

**Replies to initial written questions raised by Finance Committee Members in  
examining the Estimates of Expenditure 2008-09**

**Director of Bureau : Secretary for the Civil Service  
Session No. : 1**

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

Reply Serial No.

**CSB001**

Question Serial No.

1197

Head: 143 – Government Secretariat: Civil Service Bureau Subhead (No. & title):

Programme: (4) Civil Service Training and Development

Controlling Officer: Permanent Secretary for the Civil Service

Director of Bureau: Secretary for the Civil Service

Question:

In 2008-09, 8 700 trainees will receive training in national studies, and training on Basic Law will be strengthened. What are the resources allocated for these purposes?

Asked by: Hon. CHAN FANG On-sang, Anson

Reply:

In 2008-09, we will deploy around \$8.5 million for national studies and Basic Law training. National studies take the form of residential courses in the Mainland, theme-based visits to the Mainland, local seminars, civil service exchange programme and a National Studies Portal featuring Mainland-related information and developments. Basic Law training for civil servants mainly comprises three core programmes - the Introductory Course for New Civil Service Appointees; Intermediate Course for Middle Level Civil Servants (MPS Pt. 34-44); and Advanced Course for Senior Level Civil Servants (MPS Pt. 45-49 and directorate staff). In addition to the core programmes, we will organize seminars on issues relating to the Basic Law centrally and at departmental level. We will also strengthen e-learning on the Basic Law by introducing new coursewares and updating the information on the website.

Signature \_\_\_\_\_

Name in block letters \_\_\_\_\_

**Andrew H Y WONG**

Post Title \_\_\_\_\_

**Permanent Secretary for the Civil Service**

Date \_\_\_\_\_

**17 March 2008**

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

Reply Serial No.

**CSB002**

Question Serial No.

2348

Head: 143 – Government Secretariat: Civil Service Bureau Subhead (No. & title):

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service

Director of Bureau: Secretary for the Civil Service

Question:

The Financial Secretary has mentioned in the Budget Speech that about 1 680 posts will be created in 2008-09. Which grades and departments need recruitment? What are the respective numbers of civil servants to be recruited by these departments? Will priority be given to converting existing contract staff to civil servants on permanent terms?

Asked by: Hon. CHAN FANG On-sang, Anson

Reply:

The creation of about 1 680 posts in 2008-09 as mentioned in the Budget Speech refers to the net increase (involving addition and deletion of posts) of the total civil service establishment. The establishment of individual bureaux/departments (B/Ds) is set out in the Summary of Establishment in the Estimates (reproduced at Annex 1). The net increase in the establishment of the Department of Health, Fire Services Department, Hong Kong Police Force, Immigration Department, Judiciary, Labour Department, Leisure and Cultural Services Department and Social Welfare Department accounts for about 80% of the total net increase. The major grades approved for creation of new posts in these B/Ds are listed in Annex 2.

Heads of Departments/Heads of Grades may conduct open and/or in-service recruitment in accordance with their operational needs. They will consider a host of factors before conducting recruitment exercises. Such factors include the permanent staffing need of the concerned department/grade, the long term staff deployment plan, existing and anticipated vacancies, etc. As the size of the recruitment may include vacancies arising from natural wastage in addition to the new posts, we are unable to provide an accurate estimation of the grades and departments which will conduct recruitment and the number of posts involved at this stage.

It is the established recruitment policy of the Government to fill civil service vacancies by selecting the most suitable persons from the eligible applicants on the basis of merits through an open, fair and competitive recruitment process. We therefore do not consider that priority should be given to converting serving non-civil service contract (NCSC) staff to civil servants on permanent terms. Nevertheless, we welcome serving NCSC staff to take part in the open recruitment process if they are interested in applying for the civil service vacancies and meet the basic entry requirements. Given

their relevant working experience in the Government, they should enjoy a competitive edge over other candidates.

Signature \_\_\_\_\_

Name in block letters Andrew H Y WONG

Post Title Permanent Secretary for the Civil Service

Date 19 March 2008

## SUMMARY OF ESTABLISHMENT

Annex 1

HEAD OF EXPENDITURE	ESTABLISHMENT (NUMBER OF POSTS) AS AT	
	31.3.2008 Revised estimate	31.3.2009 Estimate
21 Chief Executive's Office.....	97	97
22 Agriculture, Fisheries and Conservation Department...	1 892	1 920
25 Architectural Services Department.....	1 766	1 776
24 Audit Commission.....	184	185
23 Auxiliary Medical Service.....	92	93
82 Buildings Department.....	859	914
26 Census and Statistics Department.....	1 190	1 187
27 Civil Aid Service.....	106	106
28 Civil Aviation Department.....	691 (1)	717 (1)
33 Civil Engineering and Development Department.....	1 689	1 702
30 Correctional Services Department.....	6 656	6 674
31 Customs and Excise Department.....	5 632	5 680
37 Department of Health.....	4 986	5 370
92 Department of Justice.....	1 084 (1)	1 110 (1)
39 Drainage Services Department.....	1 844	1 879
42 Electrical and Mechanical Services Department.....	338	349
44 Environmental Protection Department.....	1 620	1 630
45 Fire Services Department.....	9 315	9 446
49 Food and Environmental Hygiene Department.....	11 127	11 140
46 General Expenses of the Civil Service.....	547	359
166 Government Flying Service.....	223	229
48 Government Laboratory.....	410	416
59 Government Logistics Department.....	709	713
51 Government Property Agency.....	213	213
143 Government Secretariat: Civil Service Bureau.....	591	594
152 Government Secretariat: Commerce and Economic Development Bureau (Commerce, Industry and Tourism Branch).....	172 (1)	184 (1)
55 Government Secretariat: Commerce and Economic Development Bureau (Communications and Technology Branch).....	52	52
144 Government Secretariat: Constitutional and Mainland Affairs Bureau.....	95	116
138 Government Secretariat: Development Bureau (Planning and Lands Branch).....	105	107
159 Government Secretariat: Development Bureau (Works Branch).....	181	192
156 Government Secretariat: Education Bureau.....	5 833 (2)	5 847 (2)
137 Government Secretariat: Environment Bureau.....	36	38
148 Government Secretariat: Financial Services and the Treasury Bureau (Financial Services Branch).....	153 (2)	153 (2)
147 Government Secretariat: Financial Services and the Treasury Bureau (The Treasury Branch).....	178	179

## SUMMARY OF ESTABLISHMENT

HEAD OF EXPENDITURE	ESTABLISHMENT (NUMBER OF POSTS) AS AT	
	31.3.2008 Revised estimate	31.3.2009 Estimate
139 Government Secretariat: Food and Health Bureau (Food Branch) .....	40	44
140 Government Secretariat: Food and Health Bureau (Health Branch) .....	56	59
53 Government Secretariat: Home Affairs Bureau .....	193	205 (4)
155 Government Secretariat: Innovation and Technology Commission.....	168	169
141 Government Secretariat: Labour and Welfare Bureau ..	87 (2)	105 (2)
47 Government Secretariat: Office of the Government Chief Information Officer.....	636	645
142 Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary.....	474 (2)	471 (1)
96 Government Secretariat: Overseas Economic and Trade Offices .....	148	149
151 Government Secretariat: Security Bureau.....	174	179
158 Government Secretariat: Transport and Housing Bureau (Transport Branch).....	146	150
60 Highways Department .....	2 005 (2)	2 063 (2)
63 Home Affairs Department.....	1 823	1 844
168 Hong Kong Observatory .....	287	287
122 Hong Kong Police Force.....	32 482	32 714
70 Immigration Department.....	6 500	6 596
72 Independent Commission Against Corruption .....	1 373	1 386
121 Independent Police Complaints Council.....	22	22
74 Information Services Department .....	422	428
76 Inland Revenue Department .....	2 818	2 818
78 Intellectual Property Department.....	89	112
79 Invest Hong Kong.....	35	35
174 Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service.....	27	29
80 Judiciary.....	1 574	1 634
90 Labour Department .....	1 788	1 855
91 Lands Department.....	3 772	3 817
94 Legal Aid Department.....	525	538
95 Leisure and Cultural Services Department .....	7 579	7 862 (1)
100 Marine Department .....	1 407	1 407
116 Official Receiver's Office.....	223	223
118 Planning Department .....	753	766
136 Public Service Commission .....	27	27
160 Radio Television Hong Kong.....	524	524
162 Rating and Valuation Department .....	846	851
163 Registration and Electoral Office.....	156	121

## SUMMARY OF ESTABLISHMENT

HEAD OF EXPENDITURE	ESTABLISHMENT (NUMBER OF POSTS) AS AT	
	31.3.2008 Revised estimate	31.3.2009 Estimate
169 Secretariat, Commissioner on Interception of Communications and Surveillance .....	17	17
170 Social Welfare Department .....	5 032	5 156
173 Student Financial Assistance Agency.....	279	279
180 Television and Entertainment Licensing Authority.....	155	156
181 Trade and Industry Department .....	512	512
186 Transport Department .....	1 243 (1)	1 248
188 Treasury .....	509	496
190 University Grants Committee .....	48	48
194 Water Supplies Department .....	4 482	4 534
Government Secretariat: Beijing Office#.....	17	—
Government paid staff.....	142 139 (14)	143 948 (17)
Companies Registry .....	289	289
Electrical and Mechanical Services Trading Fund.....	3 533	3 533
Hong Kong Council for Accreditation of Academic and Vocational Qualifications.....	2	2
Hong Kong Monetary Authority .....	39	38
Hospital Authority.....	3 099	2 976
Housing Authority.....	7 624 (2)	7 624 (1)
Land Registry.....	483 (4)	483 (4)
Legal Aid Services Council .....	4	4
Office of the Telecommunications Authority .....	218	218
Post Office .....	5 347	5 347
Vocational Training Council .....	49	41
Staff working under other public bodies .....	20 687 (6)	20 555 (5)
TOTAL .....	162 826 (20)	164 503 (22)

*Note:* Figures in brackets indicate the number of supernumerary directorate posts included.

# Head 35—Government Secretariat: Beijing Office will be subsumed under Head 144—Government Secretariat: Constitutional and Mainland Affairs Bureau from 2008–09. The establishment figures of the Beijing Office as at 31.3.2009 are reflected in Head 144.



**Top eight bureaux/departments with the largest increase in civil service establishment and the major grades approved for creation of new posts**

<b>Bureau / Department</b>	<b>Major grades approved for creation of new posts</b>
Department of Health	Clinical Psychologist, Dental Officer, Dental Surgery Assistant, Hospital Administrator, Medical and Health Officer, Medical Laboratory Technician, Pharmacist, Registered Nurse, Scientific Officer (Medical), Social Work Officer, Clerical Officer, Executive Officer, Statistical Officer
Fire Services Department	Ambulanceman, Building Services Inspector, Fireman, Station Officer/Divisional Officer
Hong Kong Police Force	Junior Police Officer, Police Inspector/Superintendent, Clerical Assistant
Immigration Department	Immigration Assistant, Immigration Officer
Judiciary	Judicial Clerk, Clerical Officer, Executive Officer
Labour Department	Labour Officer
Leisure and Cultural Services Department	Amenities Assistant, Artisan, Workman I, Analyst/Programmer, Executive Officer
Social Welfare Department	Social Security Assistant, Social Work Officer

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

Reply Serial No.

**CSB003**

Question Serial No.

2632

Head: 143 – Government Secretariat: Civil Service Bureau Subhead (No. & title):

Programme: (4) Civil Service Training and Development

Controlling Officer: Permanent Secretary for the Civil Service

Director of Bureau: Secretary for the Civil Service

Question:

Under the existing staff exchange programme with major Mainland cities, civil servants may be sent to the governments of these cities for attachment and training for up to two months. What were the departments and the Mainland cities that participated in the exchange programme in 2005-06 and 2006-07? What was the total number of participants? What is the number of participants and what departments are sending their staff for attachment in 2008-09? Which Mainland cities will they be attached to?

Asked by: Hon. CHAN FANG On-sang, Anson

Reply:

In 2005-06 and 2006-07, 28 officers from 15 bureaux/departments were on exchange to the municipal governments of Beijing, Shanghai and Hangzhou, and the provincial government of Guangdong (including the municipal governments of Guangzhou and Shenzhen). Details are annexed. In 2008-09, it is expected that about 15 officers from different bureaux/departments will be on exchange to the above-mentioned cities and province.

