

**For discussion
on 19 November 2013**

**Legislative Council
Panel on Commerce and Industry**

**Progress Report of the Hong Kong Council
for Testing and Certification**

PURPOSE

This paper –

- (a) informs Members of the progress of the work of the Hong Kong Council for Testing and Certification (HKCTC) since the last briefing in April 2013; and
- (b) seeks Members' support to create a permanent Administrative Officer Staff Grade C (AOSGC) (D2) post, designated as Secretary-General (Testing and Certification) (SG(TC)) in the Innovation and Technology Commission (ITC) with effect from 1 April 2014.

BACKGROUND

2. Since its establishment in September 2009, the HKCTC, with the support of its Secretariat headed by SG(TC), has been working closely with Government and the testing and certification industry with a view to developing Hong Kong into a testing and certification hub in the region. In March 2013, after reviewing the progress of the implementation of its three-year industry development plan formulated in 2010, the HKCTC submitted a Review Report to the Chief Executive. In the Report, the Council recommended measures to further support the development of the industry. At the Legislative Council Panel on Commerce and Industry

meeting in April 2013, the Chairman concluded that the Panel supported promoting the further development of Hong Kong's testing and certification industry in the Mainland and the HKCTC's recommendations as set out in the Review Report. Members also noted a recommendation to convert the SG(TC) post to the permanent establishment of the ITC would be submitted for the Panel's consideration.

HIGHLIGHTS OF MAJOR PROGRESS

3. The HKCTC, working closely with the ITC, has progressively implemented different measures as recommended by the Review Report. It continues to follow the dual approach of making general improvements to both the accreditation service and factors of production of the industry, while focusing particular attention on specific trades with good potentials for using testing and certification services. Major progress of the implementation of this dual approach since the establishment of the HKCTC in 2009, in particular since our last report to the Panel in April 2013, along with highlights of future plans, are set out in ensuing paragraphs.

Latest Situation

4. Based on the latest available survey results from the Census and Statistics Department, the local testing and certification industry enjoyed good growth during the period from 2009 to 2011¹. During the period, the total number of private independent establishments engaging in testing, inspection and certification activities as their major activities rose from 570 to 600, and the business receipts increased by 25% from about \$8.6 billion to \$10.8 billion. The number of persons employed in the industry has remained stable, registering a slight increase from 12 680 to 13 110 in the period. While the general profitability of the industry would depend very much on the economic situations and regulatory requirements of our major trading partners, the good reputation enjoyed by our industry, its professionalism, and promotion efforts by different parties concerned are core strengths that would ensure its competitiveness. The HKCTC will continue to work closely with the industry to capitalise on these advantages.

¹ Figures for the whole year of 2012 are not yet available and will be published in early 2014.

Improvements to Accreditation Service

5. The accreditation service provided by ITC's Hong Kong Accreditation Service (HKAS) is the cornerstone of the local testing and certification industry. Through joining mutual recognition arrangements (MRAs) administered by international and regional accreditation co-operation bodies, the accreditation granted by the HKAS to testing and certification organisations is recognised by over 80 accreditation bodies in about 65 economies.

6. Since our last report in April 2013, the HKAS has extended its accreditation service to conformity assessment bodies in new areas as set out below –

- (a) certification of management system of service providers of elderly residential care homes – this is in response to an ageing population and rising public awareness of the quality of elderly residential care homes. It is a voluntary accreditation programme developed to enhance recognition and service quality of certification bodies certifying the management systems of service providers of elderly residential care homes. A task force comprising different stakeholders including the Social Welfare Department has been set up to formulate the accreditation criteria and to advise the HKAS on administration matters;
- (b) certification of quality management systems to ISO 9001 and environmental management systems to ISO 14001 in three new areas *viz.* “Mining and Quarrying”, “Printing Companies” and “Education”;
- (c) testing of maleic acid² in food as a quick response to the discovery of such substance in certain food products in Taiwan; and

²

Maleic acid (known as 順丁烯二酸 or 馬來酸 in Chinese) is a harmful chemical deliberately added to food ingredients and starch-based food products (such as vermicelli and bubble tea) which causes health concerns.

