

LEGISLATIVE COUNCIL

PANEL ON COMMERCE AND INDUSTRY

Establishment of a New Economic and Trade Office in Jakarta

Purpose

This paper briefs Members on the proposed establishment of a new Economic and Trade Office (ETO) in Jakarta and the related reorganisation of the ETO in Washington DC. Members are invited to support –

- (a) the creation of an Administrative Officer Staff Grade B (AOSGB) (D3) post to head the new ETO, to be offset by the deletion of an Administrative Officer Staff Grade B1 (AOSGB1) (D4) post from the ETO in Washington DC;
- (b) the proposed pay scales for locally-engaged (LE) staff and the corresponding increase in the establishment ceiling of non-directorate posts for the expenditure head of the Overseas Economic and Trade Offices in 2016-17; and
- (c) the re-structuring of the directorate establishment of the Washington ETO after deletion of the AOSGB1 post.

Background

2. At present, the HKSARG has 11 overseas ETOs in Washington DC, New York, San Francisco, Toronto, Brussels, London, Geneva, Berlin, Tokyo, Sydney and Singapore respectively. These ETOs are located in major economies and cover nearly all the top 20 principal trading and investment partners of Hong Kong.

3. With the exception of the Geneva ETO whose primary role is to represent Hong Kong at the World Trade Organization and the Trade Committee of the Organisation for Economic Cooperation and Development, the overseas ETOs seek to promote Hong Kong's economic and trade interests by monitoring regularly developments that

may affect Hong Kong, and liaising closely with a wide range of interlocutors and contacts, including government officials, politicians, news media, business leaders, the cultural sector and opinion formers, and the Hong Kong communities in places where they cover. They handle all bilateral matters relating to, for example, political, economic and cultural issues between Hong Kong and the respective countries under their purview.

Justification

Strengthening HKSAR's Representation in ASEAN

4. We have currently two ETOs in Asia: the ETO in Tokyo covering Japan and Korea, and the ETO in Singapore covering the ten ASEAN¹ countries.

5. With the gradual shift of the global economic development to the Asian region, the rise of ASEAN economies has, in particular, created new business opportunities for Hong Kong. In 2015, ASEAN was our 2nd largest partner in merchandise trade. From 2011 to 2015, the bilateral goods trade between Hong Kong and ASEAN grew at about 3.2% on average every year. Five of the ASEAN economies were among our top 20 trading partners in 2015: Singapore (5th), Thailand (8th), Viet Nam (9th), Malaysia (11th) and the Philippines (14th). ASEAN was also our 4th largest partner in services trade in 2013. The average annual growth rate was about 11% from 2009 to 2013. At present, the Singapore ETO is solely in charge of our outreach work within ASEAN. We see a strong and practical need to strengthen our representation and profile in the region, and forge closer ties with our ASEAN partners.

Need for setting up a New ETO in Jakarta

6. ASEAN countries are major economies along the 21st Century Maritime Silk Road under the Belt and Road Initiative and are our key emerging markets. At present, we are negotiating a Free Trade Agreement (FTA) with ASEAN. Strengthening Hong Kong's presence in the region will help promote economic and cultural exchanges, and facilitate the investment and trade flow in the region. Of all the ASEAN economies, Indonesia is the most populated country with a growing

¹ ASEAN, or the Association of Southeast Asian Nations, comprises Brunei Darussalam, Cambodia, Indonesia, Laos, Malaysia, Myanmar, the Philippines, Singapore, Thailand and Viet Nam.

middle class. It accounts for about 40% of the total ASEAN population as well as the total ASEAN GDP. The ASEAN Secretariat is located in Jakarta, and Permanent Representatives of the ten ASEAN countries are also based there. A new ETO there will enhance Hong Kong's bilateral relations with Indonesia, facilitate our liaison with the ASEAN Secretariat, and support the follow-up work of the ASEAN-Hong Kong FTA. It will complement the existing Singapore ETO in increasing our presence in Southeast Asia.

Change in geographical coverage of the ETOs in ASEAN countries

7. The proposed country-coverage of the Jakarta and Singapore ETOs will be as follows –

- (a) Jakarta ETO: covering Indonesia, Malaysia, Brunei and the Philippines.
- (b) Singapore ETO: covering Singapore, Cambodia, Laos, Myanmar, Thailand and Viet Nam.