Signature \_\_\_\_\_

Name in block letters \_\_\_\_\_

**Andrew H Y WONG**

Post Title \_\_\_\_\_

**Permanent Secretary for the Civil Service**

Date \_\_\_\_\_

**17 March 2008**

Bureaux/Departments of HKSARG Attaching Staff to the Mainland  
under the exchange scheme in 2005-06 and 2006-07

Shanghai

1. Buildings Department
2. Government Laboratory
3. Transport Department

Beijing

1. Architectural Services Department
2. Department of Health
3. Office of the Government Chief Information Officer
4. Transport Department

Hangzhou

1. Buildings Department
2. Civil Service Bureau
3. Highways Department
4. Office of the Government Chief Information Officer
5. Transport Department

Guangdong (including Guangzhou and Shenzhen)

1. Customs and Excise Department
2. Education Bureau
3. Electrical and Mechanical Services Department
4. Financial Secretary's Office
5. Highways Department
6. Hong Kong Police Force
7. Immigration Department
8. Office of the Government Chief Information Officer
9. Planning Department
10. Transport Department

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

**CSB004**

0954

Head: 143 – Government Secretariat: Civil Service Bureau Subhead (No. & title):

Programme: –

Controlling Officer: Permanent Secretary for the Civil Service

Director of Bureau: Secretary for the Civil Service

Question:

Regarding the studies (including in-house studies or those entrusted to consultants) conducted for the purpose of formulating and assessing policies, please provide the relevant information in the following format:

(a) For the projects that have reserved funds for conducting consultancy studies in 2007-08:

Name of Consultant (if any)	Content	Revised Estimate (\$)	Progress of studies (under planning/ in progress/ completed)	The follow-ups taken by the Administration on the study reports and their progress (if any)	If completed, have they been released to the public? If yes, through which channels? If no, what are the reasons?

(b) For the projects that will reserve funds for conducting consultancy studies in 2008-09:

Name of Consultant (if any)	Content	Expenditure (\$)	Progress of studies (under planning/ in progress/ completed)	Will the studies be released to the public if they are expected to be completed in the 2008-09 financial year? If yes, through which channels? If no, what are the reasons?

Asked by: Hon. EU Yuet-mee, Audrey

Reply:

No financial provision has been made in 2007-08 and 2008-09 for conducting consultancy studies for the purpose of policy formulation and assessment.

Signature \_\_\_\_\_

Name in block letters \_\_\_\_\_ Andrew H Y WONG

Post Title \_\_\_\_\_ Permanent Secretary for the Civil Service

Date \_\_\_\_\_ 13 March 2008

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

Reply Serial No.

**CSB005**

Question Serial No.

2629

Head: 143 – Government Secretariat: Civil Service Bureau Subhead (No. & title):

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service

Director of Bureau: Secretary for the Civil Service

Question:

Would the Administration advise this Committee, apart from the implementation of five-day week initiative in government departments, has the Administration put in place other initiatives, such as paternity leave and parental leave for civil servants and non-civil service contract staff, in support of the promoting family-friendly policy?

Asked by: Hon. FUNG Kin-kee, Frederick

Reply:

The Government aims to provide a family-friendly working environment to enable civil servants to cope with both work and family commitments. Under the basic principles of no additional staffing resources, no reduction in the conditioned hours of service of individual staff, no reduction in emergency services and the continued provision of some essential counter services on Saturday, the Government introduced the five-day week initiative by phases from July 2006 to reduce the work pressure of staff and to improve the quality of family life, without impairing operational efficiency. Heads of Department may arrange their staff to work in staggered working hours as they consider necessary to meet operational needs. The final phase of the five-day week initiative has been implemented on 1 July 2007. We also encourage departments to explore, in consultation with staff, the feasibility of drawing up new, and/or modifying existing roster arrangements to enable more staff to work according to a “five-day-work, two-day-off” duty pattern, subject to the same basic principles governing the five-day week initiative and the proviso of not affecting public service interface.

Besides, the vast majority of civil servants are provided with full-pay annual leave, ranging from 22 to 40.5 days (apart from maternity leave), for the purpose of recuperation from the pressure of work and attending to personal matters. Most civil servants have accumulated a considerable balance of untaken leave which can be used for meeting personal needs that may arise during the year, including taking care of family members. As regards non-civil service contract (NCSC) staff, they are not civil servants and their terms and conditions should remain distinct from those applied to civil servants. It is the Government's established policy that the employment terms of NCSC staff should be no less favourable than those provided for under the Employment Ordinance and no more favourable than those applicable to civil servants in comparable civil service ranks or with comparable levels of responsibilities. The Government currently has no plan to introduce paternity leave or parental leave for civil servants and NCSC staff.

The Government will continue to take an interest in the health and well being of staff, assist them in managing work-related stress and better understanding the importance of work-life balance.

Signature \_\_\_\_\_

Name in block letters Andrew H Y WONG

Post Title Permanent Secretary for the Civil Service

Date 17 March 2008

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

**CSB006**

2630

Head: 143 – Government Secretariat: Civil Service Bureau Subhead (No. & title):

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service

Director of Bureau: Secretary for the Civil Service

Question:

Regarding the pay rise of government employees in 2007-08, what are the rates of increase for high, middle or low ranking non-civil service contract staff? How do these rates compare with those for civil servants? If the rates of pay rise are different for civil servants and non-civil service contract staff, what are the reasons?

Asked by: Hon. FUNG Kin-kee, Frederick

Reply:

Non-civil service contract (NCSC) staff are not officers on the permanent establishment. Employment packages and pay adjustment mechanism for NCSC staff are distinct from those applicable to civil servants. Given the nature of the NCSC Staff Scheme, Heads of Departments (HoDs) have the discretion to decide whether pay adjustments should be made for their NCSC staff and the level of adjustments. In doing so, HoDs will have regard to a host of considerations, including condition of the employment market, recruitment results, staff retention needs, cost of living, civil service pay adjustment, etc.

The detailed management of NCSC staff rests with HoDs and we do not require bureaux/departments (B/Ds) to submit returns on the pay adjustments for their NCSC staff. In response to a request from the LegCo Panel on Public Service, we have however recently conducted an ad-hoc survey on the eight main user B/Ds of the NCSC Staff Scheme, namely the Leisure and Cultural Services Department, Hongkong Post, Education Bureau, Electrical and Mechanical Services Department, Department of Health, Food and Environmental Hygiene Department, Buildings Department and Social Welfare Department, on how they adjusted the pay of their NCSC staff. The information obtained for 2007-08 is at Annex.

Signature \_\_\_\_\_

Name in block letters \_\_\_\_\_

Andrew H Y WONG

Post Title \_\_\_\_\_

Permanent Secretary for the Civil Service

Date \_\_\_\_\_

17 March 2008



Pay adjustment to serving NCSC staff of eight main user bureaux/departments in 2007/2008<sup>1</sup>

Bureau/Department	Rate of pay adjustment to serving NCSC Staff (%)	NCSC staff affected by pay adjustment	
		Number	% to total employed <sup>4</sup>
Leisure and Cultural Services Department	+4%	1 597 <sup>2</sup>	98%
	+1.1% to +30.8%	25 <sup>2</sup>	1.5%
Hongkong Post	+3.29% to +3.3%	1 707	72%
Education Bureau	+4%	754 <sup>3</sup>	100%
Electrical & Mechanical Services Department	+4.5%	1 321	100%
Department of Health	+4.29% to + 11.11%	1 236	98%
Food and Environmental Hygiene Department	+4.5% to +9%	928	100%
Buildings Department	+4.5%	860	100%
Social Welfare Department	+3% to +25%	367	51%

Notes :

1. The rate of civil service pay adjustment in 2007-08 is +4.62% to +4.96%.
2. Excluding seasonal lifeguards, youth trainees and summer student helpers, who are employed on NCSC terms on short-term basis to meet seasonal needs or for training purposes. They are mostly employed for 9 months or less, and the level of pay offered is reviewed and determined having regard to the prevailing market situations before appointments are made.
3. The number covers NCSC staff remunerated on pre-determined pay packages only. Pre-determined pay packages are offered to NCSC staff whose job nature is largely comparable to civil service grades. NCSC positions remunerated on pre-determined pay packages include Administrative Assistant, Education Research/Resources Assistant, Teaching Assistant, Accounting Clerk, General Clerk, Computer Technician, Skilled Worker, Semi-skilled Worker and General Worker. These are NCSC positions commonly employed in many divisions in the Bureau and the pay adjustment is centrally determined by the headquarters. Most of the remaining NCSC staff who are not covered by the pre-determined pay packages are involved in work requiring unique expertise and skills, and are engaged on a project basis by different divisions. Their pay is very much contingent upon the market demand and employment situation of the concerned expertise, and is reviewed upon contract renewal.
4. This refers to the percentage measured against total serving NCSC staff employed by the Department. The remaining serving NCSC staff did not receive any pay adjustment.

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

Reply Serial No.

**CSB007**

Question Serial No.

2631

Head: 143 – Government Secretariat: Civil Service Bureau Subhead (No. & title):

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service

Director of Bureau: Secretary for the Civil Service

Question:

Regarding measures to promote maternity protection for female employees, the Maternity Protection Convention enacted by the International Labour Organisation proposes that female employees should be entitled to a period of maternity leave of not less than 14 weeks and that they should be allowed to take nursing breaks for breast-feeding their babies. Will the Administration advise on what measures are currently in place to provide maternity protection for civil servants and non-civil service contract staff? Is there any difference between the measures (including remuneration during maternity leave etc) adopted for these two groups of staff? Will the Administration consider providing breastfeeding breaks and separate breastfeeding rooms for female employees as well as extending the period of paid maternity leave to 14 weeks? If so, what are the details? How much expenditure will be incurred?

Asked by: Hon. FUNG Kin-kee, Frederick

Reply:

Civil servant with not less than 40 weeks of continuous service is eligible for full-pay maternity leave of up to 10 weeks. If a civil servant is recommended by a medical practitioner to take maternity leave in excess of 10 weeks, she may be allowed to take unpaid maternity leave at the end of her full-pay maternity leave, or may opt to take her earned paid leave before proceeding on to maternity leave without pay. In fact, the vast majority of civil servants have accumulated a considerable balance of untaken leave which can be drawn for meeting personal needs that may arise during the year. As regards non-civil service contract staff (NCSC) staff, they are not civil servants and their terms and conditions should remain distinct from those applied to civil servants. It is the Government's established policy that the employment terms of NCSC staff should be no less favourable than those provided for under the Employment Ordinance (EO) and no more favourable than those applicable to civil servants in comparable civil service ranks or with comparable levels of responsibilities. Regarding measures to promote maternity protection for female employees, NCSC staff are entitled to the rights as provided for under the EO, including the eligibility for 10-week paid maternity leave for employees who have been employed under a continuous contract for not less than 40 weeks immediately before the commencement of maternity leave. Heads of Department also have the discretion to grant full-pay maternity leave, i.e. more than the four-fifths of wages as stipulated under the EO, to their NCSC employees. Provision of longer paid leave, breastfeeding breaks and related facilities will incur additional resources and have operational implications. The Government

currently has no plan to provide an extended paid maternity leave, breastfeeding breaks and dedicated breastfeeding rooms for civil servants and NCSC staff.

Signature \_\_\_\_\_

Name in block letters Andrew H Y WONG

Post Title Permanent Secretary for the Civil Service

Date 18 March 2008

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

Reply Serial No.

**CSB008**

Question Serial No.

2701

Head: 143 – Government Secretariat: Civil Service Bureau Subhead (No. & title):

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service

Director of Bureau: Secretary for the Civil Service

Question:

The Financial Secretary has said that there is a high chance of giving civil servants pay rise in 2008-09 and that the Government has set aside financial provision for it. In this connection, please advise on the amount of provision reserved for this purpose and whether it includes salary adjustment for non-civil service contract staff.

Asked by: Hon. FUNG Kin-Kee, Frederick

Reply:

There is a well-established mechanism governing the adjustment of civil service pay. Under the established mechanism, pay adjustment for the civil service in 2008-09 will be determined by the Chief Executive-in-Council having regard to the outcome of the 2008 Pay Trend Survey, and other relevant considerations, including the state of the economy, changes in the cost of living, the Government's fiscal position, staff sides' pay claims and staff morale. As the 2008 Pay Trend Survey is still in progress, we are not in a position to ascertain whether there will be adjustment to civil service pay in 2008-09, and if yes, the rates of adjustment and the financial implications. We consider that the proposed \$259.2 billion appropriation for fiscal year 2008-09, subject to Legislative Council's approval, should be able to meet any additional expenditure arising from the 2008-09 civil service pay adjustment (if any).

Non-civil service contract staff (NCSC) staff are not officers on the permanent establishment. Employment packages and pay adjustment mechanism for NCSC staff are distinct from those applicable to civil servants. As such, it is not appropriate to directly compare the pay of NCSC staff with civil service pay. Given the nature of the NCSC staff scheme, Heads of Departments (HoDs) have the discretion to decide whether pay adjustments should be made for their NCSC staff in 2008-09 and the level of adjustments. In doing so, HoDs will have regard to a host of considerations, including condition of the employment market, recruitment results, staff retention needs, cost of living, civil service pay adjustment, etc. Bureaux/departments will allocate resources to meet all the expenses arising from engaging NCSC staff.

Signature \_\_\_\_\_

Name in block letters \_\_\_\_\_

Andrew H Y WONG

Post Title \_\_\_\_\_

Permanent Secretary for the Civil Service

Date \_\_\_\_\_

17 March 2008

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

Reply Serial No.

**CSB009**

Question Serial No.

2703

Head: 143 – Government Secretariat: Civil Service Bureau Subhead (No. & title):

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service

Director of Bureau: Secretary for the Civil Service

Question:

Will the Administration advise on whether civil servants and non-civil service contract (NCSC) staff at different levels are entitled to different medical benefits? Are some NCSC staff not provided with any medical benefits? If so, what are the reasons?

