

**Replies to initial written questions raised by Finance Committee Members in
examining the Estimates of Expenditure 2009-10**

**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.

1840

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 are the numbers and average monthly salary of civil servants and non-civil service contract staff with the qualification of associate degree or higher diploma over the past three years from 2006-07 to 2008-09? Are there any changes during this period?

Asked by: Hon. FUNG Kin-kee, Frederick

Reply:

The appointment of civil servants and non-civil service contract staff is handled by individual bureaux/departments or grade management. Information on job applicants' academic qualifications will be used during the recruitment process for assessing whether the applicants meet the stipulated entry requirements of the posts concerned. The Civil Service Bureau does not centrally keep statistics of civil servants and non-civil service contract staff on the basis of academic qualifications. We are therefore not able to provide the information required.

Signature _____

Name in block letters _____

Andrew HY WONG

Post Title _____

Permanent Secretary for the Civil Service

Date _____

16 March 2009

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

Reply Serial No.

CSB002

Question Serial No.

1865

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:

On civil service pay, apart from developing an effective means for implementing pay adjustments, has the Civil Service Bureau reserved any provision for an overall civil service pay adjustment made in the light of the results of the latest pay survey?

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, the Chief Executive-in-Council will make a decision on the 2009-10 civil service pay adjustment having regard to the outcome of the 2009 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 2009 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 2009-10, and if yes, the rates of adjustment and the financial implications, if any. The Administration has not designated a specific sum in the budget for civil service pay rise. However, as in previous years, we have included provisions for "Additional Commitments" under Head 106 Miscellaneous Services and such provisions are meant to cater, inter alia, to all sorts of contingency.

Signature _____

Name in block letters _____

Andrew HY WONG

Post Title _____

Permanent Secretary for the Civil Service

Date _____

16 March 2009

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

Reply Serial No.

CSB003

Question Serial No.

0263

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:

Are trainees participating in the national studies confined to the civil servants of certain grades or ranks? Please provide information on the relevant grades and ranks. What is the Government's total expenditure on this item and the average expenditure per trainee in 2007-08 and 2008-09?

Asked by: Hon. HO Chung-tai, Raymond

Reply:

National studies programmes include national studies courses held in the Mainland, local seminars and e-learning. While the programmes held in the Mainland are provided for directorate officers and civil servants on Master Pay Scale Point 34 and above, local seminars and e-learning resources on our National Studies Portal are opened to civil servants of all grades and ranks. In 2007-08, the total expenditure for the programmes held in the Mainland and local seminars was \$7.82 million, and the average expenditure per trainee was about \$1,200. In 2008-09, the total expenditure for such programmes and seminars was \$9.97 million, and the average expenditure per trainee was about \$1,100. The expenditure for the National Studies Portal is \$450,000 each year.

Signature _____

Name in block letters _____

Andrew HY WONG

Post Title _____

Permanent Secretary for the Civil Service

Date _____

11 March 2009

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

Reply Serial No.

CSB004

Question Serial No.

0267

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 the staff exchange programme with major Mainland cities, there will be expenses such as accommodation and allowances for the staff. Please give a breakdown of the expenditure so incurred. What is the estimated expenditure on this item for 2009-10?

Asked by: Hon. HO Chung-tai, Raymond

Reply:

The expenditure for staff exchange programmes with the Mainland mainly comprises participants' travelling, accommodation and living expenses. According to the exchange agreements signed between the Mainland authorities and the Hong Kong Special Administrative Region Government, such expenses are to be paid by the home authorities. Our estimated direct expenditure for this programme is about \$410,000 in 2009-10.

Signature _____

Name in block letters _____

Andrew HY WONG

Post Title _____

Permanent Secretary for the Civil Service

Date _____

11 March 2009

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

Reply Serial No.

CSB005

Question Serial No.

0268

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:

Do civil servants taking part in e-learning programmes pursue the studies in their spare time? Has the Government issued any relevant guidelines to remind civil servants not to engage in e-learning while on duty, so that their work would not be affected?

Asked by: Hon. HO Chung-tai, Raymond

Reply:

E-learning programmes for civil servants are provided through the portal "Cyber Learning Centre Plus" ("CLC Plus"). The aim of this portal is to encourage civil servants to engage in continuous learning any time anywhere, and to use the resources on the portal to facilitate their work. The Civil Service Training and Development Institute encourages bureaux and departments ("B/Ds") to allow staff to access the reference materials on "CLC Plus" to facilitate their work. It also encourages B/Ds to allow civil servants to use the portal for self-learning when their duties will not be adversely affected.

Signature _____

Name in block letters _____

Andrew HY WONG

Post Title _____

Permanent Secretary for the Civil Service

Date _____

10 March 2009

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

Reply Serial No.

CSB006

Question Serial No.

1081

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 Civil Service Bureau indicates that in 2009–10, it will continue to contain the size of the civil service establishment, while allowing a controlled increase to address manpower needs including those arising from new and improved services. Please explain:

- a. What does “a controlled increase” mean and how it is determined;
- b. the additional posts expected to be created in the civil service establishment after “a controlled increase”; and
- c. the details of the expected growth in manpower in respective departments.

Asked by: Hon. LAU Kin-ye, Miriam

Reply:

- a. & b. Through implementation of various measures such as Voluntary Retirement Schemes and civil service open recruitment freezes, the Government met the target to reduce the civil service establishment to around 160 000 in March 2007.

The Government will continue to control the civil service establishment to maintain a lean and efficient civil service. This is in keeping with the principle of prudent management of public resources. We will also work closely with policy bureaux/departments (B/Ds) to ensure that there are adequate and appropriate manpower resources to implement policy initiatives and meet the community's increasing demand for public services.

We will ensure that new civil service posts will only be created when the operational need is fully justified, when the work involved cannot be undertaken by re-deployment of existing staff, and when alternative modes of service delivery (e.g. outsourcing or hire of services) are considered inappropriate.

Having examined the manpower situation and future manpower needs of B/Ds, we consider it justified to allow a moderate increase of about 0.9% (about 1 530 posts) in the civil service establishment in 2009-10.

- c. The revised estimate for B/Ds' establishment in 2008-09 and B/Ds' estimated establishment in 2009-10 are set out in the Summary of Establishment in the Estimates (reproduced at Annex).

Signature _____

Name in block letters Andrew HY WONG

Post Title Permanent Secretary for the Civil Service

Date 16 March 2009

SUMMARY OF ESTABLISHMENT

HEAD OF EXPENDITURE		ESTABLISHMENT (NUMBER OF POSTS) AS AT	
		31.3.2009 Revised estimate	31.3.2010 Estimate
21	Chief Executive's Office	97	100
22	Agriculture, Fisheries and Conservation Department.....	1 920	1 973
25	Architectural Services Department.....	1 776	1 781
24	Audit Commission.....	185	185
23	Auxiliary Medical Service.....	93	93
82	Buildings Department.....	914	992
26	Census and Statistics Department.....	1 187	1 305
27	Civil Aid Service	106	106
28	Civil Aviation Department.....	717 (1)	739 (1)
33	Civil Engineering and Development Department.....	1 702	1 723 (2)
30	Correctional Services Department.....	6 674	6 696
31	Customs and Excise Department.....	5 667	5 666
37	Department of Health	5 332	5 504
92	Department of Justice	1 110 (1)	1 115 (1)
39	Drainage Services Department	1 866	1 860
42	Electrical and Mechanical Services Department	348	349
44	Environmental Protection Department	1 630	1 651
45	Fire Services Department	9 427	9 594
49	Food and Environmental Hygiene Department	11 140	11 143
46	General Expenses of the Civil Service	359	359
166	Government Flying Service.....	223	223
48	Government Laboratory	416	423
59	Government Logistics Department.....	708	712
51	Government Property Agency	213	213
143	Government Secretariat: Civil Service Bureau.....	594	596
152	Government Secretariat: Commerce and Economic Development Bureau (Commerce, Industry and Tourism Branch)	184 (2)	188 (1)
55	Government Secretariat: Commerce and Economic Development Bureau (Communications and Technology Branch).....	52	52
144	Government Secretariat: Constitutional and Mainland Affairs Bureau.....	116	132 (2)
138	Government Secretariat: Development Bureau (Planning and Lands Branch).....	107	116
159	Government Secretariat: Development Bureau (Works Branch).....	189	199 (3)
156	Government Secretariat: Education Bureau	5 847 (2)	5 750 (2)
137	Government Secretariat: Environment Bureau.....	37	38
148	Government Secretariat: Financial Services and the Treasury Bureau (Financial Services Branch).....	154 (3)	160 (3)
147	Government Secretariat: Financial Services and the Treasury Bureau (The Treasury Branch).....	179	179