A summary of the proposed geographical coverage of the ETOs in ASEAN countries in comparison with the existing arrangement is at Enclosure 1.

Encl. 1

8. The split in geographical coverage division of responsibilities between the Singapore ETO and the Jakarta ETO has taken into account the cultural similarities, geographical location and population/market size. Specifically, we have taken the following factors into account –

- (a) Language and religion: Malay (in various forms) is an official language in Indonesia, Malaysia and Brunei. The three countries have Muslim-majority populations and share certain level of cultural similarity.
- (b) Geographical location: Indonesia, Malaysia and Brunei are located in the southern part of Southeast Asia, with connecting parts between Indonesia and Malaysia, as well as Brunei and Malaysia. The southern part of the Philippines, though not connected, is very close to northern Indonesia.

- (c) Population and market size: The population of Indonesia, Malaysia, Brunei and the Philippines contribute about 60% of the ASEAN population. These economies present great market potentials for Hong Kong.

Alternative Options

9. We have examined but do not consider it feasible to re-deploy existing resources of the Singapore and Tokyo ETOs in stepping up our trade and economic promotion efforts in ASEAN. The Tokyo ETO is heavily engaged in fostering Hong Kong's economic and trade relations with Japan and Korea under strained resources. The Singapore ETO is increasingly unable to effectively cover all the 10 ASEAN countries having regard to the wide geographical coverage and heavy workload. Reduction in the number of countries to be covered by the Singapore ETO after the setting up of the Jakarta ETO will enable the former to focus more on the six countries it is proposed to cover. Specifically, the Singapore ETO can reach out more extensively to second tier cities to step up trade and investment promotion work as well as to develop stronger relations with relevant ASEAN countries in areas such as tourism as well as arts and culture.

Functions of the Jakarta ETO

10. The main responsibilities of the Jakarta ETO are to –
- (a) represent the HKSARG in matters between Hong Kong and ASEAN as a whole, and handle in particular bilateral matters between Hong Kong and four ASEAN countries (please see paragraph 7(a) above);
 - (b) monitor closely developments in ASEAN that might affect Hong Kong's interests;
 - (c) liaise closely with government officials, politicians, the business and cultural sectors, the media, the local communities, etc. to enhance understanding of Hong Kong and to promote Hong Kong's interests; and
 - (d) organise events to raise the profile of Hong Kong.

Proposed establishment of the Jakarta ETO

Head of the ETO in Jakarta

Encl. 2

11. The head of the Jakarta ETO will be ranked at AOSGB (D3) level and designated as “Director-General, Hong Kong Economic and Trade Affairs, Jakarta” (DGJ). The proposed job description of DGJ is set out at Enclosure 2. DGJ will have an oversight on the overall formulation of strategy with regard to Hong Kong’s engagement with ASEAN. It is therefore essential for the ETO to be headed by a directorate officer of appropriate ranking in order to maintain close contact with, among others, senior management of the ASEAN Secretariat (including the Secretary General), and the Permanent Representatives of ASEAN countries based in Jakarta, and handle regional trade-related matters (especially upon completion of the negotiations of the Hong Kong-ASEAN FTA) more effectively. To ensure alignment of priorities between the Jakarta and Singapore ETOs, DGJ will also oversee the work of the latter, which is headed by Director, Hong Kong Economic and Trade Affairs, Singapore currently pitched at the rank of Administrative Officer Staff Grade C (AOSGC) (D2). Given the scope of responsibilities attached to DGJ and the high level liaison work required of him, we consider it appropriate for the ETO in Jakarta to be headed by an AOSGB (D3) officer.

Flexible Ranking System

Encl. 3

12. In June 1991, the Finance Committee approved a flexible ranking system to facilitate the posting and retention of directorate heads and deputy heads of overseas offices. Under this system, in certain specified situations a supernumerary directorate head and deputy head post at a pre-determined higher rank can be created and held against the permanent posts of the lower rank. Details and rationale of the system are at Enclosure 3. In line with this arrangement, we propose that the flexible ranking system be extended to DGJ of the Jakarta ETO (a directorate head post) such that the Secretary for the Civil Service may exercise delegated authority to create a supernumerary post of AOSGB1 (D4) to be held against the proposed permanent post of AOSGB (D3) to head the ETO.

