraded to the rank of AOSGB1 (D4). There is also some minor revision to the duties of the Principal Assistant Secretary (Manpower) (PAS(M)) post (AOSGC) (D2). The revised job descriptions of the DSLW(1) and PAS(M) posts are at Enclosures 7(d) and 7(e) respectively.

***Environment Bureau  
Environmental Protection Department***

Encls. 8(a) & 8(b) 14. Given the growing importance attached to environmental protection issues, the proposed Environment Bureau (ENB) will give the focused attention that is required for tackling these issues and achieving the relevant policy objectives. The ENB will also be charged with two environment-related portfolios - energy and sustainable development - with a view to creating synergy and facilitating better coordination. The existing organisation chart of the Environmental Protection Department and the proposed organisation chart of the ENB are at Enclosures 8(a) and 8(b) respectively.

15. The ENB will have six directorate posts, including the post of Administrative Assistant to the Secretary for the Environment (AOSGC(D2)/ non-civil service position at D2-equivalent) to be transferred from the Works Branch of ETWB, on its establishment. In view of the additional responsibilities involved, we propose that the post of Permanent Secretary for the Environment (PSE), currently pitched at AOSGA (D6), should be upgraded as AOSGA1 (D8). The proposed upgrading is in line with the arrangement for permanent secretaries in the other bureaux and can better reflect the level and scope of responsibilities required of the incumbent. It also reflects the importance that we attach to environmental protection and related work. The post holder will continue to assume the title of the Director of Environmental Protection (DEP) for the purpose of carrying out statutory functions under various pieces of environmental protection-related legislation. The creation of the said D8 post, to be designated as PS(Env), will be offset by the deletion of an AOSGA1 (D8) post under the Economic Development Branch of the Economic Development and Labour Bureau (EDLB), while the existing AOSGA (D6) post which is designated as PSE/DEP will be deleted for offsetting the reinstatement of the post of C for L as mentioned in paragraph 12 above. We propose that the Deputy Director of Environmental Protection (3) (DDEP(3)) post, currently an AOSGB (D3) post, be upgraded to an AOSGB1 (D4) post and be retitled as Deputy Secretary for the Environment (DS(Env)), having regard to its revised scope of policy responsibilities for energy and sustainable development. The existing duties of the DDEP(3) post will be absorbed by the other three DDEPs. The existing designation of DDEP(4) will be retitled as DDEP(3). Pursuant to these changes, the corresponding reschedule of duties will include putting the education and community promotion programmes on environmental protection under DDEP(1), nature conservation under DDEP(2),

/and .....



and air quality under DDEP(3). To maintain a reasonable span of control, the post of Assistant Director of Environmental Protection (Conservation) (AD(CV)) will be transferred to underpin DDEP(2) and absorb the duties of infrastructural planning for new waste facilities. After the transfer, the AD(CV) post will be retitled as Assistant Director of Environmental Protection (Nature Conservation and Infrastructural Planning). Minor adjustments are made to the duties of the posts of Assistant Director of Environmental Protection (Environmental Infrastructure) and Assistant Director of Environmental Protection (Environmental Compliance) to reflect their taking over of responsibilities to oversee the operation of the EcoPark and education and community promotion programmes. The new/revised job descriptions of the PSE/DEP, DS(Env) and the six affected posts at the Deputy Director and Assistant Director levels are at Enclosures 8(c) to 8(j).

Encls.

8(c) - 8(j)

16. On energy matters, we propose that the two relevant directorate posts, namely one Principal Assistant Secretary (an AOSGC (D2) post) and one Assistant Director of Accounting Services (D2), currently under the Economic Development Branch of EDLB, be re-deployed to the proposed ENB. Duties of these posts will be the same after the transfer.

17. Similarly for sustainable development duties, we propose that two AOSGC (D2) posts, currently performing such duties under the Administration Wing of the Chief Secretary for Administration's Office (Administration Wing), be re-deployed to the ENB. Duties of these posts will remain unchanged after the transfer.

### ***Transport and Housing Bureau***

18. The proposed Transport and Housing Bureau (THB) will have policy responsibilities covering all modes of transportation, including air services, maritime transport, land and waterborne transport as well as logistics development. It will also take charge of the existing housing portfolio under the HPLB. Insofar as the transport portfolio is concerned, six directorate posts relating to air services, maritime transport and logistics development and the post of Administrative Assistant to the Secretary for Economic Development and Labour (AOSGC (D2)/non-civil service position at D2-equivalent), on the establishment of the Economic Development Branch of EDLB as well as 16 directorate posts relating to land and waterborne transport from the Transport Branch (TB) of ETWB will be transferred to the establishment of THB. The duties of these posts will remain intact following the re-organisation, except for the Permanent Secretary for Transport and Housing (Transport) (PS(T)) (AOSGA1) (D8), the Deputy Secretary for Transport and Housing (Transport)<sup>4</sup> (DS(T)<sup>4</sup>), an AOSGB (D3) post

/downgraded .....

downgraded from an AOSGB1 (D4) post to be transferred from EDLB and the Principal Assistant Secretary for Transport and Housing (Transport)9 (PAS(T)9) (AOSGC) (D2) posts. The PS(T) post will, apart from its current land and waterborne transport schedule, take on duties relating to air services, maritime transport and logistics development. The DS(T)4 post is currently an AOSGB1 (D4) post in EDLB which, after the transferring out of competition-related duties to another bureau (see paragraph 21 below), will be downgraded to an AOSGB (D3). The PAS(T)9 post, after the transferring out of meteorological services-related duties, will take on the secretaryship to the Air Transport Licensing Authority from an AOSGC post in the Economic Development Branch of EDLB which will be transferred to another bureau (see paragraph 22 below). The proposed job descriptions of the PS(T), DS(T)4 and PAS(T)9 posts are at Enclosures 9(a) to 9(c) respectively.

Encls.  
9(a) - 9(c)

19. As regards the housing portfolio, the existing 48 directorate staff in the Housing Department under HPLB will be redeployed to the establishment of THB. The duties of these posts will remain unchanged following their transfer.

20. The existing organisation charts of the Economic Development Branch of EDLB and TB of ETWB and the proposed organisation chart of THB are at Enclosures 9(d) to 9(f) respectively.

Encls.  
9(d) - 9(f)

### ***Commerce and Economic Development Bureau***

21. The proposed Commerce and Economic Development Bureau (CEDB) will be responsible for the policy portfolios of commerce and industry, telecommunications, information technology, broadcasting, film and innovation and technology currently under the Commerce, Industry and Technology Bureau (CITB). The Commerce and Industry Branch (CIB) of CITB will take over from the EDLB policy responsibilities relating to tourism, consumer protection and competition as well as the housekeeping responsibilities for the Post Office, the Hong Kong Observatory, the Hong Kong Tourism Board and the Consumer Council. In addition to its existing portfolios, the Communications and Technology Branch (CTB) will also be responsible for matters relating to creative industry. To enable CIB to take on the new duties, nine directorate posts currently in EDLB responsible for tourism, consumer protection and competition policies will be transferred to its establishment. Moreover, to reflect more accurately the policy portfolios of the CIB after the re-organisation, it will be renamed as the Commerce, Industry and Tourism Branch. The present organisation charts of CITB and EDLB are at Enclosures 10(a) and 9(d) respectively. The proposed organisation chart of CEDB is at Enclosure 10(b).

Encls. 10(a)  
& 9(d)  
Encl. 10(b)

22. To reflect the addition of the relevant new duties, the job descriptions of the Permanent Secretary for Commerce and Economic Development (Commerce, Industry and Tourism) (PSCIT) (AOSGA1) (D8) and the Permanent Secretary for Commerce and Economic Development (Communications and Technology) (PSCT) (AOSGA1) (D8) are attached at Enclosures 10(c) and 10(d) respectively. With the transfer of one AOSGB (D3) and one AOSGC (D2) posts from EDLB to Commerce, Industry and Tourism Branch to help take on consumer protection and competition policy and the taking up of duties relating to creative industry by the Communications and Technology Branch, there will be some re-distribution of duties at both the Deputy Secretary (DS) and Principal Assistant Secretary (PAS) levels. The new/revised job descriptions for the four DS and four PAS posts are at Enclosures 10(e) to 10(l).

Encls. 10(c) & 10(d)

Encls. 10(e) - 10(l)

### ***Home Affairs Bureau***

23. Under the re-organisation, the Home Affairs Bureau (HAB) will have policy responsibilities over district administration, leisure, culture & sports, social enterprise as well as duties relating to legal aid matters which it will take over from the Administration Wing, while it will transfer its human rights, access to information and development-related heritage conservation portfolios to other bureaux (see paragraphs 9 and 24). Given these changes, we propose to transfer one AOSGC (D2) from the Administration Wing to the HAB to continue to carry out legal aid-related duties. The existing and proposed organisation charts of the HAB are at Enclosures 11(a) and 11(b) respectively. To reflect these changes, the revised job descriptions of the Permanent Secretary for Home Affairs (AOSGA1) (D8), Deputy Secretary for Home Affairs (1) (AOSGB1) (D4) and Deputy Secretary for Home Affairs (3) (AOSGB) (D3) posts are attached at Enclosures 11(c) to 11(e) respectively. There are also some adjustments to the duties of four AOSGC (D2) posts whose job descriptions are at Enclosures 11(f) to 11(i).

Encls. 11(a) & 11(b)

Encls. 11(c) - 11(e)

Encls. 11(f) - 11(i)

### ***Constitutional and Mainland Affairs Bureau***

24. Currently the Constitutional Affairs Bureau (CAB) is mainly responsible for matters relating to the constitutional development of Hong Kong and liaison with Mainland. Following the re-organisation, apart from these duties, CAB will also take over from HAB policy responsibilities relating to human rights and access to information. To reflect more accurately the policy portfolios of the bureau, it will be renamed as the Constitutional and Mainland Affairs Bureau (CMAB). The existing organisation chart of CAB and the proposed organisation chart of CMAB are at Enclosures 12(a) and 12(b) respectively.

Encls. 12(a) & 12(b)

25. As the proposed CMAB will take on the human rights and access to information portfolios, two AOSGC (D2) posts currently performing such duties under HAB will be transferred to CMAB. To reflect the addition of new duties, the job descriptions of the Permanent Secretary for Constitutional and Mainland Affairs ranked at AOSGA1 (D8)<sup>1</sup> and the two Deputy Secretaries for Constitutional and Mainland Affairs (1) and (2) ranked at AOSGB1 (D4) and AOSGB (D3) have been revised and are attached at Enclosures 12(c) to 12(e) respectively. Some adjustments are also made to one AOSGC (D2) post transferred from HAB, whose job description is at Enclosure 12(f).

Encls. 12(c)  
- 12(e)  
Encl. 12(f)

### *Education Bureau*

26. Under the re-organisation, policy responsibility relating to manpower of EMB will be transferred to the new LWB (see paragraph 11 above). EMB will be renamed as Education Bureau (EDB). Under the new set-up, EDB will be able to focus its efforts and attention to meeting the various challenges facing the education sector. The existing organisation chart of EMB and the proposed organisation chart of EDB are at Enclosures 13(a) and 13(b) respectively. To reflect the transfer of the relevant manpower training duties to LWB, the revised job descriptions of the Permanent Secretary for Education and the Deputy Secretary for Education (1) are at Enclosures 13(c) and 13(d) respectively. Some adjustments are also made to the duties of two AOSGC (D2) posts, whose revised job descriptions are at Enclosures 13(e) and 13(f) respectively.

Encls. 13(a)  
& 13(b)  
Encls. 13(c)  
& 13(d)  
Encls. 13(e)  
& (f)

### *Administration Wing*

27. As mentioned in paragraphs 14 and 23 above, the policy responsibilities relating to sustainable development and legal aid currently under the Administration Wing will be transferred to ENB and HAB respectively. The existing and proposed organisation charts of the Administration Wing are at Enclosures 14(a) and 14(b) respectively. Following these changes, the Deputy Director of Administration (1) post (DD of Adm(1)), which is currently pitched at AOSGB1 (D4), will be downgraded to AOSGB (D3). The revised job description of the DD of Adm (1) post is at Enclosure 14(c). The job descriptions of the posts of Director of Administration and Deputy Director of Administration (2) are also revised at Enclosures 14(d) and 14(e) respectively to reflect the changes made.

Encls. 14(a)  
& 14(b)  
Encl. 14(c)  
Encls. 14(d)  
& 14(e)

*/Civil .....*

<sup>1</sup> An AOSGA (D6) post has been created and is currently being held against the D8 post. This arrangement will cease with effect from 1 July 2007 following the re-organisation.

*Civil Service Bureau  
Financial Services and the Treasury Bureau  
Security Bureau*

28. Under the proposed re-organisation, the set-up and responsibilities of above three bureaux will remain unchanged.

**Net effect on civil service establishment**

29. The changes as outlined in paragraphs 9-27 on the civil service organisation structure are meant to tie in with the changes in policy portfolios among various bureaux. While the proposed re-organisation may result in some departments coming under a different policy bureau, re-deployment of posts between bureaux as well as some changes to the grading and distribution of duties of civil service posts, it will not result in a net increase in the number of civil service posts at any of the ranks in the directorate scale.

30. As a result of the transfer of posts under the re-organisation, some adjustments will need to be made to the ceilings currently placed on the total notional annual mid-point salary of all non-directorate posts in the permanent establishment of the bureaux/departments concerned. We will seek the approval of the Finance Committee separately for changes to the 2007-08 approved estimates as a result of the re-organisation, including changes to the establishment ceilings of bureaux concerned.

**Aligning the Terms of Employment of DCEO with those of a Director of Bureau**

31. Similar to all Directors of Bureau, DCEO was a non-civil service position created in 2002 under the accountability system. He is accountable to the CE and subject to the CE's political appointment. At present, DCEO's remuneration is pegged to that of a directorate civil servant at D8 level. Though not a Principal Official himself, the post-holder has to abide by the Code applicable to Principal Officials under the accountability system. Similar to the arrangements for the Principal Officials, DCEO's term of office will tie in with that of the CE who appoints him.

32. DCEO is the CE's Chief of Staff. His major roles include working with Principal Officials in policy formulation and setting policy priorities to ensure full implementation of the CE's Policy Address and decisions; enhancing communication with the Executive Council and the Legislative Council (LegCo);

/and .....

and liaising with political parties and groups, the Commission on Strategic Development, various sectors of the community and district personalities to secure their support for the Government's work. In addition, DCEO is the head of the CE's Office and helps oversee the effective operation of the CE's Office to facilitate best support to the CE. As DCEO is a political appointee performing the roles and responsibilities akin to that of Principal Officials under the accountability system, we propose to bring his terms of employment on a par with those of Directors of Bureau.<sup>2</sup>

## **FINANCIAL IMPLICATIONS**

33. The proposed restructuring of the Government Secretariat will entail additional expenditure of \$3,595,188 per year for the remuneration package of the additional Director of Bureau. The total staff cost for providing administrative support to the additional Director of Bureau will be \$4,258,584 per year. To bring the terms of employment of the DCEO on a par with those of the Directors of Bureau, the additional cost will be \$396,288 per year.

## **CONSULTATION WITH LEGISLATIVE COUNCIL PANEL**

34. We consulted the Legislative Council on Constitutional Affairs on the proposals contained in this paper on 8 and 11 May 2007. Members raised a number of issues pertaining to the proposed re-organisation, including the distribution of some policy portfolios among bureaux under the new set-up, the grading of a few individual posts, the new title of a bureau, the arrangement for public consultation and the experience gained from the implementation of the accountability system. We explained to Members the rationale of the various proposals under the re-organisation and provided additional information to address certain issues raised by Members.

## **/BACKGROUND .....**

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<sup>2</sup> In accordance with the terms of employment approved by the Finance Committee of the Legislative Council in June 2002, the cash remuneration for each Director of Bureau is \$311,900 per month subject to adjustment according to the 2002 civil service pay cut (-4.42%) i.e. \$298,115 per month. In January 2003, pursuant to the then CE's announcement in the Policy Address, all Directors of Bureau voluntarily accepted a 10% reduction of their remuneration from April 2003 to share the hard times with the community to solve the fiscal deficit problem. The 10% cut will no longer apply from the new term of government from 1 July 2007. Accordingly, the approved cash remuneration for Director of Bureau is \$298,115 per month. In addition to the cash remuneration, DCEO will also be entitled to other elements of the employment arrangements applicable to Directors of Bureau, including, inter alia, annual leave of 22 days and mandatory provident fund contribution by the Government.

## BACKGROUND

35. With effect from 1 July 2002, the Administration introduced the accountability system to create a political tier at the top echelon of the Government, comprising individuals from the academia, business and professional sectors, as well as the civil service. The primary objective of the arrangement is to enhance the accountability of principal officials for their respective policy portfolios such that the Government can better appreciate the community's aspirations and better respond to their needs.

36. On 3 May 2007, the CE briefed the Legislative Council that the team of Principal Officials appointed under the accountability system should be expanded by adding one Director of Bureau and that the policy portfolios of the bureaux concerned should be re-distributed such that the Government can enhance its capacity to, and be better placed, to achieve the policy priorities of the third term HKSAR Government.

## ESTABLISHMENT CHANGES

37. The establishment changes of the eight existing bureaux<sup>3</sup> affected under the re-organisation as well as the Administration Wing under the Government Secretariat for the past two years are as follows –

Establishment (Note)	Number of posts		
	Existing (as at 1 April 2007)	as at 1 April 2006	as at 1 April 2005
A	235 + (11)	234 + (13)	230 + (8)
B	2 457	2 435	2 402
C	8 693	8 753	8 851
<b>Total</b>	<b>11 385 + (11)<sup>@</sup></b>	<b>11 422 + (13)</b>	<b>11 483 + (8)</b>

Note:

A – ranks in the directorate pay scale or equivalent

B – non-directorate ranks the maximum pay point of which is above 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

@ – as at 1 April 2007, there is one unfilled permanent directorate post.

/CIVIL .....

<sup>3</sup> These include CAB, CITB (excluding overseas Economic and Trade Offices), EDLB, EMB, ETWB, HAB, HPLB and HWFB. Two of them have branches affected by the re-organisation and whose structures are organised on a branch-cum-department basis (Labour Department and Environmental Protection Department).

**CIVIL SERVICE BUREAU COMMENTS**

38. The Civil Service Bureau (CSB) considers the proposed set-up of the various bureaux in the Government Secretariat to support the increase in the number of Directors of Bureau and changes in their policy portfolios appropriate. The re-organised structure will enhance efficiency in the delivery of services, facilitate coordination in policy formulation, and ensure a more even and reasonable distribution of policy responsibilities among bureaux. CSB is satisfied that the staffing proposals in this paper are functionally justified. The grading and ranking of the proposed posts are appropriate, having regard to the level and scope of responsibilities and the professional input required.

**ADVICE OF THE STANDING COMMITTEE ON DIRECTORATE SALARIES AND CONDITIONS OF SERVICE**

39. The Standing Committee on Directorate Salaries and Conditions of Service has advised that the grading proposed for the posts under its purview would be appropriate if the proposals were to be implemented.

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Constitutional Affairs Bureau  
Civil Service Bureau  
May 2007







**Job Descriptions of the Director of Bureau**

1. To gauge public opinion and respond to the needs of the community.
2. To set policy objective and goals, and develop, formulate and shape policies.
3. To assist the Chief Executive in policy making as members of the Executive Council.
4. To secure the support of the community and LegCo for their policy and legislative initiatives as well as proposals relating to fees and charges and public expenditure.
5. To attend full sessions of LegCo to initiate bills or motions, respond to motions and answer questions from LegCo members.
6. To attend LegCo committee, subcommittee and panel meetings where major policy issues are involved.
7. To exercise the statutory functions vested in them by law.
8. To oversee the delivery of services by the executive departments under their purview and ensure the effective implementation and successful outcome of policies.