SUMMARY OF ESTABLISHMENT

HEAD OF EXPENDITURE	ESTABLISHMENT (NUMBER OF POSTS) AS AT	
	31.3.2009 Revised estimate	31.3.2010 Estimate
139 Government Secretariat: Food and Health Bureau (Food Branch).....	44	46 (1)
140 Government Secretariat: Food and Health Bureau (Health Branch).....	59	85 (2)
53 Government Secretariat: Home Affairs Bureau.....	203 (3)	205 (3)
155 Government Secretariat: Innovation and Technology Commission	169	170
141 Government Secretariat: Labour and Welfare Bureau ...	104 (2)	104 (2)
47 Government Secretariat: Office of the Government Chief Information Officer	644	645
142 Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary	466 (1)	476
96 Government Secretariat: Overseas Economic and Trade Offices.....	149	149
151 Government Secretariat: Security Bureau	179 (1)	180 (1)
158 Government Secretariat: Transport and Housing Bureau (Transport Branch).....	150	154
60 Highways Department	2 063 (3)	2 084 (5)
63 Home Affairs Department	1 844	1 860
168 Hong Kong Observatory.....	287	293
122 Hong Kong Police Force	32 714	32 882
70 Immigration Department	6 519	6 642
72 Independent Commission Against Corruption.....	1 386	1 393
74 Information Services Department.....	428	430
76 Inland Revenue Department	2 818	2 818
78 Intellectual Property Department.....	112	115
79 Invest Hong Kong.....	35	35
174 Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service	29	31
80 Judiciary	1 634	1 650
90 Labour Department.....	1 853 (1)	1 860 (1)
91 Lands Department	3 817	3 866
94 Legal Aid Department	538	538
95 Leisure and Cultural Services Department	7 861	8 061 (1)
100 Marine Department.....	1 394	1 392
116 Official Receiver's Office.....	223	224
118 Planning Department	768	771
136 Public Service Commission.....	27	27
160 Radio Television Hong Kong	524	523
162 Rating and Valuation Department.....	851	852
163 Registration and Electoral Office	121	122
169 Secretariat, Commissioner on Interception of Communications and Surveillance.....	17	20

SUMMARY OF ESTABLISHMENT

HEAD OF EXPENDITURE	ESTABLISHMENT (NUMBER OF POSTS) AS AT	
	31.3.2009 Revised estimate	31.3.2010 Estimate
170 Social Welfare Department.....	5 135	5 223
173 Student Financial Assistance Agency	279	341
180 Television and Entertainment Licensing Authority	154	155
181 Trade and Industry Department.....	512	512
186 Transport Department.....	1 246	1 275
188 Treasury.....	496	494
190 University Grants Committee.....	48	52
194 Water Supplies Department.....	4 497	4 500
	143 666 (20)	145 170 (31)
Companies Registry.....	289	290
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.....	37	36
Hospital Authority	2 907	2 769
Housing Authority	7 624 (1)	7 801 (1)
Independent Police Complaints Council	22	14
Land Registry	483 (4)	483 (4)
Legal Aid Services Council	4	4
Office of the Telecommunications Authority.....	218	219
Post Office.....	5 347	5 347
Vocational Training Council.....	42	35
	20 508 (5)	20 533 (5)
	164 174 (25)	165 703 (36)

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

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

Reply Serial No.

CSB007

Question Serial No.

1082

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 Civil Service Bureau indicates that in 2009-2010, it will continue to maintain a vigorous, effective and efficient disciplinary system against misconduct in the civil service. Please advise on:

- the number of civil servants disciplined in 2006-2008, with a breakdown by their ranks and departments;
- the details of the types of disciplinary punishment meted out to these civil servants;
- the time taken to process a disciplinary case and whether there is a need to improve efficiency.

Asked by: Hon. LAU Kin-ye, Miriam

Reply:

- Under Programme (2), the Secretariat on Civil Service Discipline centrally processes formal disciplinary actions under the Public Service (Administration) Order ("PS(A)O")^(Note). In 2006-07, 2007-08 and 2008-09 (up to 31 January 2009), a total of 523 civil servants were punished under the PS(A)O. They include civil servants of a variety of grades and ranks. A breakdown according to their pay scale and point is given below.

Rank as grouped by pay scale and point \ Year	2006-07	2007-08	2008-09 (upto 31.1.2009)
Directorate	1	0	1
Master Pay Scale ("MPS") Point 14-49 or equivalent	45	50	46
Below MPS Point 14 or equivalent	135	131	114
Total	181	181	161

(Note) Generally speaking, the discipline-related matters for civilian grade civil servants and senior ranking civil servants in disciplined services departments are subject to the PS(A)O, while those for middle ranking civil servants or below in disciplined services grades are subject to disciplined services legislation.

From 2006-07 to 2008-09 (up to 31 January 2009), the departments with more than five civil servants punished each year under the PS(A)O are: Agriculture, Fisheries and Conservation Department, Department of Health, Electrical and Mechanical Services Department, Food and Environmental Hygiene Department, Home Affairs Department, Immigration Department, Lands Department, Leisure and Cultural Services Department, Post Office, Social Welfare Department and Water Supplies Department.

- (b) A breakdown of the punishments awarded to civil servants under the PS(A)O is shown in the table below –

Punishment \ Year	2006-07	2007-08	2008-09 (upto 31.1.2009)
Dismissal	14	8	7
Compulsory retirement (with or without financial penalty)	15	15	18
Severe reprimand with financial penalty	45	53	33
Severe reprimand	6	15	7
Reprimand with financial penalty	16	10	10
Reprimand	18	14	11
Warning (written or verbal)	67	66	75
Total	181	181	161

- (c) Disciplinary cases processed under sections 9 and 10 of the PS(A)O that require a hearing generally take about 3 to 9 months to complete. Cases processed under sections 10(3) and 11 of the PS(A)O that do not require a hearing generally take about 1 to 3 months to complete. The Administration will continue to review the disciplinary procedures where appropriate, having regard to operational needs.

Signature _____

Name in block letters Andrew HY WONG

Post Title Permanent Secretary for the Civil Service

Date 11 March 2009

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

Reply Serial No.

CSB008

Question Serial No.

2482

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:

Regarding the 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, please advise on:

- a. the number of civil servants sent to the Mainland for attachment, their ranks and respective departments between 2006 and 2008;
- b. the cities where these civil servants were sent and the departments they were attached to;
- c. the criteria for selecting the civil servants for attachment;
- d. the details of the assistance each civil servant received, including salaries, leave and various allowances;
- e. the annual expenditures on this programme between 2006 and 2008;
- f. how did the Civil Service Bureau assess the effectiveness of the programme;
- g. whether the civil servants participated in the programme were required to submit reports to the Administration on their attachment.

Asked by: Hon. LAU Kin-ye, Miriam

Reply:

- a. From 2006-07 to 2008-09, there were a total of 35 civil servants on attachment to the Mainland. These civil servants are generally at senior professional level (i.e. those on Master Pay Scale Point 45 or equivalent) or above. They came from the Architectural Services Department, Buildings Department, Customs and Excise Department, Civil Engineering and Development Department, Department of Health, Education Bureau, Housing Department, Hong Kong Police Force, Immigration Department, Office of the Government Chief Information Officer, Office of the Telecommunications Authority, Planning Department and Transport Department.
- b. These civil servants were attached to Beijing, Shanghai, Hangzhou and Guangdong. The host departments in the Mainland included the Public Security Bureau, Communications Bureau, Housing, Land and Resource Administration Bureau, Information Office, Urban Planning Commission, Construction Committee, Science and Technology Commission, Education Department, Radio and Television Bureau, Health Bureau, Administration of Quality and Technology Supervision, etc.

- c. Civil servants on attachment are nominated by their departments and selected according to their job and development needs. Participating civil servants should normally be at the senior professional level. This is mainly because in addition to learning about the Mainland's systems, work practices and development of related fields, they also act as representatives of the Hong Kong Special Administrative Region Government (HKSARG) and their departments. They would brief the host departments on the work and situation of their parent departments, the structure of the HKSARG and the latest development.
- d. Civil servants on attachment will receive allowances which cover travelling, accommodation and living expenses. During the attachment period, they will be on study leave. Their salary, benefits and the above-mentioned allowances will be borne by the parent departments.
- e. The expenditures for this programme for the three years from 2006-07 to 2008-09 were \$400,000, \$450,000 and \$390,000 respectively.
- f. In order to assess the effectiveness of the programme, participants are required to fill in an evaluation questionnaire upon completion of their attachment. The coordinators of the Mainland host cities will also provide feedback to the Civil Service Bureau on how the civil servants on attachment have benefitted the host and the parent departments.
- g. Civil servants on attachment are required to submit a report on completion of attachment. The report will give an account of the experience and the benefits gained by the civil servants concerned as well as their departments. The reports will be uploaded onto the e-learning portal "CLC Plus" for reference by and sharing with other civil servants.

Signature _____

Name in block letters Andrew HY WONG

Post Title Permanent Secretary for the Civil Service

Date 13 March 2009

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

Reply Serial No.

