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Replies to initial written questions raised by Finance Committee Members in examining the Estimates of Expenditure 2019-20

Director of Bureau : Secretary for the Civil Service

Session No. : 1

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CONTROLLING OFFICER'S REPLY

CSB001

(Question Serial No. 1249)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): Not specified

Programme: Not specified

Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)

Director of Bureau: Secretary for the Civil Service

Question:

- a) Please provide information on the related expenditures on pensions, lifelong pensions or other allowances granted to civil servants who were convicted after retirement in the past 5 years.
- b) Please provide information on pensioners whose pensions or other allowances were cancelled or deducted in accordance with sections 14, 15 and 16 of the Pensions Ordinance and the amount of savings achieved as a result in the past 5 years.
- c) Please provide the amount of pension, lifelong pension and other allowances granted (as of 2019) to the convicted civil servant whose appeal was dismissed in the Court of Final Appeal case of FAMC 56/2018.
- d) Will the Civil Service Bureau cancel the pension of the convicted civil servant in accordance with the Pensions Ordinance subsequent to the ruling of FAMC 56/2018?

Asked by: Hon AU Nok-hin (LegCo internal reference no.: 44)

Reply:

- a) According to the Pensions Ordinance (Cap. 89) and Pension Benefits Ordinance (Cap. 99), if a retired civil servant is criminally convicted of the following offences –
 - (i) any offence in connection with the public service under the Government, being an offence which is certified by the Chief Executive to have been gravely injurious to Hong Kong or to be liable to lead to serious loss of confidence in the public service;
 - (ii) any offence under Part II of the Prevention of Bribery Ordinance (Cap. 201), being an offence related to the person's previous public service under the Government; or

(iii) treason under section 2 of the Crimes Ordinance (Cap. 200),

he may not be granted pension, or the pension granted to him may be cancelled, reduced or suspended, as the case may be.

We do not keep statistics on the related expenditure on pension payments for civil servants who are convicted after retirement.

- b) In the past five years, there was no case involving cancellation, suspension or reduction of pension under sections 14, 15 or 16 of the Pensions Ordinance.
- c & d) We do not comment on individual cases. We will handle the pension of retired civil servants who are convicted of specified criminal offences in accordance with the relevant provisions of the Pensions Ordinance and Pension Benefits Ordinance. Please refer to part a) of the above reply.

- End -

CONTROLLING OFFICER'S REPLY

CSB002

(Question Serial No. 2269)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): Not specified
Programme: Not specified
Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)
Director of Bureau: Secretary for the Civil Service

Question:

Regarding the employment of non-civil service contract (NCSC) staff, will the Government inform this Committee of the following:

1. the employment of full-time and part-time NCSC staff by various government departments in the past year in table form;
2. the respective numbers of full-time NCSC staff currently employed by various government departments with a length of continuous service of less than 3 years, 3 years to less than 5 years, 5 years to less than 10 years and 10 years or more, and the total to which they add up in table form;
3. among the full-time NCSC staff mentioned in (2) above, the number of those who have all along been serving in the same position, broken down by the length of continuous service?

Asked by: Hon CHAN Hoi-yan (LegCo internal reference no.: 26)

Reply:

1. The number of full-time^(Note 1) and part-time^(Note 2) non-civil service contract (NCSC) staff employed by bureaux/departments (B/Ds) as at 30 June 2018 is set out at **Annex A**.
2. The breakdown of the number of full-time NCSC staff by B/Ds and by length of continuous service^(Note 3) as at 30 June 2018 is set out at **Annex B**.
3. For NCSC staff with continuous service of less than five years, the Civil Service Bureau does not collect information on whether they had been in the same or different positions. A breakdown of the number of full-time NCSC staff with continuous service of five years or more in the same position, by B/Ds and by length of continuous service, as at 30 June 2018 is set out at **Annex C**.