Asked by: Hon. FUNG Kin-kee, Frederick

Reply:

In general, medical benefits are provided to civil servants and their eligible dependants through the facilities managed by the Hospital Authority and Department of Health, irrespective of their grades and ranks.

NCSC staff are not officers on the permanent establishment. Employment packages offered to NCSC staff are also distinct from those for civil servants. The remuneration offered to NCSC staff is an all-inclusive one. On top of the all-inclusive remuneration, recruiting departments do not offer medical benefits for NCSC staff.

Signature \_\_\_\_\_

Name in block letters \_\_\_\_\_

**Andrew H Y WONG**

Post Title \_\_\_\_\_

**Permanent Secretary for the Civil Service**

Date \_\_\_\_\_

**14 March 2008**

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

**CSB010**

2176

Head: 143 – Government Secretariat: Civil Service Bureau Subhead (No. & title):

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service

Director of Bureau: Secretary for the Civil Service

Question:

Provision for 2008-09 is 6.8% lower than the revised estimate for 2007-08. What are the reasons? Please list out by rank the number of people who filled the vacant posts in 2007-08 and the total expenditure involved.

Asked by: Hon. LI Fung-ying

Reply:

The estimated provision under Programme (2) of Head 143 for 2008-09 is lower than the revised estimate for 2007-08. It is partly because some project-based programmes like the pay level consultancy study and implementation of the five-day week initiative have been completed in 2007-08. Besides, to exercise more prudent control on expenditure, we have generally tightened the budgets for departmental expenses and made a smaller contingency provision for personal emoluments.

As at 1 April 2007, there were 9 vacancies under Programme (2), viz. 1 Chief Executive Officer (CEO), 2 Senior Executive Officer (SEO), 4 Executive Officer II (EOII), 1 Senior Clerical Officer (SCO) and 1 Clerical Assistant (CA). Except for 2 EOII posts and the CA post, all of them have been filled in 2007-08 and the salary expenditure involved is about \$1.171 million for the year.

Signature \_\_\_\_\_

Name in block letters \_\_\_\_\_

Andrew H Y WONG

Post Title \_\_\_\_\_

Permanent Secretary for the Civil Service

Date \_\_\_\_\_

17 March 2008

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

**CSB011**

Question Serial No.

1180

Head: 143 – Government Secretariat: Civil Service Bureau Subhead (No. & title):

Programme: (4) Civil Service Training and Development

Controlling Officer: Permanent Secretary for the Civil Service

Director of Bureau: Secretary for the Civil Service

Question:

Apart from the number of hits and registered course participants, are there any ways to evaluate the effectiveness of e-learning programmes provided by the Civil Service Bureau (CSB)? What are CSB's plans for promoting e-learning? What is its percentage in the total provision for training? What is the staff establishment involved?

Asked by: Hon. NG Margaret

Reply:

Apart from hit rate and number of course participants, trainees are requested to evaluate the effectiveness of web courses after they complete the courses. Periodic user surveys are also conducted to gauge the feedback and effectiveness of e-learning amongst civil servants.

To promote e-learning, we will continue to enrich our e-learning resources by updating the learning materials on our portal, especially in areas of English and communication, National Studies and Basic Law, Putonghua, information technology and management. We will also enhance the system and enrich the features and functions of the Portal to better cater for participants' needs and make the portal more user-friendly. We will promote the use of our e-learning portal on an on-going basis through the Government intranet, liaison with bureaux and departments as well as publicising the portal in classroom courses.

The estimated direct expenditure on e-learning programmes in 2008-09 is about \$3.48 million, or about 7% of the direct training expenses to be incurred by the Civil Service Bureau. The expenditure will cover the enhancement/maintenance of the e-learning portal, the acquisition and development of additional e-learning materials, and promotion of wider use of web courses amongst civil servants. The Civil Service Training and Development Institute has a team of five training officers responsible for e-learning.

Signature \_\_\_\_\_

Name in block letters Andrew H Y WONG

Post Title Permanent Secretary for the Civil Service

Date 17 March 2008

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

**CSB012**

Question Serial No.

1181

Head: 143 – Government Secretariat: Civil Service Bureau Subhead (No. & title):

Programme: (4) Civil Service Training and Development

Controlling Officer: Permanent Secretary for the Civil Service

Director of Bureau: Secretary for the Civil Service

Question:

Please advise us of the details of and the provision for the civil service exchange programme with major Mainland cities. How many government departments have participated in the programme? What are the departments? How many Mainland government departments had visited Hong Kong for exchange purpose in the past? And what were those departments?

Asked by: Hon. NG Margaret

Reply:

The civil service exchange programme with the Mainland has been introduced since 2002. Under the programme, civil servants of the HKSAR and the Mainland are attached to the governments of the other side to widen exposure, share experience and enhance liaison. At present, we have entered into exchange agreements with Beijing, Shanghai, Hangzhou and Guangdong (which includes the provincial government, and the Guangzhou and Shenzhen municipal governments). Under the agreements, we can exchange three to five civil servants with each of these provincial/municipal governments for about four to eight weeks each year, making a total of about 20 participants each from the HKSAR and the Mainland every year. Under the programme, the participating civil servants' salaries, employee benefits and travelling expenses are paid by the home organisations. We estimate that the direct expenditure for this programme is about \$500,000 in 2008-09, covering mainly participants' travelling expenses and subsidies for lodging and living expenses.

As at the end of 2007, 45 HKSAR Government departments/ public organisations and about 90 Mainland Government departments have participated in the exchange programme. Details are at Appendices 1 and 2.

Signature \_\_\_\_\_

Name in block letters Andrew H Y WONG

Post Title Permanent Secretary for the Civil Service

Date 17 March 2008



HKSAR Government Departments / Public Organisations  
 Participated in Staff Exchange Programme  
 (By the end of 2007)

1. Immigration Department
2. Civil Engineering and Development Department
3. Trade and Industry Department
4. Companies Registry
5. Civil Service Bureau
6. Water Supplies Department
7. Home Affairs Department
8. Invest Hong Kong
9. Housing Department
10. Intellectual Property Department
11. Social Welfare Department
12. Buildings Department
13. Architectural Services Department
14. Government Laboratory
15. Census and Statistics Department
16. Office of the Government Chief Information Officer
17. Food and Environmental Hygiene Department
18. Customs and Excise Department
19. Radio Television Hong Kong
20. Hong Kong Police Force
21. Treasury
22. Marine Department
23. Financial Secretary's Office
24. Leisure and Cultural Services Department
25. Education and Manpower Bureau
26. Planning Department
27. Innovation and Technology Commission
28. Labour Department
29. Drainage Services Department
30. Highways Department
31. Transport Department
32. Office of the Telecommunications Authority
33. Agriculture, Fisheries and Conservation Department
34. Audit Commission
35. Television and Entertainment Licensing Authority
36. Department of Health
37. Electrical and Mechanical Services Department
38. Environmental Protection Department
39. Environment, Transport and Works Bureau<sup>#</sup>

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<sup>#</sup> This Bureau has been reorganized into the Environment Bureau, Transport and Housing Bureau and Development Bureau with effect from 1.7.2007.

## Public Organisations

1. Hong Kong Science and Technology Parks
2. Consumer Council
3. Trade Development Council
4. Vocational Training Council
5. Productivity Council
6. Tourism Board

Mainland Government Departments Participated in Staff Exchange Programme  
(By the end of 2007)

Shanghai

1. Shanghai Municipal Water Affairs Bureau
2. Shanghai Municipal Engineering Administration Bureau
3. Shanghai City Appearance and Environmental Sanitation Administration Bureau
4. Shanghai Safety and Quality Supervision Station
5. Shanghai Municipal Housing, Land and Resource Administration Bureau
6. Shanghai Municipal Informatization Commission
7. Shanghai Municipal Urban Communications Administration Bureau
8. Shanghai City Comprehensive Transportation Planning Institute
9. Shanghai Construction and Transportation Commission
10. Shanghai Municipal Commission of Construction and Administration
11. Shanghai Institute for Food and Drugs Supervision
12. Shanghai Food and Drugs Administration
13. Shanghai Institute for Food and Drugs Control
14. Shanghai Municipal Center for Disease Control and Prevention
15. Shanghai Municipal Education Commission
16. Shanghai Harbour Administration
17. Shanghai Landscaping Administration Bureau
18. Shanghai City Appearance and Environmental Sanitation Administration Bureau
19. Shanghai Environmental Protection Bureau
20. Shanghai Institute for Drugs Inspection

Beijing

1. Beijing Municipal Industry Promotion Administration
2. Beijing Traffic Management Bureau
3. Beijing Municipal Culture Bureau
4. Beijing Civil Affairs Bureau
5. Beijing Municipal Committee of Communications
6. Beijing Municipal People's Government, Dongcheng District
7. Beijing Municipal Bureau of Copyright
8. Beijing Municipal Construction Committee
9. Beijing Municipal Science and Technology Commission
10. Beijing Municipal Commission of Urban Planning
11. Culture Commission of Tongzhou District, Beijing
12. Culture Committee of Chaoyang District, Beijing
13. Beijing Roadway Administration Bureau
14. Technology Department, Beijing Municipal Bureau of Radio and Television
15. Beijing Municipal Health Bureau

Hangzhou

1. Hangzhou City Personnel Bureau
2. Hangzhou Industrial and Commercial Administrative Management Bureau
3. Hangzhou Municipal Bureau of Culture, Radio, TV, Film, Press and Publication
4. Hangzhou Civil Affairs Bureau
5. Hangzhou Municipal Transportation Bureau

6. Hangzhou Public Security Bureau
7. Hangzhou Municipal Housing Administration Bureau
8. Hangzhou Informatization Office
9. Hangzhou City Maintenance Office
10. Hangzhou Municipal Construction Committee
11. Hangzhou Science & Technology Bureau
12. Hangzhou Food and Drugs Administration
13. Hangzhou Tourism Commission
14. Hangzhou Municipal Finance Administration Bureau
15. Hangzhou Municipal Education Bureau
16. Hangzhou Municipal Statistic Bureau
17. Hangzhou Municipal Planning Bureau
18. Hangzhou Municipal Bureau of Labour and Social Security
19. Hangzhou City Audit Bureau
20. Hangzhou Health Bureau
21. Environment Protection Bureau of Hangzhou City

## Guangdong

1. Shenzhen Municipal Bureau of Public Security(Luohu Branch)
2. Bureau of Communications of Shenzhen Municipality
3. Construction Bureau of Shenzhen Municipality
4. Bureau of Public Works of Shenzhen Municipality
5. Shenzhen Food & Drugs Administration
6. Shenzhen Municipal Bureau of Urban Planning
7. Shenzhen Municipal Bureau of Trade and Industry
8. Shenzhen Bureau of Quality and Technology Supervision
9. Shenzhen Entry-Exit Inspection and Quarantine Bureau
10. Bureau of Public Security of Guangzhou Municipality
11. Bureau of Urban Utilities and Landscaping of Guangzhou Municipality
12. Bureau of Urban Utilities and Landscaping of Guangzhou Municipality
13. Communications Commission of Guangzhou Municipality
14. Communications Administration Department of Guangzhou Municipality
15. Bureau of Urban Planning of Guangzhou Municipality
16. Bureau of Land Resources and Housing Management of Guangzhou Municipality
17. Guangdong Provincial Public Security Department
18. Foreign Affairs Office, People's Government of Guangdong Province
19. Department of Foreign Trade and Economic Cooperation of Guangdong Province
20. Department of Information Industry of Guangdong Province
21. General Office of Guangdong Provincial Government
22. Guangdong Provincial Department of Science and Technology
23. Guangdong Food and Drugs Administration
24. Guangdong Consumers Association
25. Guangdong Provincial Finance Bureau
26. Department of Education of Guangdong Province
27. Hong Kong and Macao Affairs Office of Guangdong Province
28. Development and Reform Commission of Guangdong Province
29. Economic and Trade Commission of GD Province
30. Guangdong Provincial Health Department
31. Department of Quality and Technology Supervision of Guangdong Province
32. Guangdong Entry-Exit Inspection and Quarantine Bureau
33. Guangdong Environmental Protection Bureau

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

Reply Serial No.

**CSB013**

Question Serial No.

2406

Head: 143 – Government Secretariat: Civil Service Bureau Subhead (No. & title):

Programme: (4) Civil Service Training and Development

Controlling Officer: Permanent Secretary for the Civil Service

Director of Bureau: Secretary for the Civil Service

Question:

The estimated number of trainees for national studies in 2008 is 2 320 more than the actual number in 2007. Regarding the increased number of trainees, please advise on:

- (a) the expenditure involved;
- (b) the posts involved;
- (c) the contents of the courses designed for them.

