

ITEM FOR ESTABLISHMENT SUBCOMMITTEE OF FINANCE COMMITTEE

**HEAD 155 – GOVERNMENT SECRETARIAT :
INNOVATION AND TECHNOLOGY COMMISSION
Subhead 000 Operational expenses**

Members are invited to recommend to the Finance Committee the following proposals to rationalise the directorate structure of the Innovation and Technology Commission with effect from 1 June 2009 -

- (a) the revision of the duties of the Assistant Commissioner for Innovation and Technology (D2) post
- (b) the permanent redeployment of an Administrative Officer Staff Grade C (D2) post from one division to another
- (c) the creation of the following permanent post –

1 Chief Electronics Engineer/Chief Electrical and Mechanical Engineer
(D1) (\$103,400 - \$109,700)

to be offset by the deletion of the following permanent post –

1 Chief Electronics Engineer
(D1) (\$103,400 - \$109,700)

/PROBLEM

PROBLEM

There is a need to revise and redistribute the duties of the directorate officers in the Innovation and Technology Commission (ITC) at D2 level following the setting up of the office of Create Hong Kong (CreateHK) under the Communications and Technology Branch (CTB) of the Commerce and Economic Development Bureau. In view of the enhanced scope of service of the Standards and Calibration Laboratory (SCL) covering the mechanical engineering discipline, we also need to open up the Chief Electronics Engineer (CEE) post in SCL to the relevant professional grades staff in ITC.

PROPOSAL

2. We propose, with effect from 1 June 2009, to –
 - (a) revise the duties of the post of Assistant Commissioner (Quality Services) (AC(Q)), ranked at Assistant Commissioner for Innovation and Technology (ACIT) (D2), to oversee not only the Quality Services Division (Q Division) but also the Infrastructure Division (I Division) following the redeployment of the Design Team from ITC to CreateHK. The post will be re-titled as Assistant Commissioner (Infrastructure and Quality Services) (AC(I&Q));
 - (b) redeploy the post of Assistant Commissioner (Infrastructure) (AC(I)), ranked at Administrative Officer Staff Grade C (AOSGC) (D2), to the Policy and Development Division (PD Division) permanently. The post will be re-titled as Assistant Commissioner (Policy and Development) (AC(PD)); and
 - (c) convert one CEE post, designated as Head of Laboratory (HL), from a single-disciplinary post open to officers of the Electronics Engineer (EE) Grade to a bi-disciplinary post open to officers of the EE and Electrical and Mechanical Engineer (EME) Grades in ITC for promotion.

JUSTIFICATION**Directorate structure of ITC**

3. ITC is headed by the Commissioner for Innovation and Technology (D6), who is underpinned by an Administrative Officer Staff Grade B (AOSGB) (D3) as the Deputy Commissioner for Innovation and Technology (DCIT), and assisted by two AOSGC officers as Assistant Commissioner (Funding Schemes)

/(AC(F))

(AC(F)) and Assistant Commissioner (Infrastructure) (AC(I)), one ACIT as Assistant Commissioner (Quality Services) (AC(Q)), two chief professionals (D1) (i.e. a CEE as HL and an Executive Administrator (Accreditation) (EA(A))), as well as two non-civil service positions at the equivalent rank of D2 (i.e. the Science Advisor and Biotechnology Director). The existing organisation chart of ITC and the job descriptions of the respective Assistant Commissioner (AC) posts are at Enclosures 1 to 4.

Encls. 1 - 4

4. Of the three AC posts in ITC, two are AOSGC posts and one is an ACIT post. Having regard to the progressive drop in professional inputs for the work of the Q Division at the ACIT level, the ACIT post has been frozen since 2003-04 following the retirement of the then incumbent AC(Q). A supernumerary AOSGC post entitled AC(PD) has been created under delegated authority and held against this frozen ACIT post to lead a new division which is now known as the PD Division.

5. The Q Division comprises two units, namely, SCL and the Hong Kong Accreditation Services Section, each headed by a chief engineer at D1 level. After the ACIT post was frozen, HL and EA(A) have assumed both supervisory and professional responsibilities under their schedule and reported to DCIT who oversees the policy aspects of the Q Division.

