

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

**Head 139 – GOVERNMENT SECRETARIAT –  
FOOD AND HEALTH BUREAU (FOOD BRANCH)**  
**Subhead 000 Operational expenses**

**Head 49 – FOOD AND ENVIRONMENTAL HYGIENE  
DEPARTMENT**  
**Subhead 000 Operational expenses**

Members are invited to recommend to Finance Committee the creation of the following supernumerary posts –

- (a) for two and a half years with immediate effect upon approval of Finance Committee –

### **Food and Health Bureau (Food Branch)**

1 Senior Principal Executive Officer  
(D2) (\$161,450 - \$176,550)

- (b) for about seven years up to 31 March 2024 with immediate effect upon approval of Finance Committee –

### **Food and Environmental Hygiene Department**

1 Senior Principal Executive Officer  
(D2) (\$161,450 - \$176,550)

**/PROBLEM .....**

**PROBLEM**

2. The Food Branch of the Food and Health Bureau (FHB) needs to strengthen the directorate support to carry out various new policy and legislative initiatives on food safety. Also, the Centre for Food Safety (CFS) of the Food and Environmental Hygiene Department (FEHD) needs to strengthen the directorate support to head a new division to re-engineer CFS' workflow and overhaul its IT systems to substantially strengthen its data management and analysis for enhanced food safety control.

**PROPOSAL**

3. We propose to create, upon the approval of the Finance Committee, one supernumerary directorate post of Senior Principal Executive Officer (SPEO) (D2) for two and a half years in the Food Branch of FHB and one supernumerary directorate post of SPEO (D2) post for about seven years up to 31 March 2024 in the CFS of FEHD respectively.

**JUSTIFICATION**

4. Ensuring food safety is an important and long-term mission. The Food Branch and the CFS play a pivotal role, with appropriate division of work<sup>1</sup> and in collaboration with relevant stakeholders, to build and maintain a robust food safety regime to keep Hong Kong abreast of the challenges on food safety and uphold its international reputation as a safe place for foods and a gourmet paradise.

**(A) The supernumerary post of SPEO in the Food Branch of FHB***Food safety portfolio*

5. Food safety policy is a huge portfolio. It covers matters relating to the safety standards of a wide varieties of foods, including aquatic products, food of plant origins, food of animal origins, and processed food; matters relating to the import control of aquatic products, poultry, eggs, food of plant origins, food of animal origins, and processed food for food safety consideration; overseeing the management of food incidents; matters relating to formula products and foods intended for infants and young children (including nutrition labelling, claims, and monitoring the implementation of the supply chain improvement measures by major suppliers and retailers of those products); and matters relating to organic

/food .....

---

<sup>1</sup> Work relating to policy formulation, putting in place/updating the legislation and monitoring the effectiveness of policies and measures on food safety is primarily carried out by the Food Branch of FHB. Implementation and enforcement work is carried out by the CFS.

food and genetically modified food, etc. Also, it covers matters relating to the reduction of salt and sugar contents in food<sup>2</sup>. It involves heavy workload and a high level of complexity as significant commercial interests are at stake.

6. Ensuring that our food safety regime is backed up by the requisite food safety legislation and the provisions in the food safety legislation are adequate and effective is one of the major functions of the Food Branch. In this regard, the Food Branch reviews the food safety legislation and the food safety regime from time to time. For example, we introduced the Food Safety Ordinance (Cap. 612) in 2012, which empowers the CFS to monitor food import and distribution activities and handle food incidents effectively through enhanced food tracking. This effectively empowers the CFS to put in place a traceability arrangement without which accountability and enforcement for food safety would be eroded. Also, we have in the past few years updated the standards for preservatives and antioxidants in food and regulated the use of melamine in food, updated the list of sweeteners for regulation of their use, introduced a nutrition labelling scheme for pre-packaged food, enacted the Pesticide Residues in Food Regulation, regulated the nutritional composition and labelling of formula products, and extended the import control regime to cover poultry eggs. The Food Branch is also responsible for overseeing and monitoring the effectiveness of the legislation.

7. Notwithstanding our previous and ongoing efforts in updating our food safety legislation, there are more to be done. For example, the Food Branch plans to start the process of introducing legislative amendments to regulate and prescribe various safety standards for edible fats and oils<sup>3</sup>, and update the standards for mycotoxins (including aflatoxin<sup>4</sup>) in foods in 2017. Also, it plans to carry out a public consultation exercise in 2017 on proposals to update the maximum permitted concentrations of various metallic contaminants as set out in the Food Adulteration (Metallic Contamination) Regulations (Cap. 132V) with a view to promoting harmonisation between the local and international standards

/and .....

---

<sup>2</sup> The Government has set up the Committee on the Reduction of Salt and Sugar Contents in Food (CRSS) in March 2015 to make recommendations to the Secretary for Food and Health on the formulation of policy direction and work plans. The Food Branch is working closely with the CRSS, the relevant departments, the trade and stakeholders in coming up with and driving salt and sugar reduction initiatives and measures.