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**Job Description**  
**Administrative Assistant to the**  
**Secretary for Labour and Welfare**

**Rank** : Administrative Officer Staff Grade C (D2)/non-civil service position at D2-equivalent

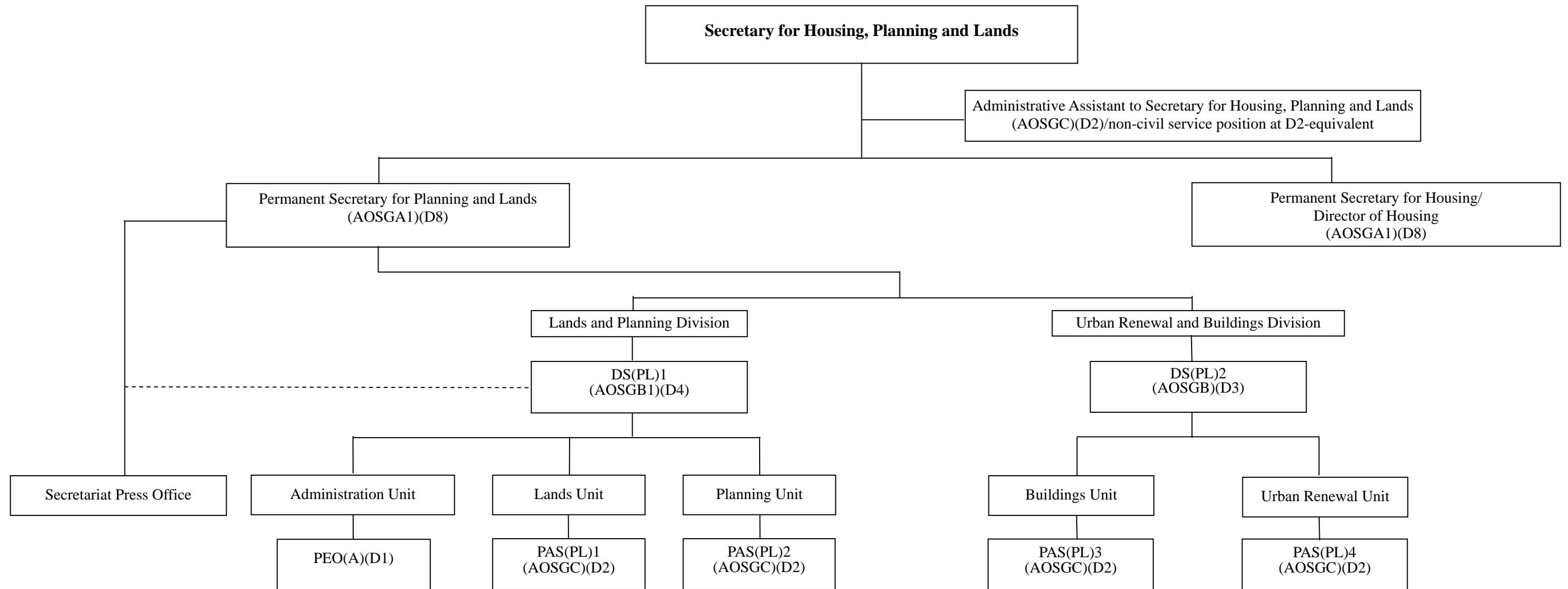
**Responsible to** : Secretary for Labour and Welfare (SLW)

**Main Duties and Responsibilities –**

1. To provide general administrative support to SLW.
2. To co-ordinate submissions to SLW.
3. To co-ordinate and handle replies to correspondence, including complaints, addressed to SLW.
4. To prepare speeches and statements to be delivered by SLW, in co-ordination with the Press Secretary to SLW.
5. To plan SLW's programme of official visits and duty trips, both locally and overseas, co-ordinate the preparation of briefs for such visits and follow-up action as required.
6. To plan meetings on various subjects, prepare briefs, and service meetings chaired by SLW.
7. To undertake special policy assignments including special policy review and other administrative duties as SLW may from time to time direct.

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Existing Organisation Chart of the Planning and Lands Branch of Housing, Planning and Lands Bureau

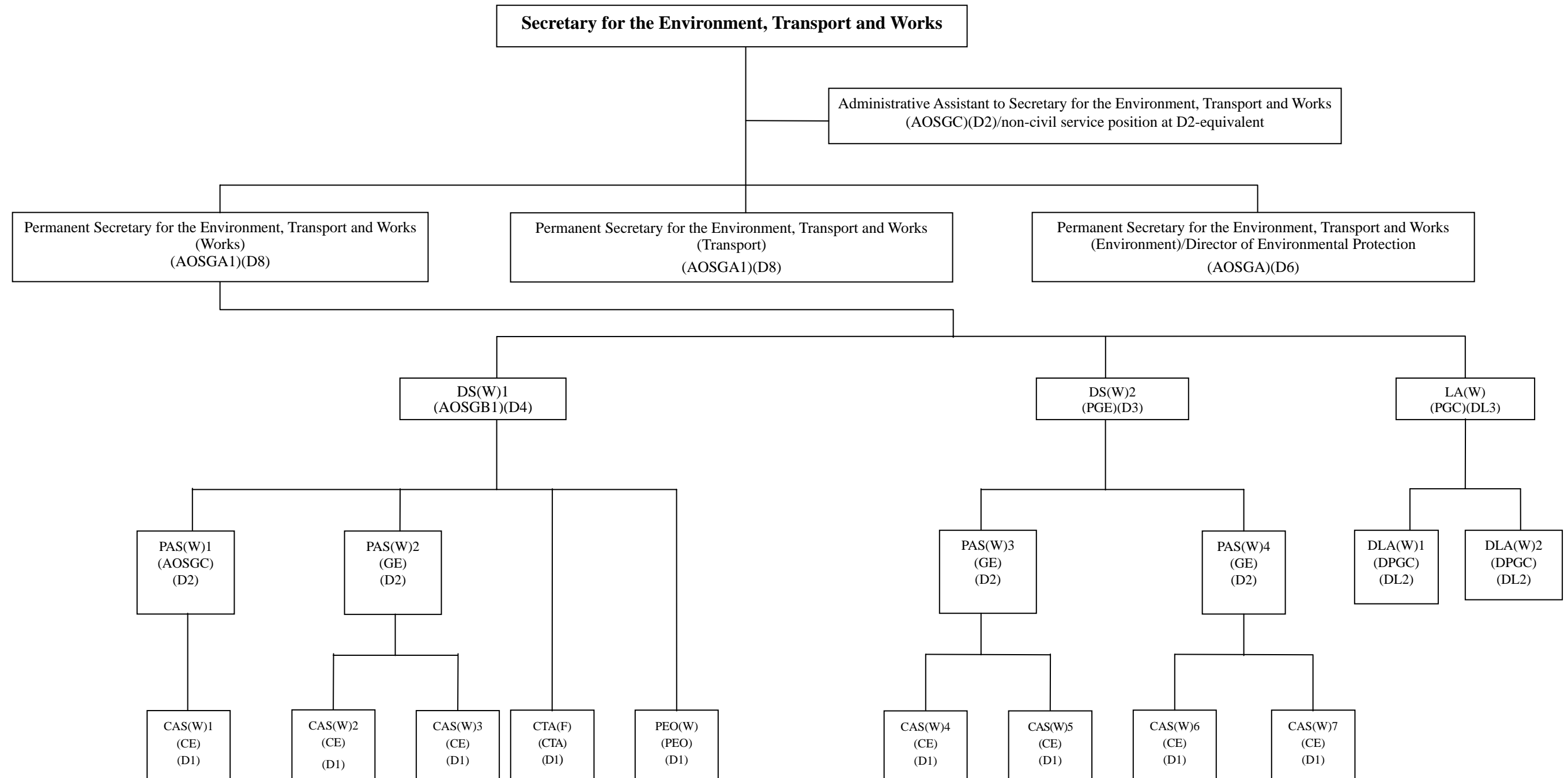


Legend

AOSGA1	Administrative Officer Staff Grade A1	DS	Deputy Secretary
AOSGB1	Administrative Officer Staff Grade B1	PAS	Principal Assistant Secretary
AOSGB	Administrative Officer Staff Grade B	PEO	Principal Executive Officer
AOSGC	Administrative Officer Staff Grade C		

Note : For the purpose of this exercise, only permanent posts and supernumerary posts created with LegCo's approval or under delegated authority for more than 6 months are featured.

Existing Organisation Chart of the Works Branch of the Environment, Transport and Works Bureau

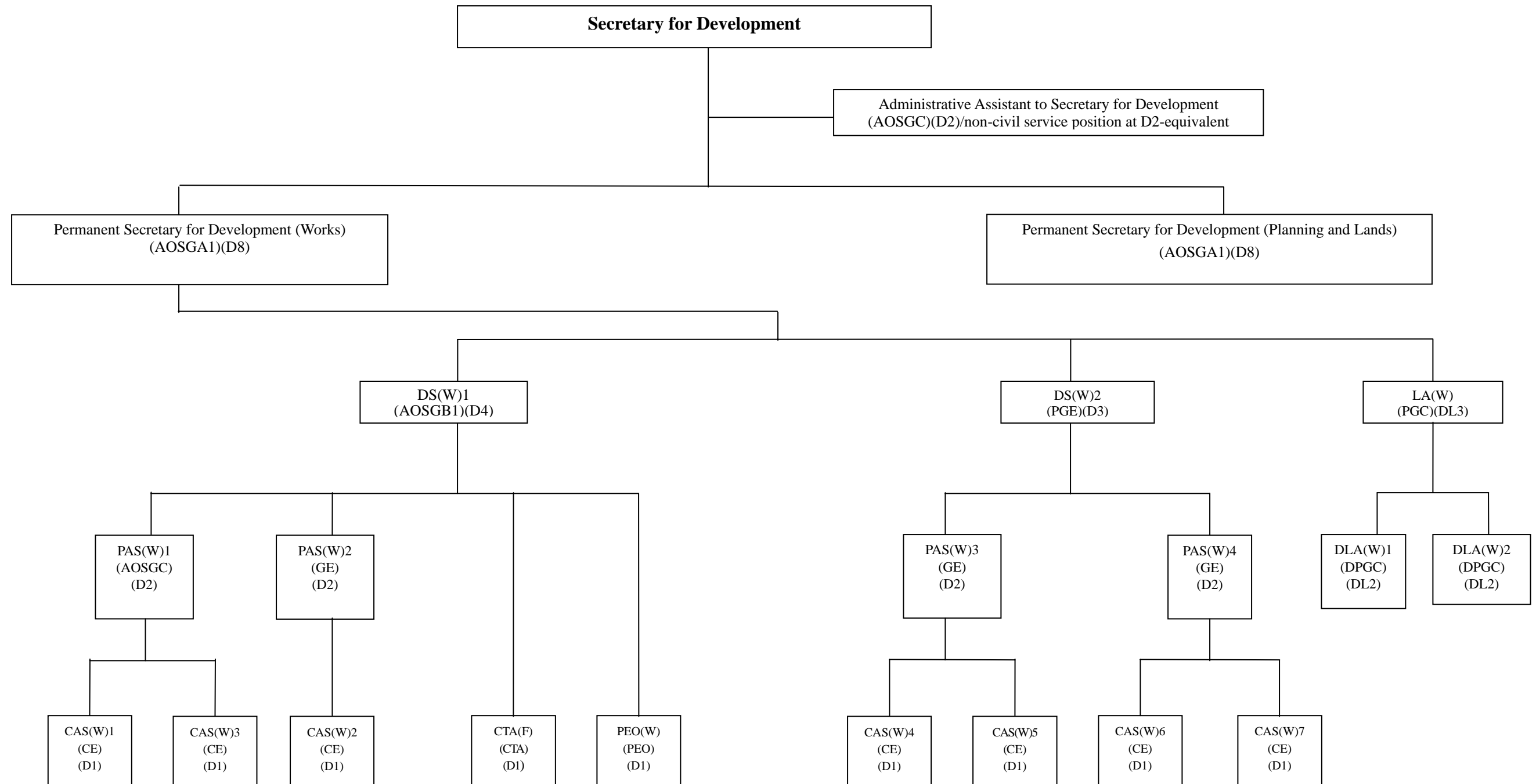


**Legend**

AOSGA1	Administrative Officer Staff Grade A1	F	Finance
AOSGA	Administrative Officer Staff Grade A	GE	Government Engineer
AOSGB1	Administrative Officer Staff Grade B1	LA	Legal Adviser
AOSGC	Administrative Officer Staff Grade C	PAS	Principal Assistant Secretary
CAS	Chief Assistant Secretary	PEO	Principal Executive Officer
CE	Chief Engineer	PGC	Principal Government Counsel
CTA	Chief Treasury Accountant	PGE	Principal Government Engineer
DLA	Deputy Legal Adviser	W	Works
DS	Deputy Secretary		

Note : For the purpose of this exercise, only permanent posts and supernumerary posts created with LegCo's approval or under delegated authority for more than 6 months are featured.

Proposed Organisation Chart of the Works Branch of the Development Bureau

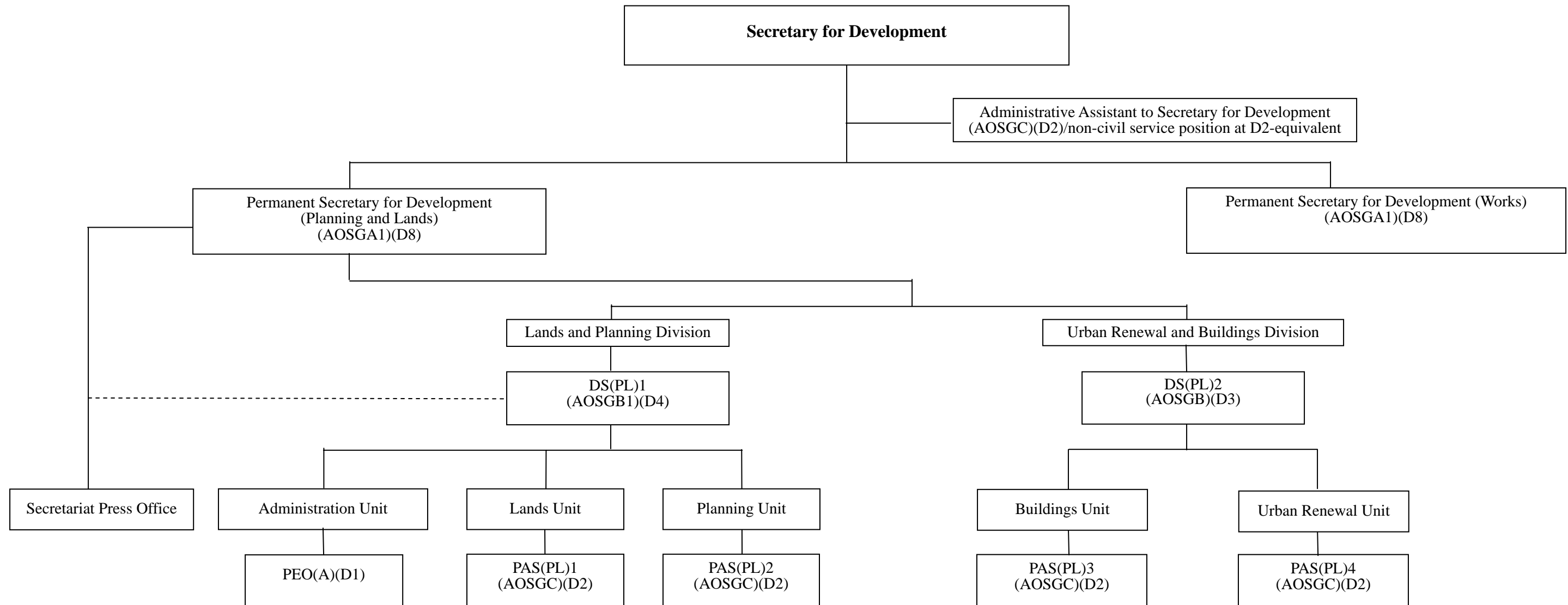


Legend

AOSGA1	Administrative Officer Staff Grade A1	DS	Deputy Secretary
AOSGA	Administrative Officer Staff Grade A	F	Finance
AOSGB1	Administrative Officer Staff Grade B1	GE	Government Engineer
AOSGC	Administrative Officer Staff Grade C	LA	Legal Adviser
CAS	Chief Assistant Secretary	PAS	Principal Assistant Secretary
CE	Chief Engineer	PEO	Principal Executive Officer
CTA	Chief Treasury Accountant	PGC	Principal Government Counsel
DLA	Deputy Legal Adviser	PGE	Principal Government Engineer
DPGC	Deputy Principal Government Counsel	W	Works

Note : For the purpose of this exercise, only permanent posts and supernumerary posts created with LegCo's approval or under delegated authority for more than 6 months are featured.

**Proposed Organisation Chart of the Planning and Lands Branch of the Development Bureau**



**Legend**

AOSGA1	Administrative Officer Staff Grade A1	DS	Deputy Secretary
AOSGB1	Administrative Officer Staff Grade B1	PAS	Principal Assistant Secretary
AOSGB	Administrative Officer Staff Grade B	PEO	Principal Executive Officer
AOSGC	Administrative Officer Staff Grade C		

Note : For the purpose of this exercise, only permanent posts and supernumerary posts created with LegCo's approval or under delegated authority for more than 6 months are featured.



**Job Description**  
**Permanent Secretary for Development (Works)**

**Rank** : Administrative Officer Staff Grade A1 (D8)

**Responsible to** : Secretary for Development (SDEV)

**Main Duties and Responsibilities –**

1. To assist SDEV in formulating policies in regard to slope safety, flood prevention, water supply, greening and the delivery of the Public Works Programme; and to ensure the efficient implementation of such policies.
2. To assist SDEV in securing support of the public and LegCo; and in dealing with LegCo businesses.
3. To housekeep Architectural Services Department, Civil Engineering and Development Department, Drainage Services Department, Electrical and Mechanical Services Department and Water Supplies Department.
4. To provide strategic input to directorate succession planning and leadership development in respect of Works group of Departments and to steer and implement re-organisation plans where necessary.
5. To serve as Controlling Officer for resources allocated to Works Branch and to ensure their proper deployment.
6. To oversee liaison with the construction industry, in particular in regard to co-operation with the Construction Industry Council and the Construction Workers Registration Authority.
7. To explore opportunities for co-operation between stakeholders of the local construction industry and their Mainland counterparts and to promote local professional services outside Hong Kong.
8. To assist SDEV in formulating policies in regard to development-related heritage conservation so as to enable a close interface between development and heritage conservation.
9. To manage staff resources in the bureau.

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**Job Description**  
**Deputy Secretary for Development (Works) 1**

**Rank** : Administrative Officer Staff Grade B1 (D4)

**Responsible to** : Permanent Secretary for Development (Works) [PS(W)]

**Main Duties and Responsibilities –**

1. To assist PS(W) in overseeing the implementation of the Public Works Programme by reviewing and updating procedures and practices; as well as monitoring the overall spending on public works projects.
  2. To monitor the implementation of mega projects from the works angle.
  3. To oversee the provision of support to and liaison with the statutory Construction Industry Council (CIC), in particular in regard to the amalgamation of the Construction Industry Training Authority with CIC.
  4. To assist PS(W) in devising policies in regard to development-related heritage conservation. To liaise with other bureaux and departments to ensure close interface between development and heritage conservation.
  5. To draw up an overall strategy on greening and oversee its implementation.
  6. To oversee branch administration.
  7. To monitor financial management, manpower and PR matters of the Works Group of Departments.
-

**Job Description**  
**Principal Assistant Secretary for Development (Works) 1**

**Rank** : Administrative Officer Staff Grade C (D2)

**Responsible to** : Deputy Secretary for Development (Works) 1 (DS(W)1)

**Main Duties and Responsibilities –**

1. To assist DS(W)1 in handling matters relating to the recommendations of the Construction Industry Review Committee (CIRC) and the operation of the statutory Construction Industry Council (CIC).
2. To oversee the amalgamation of the Construction Industry Training Authority (CITA) with CIC.
3. To liaise with other sections in Works Branch (WB) and Works Group of Departments to follow up on proposals put forward by CIC and to provide administrative support to the Works Policies Co-ordination Committee.
4. To provide administrative support to the CIC and its committees.
5. To assist DS(W)1 in handling policy matters relating to development-related heritage conservation, in particular in regard to legislative issues.
6. To co-ordinate matters relating to Policy Address/Policy Agenda, Budget Speech within the WB and the Works group of Departments; and to act as the overall co-coordinator on various cross-bureaux/departments matters.

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**Job Description**  
**Chief Assistant Secretary for Development (Works) 3**

**Rank** : Chief Engineer (D1)

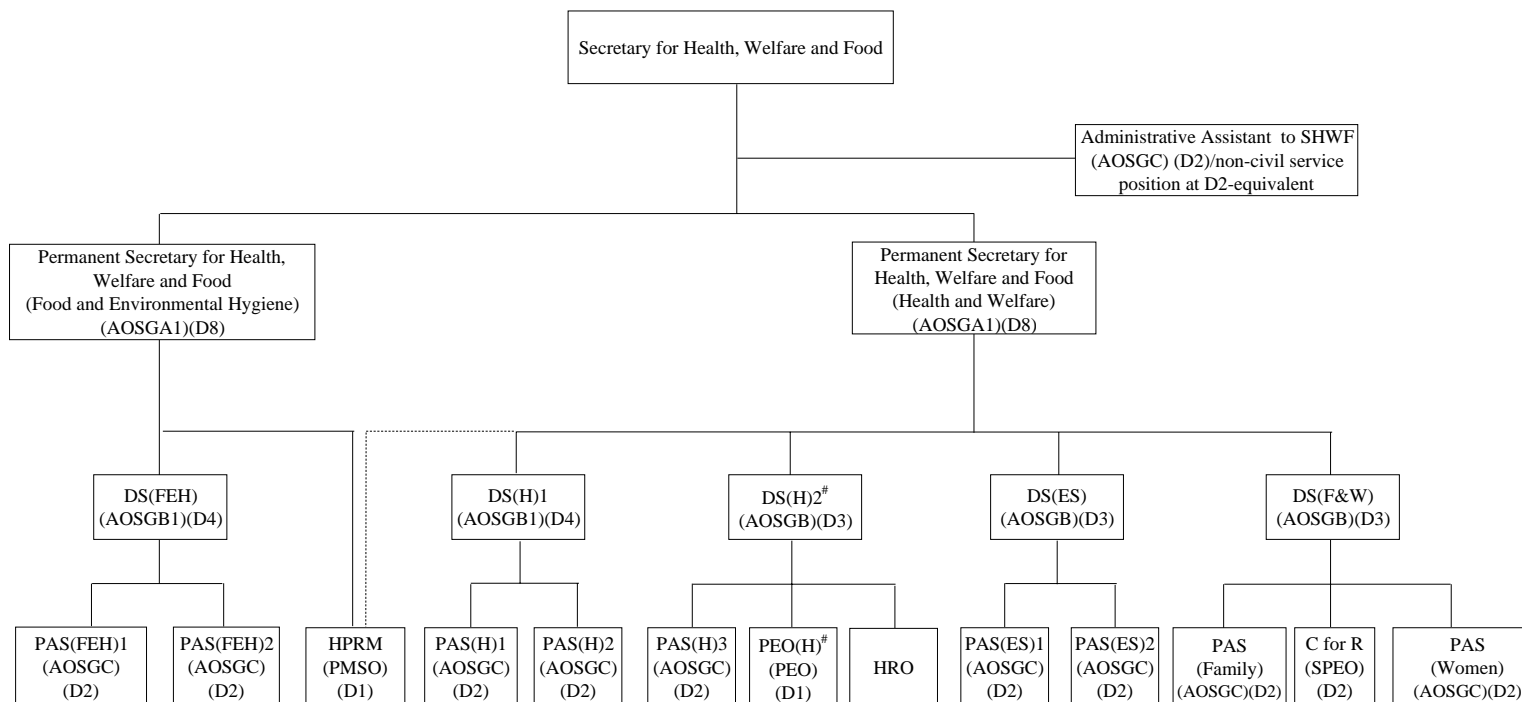
**Responsible to** : Principal Assistant Secretary for Development (Works) 1  
(PAS(W)1)

**Main Duties and Responsibilities –**

1. To monitor and assist the implementation of specific major infrastructure projects.
2. To assist PAS(W)1 to co-ordinate various cross-bureaux/departments matters including territory-wide events.
3. To assist PAS(W)1 in handling policy matters relating to development-related heritage conservation.
4. To conduct research on policies, legislation as well as implementation of development-related heritage conservation both locally and overseas.
5. To liaise with policy bureaux and departments on cases of infrastructure development where issues of development-related heritage conservation are involved.