Revision of the duties of Assistant Commissioner (Quality Services)

6. The Administration has proposed vide ESC Paper EC(2009-10)1 the establishment of a dedicated office, i.e. CreateHK, to take up co-ordination in the Government to drive the development of the creative industries in Hong Kong. The proposal, if approved, will impact on the organisation of ITC as its Design Team, currently under the I Division, will be redeployed to CreateHK. With this development, ITC has undertaken a review and identified the need to reshuffle the duties of the AC(Q) post and redeploy the AC(I) post.

7. The I Division, currently headed by AC(I), has four teams including the Design Team. The Division oversees the policy and housekeeping matters for—

- Hong Kong Science and Technology Parks Corporation;
- Hong Kong Applied Science and Technology Research Institute Company Limited;
- Research and Development (R&D) Centre for Information and Communications Technologies;

/R&D

- R&D Centre for Logistics and Supply Chain Management Enabling Technologies;
- Hong Kong Jockey Club Institute of Chinese Medicine Limited; and
- Hong Kong Design Centre and the implementation of the DesignSmart Initiative.

With the departure of the Design Team and having regard to the reduced scope of work of AC(I), we propose to put the remaining responsibilities of the I Division under the charge of another AC. At the same time, the current arrangement for DCIT overseeing the Q Division has also been revisited.

8. Having considered the balance of work among the ACs, we propose to reinstate the ACIT post and adjust its duties to cover both the remaining duties of AC(I) after the redeployment of the Design Team to CreateHK, and its original schedules under the Q Division. With the proposed reinstatement, the supervisory responsibilities of the Q Division will be reverted back to the AC level, providing relief for DCIT who can then focus more on pertinent policy issues in ensuring Hong Kong stays ahead as a knowledge-based economy. The job description of DCIT is at Enclosure 5.

Encl. 5

9. We consider that a departmental professional officer at D2 level will be fully capable of performing the supervisory duties of the I and Q Divisions. The reinstated ACIT post, designated as AC(I&Q), would remain to be a promotion post for HL and EA(A). The revised organisation chart of ITC and the proposed job description of AC(I&Q) are at Enclosures 6 and 7.

Encls. 6&7

Permanent redeployment of the Assistant Commissioner (Infrastructure) post

10. In 2003, we reviewed our strategy for promoting innovation and technology development in Hong Kong. To ensure that ITC could cope with a new strategic framework for policy implementation, we set up a new PD Division in 2004 to promote technology collaboration and development with the Mainland and other economies, interact with trade organisations, enterprises, universities and research institutes and to provide a technology platform to enable the industry to move up the value chain. The Division was also tasked to promote an innovation and technology culture in business and the community. Given the substantive policy content and complexity of the jobs involved, a supernumerary AOSGC post designated as AC(PD) was created and held against the vacant AC(Q) (ACIT) post. The current job description of the AC(PD) post is at Enclosure 4.

11. The supernumerary AC(PD) post, which is held against the AC(Q) post, has been regularly reviewed. Given the continued need for high level of policy input from this AC post, we have concluded that the supernumerary post should be retained permanently in order for ITC to sustain the delivery of its public mission. To achieve this, we propose the permanent redeployment of the AC(I) (AOSGC) post from the I Division to the PD Division after the remaining duties of AC(I) have been transferred to AC(I&Q) as proposed in paragraphs 8 and 9. The redeployed AOSGC post will continue to be designated as AC(PD).

Conversion of the HL Post

12. We also propose to convert the HL post from a single-disciplinary CEE post to a bi-disciplinary CEE/CEME post having regard to the ongoing developments of SCL.

13. On 30 June 1982, the Finance Committee approved the setting up of SCL under the then Industry Department and subsequently on 13 July 1983 further approved the creation of a CEE post to head the SCL. The initial purpose of establishing SCL was to provide metrology services to industry and other users in the local community in the fields of electrical and electronic standards and measurements. When the then Commerce and Industry Bureau and its related departments were re-organised in 2000, SCL together with the CEE post as HL were placed under the Q Division of ITC.