<sup>3</sup> We conducted a public consultation exercise on the legislative proposals for the regulation of edible fats and oils and recycling of waste cooking oil in 2015. We briefed the LegCo Panel on Food Safety and Environmental Hygiene on the outcome of the public consultation exercise and the Government's observations in December 2015.

<sup>4</sup> Our existing statutory maximum permissible levels of aflatoxins which apply to mooncakes among other foods vis-à-vis that set by Macau recently has raised public concern earlier last year about the need to update our standards to further safeguard food safety and public health.

and enhancing protection to public health. Each of the legislative proposals involves heavy workload at different stages, including making reference to overseas practices and experiences, consolidating the stakeholders' views, drafting the amendment regulations and discussion with the trade to ensure smooth implementation of the legislation. Substantive input at the Principal Assistant Secretary (PAS) level (D2) is required to bring forward and drive through these proposed initiatives.

8. The Food Branch keeps in view developments on food safety and considers areas which require policy review or formulation. Matters which the Food Branch wishes to give more focused attention to in 2017 and beyond include regulation of veterinary drug residues in food animals and foods, regulation of genetically modified food, and a review of the regulatory arrangements for online trading of foods. In particular, we need to take into account international development on these fronts for making informed deliberations and decisions on the way forward. Also, at the suggestion of the Panel on Food Safety and Environmental Hygiene (the Panel), the Food Branch will consider carrying out a stock-taking exercise on the consistency or otherwise of the maximum levels of penalties of offences of similar nature as stipulated under the various food safety ordinances and regulations. The aforementioned work requires the oversight of directorate officers at D2 level.

9. The Food Branch oversees the management of major food incidents from a policy perspective, including providing strategic steer on the handling of the incidents, coordinating inter-departmental actions and responses, and monitoring the implementation of mitigation and enhancement measures. There have been outbreaks of food incidents of varying scale from time to time<sup>5</sup>. A food incident will very often call for a fresh look at the adequacy and appropriateness of the existing standards and requirements in legislation, as well as its implementation and execution. Substantive policy input from directorate officers at D2 level is required in the reviews which follow major food incidents.

10. The Food Branch has been working closely with the CRSS to formulate recommendations on how to help the community reduce the intake of salt and sugar from foods. The CRSS has come up with various recommendations. The Food Branch will have to drive through those

/recommendations .....

---

<sup>5</sup> Examples of food incidents include the detection of maleic acid in imported food products in May 2013, the incident of imported food ingredients suspected to be contaminated by *Clostridium botulinum* in August 2013, the substandard lard incident in September 2014, pesticide residues detected in imported tea leaves/floral tea in May 2015, the food poisoning cases related to sandwiches in July 2015, the incident of live pigs tainted with prohibited veterinary drug in August 2016, and the detection of excessive dioxins and dioxin-like polychlorinated biphenyls in hairy crabs in November 2016.

recommendations and put them into actions. The Food Branch will, among other things, help formulate the parameters for the front-of-pack low-salt-and-sugar labelling scheme for pre-packaged food<sup>6</sup> with a view to paving the way in 2017 for taking forward the scheme. Also, the Food Branch will help map out the strategy for the way forward of the ‘calorie’ indication pilot scheme<sup>7</sup>. The aforementioned work requires policy input from directorate officers at D2 level.

*Current support at PAS level on policy matters relating to food safety*

Encl. 1  
Encl. 2

11. Currently there is only one PAS, which is an Administrative Officer Staff Grade ‘C’ post designated as Principal Assistant Secretary (Food) 1 (PAS(F)1), providing directorate support to the deputy secretary in the Food Branch, designated as Deputy Secretary for Food and Health (Food) 2 (DS(F)2), who oversees matters on food safety<sup>8</sup>. The existing job descriptions of PAS(F)1 are at Enclosure 1. The existing organisation chart of the Food Branch is at Enclosure 2.

12. The capacity of PAS(F)1 has been stretched to the limit, given the wide spectrum of policy matters he has to take care of at any one time and the complexity and amount of work involved. It will not be possible at all for PAS(F)1 to take up additional work without significantly compromising the overall efficiency, quality and progress of work.

13. In order that we may start work on the major public consultation/legislative amendment exercises and those initiatives as set out in paragraphs 7, 8 and 10 above, which will generate intensive amount of work, we need an additional PAS to take charge of some of the work under the food safety portfolio. We consider it necessary to create a supernumerary SPEO post, to be designated as Principal Assistant Secretary (Food) Special Duties (PAS(F)SD), for a period of two and a half years. We expect the aforementioned major public consultation, policy analysis and reviews, and/or legislative amendment exercises and initiatives will generally be completed in two and a half years.

*/Duties .....*

---

<sup>6</sup> The objectives of the proposed front-of-pack low-salt-and-sugar labelling scheme for pre-packaged food are to help consumers identify low-salt-and-sugar products easily and make informed choices, and encourage the trade to provide more varieties of low-salt-and-sugar products for consumers. The trade’s participation in the scheme is voluntary.