- (d) new construction product certification schemes on water closet suites (水廁設備) and mesh reinforcement (鋼筋網).

The HKAS also plans to launch new accreditation services for –

- (a) laboratories undertaking testing work in support of specific types of Mainland certification included under Supplement X to the Mainland and Hong Kong Closer Economic Partnership Arrangement (CEPA) in early 2014 (please also see paragraphs 32-33 below);
- (b) laboratories analysing the nutrient content of infant foods in support of the implementation of the proposed amendment to Food and Drugs (Composition and Labelling) Regulations (Cap. 132W) requiring nutritional labeling for infant formula, follow-up formula and foods intended for infants and young children under three years old;
- (c) certification bodies operating new types of certification schemes including –
 - (i) food product certification schemes (e.g. soy sauce, oyster sauce, preserved meats, bread, cake, biscuit, etc.);
 - (ii) the Food Hygiene Standard Certification System (FHSCS) developed by the Hong Kong Polytechnic University (PolyU); and
 - (iii) the Product Certification Scheme for Chinese Materia Medica (CMM) based on the Hong Kong CMM Standards developed by the Hong Kong Productivity Council (HKPC) (please also see paragraph 22 below);
- (d) organisations verifying greenhouse gas (GHG) quantification at product level; and
- (e) certification bodies operating two new construction product certification schemes *viz.* steel couplers and paint products, which are currently under development.

7. To further strengthen the recognition of our accreditation service, the HKAS plans to apply for expansion of the scope of its MRAs with –

- (a) the Asia Pacific Laboratory Accreditation Cooperation to cover accreditation of proficiency testing providers under ISO 17043. (At present, there are four proficiency testing providers accredited by the HKAS, which provide proficiency testing schemes for food, Chinese medicines, environmental and medical testing); and
- (b) the Pacific Accreditation Cooperation and the International Accreditation Forum to cover accreditation of bodies providing GHG verification to ISO 14064-1.

8. To enhance professional knowledge of local experts and to raise the international profile of Hong Kong's testing and certification industry, the HKCTC and HKAS have been organising training, workshops, seminars and conferences from time to time. The HKAS also regularly reviews and updates accreditation criteria documents to assist accredited organisations in operating to new accreditation and technical standards.

9. Since September 2009, including the new services mentioned in paragraph 6 above, the HKAS has introduced 13 new accreditation services, including four types of management system certification³ to cater to the needs of the industry and the community at large. The HKAS is also mindful of community expectations as demonstrated by, for example, its prompt response to public concern over the presence of phthalates (plasticisers) in food in 2011, radioactivity in food and consumer products from Japan following the Fukushima nuclear incident in 2011, and the presence of maleic acid in certain Taiwanese food earlier this year.

³ The four types are: Food Safety Management System Certification, Occupational Health and Safety Management System Certification, Information Security Management System Certification and Energy Management System Certification.

Enhancement to Factors of Production

Manpower

10. The HKCTC continues to enhance the manpower situation for the industry by focusing on students and practitioners. To attract and retain talent, the HKCTC acts as a liaison channel between academic institutions and the industry. To enhance professionalism, the Council works with different parties to gauge the needs of the industry and provide necessary enhancement opportunities.

11. As the testing and certification industry may not be sufficiently well known to students, it is one of the focuses of the HKCTC to increase their awareness and understanding of the industry. Since its establishment, the Council has organised 25 career talks for the Vocational Training Council (VTC) and university students, and regularly set up promotion booths on career days at universities. For the first time this year, the HKCTC also arranged secondary school students to visit a local testing laboratory.

12. Starting from 2011, with the co-ordination of the Council, over 300 internship places from accredited testing laboratories have been provided to VTC and university students. The number of internship places in the summer of 2013 is 140, which is almost double the 77 places offered in 2012.

13. Since its establishment, the HKCTC, HKAS, other Government departments and public bodies have organised more than 260 training events for practitioners in the testing and certification industry, including 28 that have been held since April this year. Following the recommendation of the Review Report, the HKCTC organised a seminar on integrity and professional development in October 2013 with speakers from the Independent Commission Against Corruption and other organisations. Given the good feedback from participants, the Council will consider hosting similar seminars in due course.

