

## **ITEM FOR ESTABLISHMENT SUBCOMMITTEE OF FINANCE COMMITTEE**

### **HEAD 141 – GOVERNMENT SECRETARIAT : LABOUR AND WELFARE BUREAU Subhead 000 Operational expenses**

Members are invited to recommend to Finance Committee the creation of the following permanent posts in the Rehabilitation Team of the Labour and Welfare Bureau upon approval by the Finance Committee –

1 Administrative Officer Staff Grade B  
(D3) (\$158,850 - \$173,350)

1 Principal Executive Officer  
(D1) (\$115,050 - \$125,800)

to be offset by the deletion of the following permanent post in the Rehabilitation Team –

1 Senior Principal Executive Officer  
(D2) (\$136,550 - \$149,350)

### **PROBLEM**

The Commissioner for Rehabilitation (C for R) post needs to be upgraded and directorate support of the Rehabilitation Team of the Labour and Welfare Bureau (LWB) strengthened in order to enhance the co-ordination of the government's efforts in promoting the well-being of persons with disabilities and cope with the substantial growth both in terms of policy content and workload in C for R's responsibilities.

**/PROPOSAL .....**

## PROPOSAL

2. We propose to upgrade the permanent directorate post of C for R from the existing Senior Principal Executive Officer (SPEO) (D2) rank to Administrative Officer Staff Grade B (AOSGB) (D3) rank and to create a permanent Principal Executive Officer (PEO) (D1) post in the Rehabilitation Team of LWB upon approval by the Finance Committee (FC).

## JUSTIFICATION

### Need to Upgrade the C for R Post

3. The C for R post was created at AOSGC (D2) rank in 1977 and was re-graded to the present SPEO (D2) rank in 2001, having regard to the then prevailing executive, resource management and co-ordination duties of the post.

4. At present, C for R is working in LWB and is reporting to the Deputy Secretary for Labour and Welfare (1) (DS(W)1) (AOSGB1) who in turn reports to the Permanent Secretary for Labour and Welfare (PSLW) (AOSGA1). C for R is responsible for formulating rehabilitation policy for persons with disabilities, and for co-ordinating and facilitating all government bureaux/departments (b/ds), public organisations and non-governmental organisations (NGOs) in the development and provision of rehabilitation services.

5. The Administration attaches great importance to promoting the well-being of persons with disabilities. Owing to the significant development in rehabilitation policies and services for persons with disabilities since the last review of the C for R post in 2001, in particular upon the application of United Nations Convention on the Rights of Persons with Disabilities (the Convention) to the People's Republic of China (PRC), including the Hong Kong Special Administrative Region (HKSAR), since August 2008, there has been substantial growth in both policy content and workload of C for R's responsibilities. This trend is expected to continue, as illustrated by the examples in (a) to (e) below. We consider that there is an urgent need to upgrade the C for R post from SPEO (D2) to AOSGB (D3) rank.

#### (a) Implementation of the Convention

6. Under the Convention, HKSAR is required to make proactive efforts in implementing the Convention and submit reports as part of PRC's reports on the implementation of the Convention to the United Nations Committee on the Rights

of Persons with Disabilities (UN Committee) on a regular basis. Being the focal point for implementation of the Convention in HKSAR Government, C for R is responsible for co-ordinating an extensive public consultation with the Rehabilitation Advisory Committee (RAC), rehabilitation sector, groups of persons with disabilities, the Legislative Council (LegCo) and all government b/ds for the preparation and submission of HKSAR's report under the Convention; responding to issues raised by the UN Committee upon examination of the report; attending the hearings of the report conducted by the UN Committee; and taking follow-up action having regard to the Concluding Observations of the UN Committee. For effective implementation of the Convention, C for R is also required to step up co-ordination of cross-bureau policies and initiatives, such as promotion of employment of persons with disabilities, continued enhancement of accessibility of built-environment and transport and road facilities, and enhancement of rehabilitation services having regard to the ageing of persons with disabilities, etc.

7. Along with the growing awareness and recognition of the rights of persons with disabilities since 2001, C for R is expected to continue representing the HKSAR Government at various international and regional conferences and inter-governmental meetings convened by the United Nations Economic and Social Commission for Asia and the Pacific (UNESCAP) on issues pertaining to the rights and well-being of persons with disabilities for establishing contacts with the United Nations, other governments and civil societies for international and regional cooperation, and keeping abreast of the international trends and emerging issues in the rehabilitation field. C for R is not only required to lead or join the HKSAR delegation for these events, but also to co-ordinate the follow-up action and submission of progress reports in fulfilment of the international obligations. The HKSAR Government has also been requested by UNESCAP and other international organisations to host international conferences on specific areas to promote regional co-operation in enhancing the well-being of persons with disabilities. C for R will need to take up the liaison, co-ordination and organisation of such international events with relevant government b/ds, public organisations and other stakeholders.

(b) Legislative work

8. To keep pace with the changing circumstances and growing public expectations, C for R will continue to be heavily involved in a number of legislative exercises in the coming years. These include a review by the Law Reform Commission on the scope of the enduring power of attorney (EPA) under the EPA Ordinance (Cap. 501) recommending, inter alia, the expansion of the powers of

/Guardianship .....