<sup>7</sup> At the recommendations of the CRSS and with the support and concerted efforts of the Hospital Authority, more than 80% of the staff canteens of public hospitals, i.e. 20 canteens, have implemented the calorie indication pilot scheme and indicated the calorie of selective dishes on their menus.

<sup>8</sup> Policy matters relating to the food safety, import control and supply of food animals and food of animal origins are handled by PAS(F)3, who reports to Deputy Secretary for Food and Health (Food) 1 (a D4 post).

*Duties of the proposed PAS(F)(SD) and PAS(F)1, and the revised organisation chart of the Food Branch*

14. With the creation of the proposed PAS(F)(SD), there will be a total of two PASs (the other one is PAS(F)1) under DS(F)2 in the Food Branch responsible for matters on food safety for a period of two and a half years. The proposed post will help carry out the proposed policy review and/or legislative amendment exercises on edible fats and oils, mycotoxins, regulation of veterinary drug residues in food animals and foods, regulation of genetically modified food, regulation for online trading of foods and the levels of penalties under various food safety ordinances and regulations. The existing PAS(F)1 will take up the additional tasks of carrying out the review exercise on the levels of metallic contamination in food and the initiatives on reduction of salt and sugar in food, while continuing to carry out his existing duties. The job descriptions of the proposed PAS(F)(SD), and the revised job descriptions of the existing post of PAS(F)1 are set out at Enclosure 3 and Enclosure 4 respectively.

Encls. 3 & 4

15. The proposed revised organisation chart of the Food Branch is at Enclosure 5. The proposed post will be supported by internal redeployment of one non-directorate officer from the Administrative Officer grade for policy support and one existing contract staff for secretarial, clerical and general administrative support.

Encl. 5

**(B) The supernumerary post of SPEO in the CFS of FEHD**

*Existing problems*

16. Risk profiling and food tracking are crucial to the risk-based food safety control work of the CFS. The CFS is currently suffering from the limitations of its existing IT systems in its food safety control work. Since the establishment of the CFS in May 2006, 17 IT systems have been implemented over the years through turnkey arrangement to support the CFS' operation (i.e. development by vendors with on-going application maintenance and support taken up by in-house staff). These systems were developed and enhanced with user requirements worked out on an ad-hockery basis from time to time. Many of them are by now out-dated, not conducive to the CFS' effective operation and barely adequate in coping with the present day and upcoming challenges in food safety control. The major limitations of the existing IT systems are set out below –

(a) Interface problems

The IT systems in the CFS are basically discrete and isolated information systems with very limited interface with one another, thus requiring multiple entries of data with many constraints in data

/migration .....

migration from one part of a system to another and in between systems. Also, the systems have very little interface with the trade and are not fully ready for online electronic submission. In this regard, the CFS needs to upgrade/revamp its existing systems for better interfacing and for enhancing the overall IT capability.

(b) Constraints in data structure<sup>9</sup>

With the development and changes in global trade practices, new food products and development in food import regulatory and food surveillance work, the data structure of the existing IT systems of the CFS are by now not flexible and not conducive to effective data management and data analysis. There is an urgent need to re-visit the design of these IT systems, with a view to organising data in ways that better suit the purposes of data analysis and risk profiling in food safety control so that the data can be accessed and worked with in more efficient and effective ways.

(c) Inadequacies in IT automation and technology solutions

The existing IT systems in the CFS function primarily as databases. They were not designed in such ways as to support the business workflow processes and data analysis. There is much room to pursue IT automation and the application of technology solutions to support and streamline food import regulatory work and food surveillance work and alleviate the workload of frontline staff for more effective use of resources. For example, the use of technologies like scanners and readers may be explored for validation of licences upon import of food subject to import control at the control points.

17. Owing to the above limitations of the existing IT systems, data retrieval and reconciliation processes are time-consuming and difficult, and the data generated from the existing systems cannot fully facilitate data analysis for risk profiling. Much effort has to be spent in reconciliation and consolidation of data in the food surveillance and food import control processes. This has affected the efficiency of the CFS in data management and data analysis for risk profiling. The constraints of the existing design of the isolated IT systems also hinder the rationalization and streamlining of the workflows in the CFS for the use of resources in the most cost-effective manner in food safety control work. There is a lack of IT-enabled transformation to improve operational efficiency and effectiveness in the delivery of the functions of the CFS. There is an urgent need for the CFS to transit to smart computerized systems achieving efficiency gains in time, automation, accuracy, cost-effectiveness and data retrieval.

*/Need .....*

---

<sup>9</sup> Data structure of an IT system is the way by which data are organised and stored in a computer so that it can be used efficiently.