14. To enhance professional standards and to encourage continuous learning, the HKCTC and Government are supportive of the Professional Certification Scheme for Testing Personnel under the Hong Kong

Association for Testing, Inspection and Certification, and the Specification of Competency Standards for Testing, Inspection and Certification Industry under the Qualifications Framework (QF). Essentially –

- (a) the Professional Certification Scheme aims to give professional recognition to the practitioners so as to attract and retain talents, set benchmarks for the upgrade of expertise and technical knowledge, improve the professional image and build up a brand name for the testing and certification industry. Financial support was provided to the development of this Scheme through the SME Development Fund, and expansion of its scope to cover four new disciplines (food testing, environmental testing, calibration and quality assurance) in Phase II, which was launched in June 2013; and
- (b) the QF initiative, on the other hand, is intended to provide a coherent and consistent set of benchmarks for various capabilities that the industry needs in its manpower complement. A set of draft Specification of Competency Standards was launched earlier this month for consultation. The HKCTC is working with the Education Bureau's QF Secretariat and industry representatives to gauge feedback and is planning to launch suitable promotional activities on the wider adoption of QF in due course.

Capital and Technology

15. The HKCTC and ITC have been encouraging wider use of the Innovation and Technology Fund (ITF) for research and development (R&D) of new testing technologies. A total of 13 ITF projects with a total funding of close to \$20 million have been approved since the acceptance of the HKCTC's three-year industry development plan by Government in April 2010. At present, about 15 funding applications relevant to testing and certification and totalling a provisional sum of about \$30 million are being processed.

16. The HKPC and Hong Kong Science Park (Science Park) have laboratory facilities and equipment that are open for use by private testing organisations. By using these shared facilities, testing organisations will

not need to make substantial capital investments if their business volume for the relevant tests is not high. For example, in 2011, the HKPC set up a new electromagnetic compatibility anechoic chamber which enables local laboratories to test products according to the latest electromagnetic compatibility requirements in Europe. More than half of the chamber's operation time has been used by private testing laboratories. To promote the use of these shared facilities, the HKPC and Science Park together have organised three seminars for the industry since April 2013. The HKPC and the Science Park have also recently introduced 'Lab Test One', a new one-stop testing and technical support service for local industries. This new service further facilitates Hong Kong testing and certification organisations in using the shared facilities by approaching either the HKPC or the Science Park.

Land

17. As at the end of 2012, the area of vacant floor space in private properties that may accommodate testing and certification organisations was about 2.3 million square metres. As reported to the Panel early this year, the HKCTC considers that the existing stock in industrial and commercial premises in Hong Kong should generally be able to cope with the demand of the industry. The Council will continue to monitor the situation and will provide feedback from the perspective of the testing and certification industry to relevant Government departments if a suitable opportunity arises, for example where new development sites are being planned.

Focused Efforts on Specific Trades

18. The HKCTC has identified opportunities to promote the use of testing and certification services in the following six specific trades –

- (a) Chinese medicines;
- (b) construction materials;
- (c) food;
- (d) jewellery;
- (e) environmental protection; and
- (f) information and communications technologies.

The selection of the six trades was a consensus reached after consultation with stakeholders in the relevant trades having regard to the respective growth forecast and other relevant information.

19. Efforts made by the HKCTC in the six specific trades are set out in the following paragraphs.

Chinese Medicines

20. Since the establishment of the HKCTC in September 2009, the HKAS has expanded accreditation services to cover authentication and testing of Chinese medicines based on Hong Kong Chinese Materia Medica (HKCMM) Standards. As of October 2013, six laboratories have been accredited for tests according to HKCMM Standards as compared to only one accredited facility in 2012.

21. The HKCTC is supporting the industry to build up technical capabilities to authenticate Chinese herbal medicines by physico-chemical methods according to the HKCMM Standards. With the experience gained from the first inter-laboratory comparison exercise in 2012 which 12 local laboratories participated and ten Chinese medicines were covered, the Council is now organising another inter-laboratory comparison exercise. The exercise will be implemented in two phases with six Chinese medicines in each phase. The first phase is planned for the first quarter of 2014. Through these exercises, testing laboratories can assess their technical competence by comparing testing results with other laboratories. Such participation in inter-laboratory comparison can help testing laboratories to demonstrate their competence in testing and authentication of Chinese medicines. At present, HKCMM Standards for 200 Chinese medicines have been established and the HKCTC would continue to coordinate inter-laboratory comparison exercises.