Asked by: Hon. NG Margaret

Reply:

The increase in the estimated trainee number is mainly due to the strengthening and more structured provision of Basic Law training. In 2008-09, we will introduce three core programmes on the Basic Law targeting civil servants of different levels. They are the Introductory Course for New Civil Service Appointees; Intermediate Course for Middle Level Civil Servants (MPS Pt. 34 - 44); and Advanced Course for Senior Level Civil Servants (MPS Pt. 45 - 49 and directorate staff). The outlines of these courses are annexed. The expenditure to be injected for enhancing Basic Law training is estimated at around \$8.6 million (direct expenses and personal emoluments inclusive) in the coming 5 years, or about \$1.7 million in 2008-09.

Signature \_\_\_\_\_

Name in block letters Andrew H Y WONG

Post Title Permanent Secretary for the Civil Service

Date 19 March 2008

## Outlines of the Core Programmes on the Basic Law

### Introductory Course for New Civil Service Appointees

- ◆ The importance of the Basic Law to civil servants
- ◆ The “One Country, Two Systems” principle and the development of the Basic Law
- ◆ Relationship between the Central Government and the HKSAR
- ◆ Political structure of HKSAR and the “Executive-led” principle
- ◆ Interpretation of and revision to the Basic Law
- ◆ The rights and obligations of Hong Kong residents under the Basic Law

### Intermediate Course for Middle Level Civil Servants

- ◆ China’s Constitution and the Basic Law
- ◆ Relationship between “One Country” and “Two Systems”
- ◆ The authority conferred upon HKSAR by the Central Government
- ◆ The Chief Executive and the executive-led principle
- ◆ The rights and obligations of civil servants under the Basic Law
- ◆ The Basic Law and the economic development of HKSAR
- ◆ Analysis of the NPC’s interpretation of the Basic Law and related court cases
- ◆ Constitutional development under the Basic Law

### Advanced Course for Senior Level Civil Servants

- ◆ Central Government’s established basic policies regarding Hong Kong
- ◆ The Basic Law in the legal systems of China and HKSAR
- ◆ The Basic Law and the systems previously in force in Hong Kong
- ◆ The rights and obligations of Hong Kong residents under the Basic Law
- ◆ Political structure of the HKSAR and the relationship between the executive, legislature and judiciary
- ◆ Principles on the interpretation of and revision to the Basic Law
- ◆ Constitutional development of the HKSAR
- ◆ Similarities and differences between the two Systems

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

Reply Serial No.

**CSB014**

Question Serial No.

2407

Head: 143 – Government Secretariat: Civil Service Bureau Subhead (No. & title):

Programme: (4) Civil Service Training and Development

Controlling Officer: Permanent Secretary for the Civil Service

Director of Bureau: Secretary for the Civil Service

Question:

Under training on national studies in 2008, the Bureau will provide more Basic Law training for the civil service. Please advise on the following:

- (a) What is the content of the Basic Law training?
- (b) What is the respective proportion of Basic Law training and other kinds of training?
- (c) What are the number and rank of those involved in the Basic Law training?
- (d) Will the Basic Law training have any impact on the career prospects of trainees? If so, what is the impact?

Asked by: Hon. NG Margaret

Reply:

- (a) The outlines of the three core programmes on the Basic Law are annexed. Apart from the core programmes, there will be seminars on the Basic Law organised centrally and at departmental level. The themes of these seminars will cover a wide range of subjects such as “Human Rights and the Basic Law”, “China’s Constitution and the Basic Law”, “Right of Abode”, etc.
- (b) In 2008-09, we estimate that around 4 000 trainees will attend the core programmes and seminars on the Basic Law, accounting for about 10% of the total trainee number of the year.
- (c) The 4 000 trainees will include civil servants of various levels. The Introductory Course is for new civil service appointees; the Intermediate Course for middle level civil servants (MPS Pt. 34 - 44); and the Advanced Course for senior level civil servants (MPS Pt. 45 - 49 and directorate staff). Basic Law seminars will be provided for civil servants of different levels from frontline to directorate staff.

- (d) The training aims to enhance civil servants' understanding of the Basic Law and will not affect the promotion of civil servants.

Signature \_\_\_\_\_

Name in block letters Andrew H Y WONG

Post Title Permanent Secretary for the Civil Service

Date 17 March 2008



## Outlines of the Core Programmes on the Basic Law

### **Introductory Course for New Civil Service Appointees**

- ◆ The importance of the Basic Law to civil servants
- ◆ The “One Country, Two Systems” principle and the development of the Basic Law
- ◆ Relationship between the Central Government and the HKSAR
- ◆ Political structure of HKSAR and the “Executive-led” principle
- ◆ Interpretation of and revision to the Basic Law
- ◆ The rights and obligations of Hong Kong residents under the Basic Law

### **Intermediate Course for Middle Level Civil Servants**

- ◆ China’s Constitution and the Basic Law
- ◆ Relationship between “One Country” and “Two Systems”
- ◆ The authority conferred upon HKSAR by the Central Government
- ◆ The Chief Executive and the executive-led principle
- ◆ The rights and obligations of civil servants under the Basic Law
- ◆ The Basic Law and the economic development of HKSAR
- ◆ Analysis of the NPC’s interpretation of the Basic Law and related court cases
- ◆ Constitutional development under the Basic Law

### **Advanced Course for Senior Level Civil Servants**

- ◆ Central Government’s established basic policies regarding Hong Kong
- ◆ The Basic Law in the legal systems of China and HKSAR
- ◆ The Basic Law and the systems previously in force in Hong Kong
- ◆ The rights and obligations of Hong Kong residents under the Basic Law
- ◆ Political structure of the HKSAR and the relationship between the executive, legislature and judiciary
- ◆ Principles on the interpretation of and revision to the Basic Law
- ◆ Constitutional development of the HKSAR
- ◆ Similarities and differences between the two Systems

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

Reply Serial No.

**CSB015**

Question Serial No.

2303

Head: 143 – Government Secretariat: Civil Service Bureau Subhead (No. & title):

Programme: (4) Civil Service Training and Development

Controlling Officer: Permanent Secretary for the Civil Service

Director of Bureau: Secretary for the Civil Service

Question:

In 2008-09, the Bureau will strengthen training on National Studies and Basic Law for the civil service. Please inform this Committee the number and ranks of civil servants that will be enrolled in the Basic Law training courses and the expenditure involved. Will there be any assessment test after the course? If yes, what are the consequences for those who fail the test? Please provide details on the inclusion of Basic Law test in civil servant entrance examination.

Asked by: Hon. SHEK Lai-him, Abraham

Reply:

In 2008-09, three core programmes on the Basic Law will be introduced for civil servants of different levels. These programmes are the Introductory Course for New Civil Service Appointees; Intermediate Course for Middle Level Civil Servants (MPS Pt. 34 - 44); and Advanced Course for Senior Level Civil Servants (MPS Pt. 45 - 49 and directorate staff). We will continue to organise thematic seminars on specific topics of the Basic Law for different levels of civil servants, and help departments organise seminars on specific Basic Law topics relevant to their needs. We will also strengthen e-learning on the Basic Law by introducing new coursewares and updating the information on our National Studies Portal. We estimate that around 4 000 civil servants will attend the core training programmes and seminars in 2008-09. After each course, we will collect feedback from participants. We will also conduct periodic surveys to assess the effectiveness of the courses and to identify areas for improvement. There will be an assessment component for the web courses on the Basic Law to enable participants to track their learning progress. The expenditure to be injected for enhancing Basic Law training is estimated at around \$8.6 million (direct expenses and personal emoluments inclusive) in the coming 5 years, or about \$1.7 million in 2008-09.

In addition to enhancing Basic Law training for civil servants, we will incorporate assessment on Basic Law knowledge into the civil service recruitment. All candidates applying for civil service jobs advertised on or after 1 September 2008 will be assessed on their Basic Law knowledge.

The objective of the assessment on Basic Law knowledge is to heighten public awareness of the Basic Law and promote a culture of learning of the Basic Law, as well as to ascertain that all new recruits to the civil service have an acceptable degree of understanding of it. As a general principle, the major consideration for suitability for appointment remains whether or not a candidate's qualifications, experience and calibre meet the requirements for effective performance of the job. Basic Law knowledge will not be a prerequisite for application to a civil service job, but will be one of the many considerations to assess the suitability of a candidate.

The ways in which Basic Law knowledge is tested in civil service recruitment will be set according to the different education attainment of the target pool of candidates of civil service jobs. For grades with academic requirements at Form 5 level or above, candidates will be assessed on Basic Law knowledge through written test (in the format of multiple-choice questions). The results are of permanent validity and will form part of the overall assessment on their suitability for appointment. As for grades with academic requirements below Form 5 level, the candidates will be tested on their Basic Law knowledge during recruitment interviews. The results of Basic Law assessment will be taken into account only if two candidates are considered equal in all other aspects.

Signature \_\_\_\_\_

Name in block letters Andrew H Y WONG

Post Title Permanent Secretary for the Civil Service

Date 19 March 2008

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

Reply Serial No.

**CSB016**

Question Serial No.

2392

Head: 143 – Government Secretariat: Civil Service Bureau    Subhead (No. & title):

Programme:            (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service

Director of Bureau: Secretary for the Civil Service

Question:

What is the staffing level of the unit responsible for maintaining the disciplinary system under Programme (2)? What is its organisational structure? What are the respective numbers of cases of misconduct in the civil service handled in 2005-06, 2006-07 and 2007-08?

Asked by: Hon. TAM Yiu-chung

Reply:

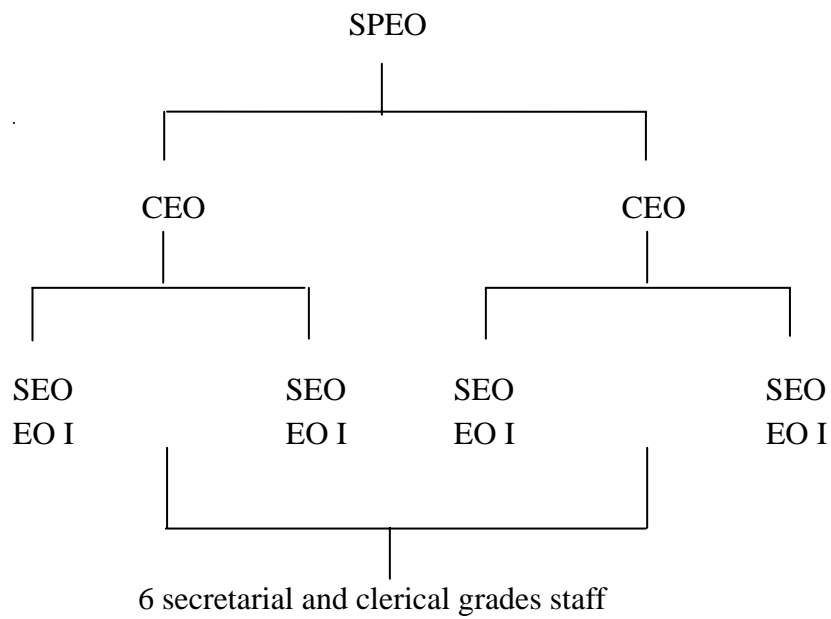
The Secretariat on Civil Service Discipline (“SCSD”) centrally processes formal disciplinary actions under the Public Service (Administration) Order (“PS(A)O”) and advises bureaux and departments on disciplinary matters including procedures. It comprises 11 Executive Officer Grade members (1 Senior Principal Executive Officer, 2 Chief Executive Officers, 4 Senior Executive Officers and 4 Executive Officers I) and 6 Secretarial/Clerical Grade members. The Conduct and Discipline Division of the Civil Service Bureau (“CSB”) is responsible for the formulation and review of civil service discipline and conduct policy, and handling appeals of disciplinary cases and under-performance cases. It comprises 1 Staff Grade C Administrative Officer, 1 Senior Administrative Officer\*, 1 Chief Executive Officer, 5 Senior Executive Officers and 4 Secretarial/Clerical Grade members.

The organisational structures of the SCSD and the Conduct and Discipline Division in CSB are shown below.

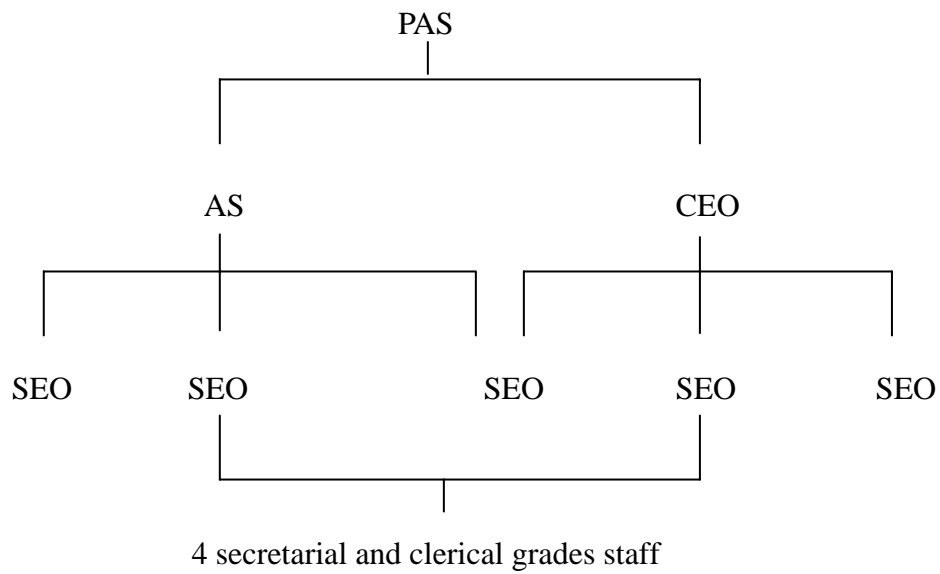
In 2005-06, 2006-07 and 2007-08 (up to 31 January 2008), 174, 181 and 153 misconduct cases were respectively handled under the PS(A)O with punishment imposed.