CSB009

Question Serial No.

2483

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:

Regarding the training opportunities provided by the Administration to civil servants of different ranks, please advise on:

- a. the expenditure on training provided to different ranks of civil servants in 2005-06, 2006-07 and 2007-08;
- b. the annual expenditure on training, number of trainees and training programmes for 2005-06, 2006-07 and 2007-08 for the five Government departments with the largest amount of training expenditure.

Asked by: Hon. LAU Kin-ye, Miriam

Reply:

- a. While the Civil Service Training and Development Institute is responsible for the provision of generic training, bureaux/departments is responsible for vocational training to meet their staff's specific operational or professional needs. In 2005-06, 2006-07 and 2007-08, the total expenditure on training was \$107 million, \$117 million and \$125 million respectively. As training programmes vary and are large in number, and many of them are open to civil servants of various ranks, the relevant expenditure cannot be broken down by ranks of civil servants.
- b. The top five departments with the highest expenditure on training in 2005-06, 2006-07 and 2007-08, their numbers of trainees and training provided are given below –

2005-06

Department	Training Expenditure (\$million)	No. of trainees	Major Categories
Hong Kong Police Force	14.3	190 900	Vocational training, Information technology, Language
Civil Aviation Department	8.7	1 100	Vocational training, Management, Language
Housing Department	8.6	32 900	Vocational training, Information technology, Management
Government Flying Service	8.1	570	Vocational training, Management
Electrical and Mechanical Services Department	6.9	16 400	Vocational training, Management, Information technology

2006-07

Department	Training Expenditure (\$million)	No. of trainees	Major Categories
Hong Kong Police Force	16.6	228 000	Vocational training, Information technology, Language
Civil Aviation Department	10	1 100	Vocational training, Management, Language
Government Flying Service	8.5	650	Vocational training, Management
Housing Department	8.3	31 000	Vocational training, Information technology, Management
Office of the Government Chief Information Officer	8	2 800	Vocational training, Management, Language

2007-08

Department	Training Expenditure (\$million)	No. of trainees	Major Categories
Hong Kong Police Force	17	262 000	Vocational training, Information technology, Language
Housing Department	11.6	33 500	Vocational training, Information technology, Management
Civil Aviation Department	10.4	710	Vocational training, Management, Language
Food and Environmental Hygiene Department	8	15 500	Vocational training, Information technology, Management
Leisure and Cultural Services Department	7.7	10 700	Vocational training, Management, Information technology

Signature _____

Name in block letters Andrew HY WONG

Post Title Permanent Secretary for the Civil Service

Date 12 March 2009

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

Reply Serial No.

CSB010

Question Serial No.

1808

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:

In paragraph 24 of the Budget Speech, it is mentioned that the Government will advance civil service recruitment to counter the impact of the financial tsunami on the labour market. Please list out the number of posts in the junior, middle and senior levels# open for recruitment in 2009-10 and the payroll expenses involved. Among such posts, how many belong to the Model Scale 1 Grades and the Clerical Grades?

- # Posts in junior level : salary equivalent to MPS 9 or below;
- Posts in middle level : salary equivalent to MPS 10 to 33;
- Posts in senior level : salary equivalent to MPS 34 or above.

Asked by: Hon. LEE Cheuk-yan

Reply:

In December 2008, the Chief Executive announced that the Government would advance the recruitment of civil servants to fill 7 700 civil service vacancies between December 2008 and March 2010. Among them, some 4 300 vacancies attract starting salary at Master Pay Scale (MPS) Point 9 or below; 3 400 vacancies at MPS Point 10 to 33; and less than 10 vacancies at MPS Point 34 or above. Annual salary expenses of these posts, calculated on the basis of their starting salary at the basic rank, are around \$0.64 billion, \$0.94 billion and \$5.81 million respectively.

There is no Model Scale 1 post in the some 7 700 civil service vacancies. About 400 of the vacancies are from the Clerical Grades.

Signature _____

Name in block letters _____

Andrew HY WONG

Post Title _____

Permanent Secretary for the Civil Service

Date _____

17 March 2009

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

Reply Serial No.

CSB011

Question Serial No.

1127

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:

The need to help civil servants to maintain the momentum in using Chinese in official business is mentioned under this Programme. Why does the Administration especially emphasize this point? What are the difficulties encountered by civil servants in using Chinese?

Asked by: Hon. LEUNG Kwok-hung

Reply:

The Government is committed to maintaining a civil service which is proficient in both written English and Chinese and conversant in spoken English, Cantonese and Putonghua. In striving to achieve a high level of bilingualism in the civil service, especially where English had been the primary working language for a long time, we had been actively promoting the wider use of Chinese in official business over the past decade or so. Good progress had been made. Civil servants generally possess the skill to draft official documents such as letters, speeches, minutes of meetings, papers, reports, etc., in Chinese. We will maintain the momentum in using Chinese in official business and continue to enhance the language proficiency of civil servants in support of the Government's official languages policy.

Signature _____

Name in block letters _____

Andrew HY WONG

Post Title _____

Permanent Secretary for the Civil Service

Date _____

12 March 2009

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

Reply Serial No.

CSB012

Question Serial No.

1128

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 the grades or departments of those civil servants who are required to attend national studies programmes? What are the criteria for selecting these civil servants?

Asked by: Hon. LEUNG Kwok-hung

Reply:

National studies programmes are provided for the entire civil service workforce. While the programmes held in the Mainland are provided for directorate civil servants and civil servants on Master Pay Scale Point 34 and above, local seminars and e-learning resources are open to civil servants of all grades and ranks. As for the selection criteria for the programmes held in the Mainland, priority will be given to civil servants with job or development needs and nominated by departments.

Signature _____

Name in block letters _____

Andrew HY WONG

Post Title _____

Permanent Secretary for the Civil Service

Date _____

12 March 2009

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

Reply Serial No.

CSB013

Question Serial No.

2647

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:

It is mentioned in the Budget that after the meetings of the Task Force on Economic Challenges, the Chief Executive announced a series of measures to preserve employment, including the recruitment of civil servants.

- (a) In 2008-09, how many new civil service posts and vacancies to be filled upon lifting of the recruitment freeze were approved by the Financial Secretary? What were their respective numbers? What are their estimated numbers for 2009-10?
- (b) What is the additional salary expenditure on the aforesaid item for 2008-09 and 2009-10 respectively? What is the percentage difference between the figures in real terms for these two years?
- (c) Of the new posts and vacancies filled in 2008-09, how many were Workman II posts and what was the percentage of such posts in the total number of new posts created? What was the percentage of such posts in the additional salary expenditure involved?
- (d) Regarding question (c), what is the Government's estimated expenditure for 2009-10?

Asked by: Hon. LEUNG Kwok-hung

Reply:

(a) and (b):

The revised estimates of civil service establishment for 31 March 2008 and 31 March 2009 are 162 826 and 164 174 respectively. The revised estimated establishment growth for 2008-09 is therefore about 0.8% (around 1 350 posts). The estimated civil service establishment for 31 March 2010 is 165 703. The establishment growth for 2009-10 is estimated to be about 0.9% (around 1 530 posts).

The above growth figures represent the net increase in the civil service establishment (involving creation and deletion of posts). We do not have readily available information on the salary expenses for newly created posts.

With the lifting of the civil service open recruitment freeze, Heads of Departments/Grades may conduct open recruitment as necessary to fill vacancies (except for a small number of grades due to reasons such as surplus staff situation). There is no need for Heads of Departments/Grades to seek approval.

(c) and (d):

In the 2008-09 Estimates and 2009-10 Estimates, there is no increase in Workman II posts. As Workman II grade is a common grade, bureaux/departments are vested with the authority to create or delete Workman II posts and to fill vacancies within their establishment ceilings and in accordance with their operational needs. As at 31 December 2008, the establishment of Workman II was about 7 600.

Signature _____

Name in block letters _____

Andrew HY WONG

Post Title _____

Permanent Secretary for the Civil Service

Date _____

18 March 2009

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

Reply Serial No.

CSB014

Question Serial No.

1106

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:

How many training courses currently organised by the Civil Service Bureau need to be taught by professionals hired from outside the Government? What is the expenditure involved?

Asked by: Hon. NG Margaret

Reply:

The Civil Service Training and Development Institute under the Civil Service Bureau organises more than 1 000 training courses every year. About 70% of these courses are outsourced to external organisations and delivered by academics, consultants and professionals outside the Government. The expenditure involved is about \$30 million.

Signature _____

Name in block letters Andrew HY WONG

Post Title Permanent Secretary for the Civil Service

Date 12 March 2009

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

Reply Serial No.

CSB015

Question Serial No.

1107

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 are the numbers of Training Officers in the existing establishment of the Civil Service Training and Development Institute? How many "Train the Trainers" courses are organised every year to better equip the Training Officers in handling new courses?

