

**Legislative Council Panel on Commerce and Industry**

**Manpower arrangement in taking forward cooperation  
with the Mainland and Taiwan**

**Purpose**

This paper seeks Members' views on our proposal to create a time-limited supernumerary Administrative Officer Staff Grade B (AOSGB) (D3) post and a time-limited supernumerary Administrative Officer Staff Grade C (AOSGC) (D2) post within the Constitutional and Mainland Affairs Bureau (CMAB) with a view to strengthening the manpower resources of CMAB to take forward various new cooperation initiatives with the Mainland and Taiwan.

**Background**

2. Since the establishment of the Hong Kong Special Administrative Region (HKSAR), CMAB has, among other things, played a coordinating role in promoting closer cooperation between HKSAR and the Mainland. We have acted as a focal point of contact between HKSAR Government (HKSARG) and the Mainland authorities, and have promoted good working relations with the latter. To enhance regional cooperation, we have been providing support for various cooperation framework including the Hong Kong/Guangdong Cooperation Joint Conference, the Hong Kong/Shenzhen Cooperation Meeting, the Pan Pearl River Delta Cooperation Forum, the Hong Kong/Shanghai Economic and Trade Cooperation Conference, and the Hong Kong/Beijing Economic and Trade Cooperation Conference. In April 2006, the Mainland Affairs Liaison Office was set up in CMAB to oversee the operation of four HKSAR offices in the Mainland. We have also taken on the responsibility of coordinating exchanges with Taiwan since 2002.

3. Over the past few years, CMAB has taken on new and substantial responsibilities involving the Mainland and Taiwan. Since the Sichuan earthquake in May 2008, we have assisted in coordinating inter-departmental effort and liaison with the relevant Sichuan authorities in support of the reconstruction of the earthquake stricken areas. We have also taken up the coordinating role in various key and strategic issues such as the drawing up and implementation of a framework agreement on cooperation between Hong Kong and Guangdong, cooperation with Shenzhen on developing modern service industries at Qianhai, the HKSAR's input to complement the preparation of the National 12th Five-Year Plan, and enhancing cooperation with Macao. Moreover, we are responsible for coordinating HKSAR's participation in the World Exposition 2010 Shanghai China (Shanghai Expo). Progress in taking forward these issues is set out in the ensuing paragraphs.

## **Cooperation with Taiwan**

4. In response to the latest development in cross-Straits relations, the Chief Executive (CE) announced in his 2009-10 Policy Address a package of proactive strategies for developing our relations with Taiwan. Among other things, he announced the establishment of a Hong Kong-Taiwan Economic and Cultural Co-operation and Promotion Council (ECCPC) to promote multi-faceted, multi-level exchanges with Taiwan. The ECCPC was formally established on 1 April 2010. Members were briefed on its details vide LC Paper No CB(1)1532/09-10(01). As its secretariat, the CMAB will provide full support to and earmark sufficient resources for the ECCPC to push ahead relevant work and activities in relation to fostering closer cooperation with Taiwan. The Taiwanese authorities have already announced plans for establishing the Taiwan-Hong Kong Economic and Cultural Cooperation Council (ECCC) and procedures will also be completed very soon. The ECCC will be the counterpart of ECCPC. Through this new platform, the ECCPC can engage the ECCC in discussions and negotiations on various public policy related issues, and to sign memoranda of cooperation and other relevant documents with the Taiwanese side. CMAB will provide secretariat support to the ECCPC and we envisage the workload so arising would be substantial.

5. At the corporate level, the Hong Kong-Taiwan Business Cooperation Committee (BCC) was also established on 1 April to facilitate direct communication between the trade and industries in Hong Kong and Taiwan and to foster closer cooperation in trade, investment and tourism. The BCC will act as the counterpart of the Economic Cooperation Committee under the ECCC. This arrangement will help align the vision and work plan of the BCC and those of the ECCPC. CMAB will work closely with the BCC and relevant stakeholders in promoting the interest of Hong Kong.

6. In view of the positive development of cross-Strait relationship and the designation of Haixi Economic Zone as a pilot economic zone for cross-Straits exchanges and cooperation by State Council in May 2009, we intend to tap into the opportunities brought on by this new development by strengthening our cooperation with Fujian and other neighbouring provinces, as well as making use of the new cooperation platform with Taiwan.