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Existing Organisation Chart of the Health, Welfare and Food Bureau

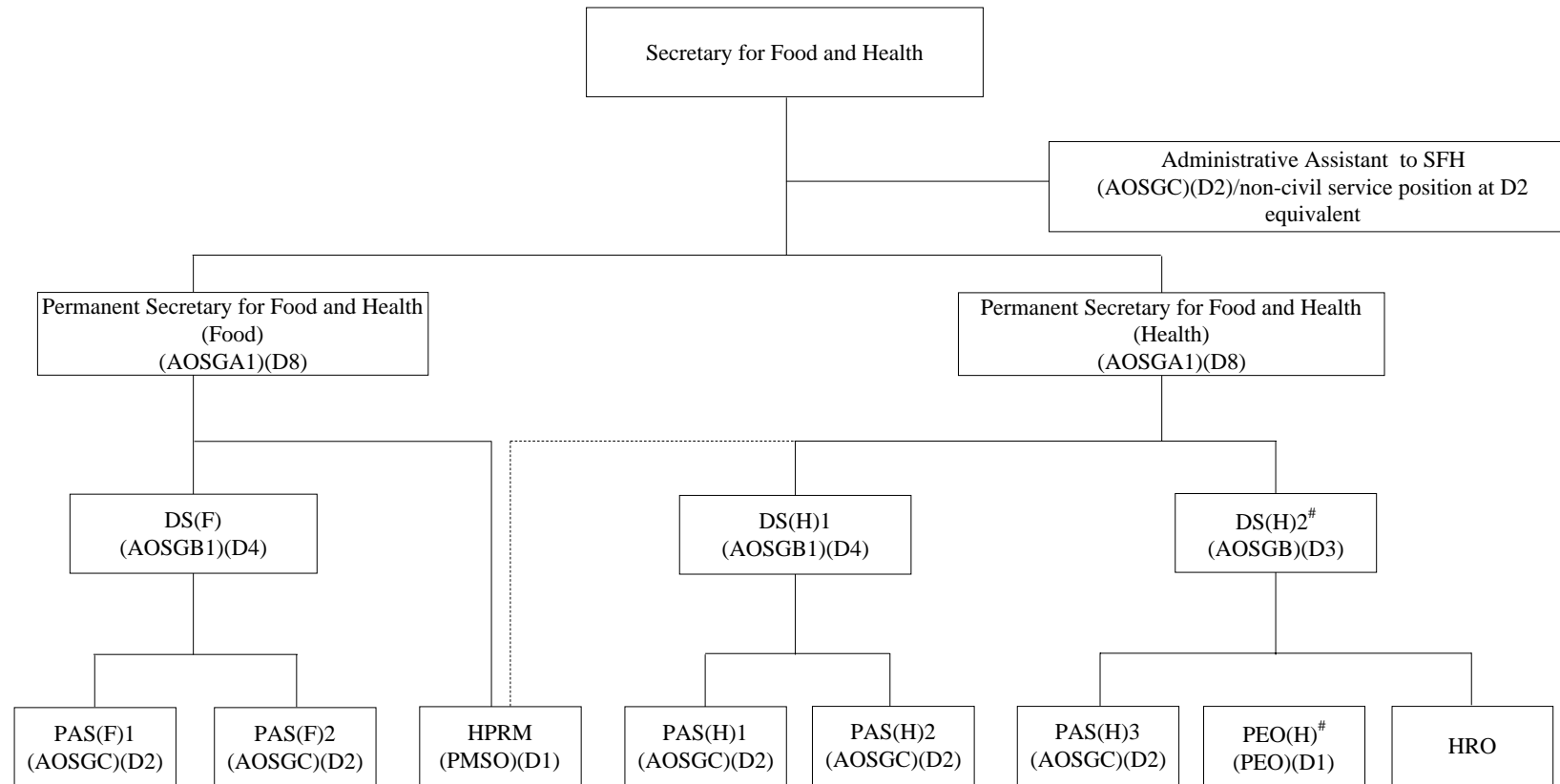


**Legend**

- |         |  |     |  |
|---------|--|-----|--|
| SHWF    | Secretary for Health, Welfare and Food   | FEH | Food and Environmental Hygiene                   |
| DS      | Deputy Secretary   | H   | Health   |
| PAS     | Principal Assistant Secretary  | ES  | Elderly Services and Social Security             |
| C for R | Commissioner for Rehabilitation  | F&W | Family and Women                                 |
| HRO     | Head, Research Office<br>(Senior Executive Manager seconded from Hospital Authority) | #   | Supernumerary posts held against permanent posts |
| HPRM    | Head, Planning and Resource Management   |     |  |
| AOSGA1  | Administrative Officer Staff Grade A1  |     |  |
| AOSGB1  | Administrative Officer Staff Grade B1  |     |  |
| AOSGB   | Administrative Officer Staff Grade B   |     |  |
| AOSGC   | Administrative Officer Staff Grade C   |     |  |
| SPEO    | Senior Principal Executive Officer   |     |  |
| PMSO    | Principal Management Services Officer  |     |  |
| PEO     | Principal Executive Officer  |     |  |

Note: For the purpose of this exercise, only permanent posts and supernumerary posts created with LegCo's approval or under delegated authority for more than 6 months are featured.

Proposed Organisation Chart of the Food and Health Bureau



**Legend**

SFH	Secretary for Food and Health	F	Food
DS	Deputy Secretary	H	Health
PAS	Principal Assistant Secretary	#	Supernumerary posts held against permanent posts
HRO	Head, Research Office (Senior Executive Manager seconded from Hospital Authority)		
HPRM	Head, Planning and Resource Management		
AOSGA1	Administrative Officer Staff Grade A1		
AOSGB1	Administrative Officer Staff Grade B1		
AOSGB	Administrative Officer Staff Grade B		
AOSGC	Administrative Officer Staff Grade C		
PMSO	Principal Management Services Officer		
PEO	Principal Executive Officer		

Note: For the purpose of this exercise, only permanent posts and supernumerary posts created with LegCo's approval or under delegated authority for more than 6 months are featured.

**Job Description**  
**Permanent Secretary for Food and Health (Health)**

**Rank** : Administrative Officer Staff Grade A1 (D8)

**Responsible to** : Secretary for Food and Health (SFH)

**Main Duties and Responsibilities –**

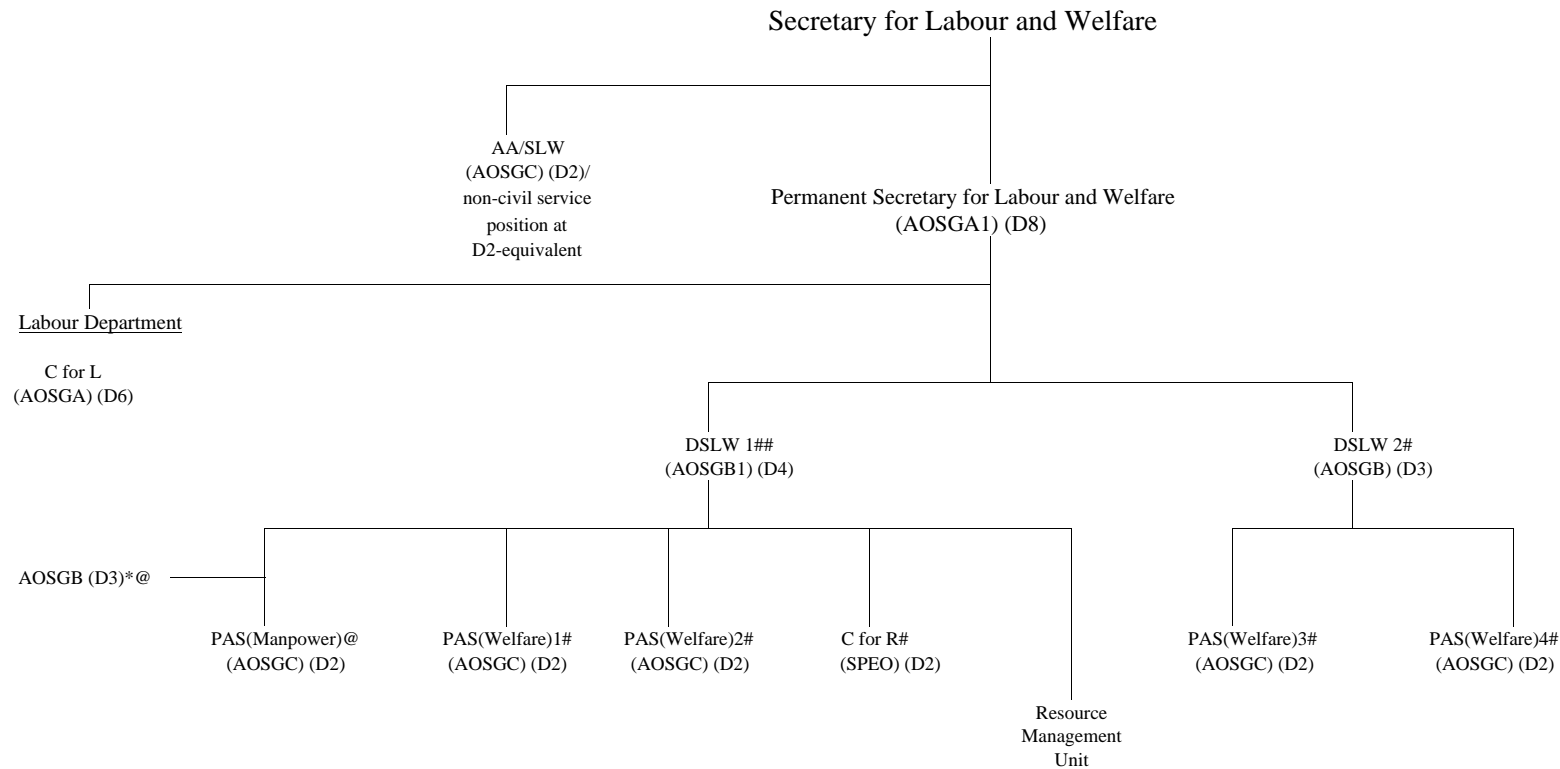
1. To assist SFH in formulating, co-ordinating and implementing health policies and to take forward these ongoing and new initiatives of the Administration.
2. To assist SFH in explaining health policies, and securing support of the public and Legislative Council for these policies.
3. To assist SFH in formulating proposals for health care reform and financing options and subject to policy decisions, take forward these proposals.
4. To assist SFH to develop a territory-wide e-health record infrastructure and system.
5. To assist SFH to develop centres of medical excellence in Hong Kong.
6. To co-ordinate Government's contingency preparation for and response to major health incidents and disease outbreaks.
7. To steer the Inter-departmental Action Co-ordinating Committee in preparedness, protection and publicity programmes to guard against infectious diseases.
8. To assist SFH in liaison with international organisations, the Mainland and overseas authorities to foster co-operation in respect of medical and health matters.
9. To serve as the Controlling Officer for the expenditure head of the Health Branch of the Food and Health Bureau (FHB) and the Hospital Authority, and to ensure proper use of the financial and human resources;
10. To assist SFH in acquiring and deploying resources to support the implementation of health policies and delivery of services;
11. To have oversight of the operations of the Department of Health and Hospital Authority.

12. To uphold and promote the reliability and professional standards in the delivery of health services by the executive departments/agency.
13. To manage staff resources in the Health Branch of FHB.

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**Proposed Organisation Chart of the Labour and Welfare Bureau**



**Legends :**

- |          |  |           |                                      |
|----------|--|-----------|--------------------------------------|
| DSLW :   | Deputy Secretary for Labour and Welfare                      | AOSGB :   | Administrative Officer Staff Grade B |
| PAS :    | Principal Assistant Secretary                                | AOSGC :   | Administrative Officer Staff Grade C |
| AA/SLW : | Administrative Assistant to Secretary for Labour and Welfare | SPEO :    | Senior Principal Executive Officer   |
| AOSGA1 : | Administrative Officer Staff Grade A1                        | C for L : | Commissioner for Labour              |
| AOSGA :  | Administrative Officer Staff Grade A                         | C for R : | Commissioner for Rehabilitation      |
| AOSGB1 : | Administrative Officer Staff Grade B1                        |           |                                      |

\* Supernumerary post created with LegCo's approval to enable the secondment of a civil servant to the Employees Retraining Board

@ Posts transferred from the Education and Manpower Bureau

# Posts transferred from the Health, Welfare and Food Bureau

## Post transferred from the Health, Welfare and Food Bureau and upgraded from AOSGB to AOSGB1

Note: For the purpose of this exercise, only permanent posts and supernumerary posts created with LegCo's approval or under delegated authority for more than 6 months are featured.

**Job Description**  
**Permanent Secretary for Labour and Welfare**

**Rank** : Administrative Officer Staff Grade A1 (D8)

**Responsible to** : Secretary for Labour and Welfare (SLW)

**Main Duties and Responsibilities –**

1. To assist SLW in strategic planning and in formulating, developing, and monitoring the effects of the implementation of HKSARG's poverty, labour, manpower and welfare policies, legislation and measures, and in overseeing and monitoring the overall progress of poverty alleviation work.
2. To assist SLW in explaining and defending the HKSARG's labour, manpower and welfare policies and measures in public, including at meetings of relevant LegCo Panels and committees; in securing support of LegCo, the public and the media; and in dealing with LegCo business.
3. To assist SLW in acquiring and deploying resources to support the implementation of policies and delivery of services.
4. To provide steer to the Labour Department and Social Welfare Department and liaise with other concerned Bureaux and bodies to achieve smooth, timely and effective implementation of labour, manpower and welfare policies and programmes.
5. To serve as the Controlling Officer of the expenditure head of the Labour and Welfare Bureau and to ensure the proper use of financial resources within the bureau.
6. To manage staff resources in the bureau.

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**Job Description**  
**Commissioner for Labour**

**Rank** : Administrative Officer Staff Grade A (D6)

**Responsible to** : Permanent Secretary for Labour and Welfare (PSLW)

**Main Duties and Responsibilities –**

1. To lead the Labour Department and liaise with relevant government bodies and outside agencies in the efficient and effective implementation of all policies governing employment, labour relations, employees' rights and benefits as well as occupational safety and health.
2. To provide support to PSLW relating to strategic planning and formulation and development of labour policies and legislations.
3. To ensure that all legislation governing employment, employees' rights and compensation, and occupational safety and health, for which the Labour Department is responsible, are properly enforced.
4. To implement measures to ease unemployment, with special focus on the more vulnerable groups including youths, the middle-aged and the disabled, and on combating illegal employment and controlling the importation of labour.
5. To promote harmonious labour relations and good employment practices through discussions with tripartite committees, the monitoring of early alert signals and the provision of consultation and conciliation services.
6. To oversee and manage the operation of the Labour Department, and, as the Controlling Officer of the relevant head and subhead of expenditure to ensure the proper use of financial resources within the Department.

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**Job Description**  
**Deputy Secretary for Labour and Welfare 1**

**Rank** : Administrative Officer Staff Grade B1 (D4)

**Responsible to** : Permanent Secretary for Labour and Welfare (PSLW)

**Main Duties and Responsibilities –**

1. To formulate and review policies relating to social welfare planning and subvention, welfare services for family, children, young people, social capital and welfare funds.
2. To formulate and review policies and programmes relating to combating domestic violence.
3. To formulate and review policies and programmes relating to women.
4. To formulate and review policies and programmes relating to rehabilitation of people with disability.
5. To be responsible for resource management and bureau administration, overseeing the central support to all portfolios under the Bureau.
6. To be responsible for housekeeping of the Social Welfare Department.
7. To formulate, develop and implement policies relating to manpower planning, vocational training and retraining.

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**Job Description**  
**Principal Assistant Secretary (Manpower)**

**Rank** : Administrative Officer Staff Grade C (D2)

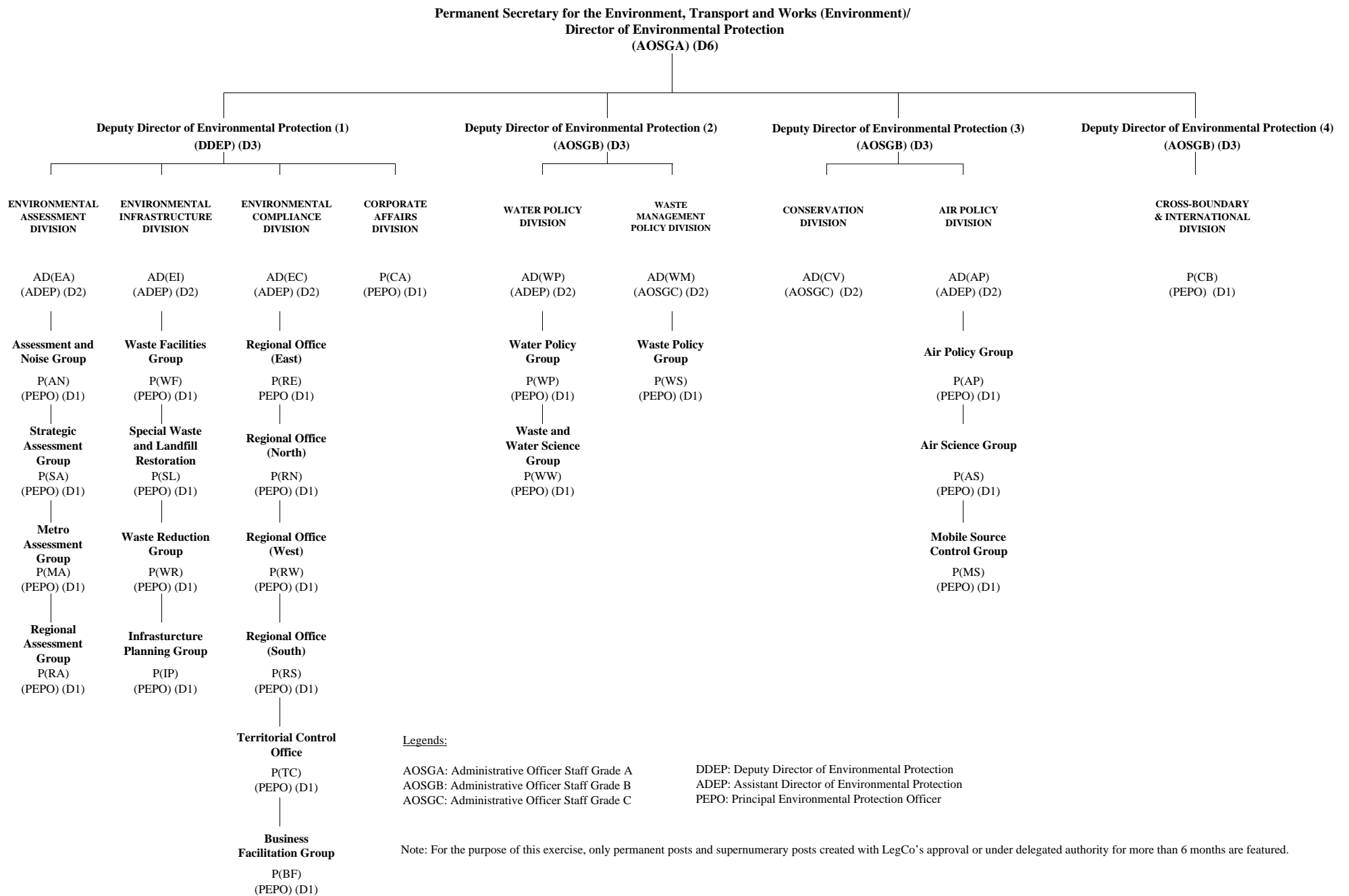
**Responsible to** : Deputy Secretary for Labour and Welfare 1