Asked by: Hon. NG Margaret

Reply:

52% of the existing establishment of the Civil Service Training and Development Institute are members of the Training Officer Grade (i.e. 54 Training Officers). In 2009-10, the Institute will organise two "Train the Trainers" courses for newly recruited Training Officers. Every year, each Training Officer will, in consultation with his supervisor, draw up and implement his personal development plan. Depending on the requirements of their jobs, they will attend local/overseas professional seminars and workshops, maintain cooperation and exchanges with external professionals, and pursue continuous learning.

Apart from the above, the Training Officer grade has established a Training and Development Committee which sets the overall long term training and development plans for Training Officers at various levels. The Committee also monitors the progress and effectiveness of such plans on a regular basis to ensure that they meet new job requirements.

Signature _____

Name in block letters _____

Andrew HY WONG

Post Title _____

Permanent Secretary for the Civil Service

Date _____

13 March 2009

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

Reply Serial No.

CSB016

Question Serial No.

1108

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:

How many training courses are currently organised by the Civil Service Training and Development Institute every year? Will additional tailor-made training courses be organised in 2009-10 to ensure that the civil service keeps pace with the demands of the community?

Asked by: Hon. NG Margaret

Reply:

The Civil Service Training and Development Institute organises more than 1 000 training courses every year. In 2009-10, the Institute will organise a number of thematic courses. Some of such courses will focus on the economic landscape under the financial tsunami, the impact of Pearl River Delta Region's development on Hong Kong-Guangdong-Macao, the latest development of the Racial Discrimination Ordinance, supervisory accountability, service excellence, work-life balance, etc. Bureaux/departments will also organise appropriate vocational training for their staff according to their professional and operational needs.

Signature _____

Name in block letters _____

Andrew HY WONG

Post Title _____

Permanent Secretary for the Civil Service

Date _____

12 March 2009

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

Reply Serial No.

CSB017

Question Serial No.

0798

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 are the respective numbers of cases of misconduct in the civil service handled in the past three years (i.e. from 2006-07 to 2008-09)?

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 is responsible for the formulation and review of civil service discipline and conduct policy, and handling under-performance cases and appeals of disciplinary cases. It comprises 1 Administrative Officer Staff Grade C, 1 Senior Administrative Officer*, 1 Chief Executive Officer, 5 Senior Executive Officers and 4 Secretarial/Clerical Grade members.

In 2006-07, 2007-08 and 2008-09 (up to 31 January 2009), 181, 181 and 161 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.

Signature _____

Name in block letters _____

Andrew HY WONG

Post Title _____

Permanent Secretary for the Civil Service

Date _____

11 March 2009

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

Reply Serial No.

CSB018

Question Serial No.

0799

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 2009-10 for considering and taking forward as appropriate the recommendations made by the relevant advisory bodies on civil service salaries and conditions of service in the grade structure reviews under Programme (2)?

Asked by: Hon. TAM Yiu-chung

Reply:

In end November 2008, the Standing Committee on Directorate Salaries and Conditions of Service; the Standing Committee on Disciplined Services Salaries and Conditions of Service; and the Standing Commission on Civil Service Salaries and Conditions of Service each submitted a grade structure review (GSR) report to the Chief Executive in respect of grades they were invited to examine and advise. The Government then proceeded to consult the concerned parties, including staff associations/representatives, relevant departmental/grade management, and civil servants in general, to seek their views on the findings and recommendations of the three GSR reports. In addition to collecting written submissions, we have met with some staff associations at their request during the consultation period in order to get a better understanding of their views. The views of the Panel on Public Service of the Legislative Council were also sought at its meetings held in December 2008 and January 2009.

In 2009-10, we will carefully examine the views of the concerned parties. We will then formulate the Administration's position on the GSRs having regard to relevant considerations, and seek a decision from the Chief Executive-in-Council.

Signature _____

Name in block letters _____

Andrew HY WONG

Post Title _____

Permanent Secretary for the Civil Service

Date _____

11 March 2009

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

Reply Serial No.

CSB019

Question Serial No.

0800

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 are the specific plans in 2009-10 to continue to maintain and enhance the morale of the civil service under Programme (2)? How many commendation schemes are being implemented by bureaux and departments at present? What is the financial provision made for all the commendation schemes in 2009-10?

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 2009-10.

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

Through the SCS' 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 2009-10.

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 1 300 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 60 000 eligible civil servants in 2009-10, about 2 000 awards will be granted and the estimated expenditure is about \$69 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 to the adjudication panels for assessment. The shortlisted participants will also be invited to make a presentation before the panel. The Scheme is organised at biennial intervals. All bureaux and departments are invited to participate in the Scheme. For the 2009 Scheme, about 140 submissions were received from 51 bureaux and departments. The results of the 2009 Scheme will be announced in September 2009. The direct expenses set aside for the Scheme in 2009-10 is \$1.5 million.

Signature _____

Name in block letters _____ Andrew HY WONG

Post Title _____ Permanent Secretary for the Civil Service

Date _____ 11 March 2009

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

Reply Serial No.

CSB020

Question Serial No.

0801

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 2009-10 to help bureaux and departments in using Chinese, including Putonghua, under Programme (3)? What is the expenditure involved?

Asked by: Hon. TAM Yiu-chung

Reply:

In 2009-10, CSB will continue to provide a wide range of support services and organise promotional and training activities to help bureaux and departments in the use of Chinese (including Putonghua). 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; production of *Word Power*, a quarterly publication on language and culture; and vetting of Chinese drafts prepared by bureaux and departments. 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 HY WONG

Post Title _____

Permanent Secretary for the Civil Service

Date _____

11 March 2009

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

Reply Serial No.

CSB021

Question Serial No.

0802

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:

Under Programme (3), what is the number of staff involved in providing vetting service in respect of drafts prepared by civil servants in 2009-10? What is the financial provision involved? How does it compare with the provision for last year (i.e. 2008-09)? Given that the Bureau has been implementing the official languages policy and initiatives for quite some years, why does the provision of vetting service for drafts in Chinese 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 not possible to isolate the number of staff 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 generally possess the skill to draft 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 and to make stylistic enhancements. In 2009-10, we will continue to assist civil servants to enhance their language standard and writing skills. This would help reduce the need for vetting service. We will organise various writing courses for civil servants. Language and writing support services will also be provided, which include compiling glossaries and writing aids for reference and providing telephone enquiry hotlines on language usage.

Signature _____

Name in block letters _____

Andrew HY WONG

Post Title _____

Permanent Secretary for the Civil Service

Date _____

11 March 2009

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

Reply Serial No.

CSB022

Question Serial No.

0803

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 2009-2010 and how far does it make up the total expenditure for training programmes?

Asked by: Hon. TAM Yiu-chung

Reply:

The expenditure for e-learning programmes in 2009-10 is about \$2.98 million, or about 6.3% of the direct training expenses to be incurred by the Civil Service Training and Development Institute.

Signature _____

Name in block letters _____

Andrew HY WONG

Post Title _____

Permanent Secretary for the Civil Service

Date _____

11 March 2009

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

Reply Serial No.

CSB023

Question Serial No.

0804

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 are the contents, target group and expenditure involved in the senior leadership development programme for 2009-2010? Of the officers who are eligible for the programme, what is the percentage of those who have attended the programme?

Asked by: Hon. TAM Yiu-chung

Reply:

The target participants of the senior leadership development programmes are directorate civil servants and officers on Master Pay Scale (MPS) Point 45 - 49. There are various types of leadership development programmes including structured courses that last for weeks and workshops/seminars that last for 0.5 to 2 days. These programmes cover a wide range of topics including global political and economic development, public policy formulation and management, leadership skills, communication strategy, crisis management, media handling skills, etc. The programmes are updated every year to ensure the content reflects the latest development. The estimated expenditure for senior leadership development programmes in 2009-10 is about \$7.5 million.

The current strength of directorate civil servants and officers on MPS Point 45 - 49 is about 4 500. Among them, about 50% have attended one or more senior leadership development programmes.

Signature _____

Name in block letters _____

Andrew HY WONG

Post Title _____

Permanent Secretary for the Civil Service

Date _____

11 March 2009

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

Reply Serial No.

CSB024

Question Serial No.

0805

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 number of trainees of national studies programmes in 2009-2010 will remain at a higher level as that of last year (i.e. 2008-2009). How many of the trainees will receive Basic Law training? What is the estimated provision for national studies programmes?

Asked by: Hon. TAM Yiu-chung

Reply:

Among the civil servants attending National Studies programmes in 2009-10, 6 000 are expected to attend various classroom training on the Basic Law. Such training includes Introductory Course, Intermediate Course, Advanced Course and seminars on the Basic Law. Civil servants at all levels could also learn the Basic Law on-line through an introductory course on the web. The total expenditure for National Studies programmes in 2009-10 is estimated at \$10 million.