## **Hong Kong/Guangdong Cooperation**

7. The Hong Kong/Guangdong Cooperation Joint Conference was established in 1998 to facilitate high-level cooperation on issues of common interest in areas such as trade and investment. Significant achievements have been made over the past 12 years including the implementation of various cross-boundary infrastructure projects, facilitation of cross-boundary people and cargo flow, trade and investment promotion, environmental protection, pilot measures for Guangdong under

CEPA, upgrading and restructuring of Hong Kong owned enterprises, etc. To take forward the implementation of the “Outline of the Plan for the Reform and Development of the Pearl River Delta” (the Outline) promulgated by the State Council in January 2009, the CE and the Guangdong leadership had agreed to draw up a framework agreement on cooperation between the two places that would translate the macro policies of the Outline into concrete measures conducive to the development of both places. On 7 April 2010, top leaders of Hong Kong and Guangdong signed the Framework Agreement on Hong Kong/Guangdong Cooperation (Framework Agreement) in Beijing, witnessed by the State Leaders. Members were informed of the specific details and content of the Framework Agreement on the same day, vide LC Paper No CB(1)1559/09-10(01).

8. The Framework Agreement clearly defines the development positioning of Hong Kong/Guangdong cooperation to promote joint socio-economic development in Hong Kong and Guangdong to create a new world-class economic zone; to enhance Hong Kong’s position as an international financial centre and expedite the development of financial services industries in Guangdong to build an international financial centre with Hong Kong; to capitalise on the competitiveness of Hong Kong’s service industries and Guangdong’s manufacturing industries to build an advanced global manufacturing and modern services base; to build an international aviation, shipping and logistics hub and a world-class modern economic circulation sphere; to implement a regional ecology and environment protection regime so as to create a high quality living area; and to promote collaborative development among Hong Kong and the Pearl River Delta (PRD) cities to form a world-class metropolis cluster. Hong Kong and Guangdong have put forward a number of specific policies and measures and the major initiatives covering the above six areas for 2010; and will strive to incorporate the related initiatives into the National 12<sup>th</sup> Five-Year Plan (National 12-5 Plan). CMAB will play a key role in coordinating policy input and cross-bureau efforts to ensure successful implementation of the Framework Agreement.

### **Hong Kong/Shenzhen Cooperation**

9. A broad base of cooperation has developed between Hong Kong and Shenzhen since the Mainland had begun its “reform and opening up”. Both sides have been maintaining close partnership on the basis of the “One Country, Two Systems” principle and the Hong Kong/Guangdong Cooperation Joint Conference. Since 2004, the Hong Kong/Shenzhen Cooperation Meeting co-chaired by the Chief Secretary for Administration and the Mayor of the Shenzhen Municipal Government had been set up with a view to consolidating the achievements attained in various cooperation initiatives and considering the cooperation in the coming year so as to obtain synergy. CMAB will continue to facilitate liaison and cooperation with the Shenzhen Municipality on matters of common interests.

10. At the meeting of the Hong Kong/Guangdong Co-operation Joint Conference in August 2009, Hong Kong and Shenzhen signed a letter of intent on

cooperation in the development of Qianhai. Both sides have agreed to jointly promote issues relating to the cooperation on modern service industries in Qianhai by designating the planning and construction of the Qianhai area as a major vehicle of Hong Kong/Shenzhen cooperation. Members were informed of the specific details of the agreement vide LC Paper No CB(1)633/09-10(01). By participating in the development of Qianhai, Hong Kong will be able to promote and enhance our own service industries, thereby fostering our long-term economic growth, and contribute to the development of service industries in the Mainland. In this regard, a joint expert group on Hong Kong/Shenzhen cooperation in Qianhai development was set up in November 2009 to discuss the detailed cooperation direction and content. CMAB will continue to coordinate the input of the HKSARG in promoting Qianhai development as well as to maintain close liaison with Shenzhen.

### **Other Initiatives**

11. Meanwhile, CMAB is coordinating other significant and mammoth tasks which are time-critical or complex in nature that require senior directorate input. These include the coordination of HKSAR's participation in the Shanghai Expo, the post-quake reconstruction support work in Sichuan, HKSAR's plan to complement the preparation of the National 12-5 Plan, and cooperation with the Macao SAR.

#### *The Shanghai Expo*

12. The Shanghai Expo will be held from May to October 2010. CMAB is responsible for coordinating the HKSAR's participation in the event<sup>1</sup>. This covers a wide range of large-scale activities including the construction and operation of a stand-alone Hong Kong Pavilion, mounting and running of a dedicated exhibition in the Urban Best Practices Area (UBPA) Exhibition, organisation and presentation of a series of cultural performances and promotional activities, as well as the development of online versions of Hong Kong Pavilion and UBPA Hong Kong Exhibition. CMAB will also be responsible for various post-Expo matters including the disposition of the Hong Kong Pavilion and other related matters.