14. The metrological areas covered by SCL have been expanding steadily since its establishment in the 1980's. Starting with the electrical and electronic fields (direct current, low frequency and radio frequency), the services of SCL have been extended into other areas such as temperature and humidity, mass, dimension, force and acoustic measurements and are now advancing further to the latest technological measurements such as nanometrology. The expanded range of technical specialties has grown beyond the traditional electrical and electronic engineering field into the mechanical engineering discipline. HL, being the Head of SCL, is now supervising both the EE and EME Grades professionals.

15. SCL now has three teams of professional engineers, two headed by Senior Electronics Engineers (SEEs) and one headed by Senior Electrical and Mechanical Engineer (SEME). The composition and responsibilities of these teams are –

/(a)

- (a) The first team headed by an SEE is supported by three EEs. It is responsible for the management of the Low Frequency (including Acoustics) Laboratory, the Radio Frequency Laboratory, and the Temperature and Humidity Laboratory.
- (b) The second team is headed by an SEE with one EE and one EME. It looks after the Direct Current Laboratory, the Dimension Laboratory and a small administration unit.
- (c) The third team is headed by an SEME and supported by one EME and one Principal Technical Officer. It is responsible for the Mass and Related Laboratory, the Force Laboratory and the Technical Support Unit.

16. Having regard to the widening service scope of SCL and the fact that HL now needs to supervise both the EE and EME Grades officers, we consider that the current CEE ranking of the HL post will not only undermine the morale of the EME Grade officers but also pose an unnecessary restriction on grooming potential candidates from the EME stream. Accordingly, we propose that the HL post should be converted to a bi-disciplinary post open to senior professionals in both the EE and EME Grades in ITC for promotion.

Encl. 8 17. The job description of the HL post will remain unchanged, as at
Encl. 9 Enclosure 8, except that it can be filled by a CEE or CEME. The existing and proposed organisation chart of SCL post is at Enclosure 9.

Staff Consultation

18. DCIT held meetings in June 2008 and February 2009 to consult departmental grades officers on the proposed changes. They considered that the AC(Q) (ACIT) post should be retained for the advancement of the professional grades officers in ITC whereas the proposed opening up of the HL post to both the EE and EME Grades would better reflect the on-going development of SCL.

Alternatives Considered

19. It is considered undesirable both from the staff morale and resource deployment perspectives to continue freezing the AC(Q) post for the creation of a supernumerary AC(PD) post. We consider that the proposed revision of the duties of the AC(Q) post and the proposed redeployment of the AC(I) post to take up the responsibilities of the supernumerary AC(PD) post will optimise the deployment of directorate staff of the Commission.

20. As for the HL post, one alternative is to maintain the status quo by keeping the HL post as a CEE post. This is not desirable as it fails to take cognisance of the contributions of the departmental EME Grade staff as well as the change in service scope of SCL. Another alternative will be to create a new one-rank grade for the HL post and have it opened up to candidates with EE or EME qualifications. As a one-rank post, it will be subject to open recruitment, and will not be considered as a promotion post for the EE and EME grades. Given that senior departmental professionals in both the EE and EME Grades may be suitable for appointment as HL, we consider that staff of the two Grades should be given the prospect of career advancement to HL.

FINANCIAL IMPLICATIONS

21. The proposals only involve the revision and redistribution of duties of existing directorate posts at D2 level, the redeployment of an AOSGC post, as well as the conversion of a single-disciplinary CEE post to a bi-disciplinary post. These proposals will not have any additional financial implications.

PUBLIC CONSULTATION

22. We consulted the Legislative Council Panel on Information Technology and Broadcasting and the Panel on Commerce and Industry on the proposals at their meetings on 9 February and 17 March 2009 respectively. The Panels supported the staffing proposals as presented in this paper.