Signature _____

Name in block letters _____

Andrew HY WONG

Post Title _____

Permanent Secretary for the Civil Service

Date _____

10 March 2009

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

Reply Serial No.

CSB025

Question Serial No.

0806

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 2009-2010? 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 2009-10, we will continue to provide the Training Sponsorship Scheme and pool resources to encourage more frontline staff to enhance their competence and capabilities for new challenges. The estimate for the Scheme in 2009-10 is \$3 million. About 500 applicants are expected to benefit from the Scheme.

Signature _____

Name in block letters _____

Andrew HY WONG

Post Title _____

Permanent Secretary for the Civil Service

Date _____

10 March 2009

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

Reply Serial No.

CSB026

Question Serial No.

1080

Head: 46 - General Expenses of the Civil Service Subhead (No. & title): 022 Passages

Programme: General Expenses of the Civil Service

Controlling Officer: Director of Accounting Services

Director of Bureau: Secretary for the Civil Service

Question:

Under Subhead 022 Passages, provision of \$178,630,000 for 2009-10 is for the payment of leave passage allowance, passages and related expenditure in respect of eligible officers and their dependants, and children of eligible officers being educated overseas. The provision comprises \$73,403,000 for the payment of leave passage allowance and \$105,227,000 for the payment of school passage. Please provide the information on:

- the respective number of recipients of these two allowances in the years from 2006-07 to 2009-10;
- the expenditures of these two allowances in the years from 2006-07 to 2009-10;
- the revised estimated expenditure for 2008-09 is only \$168,313,000, representing a substantial decrease of nearly \$30 million when compared with the approved estimate of \$197,973,000. What are the reasons?

Asked by: Hon. LAU Kin-ye, Miriam

Reply:

a&b. The number of recipients and expenditure for leave passage allowance and school passage allowance respectively for the years are as follows –

Financial Year	Leave Passage Allowance		School Passage Allowance	
	Expenditure \$'000	Number of Officers	Expenditure \$'000	Number of Students
2006-07	57,992	1 422	122,616	6 115
2007-08	60,976	1 469	103,687	5 471
2008-09 (revised estimate)	67,408	1 525	100,905	5 244
2009-10 (estimate)	73,403	1 651	105,227	5 197

- c. The 2008-09 revised estimate for Subhead 022 Passages is about \$30 million lower than the approved estimate, mainly due to fewer number of children of eligible officers studying overseas than expected, as well as the lower-than-expected amount of school passage allowance claimed by eligible officers for their children.

Signature _____

Name in block letters _____ K T L I _____

Post Title _____ Director of Accounting Services _____

Date _____ 17 March 2009 _____

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

Reply Serial No.

CSB027

Question Serial No.

2574

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 estimated expenditures on local education allowance and overseas education allowance in 2009-10?

Asked by: Hon. TAM Yiu-chung

Reply:

The estimated expenditures on local education allowance and overseas education allowance in 2009-10 are \$445,364,000 and \$418,580,000 respectively.

Signature _____

Name in block letters _____

K T LI

Post Title _____

Director of Accounting Services

Date _____

13 March 2009

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

Reply Serial No.

CSB028

Question Serial No.

2575

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 estimated numbers of officers who will receive the furniture and domestic appliances allowances, and the house allowance under Subhead 013 in 2009-10? What are the expenditures involved?

Asked by: Hon. TAM Yiu-chung

Reply:

It is estimated that in 2009-10, there will be about 13 100 officers receiving furniture and domestic appliances allowances and the expenditure will amount to \$16.5 million. It is expected that no officer will draw the house allowance in 2009-10.

Signature _____

Name in block letters _____

K T LI

Post Title _____

Director of Accounting Services

Date _____

13 March 2009

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

Reply Serial No.

CSB029

Question Serial No.

2576

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:

- (a) How many items are there under Subhead 040 Non-accountable cash allowance? What is the estimated expenditure for each item in 2009-10?
- (b) The Revised Estimate for the expenditure under Subhead 040 Non-accountable cash allowance in 2008-09 has been substantially reduced by 25% over the Approved Estimate. What are the reasons?
- (c) The estimated expenditure under Subhead 040 Non-accountable cash allowance in 2009-10 has been substantially increased by nearly 70% over the Revised Estimate for 2008-09. What are the reasons? What is the estimated number of recipients in 2009-10? How does the median salary of the recipients compare with that for the previous year, i.e. 2008-09?

Asked by: Hon. TAM Yiu-chung

Reply:

- (a) Subhead 040 Non-accountable cash allowance is payable only to eligible officers who are offered appointment on or after 1 June 2000. There is only one item under this subhead. For 2009-10, the estimated expenditure is \$117 million.
- (b) The lower provision for the 2008-09 Revised Estimate is mainly due to the lower than expected average number of recipients of Non-accountable Cash Allowance.
- (c) Non-accountable cash allowance is the only major housing benefit for officers offered appointment on or after 1 June 2000 in place of the Home Financing Scheme, Home Purchase Scheme and Rent Allowance Scheme. The increase in the estimated expenditure for 2009-10 is mainly attributable to the anticipated increase in the average number of recipients through salary progression, promotion and new appointment.

The average number of recipients in 2009-10 is estimated to be 646, as compared with the Revised Estimate of 385 for 2008-09.

The estimated median salary of the recipients in 2009-10 is \$56,295, which is \$2,080 or 3.6% lower than that of \$58,375 in 2008-09.

Signature _____

Name in block letters _____

K T LI

Post Title _____

Director of Accounting Services

Date _____

13 March 2009

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

Reply Serial No.

CSB030

Question Serial No.

0807

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:

Please explain why the revised estimate for provision and expenses under Subhead 026 Employees' compensation, injury, incapacity and death related payments for 2008-09 is 31.8% lower than the approved estimate for the same year and 36.2% higher for 2009-10.

Asked by: Hon. TAM Yiu-chung

Reply:

The 2008-09 Revised Estimate for Subhead 026 is 31.8% lower than the Approved Estimate. This is mainly due to –

- a) the lower provision for the employees' compensation as the number of injury-on-duty cases is less than expected; and
- b) the lower provision for the expenses for medical treatment and examination for employees injured on duty or suffered from occupational diseases by registered Chinese medicine practitioners under Part 3 of the Certification for Employees Benefits (Chinese Medicine) (Miscellaneous Amendments) Ordinance 2006. The Ordinance took effect from 1 September 2008, instead of 1 April 2008 as originally envisaged in the 2008-09 Approved Estimate.

The 2009-10 Estimate for this subhead is 36.2% higher than the 2008-09 Revised Estimate. The higher provision is mainly due to the full-year provision for expenses for medical treatment and examination by registered Chinese medicine practitioners.

Signature _____

Name in block letters _____

K T LI

Post Title _____

Director of Accounting Services

Date _____

13 March 2009

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

Reply Serial No.

CSB031

Question Serial No.

0808

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:

What was the additional expenditure on employees' compensation for medical treatment and examination by Chinese medicine practitioners since 1 September 2008?

Asked by: Hon. TAM Yiu-chung

Reply:

During the period from 1 September 2008 to 28 February 2009, expenses of medical treatment and examination for employees injured on duty or suffered from occupational diseases by registered Chinese medicine practitioners amounted to \$28,880.

Signature _____

Name in block letters _____

K T LI

Post Title _____

Director of Accounting Services

Date _____

13 March 2009

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

Reply Serial No.

CSB032

Question Serial No.

0809

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:

What are the respective numbers of recipients receiving employee's compensation from the Administration for the past three years (i.e. 2006-07, 2007-08 and 2008-09)?

Asked by: Hon. TAM Yiu-chung

Reply:

The numbers of employees who received employees' compensation from the Government in the past three years are as follows –

2006-07	1 242
2007-08	1 071
2008-09 (the latest position to 28.2.2009)	884

Signature

Name in block letters

Post Title

Date

K T LI

Director of Accounting Services

13 March 2009

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

Reply Serial No.

CSB033

Question Serial No.

0339

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 applications for appointment on agreement terms, extension of service and re-employment after retirement increased significantly in 2008-09. In this connection, will the Government inform this Committee:

1. of the breakdown of applications by application nature, departments and ranks in 2008-09;
2. whether the Administration has looked into the reasons for the aforesaid significant increase in applications; if yes, of the details; if not, of the reasons for that;
3. whether insufficient manpower and experience of serving civil servants was one of the reasons for the increase in applications; whether succession problems have emerged in the upper and middle levels of the civil service; and
4. whether the increase in applications will affect civil servants' promotion prospects and morale; if yes, whether the Administration has any means to solve the problem?