#### *The Post-quake Reconstruction Support Work in Sichuan*

13. The post-quake reconstruction support work in Sichuan is another important undertaking that involves multi-disciplinary input from numerous government bureaux/departments conducted outside Hong Kong. CMAB is responsible for coordinating this effort. With funding approval of the Legislative Council, the HKSARG has undertaken to provide funding support for 151 reconstruction projects with a total commitment of about \$8.63 billion in three stages. Meanwhile, 35 projects undertaken by non-government organisations were approved

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<sup>1</sup> A dedicated Expo Team, consisting of three time-limited posts (1 supernumerary AOSGC, 1 Chief Executive Officer and 1 Executive Officer I and supported by 5 contract staff), has been set up since 2008 to handle the preparatory and implementation work.

covering both hardware construction and software support services. The amount of funding support is about \$274 million. Save for a few complex projects, we expect that HKSAR's reconstruction support work will take about three years for substantial completion. The HKSAR and Sichuan Governments have agreed on a framework for project and funding management. A high-level liaison and coordination mechanism between both sides has been set up to supervise and manage the overall implementation of the various projects with a view to ensuring works quality and proper use of funds. A Steering Committee has been set up by the HKSARG to provide policy steer on this effort. CMAB is responsible for assisting the Steering Committee in coordinating inter-departmental efforts, and handling coordination and communication with the relevant Mainland authorities<sup>2</sup>. Together with our Chengdu Economic and Trade Office, we are also assisting the relevant bureaux/departments in conducting project inspections and verification of project milestones completion, as well as liaising with Sichuan authorities on funding disbursement and other project implementation problems.

### *The National Five Year Plan*

14. The National 12-5 Plan will provide a useful platform for the HKSAR in fostering our long-term economic growth, while continuing to contribute to the development of the Mainland. The CE announced in his 2007-08 Policy Address that we would strengthen communication with the Mainland authorities and put in place appropriate working mechanisms, so that the HKSAR can take early action in supporting the preparation of the Plan under the principle of "One Country, Two Systems". This will enable us to make more timely and effective contributions to the development of our country while maintaining Hong Kong's irreplaceable role in the course of national development.

15. Preparation of the National 12-5 Plan has been actively underway and is expected to intensify, as the relevant central ministries are at their final stage of conducting research for and drafting of the National 12-5 Plan which will take effect from 2011 to 2015. CMAB has established a working mechanism with the National Development and Reform Commission. The two sides have been in close liaison and exchanged views on the positioning of Hong Kong and how we could complement the preparation of the National 12-5 Plan and to ensure the full participation of Hong Kong in the process and our interests fully reflected, we will continue to take on an active role in liaising with our Mainland counterparts and coordinate the input of the HKSARG to the National 12-5 Plan. In particular, with the signing of the Framework Agreement on Hong Kong/Guangdong Cooperation in early April, CMAB will continue to coordinate the input of the HKSARG, with a view to incorporating the relevant policies in the Framework Agreement into the National 12-5 Plan later this

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<sup>2</sup> The Steering Committee endorsed the creation of five time-limited civil service posts under CMAB, including one AOSGC, one Administrative Officer, one Chief Executive Officer, one Executive Officer I and one Personal Secretary I (PSI) for supporting the Sichuan reconstruction work. Except the AOSGC (which we are proposing to create in this paper) and the PSI posts, all other posts have already been created.

year. After the National 12-5 Plan is promulgated in 2011, it is expected that the efforts and work of the CMAB in supporting the preparation of the National Five-Year Plan will continue after 2010, which will involve coordination both within HKSARG and with the relevant Mainland authorities to ensure successful implementation of measures / initiatives relevant to Hong Kong and the preparation of the National 13<sup>th</sup> Five Year Plan.

#### *Cooperation with Macao SAR*

16. Hong Kong and Macao have always had a close relationship. As announced by the Financial Secretary in his 2009-2010 Budget Speech, both governments aim to strengthen ties between the two places. Cooperation and liaison have been enhanced by meetings between Hong Kong and Macao jointly chaired by the Financial Secretary and Macao's Secretary for Economy and Finance. The publication of the Outline has provided more opportunities for cooperation between the two places. We intend to strengthen links with Macao in economic and other areas, especially in tourism and convention business, cross-boundary infrastructure and cultural and economic development in order to achieve synergy through complementing each other's strengths. CMAB is tasked with coordinating within HKSARG and liaison with Macao SARG on this effort.