Re-structuring the directorate establishment of Washington ETO

13. At present, the Commissioner for Economic and Trade Affairs, USA (C,USA) of Washington ETO, ranked at Administrative Officer Staff Grade A (AOSGA) (D6) level, is responsible for overseeing Hong Kong's representation and interest in the whole of the United States and promoting bilateral cooperation between the two economies, through the work of the three ETOs in the US, namely Washington, San Francisco and New York ETOs. The Washington ETO closely monitors the political and economic development in the US and reports on legislative proposals, government policies as well as executive and regulatory actions that may affect Hong Kong. C,USA is supported by DGW ranked at AOSGB1 (D4) level who assists him to oversee and co-ordinate the public relations and lobbying activities in the entire US. DGW is in turn supported by Deputy Director-General, Hong Kong Economic and Trade Affairs, Washington (DDGW) at AOSGC (D2) level and three Assistant Director-Generals, Hong Kong Economic and Trade Affairs, Washington (ADGWs) comprising officers from the Administrative Officer and Trade Officer grades. The New York and San Francisco ETOs are responsible for promoting economic and trade relations between Hong Kong and individual US states². The heads of these two ETOs are pitched at AOSGC (D2) level and are each supported by a Senior Administrative Officer.

14. In the light of operational experience, the Washington ETO has been adopting a more targeted and focused approach in carrying out their monitoring, promotion, liaison, networking and outreaching efforts. PR work has also been decentralised so as to facilitate respective US ETOs to more effectively engage interlocutors in their geographical coverage. These have helped streamline the work of the Washington ETO. Taking into account the increasing focus on Asia and ASEAN countries with respect to trade and investment in particular, we propose to delete the DGW post to achieve savings for the creation of the AOSGB post to head

² New York ETO is responsible for promoting the economic and trade interests between Hong Kong and 31 eastern states in the US, namely the States of Alabama, Arkansas, Connecticut, Delaware, Florida, Georgia, Illinois, Indiana, Iowa, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Tennessee, Vermont, Virginia, West Virginia, and Wisconsin.

San Francisco ETO is responsible for promoting the economic and trade relations between Hong Kong and 19 western states in the US, namely the States of Alaska, Arizona, California, Colorado, Hawaii, Idaho, Kansas, Oklahoma, Oregon, Montana, Nebraska, Nevada, New Mexico, North Dakota, South Dakota, Texas, Utah, Washington and Wyoming.

the new ETO in Jakarta. The duties of DGW will be taken up by other Hong Kong-based officers of the Washington ETO. There is no change to the organisation structure and directorate establishment of the ETOs in New York and San Francisco.

Retitling of the DDGW and ADGW posts

15. In connection with the proposed deletion of the DGW post, the DDGW and ADGW posts will be retitled to Director, Hong Kong Economic and Trade Affairs, Washington (D(W)) and Deputy Director, Hong Kong Economic and Trade Affairs, Washington (DD(W)) respectively. D(W) will continue to assist C,USA in matters and initiatives that require involvement and co-ordination of the three US ETOs. In line with the approved flexible ranking system as explained in paragraph 12 above, we propose to extend this system to D(W) (to become a directorate deputy head post with the proposed deletion of the DGW post), such that a supernumerary post of AOSGB (D3) can be created under delegated authority to hold against the proposed permanent post of AOSGC (D2) in the Washington ETO in case there is such a requirement to facilitate the posting or retention of the suitable officers.

Encls. 4-5 16. The revised organisation chart of the Washington ETO is at Enclosure 4. The revised job description for D(W) is at Enclosure 5.

Non-Directorate Staff of the ETO in Jakarta

17. DGJ will be supported by 13 non-directorate staff, including four Hong Kong-based officers and nine LE staff. We will create three permanent non-directorate posts and one two-year time-limited post to accommodate the Hong Kong-based officers from the Administrative Officer, Trade Officer, Information Officer and Executive Officer³ grades to be posted to the Jakarta ETO. Together with the nine LE staff, they will form three teams, namely the “Public Relations and Administration Unit”, “Commercial Relations Unit” and “Investment Promotion Unit” to discharge various duties. The proposed organisation chart of the Jakarta ETO is at Enclosure 6.

Encl. 6

³ The Executive Officer post is a two-year time-limited post to assist in handling administration work during the initial stage of operation of Jakarta ETO.