Asked by: Hon. LI Fung-ying

Reply:

1. A breakdown of the 55 cases in 2008 by nature, department and rank is provided below-

Department (Rank)	Appointment on agreement terms	Extension of service	Re-employment after retirement	Total
Civil Aviation Department (Air Traffic Control Officer II)	18	19	2	39
Civil Service Bureau (Executive Officer II)	1	0	0	1
Department of Justice (Deputy Principal Government Counsel)	1	0	0	1
Department of Health (Mortuary Attendant)	2	0	0	2
Education Bureau (Assistant Education Officer)	1	0	0	1
Home Affairs Department (Liaison Officer II)	1	0	0	1

Information Services Department (Principal Information Officer)	0	1	0	1
Official Receiver's Office (Senior Solicitor)	1	0	0	1
Post Office (Postman)	1	0	0	1
(Assistant Postmaster General)	1	0	0	1
Radio Television Hong Kong (Programme Officer)	3	0	0	3
(Senior Programme Officer)	1	0	0	1
(Principal Programme Officer)	1	0	0	1
Social Welfare Department (Chief Social Security Officer)	0	0	1	1
Total :	32	20	3	55

2. The increase in 2008 as compared to 2007 was mainly due to the increase in applications from Civil Aviation Department (CAD). Among the applications from CAD, 18 cases will in fact take effect in 2009. As CAD has advanced its submission of these 18 cases (including 7 cases of appointment on agreement terms and 11 cases of extension of service) in November 2008, the Commission provided its advice in December 2008 and hence the inflated figure of 55 for 2008. Discounting these 18 cases which would otherwise be advised by the Commission in early 2009, the net number of cases advised by the Commission in 2008 was 37, which was comparable to the average annual figure of 35 cases in the previous three years.

3. In 2008, the bulk of the cases involved the Air Traffic Control Officer (ATCO) II rank of CAD. There is a manpower constraint problem in the ATCO II rank which is due to the ever increasing air traffic volume and hence the creation of new posts (14 in 2008-09) to accommodate the increase. It has however not been possible to recruit directly at that rank due to the unavailability of qualified candidates in the local market. Promotion from within the ATCO grade also takes considerable time because of the very stringent training and qualifications required of ATCOs II. As such, the promotion prospect of more junior ranks is not affected by the extension of service and re-employment after retirement cases.

Signature _____

Name in block letters Nicholas W.F. NG

Post Title Chairman, Public Service Commission

Date 13 March 2009

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

Reply Serial No.

CSB034

Question Serial No.

1105

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

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:

What is the estimated expenditure for the 2009 Starting Salaries Survey to be conducted in 2009-2010? When will it commence? When will it be completed? How will it be conducted?

Asked by: Hon. NG Margaret

Reply:

In November 2008, the Standing Commission on Civil Service Salaries and Conditions of Service (SC) accepted the Administration's invitation to conduct the 2009 Starting Salaries Survey (SSS), using 1 April 2009 as the reference date, and to make recommendations to the Administration on how the survey findings should be applied to the civil service non-directorate civilian grades. Preparatory work for the 2009 SSS started in end 2008. The SC plans to submit the survey results and the application proposals to the Administration by end 2009/early 2010.

In line with past practices, the 2009 SSS will involve an exercise which collects data on the salary of private sector entry-level jobs. The SC plans to appoint a consultant to conduct this exercise.

The estimated expenditure for the 2009 SSS for 2008-09 and 2009-10 is \$0.7m and \$5.17m respectively, mainly comprising expenses for personal emoluments and departmental expenses (including consultancy fee).

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 _____

13 March 2009

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

Reply Serial No.

CSB035

Question Serial No.

2785

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

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:

Under Subhead 000 Operational expenses, the revised expenditure on salaries in 2008-09 saw an increase of 11.6% over the original. What were the reasons?

Asked by: Hon. TAM Yiu-chung

Reply:

There is an 11.6% increase in expenses on salaries in the revised estimate for 2008-09 from the original estimate in the Subhead 000 Operational expenses. The increase is mainly attributable to the impact of the 2008-09 civil service pay adjustment and the additional staffing requirement for conducting a number of grade structure reviews.

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 _____

13 March 2009

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

Reply Serial No.

CSB036

Question Serial No.

2786

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:

Following the creation of two additional permanent posts in 2008-09, there will be an increase of two more posts in 2009-10. What are the reasons? What are the two posts to be created?

Asked by: Hon. TAM Yiu-chung

Reply:

The two posts created in 2008-09 are required for the conduct of the grade structure reviews and will lapse in 2009-10. The additional posts to be created in 2009-10 are required for undertaking the 2009 Starting Salaries Survey and strengthening the support services for the four advisory bodies on civil service and judicial salaries and conditions of service.

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 _____

13 March 2009

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

Reply Serial No.

CSB037

Question Serial No.

1319

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 percentage of new dental cases meeting the target appointment time within six months decreased from 92% in 2007 (actual) to 87% in 2008, which fell short of the > 90% target. What are the reasons?

Please advise the definition of "eligible persons". What are the numbers of serving and retired civil servants and other eligible persons in the new dental cases in 2008? What are the numbers of serving and retired civil servants and eligible persons in the attendances at dental clinics in 2007, 2008 and 2009 (plan) respectively?

Asked by: Hon. EU Yuet-mee, Audrey

Reply:

The target percentage for the appointment time for new dental cases within six months could not be achieved in 2008 mainly because of an increase in the number of new clients. Moreover, some clients chose to attend dental clinics in more convenient locations, resulting in longer waiting times for their first appointments.

The Department of Health provides dental services for serving civil servants, pensioners and other eligible persons. Other eligible persons include:

- (a) spouse and children who are unmarried and under the age of 21 of the following:
- serving civil servants and pensioners;
 - civil servants killed on duty;
 - those in receipt of a pension under the Widows and Orphans Pension Scheme or the Surviving Spouses' and Children's Pension Scheme following the death of civil servants while in service or after retirement; and
- (b) other persons who are eligible for civil service medical and dental benefits by way of their terms of appointment.

In the case of children aged 19 and 20, they must be in full time education or in full time vocational training, or dependent on the officer as a result of physical or mental infirmity.

No breakdown by patient groups is available for the number of new dental cases in 2008, the attendances in 2007 and 2008, and the estimated attendances in 2009.

Signature _____

Name in block letters _____

Dr P Y LAM

Post Title _____

Director of Health

Date _____

18 March 2009

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

Reply Serial No.

CSB038

Question Serial No.

2075

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:

It is mentioned under Matters Requiring Special Attention in 2009-10 that the Department of Health "will establish a new families clinic in the New Territories". Please advise on the details of the plan, the implementation schedule, and the expenditure, staffing and ranks involved.

Asked by: Hon. LEUNG Ka-lau

Reply:

The existing service capacity of the three families clinics under the management of Department of Health is not adequate in coping with the demand of civil service eligible persons for general out-patient service. To enhance the service capacity, we propose to set up a new families clinic with six consultation rooms in the New Territories in 2009-10. The new families clinic is expected to commence operation before the end of the 2009-10 financial year. The additional provision in 2009-10 for the new families clinic is \$7.2 million. Full year provision in 2010-11 will amount to \$14.3 million. The number and ranking of staff involved in the new clinic are as follows -

<u>Rank</u>	<u>Number</u>
Senior Medical and Health Officer	1
Medical and Health Officer	5
Nursing Officer	1
Registered Nurse	8
Senior Dispenser	1
Dispenser	1
Assistant Clerical Officer	1
Clerical Assistant	2
Total	<u>20</u>

Signature _____

Name in block letters _____

Dr P Y LAM

Post Title _____

Director of Health

Date _____

18 March 2009

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

Reply Serial No.

CSB039

Question Serial No.

0238

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 revised estimates of financial provision for 2008-09 for Department of Health (DH) is \$592.6 million. In this connection, can the Government advise this Committee -

- (a) the breakdown of the 2008-09 financial provision, based on areas of work;
- (b) the 2006-07, 2007-08 and 2008-09 medical fee and hospital charge payments for serving, retired civil servants and their eligible dependants; and
- (c) whether the above expenditures are the total expenditures for providing medical benefits to serving and retired civil servants and their eligible dependants in the respective years. If no, please list out other expenditures in detail.

Asked by: Hon. LI Fung-ying

Reply:

- (a) The 2008-09 Revised Estimate of \$592.6 million is made up of -

	<u>Amount (\$million)</u>
Dental services provided by DH	381.7
Medical services provided by DH	52.6
Payment and reimbursement of medical fees and hospital charges	158.3

- (b) The total expenditure on payment and reimbursement of medical fees and hospital charges incurred by eligible persons in the past three years are as follows-

<u>Year</u>	<u>Amount (\$million)</u>
2006-07	86.1
2007-08	124.9
2008-09 (Revised Estimate)	158.3

We do not have the breakdown by civil servants, pensioners and eligible dependants respectively.