\* This post is being temporarily held against by a supernumerary post of Chief Executive Officer.

### Secretariat on Civil Service Discipline



### Conduct and Discipline Division



Legend:

- SPEO: Senior Principal Executive Officer
- PAS: Principal Assistant Secretary
- AS: Assistant Secretary
- CEO: Chief Executive Officer
- SEO: Senior Executive Officer
- EO I: Executive Officer I

Signature \_\_\_\_\_

Name in block letters \_\_\_\_\_

Andrew H Y WONG

Post Title \_\_\_\_\_

Permanent Secretary for the Civil Service

Date \_\_\_\_\_

17 March 2008

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

Reply Serial No.

**CSB017**

Question Serial No.

2393

Head: 143 – Government Secretariat: Civil Service Bureau Subhead (No. & title):

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service

Director of Bureau: Secretary for the Civil Service

Question:

What will be the specific arrangements in 2008-09 for considering and taking forward as appropriate the recommendations made by the relevant advisory bodies on civil service salaries and conditions of service? What will be the manpower and expenditure involved?

Asked by: Hon. TAM Yiu-chung

Reply:

The relevant advisory bodies on civil service salaries and conditions of service are conducting grade structure reviews as commissioned by the Civil Service Bureau. We expect that the reviews will be completed and recommendations will be submitted to the Administration by September/October this year. After the Administration has received their recommendations, the Civil Service Bureau will study each of them in detail, consult the staff sides and make submissions to the Chief Executive-in-Council. For those recommendations endorsed by the Executive Council which involve changes to civil service salaries or grade structure, we shall seek the approval of the Establishment Subcommittee and the Finance Committee of the Legislative Council.

Follow-up work on the recommendations arising from the grade structure reviews will be taken up by existing staff in the Civil Service Bureau and does not entail additional manpower and financial requirements.

Signature \_\_\_\_\_

Name in block letters \_\_\_\_\_

Andrew H Y WONG

Post Title \_\_\_\_\_

Permanent Secretary for the Civil Service

Date \_\_\_\_\_

18 March 2008

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

Reply Serial No.

**CSB018**

Question Serial No.

2394

Head: 143 – Government Secretariat: Civil Service Bureau Subhead (No. & title):

Programme: (2) Human Resources Management

Controlling Officer: Permanent Secretary for the Civil Service

Director of Bureau: Secretary for the Civil Service

Question:

What are the specific plans in 2008-09 to continue to maintain and enhance the morale of the civil service? How many commendation schemes are being implemented by bureaux and departments at present? Has financial provision been set aside for the commendation schemes in 2008-09? If so, what is the expenditure involved?

Asked by: Hon. TAM Yiu-chung

Reply:

The Government believes that a robust commendation system enhances staff morale and helps induce proactive as well as sustained exemplary performance from civil servants. We will continue to give recognition to civil servants for their exemplary performance through the following award schemes in 2008-09.

**The Secretary for the Civil Service (SCS)'s Commendation Award Scheme**

Through the SCS's Commendation Award Scheme, SCS, on behalf of the Administration, gives recognition to selected civil servants for their consistently outstanding performance. An award recipient should be an exceptionally meritorious civil servant who has a track record of outstanding performance for at least five consecutive years in his/her past staff appraisal reports. The recipients will be awarded a certificate and a gold pin. They would also be granted a travel award if they satisfy the basic eligibility criteria under the Long and Meritorious Service Travel Award Scheme and have never received any Government travel award before. About 80 commendations are awarded under this Scheme annually. The expenses of the Scheme covering travel awards and the presentation ceremony are estimated at \$1.9 million in 2008-09.

**Commendation Letter Scheme**

A Head of Bureau/Department may issue a commendation letter to an officer who has :

- provided consistently outstanding service for at least 3 years;
- made a substantial contribution towards enhancing the efficiency or the image of his department; or
- performed an exceptionally meritorious act warranting special recognition.

Commendation letters are issued by Heads of Bureau/Department on the recommendation of their bureau/departmental Commendation Committees. In recent years, around 1 280 commendation letters were issued annually.

### **Long and Meritorious Service Travel Award Scheme**

The objective of the Long and Meritorious Service Travel Award Scheme is to recognise and reward long and meritorious service of serving civil servants. All local non-directorate civil servants with a continuous service of 20 years or more, who have track records of consistently very good performance, are eligible for consideration for the grant of an award. A civil servant who has already received a Government travel award will not be eligible. The number of award is determined on the basis of one award for every 30 civil servants who have continuous service of 20 years or more. If the selected civil servant is married and will be travelling with his/her spouse, the same amount of travel allowance will be provided to the spouse. Among the some 58 000 eligible civil servants in 2008-09, about 1 900 awards will be granted and the estimated expenditure is about \$64 million. The expenses are covered by Head 46 General Expenses of the Civil Service Subhead 025 Long and Meritorious Service Travel Award Scheme.

### **Civil Service Outstanding Service Award Scheme**

The objective of the Civil Service Outstanding Service Award Scheme is to encourage the pursuit of excellence in service delivery and give recognition to departments and teams of civil servants for their outstanding achievements in providing quality services to the public. The awards are divided into three levels, i.e. interdepartmental, departmental and team. The participating departments and teams have to submit details of their services for a panel of adjudicators to assess. The shortlisted participants will also be invited to make a presentation before the panel. Also, on-site visits will be arranged to help the adjudicators in their assessment. The Scheme is opened to all bureaux and departments, and is organised at approximately biennial intervals. The Scheme was last completed in September 2007 with about 130 entries from 49 bureaux and departments. It will be next held in 2009 with invitation for submission in late 2008. There will not be any direct expenses on the Scheme in 2008-09.

Signature \_\_\_\_\_

Name in block letters \_\_\_\_\_

Andrew H Y WONG

Post Title \_\_\_\_\_

Permanent Secretary for the Civil Service

Date \_\_\_\_\_

18 March 2008



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

Reply Serial No.

**CSB019**

Question Serial No.

2395

Head: 143 - Government Secretariat: Civil Service Bureau Subhead (No. & title):

Programme: (3) Translation and Interpretation Services and Use of Official Languages

Controlling Officer: Permanent Secretary for the Civil Service

Director of Bureau: Secretary for the Civil Service

Question:

What are the specific plans in 2008-09 to promote the wider use of Chinese, including Putonghua, in the civil service under programme (3)? What is the expenditure involved?

Asked by: Hon. TAM Yiu-chung

Reply:

In 2008-09, CSB will continue to provide civil servants with a wide range of support services and organise activities to promote the use of Chinese (including Putonghua) in official business. Support services include the provision of telephone hotlines to answer enquiries on language (including Putonghua) usage; production of reference materials on official writing and language use; compilation of glossaries of terms commonly used in the Government; and production of *Word Power*, a quarterly publication on language and culture. Promotional activities include language thematic talks and a Putonghua quiz. Also, courses on Chinese and Putonghua will be organised to enhance the ability and add to the momentum of civil servants in using Chinese (including Putonghua) in their work. These initiatives will be undertaken by CSB with existing resources.

Signature \_\_\_\_\_

Name in block letters \_\_\_\_\_

Andrew H Y WONG

Post Title \_\_\_\_\_

Permanent Secretary for the Civil Service

Date \_\_\_\_\_

17 March 2008

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

Reply Serial No.

**CSB020**

Question Serial No.

2396

Head: 143 – Government Secretariat: Civil Service Bureau Subhead (No. & title):

Programme: (3) Translation and Interpretation Services and Use of Official Languages

Controlling Officer: Permanent Secretary for the Civil Service

Director of Bureau: Secretary for the Civil Service

Question:

What is the number of staff on establishment involved in providing vetting service in respect of drafts, mostly in Chinese, prepared by civil servants in 2008-09? What is the financial provision involved? Given that the Bureau has been implementing the official languages policy and initiatives for quite some years, why does the provision of vetting service still continue to rise over the years? Does the Bureau have any plan to reduce the expenditure on vetting service?

Asked by: Hon. TAM Yiu-chung

Reply:

To provide vetting service in respect of drafts prepared by civil servants is one of the daily duties of Official Languages Officers (OLOs) at all ranks. OLOs, belonging to a general grade, are posted to various departments and their workload in providing vetting service varies according to the needs of individual departments. Given the fact that providing vetting service is but one of the duties of OLOs and that no post is created specifically for such service in any department, it is difficult to work out the number of staff on establishment and the financial provision involved in providing vetting service.

We are committed to enhancing the language standard of civil servants, in particular their writing skills. Civil servants are now generally conversant with drafting general documents in Chinese. They, however, may request OLOs to provide vetting service for Chinese drafts of more important and voluminous documents to ensure accuracy and fluency. In 2008-09, we will continue to assist civil servants in enhancing their language standard and writing skills. This would help reduce the need for vetting service. We will organise various writing courses for civil servants and provide them with a wide range of language and writing support services. This includes compiling glossaries of terms, producing writing aids and reference materials on official writing and providing telephone enquiry services on language usage.

Signature \_\_\_\_\_

Name in block letters Andrew H Y WONG

Post Title Permanent Secretary for the Civil Service

Date 17 March 2008

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

Reply Serial No.

**CSB021**

Question Serial No.

2397

Head: 143 – Government Secretariat: Civil Service Bureau Subhead (No. & title):

Programme: (4) Civil Service Training and Development

Controlling Officer: Permanent Secretary for the Civil Service

Director of Bureau: Secretary for the Civil Service

Question:

What is the expenditure for e-learning Programmes in 2008-09, and how much will they take up in the total expenditure of all training programmes?

Asked by: Hon. TAM Yiu-chung

Reply:

The estimated direct expenditure on e-learning Programmes in 2008-09 is about \$3.48 million, or about 7% of the direct training expenditure to be incurred by the Civil Service Bureau.

Signature \_\_\_\_\_

Name in block letters Andrew H Y WONG

Post Title Permanent Secretary for the Civil Service

Date 17 March 2008

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

Reply Serial No.

**CSB022**

Question Serial No.

2398

Head: 143 – Government Secretariat: Civil Service Bureau Subhead (No. & title):

Programme: (4) Civil Service Training and Development

Controlling Officer: Permanent Secretary for the Civil Service

Director of Bureau: Secretary for the Civil Service

Question:

There is an increase of 8.6% in the estimated number of trainees for senior leadership development programme in 2008-09. What is the reason?

Asked by: Hon. TAM Yiu-chung

Reply:

In 2008-09, the Civil Service Training & Development Institute will enhance the leadership development programmes for senior civil servants. With increased demand for senior civil servants to reach out to the community and engage the public in the policy formulation process, more advanced management workshops and seminars will be organised. These include workshops and seminars on accountability (for about 50 directorate civil servants); public engagement (for about 100 senior/directorate civil servants) and strategies on communication (for about 40 directorate civil servants). With the enhanced training programmes, we expect a rise in trainee number by about 190, or 8.6% over the number of last year.

Signature \_\_\_\_\_

Name in block letters \_\_\_\_\_

Andrew H Y WONG

Post Title \_\_\_\_\_

Permanent Secretary for the Civil Service

Date \_\_\_\_\_

18 March 2008

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

Reply Serial No.

**CSB023**

Question Serial No.

2399

Head: 143 – Government Secretariat: Civil Service Bureau Subhead (No. & title):

Programme: (4) Civil Service Training and Development

Controlling Officer: Permanent Secretary for the Civil Service

Director of Bureau: Secretary for the Civil Service

Question:

The estimated number of trainees for National Studies in 2008-09 are to increase sharply by 36%, how many of them will be trainees for the Basic Law? What is the estimated provision for the training on National Studies?

Asked by: Hon. TAM Yiu-chung

Reply:

Of the 8 700 estimated number of trainees for national studies in 2008-09, 4 000 are expected to attend various Basic Law courses including the Introductory Course for New Civil Service Appointees; Intermediate Course for Middle Level Civil Servants (MPS Pt. 34 - 44); and Advanced Course for Senior Level Civil Servants (MPS Pt. 45 - 49 and directorate staff). The total expenditure on national studies programmes in 2008-09 is estimated at \$8.5 million.

Signature \_\_\_\_\_

Name in block letters \_\_\_\_\_

**Andrew H Y WONG**

Post Title \_\_\_\_\_

**Permanent Secretary for the Civil Service**

Date \_\_\_\_\_

**17 March 2008**

Examination of Estimates of Expenditure 2008-09

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

Reply Serial No.