Proposed Pay Scales for LE Staff of the ETO in Jakarta

18. To provide supporting services to Hong Kong-based officers posted to ETOs, we recruit in the host countries/cities supporting staff mostly in the clerical and secretarial grades, and investment promotion staff whose work requires good local knowledge and contacts. The arrangement is more economical than sending Hong Kong-based staff to fill these posts. In the case of non-English speaking countries, the ability of the LE staff to speak the local language is an added advantage to the work of the ETOs concerned. The general principles⁴ in devising pay scales for LE staff are –

- (a) In line with the principles of the Hong Kong Civil Service pay policy, the pay scales of LE staff should be maintained at a reasonable and sufficiently competitive level so as to attract, retain and motivate suitable staff to join and continue working in the ETOs; and
- (b) Separate packages should be devised tailored to the special circumstances of each overseas location.

19. It is the current practice for the pay scales and annual pay adjustment mechanism of the LE staff in ETOs to mirror those of international organisations (e.g. the World Trade Organization and the World Customs Organization) or local civil service in their respective host cities with comparable job nature and duties.

20. For the case of the Jakarta ETO, LE staff with good local knowledge, contacts and language skills, will be recruited to support the Hong Kong-based officers. We have commissioned an international Human Resources consultant to study the proposed remuneration package for the LE staff of the Jakarta ETO having regard to the general principles and current practice set out in paragraphs 18 and 19 above. The consultant recommended that we adopt the United Nations (UN) pay scales as the basis for determining the pay scales for the LE staff of the Jakarta ETO in consideration of the comparable job nature of the LE staff and those of the UN (e.g. secretary or clerk). The pay packages of other comparable international organisations such as the ASEAN Secretariat are not publicly available.

⁴ These general principles were approved by FC vide FCR(91-92)45 in 1991 in approving the pay scales for the LE staff in the Geneva ETO.

21. The UN is a major international organisation whose conditions of service for locally recruited staff reflect competitive prevailing conditions found locally for similar work. To ensure the comparability of its pay scales with the market trend, the UN conducts comprehensive salary surveys every five years. Taking into account the comprehensiveness and transparency of the pay system of the UN, and more importantly the comparable job nature of local staff of the UN and those of the Jakarta ETO, we propose that the pay package of the LE staff of the ETO should be in line with that of the UN. The proposed pay scales for the LE staff of the Jakarta ETO are set out at Enclosure 7. To keep the pay scales of the LE staff competitive and in line with the changes in employment circumstances, we will vary and adjust the pay scales as appropriate having regard to the prevailing pay package of the UN, general principles set out in paragraph 18 and 19, local legislative requirements and employment practice.

Encl. 7

22. We are actively preparing for the setting up of the new ETO, including recruitment of LE staff after the pay scales are established, identification of suitable office premises, etc. We will look for suitable premises in the central business district of Jakarta with good transportation links. We aim to put the new ETO in Jakarta into operation in 2016.

Financial Implications

23. The proposed change in directorate posts will bring about savings in notional annual salary cost at mid-point (NAMS) of \$237,000, as follows –

	Post	NAMS (\$)	No. of Post
(a)	<i>Creation of permanent post</i>		
	Administrative Officer Staff Grade B (D3)	2,290,800	1
(b)	<i>Deletion of permanent post</i>		
	Administrative Officer Staff Grade B1 (D4)	2,527,800	1
	Savings (b) – (a)	237,000	0

24. The savings in full annual average staff cost of the proposal, including salaries and staff on-costs, is \$555,000.

25. As for the three permanent non-directorate civil service posts and one two-year time-limited civil service post mentioned in paragraph 17 above, the notional annual salary cost at mid-point is \$4,356,900 and the full annual average staff cost (including salaries and staff on-costs) is \$6,313,000.

26. On the nine LE staff mentioned in paragraph 17 above, the notional annual salary cost at mid-point is \$1,937,000 and the full annual average staff cost (including salaries and staff on-costs) is around \$2,100,000. The engagement of these nine LE staff will correspondingly increase the proposed establishment ceiling (in terms of notional annual mid-point salary value) of all non-directorate posts for Head 96 Government Secretariat: Overseas Economic and Trade Offices from \$81,368,000 by \$1,937,000 to \$83,305,000.