ESTABLISHMENT CHANGES

23. The current proposals will not result in any changes in the establishment of ITC. The establishment changes under Head 155 for the last two years are as follows –

Establishment (Note)	Number of posts		
	Existing (as at 1 April 2009)	As at 1 April 2008	As at 1 April 2007
A	7#	7	7
B	49	48	48
C	113	113	113
Total	169	168	168

/Note

Note :

- A - ranks in the directorate pay scale or equivalent
- B - non-directorate ranks the maximum pay point of which is above MPS point 33 or equivalent
- C - non-directorate ranks the maximum pay point of which is at or below MPS point 33 or equivalent
- # - As at 1 April 2009, there were no unfilled directorate posts in ITC

CIVIL SERVICE BUREAU COMMENTS

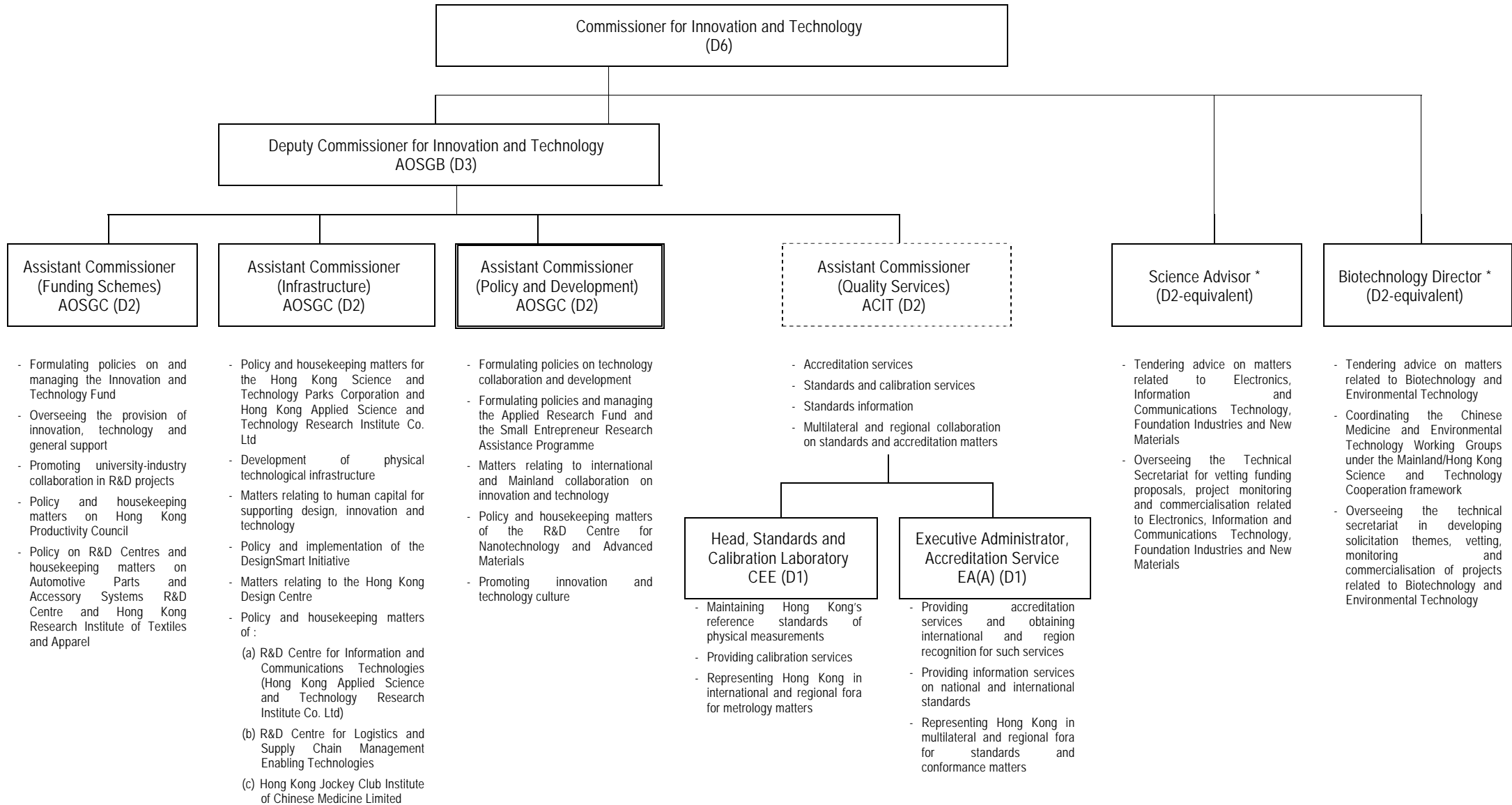
24. The Civil Service Bureau supports the proposed revamping and redeployment of the duties of the two AC posts and the proposed conversion of the CEE post from a single-disciplinary post to a bi-disciplinary post, having regard to the scope of responsibilities and professional input required.