**CSB024**

Question Serial No.

2400

Head: 143 – Government Secretariat: Civil Service Bureau Subhead (No. & title):

Programme: (4) Civil Service Training and Development

Controlling Officer: Permanent Secretary for the Civil Service

Director of Bureau: Secretary for the Civil Service

Question:

Will the training sponsorship schemes continue to be implemented in 2008-09? If yes, what are the estimated provision and the number of applicants? If no, what is the reason?

Asked by: Hon. TAM Yiu-chung

Reply:

In 2008-09, we will continue to operate the Training Sponsorship Scheme and pool resources to encourage more frontline staff to upgrade their competence and enhance their capabilities for new challenges. The estimate for the Scheme in 2008-09 is \$4 million. About 600 applicants are expected to benefit from the Scheme.

Signature \_\_\_\_\_

Name in block letters Andrew H Y WONG

Post Title Permanent Secretary for the Civil Service

Date 17 March 2008

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

Reply Serial No.

**CSB025**

Question Serial No.

2537

Head: 143 – Government Secretariat: Civil Service Bureau Subhead (No. & title):

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service

Director of Bureau: Secretary for the Civil Service

Question:

Please provide details on how the Bureau will seek ways to keep the size of the civil service establishment under control, while allowing a controlled increase to address manpower needs including those arising from new and improved services. What resources will be allocated to evaluate the manpower needs?

Asked by: Hon. YOUNG Howard

Reply:

The Government is committed to keeping the civil service establishment under control. Proposals from bureaux/departments (B/Ds) to create civil service posts are examined very critically to make sure that only those with the most justified operational need, and where staff re-deployment and other modes of service delivery are considered infeasible, are approved. Taking into account the new civil service posts to be created, the Civil Service Bureau (CSB) provides each B/D with an annual establishment ceiling and monitors B/Ds' establishment through their submission of annual manpower plans. B/Ds are required to keep their establishment within the ceilings set by CSB. And in doing so, they are required to keep their establishment under regular review and ensure that civil service posts are only created or retained when they are satisfied that there is an operational need and such need has to be met by civil servants.

As it is an on-going commitment of CSB and all other B/Ds to control civil service establishment, the apportioned resources are not readily identifiable.

Signature \_\_\_\_\_

Name in block letters \_\_\_\_\_

Andrew H Y WONG

Post Title \_\_\_\_\_

Permanent Secretary for the Civil Service

Date \_\_\_\_\_

14 March 2008

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

Reply Serial No.

**CSB026**

Question Serial No.

2538

Head: 143 – Government Secretariat: Civil Service Bureau Subhead (No. & title):

Programme: Civil Service Training and Development

Controlling Officer: Permanent Secretary for the Civil Service

Director of Bureau: Secretary for the Civil Service

Question:

The Bureau will strengthen training on National Studies and Basic Law for the civil service during 2008-09. Please provide details on the course structure, duration of the training and the estimated expenditure.

Asked by: Hon. YOUNG Howard

Reply:

On Basic Law training, three core programmes will be introduced in 2008-09. They are the Introductory Course for New Civil Service Appointees; Intermediate Course for Middle Level Civil Servants (MPS Pt. 34 - 44); and Advanced Course for Senior Level Civil Servants (MPS Pt. 45 - 49 and directorate staff). All core programmes are of half-day duration and their outlines are at Annex I. Apart from core programmes, we will organise seminars on issues relating to the Basic Law centrally and at departmental level. We will also strengthen e-learning on the Basic Law by introducing new coursewares and updating the web resources.

On national studies, we will continue to provide residential programmes in the Mainland lasting from 7 to 17 days (outlines of programmes at Annex II), and conduct week-long thematic study tours to the Mainland. We will also organise local seminars on Mainland-related topics and enrich the contents of the National Studies Portal to provide updated information on the latest political, economic and social developments in the Mainland.

We estimate that the total direct expenditure for Basic Law and National Studies training is \$8.5 million in 2008-09.

Signature \_\_\_\_\_

Name in block letters Andrew H Y WONG

Post Title Permanent Secretary for the Civil Service

Date 19 March 2008



## **Outlines of the Core Programmes on Basic Law**

### **Introductory Course for New Civil Service Appointees**

- ◆ The importance of the Basic Law to civil servants
- ◆ The “One Country, Two Systems” principle and the development of the Basic Law
- ◆ Relationship between the Central Government and the HKSAR
- ◆ Political structure of HKSAR and the “Executive-led” principle
- ◆ Interpretation of and revision to the Basic Law
- ◆ The rights and obligations of Hong Kong residents under the Basic Law

### **Intermediate Course for Middle Level Civil Servants**

- ◆ China’s Constitution and the Basic Law
- ◆ Relationship between “One Country” and “Two Systems”
- ◆ The authority conferred upon HKSAR by the Central Government
- ◆ The Chief Executive and the executive-led principle
- ◆ The rights and obligations of civil servants under the Basic Law
- ◆ The Basic Law and the economic development of HKSAR
- ◆ Analysis of the NPC’s interpretation of the Basic Law and related court cases
- ◆ Constitutional development under the Basic Law

### **Advanced Course for Senior Level Civil Servants**

- ◆ Central Government’s established basic policies regarding Hong Kong
- ◆ The Basic Law in the legal systems of China and HKSAR
- ◆ The Basic Law and the systems previously in force in Hong Kong
- ◆ The rights and obligations of Hong Kong residents under the Basic Law
- ◆ Political structure of the HKSAR and the relationship between the executive, legislature and judiciary
- ◆ Principles on the interpretation of and revision to the Basic Law
- ◆ Constitutional development of the HKSAR
- ◆ Similarities and differences between the two Systems

## Outlines of National Studies Programmes

### **Tsinghua University/Peking University /National School of Administration**

- ◆ The legal system of China, the Constitution and the Basic Law
- ◆ China's key political organisations and government organizations; the Central Government's relations with local governments; and the civil service system of China
- ◆ The organisation and functions of the People's Liberation Army
- ◆ China's international relations and foreign affairs
- ◆ China's macro-economy, economic reform and future development
- ◆ The Eleventh Five-year Plan, CEPA (Mainland and Hong Kong Closer Economic Partnership Arrangement), and the economic development of Mainland and Hong Kong
- ◆ The development and planning of the three major metropolitan regions of China (Pearl River Delta, Yangtze River Delta and Beijing-Tianjin-Hebei Region)
- ◆ 2008 Olympics – business opportunities and challenges for China's economy
- ◆ China's policies and development of high technology and issues on energy resources
- ◆ Issues on population, “agriculture, countryside and farmers” of China and related reforms
- ◆ The reform and development of financial services in China
- ◆ China's environmental protection policy and management
- ◆ Public Health and China's Development
- ◆ China's social security and employment issues
- ◆ The traditional culture and modernisation of China
- ◆ The building of a socialist harmonious society; democratic development; and new development after the 17th National Congress of the Communist Party of China

### **Foreign Affairs University Programme**

- ◆ China's foreign affairs (including the news media and diplomacy)
- ◆ International community and national security
- ◆ China-US relations
- ◆ China-Japan relations within the international landscape
- ◆ The Taiwan issue
- ◆ Strategic development and principles of China's foreign affairs
- ◆ Religious issues
- ◆ Key issues on the global economy

Examination of Estimates of Expenditure 2008-09

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

Reply Serial No.

**CSB027**

Question Serial No.

2403

Head: 46 – General Expenses of the Civil Service      Subhead (No. & title): 040 Non-accountable Cash Allowance

Programme:                      General Expenses of the Civil Service

Controlling Officer:      Director of Accounting Services

Director of Bureau:      Secretary for the Civil Service

Question:

The expenditure for Non-accountable Cash Allowance in the year 2006-07 was \$25.147 m. The revised estimate has increased to \$41.422 m in 2007-08 and the estimate in 2008-09 is \$92.40 m. There was an increase of over 300% within two years. What are the reasons? Is this trend of increase in expenditure anticipated to continue?

Asked by:      Hon. CHAN FANG On-sang, Anson

Reply:

The Non-accountable Cash Allowance is provided to officers offered appointment on or after 1 June 2000. It is the only major housing benefit for officers offered appointment on or after this date in place of the Home Financing Scheme, the Home Purchase Scheme and the Rent Allowance Scheme. The increase in expenditure is due to the increase in the number of recipients as well as the increase in the allowance rates resulting from salary progression. The average number of recipients has increased from 137 in 2006-07 to an estimated number of 234 in 2007-08, and 500 in 2008-09. It is anticipated that the expenditure on the allowance which started with a relatively small base in 2000-01 will continue to increase in coming years with new intakes and serving officers attaining eligibility for the allowance through salary progression.

Signature \_\_\_\_\_

Name in block letters \_\_\_\_\_ Mrs Lucia LI

Post Title \_\_\_\_\_ Director of Accounting Services

Date \_\_\_\_\_ 18 March 2008

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

**CSB028**

1418

Head: 46 – General Expenses of the Civil Service

Subhead (No. & title):

Programme: General Expenses of the Civil Service

Controlling Officer: Permanent Secretary for the Civil Service

Director of Bureau: Secretary for the Civil Service

Question:

Regarding the studies (including in-house studies or those entrusted to consultants) conducted for the purpose of formulating and assessing policies, please provide the relevant information in the following format:

(a) For the projects that have reserved funds for conducting consultancy studies in 2007-08:

Name of Consultant (if any)	Content	Revised Estimate (\$)	Progress of studies (under planning/ in progress/ completed)	The follow-ups taken by the Administration on the study reports and their progress (if any)	If completed, have they been released to the public? If yes, through which channels? If no, what are the reasons?

(b) For the projects that will reserve funds for conducting consultancy studies in 2008-09:

Name of Consultant (if any)	Content	Expenditure (\$)	Progress of studies (under planning/ in progress/ completed)	Will the studies be released to the public if they are expected to be completed in the 2008-09 financial year? If yes, through which channels? If no, what are the reasons?

Asked by: Hon. EU Yuet-mee, Audrey

Reply:

No financial provision has been made in 2007-08 and 2008-09 for conducting consultancy studies for the purpose of policy formulation and assessment.

Signature \_\_\_\_\_

Name in block letters \_\_\_\_\_

Andrew H Y WONG

Post Title \_\_\_\_\_

Permanent Secretary for the Civil Service

Date \_\_\_\_\_

13 March 2008

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

Reply Serial No.

**CSB029**

Question Serial No.

2671

Head: 46 – General Expenses of the Civil Service                      Subhead (No. & title):

Programme:                      General Expenses of the Civil Service

Controlling Officer: Permanent Secretary for the Civil Service

Director of Bureau: Secretary for the Civil Service

Question:

Provision for 2008-09 is \$33.70m (1%) lower than the revised estimate for 2007-08. Will the Administration advise on:

- (a) whether the Civil Service Bureau has planned to adjust civil service pay in 2008-09? If so, what are the details and the expenditure to be incurred?
- (b) whether the pay of non-civil service contract staff will be adjusted in 2008-09? If so, will the pay adjustment be made on the basis of improving the situation of unequal pay for equal work?

Asked by: Hon. KWONG Chi-kin

Reply:

There is a well-established mechanism governing the adjustment of civil service pay. Under the established mechanism, pay adjustment for the civil service in 2008-09 will be determined by the Chief Executive-in-Council having regard to the outcome of the 2008 Pay Trend Survey, and other relevant considerations, including the state of the economy, changes in the cost of living, the Government's fiscal position, staff sides' pay claims and staff morale. As the 2008 Pay Trend Survey is still in progress, we are not in a position to ascertain whether there will be adjustment to civil service pay in 2008-09, and if yes, the rates of adjustment and the financial implications. We consider that the proposed \$259.2 billion appropriation for fiscal year 2008-09, subject to Legislative Council's approval, should be able to meet any additional expenditure arising from the 2008-09 civil service pay adjustment (if any).

Non-civil service contract staff (NCSC) staff are not officers on the permanent establishment. Employment packages and pay adjustment mechanism for NCSC staff are distinct from those applicable to civil servants. As such, it is not appropriate to directly compare the pay of NCSC staff with civil service pay. Given the nature of the NCSC staff scheme, Heads of Departments (HoDs) have the discretion to decide whether pay adjustments should be made for their NCSC staff

in 2008-09 and the level of adjustments. In doing so, HoDs will have regard to a host of considerations, including condition of the employment market, recruitment results, staff retention needs, cost of living, civil service pay adjustment, etc.

Signature \_\_\_\_\_

Name in block letters \_\_\_\_\_

Andrew H Y WONG

Post Title \_\_\_\_\_

Permanent Secretary for the Civil Service

Date \_\_\_\_\_

17 March 2008

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

**CSB030**

2301

Head: 46 – General Expenses of the Civil Service Subhead (No. & title): 028 Legal Assistance

Programme: General Expenses of the Civil Service

Controlling Officer: Permanent Secretary for the Civil Service

Director of Bureau: Secretary for the Civil Service

Question:

The revised estimate for 2007-08 is higher than the approved estimate by as much as 4.5 times. In this connection, please provide the following information:

- a. The breakdown by category the number of cases, the departments of the officers involved and the total expenditure incurred;
- b. In view of the increase in court cases involving civil servants in recent years, will the Bureau draw up new guidelines in consultation with the Department of Justice to reduce the number of such cases? If so, what are the details?