22. With funding support from ITF, the HKPC is developing a product certification scheme for Chinese Materia Medica (CMM) based on HKCMM Standards. The scheme aims to provide traders and suppliers with an effective means of attracting consumers through enhanced quality assurance. Upon the development of the scheme by early 2014, certification bodies will be able to provide certification services based on the scheme. The HKCTC will work with the HKPC to promote the service

to the traders and suppliers in due course.

Construction Materials

23. The Hong Kong Housing Authority (HKHA) is an important partner of the HKCTC and is taking the lead in requiring product certification for its works projects. Since 2010, the HKHA has started to require product certification for ten new types of construction materials⁴ in phases, including fire rated doors, panel wall for partitions, cement products, tile adhesive, ceramic tiles, repair mortar, aluminum window, uPVC drainage pipe and fitting, close-coupled water closet suites as well as mesh reinforcement. The HKAS has already accredited five certification bodies to provide product certification services for seven types of these specified construction materials. Product certification applications from certification bodies for the three remaining products will likely be made in 2014.

24. With the availability of more certified construction materials in the market, the HKCTC will be able to promote wider acceptance of product certification in both public and private construction projects. For example, the Hong Kong Science and Technology Parks Corporation has specified that materials with product certification would be preferred for certain construction works for Science Park Phase 3. The Architectural Services Department (ArchSD) has also selected four pilot projects for the adoption of product certification for tile adhesives with a view to enhancing public safety and health, and the first contract is expected to be awarded in November 2013. The ArchSD will continue to explore the adoption of suitable product certification in other public works projects when more certified products are available. The Standing Committee on Concrete Technology (SCCT) set up by the Development Bureau is planning to engage a consultant to assess the feasibility of developing a product certification scheme for steel reinforcing bars for use in Hong Kong. The SCCT anticipates that the study will be completed within 2014. Subject to the study and development of a suitable product certification scheme, the Government is prepared to use products certified under the scheme in public works projects. The HKCTC will keep close liaison with the Development Bureau and assist in the promotion of this scheme when it is promulgated, and explore possibilities of coming up with other certification schemes.

⁴ The requirement for product certification for ready-mixed concrete has long been a norm in public works projects.

25. In addition to the above, the HKCTC has also obtained the agreement of the Construction Industry Council (CIC) to help co-ordinate existing product certification scheme owners and to promote and encourage the use of these schemes. Given the status of CIC in the construction industry, its support is critical to the wider adoption of certified construction materials in Hong Kong.

Food

26. The ITF has supported the following initiatives developed by local universities for the benefit of the local food and catering industry –

- (a) the development of a new HACCP⁵-based food hygiene standard certification system aiming at enhancing food safety culture in local catering industry (especially the small and medium enterprises) has been completed. The HKCTC is working with the scheme developer and the testing and certification industry to promote this scheme; and
- (b) the development of a database for supporting DNA testing for authentication of selected high-valued food products has been completed. The database is now available for supporting private testing laboratories with DNA sequencing equipment in providing authentication service for the selected food products. The food industry has shown interest in the service and will explore the feasibility of developing the technology into a food product certification scheme. The Council is working with the database developer and the testing and certification industry to promote it (e.g. a talk was given at the Food Expo held in August 2013).

27. Apart from the above, the Council also serves as a platform for sharing of information on matters related to food testing and certification among stakeholders. For example, a seminar was held together with the HKAS in September 2013 on the proposed rules under the United States Food and Drug Administration (FDA) Food Safety Modernization Act to

⁵ HACCP – Hazard Analysis and Critical Control Points

assist stakeholders in understanding the new regulatory requirements for exporting food to the States. Representatives from FDA were invited as speakers with about 120 attendees.