27. The set-up cost of the new ETO in Jakarta is estimated at \$9,400,000. After offsetting the savings arising from re-structuring the directorate establishment of the Washington ETO, the proposed establishment of the Jakarta ETO will require an additional annual recurrent cost, including staff costs in full, of around \$19,400,000 per annum. We have earmarked sufficient provision in the 2016-17 draft Estimates to meet the funding requirements of this proposal.

Advice Sought

28. Members are requested to note and comment on our proposal. Subject to Members' views, we would submit the proposal to the LegCo Establishment Sub-Committee for recommendation and the Finance Committee for approval as appropriate.

Commerce and Economic Development Bureau
March 2016

**Summary of the proposed geographical coverage of the ETOs in ASEAN countries
In comparison with the existing arrangement**

ASEAN Countries	Existing Arrangement	Proposed Arrangement
Indonesia	Singapore ETO	Jakarta ETO
Malaysia		
Brunei		
The Philippines		
Singapore		Singapore ETO
Cambodia		
Laos		
Myanmar		
Thailand		
Viet Nam		

**Proposed Job Description for
Director-General, Hong Kong Economic and Trade Affairs, Jakarta**

- Post Title** : Director-General, Hong Kong Economic and Trade Affairs, Jakarta
- HKETO** : Jakarta
- Rank** : Administrative Officer Staff Grade B (D3)
(The post may be filled by officers at D4 rank under the flexible ranking system)
- Responsible to** : Deputy Secretary for Commerce and Economic Development (Commerce & Industry)¹

Main Duties and Responsibilities –

- (a) To undertake the role of the HKSARG's principal representative in the Association of Southeast Asian Nations (ASEAN) and in maintaining close liaison with the ASEAN Secretariat, as well as looking after the economic and trade interests of Hong Kong in ASEAN countries under the purview of the ETOs in Jakarta and Singapore;
- (b) To deepen and widen the scope of bilateral ties between Hong Kong and four ASEAN countries (i.e. Indonesia, Malaysia, the Philippines and Brunei) through cooperation with governments, business communities, the media, think tanks, and academic institutions, etc. in the region;
- (c) To expand our network of contacts and keep important decision makers in the four ASEAN countries updated on the latest developments and investment opportunities in Hong Kong through speaking engagements, promotional activities, cultural events, publicity, etc;
- (d) To plan, organise and/or provide logistical support for the visits of Hong Kong government officials and business delegations to the four ASEAN countries; and to advise on visit programmes for government officials, sponsored visitors and business delegations from the four ASEAN countries visiting Hong Kong;
- (e) To provide support for the negotiation and implementation of the Hong Kong-ASEAN Free Trade Agreement, with the assistance of the Singapore ETO where appropriate;

Enclosure 2

- (f) To keep abreast of important socio-cultural, economic and political developments in the four ASEAN countries and provide relevant bureaux/departments with regular updates on subjects of interest to Hong Kong; to gather information at the request of bureaux/departments and provide inputs for policy formulation and legislative reviews in Hong Kong; and
- (g) To head the Jakarta ETO and oversee the work of Singapore ETO.

Flexible Ranking System for HKETOs

In June 1991 and after considering EC 1991-92 Item 18, the Finance Committee approved a flexible ranking system to facilitate the posting and retention of directorate heads and directorate deputy heads of overseas offices. Owing to their representation role, the directorate heads and deputy heads of the overseas offices should be mature and experienced officers with well-honed skills in negotiation, lobbying and public relations. Based on past experience, it could be difficult to attract and retain suitable officers to fill these overseas posts because –

- (a) the pool of suitable candidates at the designated ranks of the senior overseas posts is relatively small in view of the special qualities required of them;
 - (b) an overseas posting involves disruption to family and social life. In case of married officers, it could also involve loss of income and interruption to the career of working spouses; and
 - (c) since the normal duration of an overseas posting is approximately three years, officers who are selected as directorate heads and deputy heads of overseas officers are often unwilling to accept such postings for fear that they will lose the opportunity to act in a higher rank which they might otherwise be given if they remained in Hong Kong. They also consider that their promotion prospects will be adversely affected if they are denied access to opportunities for acting appointment.
2. The flexible ranking system expanded the pool of potential candidates for overseas posts and removed a major disincentive for potential candidates by ensuring that officers in overseas posts receive the same opportunities for acting appointments and promotion as their counterparts in Hong Kong.
3. Under this system, the Secretary of Civil Service may exercise delegated authority in the following situations to create supernumerary posts at a pre-determined higher rank held against the permanent directorate head and deputy head posts of the lower rank in the following situations –