- (c) Medical and dental benefits are provided to civil service eligible persons (i.e. civil servants, pensioners and eligible dependants) through facilities managed by the Hospital Authority (HA) and DH. The expenditure under Head 37 Programme (7) of DH does not include the expenditure on providing civil service medical benefits by the Government through HA. The costs of medical benefits provided by HA to civil service eligible persons, broken down by services, for 2006-07, 2007-08 and 2008-09 are as follows-

<u>Services</u>	2006-07 \$million	2007-08 \$million	2008-09 (Revised Estimate) \$million
(i) In-patient services provided by HA	1,027.0	1,125.5	1,271.0
(ii) Out-patient services provided by HA	972.0	982.1	1,076.0
Total	1,999.0	2,107.6	2,347.0

Signature _____

Name in block letters _____ Dr P Y LAM

Post Title _____ Director of Health

Date _____ 18 March 2009

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

Reply Serial No.

CSB040

Question Serial No.

0457

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:

Regarding the net increase of 82 posts in 2009-10 under Programme (7), please advise on:

- (a) the estimated expenditures involved; and
- (b) whether the 82 posts are permanent in nature and the ranks and details of the work involved?

Asked by: Hon. PAN Pey-chyou

Reply:

The annual recurrent cost for the net increase of 82 posts to be created under the permanent establishment of the Department of Health under Programme (7) is \$39.5 million. The 82 posts will serve to strengthen the medical and dental services to civil service eligible persons. Breakdown of the posts is in the Annex.

Signature _____

Name in block letters _____

Dr P Y LAM

Post Title _____

Director of Health

Date _____

18 March 2009

**Creation of Posts under Programme 7
– Medical and Dental Treatment for Civil Servants**

<u>Major scope of responsibilities / Rank</u>	<u>Creation</u>	<u>Number of posts to be created</u>	<u>Annual recurrent cost of civil service posts (\$)</u>
Medical and nursing support			
Senior Medical & Health Officer	1		1,036,740
Medical & Health Officer	7		5,549,040
Nursing Officer	1		506,100
Registered Nurse	10		3,190,200
Dental support			
Senior Dental Officer	5		5,183,700
Dental Officer	22 ¹		15,981,240
Senior Dental Surgery Assistant	1		334,920
Dental Surgery Assistant	31 ¹		6,623,460
Supplementary medical support			
Senior Dispenser	1		402,240
Dispenser	1		191,610
Clerical and general support			
Assistant Clerical Officer	1		189,420
Clerical Assistant	6		886,320
Offset by vacant posts	-5		-587,100
Net	82		39,487,890

Additional salary cost for 2009-10 is \$21.9 million.

¹ Including posts created to replace non-civil service positions.

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

Reply Serial No.

CSB041

Question Serial No.

1341

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 total financial provision for Programme (7) in 2009-10 will be \$699,800,000 (18.1% higher than the 2008-09 revised estimate of \$592,600,000). What are the reasons for that? Please provide the details of various factors mentioned on page 173.

Asked by: Hon. PAN Pey-chyou

Reply:

The higher estimate for Programme (7) in 2009-10 is mainly due to additional provision of \$60.9 million to meet the increasing demand for payment and reimbursement of medical fees and hospital charges; \$22.1 million for establishing a new families clinic as well as additional consultation rooms and dental surgeries in existing clinics; an increase in cash flow requirement of \$9.8 million for procurement of specialist equipment; and \$14.4 million to cover other increase in operating expenditure including salary for staff appointed in the middle of 2008-09.

Signature _____

Name in block letters _____

Dr P Y LAM

Post Title _____

Director of Health

Date _____

18 March 2009

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

Reply Serial No.

CSB042

Question Serial No.

2223

Head: 37 - Department of Health

Subhead (No. & title): 000 Operational expenses

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

Controlling Officer: Director of Health

Director of Bureau: Secretary for the Civil Service

Question:

Under Subhead 000 Operational expenses, the expenditure for contracting out of dental prostheses remains as \$5,100,000 for two consecutive years (revised estimate for 2008-09 and estimate for 2009-10). Please advise:

- (a) on the cost of contracting out of dental prostheses for each tooth.
- (b) on the number of people who have received dental implant service in the past three years, i.e. from 2006-07 to 2008-09.
- (c) whether the Administration intends to cap the annual number of people receiving dental implant service by freezing the estimate for contracting out of dental prostheses. If not, why is that the expenditure concerned remains the same for two consecutive years?

Asked by: Hon. PAN Pey-chyou

Reply:

- (a) The expenditure for contracting out dental prostheses is for fabrication of conventional dentures (acrylic or cobalt-chrome), crowns and bridges, including dentures, crowns and bridges placed over dental implants. The cost of dental prostheses varies with the types and materials used in making the prostheses. For acrylic denture, it ranges from about \$300 for replacing one tooth to about \$450 for a full denture. For cobalt-chrome denture, it ranges from about \$450 to \$700 depending on the number of teeth and steps involved. For a single crown, it ranges from about \$250 to \$500, and for dental bridges, it depends on the units of crown involved.
- (b) In the 2006-07, 2007-08 and 2008-09 financial years, the numbers of people receiving dental prostheses fabricated by contracting out service, including those placed over dental implants, were as follows:

<u>Financial Year</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u> (Estimate)
Acrylic denture	1 581	2 761	2 116
Cobalt-chrome denture	1 407	2 895	2 090
Crowns and bridges	4 206	4 810	2 721

- (c) The number of dental prostheses provided is demand-driven. The Administration has no intention to cap the annual number of people receiving dental prostheses, including dental implants. The estimate has taken into account the actual expenditure pattern in previous years.

Signature _____

Name in block letters _____ Dr P Y LAM

Post Title _____ Director of Health

Date _____ 18 March 2009

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

Reply Serial No.

CSB043

Question Serial No.

2305

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:

It is mentioned in the Brief Description that effecting payment for medical fees and hospital charges incurred by eligible persons in authorised cases was included in the estimate. Will the Administration please advise -

- (a) the provisions allocated to the Hospital Authority and the private sector respectively for payments made by the Government for medical fees and hospital charges incurred by eligible persons from 2006-07 to 2008-09; and
- (b) the number of eligible persons whose medical fees and hospital charges were paid for by the Government through allocating provisions to the Hospital Authority and the private sector from 2006-07 to 2008-09?

Asked by: Hon. PAN Pey-chyou

Reply:

- (a) Eligible persons may apply to the Government for payment and reimbursement of expenses on drugs/equipment/services which form an essential part of the medical treatment as prescribed by the attending Hospital Authority (HA) / Department of Health (DH) doctors on medical grounds but which are not available in HA / DH or are chargeable by HA.

The amounts charged by HA and the private sector in the past three years were as follows -

<u>Year</u>	<u>Charged by Hospital Authority</u>	<u>Charged by Private Sector</u>	<u>Total Amount</u>
	\$million	\$million	\$million
2006-07	66.6	19.5	86.1
2007-08	99.5	25.4	124.9
2008-09 (Revised Estimate)	122.7	35.6	158.3

(b) The total number of applications submitted by eligible persons were as follows -

<u>Year</u>	<u>Number of Applications</u>
2006-07	8 400
2007-08	15 000
2008-09 (Estimate)	20 500

Signature _____

Name in block letters _____ Dr P Y LAM

Post Title _____ Director of Health

Date _____ 18 March 2009

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

Reply Serial No.

CSB044

Question Serial No.

2306

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:

It is mentioned under Matters Requiring Special Attention in 2009-10 that the Department of Health will establish a new families clinic in the New Territories. Please advise on -

- (a) the facilities to be included in the clinic and its construction cost; and
- (b) the estimated attendances for the various facilities in the clinic and the estimated recurrent expenditure of the clinic.

Asked by: Hon. PAN Pey-chyou

Reply:

- (a) The additional families clinic will provide general out-patient medical services to serving civil servants, pensioners and other eligible persons. There will be six consultation rooms and a drug dispensary. We will identify a suitable location for accommodating the new clinic in consultation with the Government Property Agency.
- (b) The new clinic is expected to cater for around 50 000 attendances per year. The additional provision in 2009-10 for the clinic is \$7.2 million. Full year provision in 2010-11 will amount to \$14.3 million.

Signature _____

Name in block letters _____

Dr P Y LAM

Post Title _____

Director of Health

Date _____

18 March 2009

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

Reply Serial No.

CSB045

Question Serial No.

0863

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:

It was mentioned in Matters Requiring Special Attention in 2009-10 under Programme (7) that a new families clinic will be established in the New Territories. Please advise on:

- (a) the reasons for establishing a new clinic;
- (b) the details and schedule of the plan;
- (c) the estimated expenditure involved; and
- (d) the estimated number of civil servants and their dependants to be served by the new families clinic.

Asked by: Hon. WONG Kwok-hing

Reply:

- (a) The existing service capacity of the three families clinics under the management of Department of Health is not adequate in coping with the demand of civil service eligible persons for general out-patient service. To enhance the service capacity, we propose to set up a new families clinic in the New Territories in 2009-10.
- (b) We plan to set up a new families clinic with six consultation rooms in the New Territories. The new families clinic is expected to commence operation before the end of the 2009-10 financial year.
- (c) The additional provision in 2009-10 for the clinic is \$7.2 million. Full year provision in 2010-11 will amount to \$14.3 million.
- (d) We estimate that the new clinic will cater for around 50 000 attendances per year.