#### **Proposed Manpower Arrangement Within CMAB**

17. Taking into account the substantial increase in workload and complexity of the tasks involved, we have critically reviewed the existing staffing structure particularly at the directorate rank within CMAB. There are two Deputy Secretaries (DS) each heading a division who are supported by eight AOSGCs. Another AOSGC serves as the Administrative Assistant to Secretary for Constitutional and Mainland Affairs. Division 1 is headed by DS(CMA)1 (pitched at AOSGB1). He is supported by four PASs overseeing policy portfolios including electoral affairs, constitutional development, and matters relating to the rights of individual and access to information.

18. Division 2, known as the Mainland Affairs Liaison Office, is headed by DS(CMA)2 (pitched at AOSGB). He is supported by four AOSGCs overseeing policy portfolios including relationship with Central People's Government (CPG) and Mainland authorities at all levels, regional cooperation framework including those with Guangdong, Shenzhen, Beijing, Shanghai, Pan-PRD Region and Macao, Hong Kong/Taiwan relations, conduct of HKSAR's external affairs, promotion of Basic Law, Sichuan reconstruction work, HKSAR's participation in Shanghai Expo, input to the National 12-5 Plan, housekeeping of the four HKSAR Mainland Offices, and secretariat support of the Greater Pearl River Delta Business Council.

19. The existing duties and responsibilities of the nine AOSGC officers in CMAB are set out at Annex A.

## Proposed Restructuring of Division 2

20. The recent signing of the Framework Agreement, the establishment of the ECCPC and BCC, the ongoing Sichuan reconstruction support projects, HKSAR's participation in the Shanghai Expo, cooperation with Shenzhen at Qianhai, and Hong Kong's input in the National 12-5 Plan will require dedicated senior directorate input. It would not be possible for DS(CMA)2 to take on all of these and other ongoing tasks, without seriously affecting the quality and progress of these initiatives. We have also critically examined whether the other officers in CMAB have spare capacity to absorb the duties arising from the various new cooperation initiatives with the Mainland and Taiwan. As all of them are already fully engaged with their respective portfolios, it is operationally not possible to arrange for any one of them to absorb the additional tasks without adversely affecting the discharge of their current duties.

21. To ensure sustainable delivery of the various policy objectives and to provide the necessary directorate guidance to the various strategic cooperation initiatives with the Mainland and Taiwan, we propose to create a supernumerary AOSGB post for three years from July 2010 to June 2013 and a supernumerary AOSGC post for the same period.

22. A supernumerary post of AOSGB is needed for three years in order to provide necessary relief at the DS level. These include formulating and providing strategic guidance in taking forward and implementing the Framework Agreement, coordinating the cooperation framework with Beijing and Shanghai and undertaking other theme-based duties such as Shanghai Expo, the HKSARG's support for the Sichuan reconstruction work. A job description of this AOSGB post, to be designated as DS(CMA)3, is at Annex B. With the additional deputy secretary posts, the existing DS(CMA)2 will be able to devote fuller high-level attention to the other Mainland and Taiwan related issues (see paragraphs 26-27 below).

23. To strengthen capability at the bureau's directorate level to develop HKSARG's policy on cooperation with Taiwan and take forward specific initiatives, to implement and update the policies, measures and items set out in the Framework Agreement, and to better oversee relief and reconstruction work in the earthquake stricken areas of Sichuan funded by HKSARG, we propose to create an AOSGC post (a new PAS(CMA)8) to take up matters relating to Sichuan reconstruction support work, Pan-PRD cooperation, and Hong Kong-Macao cooperation. A detailed job description of the proposed supernumerary AOSGC post is at Annex C.

24. We envisage that the Framework Agreement would require a lot of strategic guidance and input at the inception stage. To take forward the Framework Agreement, both Guangdong and the HKSAR Governments have set the priorities of work for six policy areas in 2010. Dedicated leadership and focused attention in guiding the progress of the Framework Agreement and in coordinating policy input from various bureaux and departments is instrumental to the successful

implementation of the Framework Agreement which is to be updated annually. Meanwhile, while the Hong Kong Pavilion is completed in time for full operation in the Shanghai Expo from May 2010, the coordination and organisation of many Expo-related activities will come to a peak in the coming months. Considerable senior directorate input will also have to be dedicated to post-Expo matters, including the disposition of the Hong Kong Pavilion and the exhibits therein. As regards efforts in Sichuan reconstruction work, we are in the critical stage of project implementation and expenditure monitoring which require a lot of coordination and liaison with the Sichuan authorities. We will spare no effort in ensuring proper use of funds and timely completion of project milestones and full completion as we move forward to the stage of project completion and close of accounts in about three years.