Jewellery

28. The HKCTC has sponsored the Gemmological Association of Hong Kong (GAHK) to develop a consolidated set of standard testing methods for *Fei Cui* (翡翠, or commonly referred to as “jade”). The GAHK has conducted researches into various testing methods adopted by the trade and drafted a standard testing method based on its findings. Testing of *Fei Cui* samples has been carried out to validate and fine tune the methods. The Association is now collating views from the laboratories and jewellery trade on the draft. Upon the completion of the project, the HKCTC will work with the GAHK in promoting the standard testing methods.

Environmental Protection

29. The HKCTC has been focusing its efforts on promoting new services for ISO 50001-based energy management system certification as well as ISO 14064-based GHG validation and verification –

- (a) through certification to ISO 50001, an organisation can instill confidence in its management system designed to achieve continual improvement in its energy performance. To equip local certification bodies with the necessary technical know-how, the HKAS invited an overseas expert from the United Kingdom to conduct training in September 2012. To reach out to potential service users, the HKCTC has made use of various publicity channels, including seminars organised by public bodies and trade associations, and talks at local trade fairs. It also plans to organise a technical seminar on energy management system certification in early 2014; and
- (b) with more and more organisations starting to quantify and hence initiate actions to reduce their GHG emissions, validation and verification services can help them enhance the credibility of their GHG quantification results. The HKAS

invited overseas experts from Mexico and Taiwan to provide local validation/verification bodies with technical training in August and September 2012. The Council also co-operated with the Environmental Protection Department and the HKAS to organise a 'Quality Carbon Audit Practices' seminar in March 2013, in addition to lining up speakers from the HKAS for other relevant seminars and talks from time to time.

30. The Council has also been liaising with the CIC on the use of accredited verification services under its Carbon Labelling Scheme for Construction Materials launched in 2013. The Scheme benchmarks the carbon footprints of selected construction materials with 'Carbon Labels' that range from Grades A to E, assisting end-users (e.g. contractors) to select low-carbon materials as part of their 'green building' practices. We note that the CIC has mandated that the carbon footprint reports of suppliers for the selected materials be verified by HKAS-accredited verification bodies. Through accreditation, the competence of the verification bodies can be ensured through regular monitoring and assessment.

Information and Communications Technologies

31. The HKCTC has been promoting ISO 27001-based information security management system (ISMS) certification services. ISO 27001 assists an organisation to assess and treat its information security risks through establishing, implementing, maintaining and continually improving its ISMS as part of the overall management framework. Through certification of its ISMS to ISO 27001, the organisation can demonstrate to its clients and business partners that their information assets are adequately protected against security risks. As a first step, the HKCTC has been arranging speakers from the local testing and certification industry and the HKAS to introduce the concepts and advantages of ISMS certification at relevant seminars organised by government departments, professional bodies and trade associations. The HKCTC will continue to gauge the views of the testing and certification industry as well as potential service users before recommending the best way forward in developing this particular sector.

Mainland Market

32. Hong Kong testing laboratories accredited by the HKAS are now allowed to co-operate with Mainland certification bodies to undertake testing for the China Compulsory Certification (CCC) System with regard to products processed in Hong Kong. As of October 2013, the HKAS has accredited ten Hong Kong testing laboratories as capable of performing CCC testing. Four of the Hong Kong testing laboratories have since entered into co-operation agreements with Mainland certification bodies for undertaking CCC testing.

33. Supplement X to CEPA was signed in August 2013. With effect from 2014, it will allow testing and certification organisations from Hong Kong and Mainland to co-operate in respect of acceptance of testing data, and will allow relevant staff from Hong Kong to provide services on Mainland. The scope of testing services for the purpose of certification that can be undertaken by Hong Kong testing laboratories will be expanded from food to other areas of voluntary product certification on a pilot basis in Guangdong Province. These measures would enlist wider recognition of Hong Kong's testing and certification results by Mainland companies, assisting the local industry in further exploring the Mainland market. The ITC is now discussing with the Certification and Accreditation Administration on the implementation details of these measures, and will continue to pursue further liberalisation under CEPA with a view to providing more business opportunities for the trade.