**Main Duties and Responsibilities –**

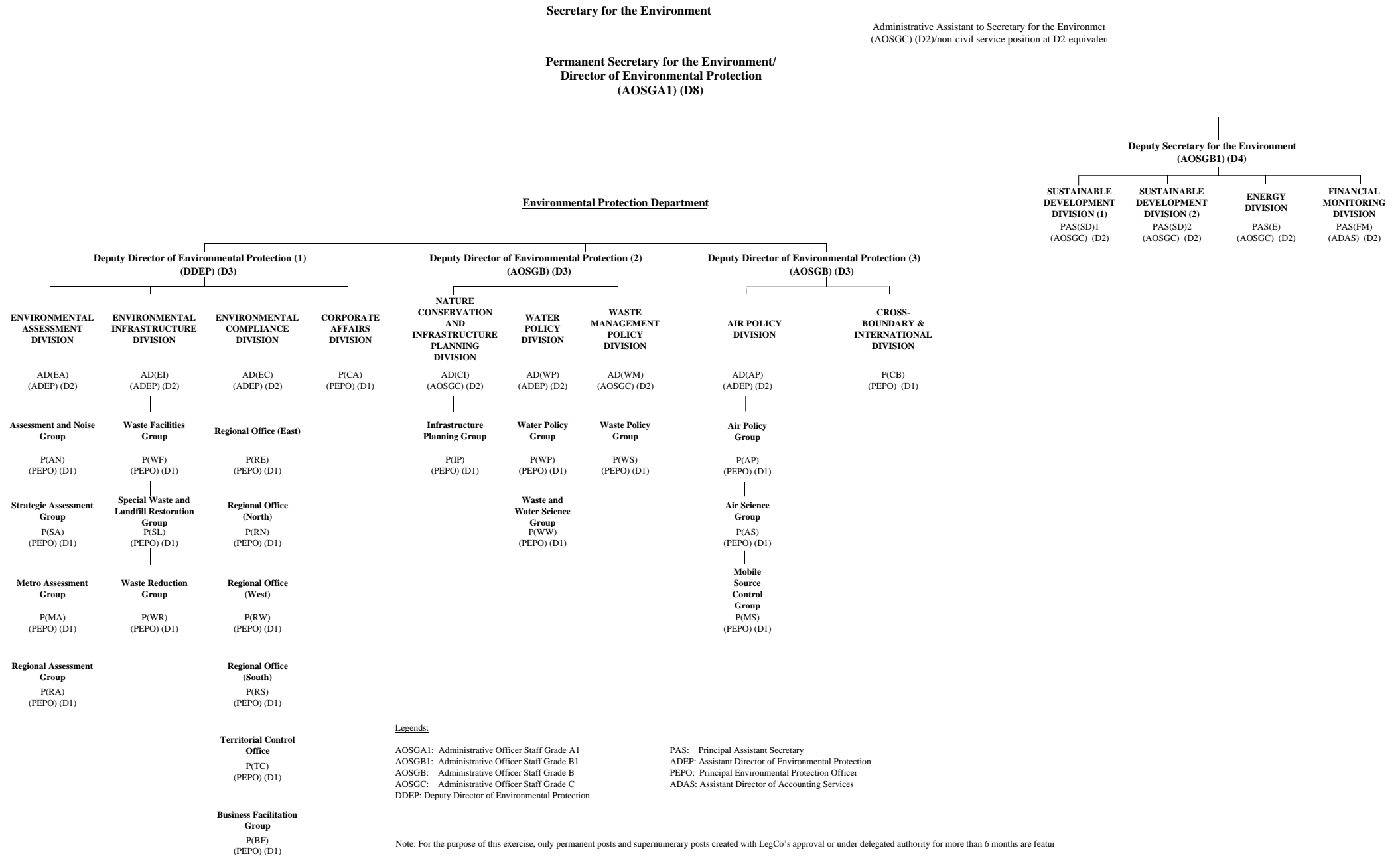
1. To assist in formulation, development and implementation of policies relating to manpower planning, vocational training and retraining.
2. To oversee and provide policy input to the implementation of various vocational training and retraining schemes/programmes such as the Skills Upgrading Scheme.
3. To oversee and provide policy steer for the operation of the Continuing Education Fund.
4. To oversee the work of the Task Force on Continuing Development and Employment-related Training for Youth.
5. To prepare manpower statistics and conduct manpower projections in order to assist policy formulation.
6. To be responsible for the housekeeping of the Employees Retraining Board.
7. To serve the Manpower Development Committee.

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Existing Organisation Chart of Environmental Protection Department



**Proposed Organisation Chart of Environment Bureau**



Legends:

AOSGA1: Administrative Officer Staff Grade A1  
 AOSGB1: Administrative Officer Staff Grade B1  
 AOSGB: Administrative Officer Staff Grade B  
 AOSGC: Administrative Officer Staff Grade C  
 DDEP: Deputy Director of Environmental Protection

PAS: Principal Assistant Secretary  
 ADEP: Assistant Director of Environmental Protection  
 PEPO: Principal Environmental Protection Officer  
 ADAS: Assistant Director of Accounting Services

Note: For the purpose of this exercise, only permanent posts and supernumerary posts created with LegCo's approval or under delegated authority for more than 6 months are featured.

**Job Description**  
**Permanent Secretary for the Environment/  
Director of Environmental Protection**

**Rank** : Administrative Officer Staff Grade A1 (D8)

**Responsible to** : Secretary for the Environment (SEN)

**Main Duties and Responsibilities –**

1. To be the statutory authority for the various environmental protection and pollution control ordinances.
2. To lead in the formulation of recommendations on policies, strategies, programmes and plans relating to environmental protection, energy and sustainable development to SEN.
3. To assist SEN in explaining policies to the community, and in securing the support of the public and the Legislative Council.
4. To oversee the planning, project identification, outline specification and project co-ordination of the Government's programme for the treatment and disposal of wastes.
5. To oversee the Government's strategic and regional planning for sewage collection, treatment and disposal infrastructure.
6. To formulate departmental programme plans, objectives, standards and procedures in relation to the implementation and enforcement of pollution control legislation.
7. To formulate the department's strategy and guidelines on the assessment of the environmental impact of significant new developments, plans and policies.
8. To liaise, advise and consult at a senior level with representative industrial, trade and community groups on all relevant matters relating to environmental protection, energy and sustainable development.
9. To participate in, and have overall responsibility for, the department's liaison and consultative activities with relevant professional and statutory bodies in Mainland China and other countries.



10. To assist SEN in securing and deploying the resources needed to implement agreed policies, strategies and programmes, and to be Controlling Officer for the relevant heads of expenditure.
11. To ensure the professional and technical excellence of the department in the delivery of public services and to lead, direct, manage and motivate all staff of the department to maximise service outcomes.
12. To manage staff resources in the bureau and Environmental Protection Department.

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**Job Description  
Deputy Secretary for the Environment**

**Rank** : Administrative Officer Staff Grade B1 (D4)

**Responsible to** : Permanent Secretary for the Environment/Director of Environmental Protection [PS(Env)/DEP]

**Main Duties and Responsibilities –**

1. To steer the setting of appropriate policy goals for energy, electrical and gas safety and sustainable development.
2. To steer the initiation, development and finalisation of appropriate policies, strategies and programmes for the attainment of relevant policy goals for energy, electrical and gas safety and sustainable development.
3. To implement the existing Scheme of Control with the local power companies.
4. To formulate a successive regulatory regime for the electricity market on the expiry of the present Schemes of Control in 2008.
5. To vet, scrutinise and approve strategies and programmes formulated by the Electrical and Mechanical Services Department designed to facilitate the attainment of policy goals in the area of energy and electrical and gas safety.
6. To ensure the effective support to the Sustainable Development Council and the Energy Advisory Committee.
7. To assist PS(Env)/DEP in liaising and negotiating at the senior level within the Government and with private sector organisations and companies on any matter relating to the Government's policies in relation to energy, electrical and gas safety and sustainable development.
8. To assist PS(Env)/DEP in presenting the Government's policy on energy, electrical and gas safety and sustainable development through the news media and other channels.
9. To represent PS(Env)/DEP on senior level government and private sector committees.

10. To assist PS(Env)/DEP in overseeing the bureau's liaison activities with its counterparts in Mainland China and other countries, in the field of energy, electrical and gas safety and sustainable development.
11. To assist PS(Env)/DEP in the discharge of all aspects of his duties relevant to energy, electrical and gas safety and sustainable development
12. To deputise for PS(Env)/DEP as necessary.

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**Job Description**  
**Deputy Director of Environmental Protection (1)**

**Rank** : Deputy Director of Environmental Protection (D3)

**Responsible to** : Permanent Secretary for the Environment/Director of Environmental Protection [PS(Env)/DEP]

**Main Duties and Responsibilities –**

1. To steer the department's work in the fields of environmental assessment, environmental infrastructure, environmental compliance, corporate affairs, and prosecutions; and ensure the efficient and effective delivery of public services in these areas.
2. To steer the setting of environmental policy goals in the areas of environmental impact assessment and prevention of noise pollution.
3. To steer the initiation, development and finalisation of appropriate policies, strategies and programmes for the attainment of relevant policy goals in the field of environmental impact assessment and prevention of noise pollution.
4. To formulate departmental policies and procedures in relation to the implementation and enforcement of environmental legislation.
5. To steer the management of government's waste infrastructure facilities and EcoPark.
6. To steer the government's community relations programme in the environmental protection field, including environmental education, and to oversee the work of the Environmental Campaign Committee and the management of the Environmental and Conservation Fund.
7. To be the head of the Environmental Protection Officer Grade and oversee the recruitment, development, posting and promotion of officers in the grade.
8. To steer the department's corporate planning and the development of its human resources policies and programmes and be responsible for the department's financial planning and resource management systems.
9. To assist PS(Env)/DEP generally in the management of the department.

10. To assist PS(Env)/DEP in liaising and negotiating at a senior level within the Government and with private sector organisations and companies on any matter relating to the department's interests or the Government's environmental policies.
11. To assist PS(Env)/DEP in presenting the Government's policy on environmental protection through the news media and other channels.
12. To assist PS(Env)/DEP to discharge his duties as Statutory Authority under the various environmental protection and pollution control ordinances.
13. To represent PS(Env)/DEP on senior level government and private sector committees.
14. To represent PSE(Env)/DEP in attending the Environment Impact Assessment Sub-committee of the Advisory Council for the Environment, if necessary.
15. To deputise for PS(Env)/DEP as necessary.

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**Job Description**  
**Deputy Director of Environmental Protection (2)**

**Rank** : Administrative Officer Staff Grade B (D3)

**Responsible to** : Permanent Secretary for the Environment/Director of Environmental Protection [PS(Env)/DEP]

**Main Duties and Responsibilities –**

1. To steer the department's work on water quality management, waste management and conservation policy, and ensure the efficient and effective delivery of public services in these areas.
2. To steer the setting of appropriate environmental policy goals for the quality of Hong Kong's water environment and for the sustainable management of waste.
3. To steer the initiation, development and finalisation of appropriate policies, strategies and programmes for the attainment of relevant policy goals for the protection of Hong Kong's water environment, including Harbour Area Treatment Scheme and sewage programmes, and for sustainable waste management.
4. To steer the departmental planning of government's waste infrastructure facilities.
5. To vet, scrutinise and approve (as appropriate) policies, strategies and programmes formulated by the Agriculture Fisheries and Conservation Department designed to facilitate the attainment of policy goals in the area of nature conservation, including the protection of endangered species, biological diversity and the designation of country parks, special areas, marine parks and marine reserves.
6. To ensure the effective deployment of professional and technical staff on appropriate research and technical investigations to inform the policy development process in the water quality and waste management fields.
7. To oversee and supervise the monitoring of the water environment and waste management practices, and the preparation of appropriate reports.

8. To assist PS(Env)/DEP in liaising and negotiating at a senior level within the Government and with private sector organisations and companies on any matter relating to the department's interest or the government's environmental policies, in relation to water quality, wastes management and in the field of nature conservation (including participation in such international agreements as those aimed at protecting wetlands, endangered species, and biodiversity).
9. To assist PS(Env)/DEP in presenting the Government's policy on water quality and waste management through the news media and other channels.
10. To ensure the effective support to the Waste Subcommittee of the Advisory Council on the Environment.
11. To represent PS(Env)/DEP on senior level government and private sector committees.
12. To assist PS(Env)/DEP to discharge of all his duties relevant to water quality and waste management.
13. To deputise for PS(Env)/DEP as necessary.

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**Job Description**  
**Deputy Director of Environmental Protection (3)**

**Rank** : Administrative Officer Staff Grade B (D3)

**Responsible to** : Permanent Secretary for the Environment/Director of Environmental Protection [PS(Env)/DEP]

**Main Duties and Responsibilities –**

1. To steer the department's work on air quality management and ensure the efficient and effective delivery of public services in these areas.
2. To steer the setting of appropriate environmental policy goals for the quality of Hong Kong's air environment.
3. To steer the initiation, development and finalisation of appropriate policies, strategies and programmes for the attainment of relevant policy goals for the protection of Hong Kong's air environment.
4. To ensure the effective deployment of professional and technical staff on appropriate research and technical investigations to inform the policy development process in the field of air quality management.
5. To oversee and supervise the monitoring of the air environment, and the preparation of appropriate reports.
6. To assist PS(Env)/DEP in the discharge of all aspects of his duties relevant to air quality management.
7. To take charge of the department's work on cross-boundary environmental issues.
8. To oversee the department's liaison activities with environmental authorities in Mainland China.
9. To offer effective support to the Guangdong-Hong Kong Joint Working Group on Sustainable Development and Environmental Protection.
10. To implement the Regional Air Quality Management Plan agreed with the Guangdong Provincial Government.



11. To implement environmental protection programmes in co-operation with Mainland authorities on the improvement of water quality of Shenzhen River, Mirs Bay and Deep Bay.
12. To liaise with and provide advice to Hong Kong-owned manufacturing businesses in the Pearl River Delta Region on clean manufacturing process.
13. To monitor and conduct technical exchanges with the Mainland authorities on cross-boundary Environmental Impact Assessments.
14. To pursue with the Mainland authorities the cross-boundary disposal of public fill and dredged mud.
15. To formulate and implement plans to control the emission of greenhouse gases in Hong Kong in pursuance of the Kyoto Protocol.
16. To formulate and implement plans to give effect to the Stockholm Convention on Persistent Organic Pollutants.
17. To ensure the effective support to the Advisory Council on the Environmental and the six environmental appeal boards.
18. To deputise for PS(Env)/DEP as necessary.

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**Job Description**  
**Assistant Director of Environmental Protection**  
**(Nature Conservation and Infrastructure Planning)**

**Rank** : Administrative Officer Staff Grade C (D2)

**Responsible to** : Deputy Director of Environmental Protection (2)

**Main Duties and Responsibilities –**

1. To formulate and oversee the implementation of policies relating to nature conservation including conservation of biological diversity, protection of major habitats and protection of endangered species.
  2. To review and process proposals on conservation designations including country parks, special areas, marine parks, and marine reserves, and to deal with the related policy matters.
  3. To review and propose for amendments to related legislation as appropriate.
  4. To deal with housekeeping matters of the conservation arm of the Agriculture, Fisheries and Conservation Department.
  5. To oversee strategic and regional planning studies for sustainable environmental infrastructure facilities, including waste transfer, treatment and disposal facilities, waste recovery and recycling facilities.
  6. To develop and coordinate plans for new environmental infrastructure, including issues relating to land use, resource acquisition, mode of delivery, and promotion of community acceptance.
  7. To co-ordinate and oversee the management and monitoring system and procedures on departmental consultancies and contractual procedures.
-

**Job Description**  
**Assistant Director of Environmental Protection**  
**(Environmental Infrastructure)**

**Rank** : Assistant Director of Environmental Protection (D2)

**Responsible to** : Deputy Director of Environmental Protection (1)

**Main Duties and Responsibilities –**

1. To direct the work of the Environmental Infrastructure Division so as to ensure the commissioning of environmentally acceptable infrastructure for transferring, treating and disposing of Hong Kong's municipal and special wastes on programme and within budget.
2. To act as the Employer's Representative for contracts for the provision and operation of municipal and special waste management facilities.
3. To ensure that all municipal and special waste management facilities perform to their required environmental and operational standards.
4. To liaise with Mainland authorities as necessary to develop strategies and mutually agreeable arrangements to facilitate the management of Hong Kong's wastes.
5. To direct the development and implementation of initiatives for after-use of exhausted waste disposal facilities and act as the Employer's Representative for contracts for the implementation of such initiatives.
6. To direct the implementation of initiatives to promote waste reduction and waste recovery schemes in the domestic, commercial and industrial sectors.
7. To oversee and coordinate departmental returns under the CWRF Resource Allocation System for environmental infrastructure projects.
8. To oversee the operation of the EcoPark.
9. To represent PS(Env)/DEP at appropriate forums and attend meetings of advisory and statutory bodies including the Town Planning Board, Legislative Council, the Advisory Council on the Environment, District Councils, and various high level Government Policy Forums / Steering Committee meetings.

10. To keep abreast of developments in relevant professional knowledge, technical and scientific fields relating to the management of infrastructure for the transfer, treatment and disposal of waste.
11. To act as the Government's chief technical adviser in matters concerning the commissioning and running of public-private partnership arrangements for the management of waste.

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**Job Description**  
**Assistant Director of Environmental Protection**  
**(Environmental Compliance)**

**Rank** : Assistant Director of Environmental Protection (D2)

**Responsible to** : Deputy Director of Environmental Protection (1)

**Main Duties and Responsibilities –**

1. To direct manage and coordinate the activities of the constituent technical groups of the Environmental Compliance Division.
2. To oversee the formulation of departmental policies, procedures and guidelines in relation to the implementation of pollution control legislation.
3. To oversee the integrated enforcement of relevant pollution control legislation at both territorial and local level and ensure a consistent, impartial and professional approach to such enforcement at all levels.
4. To the extent required by virtue of Hong Kong's participation in international agreements relevant to enforcement of pollution control laws, to liaise with Mainland and international authorities to ensure the effective application of the relevant legislation.
5. To establish channels of communication with business and trade associations impacted by environmental protection legislation and develop and implement initiatives to assist their members and other affected parties in achieving compliance with the law, and minimising pollution and public nuisance.
6. To ensure adequate liaison with District Councils on local pollution control issues, establish and implement procedures for the effective and speedy handling of pollution complaints, and direct and co-ordinate the outreach work of the Regional Offices in each district.
7. To assume overall responsibility for the deployment of staff in response to local pollution emergencies and explain to the media the department's response to such emergencies.
8. To keep under constant review the effectiveness of local environmental protection legislation, analyse deficiencies and provide feedback to the policy formulation process.

9. To direct the government's environmental education and community promotion programmes and supervise the provision of secretarial support to the Environmental Campaign Committee and the Environment and Conservation Fund.
10. To keep abreast of developments in relevant professional knowledge, technical and scientific fields relating to the enforcement of environmental protection laws and the application of technology to facilitate compliance with such laws.

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**Job Description**  
**Permanent Secretary for Transport and Housing (Transport)**

**Rank** : Administrative Officer Staff Grade A1 (D8)

**Responsible to** : Secretary for Transport and Housing (STH)

**Main Duties and Responsibilities –**

1. To assist STH in formulating, co-ordinating and implementing policies relating to land and waterborne transport, air services, maritime transport and logistics development.
2. To support STH in explaining policies, in securing support of the public and Legislative Council (LegCo), and in dealing with LegCo business.
3. To steer and co-ordinate with executive departments, including the Civil Aviation Department, the Highways Department, the Marine Department and the Transport Department to achieve timely and effective implementation of agreed policies and programmes.
4. To housekeep the Airport Authority, the Kowloon-Canton Railway Corporation and the Mass Transit Railway Corporation Limited.
5. To act as the Controlling Officer for the expenditure head of the Transport Branch (TB) and to ensure the cost-effective use of financial and human resources.
6. To manage staff resources in TB.

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**Job Description**  
**Deputy Secretary for Transport and Housing (Transport) 4**

**Rank** : Administrative Officer Staff Grade B (D3)

**Responsible to** : Permanent Secretary for Transport and Housing (Transport)

**Main Duties and Responsibilities –**

1. To oversee policy matters relating to civil aviation and airport development.
2. To oversee the negotiation and conclusion of air services agreements and related arrangements, serving as HKSAR's chief negotiator in important air services negotiations.
3. To handle housekeeping matters related to the operations of the Airport Authority and Civil Aviation Department.
4. To oversee the HKSAR's participation in multilateral organisations, such as the International Civil Aviation Organisation, in respect of matters related to international air services and their development.
5. To oversee the provision of administrative support for the Aviation Development Advisory Committee and the Air Transport Licensing Authority.
6. To co-ordinate policy matters relating to air logistics.