### **Alternatives considered**

25. In the coming years, Division 1 will be heavily engaged in work relating to a full range of issues under its portfolio. On constitutional development, it will need to present to the Legislative Council within 2010 the proposed amendments to Annexes I and II to the Basic Law with a view to determining the two electoral methods within the tenure of the third-term HKSAR Government. The bureau will need to deal with policy and legislation on electoral matters relating to the District Council election and Election Committee subsector elections in 2011, and the Chief Executive election and Legislative Council election in 2012. Another major policy initiative to be taken forward is the review of the Personal Data (Privacy) Ordinance. The Bureau will need to complete the analysis on the views received in the public consultation on the review conducted in 2009 and arrange for further public discussions on possible legislative proposals. Substantial legislative work would follow when amendment proposals are taken forward. The Bureau has to formulate the way forward on the recommendations of the Law Reform Commission (LRC) on stalking and make preparations for public consultation on the issue. It has to follow up other relevant Law Reform Commission (LRC)'s reports on privacy. The Bureau will also need to work on the coordination of Hong Kong's human rights reports to the United Nations, enhancing the provision of support services for ethnic minorities, and overseeing and reviewing the implementation of the Administrative Guidelines on Promotion of Racial Equality.

26. We have in parallel explored the scope for redeployment or reshuffling of duties among the existing directorate officers and have also taken the opportunity to rationalise the existing divisions. Division 1 will remain unchanged. Division 2 will be headed by DS(CMA)2. He will be assisted by PAS(CMA)1 and PAS(CMA)7. With the addition of the proposed PAS(CMA)8, PAS(CMA)1 will better focus on matters relating to Taiwan liaison, external affairs, cooperation with Fujian and Haixi Economic Zone. A job description of PAS(CMA)1 is at Annex D. PAS(CMA)7 will take up matters relating to Mainland offices housekeeping, Basic Law promotion, advice on HKSARG's relations with the Central People's Government (CPG) and the liaison with CPG, coordination of HKSARG's input in the National 12-5 Plan and



providing assistance to Hong Kong residents in the Mainland. A detailed job description of DS(CMA)2 is at Annex E.

27. The new Division 3 will be headed by the proposed DS(CMA)3. He will be assisted by PAS(CMA)6, the proposed PAS(CMA)8 and the Expo Coordinator. PAS(CMA)6 will continue to focus on the implementation of the new Framework Agreement, as well as Hong Kong/Shenzhen Cooperation, in addition to her existing portfolio in providing support to the Hong Kong/Guangdong Joint Conference and Greater Pearl River Delta Business Council. The Expo Coordinator will be deployed to Shanghai to ensure the smooth operation of the Hong Kong Pavilion and other related activities. He will serve as the Director of Hong Kong Pavilion during the Expo period. The proposed organisation chart of the CMAB is at Annex F.

### **Financial Implications**

28. The proposed creation of the supernumerary AOSGB and AOSGC posts will require an additional notional annual salary cost at mid-point of \$1,716,840 and \$1,479,480 respectively. The additional full annual average staff cost, including salaries and staff on-cost, is \$2,407,548 and \$2,119,500 respectively. Supporting staff for the two directorate posts proposed to be created will be redeployed from within the existing manpower resources.

29. We have included the necessary provision in the 2010-11 Draft Estimates to meet the cost of the proposal.

### **Advice sought**

30. Members are invited to note the latest progress in taking forward various cooperation initiatives with the Mainland and Taiwan in paragraphs 2 to 16 of this paper and to comment on the proposed creation of a time-limited supernumerary AOSGB and AOSGC posts in paragraphs 21 to 27. Subject to Members' comments, we will submit the proposal of creating the AOSGB and AOSGC posts to the Establishment Subcommittee of the Finance Committee for consideration at its meeting on 26 May 2010.

**Duties and Responsibilities of  
the Existing Principal Assistant Secretaries  
(Constitutional and Mainland Affairs) (PAS(CMA)s)**