Guardianship Board<sup>1</sup> for safeguarding the rights of the mentally incapacitated persons; amendments to the Disability Discrimination Ordinance to keep up with present-day circumstances in light of operational experience and to facilitate extension of the public transport concessions to other modes of transport; and a review of the Design Manual: Barrier Free Access, which prescribes mandatory design requirements and best practices for the provision of barrier-free access and facilities, and subsequent amendments to the Building (Planning) Regulations, which set out the statutory design requirements and standards of barrier-free facilities of building environment, in light of technological advancement, rising public expectations and operational experience.

(c) Planning for the provision of rehabilitation services to meet changing demand

9. In view of rising public expectations following the application of the Convention to Hong Kong and the ageing of persons with disabilities, there has been growing demand for rehabilitation services. The Administration has undertaken to increase about 6 200 rehabilitation service places during the term of this Government and to implement a Special Scheme on Privately Owned Sites for Welfare Uses (the Special Scheme) to provide, inter alia, some 8 000 additional places<sup>2</sup> for rehabilitation services in the next five to ten years or more along with various initiatives to increase the supply of health care manpower for the rehabilitation sector. A host of measures will also be introduced to strengthen the support for persons with disabilities and their families/carers. Apart from overseeing the effective implementation of these initiatives, C for R will be required to take part in conducting further reviews and formulating suitable plans to fill service gaps and re-engineer the service delivery mode having regard to changing circumstances.

(d) Monitoring the implementation of the Licensing Scheme for Residential Care Homes for Persons with Disabilities

10. A statutory licensing scheme was introduced since November 2011, through the enactment of the Residential Care Homes (Persons with Disabilities) Ordinance (RCHD Ordinance). As complementary measures to the licensing

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<sup>1</sup> Subvented by LWB, the Guardianship Board is a legal quasi-judicial tribunal established in accordance with Part IVB of Mental Health Ordinance to consider and determine applications for the appointment of guardians of mentally incapacitated persons who have attained the age of 18 years.

<sup>2</sup> This figure is based on the rough estimation of the applicant organisations and will be subject to adjustment in light of technical feasibilities and the discussion between the Social Welfare Department and the applicant organisations on the service provision.

scheme, we have also launched a Pilot Bought Place Scheme for private RCHDs<sup>3</sup> to facilitate market development and enhancement of service quality, and a Financial Assistance Scheme to provide subsidies to RCHDs to carry out improvement works for compliance with the licensing requirements in building and fire safety. C for R will need to continue monitoring the market development and effectiveness of existing complementary measures and introduce enhanced measures where required. C for R will also be required to formulate sustainable strategies to ensure service quality of RCHDs on the one hand, and facilitate the market to develop more service options on the other.

(e) Assessment and implementation of proposed initiatives by the Commission on Poverty

11. The Commission on Poverty (CoP) has been reinstated under the chairmanship of the Chief Secretary for Administration since early 2013 to combat poverty. A Special Needs Groups Task Force has been formed under CoP to review existing policies, conduct in-depth studies on specific areas and draw up appropriate policies and corresponding measures pertaining to the well-being and social inclusion of the disadvantaged groups, including persons with disabilities. Being a member of the Task Force, C for R is tasked to serve the Task Force on matters relating to persons with disabilities. In this regard, the Talent-Wise Employment Charter and Inclusive Organisations Recognition Scheme was launched by LWB in September 2013 to encourage the Government, subvented and public bodies and the private sector in implementing a host of measures to promote the employment of persons with disabilities. This is a territory-wide and ongoing initiative which requires substantial planning, co-ordination, publicity and monitoring efforts by C for R.

Encls. 1 & 2 12. The existing and proposed job descriptions of the upgraded C for R post are at Enclosures 1 and 2 respectively.

**Creation of a PEO post**

13. The above developments and additional responsibilities have not only necessitated the creation of a senior directorate post at AOSGB (D3) rank to replace the present SPEO (D2) rank to steer the policy formulation and strategic development directions in respective rehabilitation services, but also generated substantial additional workload for the entire Rehabilitation Team in LWB. In order to allow C for R sufficient time to focus on the increasingly complex and onerous rehabilitation policies and to enhance co-ordination of cross-bureau

/policies .....

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<sup>3</sup> The Scheme was launched in October 2010 and will be regularised upon the expiry of the pilot period in October 2014.

policies and initiatives at senior directorate level for effective implementation of the Convention, we consider that a PEO post (D1) should be created on a permanent basis in the Rehabilitation Team to assist C for R to discharge the growing responsibilities required of the Team. In particular, the PEO is required to take over a wide range of executive, resource management and co-ordination duties from C for R including the following –

- (i) to coordinate, plan and implement a number of public education activities on rehabilitation services, in collaboration with stakeholders, including RAC, various NGOs, public organisations, local organisations and self-help groups of persons with disabilities to raise public awareness of the rights and needs of persons with disabilities with a view to ensuring that they can participate in full and enjoy equal opportunities both in terms of their social life and personal growth;
- (ii) to plan, monitor and review the subvention to and performance of the relevant subvented organisations, including the three Shine Skills Centres of the Vocational Training Council, Guardianship Board, Environmental Advisory Service and Rehabus service;
- (iii) to oversee the Rehabilitation Team's effort in providing secretariat support to RAC and its Sub-committees, and the Council of the Queen Elizabeth Foundation for the Mentally Handicapped; and
- (iv) to advise on the vetting of applications from rehabilitation NGOs and other organisations for financial assistance from charitable funds, including the S K Yee Fund for the Disabled, for implementing projects to enhance the well-being of persons with disabilities.