*Need for systems overhaul and workflow re-engineering*

18. Given the limitations of the existing IT systems in the CFS, the CFS needs to revamp its IT systems to better support its work. The revamped IT systems have to be carefully designed to allow more objective-driven and precise data analysis to support more effective risk profiling and more targeted enforcement work, and facilitate the formulation of precautionary measures in administering food safety control. This would entail substantial workflow process re-engineering through a comprehensive review of the operational workflow in different stages of the food import regulatory and surveillance regime as well as an overview in the IT strategy planning and information management in the CFS.

19. In the process of system overhaul and business process re-engineering, the CFS will consider how best to enhance its food import regulatory and food surveillance functions, and will critically explore the room for collecting more comprehensive and timely information on food imports so as to strengthen its ability on risk profiling and food tracing.

20. In a separate exercise, the Government is prepared to set up a Trade Single Window (SW)<sup>10</sup> as a one-stop electronic platform for the lodging of all trade documents from the trading community in fulfilling all import/export regulatory requirements to the Government to facilitate trade declaration and customs clearance, the CFS would wish to seize the precious opportunity to maximize the potential that the SW may bring to enhance food safety control as food import and export are covered in this initiative. Notably the CFS would enhance its backend IT systems for future interface with the SW and would explore how the SW might further facilitate it to collect the aforementioned information on food imports. The CFS considers that the potential of information sharing through the SW will not only be conducive to trade facilitation but will also be useful for food safety control work. Upon overhaul of its systems and with appropriate interface with SW, it should be easier for the CFS to ascertain traders' compliance with legal and procedural requirements given up-to-date and comprehensive information captured therein.

*/Need .....*

---

<sup>10</sup> Following mainstream international development and to uphold Hong Kong's competitiveness in trade in goods and position as a logistics hub, the Government is setting up a SW in Hong Kong as a single IT platform for the one-stop lodging of all trade documents from the trading community to the Government to facilitate trade declarations and customs clearance. A Single Window Project Management Office has been established within the Commerce and Economic Development Bureau in 2016 to take forward the SW initiative. A public consultation exercise took place from April to July 2016.



*Need for directorate input*

21. The overhaul of the IT systems, the review for IT-enabled business transformation, and the re-engineering of the workflow is a mammoth task which requires directorate leadership, given the complexity and myriad of food safety control work involved, the need to bring the business side to work with IT professionals to maximize the potential that IT can bring to meet the needs of enhancing food safety control, and the need for close coordination and liaison within the CFS and between the CFS and other bureaux/departments. A directorate officer with rich administrative exposure in different bureaux/departments equipped with the know-how and skills would be best placed to approach the business re-engineering processes holistically, and coordinating and balancing the views of different parties for optimal results.

*Need to start the task urgently and see through the implementation*

22. In order that the work to revamp the CFS' IT systems and workflow may start early, there is an urgency to set up a dedicated team as soon as possible to start mapping out and implementing the IT projects in CFS by phases, which should also time in with its participation in the various phases of the SW project. The whole process will be lengthy, given the myriad of food safety control work and complexity involved, the need to look into the room for enhancing food safety control work and re-casting workflow, mapping out and prioritizing the IT projects to be commissioned to support such business process re-engineering, securing the necessary resources before embarking on systems analysis and design and system development for the IT projects to be taken on board, and conducting user acceptance testing and trial runs with appropriate security risk assessment to ensure a seamless and smooth migration from existing systems to new IT systems in the CFS. The SPEO post is required for about seven years to provide the necessary input and see through the IT-enabled transformation in the CFS.

*Proposed set-up*

23. We propose to set up a dedicated team named as the Corporate and System Management (CSM) Division in the CFS for taking forward the recasting and re-engineering of workflow as well as an overhaul of IT systems for effective data management in the CFS in order to bring about fundamental changes essential for vigour and vigilance in food safety control work, and to plan for interface with SW.

24. The CSM Division will be headed by a supernumerary SPEO post, to be designated as SPEO(CSM), up to end of 2023-24. SPEO(CSM) will be underpinned by a multi-disciplinary team comprising about 30 non-directorate officers and contract staff (through internal redeployment of manpower resources

/and .....

and the creation of five time-limited posts in the CFS) mainly in the Analyst/Programmer, Executive Officer and Health Inspector grades. In this way, there will be a balanced composition of technical and non-technical staff in the CSM Division. The technical staff will design and develop the system functions and technical system architecture with reference to Government IT standards/guidelines and IT industry best practices and experience. The non-technical staff will play the role of business analysts and liaise with end-users in the CFS and IT staff, acting as a bridge between the operational and IT sides of the CFS. They will identify key issues from operational perspectives and advise on the best practices having regard to the experience of other Government departments and the specific user requirements in the CFS.

25. The proposed supernumerary post in the CFS of FEHD will be supported by about 30 non-directorate officers and contract staff from the Analyst/Programmer, Executive Officer and Health Inspector grades. Together, they will form the CSM Division in the CFS.