- Note 1 : “Full-time” employment means employment under a “continuous contract” as defined by the Employment Ordinance (EO). According to the Ordinance, an employee is regarded as being employed under a continuous contract if he or she works continuously for the same employer for four weeks or more, with at least 18 hours in each week.
- Note 2 : “Part-time” employment means employment whereby the number of working hours of the NCSC staff is less than those under a “continuous contract” as defined by the EO. The number of part-time NCSC staff set out at the annex refers to those with employment contractual relations with the user B/Ds as at 30 June 2018 and only some of them were called upon to perform duty on that date.
- Note 3 : “Continuous service” refers to employment in the same NCSC position, as well as employment in different NCSC positions of the same department without a break in service.

**Employment of full-time and part-time non-civil service contract (NCSC) staff
by Bureaux/Departments/Offices
(as at 30 June 2018)**

Bureau / Department / Office	No. of full-time NCSC staff	No. of part-time NCSC staff
Agriculture, Fisheries and Conservation Department	144	107
Architectural Services Department	33	20
Buildings Department	95	-
Census and Statistics Department	132	-
Chief Executive's Office	6	-
Chief Secretary and Financial Secretary's Offices	31	3
Civil Aviation Department	6	89
Civil Engineering and Development Department	41	-
Civil Service Bureau	1	4
Commerce and Economic Development Bureau	34	8
Companies Registry	108	-
Constitutional and Mainland Affairs Bureau	5	-
Correctional Services Department	5	10
Customs and Excise Department	9	-
Department of Health	363	244
Department of Justice	59	2
Development Bureau	46	-
Drainage Services Department	82	-
Education Bureau	1 179	82
Efficiency Office	447	77
Electrical and Mechanical Services Department	712	-
Environment Bureau	4	-

Bureau / Department / Office	No. of full-time NCSC staff	No. of part-time NCSC staff
Environmental Protection Department	68	110
Financial Services and the Treasury Bureau	6	-
Fire Services Department	34	234
Food and Environmental Hygiene Department	160	-
Food and Health Bureau	14	-
Government Flying Service	7	2
Government Laboratory	12	-
Government Logistics Department	33	-
Government Property Agency	1	-
Highways Department	66	-
Home Affairs Bureau	24	1
Home Affairs Department	580	394
Hong Kong Observatory	19	-
Hong Kong Police Force	27	8
Hongkong Post	1 780	-
Immigration Department	38	-
Information Services Department	25	1
Inland Revenue Department	168	1
Innovation and Technology Bureau	1	-
Innovation and Technology Commission	42	2
Intellectual Property Department	18	4
Invest Hong Kong	66	-
Judiciary	108	6
Labour and Welfare Bureau	24	1
Labour Department	68	4
Land Registry	87	-

Bureau / Department / Office	No. of full-time NCSC staff	No. of part-time NCSC staff
Lands Department	144	-
Legal Aid Department	2	-
Leisure and Cultural Services Department	1 165	5 087
Marine Department	7	13
Office of the Communications Authority	128	-
Office of the Government Chief Information Officer	4	-
Official Receiver's Office	34	-
Planning Department	28	-
Radio Television Hong Kong	180	440
Rating and Valuation Department	25	-
Registration and Electoral Office	309	-
Security Bureau	45	-
Social Welfare Department	62	182
Trade and Industry Department	48	-
Transport and Housing Bureau	10	-
Transport Department	51	44
Treasury	8	-
University Grants Committee Secretariat	23	-
Water Supplies Department	61	-
Working Family and Student Financial Assistance Agency	421	-
Total	9 773	7 180

**Breakdown of full-time non-civil service contract (NCSC) staff
by years of continuous service
(position as at 30 June 2018)**