14. In addition, the PEO is required to assist C for R in the strategic planning and development of rehabilitation policies and initiatives; co-ordinating with government b/ds, public organisations and NGOs in implementation the Convention; overseeing the increasing provision of rehabilitation services for persons with disabilities by Social Welfare Department; receiving important visitors, both local and overseas; liaising with community leaders and stakeholders for seeking views and explaining Government's position on key rehabilitation issues; attending regional and international conferences, forums and meetings for establishing contact with overseas governments, NGOs and civil societies as well as keeping abreast of the international trends on rehabilitation issues, etc. The proposed job description of the PEO post is at Enclosure 3.

Encl. 3

**/Non-directorate .....**

### **Non-directorate Support**

15. To support the upgraded C for R post and the new PEO post and to cope with the increasing workload of the Rehabilitation Team, we will also create four non-directorate posts in the Rehabilitation Team, including one Senior Executive Officer, one Executive Officer II, one Personal Secretary II and one Clerical Assistant posts.

### **Re-distribution of duties of Deputy Secretaries in LWB**

16. Upon the proposed upgrading of the C for R post, C for R will occupy an AOSGB (D3) post and he/she will report to PSLW instead of DS(W)1 as referred to in paragraph 4 above. DS(W)1 will take over from DS(W)2, the other deputy secretary in LWB, the policy responsibilities for the Child Development Fund, short-term food assistance service and Employment in One-stop programme while continuing to have a wide span of policy responsibilities under her existing purview, including mainly the policy work on social welfare provision, welfare services for families, children and young people, rehabilitation of young offenders, combating domestic violence and child abuse, promotion of the well-being and interests of women in Hong Kong, manpower planning, vocational training and retraining as well as overseeing the Public Transport Fare Concession Scheme for the Elderly and Eligible Persons with Disabilities. The existing and proposed job descriptions of DS(W)1 are at Enclosures 4 and 5. DS(W)2, whose post is pitched at the AOSGB (D3) rank, will continue to oversee a number of complex reviews and a host of new initiatives on social security and elderly services, including a review of the Disability Allowance, enhanced measures under the Comprehensive Social Security Assistance Scheme, Low-income Working Family Allowance, Community Care Service Voucher for the Elderly, feasibility study on introducing a residential care service voucher scheme for the elderly, elderly services programme plan, and pilot project on elderly carer allowance, etc. The existing and proposed job descriptions of DS(W)2 are at Enclosures 6 and 7.

17. The existing and proposed organisation charts of LWB showing the C for R and proposed PEO posts are at Enclosures 8 and 9 respectively. An organisation chart of the Rehabilitation Division showing the proposed upgrading and creation of posts is at Enclosure 10.

### **ALTERNATIVES CONSIDERED**

18. We have critically examined the possibility of redeploying the existing directorate posts in LWB to share out the responsibilities of the current C for R post and the rest of the Rehabilitation Team, but find this not practically feasible. As the two DSs and all other Principal Assistant Secretaries (PASs) in

/LWB .....

LWB are fully engaged in their own schedules of duties, it is operationally not possible for them to take up the tasks without adversely affecting the discharge of their current duties. The major responsibilities of other PASs in LWB are given at Encl. 11 Enclosure 11.

## FINANCIAL IMPLICATIONS

19. The net additional notional annual salary cost of the proposal at mid-point is \$1,744,800. Details are as follows –

Rank	Notional annual salary cost at mid-point \$	No. of post
<b>Posts to be created</b>		
AOSGB (D3)	2,019,000	1
PEO (D1)	1,465,200	1
<b>Post to be offset</b>		
SPEO (D2)	(1,739,400)	(1)
<b>Total</b>	<b>1,744,800</b>	<b>1</b>

The full annual average staff cost, including salaries and staff on-cost, is \$2,550,000.

20. As for the four non-directorate posts mentioned in paragraph 15 above, the total notional annual salary cost at mid-point is \$1,653,600 and the full annual average staff cost, including salaries and staff on-cost, is \$2,359,000.

21. We have included the necessary provision in the 2014-15 Draft Estimates to meet the cost of this proposal.

## PUBLIC CONSULTATION

22. We consulted the LegCo Panel on Welfare Services on 10 March 2014. The majority of Members supported the proposal.

## ESTABLISHMENT CHANGES

23. The establishment changes in LWB for the past two years are as follows –

**/Establishment .....**



Establishment (Note)	Number of Posts		
	Existing (as at 1 April 2014)	As at 1 April 2013	As at 1 April 2012
A*	10 + (1) #	10 + (1)	10 + (1)
B	28	28	27
C	66	64	64
Total	104 + (1)	102 + (1)	101 + (1)

Note:

- A - ranks in the directorate pay scale or equivalent
- B - non-directorate ranks, the maximum pay point of which is above MPS point 33 or equivalent
- C - non-directorate ranks, the maximum pay point of which is at or below MPS point 33 or equivalent
- \* - excluding supernumerary post created under delegated authority
- () - number of supernumerary directorate posts created with the approval of the Establishment Subcommittee and FC
- # - as at 1 April 2014, there was no unfilled directorate post in LWB

## CIVIL SERVICE BUREAU COMMENTS

24. The Civil Service Bureau supports the proposed creation of two permanent posts, i.e. one AOSGB post offset by deletion of one SPEO post; and one PEO post in the Rehabilitation Team of LWB. The grading and ranking of the proposed posts are considered appropriate having regard to the level and scope of the responsibilities required.

