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### Replies to supplementary questions raised by Finance Committee Members in examining the Estimates of Expenditure 2015-16

Director of Bureau : Director of Administration

Session No. : 3

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**CONTROLLING OFFICER'S REPLY**

**S-CSO01**

**(Question Serial No. S0017)**

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (2) Government Records Service

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

(1) What are the 4 Government departments which have fully implemented the “electronic records keeping system”? What is the implementation timetable for departments that have not yet implemented the system?

(2) What are the contents of the internal guidelines for the “electronic records keeping system”? Please provide the relevant information.

(3) Regarding the joint study currently conducted by the Government Records Service and the Office of the Government Chief Information Officer to evaluate the implementation of electronic records management by bureaux/departments, which is expected to be completed in the second quarter of 2015, will the Government disclose the consultancy report? If so, when will it do so?

Asked by: Hon MOK Charles Peter (Member Question No. )

Reply:

The four Government bureaux/departments (B/Ds) which have already implemented an electronic recordkeeping system (ERKS) are the Efficiency Unit, the Communications and Technology Branch of the Commerce and Economic Development Bureau, the Government Records Service (GRS) and the Rating and Valuation Department.

The E-Government Steering Committee chaired by the Financial Secretary has reviewed the capacity to implement a wider rollout of ERKS in the Government. In the next stage of ERKS implementation, a maximum of six B/Ds of a larger scale and with more complex recordkeeping requirements will be recruited. This phased development is to ensure that implementation issues are comprehensively addressed and a more certain evaluation of costs and benefits can be made before full extension of ERKS across the Government.

To assist B/Ds in initiating, planning, implementing, managing and maintaining an ERKS, GRS has developed a series of ERKS implementation guidelines as appended below to provide guidance to B/Ds:

- (i) Guidelines on Management of Electronic Mails
- (ii) Disposal of Original Records (for records that have been digitised and stored in a digital form)
- (iii) Functional Requirements of an Electronic Recordkeeping System
- (iv) Recordkeeping Metadata Standard for the Government of the Hong Kong Special Administrative Region
- (v) Recordkeeping Metadata Standard for the Government of the Hong Kong Special Administrative Region - Implementation Guidelines
- (vi) Manual on Evaluation of an Electronic Recordkeeping System (Exposure draft)
- (vii) A Handbook on Preservation of Electronic Records
- (viii) Guidelines on Mapping out Implementation of an Electronic Recordkeeping System in the Context of Developing Organisational Electronic Information Management Strategies
- (ix) A Handbook on Records Management Practices and Guidelines for an Electronic Recordkeeping System
- (x) Guidelines on Implementation of an Electronic Recordkeeping System: Key Considerations and Preparation Work Required

The study to gauge the electronic records management situations in B/Ds is being conducted internally by GRS and OGCIO. The summary findings of this study will be made available after the study has been completed.

- End -

**CONTROLLING OFFICER'S REPLY****S-CSO02****(Question Serial No. S0011)**

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (1) Efficiency Unit

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

1. Please give a breakdown of the staffing establishment of the 1823 in the past 3 years in terms of permanent civil servants, non-civil service contract staff and their posts.
2. Please give a breakdown of staff who left the 1823 in the past 3 years in terms of permanent civil servants, non-civil service contract staff and their posts.

Asked by: Hon WONG Kwok-hing

Reply:

1. Number of civil servants and non-civil service contract staff employed in 1823 in the past three years:

	Number of Staff (as at 31 December)		
	2012	2013	2014
Civil servants	6	6	6
Non-civil service contract staff			
A. Full-time <sup>Note</sup>			
1. (Operations) Manager	12	13	16
2. (Operations) Customer Service Supervisor	26	28	31
3. (Operations) Customer Service Officer	249	271	337
4. (Training) Manager and Supervisor	7	6	10
5. (Technical Support) Engineer, Technical Support Officer, LAN Administrator and Information Technology Officer	11	18	18
6. (Administration and Support) Manager, Supervisor and Operations Assistant	11	11	15
B. Part-time			
1. Part-time Customer Service Officer	53	70	138

2. Number of civil servants and non-civil service contract staff resigned from 1823 in the past three years:

	Number of Staff		
	2012	2013	2014
Civil servants	1	0	0
Non-civil service contract staff			
A. Full-time <sup>Note</sup>			
1. (Operations) Manager	0	0	1
2. (Operations) Customer Service Supervisor	0	0	1
3. (Operations) Customer Service Officer	67	99	135
4. (Training) Manager and Supervisor	0	1	1
5. (Technical Support) Engineer, Technical Support Officer, LAN Administrator and Information Technology Officer	2	2	4
6. (Administration and Support) Manager, Supervisor and Operations Assistant	6	3	5
B. Part-time			
1. Part-time Customer Service Officer	44	27	30

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<sup>Note</sup> "Full-time" means the employment is on a "continuous contract" under the definition of the Employment Ordinance (Cap 57). According to the Ordinance, an employee who works continuously for the same employer for four weeks or more, with at least 18 hours in each week, is regarded as working under a continuous contract.

**CONTROLLING OFFICER'S REPLY**

**S-CSO03**

**(Question Serial No. S0012)**

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (3) CSO-Administration Wing

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

Among the additionally recruited security guards, was anyone injured during the September-December Occupy Movement? Regarding the additional expenditure of \$6.03 million, was there any compensation related to work injury? If yes, what was the amount?

Asked by: Hon WONG Kwok-hing

Reply:

The Government has requested its security service contractor to deploy additional security personnel from late September to December 2014 to meet the operational needs of the Central Government Offices ("CGO"). On 26 September 2014, some protestors made deliberate attempts to break into the East Wing Forecourt of CGO by forcible means. Nine security personnel were injured during the incident. The service contractor, as the employer of the injured personnel, has already taken up these cases in accordance with the relevant provisions of the Employees' Compensation Ordinance. Hence, the additional expenditure of \$6.03 million does not cover the compensation for the work injury cases.

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