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

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

Commerce and Economic Development Bureau
April 2009

Existing Organisation Chart of Innovation and Technology Commission



Legend :

- * Non-civil service position
- Supernumerary post held against the frozen post
- Permanent post frozen

- AOSG Administrative Officer Staff Grade
- ACIT Assistant Commissioner for Innovation and Technology
- CEE Chief Electronics Engineer
- EA(A) Executive Administrator (Accreditation)
- R&D Research and Development

**Job Description of
Assistant Commissioner (Funding Schemes)**

Post Title : Assistant Commissioner (Funding Schemes)
Rank : Administrative Officer Staff Grade C (D2)
Responsible to : Deputy Commissioner for Innovation and Technology

Main Duties and Responsibilities –

- (a) to deal with policy and management matters relating to the Innovation and Technology Fund;
- (b) to oversee the provision of the Innovation and Technology Fund;
- (c) to deal with policy and housekeeping matters on Hong Kong Productivity Council;
- (d) to promote university-business collaboration in research and development projects; and
- (e) to deal with the policy on research and development centres and housekeeping matters on Automotive Parts and Accessory Systems Research and Development Centre and Hong Kong Research Institute of Textiles and Apparel.

**Job Description of
Assistant Commissioner (Infrastructure)**

Post Title : Assistant Commissioner (Infrastructure)

Rank : Administrative Officer Staff Grade C (D2)

Responsible to : Deputy Commissioner for Innovation and Technology

Main duties and responsibilities –

- (a) to deal with policy, resource and housekeeping matters related to the Hong Kong Science and Technology Parks Corporation;
- (b) to deal with policy, resource and housekeeping matters related to the Hong Kong Applied Science and Technology Research Institute Company Limited including Hong Kong Research and Development Centre (R&D Centre) for Information and Communications Technologies, Hong Kong Jockey Club Institute of Chinese Medicine Limited and Hong Kong R&D Centre for Logistics and Supply Chain Management Enabling Technologies;
- (c) to deal with matters related to technology incubation and techno-entrepreneurship policy and relevant programmes;
- (d) to deal with matters related to human capital and implementing Mainland-related projects for supporting innovation and technology, including providing input to the Admission of Talents Scheme and Admission of Mainland Professionals Scheme; and
- (e) to handle matters related to the policy and implementation of the DesignSmart Initiative, Hong Kong Design Centre and the development of physical technology infrastructure in general.

**Job Description of
Assistant Commissioner (Policy and Development)**

Post Title : Assistant Commissioner (Policy and Development)

Rank : Administrative Officer Staff Grade C (D2)

Responsible to : Deputy Commissioner for Innovation and Technology

Main duties and responsibilities –

- (a) to formulate policies on technology collaboration and development;
- (b) to formulate policies and managing the Applied Research Fund and the Small Entrepreneur Research Assistance Programme;
- (c) to service the Hong Kong side of the Mainland and Hong Kong Science and Technology Cooperation Committee under the cooperation framework between the Ministry of Science and Technology of the Central People's Government and the Government of the Hong Kong Special Administrative Region, and to coordinate follow-up actions with government bureaux, departments and other agencies;
- (d) to deal with matters related to Hong Kong's participation in the Pan-Pearl River Delta Joint Conference on Regional Cooperation in Science and Technology;
- (e) to service the Hong Kong side of the Hong Kong-Guangdong Cooperation Joint Conference – Expert Group on Cooperation in Innovation and Technology, and to coordinate follow-up actions with government bureaux, departments and other agencies;
- (f) to service the Hong Kong side of the Shenzhen-Hong Kong Steering Group on Cooperation in Innovation and Technology, and to coordinate follow-up actions with government bureaux, departments and other agencies;
- (g) to deal with matters related to other bilateral, multilateral and regional collaboration on innovation and technology;