## **ALTERNATIVE CONSIDERED**

### **(A) Food Branch**

26. Apart from PAS(F)1 as mentioned in para 11, there are currently two other PASs under another Deputy Secretary in the Food Branch. One of them, designated as PAS(F)2, is responsible for policy matters relating to columbaria, public cemeteries, green burial, environmental hygiene, regulatory control over food premises and hawkers, and public markets. The other PAS, designated as PAS(F)3, is responsible for policy matters relating to import control, supply and food safety of food animals and food of animal origins, sustainable development of the agricultural and fisheries industries, safe and proper use of pesticides, animal and livestock health (including the prevention of Avian Influenza), animal welfare and the Veterinary Surgeons Board. As shown in the organisation chart of the existing Food Branch at Enclosure 2, they provide directorate support to Deputy Secretary (Food) 1, the other deputy secretary in the Food Branch who oversees those policy matters. The job descriptions of the two PASs are at

Encls. 6 & 7 Enclosures 6 and 7 respectively.

27. We have critically examined whether the duties of the proposed PAS(F)(SD) post could be absorbed by PAS(F)2 and PAS(F)3. There are however equally pressing tasks under their portfolios. Having regard to their portfolios and current workload, we consider it not feasible for them to absorb any such additional work without compromising the delivery of their existing duties.

**/(B) .....**

**(B) CFS**

28. The two existing divisions in the CFS are each headed by a Consultant and an Assistant Director respectively. They are, namely Consultant (Community Medicine) (Risk Assessment & Communication) (D4/D3/D2 post) who heads the Risk Assessment & Communication Division, and Assistant Director (Food Surveillance and Control) (D2 post) who heads the Food Surveillance and Control Division. The job descriptions of the two posts are at Encls. 8 & 9 Enclosures 8 and 9 respectively.

29. We have critically examined whether the duties of the proposed SPEO(CSM) post could be absorbed by the two directorate officers. However, the two directorate officers do not have spare capacity to lead the proposed CSM Division.

30. The job descriptions of the proposed SPEO(CSM) is set out at Encl. 10 Enclosure 10 and the proposed revised organisation chart of the CFS is at Encl. 11 Enclosure 11 respectively.

**FINANCIAL IMPLICATIONS**

31. The creation of the proposed supernumerary post in the Food Branch of FHB will bring about an additional notional annual salary cost at mid-point of \$2,056,200. The full annual average staff cost, including salaries and staff on-cost, is \$2,714,000. FHB will include sufficient provision in the Estimates of the relevant years to meet the requirements of the proposal.

32. The creation of the other proposed supernumerary post in the CFS of FEHD will bring about an additional notional annual salary cost at mid-point of \$2,056,200. The full annual average staff cost, including salaries and staff on-cost, is \$2,714,000. The notional annual salary cost at mid-point for five time-limited non-directorate new civil service posts at the new CSM Division of the CFS is \$3,599,220 and the full annual average staff cost, including salaries and staff on-cost, is \$4,878,000. FEHD will include sufficient provision in the Estimates of the relevant years to meet the requirements of the proposal.

**PUBLIC CONSULTATION**

33. We consulted the LegCo Panel on Food Safety and Environmental Hygiene on 13 December 2016. The Panel supported the submission of the proposals to the Establishment Subcommittee (ESC). To facilitate ESC's deliberation, the Panel suggested the Government elaborate further on the work of

/the .....

the Food Branch in FHB, and the interface between SW and the CFS' IT and workflow revamp. Further information has been provided in this paper accordingly.

## ESTABLISHMENT CHANGES

34. The establishment changes in the Food Branch of FHB and the FEHD for the past two years are as follows –

Establishment (Note)	Number of Posts			
	Existing (as at 1 January 2017)	As at 1 April 2016	As at 1 April 2015	As at 1 April 2014
<b>Food Branch of FHB</b>				
<b>A</b>	8 <sup>#</sup>	8	8	8
<b>B</b>	17	14	14	14
<b>C</b>	27	27	25	25
<b>Total</b>	<b>52</b>	<b>49</b>	<b>47</b>	<b>47</b>
<b>FEHD</b>				
<b>A<sup>@</sup></b>	15 <sup>#</sup>	15	15	15
<b>B</b>	301	297	292	289
<b>C</b>	10 873	10 877	10 876	10 849
<b>Total</b>	<b>11 189</b>	<b>11 189</b>	<b>11 183</b>	<b>11 153</b>

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

# – as at 1 January 2017, there were no unfilled directorate posts in the Food Branch of FHB or in FEHD

## CIVIL SERVICE BUREAU COMMENTS

35. The Civil Service Bureau supports the creation of the proposed supernumerary SPEO posts. The grading and ranking of the proposed posts are considered appropriate, having regard to the level and scope of the responsibilities required.

/ADVICE .....

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

36. As the two directorate posts are proposed on a supernumerary basis, their creation, if approved, will be reported to the Standing Committee on Directorate Salaries and Conditions of Service in accordance with the agreed procedure.

