

Legislative Council Panel on Constitutional Affairs

Establishment of the Office of the Chief Executive-Elect

This paper briefs Members on our plan to set up an Office of the Chief Executive-elect (CE-elect).

Office of the Chief Executive-elect

2. The fourth-term Chief Executive (CE) will be elected on 25 March 2012, and will assume office on 1 July. After being elected and before assuming office, the CE-elect is expected to undertake the following major work -

- (a) To form a governing team for the new term of Government, including nominating Principal Officials for appointment by the Central People's Government, as well as recruiting Executive Council Members and other politically appointed officials.
- (b) To prepare for drawing up a policy plan for the new Government based on the CE-elect's election platform.
- (c) To make arrangements with the incumbent Government for a smooth transition.
- (d) To liaise extensively with different sectors of the community and to participate in various official activities.

3. We plan to set up a CE-elect's Office to support the CE-elect in undertaking the above work so as to ensure a smooth transition. Our plan has regard to overseas practices and the situation in Hong Kong. The CE-elect's Office will formally commence operation on the day the fourth-term CE is elected and will cease to operate by 30 June.

Staff Establishment

4. The CE-elect's Office will have five posts at the directorate level. Details are as follows -

Rank	No.	Main Duties
Equivalent to Director of Bureau	1	Head of the CE-elect's Office, to be responsible for overall supervision of the CE-elect's Office and liaison with political groups and different sectors of the community.
Administrative Officer, Staff Grade A (D6)	1	Secretary-general of the CE-elect's Office, to assist in co-ordinating transitional affairs and preparatory work in formulating the policy plan of the new term of Government.
Administrative Officer, Staff Grade B1 (D4)	1	Private Secretary to the CE-elect, to assist the CE-elect in daily office work and official engagements.
Administrative Officer, Staff Grade C (D2)	1	Deputy Private Secretary to the CE-elect.
Administrative Officer, Staff Grade C (D2)	1	Press Secretary to the CE-elect.

5. The CE-elect's Office will have 21 posts at the non-directorate level. Details are as follows -

Rank	No.	Main Duties
Senior Administrative Officer	2	Assistant Private Secretary to the CE-elect.
Special Assistant (senior professional level)	1	Special Assistant to the CE-elect, to assist in liaising with political groups and different sectors of the community.

Rank	No.	Main Duties
Principal Information Officer	1	To assist in matters related to media and public relations.
Information Officer	1	To assist in matters related to media and public relations.
Senior Official Languages Officer	1	To perform translation duties.
Executive Officer I	1	To provide administrative support.
Senior Personal Assistant	1	Personal Assistant to the CE-elect.
Personal Assistant	1	Personal Assistant to the Head of the CE-elect's Office.
Senior Personal Secretary	2	To perform secretarial duties.
Personal Secretary I	2	To perform secretarial duties.
Personal Secretary II	2	To perform secretarial duties.
Personal Chauffeur	1	Driver for the CE-elect.
Chauffeur	1	Driver for the Head of the CE-elect's Office.
Driver	2	Driver for the CE-elect's Office.
Assistant Clerical Officer	1	To provide clerical support.
Office Assistant	1	To provide general support.

6. Regarding the posts set out in paragraphs 4 and 5 above, the Head of the CE-elect's Office and the Special Assistant are special appointments on non-civil service terms. The rest are civil service posts to be filled by deployment within the Government. To allow flexibility, these positions may also be filled from outside the Government as the CE-elect thinks fit. If the CE-elect finds it necessary to increase the manpower of the CE-elect's Office, we will make suitable arrangements.

Office Accommodation

7. We will renovate the 12th floor of the West Wing of the former Central Government Offices at Lower Albert Road to accommodate the CE-elect's Office. Computers and other office equipment, as well as four sedan cars, will be provided for the Office.

Security

8. The Police will deploy suitable manpower to protect the CE-elect. We will hire a security company to provide general security services for the CE-elect's Office.

Administration and Resource Management

9. All staff of the CE-elect's Office will be accountable to the CE-elect. The Administration Wing will assume house-keeping responsibility for the CE-elect Office's day-to-day administration and resource management.

Financial Implications

10. Provision for the CE-elect's Office in the 2012-13 financial year will be included in the 2012-13 draft Estimates of Expenditure. A breakdown is as follows -

	Item	\$ '000
(a)	Salaries	5,319
(b)	Security, maintenance, etc.	1,320
(c)	Other general departmental expenses	896
(d)	10% contingency [items (a) to (c)]	754
	Total :	8,289

Background Information

11. In December 1996, upon election of the first-term CE, the CE's Office was set up to support his preparation for the establishment of the SAR Government. Apart from the work described in paragraph 2 above, the then CE-elect presided at Executive Council meetings, and drew up legislative proposals related to the reunification for submission to the Provisional Legislative Council. The CE's Office then had a total establishment of 87 posts. Details are set out in the **Appendix**.

12. As there was no operational need, both the second-term CE and the third-term CE did not set up a CE-elect's Office after their election.

Chief Executive's Office
Administration Wing, Chief Secretary for Administration's Office
Constitutional and Mainland Affairs Bureau
January 2012

Appendix

Staff Establishment of the CE's Office in June 1997

In June 1997, there were 73 civil servants on secondment to the CE's Office. Details are as follows -

Posts	No.
Branch Secretary ¹	1
Administrative Officer, Staff Grade A	1
Director of Information Services	1
Administrative Officer, Staff Grade B1	1
Administrative Officer, Staff Grade B	1
Principal Crown Counsel	1
Administrative Officer, Staff Grade C	2
Assistant Director of Information Services	1
Principal Executive Officer	1
Senior Chinese Language Officer	1
Principal Information Officer	1
Senior Information Officer	1
Chief Executive Officer	1
Senior Executive Officer	4
Executive Officer I	3
Personal Assistant	1
Senior Personal Secretary	4
Personal Secretary I	6
Personal Secretary II	7
Typist	2

¹ Equivalent to the current rank of Director of Bureau.

Posts	No.
Clerical Officer I	2
Clerical Officer II	9
Clerical Assistant	3
Confidential Assistant	3
Office Assistant	8
Personal Chauffeur	1
Chauffeur	2
Driver	4

2. The CE's Office had an additional 14 officers recruited from outside the Government. Details are as follows -

Post	No.
Secretary for Justice	1
Special Assistant	2
Law Drafting Officer	1
Assistant Law Drafting Officer	1
Senior Law Translation Officer	1
Law Translation Officer	2
Senior Research Officer	1
Press Officer	1
Senior Personal Assistant	1
Social Secretary	1
Junior Secretary	1
Chauffeur	1

3. Counting both civil servants on secondment and non-civil servants, the CE's Office had a total complement of 87 people.