/(h)

- (h) to deal with matters relating to policy and housekeeping matters of the Nanotechnology and Advanced Materials Institute; and
- (i) to promote an innovation and technology culture in business and the community, and to formulate and implementing the Commission's corporate communications strategy and publicity programme.

**Job Description of
Deputy Commissioner for Innovation and Technology**

Post Title : Deputy Commissioner for Innovation and Technology

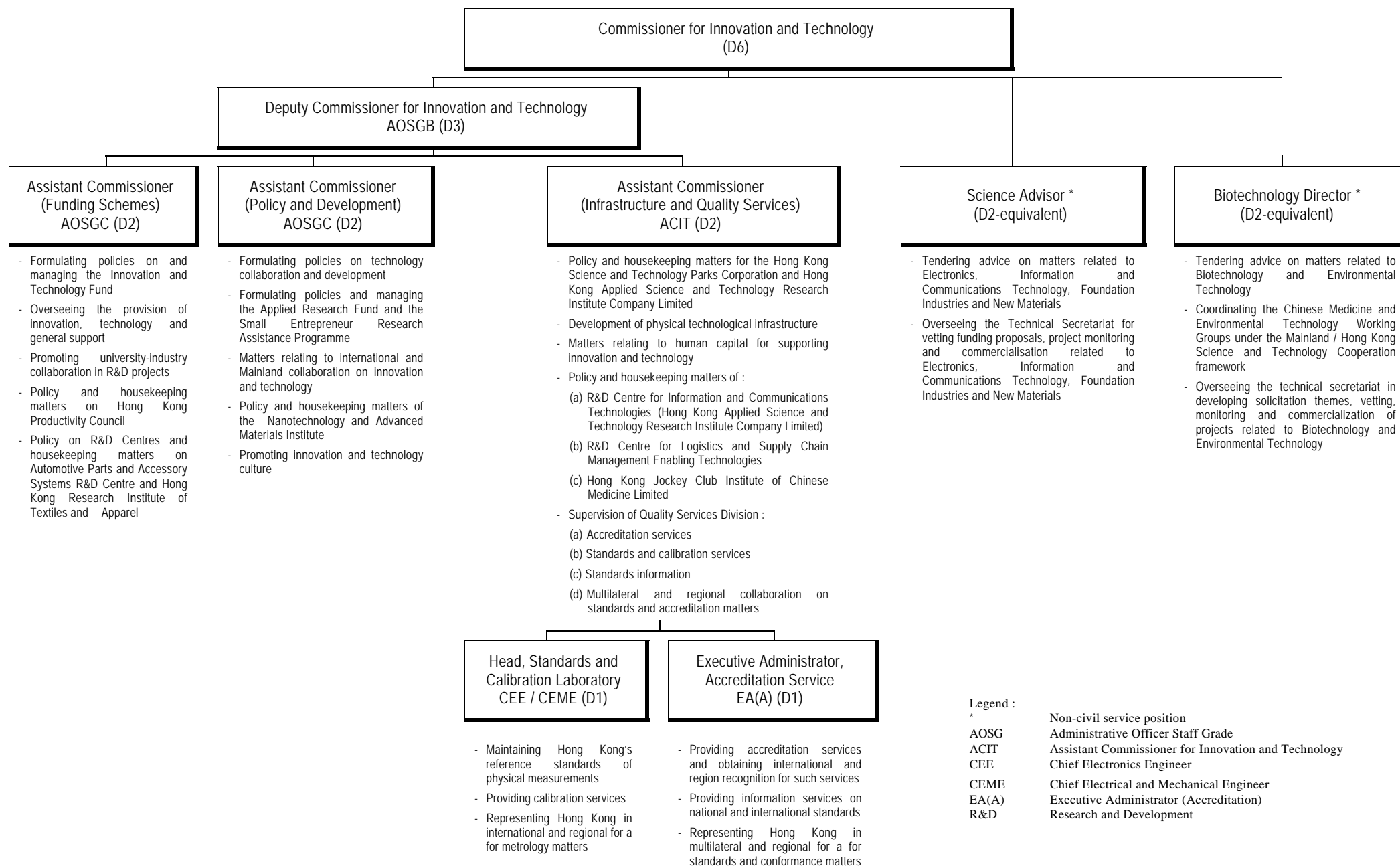
Rank : Administrative Officer Staff Grade B (D3)