-----

Food and Health Bureau  
January 2017

**Existing Job Descriptions of  
Principal Assistant Secretary for Food and Health (Food) 1**

**Rank** : Administrative Officer Staff Grade C (D2)

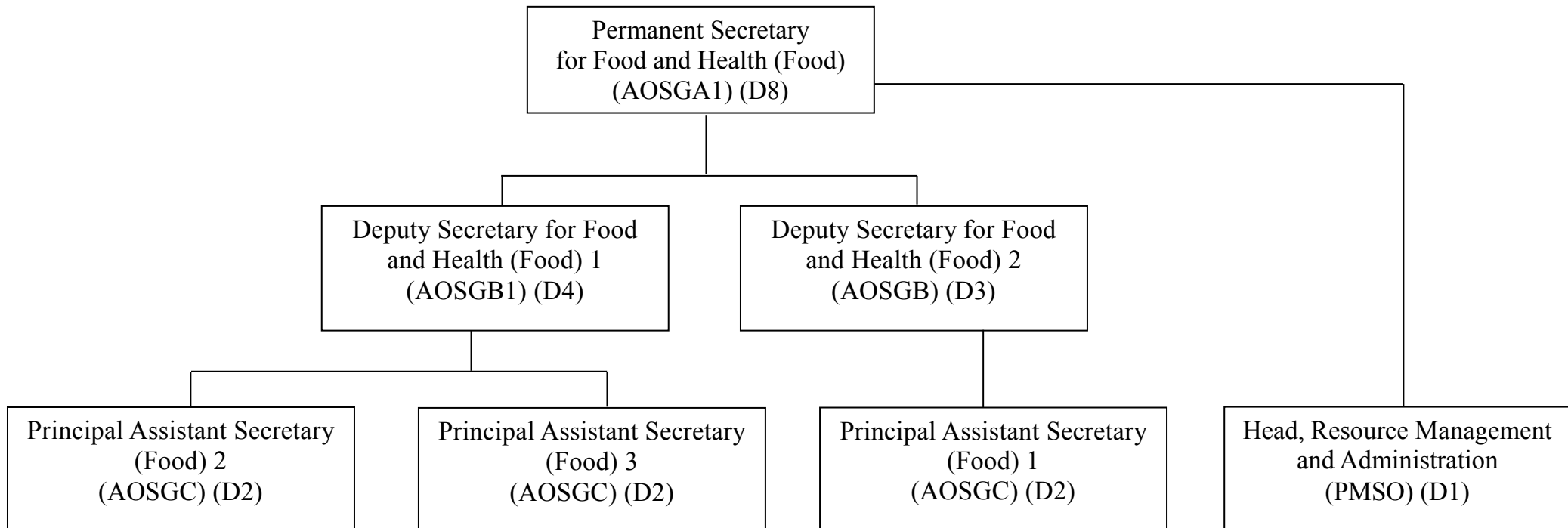
**Responsible to** : Deputy Secretary for Food and Health (Food) 2

**Main Duties and Responsibilities –**

1. To oversee food safety of aquatic products, food of plant origins and processed food.
2. To review and formulate policies on import control of aquatic products, poultry eggs, food of plant origins and processed food.
3. To oversee the management of food incidents.
4. To monitor supply of non-staple food.
5. To monitor implementation of supply chain improvement measures by major suppliers and retailers of powdered formula.
6. To monitor the implementation of the nutrition labelling of formula products and foods intended for infants and young children.
7. To formulate policies and subsequent legislative proposals relating to the regulation of claims in formula products and foods intended for infants and young children.
8. To monitor the implementation of the Pesticide Residues in Food Regulation (Cap. 132CM).
9. To review safety standards for and formulate legislative proposals relating to veterinary drug residues in food and food animals and heavy metals in food.
10. To review and formulate policies on organic food and genetically modified food.
11. To oversee research and formulate proposals on updating other food safety standards.
12. To housekeep Government Laboratory.

-----

**Existing Organisation Chart of Food Branch of Food and Health Bureau**



**Legend:**

- AOSGA1 - Administrative Officer Staff Grade A1
- AOSGB - Administrative Officer Staff Grade B
- AOSGB1 - Administrative Officer Staff Grade B1
- AOSGC - Administrative Officer Staff Grade C
- PMSO - Principal Management Services Officer

**Proposed Job Descriptions of  
Principal Assistant Secretary (Food) Special Duties**

**Rank** : Senior Principal Executive Officer

**Responsible to** : Deputy Secretary for Food and Health (Food) 2

**Main Duties and Responsibilities –**

1. To formulate policies and subsequent legislative amendments proposals to regulate the safety standards of edible fats and oils.
2. To formulate policies and subsequent legislative amendments proposals to update the standards for mycotoxins (including aflatoxin) in foods.
3. To conduct a comprehensive review on the regulation of veterinary drug residues in food and food animals.
4. To review and formulate policies on organic food and genetically modified food.
5. To review and formulate policies on the regulation of cooked meat.
6. To review and formulate proposals for enhancing regulatory arrangements on food safety, in view of e-commerce trends and activities.
7. To carry out a stock-taking exercise on the consistency or otherwise of the maximum levels of penalties of offences of similar nature as stipulated under the various food safety ordinances and regulations.