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

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

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**Existing Job Description  
Commissioner for Rehabilitation  
Rehabilitation Team, Labour and Welfare Bureau**

**Rank :** Senior Principal Executive Officer (D2)

**Responsible to :** Deputy Secretary for Labour and Welfare (1)  
(Administrative Officer Staff Grade B1 (D4))

**Major Duties and Responsibilities –**

1. To formulate and review the overall development strategy for rehabilitation policies and programmes.
2. To promote and co-ordinate implementation of the United Nations Convention on the Rights of Persons with Disabilities and Hong Kong Rehabilitation Programme Plan among government bureaux/departments, public bodies and non-governmental organisations (NGOs), including co-ordinating and monitoring the delivery of rehabilitation services and public education activities on rehabilitation by government departments.
3. To review and monitor the application of the Disability Discrimination Ordinance; Part IVB of the Mental Health Ordinance; Building (Planning) Regulations under the Buildings Ordinance; and the Residential Care Homes (Persons with Disabilities) Ordinance.
4. To attend and prepare submission for the meetings of the Legislative Council and its committees, sub-committees and panels on rehabilitation policy matters and take necessary follow-up actions.
5. To represent the Bureau on boards, committees, international and regional conferences, meetings and events, etc. with regard to rehabilitation issues.
6. To review and monitor the spending, cost-effectiveness and performance of subvented services, including the Rehabus services, three Shine Skills Centres of the Vocational Training Council, Guardianship Board and Environmental Advisory Service and oversee the operation of the Queen Elizabeth Foundation for the Mentally Handicapped, etc.
7. To ensure that the Rehabilitation Advisory Committee, its Subcommittees and Working/Focus Groups are provided with the necessary secretariat support and advice to conduct their business.

8. To supervise the staff of the Rehabilitation Team and oversee operation of the Central Registry for Rehabilitation; and recommend applications from NGOs and other organisations for financial assistance from charitable funds, including the S K Yee Fund for the Disabled, to implement projects for enhancing the well-being of persons with disabilities.

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**Proposed Job Description  
Commissioner for Rehabilitation  
Rehabilitation Division, Labour and Welfare Bureau**

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

**Responsible to:** Permanent Secretary for Labour and Welfare  
(Administrative Officer Staff Grade A1 (D8))

**Major Duties and Responsibilities –**

1. To formulate and review the overall development strategy for rehabilitation policies and programmes.
2. To oversee and enhance the co-ordination among government bureaux/departments, public bodies and non-governmental organisations on implementation of the United Nations Convention on the Rights of Persons with Disabilities and Hong Kong Rehabilitation Programme Plan, including monitoring the delivery of rehabilitation services by government departments.
3. To oversee and co-ordinate as required cross-bureau issues pertaining to the rights and well-being of persons with disabilities.
4. To provide policy input in the formulation and review of policies and programmes on social rehabilitation, barrier-free environment and employment of persons with disabilities etc. and to oversee and co-ordinate for their effective implementation by relevant government departments.
5. To review and monitor the application of the Disability Discrimination Ordinance; Part IVB of the Mental Health Ordinance; Building (Planning) Regulations under the Buildings Ordinance; and the Residential Care Homes (Persons with Disabilities) Ordinance.
6. To attend and prepare submission for the meetings of the Legislative Council and its committees, sub-committees and panels on rehabilitation policy matters and take necessary follow-up actions.
7. To represent the Bureau on boards, committees, international and regional conferences, meetings and events, etc. with regard to rehabilitation issues.

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**Proposed Job Description  
Principal Executive Officer  
Rehabilitation Division, Labour and Welfare Bureau**

**Rank:** Principal Executive Officer (D1)

**Responsible to:** Commissioner for Rehabilitation

**Major Duties and Responsibilities –**

1. To assist the Commissioner for Rehabilitation in development and review of rehabilitation policies and programmes; and co-ordination among government bureaux/departments, stakeholders and counterparts on implementation of the United Nations Convention on the Rights of Persons with Disabilities in Hong Kong and the Hong Kong Rehabilitation Programme Plan.
2. To co-ordinate and monitor the delivery of public education activities on rehabilitation.
3. To plan, monitor and review the spending, cost-effectiveness and performance of the subvented services delivered by the three Shine Skills Centres of the Vocational Training Council, Guardianship Board, Environmental Advisory Service and Rehabus.
4. To ensure that the Council of Queen Elizabeth Foundation for the Mentally Handicapped is provided with the necessary secretariat support and advice to conduct their business.
5. To liaise with and handle enquiries from the Legislative Council, media, NGOs and members of the public.
6. To supervise the staff of the Rehabilitation Team in provision of secretariat service to the Rehabilitation Advisory Committee, its Subcommittees and Working/Focus Groups; oversee operation of the Central Registry for Rehabilitation; and recommend applications from NGOs and other organisations for financial assistance from charitable funds, including the S K Yee Fund for the Disabled, to implement projects for enhancing the well-being of persons with disabilities.