1. PAS cum Administrative Assistant to Secretary for Constitutional and Mainland Affairs (SCMA) is responsible for dealing with issues relating to the two electoral methods for 2012; dealing with issues and aspects of constitutional development; handling subjects other than constitutional development, such as issues relating to the implementation of the Basic Law, criminal liability of the Government, development of political parties and relationship of the executive authorities and the legislature; and providing administrative support to SCMA as well as handling the Bureau's liaison with the Legislative Council Secretariat.
2. PAS(CMA)1 is responsible for advising on matters relating to the conduct of Hong Kong Special Administrative Region (HKSAR)'s external affairs and Hong Kong/Taiwan relations; liaison with Office of the Commissioner of the Ministry of Foreign Affairs in the HKSAR; liaison with Taiwan organisations in the HKSAR and providing secretariat support for the Steering Committee on Enhancing Hong Kong-Taiwan Economic Relations and the newly established Hong Kong-Taiwan Economic and Cultural Cooperation and Promotion Council; and coordinating the promotion of the Basic Law and providing secretariat support for the Basic Law Promotion Steering Committee.
3. PAS(CMA)2 is responsible for policy and legislation relating to District Council and Legislative Council Elections; policy response in relation to judicial review cases concerning election systems and election petition cases, housekeeping of the Electoral Affairs Commission and the Registration and Electoral Office and matters relating to the composition of District Councils.
4. PAS(CMA)3 is responsible for policy and legislation relating to voter registration and co-ordination of promotion campaigns; policy and legislation relating to Election Committee subsector elections and Chief Executive elections; matters relating to the development of the Political Appointment System; adaptation of laws; and policy and legislation relating to the applicability of laws of HKSAR to Central People's Government (CPG) offices in Hong Kong.

5. PAS(CMA)4 is responsible for matters relating to protection of privacy; Personal Data (Privacy) Ordinance including the review of the Ordinance; housekeeping of the Office of the Privacy Commissioner for Personal Data; following up of relevant Law Reform Commission reports on privacy; Code on Access to Information; and matters relating to press freedom and equal opportunities (sexual orientation).
6. PAS(CMA)5 is responsible for coordination of human rights policy; co-ordination of United Nations reporting and follow-up actions under the universal periodic review mechanism and relevant human rights treaties; housekeeping of the Equal Opportunities Commission; matters relating to promotion of racial equality including support services for ethnic minorities; and promotion of children's rights.
7. PAS(CMA)6 is responsible for coordinating actions taken by the HKSAR Government in relation to Hong Kong/Guangdong co-operation and Hong Kong/Shenzhen co-operation, providing support for the Hong Kong/Guangdong Cooperation Joint Conference, Hong Kong/Shenzhen cooperation meeting and the Greater Pearl River Delta Business Council; and coordinating actions taken by the HKSAR Government to support and complement the preparation of the National 12<sup>th</sup> Five-Year Plan and provide secretariat support for the Steering Committee on Preparatory Work for the HKSAR to Complement the Preparation of the National 12<sup>th</sup> Five-Year Plan.
8. PAS(CMA)7 is responsible for coordinating actions taken by the HKSAR Government to support the post-quake reconstruction work in Sichuan and providing secretariat support for the Steering Committee on the HKSAR's Support for Reconstruction in the Sichuan Earthquake Stricken Areas; co-operation with Pan-Pearl River Delta Region; liaison with Macao Special Administrative Region Government; advising on CPG/HKSAR Government relationship; liaison with CPG; providing secretariat support for the Hong Kong/Beijing and Hong Kong/Shanghai Economic Cooperation Conferences; housekeeping of the Beijing Office and Hong Kong ETOs in the Mainland; handling complaints against Mainland authorities and assistance to Hong Kong residents in distress in the Mainland; and providing continued support and liaison in Hong Kong for Shanghai Expo related activities.
9. Expo Coordinator is responsible for coordinating preparations, overseeing implementation and supervising the operation of the Hong Kong Pavilion and the overall participation of HKSAR in the Shanghai Expo, and undertaking the follow-up work required afterwards. With the imminent opening of the Shanghai Expo on 1 May 2010, the Expo Coordinator has been relocated to Shanghai since 2 April 2010 to look into the finalisation of all preparatory work and ensure that it is complete and ready for the opening of the Shanghai Expo.

Throughout the Expo period, he will perform the duties of the Director of the Hong Kong Pavilion, and be in overall charge of the management of the Pavilion, supervising day-to-day operation and ensuring the smooth running of the exhibition. He will also coordinate the presentation of programmes and activities to be held during the Expo period, including events to be held during the Hong Kong Week. After the close of the Shanghai Expo on 31 October 2010, the Expo Coordinator will be responsible for overseeing the finalization of accounts and coordinating the arrangement for the preservation of the Hong Kong Pavilion or, as appropriate, the return of the exhibition sites to the Expo Bureau of Shanghai.