-----



**Revised Job Descriptions of  
Principal Assistant Secretary for Food and Health (Food) 1**

**Rank** : Administrative Officer Staff Grade C (D2)

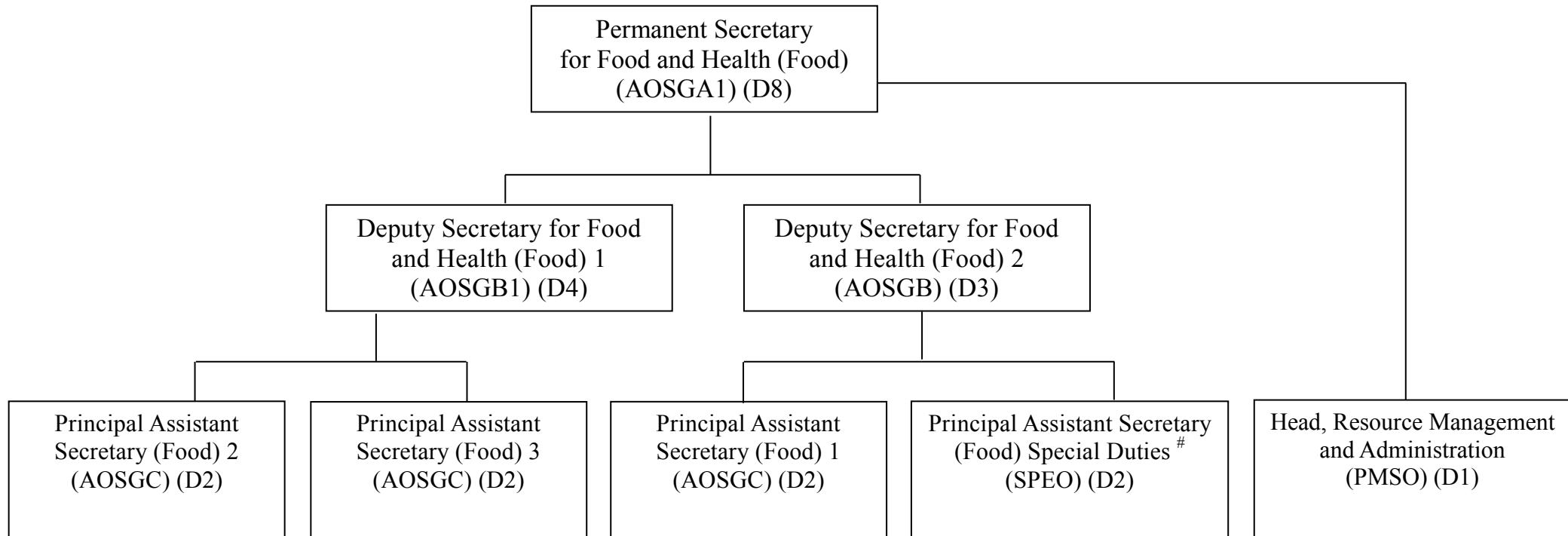
**Responsible to** : Deputy Secretary for Food and Health (Food) 2

**Main Duties and Responsibilities –**

1. To oversee food safety of aquatic products, food of plant origins and processed food.
2. To review and formulate policies on import and export control of aquatic products, poultry eggs, food of plant origins and processed food.
3. To oversee the management of food incidents.
4. To monitor supply of non-staple food.
5. To monitor implementation of supply chain improvement measures by major suppliers and retailers of powdered formula.
6. To monitor the implementation of the nutrition labelling of formula products and foods intended for infants and young children.
7. To formulate policies and subsequent legislative proposals relating to the regulation of claims in formula products and foods intended for infants and young children.
8. To monitor the implementation of the Pesticide Residues in Food Regulation (Cap. 132CM).
9. To formulate policies and subsequent legislative amendments proposals relating to the Food Adulteration (Metallic Contamination) Regulations (Cap. 132V).
10. To oversee research and formulate proposals on updating other food safety standards.
11. To oversee policy matters relating to the reduction of salt and sugar in foods.
12. To housekeep Government Laboratory.