Bureau / Department / Office	No. of NCSC staff				Total
	with less than three years of continuous service	with three years to less than five years of continuous service	with five years to less than ten years of continuous service	with ten years or more of continuous service	
Agriculture, Fisheries and Conservation Department	106	15	13	10	144
Architectural Services Department	26	7	-	-	33
Buildings Department	39	9	32	15	95
Census and Statistics Department	125	5	2	-	132
Chief Executive's Office	4	1	1	-	6
Chief Secretary and Financial Secretary's Offices	23	4	4	-	31
Civil Aviation Department	4	1	1	-	6
Civil Engineering and Development Department	24	4	8	5	41
Civil Service Bureau	1	-	-	-	1
Commerce and Economic Development Bureau	13	4	13	4	34
Companies Registry	87	15	5	1	108
Constitutional and Mainland Affairs Bureau	5	-	-	-	5
Correctional Services Department	2	3	-	-	5

Bureau / Department / Office	No. of NCSC staff				Total
	with less than three years of continuous service	with three years to less than five years of continuous service	with five years to less than ten years of continuous service	with ten years or more of continuous service	
Customs and Excise Department	6	1	2	-	9
Department of Health	59	9	123	172	363
Department of Justice	41	11	7	-	59
Development Bureau	28	8	9	1	46
Drainage Services Department	39	24	15	4	82
Education Bureau	858	130	125	66	1 179
Efficiency Office	234	65	69	79	447
Electrical and Mechanical Services Department	32	183	220	277	712
Environment Bureau	3	-	1	-	4
Environmental Protection Department	40	22	6	-	68
Financial Services and the Treasury Bureau	6	-	-	-	6
Fire Services Department	24	3	1	6	34
Food and Environmental Hygiene Department	101	21	21	17	160
Food and Health Bureau	6	3	5	-	14
Government Flying Service	4	-	2	1	7
Government Laboratory	6	-	4	2	12
Government Logistics Department	12	6	8	7	33

Bureau / Department / Office	No. of NCSC staff				Total
	with less than three years of continuous service	with three years to less than five years of continuous service	with five years to less than ten years of continuous service	with ten years or more of continuous service	
Government Property Agency	1	-	-	-	1
Highways Department	45	15	4	2	66
Home Affairs Bureau	7	5	10	2	24
Home Affairs Department	446	54	61	19	580
Hong Kong Observatory	17	2	-	-	19
Hong Kong Police Force	17	8	1	1	27
Hongkong Post	535	202	230	813	1 780
Immigration Department	14	-	6	18	38
Information Services Department	9	7	4	5	25
Inland Revenue Department	144	9	5	10	168
Innovation and Technology Bureau	1	-	-	-	1
Innovation and Technology Commission	28	1	6	7	42
Intellectual Property Department	13	1	2	2	18
Invest Hong Kong	17	5	11	33	66
Judiciary	69	12	14	13	108
Labour and Welfare Bureau	10	7	7	-	24
Labour Department	10	7	22	29	68
Land Registry	39	4	12	32	87

Bureau / Department / Office	No. of NCSC staff				Total
	with less than three years of continuous service	with three years to less than five years of continuous service	with five years to less than ten years of continuous service	with ten years or more of continuous service	
Lands Department	105	33	6	-	144
Legal Aid Department	2	-	-	-	2
Leisure and Cultural Services Department	813	63	90	199	1 165
Marine Department	4	3	-	-	7
Office of the Communications Authority	50	22	27	29	128
Office of the Government Chief Information Officer	2	2	-	-	4
Official Receiver's Office	25	2	4	3	34
Planning Department	15	4	8	1	28
Radio Television Hong Kong	86	32	37	25	180
Rating and Valuation Department	15	4	5	1	25
Registration and Electoral Office	192	104	4	9	309
Security Bureau	37	2	5	1	45
Social Welfare Department	44	10	7	1	62
Trade and Industry Department	9	11	27	1	48
Transport and Housing Bureau	9	1	-	-	10
Transport Department	34	5	8	4	51
Treasury	5	1	2	-	8
University Grants Committee Secretariat	13	3	5	2	23

Bureau / Department / Office	No. of NCSC staff				Total
	with less than three years of continuous service	with three years to less than five years of continuous service	with five years to less than ten years of continuous service	with ten years or more of continuous service	
Water Supplies Department	4	13	16	28	61
Working Family and Student Financial Assistance Agency	296	21	37	67	421
Total	5 140	1 229	1 380	2 024	9 773