Responsible to : Commissioner for Innovation and Technology

Main Duties and Responsibilities –

- (a) to review policies and programmes on innovation and technology and to develop strategies and make recommendations to the Commissioner as appropriate;
- (b) to review and oversee the human and financial aspects and activities of the Commission;
- (c) to supervise the work of Assistant Commissioners and steer inter-division activities; and
- (d) to represent the Commissioner or act as his/her alternative at boards and committees.

Proposed Organisation Chart of Innovation and Technology Commission



**Job Description of
Assistant Commissioner (Infrastructure and Quality Services)**

Post Title : Assistant Commissioner (Infrastructure and Quality Services)

Rank : Assistant Commissioner for Innovation and Technology (D2)

Responsible to : Deputy Commissioner for Innovation and Technology

Main duties and responsibilities –

- (a) to deal with policy, resource and housekeeping matters related to the Hong Kong Science and Technology Parks Corporation, Hong Kong Applied Science and Technology Research Institute Company Limited, Hong Kong Jockey Club Institute of Chinese Medicine Limited and Hong Kong R&D Centre for Logistics and Supply Chain Management Enabling Technologies Limited;
 - (b) to deal with matters related to technology incubation and techno-entrepreneurship policy and relevant programmes;
 - (c) to deal with matters related to human capital and implementing Mainland-related projects for supporting innovation and technology, including providing input to the Admission of Talents Scheme and Admission of Mainland Professionals Scheme;
 - (d) to supervise the Quality Services Division in providing accreditation services, standards and calibration services, standards information; and
 - (e) to participate in multilateral and regional collaboration efforts on standards and accreditation matters.
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**Proposed Job Description of
Head of Laboratory**