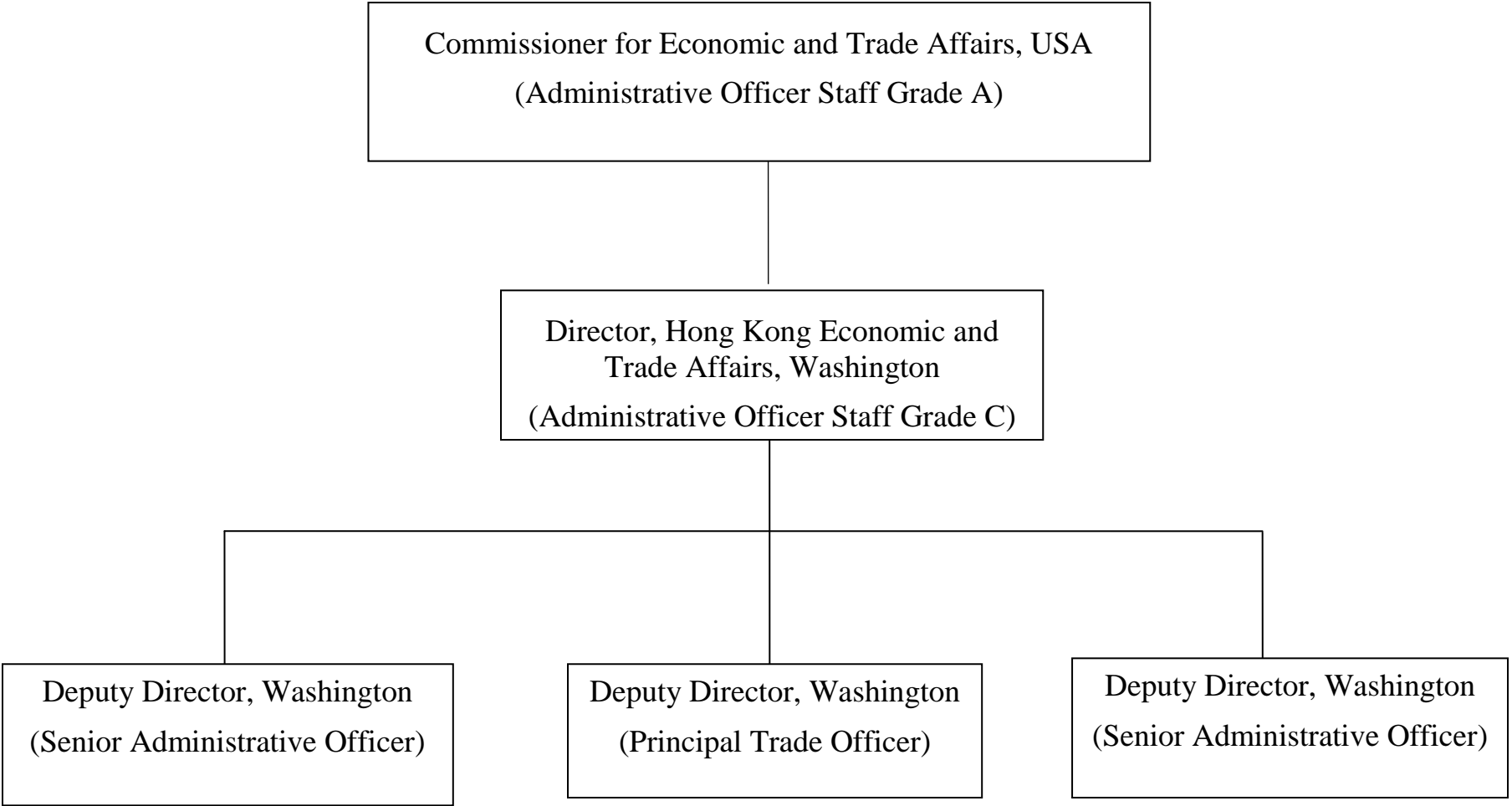
Enclosure 3

/(a)

- (a) the promotion of an officer during his overseas tour to a rank higher than the rank of the post he currently occupies;
- (b) the posting overseas of an officer whose substantive rank, at the time of posting, is already higher than the rank of the post in the overseas office to which he is posted;
- (c) the appointment of an officer to act in a rank higher than the rank of the post he occupies on being posted overseas, if it is considered that he would have been offered an acting appointment at that higher rank had he remained in Hong Kong; and
- (d) the appointment of an officer already serving overseas in his own substantive rank to act in the higher rank if, in all likelihood, he would have been offered an acting appointment at the higher rank had he remained in Hong Kong.