**Breakdown of full-time non-civil service contract (NCSC) staff
with continuous service of five years or more in the same position
(position as at 30 June 2018)**

Bureau / Department / Office	No. of full-time NCSC staff in the same position	
	with five years to less than ten years of continuous service	with ten years or more of continuous service
Agriculture, Fisheries and Conservation Department	9	9
Buildings Department	31	13
Chief Executive's Office	1	-
Chief Secretary and Financial Secretary's Offices	1	-
Civil Aviation Department	1	-
Civil Engineering and Development Department	8	5
Commerce and Economic Development Bureau	12	3
Companies Registry	5	1
Customs and Excise Department	2	-
Department of Health	115	164
Department of Justice	7	-
Development Bureau	8	1
Drainage Services Department	14	2
Education Bureau	92	32
Efficiency Office	43	9
Electrical and Mechanical Services Department	103	40
Environment Bureau	1	-
Environmental Protection Department	3	-

Bureau / Department / Office	No. of full-time NCSC staff in the same position	
	with five years to less than ten years of continuous service	with ten years or more of continuous service
Fire Services Department	1	6
Food and Environmental Hygiene Department	19	15
Food and Health Bureau	2	-
Government Flying Service	2	1
Government Laboratory	4	2
Government Logistics Department	8	7
Highways Department	4	2
Home Affairs Bureau	10	1
Home Affairs Department	54	18
Hong Kong Police Force	1	1
Hongkong Post	196	739
Immigration Department	5	-
Information Services Department	4	4
Inland Revenue Department	3	1
Innovation and Technology Commission	6	4
Intellectual Property Department	2	-
Invest Hong Kong	10	26
Judiciary	1	1
Labour and Welfare Bureau	7	-
Labour Department	19	8
Land Registry	12	32
Lands Department	6	-
Leisure and Cultural Services Department	62	88

Bureau / Department / Office	No. of full-time NCSC staff in the same position	
	with five years to less than ten years of continuous service	with ten years or more of continuous service
Office of the Communications Authority	20	15
Official Receiver's Office	4	3
Planning Department	8	1
Radio Television Hong Kong	30	18
Rating and Valuation Department	2	1
Registration and Electoral Office	4	9
Security Bureau	2	1
Social Welfare Department	7	1
Trade and Industry Department	22	1
Transport Department	5	1
Treasury	1	-
University Grants Committee Secretariat	5	1
Water Supplies Department	15	25
Working Family and Student Financial Assistance Agency	29	34
Total	1 048	1 346

- End -

CONTROLLING OFFICER'S REPLY

CSB003

(Question Serial No. 2270)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): Not specified
Programme: Not specified
Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)
Director of Bureau: Secretary for the Civil Service

Question:

Regarding ethnic minority civil servants, will the Government inform this Committee of the following:

1. the number of ethnic minority servants newly recruited and the percentage they accounted for in the civil service in each of the past 3 years;
2. measures taken to encourage government departments to employ more ethnic minority civil servants;
3. the manpower and expenditure involved in these measures?

Asked by: Hon CHAN Hoi-yan (LegCo internal reference no.: 27)

Reply:

The Government has continued to implement suitable measures to ensure that ethnic minorities, like other applicants, have equal access to job opportunities in the Government.

On the one hand, we note that Chinese language proficiency is a major hurdle for ethnic minorities in applying for government jobs. It is the Government's policy to ensure the Chinese language proficiency requirements (LPRs) set for all the grades of the civil service are no more than necessary for performance of the job, so that ethnic minorities, like other applicants, have equal access to government job opportunities. The Civil Service Bureau completed in February 2018 a comprehensive review on the entry requirements relating to Chinese language proficiency for all the civil service grades, increasing the total number of grades that have lowered / will lower their Chinese LPRs from 31 to 53. We will continue to monitor the recruitment situation of these grades and remind departments to keep on reviewing the Chinese LPRs of all civil service grades on the basis of maintaining satisfactory performance of duties. On the other hand, departments will continue to employ ethnic minorities, where appropriate, to meet specific operational needs. For example, in respect of services with interface with ethnic minority communities,

departments may engage people proficient in ethnic minority languages for the relevant jobs.