Promotion of Services

34. The HKCTC will continue to promote "Tested in Hong Kong, Certified in Hong Kong" to potential service users with the assistance from different parties. It started promotional activities in local, Mainland and overseas trade fairs in 2010. Until March 2013, the Council had set up promotional booths in 36 and four trade fairs in Hong Kong and the Mainland respectively. The HKCTC has planned to set up promotional booths at 17 trade fairs in Hong Kong and the Mainland within Financial Year 2013-14. Starting from January 2011, the Hong Kong Trade Development Council also helps by displaying promotional materials at trade fairs outside Hong Kong. Under this arrangement, by March 2014,

the HKCTC expects that promotional materials would be arranged at a total of 57 trade fairs outside Hong Kong, of which 20 will be held in the current financial year. Snapshots of the work of the HKCTC since April 2013 are

Annex A at Annex A.

35. The testing and certification industry is not a high profile one due to its technical and specialised nature. Concerted efforts to promote the industry as a whole by Government only started with the set up of the HKCTC and its Secretariat in 2009 and the formulation of a development plan in 2010. Since then, more than 10 000 attendees have participated in various seminars, training workshops, or short courses. Promotion materials published by the HKCTC and the career fairs/ talks have successfully brought the industry to a wider audience beyond its traditional service users.

ESTABLISHING A PERMANENT POST OF SG(TC)

36. The ITC has set up a dedicated team to provide support to the HKCTC and serve as its Secretariat. The Secretariat for HKCTC is headed by SG(TC), who is occupying a supernumerary AOSGC post approved by the Finance Committee (vide EC(2009-10)14 and EC(2011-12)8) for the period from 16 March 2010 to 31 March 2014. SG(TC) is currently underpinned by a team of eight non-directorate time-limited civil service posts. The existing organisation chart of the Secretariat and SG(TC)'s current job description are at Annex B and Annex C respectively. As the head of the Secretariat, SG(TC) provides a linkage between Government and the HKCTC members, and maintains dialogues with the industry. The post-holder also co-ordinates efforts to further support the development of the industry.

Annex B
Annex C

37. The Review Report accepted by Government earlier this year has laid down a blueprint and concrete measures to support the testing and certification industry, and confirmed the role of the HKCTC as the key partner to Government. To sustain the momentum and to demonstrate Government's long-term commitment to this industry where Hong Kong enjoys clear advantages, we see a need to provide the HKCTC with long-term manpower and support for implementing the recommended measures and taking forward its other initiatives to sustain the promotion and

development of the testing and certification industry. We therefore propose to set up a permanent Secretariat for HKCTC by converting the post of SG(TC) into a permanent one along with the other eight non-directorate staff of the Secretariat. We will also strengthen the manpower support of the proposed permanent Secretariat by creating two additional non-directorate posts in 2014-15. The proposed job descriptions of SG(TC) and the proposed organization chart are at **Annex D and Annex E**.

Annex D
Annex E

38. The substantial content and complexities of the duties of SG(TC) have proven the necessity of pitching the rank of the post at the level of AOSGC. As elaborated earlier, to take forward the work of the HKCTC which is multi-faceted, SG(TC) will need to follow up on the tasks as mentioned in paragraphs 3 to 35 above. For example, SG(TC) will have to assist the testing and certification industry in ensuring manpower supply for supporting further development of the industry in terms of both quality and quantity, as well as encourage and solicit R&D projects on new testing technologies.

39. For specific trades, SG(TC) will have to work with stakeholders on developing new testing and certification services. The post-holder will also, as illustrated in the brief summary of the Council's work above, support the industry to build up/maintain their technical competence in Chinese medicines authentication, promote wider acceptance/ adoption of product certification for construction materials and a HACCP-based food hygiene standard certification system for the local catering industry, develop a consolidated set of standard testing methods for *Fei Cui*, energy management system certification as well as greenhouse gas validation and verification, and wider use of the ISMS certification services, etc. Lastly, while SG(TC) will continue to service the Council in respect of the development of the six specific trades, the post-holder will also recommend areas with potential to the Council for exploring new development opportunities, or recommend the Council to consolidate existing endeavours and bringing them into conclusion as and when potentials are adequately explored and a specific trade has taken over the initiative promoted by the HKCTC.