-----

**Proposed Organisation Chart of Food Branch of Food and Health Bureau**



**Legend:**

- AOSGA1 - Administrative Officer Staff Grade A1
- AOSGB - Administrative Officer Staff Grade B
- AOSGB1 - Administrative Officer Staff Grade B1
- AOSGC - Administrative Officer Staff Grade C
- PMSO - Principal Management Services Officer
- SPEO - Senior Principal Executive Officer

# Proposed new post

**Job Descriptions of  
Principal Assistant Secretary for Food and Health (Food) 2**

**Rank** : Administrative Officer Staff Grade C (D2)

**Responsible to** : Deputy Secretary for Food and Health (Food) 1

**Main Duties and Responsibilities –**

1. To formulate and review policy matters relating to the regulation of private columbaria.
2. To formulate and review policy matters relating to public cemeteries, columbaria and crematoria facilities.
3. To formulate and review policy matters relating to green burial.
4. To formulate and review policy matters relating to hawkers.
5. To formulate and review policy matters relating to public markets under the Food and Environmental Hygiene Department (FEHD).
6. To oversee policy matters relating to wholesale food markets.
7. To provide steering for the FEHD on environmental hygiene matters including street cleansing, waste collection, pest control, abatement of nuisance (e.g. water seepage and dripping) and provision of facilities (e.g. refuse collection points and public toilets).
8. To formulate and review the fee levels and charging policy of the FEHD.
9. To formulate and review policy matters and standards relating to the regulation of food premises.
10. To formulate and review policy matters relating to liquor licensing.
11. To serve as secretary of the Licensing Appeals Board and Appeal Board on Closure Orders (Immediate Health Hazard).
12. To take charge of the housekeeping of the FEHD.

-----

**Job Descriptions of  
Principal Assistant Secretary for Food and Health (Food) 3**

**Rank** : Administrative Officer Staff Grade C (D2)

**Responsible to** : Deputy Secretary for Food and Health (Food) 1

**Main Duties and Responsibilities –**

1. To formulate and review policy matters relating to food safety, import control and supply of food animals and food of animal origins.
2. To formulate policy matters relating to animal and livestock health, including the prevention and control of zoonotic diseases (e.g. policy and measures on prevention of avian influenza).
3. To formulate and review policy matters relating to sustainable development of local agriculture, including monitoring local livestock industry.
4. To formulate and review policy matters relating to sustainable development of local fisheries.
5. To formulate and review policy matters relating to safe and proper use of pesticides.
6. To review the work of the Veterinary Surgeons Board and handle matters relating to veterinary education.
7. To formulate and review policy matters and legislation relating to animal welfare and management.
8. To serve as secretary of the Advisory Council on Food and Environmental Hygiene.
9. To take charge of the housekeeping of the Agriculture, Fisheries and Conservation Department (on agriculture and fisheries).

-----

**Job Descriptions of  
Consultant (Community Medicine) (Risk Assessment & Communication)**

**Rank** : Consultant (D4/D3/D2)

**Responsible to** : Controller, Centre for Food Safety

**Main Duties and Responsibilities –**

1. To oversee risk assessment studies providing scientific basis for risk management.
2. To supervise the conduct of population-based food consumption surveys and laboratory studies on food hazards and nutrients to support risk assessment work.
3. To advise on food standards based on local risk assessment results and international experience.
4. To devise and oversee risk communication activities on food safety including Hazard Analysis Critical Control Point approach aiming to promote tripartite collaboration of the Government, the trade and the public.
5. To conduct stakeholder consultation, scientific researches and regulatory impact assessments in support of new food safety regulation and legislation.
6. To liaise with international bodies, professional fraternities and interest groups to strengthen food safety programmes.
7. To attend meetings of the Legislative Council Panels as needed.

-----

**Job Descriptions of  
Assistant Director (Food Surveillance and Control)**

**Rank** : Assistant Director of Health (D2)

**Responsible to** : Controller, Centre for Food Safety

**Main Duties and Responsibilities –**

1. To devise and supervise the implementation of a territory-wide food surveillance programme to ensure food is fit for human consumption.
2. To oversee food import control and export certification.
3. To direct the management of all food incidents, including investigation of food borne illness outbreaks at food premises, management of food safety crises and coordination of food recalls; and to liaise with international food authorities, food traders and other parties to ensure effective food safety control.
4. To formulate measures to prevent and control diseases originating in live food animals which have a public health angle, including liaison with Mainland and overseas authorities.
5. To supervise the conducting of chemical tests at Man Kam To Food Control Office on imported food from Mainland.
6. To attend meetings of the Legislative Council Panels as needed.

-----

**Proposed Job Descriptions of  
Senior Principal Executive Officer  
(Corporate & System Management)**

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

**Responsible to** : Controller, Centre for Food Safety

**Main Duties and Responsibilities –**

1. To spearhead the formulation of long term strategies in corporate and system management for IT-enabled business transformation in food import control and food surveillance work in the Centre for Food Safety (CFS).
2. To steer and map out strategic proposals on re-engineering business processes, operational procedures and information management in the CFS.
3. To advise on good management practices in streamlining of workflow and re-engineering of business processes with a view to developing computerized systems that can better support data analysis and risk profiling.
4. To oversee the co-ordination work required for the CFS to provide input to the Trade Single Window (SW) project and to ensure effective integration of the revamped IT systems in the CFS for interface with the SW.
5. To oversee the work of the Corporate and System Management Division.

-----

**Proposed Revised Organisation Chart of the Centre for Food Safety (CFS),  
Food and Environmental Hygiene Department (FEHD)**