Asked by: Hon. LI Fung-ying

Reply:

- a. The number of cases approved during 2007-08 (as at 10 March 2008) broken down by category, department and expenditure incurred is annexed.
- b. According to our records, the number of proceedings involving government officers where legal assistance was granted has remained steady. The total number of cases approved in 2007-08 (up to 10 March 2008) is 45, which is the same as the average number of cases approved over the past 3 years (i.e. 2004-05 to 2006-07). As regards the annual level of expenditure, it varies from one year to another and depends on the nature, complexity of the cases and the number of cases concluded in a given year.

Our guidelines on provision of legal assistance are reviewed from time to time, having regard to changing needs and circumstances. We consider the existing guidelines appropriate and have no plan to revise them at the moment.

Signature \_\_\_\_\_

Name in block letters Andrew H Y WONG

Post Title Permanent Secretary for the Civil Service

Date 14 March 2008



Number of legal assistance cases approved in 2007-08 (as at 10 March 2008)  
broken down by category, department and expenditure incurred

Category	Department	No.	Expenditure incurred (\$) <sup>Note 1</sup>
(i) Criminal proceedings related to road traffic offences	Companies Registry	1	24,480
	Fire Services Department	3	
	Food and Environmental Hygiene Department	2	
	Hong Kong Police Force	2	
	Immigration Department	1	
	<b>Sub-total</b>	9	
(ii) Criminal proceedings related to other offences	Hong Kong Police Force	1	34,335
	<i>Sub-total</i>	1	
(iii) Civil proceedings against government officers	Civil Aviation Department	1	0 <sup>Note 2</sup>
	Civil Service Bureau	1	
	Correctional Services Department	2	
	Department of Justice	7	
	Education Bureau	1	
	Environmental Protection Department	1	
	Fire Services Department	3	
	Food and Environmental Hygiene Department	3	
	Hong Kong Police Force	7	
	Housing Department	2	
	Judiciary	2	
	Leisure and Cultural Services Department	1	
	Hongkong Post	1	
	Social Welfare Department	1	
	<i>Sub-total</i>	33	
(iv) Formal inquiries, e.g. Coroner's inquiries, etc.	Education Bureau <i>and</i> University Grants Committee Secretariat	1	6,401,826 <sup>Note 3</sup>
	Commerce and Economic Development Bureau	1	
	<i>Sub-total</i>	2	
<b>Total:</b>		45	6,460,641

Note 1 The expenditure does not cover cases which were approved in previous financial years but were settled or concluded in the current financial year.

Note 2 These cases were either handled by the Department of Justice for which no expenditure for hiring outside counsels was incurred or yet to be concluded.

Note 3 The high level of expenditure under this category was mainly due to the expenditure incurred for the formal inquiry relating to the Hong Kong Institute of Education incident.

Examination of Estimates of Expenditure 2008-09

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

Reply Serial No.

**CSB031**

Question Serial No.

2727

Head: 46 – General Expenses of the Civil Service

Subhead (No. & title): 013 Personal allowances

Programme: General Expenses of the Civil Service

Controlling Officer: Director of Accounting Services

Director of Bureau: Secretary for the Civil Service

Question:

What are the amounts of local education allowance and overseas education allowance to be paid in 2008-09?

Asked by: Hon. TAM Yiu-chung

Reply:

The estimated expenditure on local education allowance and overseas education allowance in 2008-09 is \$427.217 million and \$576.970 million respectively.

Signature \_\_\_\_\_

Name in block letters \_\_\_\_\_

Mrs Lucia LI

Post Title \_\_\_\_\_

Director of Accounting Services

Date \_\_\_\_\_

17 March 2008

Examination of Estimates of Expenditure 2008-09

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

Reply Serial No.

**CSB032**

Question Serial No.

2728

Head: 46 – General Expenses of the Civil Service    Subhead (No. & title): 013 Personal allowances

Programme:                    General Expenses of the Civil Service

Controlling Officer: Director of Accounting Services

Director of Bureau: Secretary for the Civil Service

Question:

What are the respective estimated numbers of officers who will receive furniture and domestic appliances allowances and house allowance under Subhead 013 Personal allowances in 2008-09 and the expenditure involved?

Asked by: Hon. TAM Yiu-chung

Reply:

The estimated number of officers who will receive the furniture and domestic appliances allowances is 12 999 in 2008-09, with an expenditure of \$16.599 million. Only one officer is expected to draw the house allowance in 2008-09, with an expenditure of \$600.

Signature \_\_\_\_\_

Name in block letters \_\_\_\_\_ Mrs Lucia LI

Post Title \_\_\_\_\_ Director of Accounting Services

Date \_\_\_\_\_ 18 March 2008

Examination of Estimates of Expenditure 2008-09

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

Reply Serial No.

**CSB033**

Question Serial No.

2729

Head: 46 – General Expenses of the Civil Service      Subhead (No. & title): 040 Non-accountable Cash Allowance

Programme: General Expenses of the Civil Service

Controlling Officer: Director of Accounting Services

Director of Bureau: Secretary for the Civil Service

Question:

The estimated provision under Subhead 040 Non-accountable cash allowance in 2008-09 has greatly increased by 123.1% over the revised estimate for 2007-08. What are the reasons? How do the number of recipients and median salary in 2008-09 compare with those in 2007-08?

Asked by: Hon. TAM Yiu-chung

Reply:

The Non-accountable Cash Allowance is provided to officers offered appointment on or after 1 June 2000. It is the only major housing benefit for officers offered appointment on or after this date in place of the Home Financing Scheme, the Home Purchase Scheme and the Rent Allowance Scheme. The increase in expenditure has arisen partly from the increase in the number of recipients and also partly from the increase in the allowance rates due to salary progression.

The average number of recipients is estimated to be 234 in 2007-08 and to increase to 500 in 2008-09 with new intakes and serving officers attaining eligibility for the allowance through salary progression.

The median salaries of the recipients for 2007-08 and 2008-09 are \$53,700 and \$48,800 respectively.

Signature \_\_\_\_\_

Name in block letters \_\_\_\_\_ Mrs Lucia LI

Post Title \_\_\_\_\_ Director of Accounting Services

Date \_\_\_\_\_ 18 March 2008



Examination of Estimates of Expenditure 2008-09

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

Reply Serial No.

**CSB035**

Question Serial No.

1137

Head: 120 – Pensions

Subhead (No. & title): 026 Employees' compensation, injury, incapacity and death related payments and expenses

Programme: (1) Public and Judicial Service Pension Benefits

Controlling Officer: Director of Accounting Services

Director of Bureau: Secretary for the Civil Service

Question:

The estimate for employees' compensation, injury, incapacity and death related payments and expenses is about \$44 million in 2007-08 (the revised estimate) and \$57.9 million in 2008-09. The increase of \$13,805,000 (31.3%) over the revised estimate for 2007-08 is mainly due to the full-year provision for the expenses for medical treatment by registered Chinese medicine practitioners for government employees injured on duty or suffered from occupational disease. How many cases of Chinese medicine consultations are expected to be covered?

For the 2007-08 cases, how many have been processed? Please give a breakdown of the cases by department/bureau. Which departments got the biggest number of cases? How were the figures compared with the previous year?

Asked by: Hon. CHAN Bernard

Reply:

The provision for 2008-09 covers, among other things, the expenses for medical treatment and examination by registered Chinese medicine practitioners for an estimated number of 2 500 government employees injured on duty or suffered from occupational disease. As Part 3 of the Certification for Employee Benefits (Chinese Medicine) (Miscellaneous Amendments) Ordinance has not yet commenced, no case has been processed in 2007-08.

For 2007-08, up to 29 February 2008, payments have been made for 976 cases of employees' compensation, injury, incapacity and death related payments and expenses. A breakdown of the cases by bureau/department and the comparison with the previous year are at the Annex. By the end of February 2008, the Hong Kong Police Force had the highest number of employees' compensation cases in 2007-08.

Signature \_\_\_\_\_

Name in block letters \_\_\_\_\_ Mrs Lucia LI

Post Title \_\_\_\_\_ Director of Accounting Services

Date \_\_\_\_\_ 19 March 2008

### Breakdown of Employees' Compensation Cases by Bureau/Department

Bureau/Department	2006-07	2007-08 (up to 29.2.2008)	Change
Agriculture, Fisheries and Conservation Department	58	60	+2
Architectural Services Department	1	3	+2
Auxiliary Medical Service	1	1	-
Buildings Department	-	1	+1
Census and Statistics Department	1	1	-
Civil Aid Service	5	7	+2
Civil Aviation Department	1	-	-1
Civil Engineering and Development Department	3	4	+1
Companies Registry	1	-	-1
Correctional Services Department	35	42	+7
Customs and Excise Department	17	8	-9
Department of Health	32	17	-15
Department of Justice	-	1	+1
Development Bureau	4	1	-3
Drainage Services Department	5	6	+1
Education Bureau	19	15	-4
Electrical and Mechanical Services Department	26	11	-15
Environmental Protection Department	1	-	-1
Fire Services Department	118	84	-34
Food and Environmental Hygiene Department	268	200	-68
Government Flying Service	4	5	+1
Government Logistics Department	4	6	+2
Highways Department	6	2	-4
Home Affairs Bureau	1	1	-
Home Affairs Department	1	2	+1
Hong Kong Observatory	2	1	-1
Hong Kong Police Force	266	222	-44
Hongkong Post	99	77	-22
Hospital Authority	53	37	-16
Housing Department / Housing Authority	11	9	-2

<b>Bureau/Department</b>	<b>2006-07</b>	<b>2007-08</b> (up to 29.2.2008)	<b>Change</b>
Immigration Department	16	14	-2
Independent Commission Against Corruption	2	-	-2
Independent Police Complaints Council	1	-	-1
Information Services Department	-	1	+1
Inland Revenue Department	7	2	-5
Judiciary	2	-	-2
Labour Department	2	6	+4
Land Registry	1	-	-1
Lands Department	5	3	-2
Legal Aid Department	-	3	+3
Leisure and Cultural Services Department	98	67	-31
Marine Department	11	4	-7
Offices of the Chief Secretary for Administration and the Financial Secretary	2	-	-2
Planning Department	-	1	+1
Radio Television Hong Kong	1	2	+1
Social Welfare Department	13	17	+4
Transport Department	2	2	-
Water Supplies Department	36	30	-6
<b>TOTAL</b>	<b>1 242</b>	<b>976</b>	<b>-266</b>



Examination of Estimates of Expenditure 2008-09

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

Reply Serial No.

**CSB036**

Question Serial No.

2299

Head: 120 – Pensions

Subhead (No. & title): 015 Public and judicial service  
pension benefits and  
compensation

Programme: (1) Public and Judicial Service Pension Benefits

Controlling Officer: Director of Accounting Services

Director of Bureau: Secretary for the Civil Service

Question:

The provision for 2008-09 is \$1,600 million (10.8%) higher than the revised estimate for 2007-08. Please advise on:

- (a) the anticipated increase in payment of pension gratuities to new retirees in 2008-09 and the number of new retirees involved;
- (b) the number of new pensions awarded in 2007-08 and the number of retirees involved.

Asked by: Hon. KWONG Chi-kin

Reply:

- (a) The estimated number of new retirees in 2008-09 is 4 381. When compared with 2007-08, the pension gratuities payable to new retirees is expected to increase by \$937.7 million in 2008-09.
- (b) There will be 3 979 new retirees (cases) in 2007-08.

Signature \_\_\_\_\_

Name in block letters \_\_\_\_\_ Mrs Lucia LI

Post Title \_\_\_\_\_ Director of Accounting Services

Date \_\_\_\_\_ 18 March 2008

Examination of Estimates of Expenditure 2008-09

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

Reply Serial No.

**CSB037**

Question Serial No.

2401

Head: 120 – Pensions      Subhead      026 Employees' compensation, injury, incapacity  
(No. & title):                      and death related payments and expenses

Programme:                      (1) Public and Judicial Service Pension Benefits

Controlling Officer:      Director of Accounting Services

Director of Bureau:      Secretary for the Civil Service

Question:

For what reasons was the 2007-08 revised estimate for the employees' compensation, injury, incapacity and death related payments and expenses less than the approved estimate by 27%? How much additional provision is made for the new item of expenses for medical treatment and examination by Chinese medicine practitioners in 2008-09? How many government employees did receive payments of compensation in 2005-06, 2006-07 and 2007-08 respectively?

Asked by:      Hon. TAM Yiu-chung

Reply:

The reduction in the 2007-08 revised estimate is due to a decrease in the number of compensation cases in 2007-08, and the fact that the \$10 million provision in the original estimate for the expenses of medical treatment and examination for employees injured on duty or suffered from occupational diseases by registered Chinese medicine practitioners is not utilised as Part 3 of the Certification for Employee Benefits (Chinese Medicine) (Miscellaneous Amendments) Ordinance has not yet come into effect.