Alternatives Considered

40. We have critically examined whether the existing directorate officers at D2 and above in the ITC can be re-deployed to undertake the tasks. However, all these directorate officers are already fully engaged in their respective portfolios, in particular taking into account that the ITC is already introducing numerous new initiatives to promote innovation and technology. The major tasks for the ITC include enhancing the support for R&D through ITF, promoting applied R&D and technology transfer to the industry through R&D Centres and ITF, monitoring the development of Science Park Phase 3, stepping up technology collaboration with Mainland and re-vitalisation of the Industrial Estates. It is operationally not feasible for the existing directorate officers in the ITC to take up the additional duties of SG(TC) which require dedicated efforts.

FINANCIAL IMPLICATIONS

41. The proposed conversion of the supernumerary AOSGC post into a permanent one will require a notional annual salary cost at mid-point of \$1,739,400. The full annual average staff cost, including salaries and staff on-cost, is \$2,503,008.

42. The notional annual salary cost at mid-point of the ten non-directorate posts to be made permanent in the Secretariat is \$4,976,700 and the full annual average staff cost, including salaries and staff on-cost is \$6,540,528.

43. We will include sufficient provision in the draft Estimates of 2014-15 and subsequent financial years to meet the requirements of this proposal.

ADVICE SOUGHT

44. Members are invited to –

- (a) note the work of the HKCTC since its submission of Review Report in March 2013; and

- (b) support the creation of a permanent AOSGC post with effect from 1 April 2014 to lead the Secretariat for HKCTC. Subject to Members' support, we will submit the proposal to the Establishment Subcommittee of the Finance Committee for consideration.