4. In June 1996, after considering EC(96-97)10 and the Supplementary Note, Finance Committee approved the extension of approved flexible ranking system to D6 Heads of overseas offices subject to a set of conditions as set out in the Supplementary Note.

**Proposed Revised Organisation Chart of Washington ETO
(covering Hong Kong-based officers only)**



**Proposed Job Description for
Director, Hong Kong Economic and Trade Affairs, Washington**

Post Title : Director, Hong Kong Economic and Trade Affairs, Washington (D(W))
(Formerly Deputy Director-General, Hong Kong Economic and Trade Affairs, Washington)

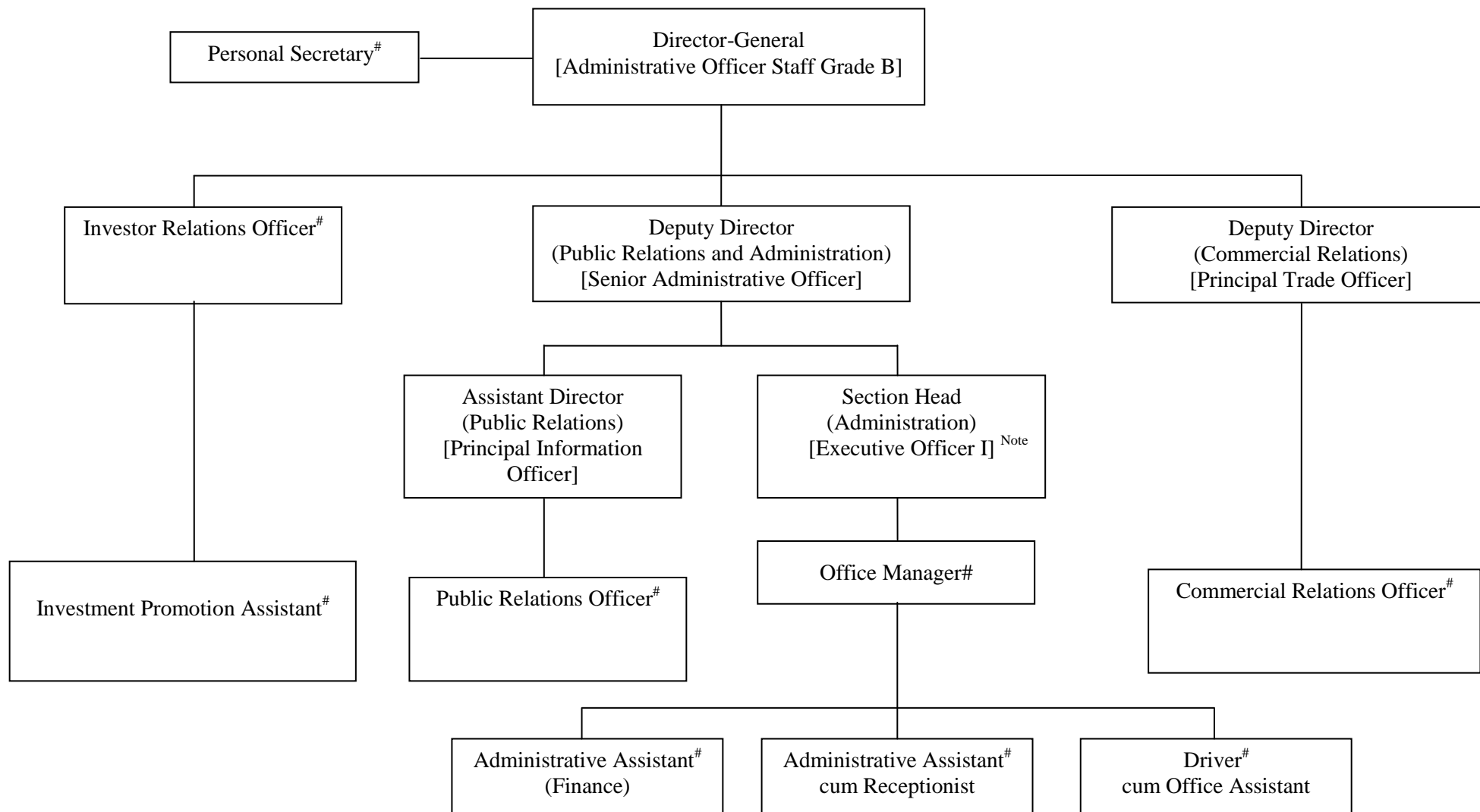
Rank : Administrative Officer Staff Grade C (D2)
(The post may be filled by officers at D3 rank under the flexible ranking system)