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**Existing Job Description  
Deputy Secretary (Welfare)1  
Labour and Welfare Bureau**

**Rank:** Administrative Officer Staff Grade B1 (D4)

**Responsible to:** Permanent Secretary for Labour and Welfare (PSLW)  
(Administrative Officer Staff Grade A1 (D8))

**Major Duties and Responsibilities –**

1. To oversee policy work on social welfare provision including planning, subvention and manpower; welfare services for families, children and young people; rehabilitation services for young offenders; combating domestic violence and child abuse; social capital development, relevant funds and war veterans.
2. To oversee policy work on the promotion of the well-being and interests of women in Hong Kong.
3. To oversee policy work on manpower planning, vocational training and retraining.
4. To oversee policy work on rehabilitation of persons with disabilities.
5. To oversee the implementation, extension and review of the Public Transport Fare Concession Scheme for the Elderly and Eligible Persons with Disabilities.
6. To attend meetings of the Legislative Council panels and represent the Bureau on boards, committees, international and regional conferences, meetings and events, etc.
7. To oversee the resource management and administration functions of the Bureau.
8. To co-ordinate cross-divisional policy issues within the Bureau and represent the Bureau in liaison with government bureaux/departments on policy issues cutting across policy bureaux of the Government.

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**Proposed Job Description  
Deputy Secretary (Welfare)<sup>1</sup>  
Labour and Welfare Bureau**

**Rank:** Administrative Officer Staff Grade B1 (D4)

**Responsible to:** Permanent Secretary for Labour and Welfare (PSLW)  
(Administrative Officer Staff Grade A1 (D8))

**Major Duties and Responsibilities –**

1. To oversee policy work on social welfare provision including planning, subvention and manpower; welfare services for families, children and young people; rehabilitation services for young offenders; combating domestic violence and child abuse; social capital development, relevant funds and war veterans.
2. To oversee policy work on the promotion of the well-being and interests of women in Hong Kong.
3. To oversee policy work on manpower planning, vocational training and retraining.
4. To oversee the implementation, extension and review of the Public Transport Fare Concession Scheme for the Elderly and Eligible Persons with Disabilities.
5. To oversee policy work relating to Child Development Fund, short-term food assistance service and Employment in One-stop programme.
6. To attend meetings of the Legislative Council panels and represent the Bureau on boards, committees, international and regional conferences, meetings and events, etc.
7. To oversee the resource management and administration functions of the Bureau.
8. To co-ordinate cross-divisional policy issues within the Bureau and represent the Bureau in liaison with government bureaux/departments on policy issues cutting across policy bureaux of the Government.

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**Existing Job Description  
Deputy Secretary (Welfare)<sup>2</sup>  
Labour and Welfare Bureau**

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

**Responsible to:** Permanent Secretary for Labour and Welfare  
(Administrative Officer Staff Grade A1 (D8))

**Major Duties and Responsibilities –**

1. To oversee policy work on social security, including the Comprehensive Social Security Assistance Scheme, the Social Security Allowance Scheme and the promotion of welfare to work.
2. To oversee policy work on the care for the elderly, including promoting active ageing, long-term care services, covering both residential and community care services, carers' support and training, and support for hidden and vulnerable elders.
3. To oversee policy work on the poverty alleviation work of the Bureau, including the Child Development Fund, short-term food assistance service, Employment in One-stop programme, and employment assistance programmes under the Comprehensive Social Security Assistance Scheme, and formulation of new poverty alleviation initiatives in the area of social welfare.
4. To attend meetings of the Legislative Council panels and represent the Bureau on boards, committees, meetings and events, etc.

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**Proposed Job Description  
Deputy Secretary (Welfare)2  
Labour and Welfare Bureau**