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**Job Description**  
**Principal Assistant Secretary for Transport and Housing (Transport) 9**

**Rank** : Administrative Officer Staff Grade C (D2)

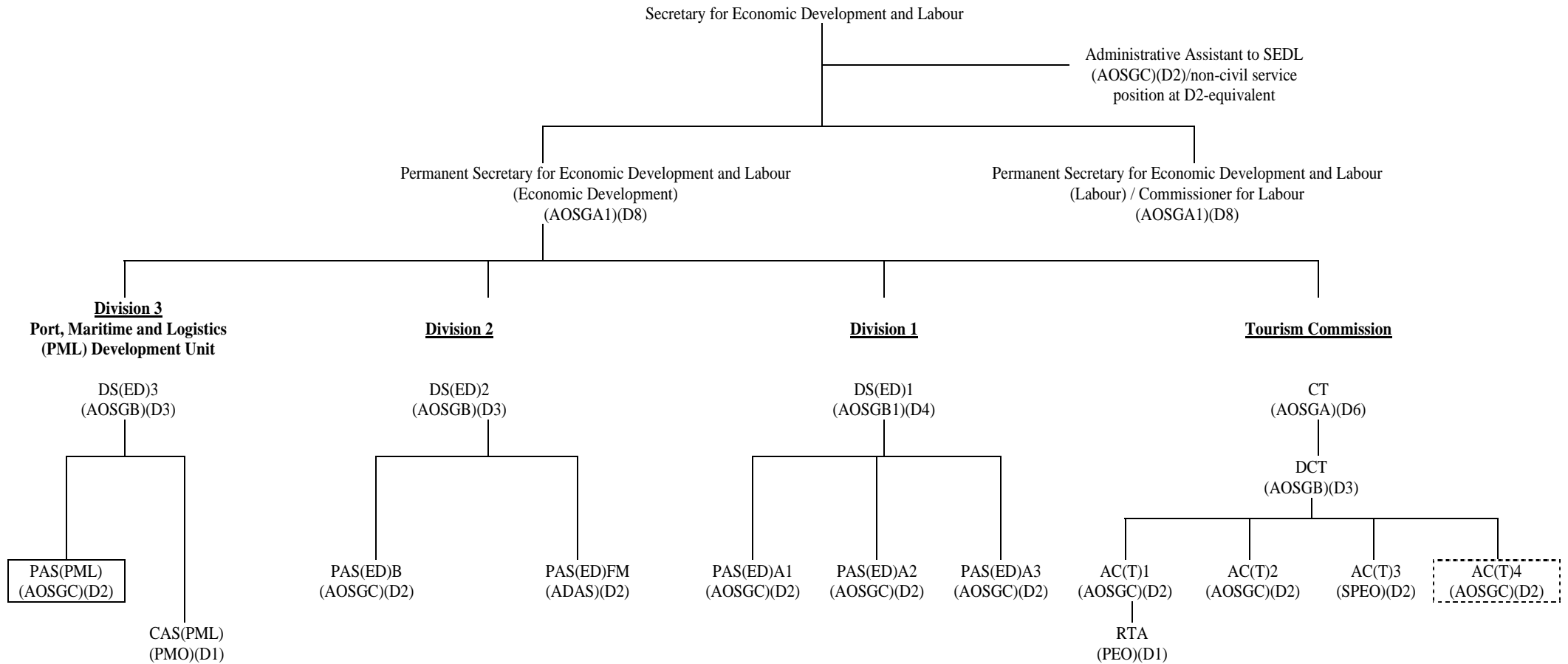
**Responsible to** : Deputy Secretary for Transport and Housing (Transport) 4

**Main Duties and Responsibilities –**

1. To assist in policy matters relating to civil aviation management, and housekeeping of the Civil Aviation Department.
2. To take charge of air services negotiations/air transport policy in relation to Southeast and Northeast Asia, Australasia and America; and overflight agreements and air transport related matters in Asia-Pacific Economic Cooperation, Organisation for Economic Cooperation and Development and the World Trade Organisation.
3. To serve as Secretary, Aviation Development Advisory Committee.
4. To serve as Secretary, Air Transport Licensing Authority.

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## Existing Organisation Chart of the Economic Development Branch of the Economic Development and Labour Bureau



**Legend**

DS	Deputy Secretary	CT	Commissioner for Tourism
PAS	Principal Assistant Secretary	ACT	Assistant Commissioner for Tourism
CAS	Chief Assistant Secretary	ADAS	Assistant Director of Accounting Services
AOSGA1	Administrative Officer Staff Grade A1	PMO	Principal Marine Officer
AOSGA	Administrative Officer Staff Grade A	PEO	Principal Executive Officer
AOSGB1	Administrative Officer Staff Grade B1	SPEO	Senior Principal Executive Officer
AOSGB	Administrative Officer Staff Grade B	RTA	Registrar of Travel Agents
AOSGC	Administrative Officer Staff Grade C	FM	Financial management

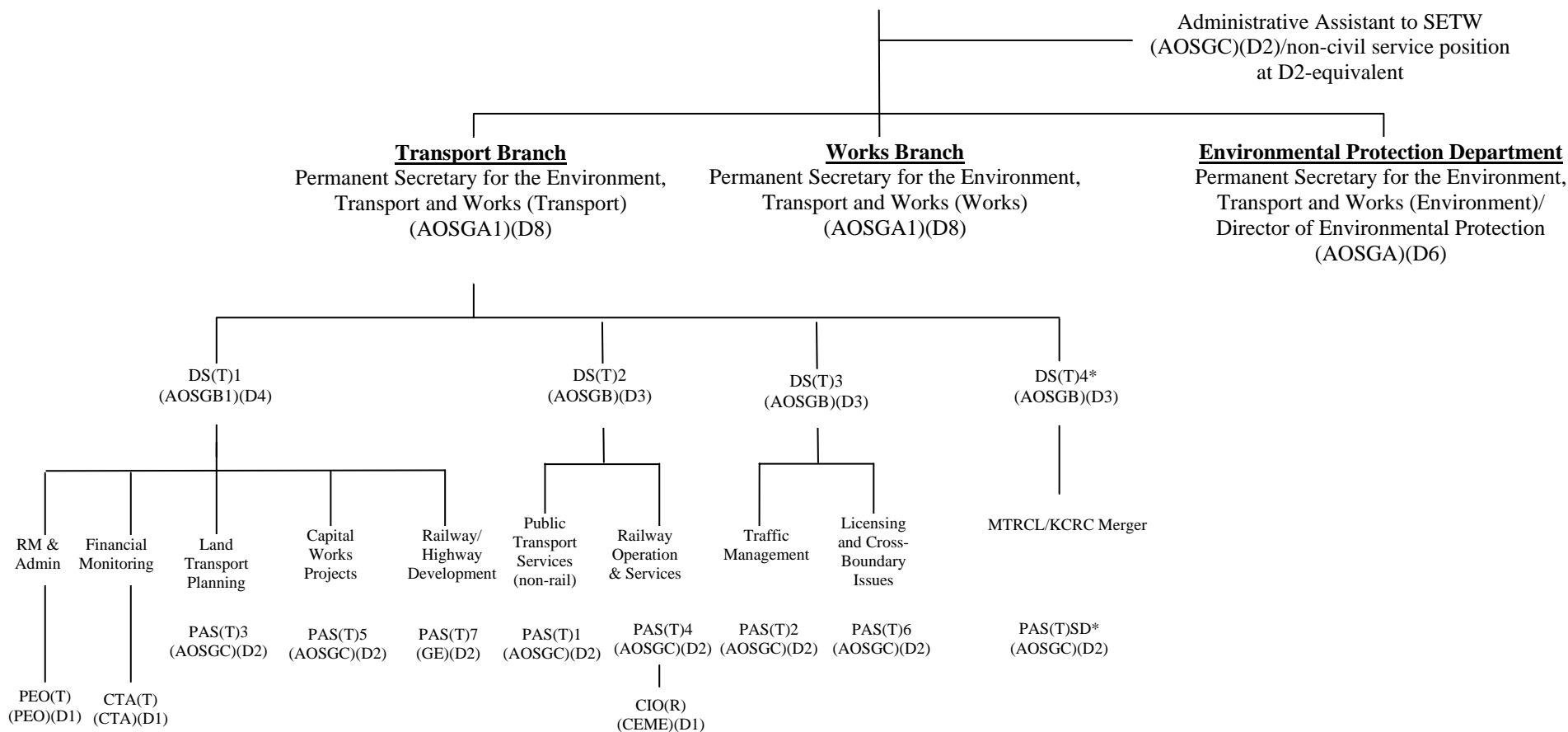
Supernumerary post held against a permanent post

Supernumerary post created with LegCo's approval

Note: For the purpose of this exercise, only permanent posts and supernumerary posts created with LegCo's approval or under delegated authority for more than 6 months are featured.

## Existing Organisation Chart of the Transport Branch of the Environment, Transport and Works Bureau

Secretary for the Environment, Transport and Works



**Legend**

SETW Secretary for the Environment, Transport and Works  
 DS Deputy Secretary  
 PAS Principal Assistant Secretary  
 AOSGA1 Administrative Officer Staff Grade A1  
 AOSGA Administrative Officer Staff Grade A  
 AOSGB1 Administrative Officer Staff Grade B1  
 AOSGB Administrative Officer Staff Grade B  
 AOSGC Administrative Officer Staff Grade C  
 GE Government Engineer

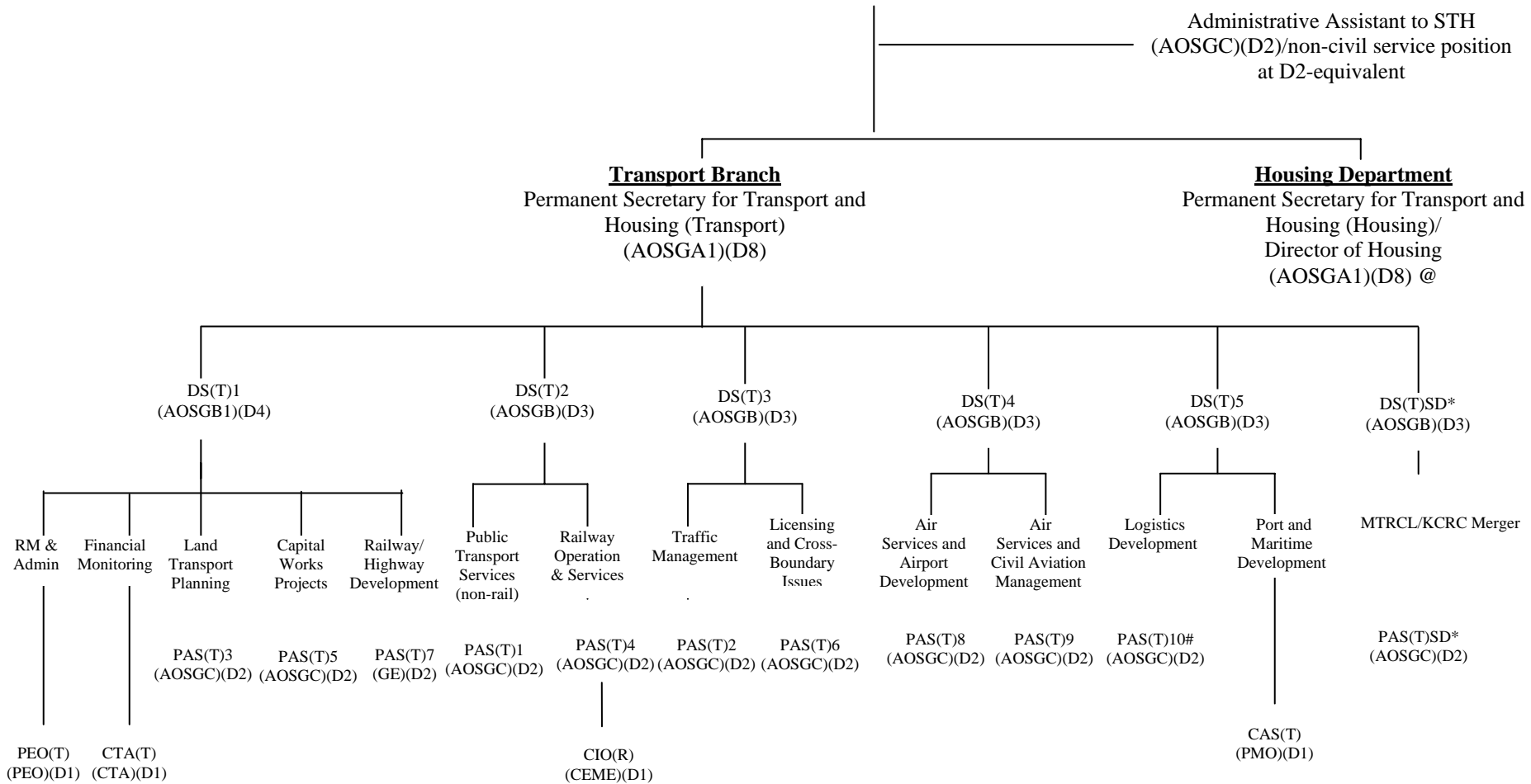
PEO Principal Executive Officer  
 CEME Chief Electrical and Mechanical Engineer  
 CIO(R) Chief Inspecting Officer (Railways)  
 CTA Chief Treasury Accountant  
 RM & Admin Resource Management and Administration  
 SD Special Duties  
 T Transport  
 \* Supernumerary posts created with LegCo's approval up to 30.6.2007 and proposed to be retained up to 31.12.2007

Note: For the purpose of this exercise, only permanent posts and supernumerary posts created with LegCo's approval or under delegated authority for more than 6 months are featured.

# Proposed Organisation Chart of the Transport and Housing Bureau

Enclosure 9(f) to EC(2007-08)2

Secretary for Transport and Housing (STH)

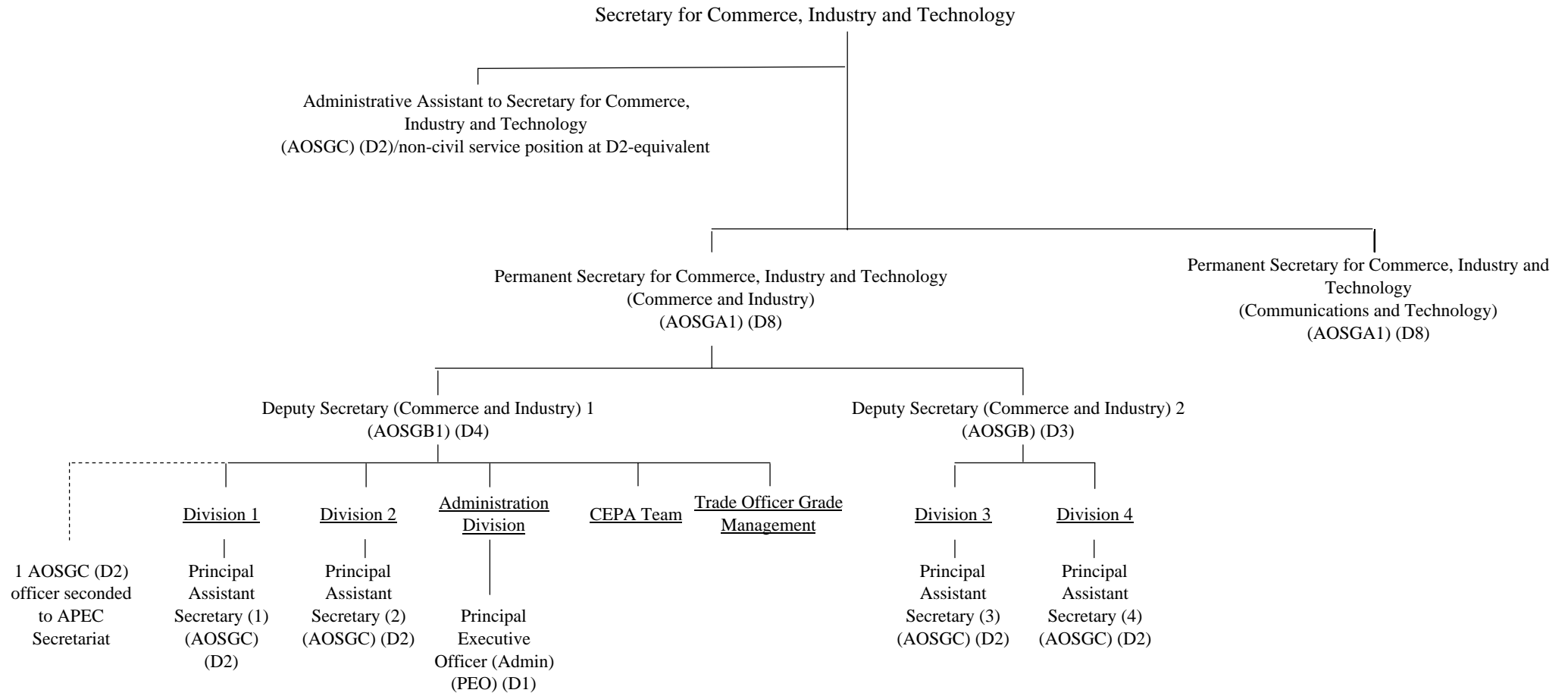


**Legend**

- |        |                                       |            |  |   |  |
|--------|---------------------------------------|------------|--|---|--|
| STH    | Secretary for Transport and Housing   | PEO        | Principal Executive Officer              | # | Supernumerary post held against a permanent post   |
| DS     | Deputy Secretary                      | PMO        | Principal Marine Officer                 | * | Supernumerary posts created with LegCo's approval up to 30.6.2007 and proposed to be retained up to 31.12.2007 |
| PAS    | Principal Assistant Secretary         | CEME       | Chief Electrical and Mechanical Engineer | @ | No change in directorate establishment under the re-organisation   |
| CAS    | Chief Assistant Secretary             | CIO(R)     | Chief Inspecting Officer (Railways)      |   |  |
| AOSGA1 | Administrative Officer Staff Grade A1 | CTA        | Chief Treasury Accountant                |   |  |
| AOSGB1 | Administrative Officer Staff Grade B1 | RM & Admin | Resource Management and Administration   |   |  |
| AOSGB  | Administrative Officer Staff Grade B  | SD         | Special Duties                           |   |  |
| AOSGC  | Administrative Officer Staff Grade C  | T          | Transport                                |   |  |
| GE     | Government Engineer                   |            |  |   |  |

Note: For the purpose of this exercise, only permanent posts and supernumerary posts created with LegCo's approval or under delegated authority for more than 6 months are featured.

**Existing Organisation Chart of the Commerce and Industry Branch of the Commerce, Industry and Technology Bureau**



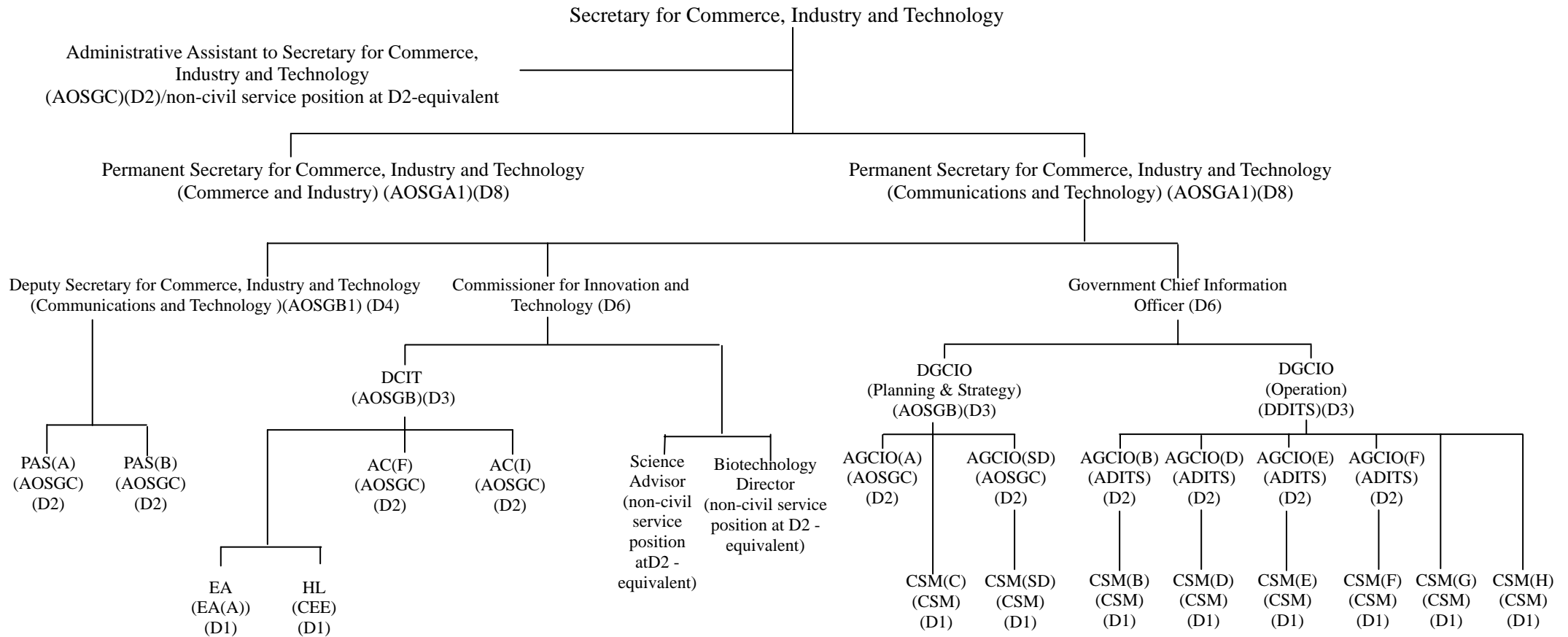
**Legend**

AOSGA1	Administrative Officer Staff Grade A1	AOSGC	Administrative Officer Staff Grade C
AOSGB1	Administrative Officer Staff Grade B1	PEO	Principal Executive Officer
AOSGB	Administrative Officer Staff Grade B		

Note 1: Not including directorate establishment in the Overseas Hong Kong Economic and Trade Offices

Note 2: For the purpose of this exercise, only permanent posts and supernumerary posts created with LegCo's approval or under delegated authority for more than 6 months are featured

**Existing Organisation Chart of the Communications and Technology Branch of the Commerce, Industry and Technology Bureau**