Innovation and Technology Commission
November 2013

**Snapshots of Various Supports to
the Testing and Certification Industry**



Seminar on Chinese Medicines



Career Fair for Local University Students

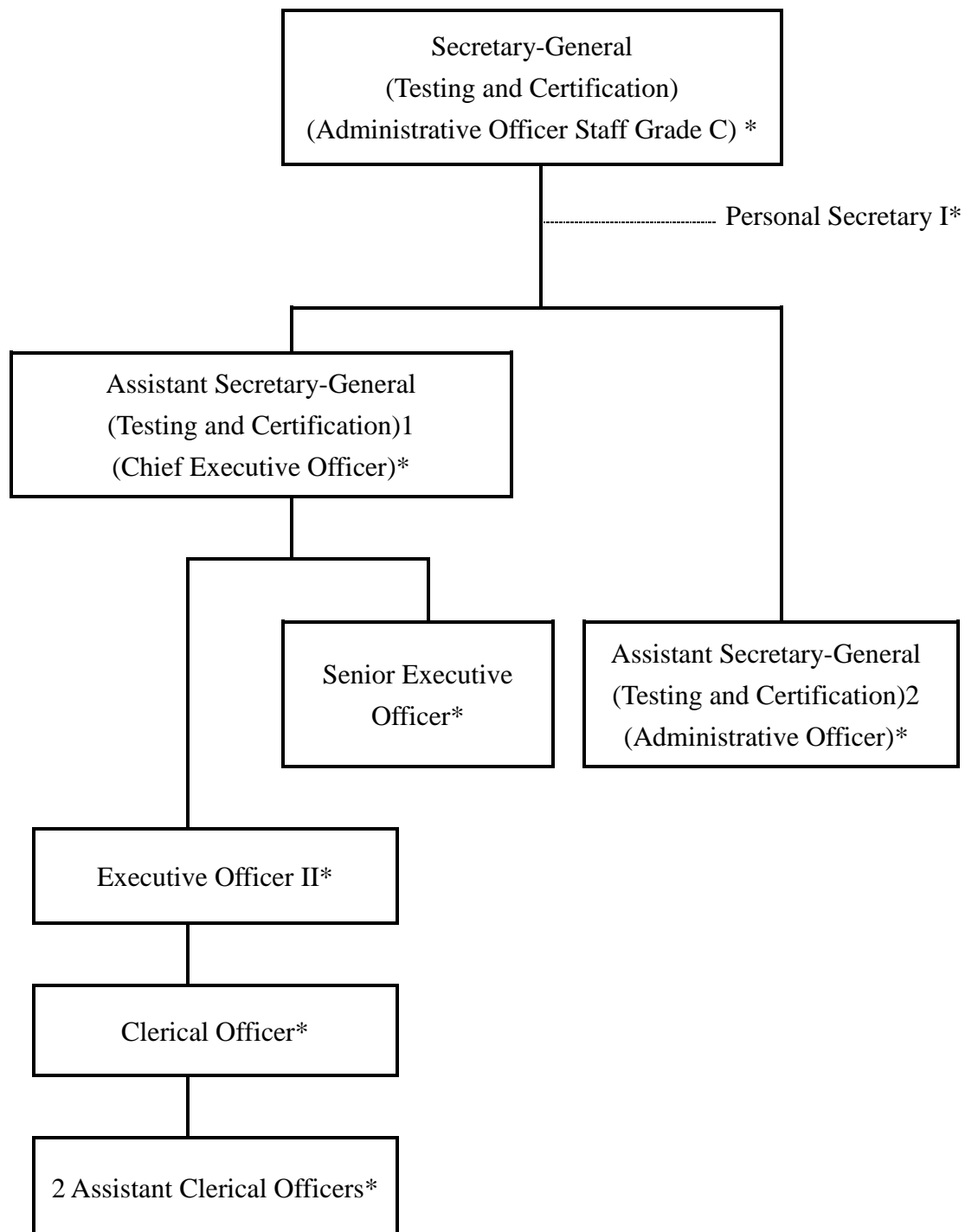


Promotion at Local Trade Fair



HKCTC Booth at InnoCarnival 2013

**Organisation Chart of the Secretariat for the
Hong Kong Council for Testing and Certification
(as at 31 October 2013)**



*Supernumerary/time-limited posts to be lapsed on 1 April 2014.

Existing Job Description

Secretary-General (Testing and Certification)

Rank : Administrative Officer Staff Grade C (D2)

Responsible to : Deputy Commissioner for Innovation and Technology

Main Duties and Responsibilities —

- (a) to head the Secretariat for the Hong Kong Council for Testing and Certification (HKCTC) and provide secretariat support to the HKCTC on the implementation of the first three-year development plan for the industry, which would include:
 - (i) implementing measures to enhance the various factors of production;
 - (ii) working with parties concerned in respect of specific trades with good potential to bring new initiatives to reality; and
 - (iii) promoting Hong Kong's testing and certification services in the Mainland and overseas;
- (b) to assist the HKCTC in reviewing the progress made in its first three-year industry development plan and formulating a new plan to promote further development of the industry;
- (c) to assist the HKCTC in advising the Government on the long-term role of the Council;
- (d) to liaise with the Mainland authorities with a view to drawing up areas of cooperation so as to bring benefits to both sides; and
- (e) to oversee the administration of the Secretariat.

Proposed Job Description

Secretary-General (Testing and Certification)

Rank : Administrative Officer Staff Grade C (D2)

Responsible to : Deputy Commissioner for Innovation and Technology

Main Duties and Responsibilities —

- (a) to head the Secretariat for the Hong Kong Council for Testing and Certification (HKCTC) and provide secretariat support to the HKCTC on the implementation of the recommendations of its review report to support further development of the industry, which would include:
 - (i) on the general front – to implement measures to enhance various factors of production;
 - (ii) in respect of specific trades with good potential – to work with parties concerned to bring concept to reality;
 - (iii) seeking wider recognition of Hong Kong’s assessment results in the Mainland and overseas; and
 - (iv) promotion of local testing and certification services inside and outside Hong Kong;
- (b) to assist the HKCTC in monitoring the progress of implementation of measures for further development of the industry, reviewing the work of dedicated panels set up for specific trades, and drawing up recommendations to set up new panels or consolidate/ conclude existing panels, as and when appropriate in the light of actual experience;
- (c) to liaise with the Mainland authorities with a view to drawing up areas of cooperation so as to bring benefits to both sides; and
- (d) to oversee the administration of the Secretariat.

**Proposed Organisation Chart of the Secretariat for
the Hong Kong Council for Testing and Certification**