Responsible to : Commissioner for Economic and Trade Affairs, USA (C, USA)

Main Duties and Responsibilities –

- (a) To assist C,USA in monitoring the developments in US politics, trade, commerce, fiscal, financial and monetary policies, legislative initiatives and congressional activities that may have implications for Hong Kong-US bilateral relationship;
- (b) To assist C,USA in engaging US interlocutors, including government officials, congressional offices, think-tanks, business community, diplomatic corps, media and other opinion-formers, to promote Hong Kong- US bilateral relationship;
- (c) To assist C,USA in developing and executing promotion/lobbying plans and strategies to enhance understanding of Hong Kong and to advance Hong Kong's position and interest;
- (d) To assist C,USA in monitoring the US trade initiatives and priorities in regional/multilateral cooperation;
- (e) To oversee the day-to-day operation of the Washington ETO and arrangements for visits of HKSARG officials to Washington DC; and
- (f) To deputise for C,USA in his absence.

Proposed Organisation Chart of Jakarta ETO



(Note : Section Head (Administration) is a time-limited post for two years.)

locally-engaged staff

Proposed Monthly Pay Scales for Locally-engaged Staff of Jakarta ETO

UN Level (Reference)	Type of Post	Increments in Indonesian Rupiahs (in Hong Kong Dollars ^{Note})										
		I	II	III	IV	V	VI	VII	VIII	IX	X	XI
NO-C	Investor Relations Officer	56,633,000 (31,376)	60,473,000 (33,503)	64,313,000 (35,630)	68,153,000 (37,758)	71,994,000 (39,886)	75,834,000 (42,013)	79,674,000 (44,141)	83,514,000 (46,268)	87,355,000 (48,396)	91,195,000 (50,524)	95,035,000 (52,651)
NO-B	Office Manager	42,067,000 (23,306)	44,780,000 (24,809)	47,492,000 (26,311)	50,204,000 (27,814)	53,026,000 (29,377)	55,935,000 (30,989)	58,844,000 (32,601)	61,753,000 (34,212)	64,661,000 (35,823)	67,570,000 (37,435)	70,479,000 (39,047)
7	Public Relations Officer Commercial Relations Officer Investment Promotion Assistant	27,051,000 (14,987)	28,603,000 (15,847)	30,155,000 (16,706)	31,707,000 (17,566)	33,260,000 (18,427)	34,834,000 (19,299)	36,449,000 (20,193)	38,064,000 (21,088)	39,680,000 (21,983)	41,295,000 (22,878)	42,910,000 (23,773)
5	Personal Secretary to Director	14,781,000 (8,189)	15,603,000 (8,644)	16,424,000 (9,099)	17,251,000 (9,557)	18,115,000 (10,036)	18,979,000 (10,515)	19,842,000 (10,993)	20,706,000 (11,471)	21,570,000 (11,950)	22,434,000 (12,429)	23,298,000 (12,907)
4	Administrative Assistant (Finance) Administrative Assistant cum Receptionist	11,030,000 (6,111)	11,643,000 (6,450)	12,256,000 (6,790)	12,869,000 (7,130)	13,481,000 (7,469)	14,094,000 (7,808)	14,707,000 (8,148)	15,320,000 (8,488)	15,933,000 (8,827)	16,545,000 (9,166)	17,160,000 (9,507)
2	Driver cum Office Assistant	6,189,000 (3,429)	6,533,000 (3,619)	6,876,000 (3,809)	7,220,000 (4,000)	7,564,000 (4,191)	7,908,000 (4,381)	8,251,000 (4,571)	8,595,000 (4,762)	8,939,000 (4,952)	9,283,000 (5,143)	9,627,000 (5,334)

(Note : 1 HKD = ~ 1805 IDR as at 11.12.2015 provided by the Treasury)