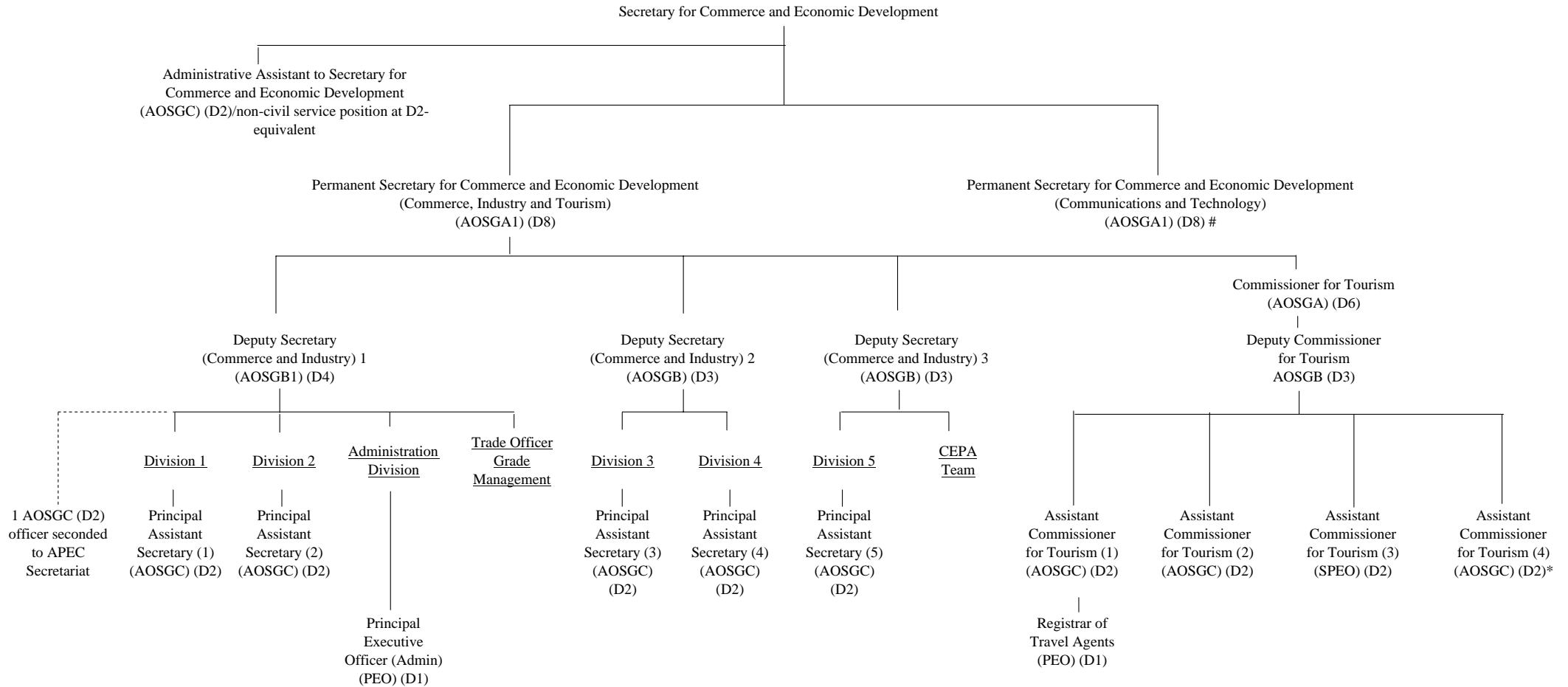
**Legend**

PAS : Principal Assistant Secretary  
 AOSGA1 : Administrative Officer Staff Grade A1  
 AOSGB1 : Administrative Officer Staff Grade B1  
 AOSGB : Administrative Officer Staff Grade B  
 AOSGC : Administrative Officer Staff Grade C  
 DGCIO : Deputy Government Chief Information Officer  
 AGCIO : Assistant Government Chief Information Officer  
 DDITS : Deputy Director of Information Technology Services  
 ADITS : Assistant Director of Information Technology Services

CSM : Chief Systems Manager  
 DCIT : Deputy Commissioner for Innovation and Technology  
 AC(F) : Assistant Commissioner (Funding Schemes)  
 AC(I) : Assistant Commissioner (Infrastructure)  
 EA : Executive Administrator, Accreditation Service  
 HL : Head, Standards and Calibration Laboratory  
 EA(A) : Executive Administrator (Accreditation)  
 CEE : Chief Electronics Engineer  
 SD : Special Duties

Note: For the purpose of this exercise, only permanent posts and supernumerary posts created with LegCo's approval or under delegated authority for more than 6 months are featured.

**Proposed Organisation Chart of the Commerce and Economic Development Bureau**



**Legend**

AOSGA	Administrative Officer Staff Grade A1	AOSGC	Administrative Officer Staff Grade C
AOSGA	Administrative Officer Staff Grade A	SPEO	Senior Principal Executive Officer
AOSGB	Administrative Officer Staff Grade B1	PEO	Principal Executive Officer
AOSGB	Administrative Officer Staff Grade B		

# No change in directorate establishment under the re-organisation

\* Supernumerary post created with LegCo's approval

Note (1) : Not including directorate establishment in the Overseas Hong Kong Economic and Trade Offices.

Note (2) : For the purpose of this exercise, only permanent posts and supernumerary posts created with LegCo's approval or under delegated authority for more than 6 months are featured.

**Job Description**  
**Permanent Secretary for Commerce and Economic Development**  
**(Commerce, Industry and Tourism)**

**Rank** : Administrative Officer Staff Grade A1 (D8)

**Responsible to** : Secretary for Commerce and Economic Development  
(SCED)

**Main Duties and Responsibilities –**

1. To assist SCED in strategic planning, formulating and implementing policies related to Hong Kong's external commercial relations, CEPA, tourism, investment promotion, intellectual property protection, industry support, trade facilitation, competition policy, consumer protection, postal services and meteorological services.
2. To support SCED in explaining and defending policies in Legislative Council (LegCo) Panels and Committees, in securing support of the public and LegCo, and in dealing with LegCo business.
3. To steer and co-ordinate with the executive departments and agencies including the Trade and Industry Department, the overseas Economic and Trade Offices, the Tourism Commission, the Invest Hong Kong, the Intellectual Property Department, the Post Office, the Hong Kong Observatory, the Hong Kong Trade Development Council, the Hong Kong Tourism Board, the Consumer Council and the Hong Kong Export Credit Insurance Corporation, to achieve smooth, timely and effective implementation of the concerned policies and programmes.
4. To serve as the Controlling Officer for the resources allocated to the Commerce, Industry and Tourism Branch and the overseas Economic and Trade Offices in ensuring the proper use of financial resources.
5. To manage the staff resources in the Commerce, Industry and Tourism Branch to best support the implementation of policies and delivery of services.
6. To be the Head of the Trade Officer Grade.

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**Job Description**  
**Permanent Secretary for Commerce and Economic Development**  
**(Communications and Technology)**

**Rank** : Administrative Officer Staff Grade A1 (D8)

**Responsible to** : Secretary for Commerce and Economic Development (SCED)

**Main Duties and Responsibilities –**

1. To assist SCED in reviewing and formulating government policies, legislative proposals and implementation programmes in areas of broadcasting, film and creative industries, telecommunications, information technology, innovation and technology.
2. To assist SCED in acquiring and deploying measures to support the implementation of policies and delivery of services.
3. To assist SCED in explaining and defending policies in Legislative Council (LegCo) Panels and Committees, in securing support of the public and LegCo, and in dealing with LegCo business.
4. To steer and co-ordinate with the executive departments to achieve smooth, timely and effective implementation of policies and programmes.
5. To uphold the reliability and professional standards in the delivery of services by executive departments.
6. To act as the Controlling Officer for the expenditure head of the Communications and Technology Branch (CTB) and to ensure the proper use of financial resources.
7. To manage staff resources in CTB.

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**Job Description**  
**Deputy Secretary for Commerce and Economic Development**  
**(Commerce and Industry) 1**

**Rank** : Administrative Officer Staff Grade B1 (D4)

**Responsible to** : Permanent Secretary for Commerce and Economic Development (Commerce, Industry and Tourism)

**Main Duties and Responsibilities –**

1. To oversee policies and strategies in relation to Hong Kong's external commercial relations with other economies.
2. To oversee the competition policy.
3. To oversee policy on inward investment promotion and housekeeping matters related to the Invest Hong Kong.
4. To oversee the development of exhibition and convention services.
5. To oversee housekeeping for the Hong Kong Trade Development Council and the Hong Kong Export Credit Insurance Corporation.
6. To oversee policies and housekeeping matters related to overseas Economic and Trade Offices and the Trade and Industry Department.
7. To oversee the management of the Trade Officer Grade.
8. To oversee the general administration and the allocation of the resources of the Commerce, Industry and Tourism Branch.

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**Job Description**  
**Deputy Secretary for Commerce and Economic Development**  
**(Commerce and Industry) 2**

**Rank** : Administrative Officer Staff Grade B (D3)

**Responsible to** : Permanent Secretary for Commerce and Economic Development (Commerce, Industry and Tourism)

**Main Duties and Responsibilities –**

1. To oversee policies related to intellectual property protection and housekeeping matters of the Intellectual Property Department.
2. To oversee policies related to and the promotion of Government electronic trading services.
3. To oversee policies related to facilitating trade, including the flow of cargoes through Hong Kong.
4. To oversee matters related to the promotion of professional services.
5. To oversee policies related to meteorological services and housekeeping of the Hong Kong Observatory.

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**Job Description**  
**Deputy Secretary for Commerce and Economic Development**  
**(Commerce and Industry) 3**

**Rank** : Administrative Officer Staff Grade B (D3)

**Responsible to** : Permanent Secretary for Commerce and Economic Development (Commerce, Industry and Tourism)

**Main Duties and Responsibilities –**

1. To oversee policies related to consumer protection and housekeeping of the Consumer Council.
2. To oversee policies related to general industry support including that for small and medium enterprises.
3. To oversee CEPA related matters.
4. To oversee the various trade promotion and co-operation platforms between Hong Kong and the Mainland.
5. To oversee follow-up to 11.5 Economic Summit – Action Agenda of the Focus Group on Trade and Business, in particular, matters related to the support for the industrial and trade sectors.
6. To oversee policies related to postal services and housekeeping of the Post Office.

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**Job Description**  
**Deputy Secretary for Commerce and Economic Development**  
**(Communications and Technology)**

**Rank** : Administrative Officer Staff Grade B1 (D4)

**Responsible to** : Permanent Secretary for Commerce and Economic Development (Communications and Technology) (PSCT)

**Main Duties and Responsibilities –**

1. To assist PSCT in reviewing, formulating, evaluating and monitoring government policies, legislative proposals and implementation programmes in areas of broadcasting, film and creative industries and telecommunications.
2. To devise strategic plans for the promotion of the development of the broadcasting, film and creative industries and telecommunications in Hong Kong.
3. To assist PSCT in steering and co-ordinating with the executive departments (including Radio Television Hong Kong, Television and Entertainment Licensing Authority and Office of the Telecommunications Authority) to achieve smooth, timely and effective implementation of policies and programmes.
4. To represent PSCT on such committees and boards as may be required.
5. To assist PSCT in managing staffing resources in the Communications and Technology Branch, and in ensuring proper use of financial resources.

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**Job Description**  
**Principal Assistant Secretary for Commerce and Economic Development**  
**(Commerce and Industry) 2**

**Rank** : Administrative Officer Staff Grade C (D2)

**Responsible to** : Deputy Secretary for Commerce and Economic Development  
(Commerce and Industry) 1

**Main Duties and Responsibilities –**

1. To deal with bilateral commercial relations with Asia, excluding the Mainland, and the rest of the world, excluding America and Europe.
2. To deal with matters related to implementation of sanctions under the United Nations Sanctions Ordinance.
3. To deal with matters related to competition policy and to service the Competition Policy Advisory Group.
4. To deal with housekeeping matters for the Trade and Industry Department.

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**Job Description**  
**Principal Assistant Secretary for Commerce and Economic Development**  
**(Commerce and Industry) 4**

**Rank** : Administrative Officer Staff Grade C (D2)

**Responsible to** : Deputy Secretary for Commerce and Economic Development  
(Commerce and Industry) 2

**Main Duties and Responsibilities –**

1. To formulate and implement trade facilitation initiatives in the context of the relevant international/regional Frameworks of Standards to facilitate and secure international trade.
2. To promote the development of the Government Electronic Trading Services and other related Government-to-Business electronic transaction services.
3. To deal with matters related to the promotion of professional services, including administering the Professional Services Development Assistance Scheme.
4. To deal with policy matters on meteorological services and housekeeping matters for the Hong Kong Observatory.

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**Job Description**  
**Principal Assistant Secretary for Commerce and Economic Development**  
**(Commerce and Industry) 5**

**Rank** : Administrative Officer Staff Grade C (D2)

**Responsible to** : Deputy Secretary for Commerce and Economic Development  
(Commerce and Industry) 3

**Main Duties and Responsibilities –**

1. To deal with policy matters on consumer protection and housekeeping matters for the Consumer Council.
2. To deal with policy matters related to general industry support including that for small and medium enterprises.
3. To deal with matters related to the various trade promotion and co-operation platforms between Hong Kong and the Mainland.
4. To take follow-up action to 11.5 Economic Summit - Action Agenda of the Focus Group on Trade and Business, in particular, matters related to the support for the industrial and trade sectors.
5. To deal with policy matters on postal services and housekeeping matters for the Post Office.

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**Job Description**  
**Principal Assistant Secretary for Commerce and Economic Development**  
**(Communications and Technology) (A)**

**Rank** : Administrative Officer Staff Grade C (D2)

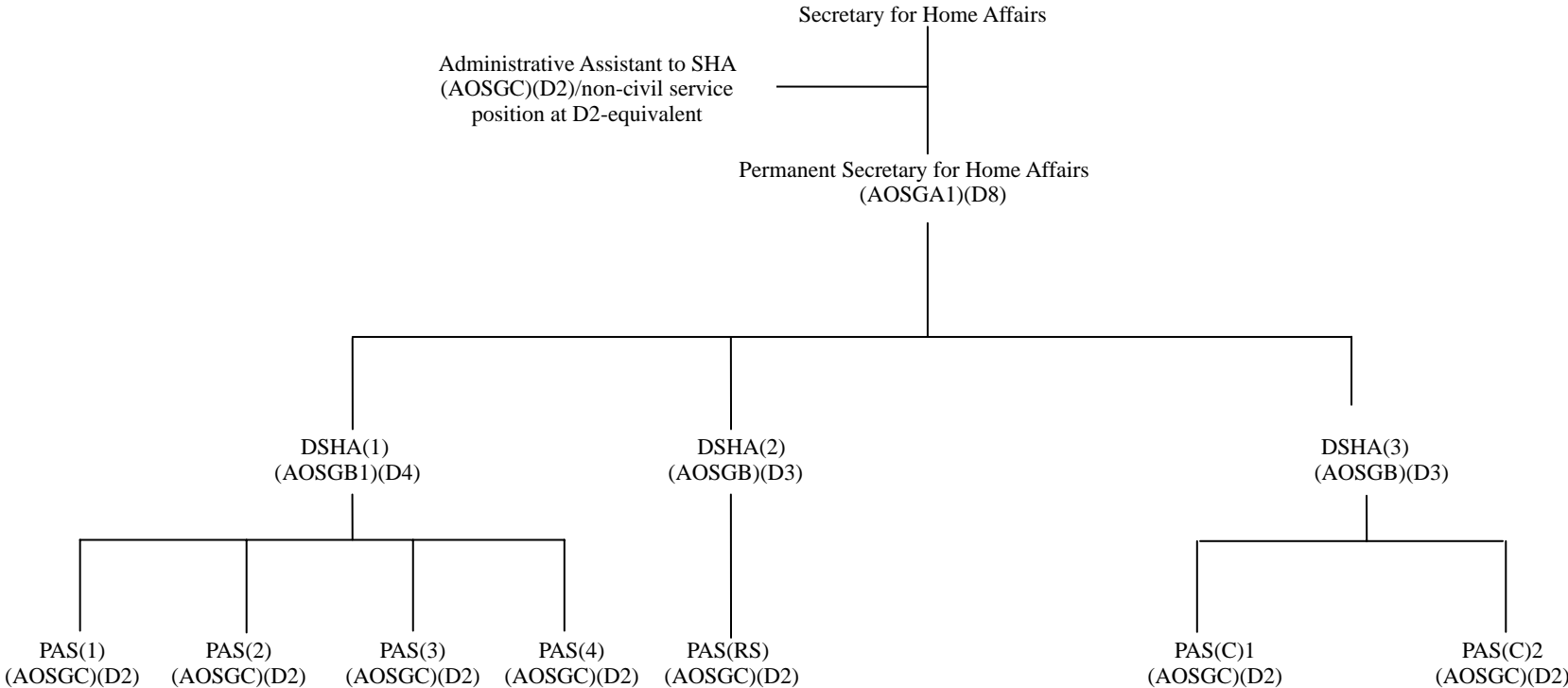
**Responsible to** : Deputy Secretary for Commerce and Economic Development  
(Communications and Technology)

**Main Duties and Responsibilities –**

1. To formulate and review policies on broadcasting, including policy options to facilitate technology convergence and market liberalisation.
2. To formulate policies on digital broadcasting.
3. To handle broadcasting regulatory matters that require the approval of the Chief Executive in Council.
4. To promote the development of the broadcasting and film and creative industries in Hong Kong.
5. To formulate and review policies on film services and the control of obscene and indecent materials.
6. To house-keep the Radio Television Hong Kong and the Television and Entertainment Licensing Authority.

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Existing Organisation Chart of the Home Affairs Bureau

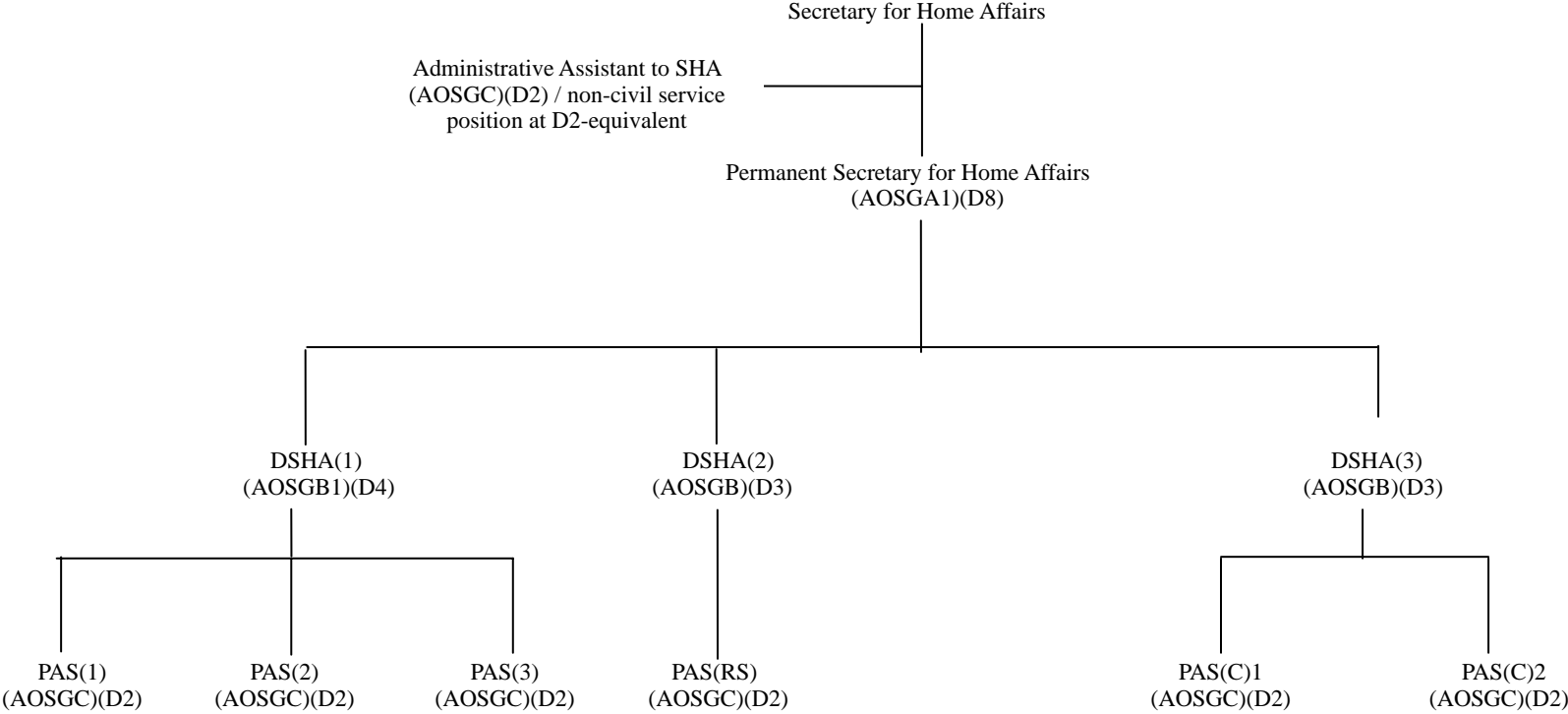


Legend

SHA	Secretary for Home Affairs	AOSGB	Administrative Officer Staff Grade B
DSHA	Deputy Secretary for Home Affairs	AOSGC	Administrative Officer Staff Grade C
PAS	Principal Assistant Secretary	C	Culture
AOSGA1	Administrative Officer Staff Grade A1	RS	Recreation and Sport
AOSGB1	Administrative Officer Staff Grade B1		

Note: For the purpose of this exercise, only permanent posts and supernumerary posts created with LegCo’s approval or under delegated authority for more than 6 months are featured.