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

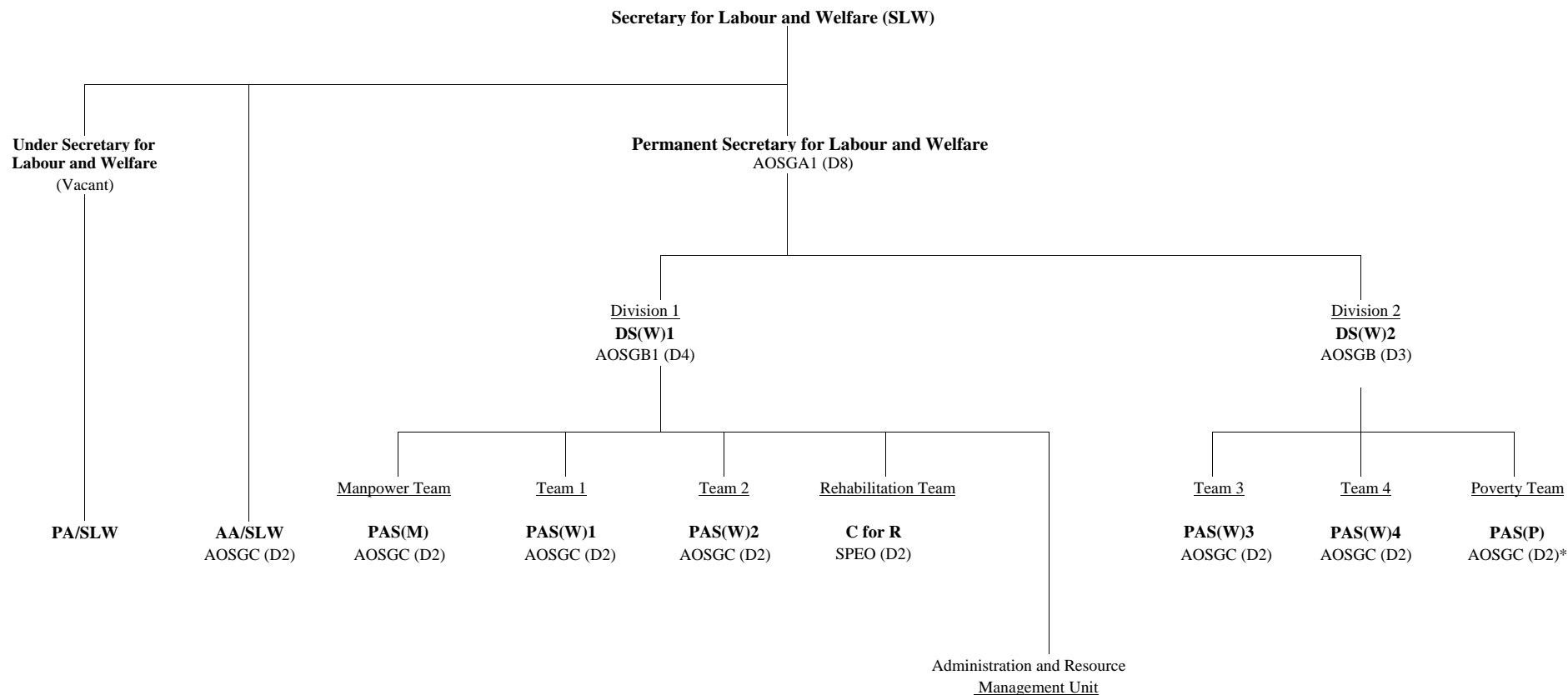
**Responsible to:** Permanent Secretary for Labour and Welfare (PSLW)  
(Administrative Officer Staff Grade A1 (D8))

**Major Duties and Responsibilities –**

1. To oversee policy work on social security, including the Comprehensive Social Security Assistance Scheme, the Social Security Allowance Scheme and the promotion of welfare to work.
2. To oversee policy work on the care for the elderly, including promoting active ageing, long-term care services, covering both residential and community care services, carers' support and training, and support for hidden and vulnerable elders.
3. To oversee policy work on the poverty alleviation work of the Bureau, including the employment assistance programmes under the Comprehensive Social Security Assistance Scheme, and formulation of new poverty alleviation initiatives in the area of social welfare.
4. To attend meetings of the Legislative Council panels and represent the Bureau on boards, committees, meetings and events, etc.

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## Existing Organisation Chart of the Labour and Welfare Bureau