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**Job Description**

**Post Title** : Deputy Secretary (Constitutional and Mainland Affairs)<sup>3</sup>

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

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

**Main Duties and Responsibilities -**

1. To formulate overall policy strategies and coordinate cooperation initiatives with Guangdong and Shenzhen under the existing Hong Kong/Guangdong Cooperation Joint Conference, and provides strategic guidance on the implementation of the new Framework Agreement on Hong Kong/Guangdong Cooperation.
2. To coordinate and oversee implementation of the “Outline of the Plan for the Reform and Development of the Pearl River Delta” with a view to promoting the interest of Hong Kong.
3. To formulate strategies and coordinate HKSARG’s cooperation with the Pan Pearl River Delta provinces/regions under the respective cooperation framework; as well as maintaining good liaison with Macao and other provinces/regions.
4. To coordinate HKSARG’s participation in the World Exposition 2010 Shanghai China.
5. To coordinate the work of HKSARG in support of reconstruction in the Sichuan Earthquake stricken areas.
6. To provide secretariat and management support to the Greater Pearl River Delta Business Council; and to outreach to different sectors to tap into their views on Hong Kong’s cooperation with the Mainland.
7. To formulate strategies and coordinate HKSARG’s cooperation with Beijing and Shanghai under the respective cooperation framework.

## **Job Description**

**Post Title** : PAS(CMA)8

**Rank** : AOSGC

**Responsible to** : DS(CMA)3 (AOSGB) (proposed new post)

### **Main Duties and Responsibilities -**

1. To coordinate and liaise with Government bureaux/departments, Sichuan government authorities and Hong Kong non-government organisations (NGO) in order to monitor the progress of the HKSARG and NGO projects in support of the post-quake reconstruction in Sichuan.
2. To provide support for the Steering Committee on the HKSAR's support for Reconstruction in the Sichuan Earthquake Stricken Areas in its policy setting and strategic planning of the reconstruction support work.
3. To provide steer and advice to the dedicated team set up under the Chengdu Economic and Trade Office to help take forward and monitor HKSAR's reconstruction support work in Sichuan.
4. To coordinate Government bureaux/departments in taking forward cooperation initiatives under the Pan Pearl River Delta (PPRD) Cooperation Forum.
5. To maintain liaison and enhance cooperation with government authorities of individual PPRD provinces and region.
6. To maintain liaison with the Macao Special Administrative Region Government and take forward cooperation between the two places.
7. To coordinate HKSARG's cooperation with Beijing and Shanghai under the respective cooperation framework.

**Job Description**

**Post Title** : PAS(CMA)1 (after creation of the new posts)

**Rank** : AOSGC

**Responsible to** : DS(CMA)3 (AOSGB) (proposed new post)

**Main Duties and Responsibilities -**

1. To provide advice on the conduct of HKSAR's external affairs, including participation in international organisations, hosting of international conferences, negotiation on and conclusion of international agreements and their application to HKSAR.
2. To maintain liaison with the Office of the Commissioner of the Ministry of Foreign Affairs in the HKSAR.
3. To provide advice on matters relating to the conduct and enhancement of Hong Kong-Taiwan relations;
4. To maintain liaison with Taiwan organisations in the HKSAR and the Taiwanese authorities.
5. To provide support for the Steering Committee on Enhancing Hong Kong-Taiwan Economic Relations and the newly established Hong Kong-Taiwan Economic and Cultural Co-operation and Promotion Council in their respective policy setting and strategic planning of the advancement of Hong Kong-Taiwan relations.
6. To formulate strategies and coordinate HKSARG's cooperation with Fujian and Haixi Economic Zone.