**Proposed Organisation Chart of the Home Affairs Bureau**



Legend

SHA	Secretary for Home Affairs	AOSGB	Administrative Officer Staff Grade B
DSHA	Deputy Secretary for Home Affairs	AOSGC	Administrative Officer Staff Grade C
PAS	Principal Assistant Secretary	C	Culture
AOSGA1	Administrative Officer Staff Grade A1	RS	Recreation and Sport
AOSGB1	Administrative Officer Staff Grade B1		

Note: For the purpose of this exercise, only permanent posts and supernumerary posts created with LegCo’s approval or under delegated authority for more than 6 months are featured.

**Job Description**  
**Permanent Secretary for Home Affairs**

**Rank** : Administrative Officer Staff Grade A1 (D8)

**Responsible to** : Secretary for Home Affairs (SHA)

**Main Duties and Responsibilities –**

1. To lead the formulation of policies under the purview of Home Affairs Bureau (HAB) and make recommendations to SHA, including policies on youth development, gambling, civic education promotion, religion, recreation and sport, arts and culture, legal aid, social enterprise, community building, District Administration development, building management, entertainment licensing and oversee two major projects, i.e. the West Kowloon Cultural District development and the 2008 Beijing Olympic Equestrian Events.
2. To assist SHA in explaining policies to the community, and in securing the support of the public and the Legislative Council.
3. To assist SHA in securing and deploying the financial and staffing resources needed to implement agreed policies and programmes.
4. To steer and strategise work of Home Affairs Department (HAD) and Leisure and Cultural Services Department (LCSD) particularly on support of the enhanced role of District Councils and chair the Steering Committee on District Administration with a view to enhancing the work of government in districts.
5. To uphold the reliability and professional excellence in the delivery of services by HAD and LCSD.
6. To assume housekeeping roles in respect of Information Services Department and Legal Aid Department.
7. To serve as the Controlling Officer for the expenditure head of HAB and to ensure proper use of financial resources within the bureau.
8. To manage staff resources in HAB.

-----

**Job Description**  
**Deputy Secretary for Home Affairs (1)**

**Rank** : Administrative Officer Staff Grade B1 (D4)

**Responsible to** : Permanent Secretary for Home Affairs

**Main Duties and Responsibilities –**

1. To oversee the policy on youth development and plan for commissioning the Centre for Youth Development in full consultation with the Commission on Youth.
2. To oversee the gambling policy and perform the role of licensing authority for horse racing, soccer betting and lotteries in consultation with the Betting and Lotteries Commission.
3. To formulate policies and oversee implementation of programmes in civic education promotion including building a harmonious society in consultation with the Committee on Promotion of Civic Education.
4. To take forward the Government's agenda on promotion of social enterprises to assist the disadvantaged and oversee the operation of the Enhancing Self-reliance through District Partnership programme.
5. To oversee the policy on legal aid and the housekeeping of the Legal Aid Department.
6. To monitor appointments to public sector advisory boards and statutory bodies, including promulgating guidelines on such appointments as and when needed.
7. To oversee the management of Trust Funds, Chinese temples and Chinese permanent cemeteries.
8. To undertake bureau administration and resource management of the Home Affairs Bureau.

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**Job Description**  
**Deputy Secretary for Home Affairs (3)**

**Rank** : Administrative Officer Staff Grade B (D3)

**Responsible to** : Permanent Secretary for Home Affairs

**Main Duties and Responsibilities –**

1. To formulate and implement a comprehensive strategy for improving the arts and cultural software in Hong Kong, including support for arts groups, venue management approach, support for new and budding artists, arts-related manpower planning, training and education, arts education, audience building, and arts and cultural policy researches, in consultation with the the Committee on Performing Arts and the Cantonese Opera Advisory Committee.
2. To review, introduce and implement a new funding and assessment system for major professional performing arts groups and related matters, in consultation with the Funding Committee on Performing Arts.
3. To follow up on the policy recommendations of the Committee on Museums and Committee on Libraries, particularly on the proposal to change the institutional arrangement for existing public museums.
4. To take forward the West Kowloon Cultural District project on the basis of the recommendations of the Consultative Committee, including particularly the public engagement process, and legislation for the West Kowloon Cultural District Authority.
5. To oversee the policy and housekeeping of the Hong Kong Arts Development Council (including re-prioritising and re-focusing its work), and the Hong Kong Academy of Performing Arts.
6. To formulate the policy on protection of intangible cultural heritage in Hong Kong, co-ordinate the reporting requirements under the relevant UN Conventions on this and other arts and culture subjects which apply to Hong Kong, and oversee the operation of the Lord Wilson Heritage Trust Fund.

7. To oversee the planning and implementation of the Jockey Club Creative Arts Centre project, the Asian Cultural Co-Operation Forum, the cultural exchange programmes with different countries under the Memorandums of Understanding on Cultural Cooperation, the Pearl River Delta Cultural Summit as well as oversee the operation of the Arts and Sports Development Fund, the Arts Development Fund and the Hong Kong Jockey Club Music and Dance Fund.

-----

**Job Description**  
**Principal Assistant Secretary for Home Affairs (2)**

**Rank** : Administrative Officer Staff Grade C (D2)

**Responsible to** : Deputy Secretary for Home Affairs (1)

**Main Duties and Responsibilities –**

1. To oversee policy matters on legal aid, including the review and development of policies on legal aid financial eligibility limits, criteria for assessing financial eligibility and criminal legal aid fee system etc.
2. To oversee the operation of various legal aid schemes under Legal Aid Department, including the monitoring of the implementation of the pilot scheme on mediation for legally aided matrimonial cases etc.
3. To handle housekeeping matters relating to Legal Aid Department, Duty Lawyer Service and Legal Aid Services Council.
4. To oversee legislation and education and publicity programmes to safeguard the rights of divorcees and review and formulate policies relating to wills and intestates' estates.

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**Job Description**  
**Principal Assistant Secretary for Home Affairs (3)**

**Rank** : Administrative Officer Staff Grade C (D2)

**Responsible to** : Deputy Secretary for Home Affairs (1)

**Main Duties and Responsibilities –**

1. To supervise the work of the Trust Funds, Temples and Cemeteries Joint Secretariat (TFTCJS) and handle policy matters relating to the Chinese Temples Committee, the Board of Management of Chinese Permanent Cemeteries and the administration of trusts funds under TFTCJS.
2. To handle policy matters relating to advisory and statutory bodies and oversee the administration of the Central Personality Index.
3. To handle policy matters relating to licensing of amusement game centres, amusement rides, cinemas and other places of public entertainments; and oversee the management of SHAI properties.
4. To liaise with religious organisations to foster harmony among different religions and handle requests for policy support from these organisations for application for land grant for religious use and other policy matters relating to religious organisations.
5. To handle matters relating to the promotion of social enterprises and the operation of the Enhancing Self-reliance through District Partnership Programme.
6. To oversee the operation of the Public Affairs Forum, the conduct of Government opinion surveys and monitor the results of privately sponsored polls.

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**Job Description**  
**Principal Assistant Secretary for Home Affairs (Culture) 1**

**Rank** : Administrative Officer Staff Grade C (D2)

**Responsible to** : Deputy Secretary for Home Affairs (3)

**Main Duties and Responsibilities –**

1. To support the development and implementation of the arts and cultural policy in Hong Kong, in particular, through policy review work of the Committee on Performing Arts and specific promotional projects.
2. To manage the funding and service agreements for 10 major professional performing groups in Hong Kong, and assist in the formulation of a new funding and assessment system for professional performing arts groups in Hong Kong.
3. To oversee and support the operation of the Hong Kong Arts Development Council at the Bureau level to ensure that the work of the Council complements the Government's arts and cultural policy.
4. To oversee and support the operation of the Hong Kong Academy for Performing Arts at the Bureau level to ensure that the work of the Academy complements the Government's arts and cultural policy.
5. To support cultural exchange between Hong Kong and the Mainland through planning and co-ordination of the Greater Pearl River Delta Cultural Cooperation forum and participation in other relevant channels.

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**Job Description**  
**Principal Assistant Secretary for Home Affairs (Culture) 2**

**Rank** : Administrative Officer Staff Grade C (D2)

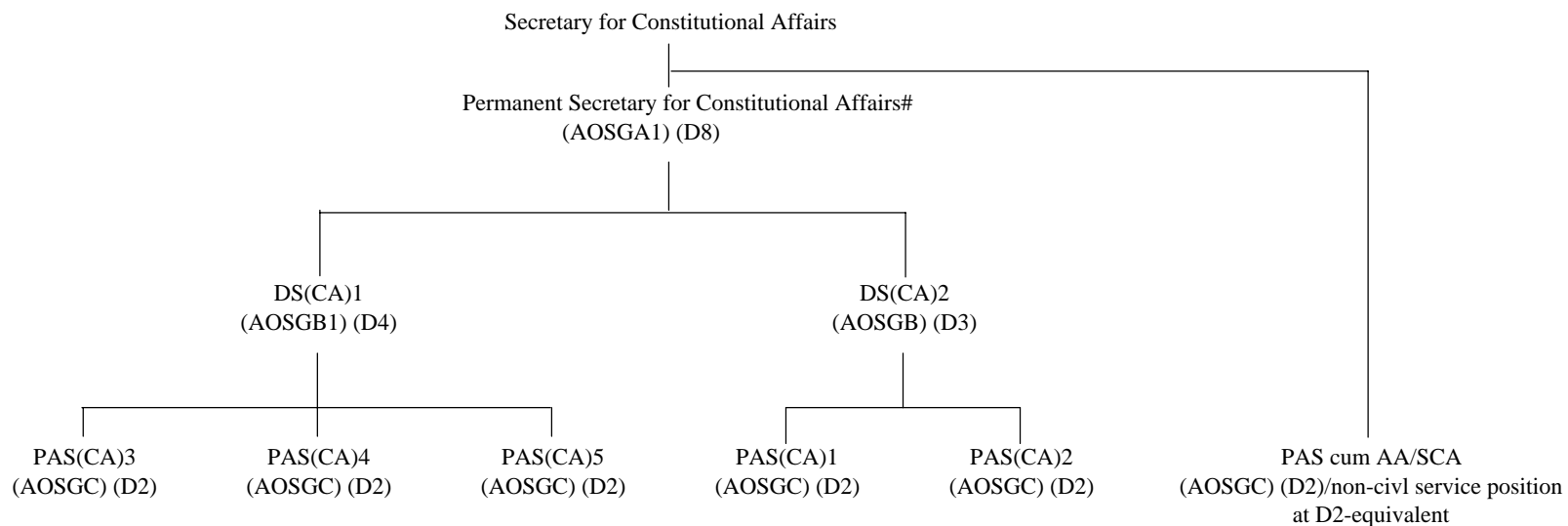
**Responsible to** : Deputy Secretary for Home Affairs (3)

**Main Duties and Responsibilities –**

1. To assist DSHA(3) in following up with the recommendations of the Committee on Museums and Committee on Libraries, particularly in undergoing the preparatory work on the proposal to change the institutional arrangements for public museums under the Leisure and Cultural Services Department and related matters.
2. To support the formulation of the policy on protection of intangible cultural heritage in Hong Kong, and co-ordinate the reporting requirements under the relevant UN Conventions on this and other arts and culture subjects which apply to Hong Kong.
3. To oversee the work of the Secretariat of the Cantonese Opera Advisory Committee and assist in government strategy formulation on the preservation and development of this art form.
4. To support cultural exchange between Hong Kong and other countries through the organization of the Asia Cultural Cooperation Forum and the signing and implementation of respective Memoranda of Understanding on Cultural Cooperation with other places.
5. To administer the operation of the Hong Kong Jockey Club Music and Dance Fund and the Lord Wilson Heritage Trust, and oversee activities relating to the Fund and the Trust.

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**Existing Organisation Chart of the Constitutional Affairs Bureau**



# The post has been used to hold against a supernumerary AOSGA (D6) post created under delegated authority.

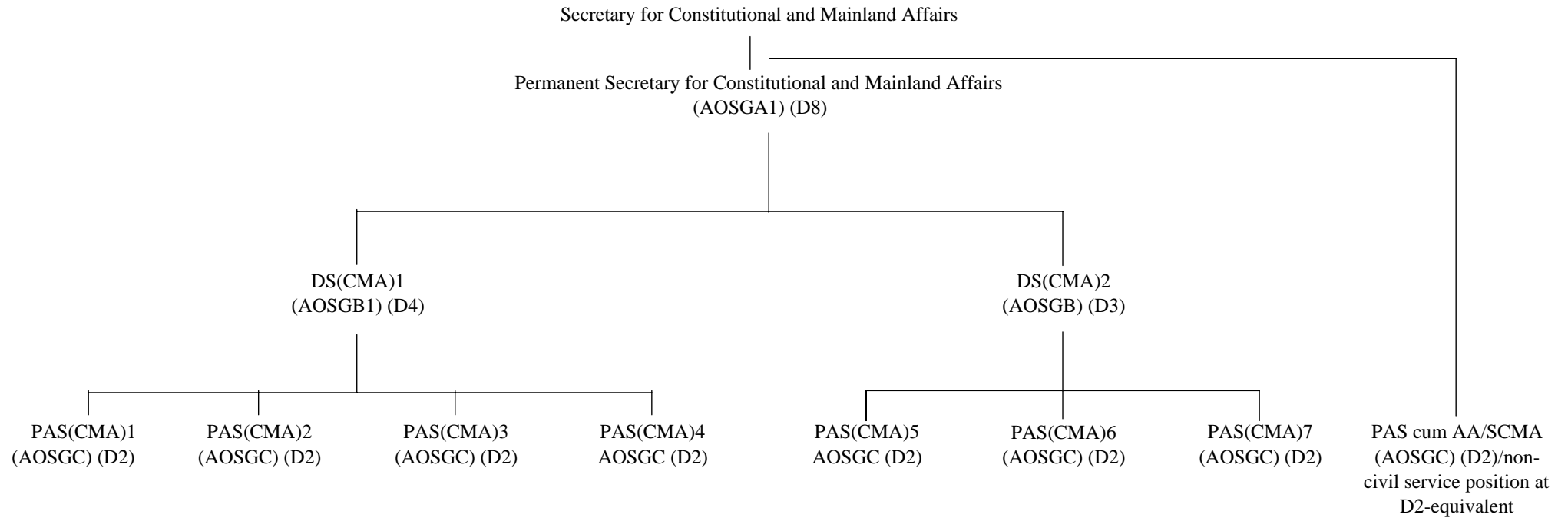
**Legend**

DS(CA)	Deputy Secretary (Constitutional Affairs)	AOSGA	Administrative Officer Staff Grade A
PAS(CA)	Principal Assistant Secretary for Constitutional Affairs	AOSGB1	Administrative Officer Staff Grade B1
AA/SCA	Administrative Assistant/Secretary for Constitutional Affairs	AOSGB	Administrative Officer Staff Grade B
AOSGA1	Administrative Officer Staff Grade A1	AOSGC	Administrative Officer Staff Grade C

Note 1: Not including directorate establishment in Beijing Office and Hong Kong Economic and Trade Offices in the Mainland

Note 2: For the purpose of this exercise, only permanent posts and supernumerary posts created with LegCo's approval or under delegated authority for more than 6 months are featured.

**Proposed Organisation Chart of the Constitutional and Mainland Affairs Bureau**



**Legend**

DS(CMA)	Deputy Secretary (Constitutional and Mainland Affairs)	AOSGB1	Administrative Officer Staff Grade B1
PAS(CMA)	Principal Assistant Secretary for Constitutional and Mainland Affairs	AOSGB	Administrative Officer Staff Grade B
AA/SCMA	Administrative Assistant/Secretary for Constitutional and Mainland Affairs	AOSGC	Administrative Officer Staff Grade C
AOSGA1	Administrative Officer Staff Grade A1		

Note 1: Not including directorate establishment in Beijing Office and Hong Kong Economic and Trade Offices in the Mainland

Note 2: For the purpose of this exercise, only permanent posts and supernumerary posts created with LegCo's approval or under delegated authority for more than 6 months are featured.

**Job Description**  
**Permanent Secretary for Constitutional and Mainland Affairs**

**Rank** : Administrative Officer Staff Grade A1 (D8)

**Responsible to** : Secretary for Constitutional and Mainland Affairs (SCMA)

**Main Duties and Responsibilities –**

1. To assist SCMA in strategic planning and in formulating, implementing, co-ordinating and monitoring policies and programmes related to constitutional affairs, human rights, privacy, access to information, personal data protection, promotion of Basic Law, HKSARG's external affairs, matters relating to Taiwan, and co-ordination of HKSARG's liaison with the Mainland.
2. To support SCMA in explaining and defending policies in Legislative Council (LegCo) Panels and Committees; and in securing support of the public, LegCo and other stakeholders.
3. To assist SCMA in acquiring and deploying resources to support the implementation of policies and overseeing the implementation of policies and the delivery of services.
4. To assist SCMA in overseeing the Mainland Affairs Liaison Office and the HKSARG's offices in the Mainland.
5. To assist SCMA in liaising with and providing housekeeping support to the Equal Opportunities Commission and the Privacy Commissioner's Office.
6. To serve as the Controlling Officer for the expenditure head of the bureau and to ensure proper use of financial resources.
7. To manage staff resources in the bureau.

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**Job Description**  
**Deputy Secretary for Constitutional and Mainland Affairs (1)**

**Rank** : Administrative Officer Staff Grade B1(D4)

**Responsible to** : Permanent Secretary for Constitutional and Mainland Affairs

**Main Duties and Responsibilities –**

1. To handle electoral affairs matters including elections of Chief Executive, Legislative Council and District Councils, and voter registration.
2. To assist in taking forward the issue of constitutional development.
3. To handle matters relating to the development of the Political Appointment System.
4. To advise on the conduct of HKSAR's external affairs and liaise with the Office of the Commissioner of the Ministry of Foreign Affairs in the HKSAR.
5. To advise on matters relating to Taiwan and liaise with Taiwan organisations in the HKSAR.
6. To co-ordinate policy and strategies for the promotion of the Basic Law and oversee their implementation.
7. To formulate policy and review legislative proposals in respect of access to information, privacy and personal data protection.
8. To oversee subvention and house-keeping of the Equal Opportunities Commission and the Privacy Commissioner's Office.

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**Job Description**  
**Deputy Secretary for Constitutional and Mainland Affairs (2)**

**Rank** : Administrative Officer Staff Grade B (D3)

**Responsible to** : Permanent Secretary for Constitutional and Mainland Affairs

**Main Duties and Responsibilities –**

1. To help plan, formulate and co-ordinate overall policy and strategies for fostering co-operation between Hong Kong and the Mainland, particularly in the following areas, and to oversee the implementation of co-operation initiatives reached thereunder –
  - (a) with Guangdong under the Hong Kong/Guangdong Cooperation Joint Conference (HKGJC);
  - (b) with Shenzhen under the HKJC and Memorandum of Hong Kong-Shenzhen Cooperation;
  - (c) with Pan Pearl River Delta (PPRD) provinces/regions under the PPRD Regional Cooperation Framework Agreement;
  - (d) with Beijing under the Hong Kong-Beijing Economic and Trade Co-operation Conference; and
  - (e) with Shanghai under the Hong Kong-Shanghai Economic and Trade Co-operation Conference,including the provision of secretariat support for the HKSARG's participation at the above co-operation mechanisms.
2. To maintain liaison with different sectors to tap their views on Hong Kong's co-operation with the Mainland, including servicing the Greater Pearl River Delta Business Council.
3. To oversee general relationship and liaison with the Central People's Government and provincial and municipal authorities.
4. To oversee the operation and administration of the Mainland Affairs Liaison Office.
5. To oversee housekeeping of the Beijing Office and the Economic and Trade Offices in Shanghai, Chengdu and Guangdong and provide policy steer to their work in consultation with other relevant Bureaux.



6. To oversee the handling of complaints by Hong Kong residents on Mainland affairs.
7. To oversee human rights policy and HKSAR's obligations under those international human rights conventions applicable to Hong Kong, particularly the five international covenants that have reporting requirements, namely the International Covenant on Civil and Political Rights, International Covenant on Economic, Social and Cultural Rights, Convention on the Rights of the Child, International Convention on the Elimination of all Forms of Racial Discrimination, and Convention Against Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment.
8. To formulate policy and review legislative proposals in respect of discrimination issues under the purview of the Bureau.
9. To engage stakeholders and administer funding schemes to promote racial harmony, children's rights and equal opportunities for people with different sexual orientation.