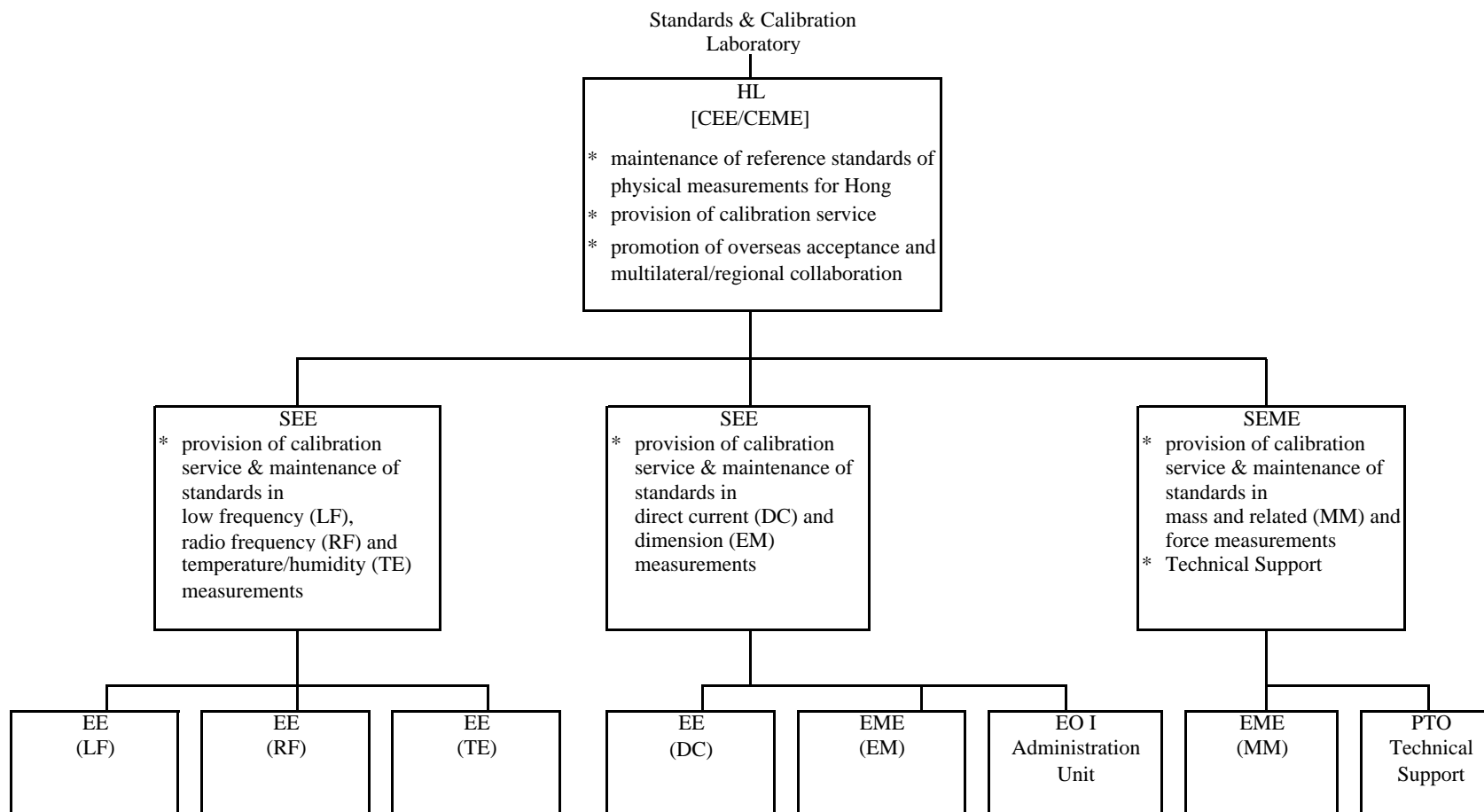
- Post Title** : Head of Laboratory
- Rank** : [Chief Electronics Engineer (CEE) (D1)/
Chief Electrical and Mechanical Engineer (CEME)] (D1)
- Responsible to** : Assistant Commissioner (Infrastructure and Quality
Services)

Main duties and responsibilities –

- (a) to be responsible for the development and maintenance of reference standards of physical measurements for Hong Kong, traceable to the International System of Units of Measurement;
- (b) to be responsible for the provision of calibration services to Government agencies and the private sector;
- (c) to promote overseas acceptance of the measurement standards maintained and of the calibration and measurement certificates issued by the Standards and Calibration Laboratory (SCL) through inter-laboratory comparisons and mutual recognition arrangements;
- (d) to deal with matters related to multilateral or regional collaboration on measurement standards; and
- (e) to supervise the staff of the SCL in dealing with matters on (a) to (d) above.

[] under the proposal, the post can be filled by a CEE or CEME

Existing and Proposed Organisation Chart of the Standards and Calibration Laboratory



Legend :

- | | | | |
|------|---|------|-----------------------------|
| HL | Head of Laboratory | | |
| CEE | Chief Electronics Engineer | EO I | Executive Officer I |
| CEME | Chief Electrical and Mechanical Engineer | PTO | Principal Technical Officer |
| SEE | Senior Electronics Engineer | | |
| SEME | Senior Electrical and Mechanical Engineer | | |
| EE | Electronics Engineer | | |
| EME | Electrical and Mechanical Engineer | | |

[] under the proposal, the post of HL can be filled by a CEE or CEME