## **Job Description**

**Post Title** : Deputy Secretary (Constitutional and Mainland Affairs)2

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

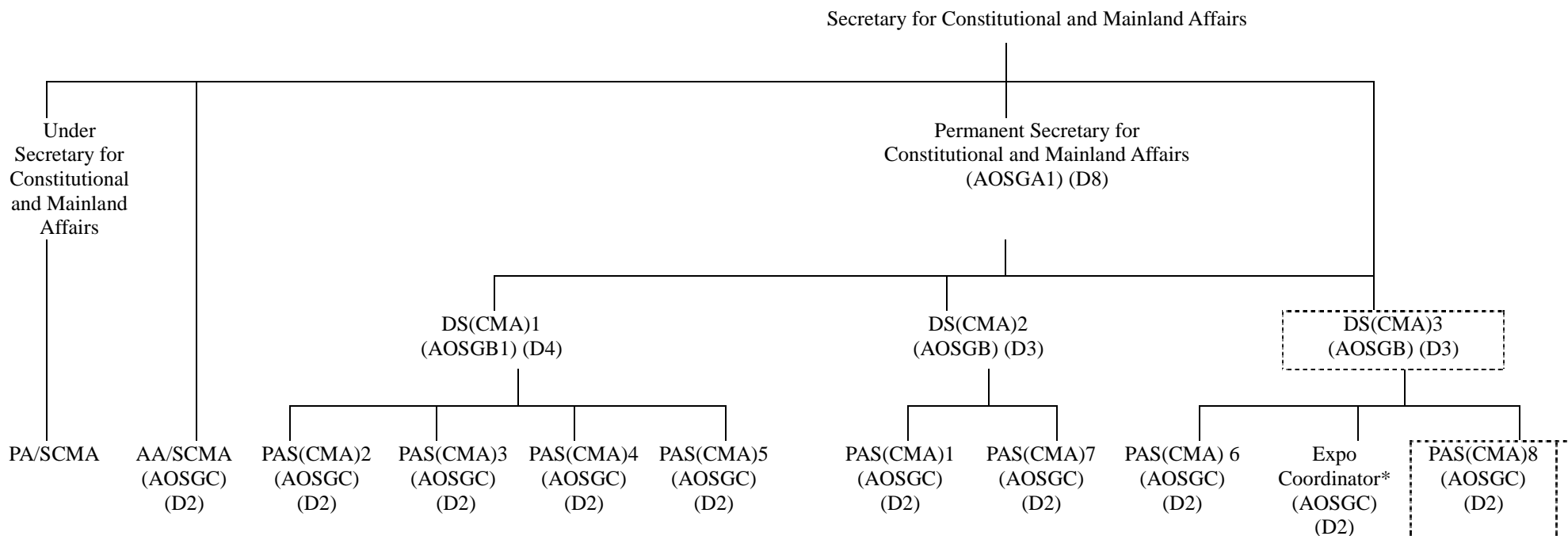
**Responsible to** : Permanent Secretary for Constitutional and Mainland Affairs

### **Main Duties and Responsibilities -**

1. To advise and support the Hong Kong-Taiwan Economic and Cultural Cooperation Promotion Council in its policy-formulation and strategy setting in taking forward cooperation and exchanges with Taiwan.
2. To provide advice to relevant departments in respect of the work of the bilateral Hong Kong-Taiwan Business Cooperation Committee (BCC) and to support the work of the advisory board of the BCC.
3. To liaise with the Liaison Office of the Central People's Government and Taiwan organisations in the HKSAR on issues relating to Taiwan.
4. To provide secretariat support to the Steering Committee on Enhancing Hong Kong-Taiwan Economic Relations.
5. To advise bureaux and departments on issues relating to external affairs and to liaise with the Office of the Commissioner of the Ministry of Foreign Affairs of the PRC in HKSAR.
6. To plan and coordinate HKSARG's input in the compilation of the National 12<sup>th</sup> Five-Year Plan, and to provide secretariat support for the Steering Committee on Preparatory Work for the HKSAR to Complement the Preparation of the National 12<sup>th</sup> Five-Year Plan.
7. To formulate strategies and coordinate action in the promotion of the Basic Law, and to provide secretariat support for the Basic Law Promotion Steering Committee.



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



**Legend:**

\* Supernumerary AOSGC post created for 20 months from 1 June 2009 to 31 January 2011.

– Supernumerary AOSGB and AOSGC posts proposed to be created for 3 years from July 2010 to June 2013.

PA – Political Assistant to Secretary for Constitutional and Mainland Affairs

DS(CMA) – Deputy Secretary (Constitutional and Mainland Affairs)

AA/SCMA – Administrative Assistant to Secretary for Constitutional and Mainland Affairs

PAS(CMA) – Principal Assistant Secretary (Constitutional and Mainland Affairs)

AOSGA1 – Administrative Officer Staff Grade A1

AOSGB1 – Administrative Officer Staff Grade B1

AOSGB – Administrative Officer Staff Grade B

AOSGC – Administrative Officer Staff Grade C

**Note:**

Four Mainland Offices, namely, Beijing Office (BJO), Hong Kong Economic and Trade Office in Guangdong (GDETO), Hong Kong Economic and Trade Office in Shanghai (SHETO) and Hong Kong Economic and Trade Office in Chengdu (CDETO) under CMAB’s purview are not shown in this chart. The directorate establishment of the four Mainland Offices is as follows -

<u>BJO</u>	<u>GDETO</u>	<u>SHETO</u>	<u>CDETO</u>
Director/BJO (AOSGA) (D6)	Director/GDETO (AOSGB) (D3)	Director/SHET O (AOSGB) (D3)	Director/CDETO (AOSGC) (D2)
Deputy Director/BJO (AOSGB1) (D4)			
Assistant Director/BJO (AOSGC) (D2)			