Signature _____

Name in block letters _____

Dr P Y LAM

Post Title _____

Director of Health

Date _____

18 March 2009

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

Reply Serial No.

CSB046

Question Serial No.

2185

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:

Regarding the provision of dental services to eligible persons at dental clinics,

- (a) what were the annual expenditures involved for this item in each of the past five years (i.e. from 2004-05 to 2008-09)?
- (b) what is the estimated expenditure involved for this item in 2009-10?

Asked by: Hon. WONG Kwok-hing

Reply:

- (a) The annual expenditures for provision of dental services to eligible persons at dental clinics in the past five years (i.e. from 2004-05 to 2008-09) were as follows:

<u>Financial Year</u>	<u>Annual Expenditures</u> (\$ million)
2004-05	345.9
2005-06	348.1
2006-07	349.1
2007-08	352.6
2008-09 (revised estimate)	381.7

- (b) The allocation in 2009-10 for provision of dental services to eligible persons at dental clinics will be \$415.9 million.

Signature _____

Name in block letters _____

Dr P Y LAM

Post Title _____

Director of Health

Date _____

18 March 2009

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

Reply Serial No.

CSB047

Question Serial No.

2140

Head: 188 - Treasury

Subhead (No. & title):

Programme: (2) Payment of Salaries, Pensions and Benefits

Controlling Officer: Director of Accounting Services

Director of Bureau: Secretary for the Civil Service

Question:

Please list the categories of allowances payable to civil servants, the number of applicants and the amounts involved in 2007-08.

Asked by: Hon. TO Kun-sun, James

Reply:

Allowances payable to civil servants can be broadly categorised as those related to the performance of duties and those provided as fringe benefits. Allowances related to the performance of duties are paid from departmental votes, while those provided as fringe benefits are centrally voted. The expenditure and the number of recipients in 2007-08 in respect of each individual allowance under these two groups of allowances are set out in Annexes I and II attached.

Signature _____

Name in block letters _____

K T LI

Post Title _____

Director of Accounting Services

Date _____

17 March 2009

ALLOWANCES RELATED TO PERFORMANCE OF DUTY¹

Allowance	2007-08	
	Expenditure \$'000	No. of recipients
I. Acting Allowance	292,257	19 749
II. Overtime and Related Allowances	419,605	
a. Overtime Allowance for civilian staff	195,365	18 813
b. Disciplined Services Overtime Allowance	176,781	14 690
c. Standby Duty Allowance	40,535	2 901
d. On-call Duty Allowance	5,386	4 174
e. Honorarium	1,538	94
III. Job-related Allowances	242,509	
a. Extraneous Duties Allowance for civilian staff	5,092	1 037
b. Extra Duties Allowance for Disciplined Services	73,885	19 671
c. Hardship Allowance	45,071	7 412
d. Typhoon/ Rainstorm Black Warning Allowance	2,497	5 306
e. Shift Duty Allowance	64,599	11 570
f. Special Allowances for disciplined services staff	51,133	11 789
g. Uniform (and Kit) Allowance	232	59
IV. Subsistence Allowance²	64,661	N.A. ³
V. Travelling Allowances	73,410	N.A. ³
VI. Allowances for Officers Posted Outside Hong Kong	55,588	
a. Rent Allowance	28,328	105
b. Special Posting Allowance	20,770	120
c. Exchange Compensation Allowance	3,141	53
d. Disturbance Grant	3,349	59
VII. Other Allowances	13,013	
a. ICAC Post Allowance ⁴	6,781	884
b. Others	6,232	N.A. ³
Total	1,161,043	

Notes

- ¹ Duty-related allowances are paid under the respective items of individual heads of expenditure.
- ² The expenditure figures under “Subsistence Allowance” cover local subsistence allowance only. Expenditure in respect of overseas subsistence allowance is subsumed under expenditure on other minor items and cannot be separately identified.
- ³ Payments are processed directly by individual bureaux / departments against claims from the officers concerned. The Treasury does not have details of the total number of officers involved.
- ⁴ The allowance has been ceased for recruits offered appointment from June 2000. The allowance will be phased out in the long run.

ALLOWANCES PROVIDED AS FRINGE BENEFITS¹

Allowance	2007-08		Remarks
	Expenditure \$'000	No. of recipients	
I. Education Allowances	865,414		
a. Local Education Allowance	365,872	23 006 ²	The allowance has been ceased for officers offered appointment on or after 1.6.2000 and the allowance rates have been frozen with no further rate adjustment since the 2006/07 school year.
b. Overseas Education Allowance ³	499,542	3 996 ²	The allowance has been ceased for officers offered appointment on or after 1.8.1996 and the allowance rates have been frozen with no further rate adjustment since the 2006/07 or 2007 school year, as the case may be.
II. Housing and related allowances	2,068,955		
a. Home Purchase Allowance	763,952	14 534	The allowance has been ceased for officers offered appointment on or after 1.6.2000.
b. Home Financing Allowance	1,052,609	4 310	The allowance has been ceased for officers offered appointment on or after 1.6.2000.
c. Private Tenancy Allowance	155,405	685	The allowance has been ceased for officers offered appointment on or after 1.10.1990.

Allowance	2007-08		Remarks
	Expenditure \$'000	No. of recipients	
d. Accommodation Allowance	19,304	67	The allowance has been ceased for officers offered appointment on or after 1.1.1999.
e. Rent Allowance	0	0	The allowance has been ceased for officers offered appointment on or after 1.6.2000.
f. Non-accountable Cash Allowance	41,570	231	The allowance is provided to eligible officers offered appointment on or after 1.6.2000.
g. Air-conditioning Allowance	2	1 ⁴	Provision of Air-conditioning Allowance for civil servants and Independent Commission Against Corruption officers has been ceased with effect from 1.10.2006. The expenditure for 2007-08 is for the provision of the allowance for Judges and Judicial Officers.
h. House Allowance, Furniture and Domestic Appliances Allowances	16,467	13 098	The House Allowance has been ceased for officers offered appointment on or after 1.10.1990. The Furniture and Domestic Appliances Allowances have been ceased for officers offered appointment on or after 1.5.1999 (except officers directed to occupy post-tied quarters), and officers offered appointment before 1.5.1999 who are not occupying quarters and who receive a substantive salary on MPS 34 to 44 (or equivalent) on or after 1.7.2000.
i. Quartering			
(i) Hotel Subsistence Allowance ³	0	0	The allowance, as a fringe benefit, has been ceased on 1.10.2006. It has also been ceased for officers who are given a written offer for an external posting on or after 16.3.2009.
(ii) Housing Allowance for Disciplined Services	15,223	539	-

Allowance	2007-08		Remarks
	Expenditure \$'000	No. of recipients	
(iii) Provision of hotel accommodation ³	72	10	The provision of hotel accommodation, as a fringe benefit, has been ceased for officers offered appointment on or after 1.6.2000.
(iv) Removal Allowance	4,351	356	-
III. Passage Benefits	164,663		
a. Leave Passage Allowance and related allowances ³	60,976	1 469	<p>The provision of Leave Passage Allowance, as a fringe benefit, has been reviewed and tightened up from 1.6.2000. For officers offered appointment on or after that date, the allowance is non-accountable and payable to the officers only and not their family members.</p> <p>The related allowances (i.e. Baggage Allowance and travelling expenses in the country of origin) have been ceased to be provided as fringe benefits for officers offered appointment on or after 1.1.1999, except for those provided with First Appointment Passage.</p> <p>The allowance rates for travelling expenses in the country of origin have been frozen with no further rate adjustment since July 2006.</p>

Allowance	2007-08		Remarks
	Expenditure \$'000	No. of recipients	
b. School Passage Allowance and related allowances	103,687	5 471 ²	The School Passage Allowance and related allowances (i.e. Baggage Allowance and travelling expenses in the country of study) have been ceased for officers offered appointment on or after 1.8.1996. The rates of the School Passage Allowance have been frozen with effect from 1.9.2006. The allowance rates for travelling expenses in the country of study have been frozen with no further rate adjustment and subsumed under the ceiling rates of School Passage Allowance without separate provision with effect from 1.9.2006.
Total	3,099,032		

Notes

- ¹ Allowances provided as fringe benefits are centrally voted under Head 46 General Expenses of the Civil Service.
- ² The number of recipients means the number of children of eligible officers receiving the relevant allowance.
- ³ The items include allowances payable to officers who are posted outside Hong Kong. Provision of the allowances to these officers arises from the officers' external postings; they are not provided as fringe benefits.
- ⁴ The number of recipients means the number of claims.