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**Job Description**

**Principal Assistant Secretary for Constitutional and Mainland Affairs (4)**

**Rank** : Administrative Officer Staff Grade C (D2)

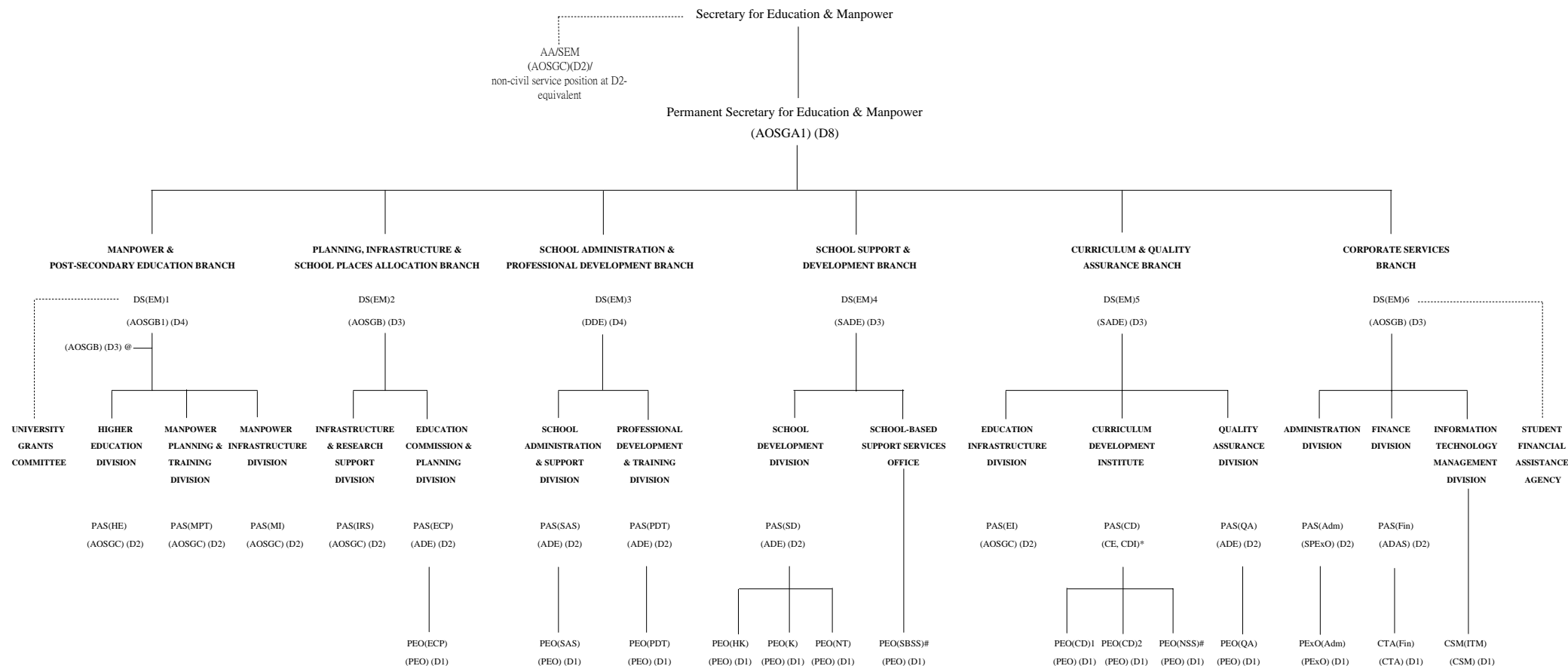
**Responsible to** : Deputy Secretary for Constitutional and Mainland Affairs (1)

**Main Duties and Responsibilities –**

1. To oversee matters related to the operation of the Personal Data (Privacy) Ordinance, including the taking forward of legislative proposals and the implementation of the Ordinance in government departments.
2. To oversee the implementation of the Code on Access to Information.
3. To take forward the five reports on protection of privacy prepared by the Law Reform Commission, including (i) Stalking, (ii) Civil Liability for Invasion of Privacy, (iii) Privacy and Media Intrusion, (iv) Regulating the Interception of Communications and (v) Regulation of Covert Surveillance.
4. To formulate policy in relation to discrimination on the grounds of sex, sex orientation, marital status, pregnancy, and family status; to educate the public and liaise with stakeholders; to oversee the work of the Gender Identity and Sexual Orientation Unit.
5. To handle matters related to press freedom and the Registration of Local Newspapers Ordinance, including the formulation of responses to questions and comments on the subject.
6. To maintain a housekeeping overview of the Privacy Commissioner's Office and the Equal Opportunities Commission.

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Existing Organisation Chart of the Education and Manpower Bureau

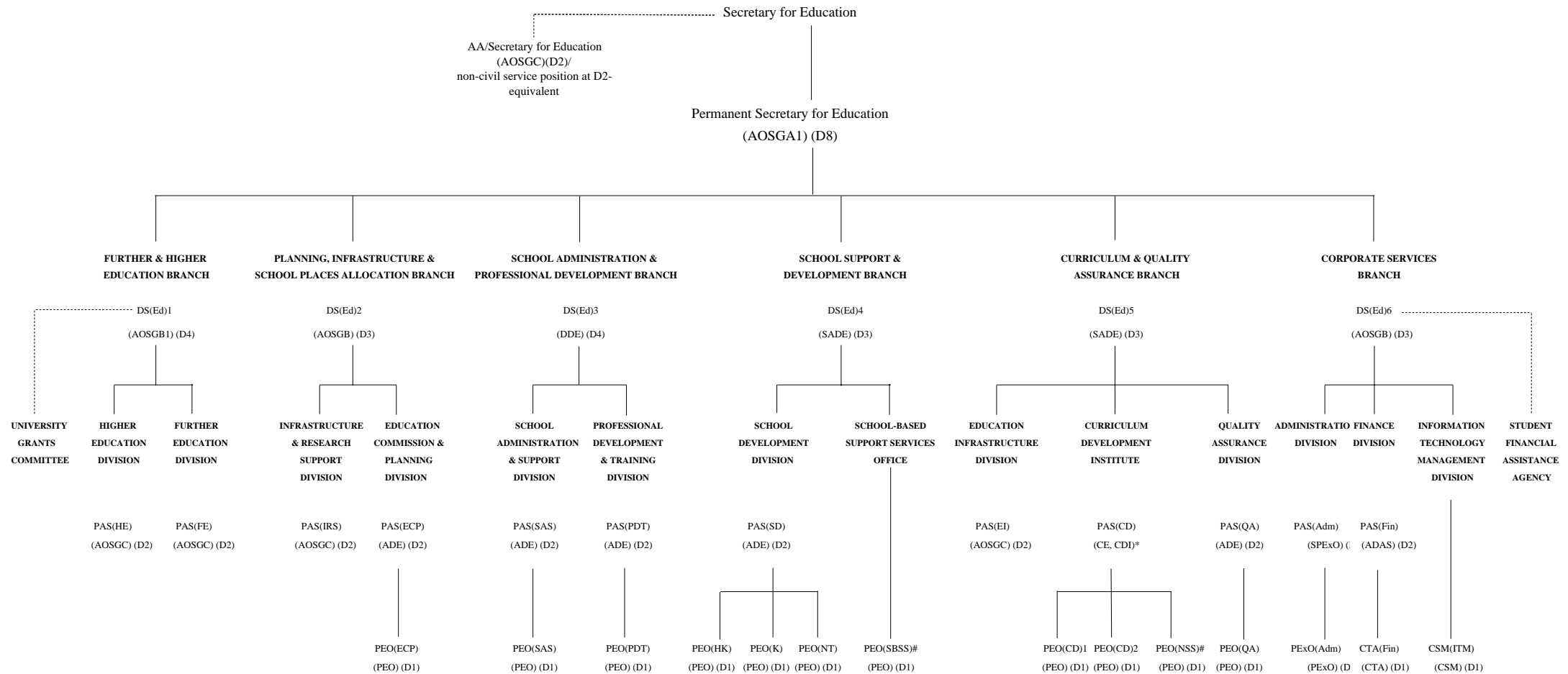


Legends :

- |          |   |            |  |
|----------|---|------------|--|
| DS :     | Deputy Secretary  | ADE :      | Assistant Director of Education  |
| PAS :    | Principal Assistant Secretary                                 | PEO :      | Principal Education Officer  |
| AA/SEM : | Administrative Assistant/Secretary for Education and Manpower | SPExO :    | Senior Principal Executive Officer   |
| AOSGA1 : | Administrative Officer Staff Grade A1                         | PEXO :     | Principal Executive Officer  |
| AOSGB1 : | Administrative Officer Staff Grade B1                         | ADAS :     | Assistant Director of Accounting Services  |
| AOSGB :  | Administrative Officer Staff Grade B                          | CTA :      | Chief Treasury Accountant  |
| AOSGC :  | Administrative Officer Staff Grade C                          | CSM :      | Chief Systems Manager  |
| DDE :    | Deputy Director of Education                                  | *CE, CDI : | Chief Executive, Curriculum Development Institute - a non-civil service position equivalent to D2 level                        |
| SADE :   | Senior Assistant Director of Education                        | # :        | Supernumerary posts created with LegCo's approval  |
|          |   | @ :        | Supernumerary post created with LegCo's approval to enable the secondment of a civil servant to the Employees Retraining Board |

Note: For the purpose of this exercise, only permanent posts and supernumerary posts created with LegCo's approval or under delegated authority for more than 6 months are featured.

Proposed Organisation Chart of the Education Bureau



Legends :

- |          |  |            |   |
|----------|--|------------|---|
| DS :     | Deputy Secretary                       | ADE :      | Assistant Director of Education   |
| PAS :    | Principal Assistant Secretary          | PEO :      | Principal Education Officer   |
| AA :     | Administrative Assistant               | SPExO :    | Senior Principal Executive Officer  |
| AOSGA1 : | Administrative Officer Staff Grade A1  | PEXO :     | Principal Executive Officer   |
| AOSGB1 : | Administrative Officer Staff Grade B1  | ADAS :     | Assistant Director of Accounting Services   |
| AOSGB :  | Administrative Officer Staff Grade B   | CTA :      | Chief Treasury Accountant   |
| AOSGC :  | Administrative Officer Staff Grade C   | CSM :      | Chief Systems Manager   |
| DDE :    | Deputy Director of Education           | *CE, CDI : | Chief Executive, Curriculum Development Institute - a non-civil service position equivalent to D2 level |
| SADE :   | Senior Assistant Director of Education | # :        | Supernumerary posts created with LegCo's approval   |

Note: For the purpose of this exercise, only permanent posts and supernumerary posts created with LegCo's approval or under delegated authority for more than 6 months are featured.

**Job Description  
Permanent Secretary for Education**

**Rank** : Administrative Officer Staff Grade A1 (D8)

**Responsible to** : Secretary for Education (SED)

**Main Duties and Responsibilities –**

1. To assist SED in formulating, coordinating and implementing education policies.
2. To assist SED in explaining policies, in securing support of the public and the Legislative Council (LegCo), and in dealing with LegCo businesses.
3. To support the education-related advisory committees and to liaise with other Bureaux and agencies concerned to achieve timely and effective implementation of agreed policies and programmes.
4. To serve as the Controlling Officer of education expenditure and ensure the cost-effective use of financial resources; and
5. To manage staff resources in the Education Bureau.

-----

**Job Description  
Deputy Secretary for Education (1)**

**Rank** : Administrative Officer Staff Grade B1 (D4)

**Responsible to** : Permanent Secretary for Education

**Main Duties and Responsibilities –**

1. To oversee the policy on the tertiary education sector, including curriculum adjustments pertaining to the new academic structure for senior secondary and higher education and the triennium planning of the University Grants Committee sector.
2. To steer the review of and direction for the further development of the self-financing post-secondary education sector.
3. To steer the establishment, development and implementation of a Qualifications Framework for Hong Kong and the related quality assurance mechanisms.
4. To provide policy steer for vocational and further education matters in Hong Kong.
5. To formulate policy proposals for further developing Hong Kong into a regional education hub, with particular regard to the post-secondary and university sector.
6. To oversee the Information & Public Relations Section and the External Liaison Section and the initiatives for fostering collaboration between Education Bureau and its counterparts in the Mainland and elsewhere.

-----

**Job Description**  
**Principal Assistant Secretary for Education (Higher Education)**

**Rank** : Administrative Officer Staff Grade C (D2)

**Responsible to** : Deputy Secretary for Education (1)

**Main Duties and Responsibilities –**

1. To assist in policy matters in the University Grants Committee (UGC) sector.
2. To oversee the two non-UGC-funded universities (The Open University of Hong Kong and Hong Kong Shue Yan University).
3. To provide input to the development of Hong Kong as an education hub and liaise with relevant bureaux/departments and organisations in developing relevant proposals.
4. To oversee internationalisation efforts and co-operation in the higher education sector.
5. To serve as the Registrar of Non-local Higher and Professional Education Courses and overseeing the management of the Non-local Courses Registry.
6. To oversee the policy on Project Yi Jin and adult education.
7. To act as the Resource Manager of the Division and be responsible for the Division's annual estimates and ensure optimal utilisation of funds allocated to the Division.

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**Job Description**  
**Principal Assistant Secretary for Education (Further Education)**

**Rank** : Administrative Officer Staff Grade C (D2)

**Responsible to** : Deputy Secretary for Education (1)

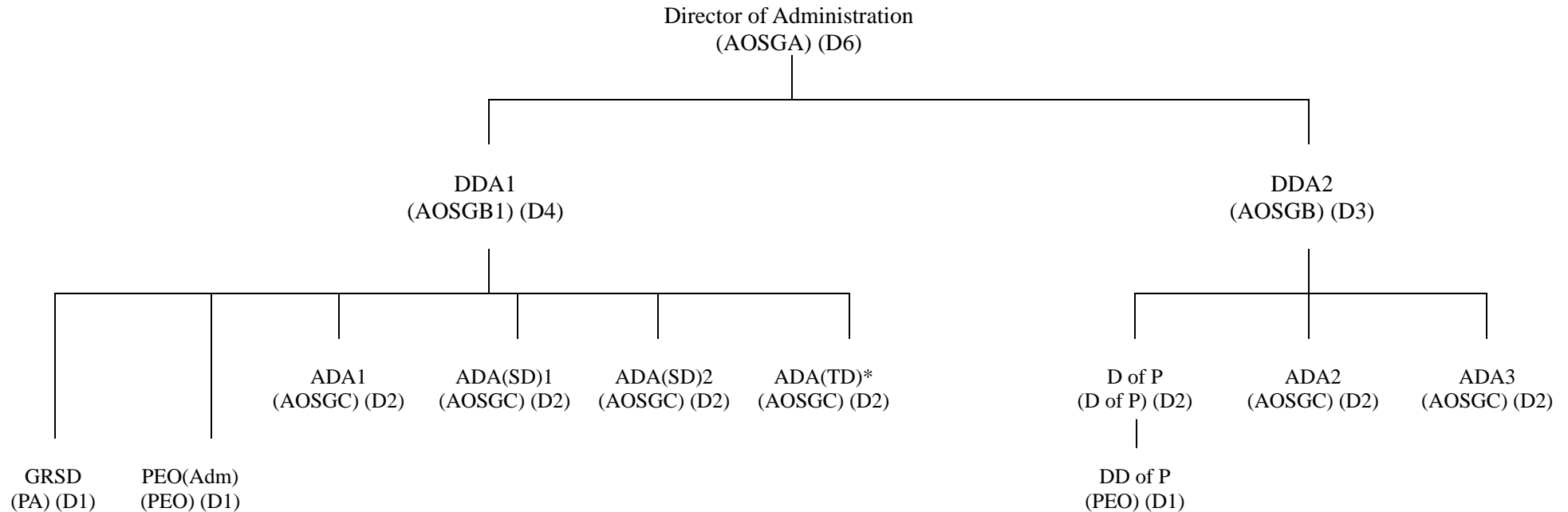
**Main Duties and Responsibilities –**

1. To oversee the development and implementation of a Qualifications Framework for Hong Kong and its associated quality assurance mechanisms.
2. To oversee the policy on the self-financing post-secondary sector and implement the recommendations arising from the review of the post-secondary education sector.
3. To oversee quality issues in further and higher education sectors through liaison with the Joint Quality Review Committee (JQRC), the Hong Kong Council for Academic Accreditation (HKCAA), the Quality Assurance Council of the University Grants Committee and the Education Bureau/JQRC/HKCAA Tripartite Liaison Committee.
4. To review and update the Post Secondary Colleges Ordinance (Cap.320).
5. To oversee the policy on vocational education, and housekeep the operation and services of the Vocational Training Council.
6. To housekeep the operation and services of the HKCAA.
7. To act as the Resource Manager of the Division and be responsible for the Division's annual estimates and ensure optimal utilisation of funds allocated to the Division.

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**Existing Organisation Chart of the Administration Wing**



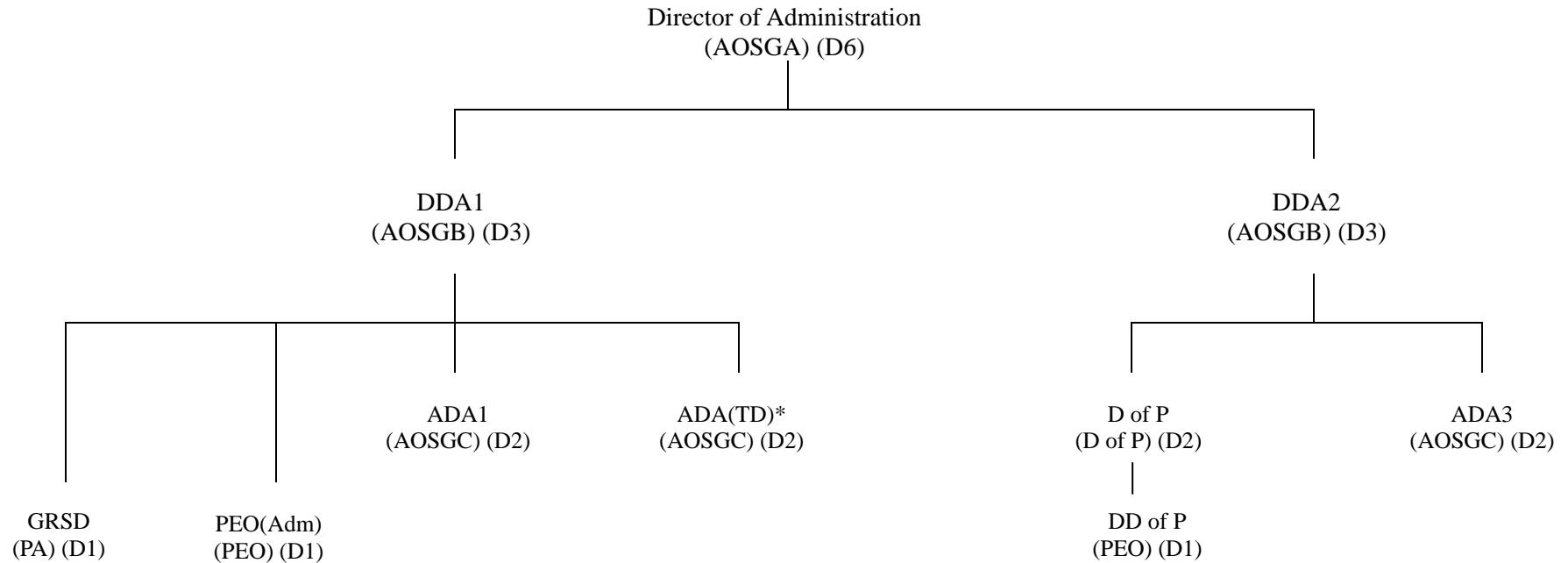
**Legends:**

- |           |                                      |          |                                       |
|-----------|--------------------------------------|----------|---------------------------------------|
| DDA :     | Deputy Director of Administration    | AOSGB1 : | Administrative Officer Staff Grade B1 |
| ADA :     | Assistant Director of Administration | AOSGB :  | Administrative Officer Staff Grade B  |
| GRSD :    | Government Records Service Director  | AOSGC :  | Administrative Officer Staff Grade C  |
| SD :      | Sustainable Development              | PA :     | Principal Archivist                   |
| D of P :  | Director of Protocol                 | PEO :    | Principal Executive Officer           |
| DD of P : | Deputy Director of Protocol          | TD :     | Tamar Development                     |
| AOSGA :   | Administrative Officer Staff Grade A |          |                                       |

\* Supernumerary post created with LegCo’s approval

Note : For the purpose of this exercise, only permanent posts and supernumerary posts created with LegCo’s approval or under delegated authority for more than 6 months are featured.

**Proposed Organisation Chart of the Administration Wing**



**Legends:**

DDA :	Deputy Director of Administration	AOSGB :	Administrative Officer Staff Grade B
ADA :	Assistant Director of Administration	AOSGC :	Administrative Officer Staff Grade C
GRSD :	Government Records Service Director	PA :	Principal Archivist
D of P :	Director of Protocol	PEO :	Principal Executive Officer
DD of P :	Deputy Director of Protocol	TD :	Tamar Development
AOSGA :	Administrative Officer Staff Grade A		

\* Supernumerary post created with LegCo's approval

Note : For the purpose of this exercise, only permanent posts and supernumerary posts created with LegCo's approval or under delegated authority for more than 6 months are featured.

**Job description  
Deputy Director of Administration (1)**

**Rank** : Administrative Officer Staff Grade B (D3)

**Responsible to** : Director of Administration

**Main duties and responsibilities –**

1. To oversee provision of common services for the Government Secretariat.
2. To plan for the Tamar Development Project.
3. To liaise with the Independent Commission Against Corruption.
4. To liaise with Office of The Ombudsman.
5. To develop and implement the policy for the management of government records service.
6. To administer the Justices of the Peace Scheme and related matters.

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**Job description  
Director of Administration**

**Rank** : Administrative Officer Staff Grade A (D6)

**Responsible to** : Chief Secretary for Administration

**Main duties and responsibilities –**

1. To oversee the Government Secretariat machinery including planning the Tamar Development Project.
2. To co-ordinate the Administration's business with the Legislative Council.
3. To co-ordinate the Administration's business with the Judiciary.
4. To housekeep the Independent Commission Against Corruption and the Office of the Ombudsman.
5. To deal with protocol matters and administer the system for honours and awards and the Justices of the Peace Scheme.
6. To deal with other subjects as the Chief Secretary for Administration assigns.

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**Job description  
Deputy Director of Administration (2)**

**Rank** : Administrative Officer Staff Grade B (D3)

**Responsible to** : Director of Administration

**Main duties and responsibilities –**

1. To co-ordinate the Administration's business with the Legislative Council.
2. To co-ordinate the Administration's business with the Judiciary.
3. To facilitate implementation of measures in support of the population policy.
4. To oversee mutual legal assistance in civil matters involving court procedures.
5. To oversee protocol matters, including legislation relating to privileges and immunities.
6. To oversee honours and awards.

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