In the 2008-09 estimates, a provision of \$13.8 million has been included for the expenses of medical treatment and examination for employees injured on duty or suffered from occupational diseases by registered Chinese medicine practitioners.

The numbers of employees' compensation cases paid in the respective years are as follows:

2005-06	1 327
2006-07	1 242
2007-08 (up to 29.2.2008)	976

Signature \_\_\_\_\_

Name in block letters \_\_\_\_\_ Mrs Lucia LI

Post Title \_\_\_\_\_ Director of Accounting Services

Date \_\_\_\_\_ 18 March 2008

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

Reply Serial No.

**CSB038**

Question Serial No.

1138

Head: 136 – Public Service Commission      Subhead (No. & title):

Programme:                      Public Service Commission

Controlling Officer:    Chairman, Public Service Commission

Director of Bureau:    Secretary for the Civil Service

Question:

The number of disciplinary cases received by the Commission was 103 and 91 in 2006 and 2007 respectively. Please provide a breakdown of the cases by categories and departments and explain the actions/punishments which have been taken against the convicted.

Asked by:    Hon. CHAN Bernard

Reply:

A breakdown of the disciplinary cases dealt with by the Public Service Commission in 2006 and 2007 by categories is provided below -

Category	No. of cases	
	2006	2007
(a) Criminal convictions*	48	19
(b) Unauthorised absence/ Unpunctuality/Abscondment	22	29
(c) Negligence/Failure to perform duties or follow instructions/Supervisory accountability/ Insubordination	13	10
(d) Improper claim of allowance/reimbursement	1	0
(e) Falsified attendance or work records/Provision of false information	1	2
(f) Unauthorised loans	7	4
(g) Other misconduct <sup>#</sup>	11	27
Total:	103	91

\* Including theft, assault/common assault, conspiracy for public servants to accept advantage, gambling and traffic-related offences.

# Including unauthorised outside work, being rude to supervisors, fighting in workplace, misuse of government vehicles, abuse of official position, and acceptance of advantage/excessive entertainment.

A breakdown of these cases by departments is as follows-

Bureau/Department	No. of Cases	
	2006	2007
Agriculture, Fisheries and Conservation Department	2	8
Auxiliary Medical Service	1	1
Architectural Services Department	2	0
Buildings Department	1	0
Census and Statistics Department	1	1
Civil Aviation Department	2	1
Companies Registry	0	1
Correctional Services Department	2	0
Department of Health	2	7
Department of Justice	2	1
Drainage Services Department	2	0
Electrical and Mechanical Services Department	4	4
Environmental Protection Department	1	0
Food and Environmental Hygiene Department	15	22
Government Property Agency	1	0
Government Secretariat	6	1
Highways Department	2	0
Hong Kong Police Force	7	0
Housing Department	4	3
Immigration Department	6	6
Secretariat for Independent Police Complaints Council	1	0
Judiciary	2	4
Legal Aid Department	0	2
Lands Department	1	2
Leisure and Cultural Services Department	7	7
Marine Department	1	0
Planning Department	1	0
Hongkong Post	7	6
Social Welfare Department	11	3
Trade and Industry Department	1	1
Water Supplies Department	8	10
<b>Total:</b>	<b>103</b>	<b>91</b>

A breakdown of the cases by level of punishment, following formal disciplinary action against the concerned officers, is given below-

Level of Punishment	2006	2007
Dismissal	21	8
Compulsory retirement + fine	3	0
Compulsory retirement	12	12
Severe reprimand + fine	36	44
Severe reprimand	7	9
Reprimand + fine	10	10
Reprimand	14	8
Total :	103	91

Signature \_\_\_\_\_

Name in block letters Nicholas W.F. NG

Post Title Chairman, Public Service Commission

Date 18 March 2008

Examination of Estimates of Expenditure 2008-09

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

Reply Serial No.

**CSB039**

Question Serial No.

2300

Head: 136 – Public Service Commission

Subhead (No. & title):

Programme: Public Service Commission

Controlling Officer: Chairman, Public Service Commission

Director of Bureau: Secretary for the Civil Service

Question:

Provision for 2008-09 is \$2.3 million (14.7%) higher than the revised estimate for 2007-08. Please provide details on how the additional provision will be spent. Please list out in detail the expenditure relating to the payment of salary increments for existing staff, the Chairman's end-of-contract gratuity and the office removal exercise.

Asked by: Hon. KWONG Chi-kin

Reply:

The provision for 2008-09 is higher than the 2007-08 revised estimates by \$2.3 million (14.7 %) mainly due to -

- (a) payment of salary increments for existing staff in 2008-09 (\$0.15 million);
- (b) payment of end-of-contract gratuity to the Chairman upon completion of his three-year agreement on 30 April 2008 (\$1.62 million); and
- (c) estimated expenses on office removal (\$0.30 million) covering-
  - relocation of computers and server room (\$0.10 million)
  - procurement of equipment and furniture (\$0.15 million)
  - relocation expenses and miscellaneous (\$0.05 million)

Signature \_\_\_\_\_

Name in block letters \_\_\_\_\_ Nicholas W.F. NG

Post Title \_\_\_\_\_ Chairman, Public Service Commission

Date \_\_\_\_\_ 18 March 2008

Examination of Estimates of Expenditure 2008-09

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

Reply Serial No.

**CSB040**

Question Serial No.

2298

Head: 174 – Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service  
Subhead (No. & title):

Programme: Secretariat services for the following advisory bodies on civil service and judicial salaries and conditions of service –

- Standing Commission on Civil Service Salaries and Conditions of Service
- Standing Committee on Disciplined Services Salaries and Conditions of Service
- Standing Committee on Directorate Salaries and Conditions of Service
- Standing Committee on Judicial Salaries and Conditions of Service

Controlling Officer: Secretary General, Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service

Director of Bureau: Secretary for the Civil Service

Question:

Provision for 2008-09 is \$11.8 million (84.3%) higher than the revised estimate for 2007-08. This is due to the increase in expenses arising from the conduct of a number of grade structure reviews and the annual pay trend survey, filling of vacancies and creation of new civil service posts. Please provide details on how the additional provision will be spent. Please list out for comparison the provision required for the above items in 2007-08 and how manpower resources is allocated.

Asked by: Hon. KWONG Chi-kin

Reply:

- (a) Details on how the additional provision will be spent and a comparison of the provision required for 2008-09 and 2007-08 are as follows –

Work Items/Expenses	Revised Estimate for 2007-08 (a)	Estimate for 2008-09 (b)	Increased Amount (b) – (a)
Pay trend survey	\$4.2m	\$7.57m	\$3.37m <sup>Note</sup>
Grade structure reviews	\$0	\$8.19m	\$8.19m
Other expenses of the Joint Secretariat	\$9.8m	\$10.04m	\$0.24m
Total	\$14.0m	\$25.8m	\$11.8m

Note: The decision to conduct the pay trend survey in 2007-08 was made at a late stage and no provision was budgeted for it in the estimates for 2007-08. As a result, the required resources for conducting the survey in 2007-08 were made available through internal redeployment of resources and temporary loan of additional staff from the Operational Reserve. This accounts for the difference in provision between 2007-08 and 2008-09.

(b) The allocation of manpower resources for the above items is as follows –

The pay trend survey is mainly conducted by the Pay Survey and Research Unit. The Unit comprises 11 civil service posts, among which four vacancies will be filled in 2008-09. Regarding the grade structure reviews, the Secretariat will create two new civil service posts and recruit non-civil service contract staff to assist in this exercise.

Signature \_\_\_\_\_

Name in block letters \_\_\_\_\_ Ms Michelle LI

Secretary General, Joint Secretariat for the  
Advisory Bodies on  
Civil Service and Judicial Salaries  
and Conditions of Service

Post Title \_\_\_\_\_

Date \_\_\_\_\_ 20 March 2008



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

**CSB041**

Question Serial No.

2597

Head: 174 – Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service      Subhead (No. & title):

Programme: Secretariat services for the following advisory bodies on civil service and judicial salaries and conditions of service –

- Standing Commission on Civil Service Salaries and Conditions of Service
- Standing Committee on Disciplined Services Salaries and Conditions of Service
- Standing Committee on Directorate Salaries and Conditions of Service
- Standing Committee on Judicial Salaries and Conditions of Service

Controlling Officer: Secretary General, Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service

Director of Bureau: Secretary for the Civil Service

Question:

Provision for 2008-09 is \$11.8 million (84.3%) higher than the revised estimate for 2007-08. The reason being the Administration will conduct a number of grade structure reviews and the annual pay trend survey, fill vacancies and create new civil service posts. Please provide details on the increased expenditure incurred by the above activities.

Asked by: Hon. TO Kun-sun, James

Reply:

Provision for 2008-09 is \$11.8 million (84.3%) higher than the revised estimate for 2007-08. Details on the increased provision are as follows –

Work Items/Expenses	Revised Estimate for 2007-08 (a)	Estimate for 2008-09 (b)	Increased Amount (b) – (a)
Pay trend survey	\$4.2m	\$7.57m	\$3.37m <sup>Note</sup>
Grade structure reviews	\$0	\$8.19m	\$8.19m
Other expenses of the Joint Secretariat	\$9.8m	\$10.04m	\$0.24m
Total	\$14.0m	\$25.8m	\$11.8m

Note: The decision to conduct the pay trend survey in 2007-08 was made at a late stage and no provision was budgeted for it in the estimates for 2007-08. As a result, the required resources for conducting the survey in 2007-08 were made available through internal redeployment of resources and temporary loan of additional staff from the Operational Reserve. This accounts for the difference in provision between 2007-08 and 2008-09.

Signature \_\_\_\_\_

Name in block letters \_\_\_\_\_ Ms Michelle LI

Post Title \_\_\_\_\_ Secretary General, Joint Secretariat for the  
Advisory Bodies on  
Civil Service and Judicial Salaries  
and Conditions of Service

Date \_\_\_\_\_ 19 March 2008

Examination of Estimates of Expenditure 2008-09  
**CONTROLLING OFFICER'S REPLY TO  
INITIAL WRITTEN QUESTION**

Reply Serial No.

**CSB042**

Question Serial No.

1442

Head: 37 – Department of Health

Subhead (No. & title):

Programme: (7) Medical and Dental Treatment for Civil Servants

Controlling Officer: Director of Health

Director of Bureau: Secretary for the Civil Service

Question:

The provision for 2008-09 will amount to \$581.7 million, representing an increase of 10.5% over the revised estimate of \$526.3 million for 2007-08. What are the reasons for the increase?

Asked by: Hon. CHAN Yuen-han

Reply:

The 10.5% increase or an extra \$55.4 million in the provision for 2008-09 over the revised estimate for 2007-08 is due to additional provision of \$44.0 million to meet the increasing demand for payment and reimbursement of medical fees and hospital charges; \$4.5 million for a net increase of 36 posts to meet operational needs; an increase in cash flow requirement of \$4.0 million for procurement of specialist equipment; and additional expenditure of \$2.9 million to operate the Medical and Dental Benefits Eligibility Checking System.

Signature \_\_\_\_\_

Name in block letters \_\_\_\_\_

**Dr P Y LAM**

Post Title \_\_\_\_\_

**Director of Health**

Date \_\_\_\_\_

**17 March 2008**

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

**CSB043**

Question Serial No.

2297

Head: 37 – Department of Health

Subhead (No. & title):

Programme: (7) Medical and Dental Treatment for Civil Servants

Controlling Officer: Director of Health

Director of Bureau: Secretary for the Civil Service

Question:

The provision for 2008-09 will be \$55.4 million, or 10.5%, higher than the revised estimate for 2007-08. This will be mainly due to additional provision to meet the increasing demand for payment and reimbursement of medical fees and hospital charges, and net increase of 36 posts. Please advise-

- (a) the amount of additional provision to meet the increasing demand for payment and reimbursement of medical fees and hospital charges, and net increase of 36 posts respectively;
- (b) regarding the increasing demand for payment and reimbursement of hospital charges, the reasons for the increase and whether there is any relevant data; and
- (c) the estimated increase in cash flow for procurement of specialist equipment.

Asked by: Hon. KWONG Chi-kin

Reply:

- (a) Among the additional provision of \$55.4 million for 2008-09, \$44 million will be to meet the increasing demand for payment and reimbursement of medical fees and hospital charges, and \$4.5 million will be to meet the net increase of 36 posts, details of which are as follows –

Rank	Number of posts to be created/deleted in 2008-09
Senior Dental Officer	1
Dental Officer	21
Dental Surgery Assistant	19
Senior Accounting Officer	1
Accounting Officer II	1
Clerical Assistant	1
Workman II	-8
Total	36

- (b) The expenditure on payment and reimbursement of medical expenses and hospital charges is largely demand-driven. An increase of \$44 million has been predicted for 2008-09 having regard to the expenditure trend in recent years.
- (c) The increase in cash flow for procurement of specialist equipment in 2008-09 will be \$4 million.

Signature \_\_\_\_\_

Name in block letters \_\_\_\_\_ Dr P Y LAM

Post Title \_\_\_\_\_ Director of Health

Date \_\_\_\_\_ 17 March 2008