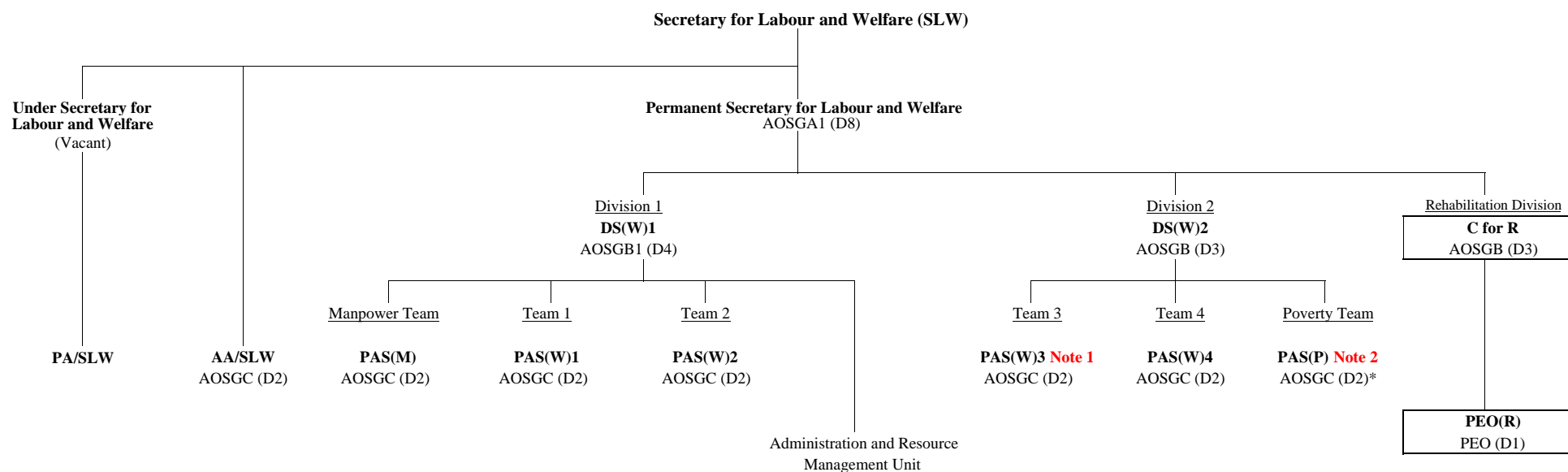


### Legend

AA Administrative Assistant  
AOSGA1 Administrative Officer Staff Grade A1  
AOSGB Administrative Officer Staff Grade B  
AOSGB1 Administrative Officer Staff Grade B1  
AOSGC Administrative Officer Staff Grade C  
C for R Commissioner for Rehabilitation  
DS Deputy Secretary  
PA Political Assistant to Secretary for Labour and Welfare  
PAS Principal Assistant Secretary  
SPEO Senior Principal Executive Officer

M Manpower  
P Poverty  
R Rehabilitation  
W Welfare  
\* Supernumerary AOSGC post up to 30.6.2017

## Proposed Organisation Chart of the Labour and Welfare Bureau



### Legend

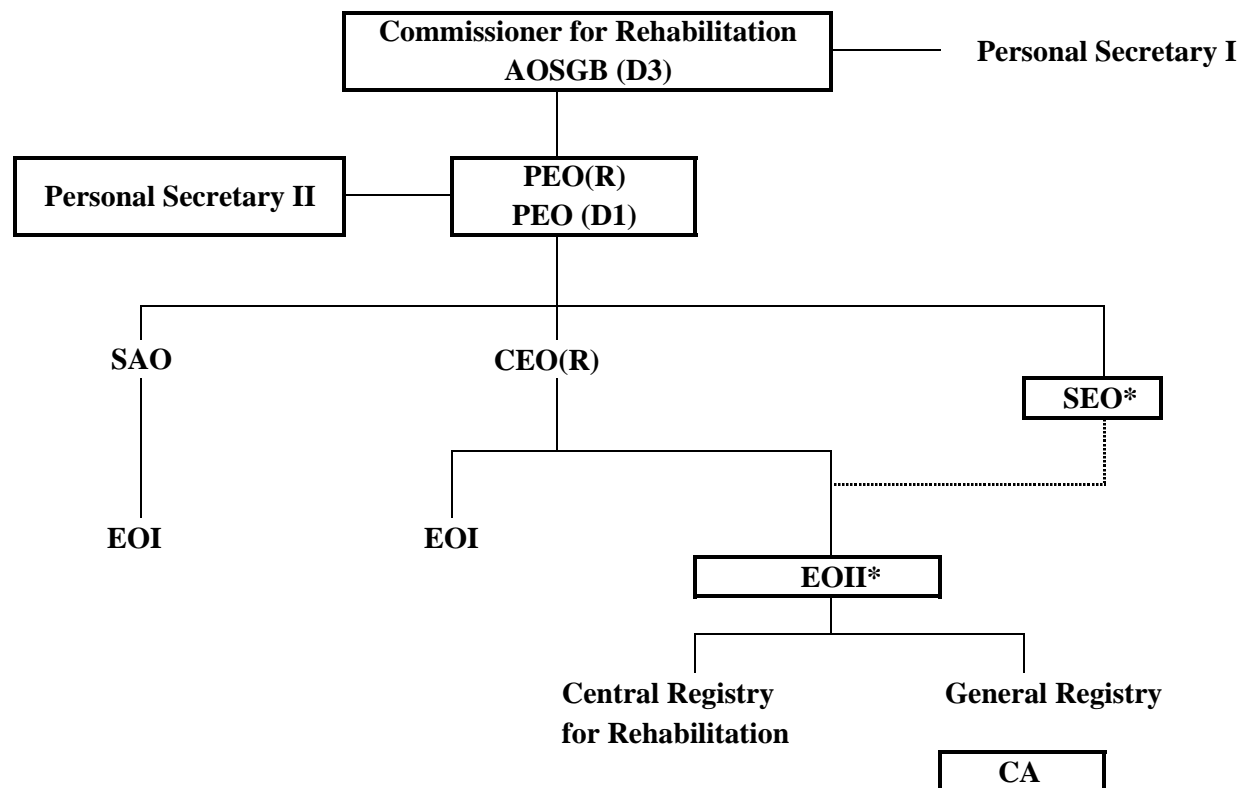
AA	Administrative Assistant	M	Manpower
AOSGA1	Administrative Officer Staff Grade A1	P	Poverty
AOSGB	Administrative Officer Staff Grade B	W	Welfare
AOSGB1	Administrative Officer Staff Grade B1	R	Rehabilitation
AOSGC	Administrative Officer Staff Grade C	*	Supernumerary AOSGC post up to 30.6.2017
C for R	Commissioner for Rehabilitation		
DS	Deputy Secretary		
PA	Political Assistant to Secretary for Labour and Welfare		
PAS	Principal Assistant Secretary		
PEO	Principal Executive Officer		

Proposed posts

Note 1 The proposal of creating a new supernumerary AOSGC post for the elderly services will be separately discussed in the same Establishment Subcommittee (ESC) meeting on 30 April 2014. If the proposal is eventually supported by Legislative Council ESC and approved by the Finance Committee, the organisation chart as set out in this enclosure will be revised. Please refer to EC(2014-15)3 for details.

