

**Legislative Council Panel on Constitutional Affairs
Establishment of the Office of the Chief Executive-Elect**

This paper briefs Members on the plan to set up an Office of the Chief Executive-elect (CE-elect).

Office of the Chief Executive-elect

2. The fifth-term Chief Executive (CE) will be elected on 26 March 2017, and will assume office on 1 July. After being elected and before assuming office, the CE-elect is expected to undertake the following major work –

- (a) to form a governing team for the new term of Government, including nominating Principal Officials for appointment by the Central People's Government, as well as recruiting Executive Council Members and other politically appointed officials;
- (b) to prepare for drawing up a policy plan for the new Government based on the CE-elect's election platform;
- (c) to make arrangements with the incumbent Government for a smooth transition; and
- (d) to liaise extensively with different sectors of the community and to participate in various official activities.

3. To support the CE-elect in undertaking the above work so as to ensure a smooth transition, we have made reference to the arrangements for setting up the CE-elect's Office upon election of the fourth-term CE in 2012. We plan to set up a CE-elect's Office which will formally commence operation once the fifth-term CE is elected, and will cease to operate by 30 June 2017.

Establishment

4. There will be five posts at the directorate level in the CE-elect's Office. Details are as follows –

Rank	No.	Main Duties
Equivalent to Director of Bureau	1	Director of the CE-elect's Office, to be responsible for overall supervision of the CE-elect's Office and liaison with political groups and different sectors of the community.
Administrative Officer Staff Grade A (D6)	1	Secretary-general of the CE-elect's Office, to assist in co-ordinating transitional affairs and preparatory work in formulating the policy plan of the new term of Government.
Administrative Officer Staff Grade B1 (D4)	1	Private Secretary to the CE-elect, to assist the CE-elect in daily office work and official engagements.
Administrative Officer Staff Grade C (D2)	1	Deputy Private Secretary to the CE-elect.
Assistant Director of Information Services (D2)	1	Press Secretary to the CE-elect.

5. There will be 23 posts at the non-directorate level in the CE-elect's Office. Details are as follows –

Rank	No.	Main Duties
Senior Administrative Officer	2	Assistant Private Secretary to the CE-elect.
Special Assistant (senior professional level)	1	Special Assistant to the CE-elect, to assist in liaising with political groups and different sectors of the community.

Principal Information Officer	1	To assist in matters related to media and public relations.
Information Officer	1	To assist in matters related to media and public relations.
Senior Official Languages Officer	1	To perform translation duties.
Chief Executive Officer	1	To provide administrative support.
Senior Executive Officer	1	To provide administrative support.
Executive Officer I	1	To provide administrative support.
Senior Personal Assistant	1	Personal Assistant to the CE-elect.
Personal Assistant	1	Personal Assistant to the Director of the CE-elect's Office.
Senior Personal Secretary	2	To perform secretarial duties.
Personal Secretary I	2	To perform secretarial duties.
Personal Secretary II / Assistant Clerical Officer	2	To perform secretarial and clerical duties.
Personal Chauffeur	1	Driver for the CE-elect.
Chauffeur	1	Driver for the Director of the CE-elect's Office.
Driver	2	Driver for the CE-elect's Office.
Assistant Clerical Officer	1	To provide clerical support.

Office Assistant	1	To provide general support.
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6. Regarding the posts set out in paragraphs 4 and 5 above, the Director of the CE-elect's Office and the Special Assistant are special appointments on non-civil service terms. The remaining posts are civil service posts to be filled by deployment within the Government. To allow flexibility, these positions may also be filled from outside the Government as the CE-elect thinks fit. If the CE-elect finds it necessary to increase the manpower of the CE-elect's Office, we will make suitable arrangements.

Office Accommodation

7. The Government will rent office space in Champion Tower at Garden Road, Central to accommodate the CE-elect's Office. Office equipment as well as four sedan cars will be provided for the CE-elect's Office.

Security

8. The Police will deploy suitable manpower to protect the CE-elect. We will also hire a security company to provide general security services for the CE-elect's Office.

Administration and Resource Management

9. All staff of the CE-elect's Office will be accountable to the CE-elect. The Administration Wing will assume house-keeping responsibility for the CE-elect Office's day-to-day administration and resource management.

Financial Implication

10. Estimated total expenditure for the CE-elect's Office is about \$39.96 million. The breakdown is as follows –

	Item	Estimated expenditure (in \$ million)
Works expenditure		
(a)	Cost for office fitting out and reinstatement	16.95
Operating expenditure		
(b)	Salaries	6.63
(c)	Rent ¹	12.92
(d)	Other general departmental expenses	3.46
	Total :	39.96

Background Information

11. In December 1996, upon election of the first-term CE, the Government set up a CE's Office to support his preparation for the establishment of the Hong Kong Special Administrative Region Government. As for both the second-term CE and the third-term CE, no CE-elect's Office was set up after their election as there was no operational need. Upon election of the fourth-term CE in March 2012, a CE-elect's Office was also set up.

Chief Executive's Office Administration Wing, Chief Secretary for Administration's Office Constitutional and Mainland Affairs Bureau

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¹ The rental period for the office is about 6.7 months, from late January to mid-August 2017, which includes the period for fitting out and reinstatement. The monthly rent is about \$1.9 million.