Note 2 PAS(P) reports to DS(W)1 on policy matters relating to the Child Development Fund, short-term food assistance service and Employment in One-stop Programme.

## Proposed Organisation Chart of The Rehabilitation Division, Labour and Welfare Bureau



### Legend

AOSGB	Administrative Officer Staff Grade B
CA	Clerical Assistant
CEO	Chief Executive Officer
EO	Executive Officer
PEO	Principal Executive Officer
R	Rehabilitation
SAO	Senior Administrative Officer

Proposed upgrading / creation of posts

\* Existing non-civil service contract positions to be regularised.

**Enclosure 11 to EC(2014-15)2**

**Major Responsibilities of Other Principal Assistant Secretaries  
in the Labour and Welfare Bureau**

<b>Post/Rank</b>	<b>Major Responsibilities</b>
Principal Assistant Secretary (Welfare)1/ AOSGC (D2)	<ul style="list-style-type: none"><li>• Social welfare subvention system</li><li>• Long-term social welfare planning</li><li>• Welfare services for families, children and youth</li><li>• Rehabilitation services for young offenders</li><li>• Social work training and manpower planning</li><li>• Legal Representation Scheme for Children/Juveniles involved in Care or Protection Proceedings</li><li>• Social Welfare Advisory Committee</li><li>• Welfare exchange with the Mainland</li><li>• Community Investment and Inclusion Fund and social capital development</li><li>• Chief Executive's Community Project List</li><li>• Lotteries Fund and other welfare-related funds</li><li>• Financial Assistance Scheme for Family Members of Those Who Sacrifice their lives to Save Others</li><li>• Regulation of charitable fund-raising activities under Social Welfare Department's purview</li></ul>
Principal Assistant Secretary (Welfare)2/ AOSGC (D2)	<ul style="list-style-type: none"><li>• Policy on combating domestic violence</li><li>• Policy on support for victims of sexual violence</li><li>• Secretarial support to the Women's Commission and its working groups</li><li>• Policy and strategies to promote the well-being and interests of women in Hong Kong</li><li>• Gender mainstreaming within the Administration</li><li>• Promotional and educational activities to enhance the awareness of public and civil service on women issues</li><li>• Research, studies and surveys on women issues</li><li>• Liaison and meetings with local women's groups and relevant international bodies</li><li>• United Nations Convention on the Elimination of All Forms of Discrimination against Women</li><li>• Beijing Platform for Action</li><li>• UN Commission on the Status of Women</li><li>• Public Transport Fare Concession Scheme for the Elderly and Eligible Persons with Disabilities</li></ul>

Post/Rank	Major Responsibilities
Principal Assistant Secretary (Welfare)3/ AOSGC (D2)	<ul style="list-style-type: none"> <li>• Policy matters relating to elderly with long-term care needs</li> <li>• Allocation mechanism for subsidised long-term care services</li> <li>• Home and community care services for elderly ageing in the community</li> <li>• Residential care services for frail elderly and continuum of care, including the licensing regime</li> <li>• Carers' support and training</li> <li>• Manpower supply and training of care staff in elderly care services</li> </ul>
Principal Assistant Secretary (Welfare)4/ AOSGC (D2)	<ul style="list-style-type: none"> <li>• The Comprehensive Social Security Assistance Scheme</li> <li>• The Social Security Allowance Scheme –               <ul style="list-style-type: none"> <li>- Old Age Allowance (including the Guangdong Scheme)</li> <li>- Old Age Living Allowance</li> <li>- Disability Allowance</li> </ul> </li> <li>• Promotion of active ageing, including lifelong learning and senior volunteerism</li> <li>• Support for vulnerable elderly people, including matters related to elder abuse and elderly suicide</li> <li>• Secretariat of the Elderly Commission</li> </ul>
Principal Assistant Secretary (Manpower)/ AOSGC (D2)	<ul style="list-style-type: none"> <li>• Manpower statistics and projections</li> <li>• Vocational training and retraining</li> <li>• House-keeping of the Employees Retraining Board and the Clothing Industry Training Authority</li> <li>• Continuing Education Fund</li> <li>• Manpower Development Committee</li> <li>• Apprenticeship Scheme and Adult Education Subvention Scheme</li> <li>• APEC Human Resources Development Working Group</li> </ul>
Principal Assistant Secretary (Poverty)/ AOSGC (D2)	<ul style="list-style-type: none"> <li>• Co-ordinate the poverty alleviation work of the Labour and Welfare Bureau</li> <li>• Service the Social Security and Retirement Protection Task Force; Education, Employment and Training Task Force; and Special Needs Groups Task Force under Commission on Poverty</li> <li>• Child Development Fund</li> <li>• Short-term food assistance service projects</li> <li>• Employment in One-stop</li> </ul>

Post/Rank	Major Responsibilities
Principal Assistant Secretary (Poverty)/ AOSGC (D2) (cont'd)	<ul style="list-style-type: none"><li>• Employment assistance programmes under the Comprehensive Social Security Assistance Scheme</li><li>• Provide policy input and co-ordinate contribution in relation to social welfare initiatives of the Community Care Fund</li></ul>

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