Since late 2018, we have regularly disseminated information on civil service vacancies with relatively lower Chinese LPRs or lowered Chinese LPRs to the ethnic minorities through the Home Affairs Department's support service centres for ethnic minorities, which are operated by non-profit-making organisations. Since February 2019, we have also started disseminating such information to ethnic minority job seekers through the Labour Department's job centres located across the territory.

In the civil service recruitment process, bureaux/departments will continue to select suitable candidates on an objective basis by taking into account their ability, performance, character, and requisites set according to the job requirements. Race is not a relevant consideration. Given that neither job applicants nor serving civil servants are required to declare their ethnic origins, we do not possess the relevant statistical information.

The Civil Service Bureau and the departments concerned will deploy their existing resources to review Chinese LPRs and implement the aforesaid measures.

- End -

CONTROLLING OFFICER'S REPLY

CSB004

(Question Serial No. 2271)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): Not specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)

Director of Bureau: Secretary for the Civil Service

Question:

Regarding the implementation of flexible measures for extending the service of civil servants, the estimated provision for the Programme it comes under has increased by 25.6% in the 2019-20 Estimates, and it is also mentioned that persons of integrity and of a high calibre have to be recruited and retained. In this connection, will the Government inform this Committee of the following:

1. applications made under the Post-retirement Service Contract Scheme and the bureaux/departments and posts/ranks involved; and
2. the number of serving civil servants who opt to extend their service in 2019-20 and the expenditure involved?

Asked by: Hon CHAN Hoi-yan (LegCo internal reference no.: 28)

Reply:

1. As at 30 June 2018, bureaux/departments employed a total of 1 978 full-time^(Note) post-retirement service contract (PRSC) staff with 8 004 applications received. Positions under the PRSC scheme are all non-directorate positions. A breakdown of the number of PRSC staff by B/Ds and work types, as well as the corresponding number of applications is set out at **Annex A**.

Note: "Full-time" employment means employment under a "continuous contract" as defined by the Employment Ordinance. According to the Ordinance, an employee is regarded as being employed under a continuous contract if he or she works continuously for the same employer for four weeks or more, with at least 18 hours in each week.

2. In July 2018, the Government launched the option for serving civil servants who joined the Government between 1 June 2000 and 31 May 2015 (hereafter referred to as "Eligible Civil Servants") to choose to retire at the age of 65 (for civilian grades) or 60 (for disciplined services grades, regardless of ranks) (hereafter referred to as

“the Option”). Eligible Civil Servants can decide whether or not to take the Option within the two-year option period commencing on 17 September 2018. As at 16 February 2019, about 16 000 (or 29%) out of some 56 000 Eligible Civil Servants had taken the Option. As regards the financial implications of the initiative, that mainly involves the Government’s additional contribution to the Civil Service Provident Fund (“CSPF”) Scheme. The actual impact would depend on the number of Eligible Civil Servants who would take the Option. If all of them take the Option, it is estimated that the Government’s additional contribution to the CSPF Scheme over a projection period up to 2057¹ would be about \$6 billion.

¹ In 2017, the Civil Service Bureau commissioned a consultant to conduct an actuarial study on the financial implications of the Option on the Government in the next 40 years (i.e. from 2017 to 2057). According to the projection, almost all Eligible Civil Servants would have reached the new retirement age by 2057.

**Breakdown of full-time Post-retirement Service Contract (PRSC) staff
and applications involved by Bureaux/Departments/Offices and work types
(position as at 30 June 2018)**

Bureau / Department / Office	Work type	Number of full-time PRSC staff	Number of applications involved
Agriculture, Fisheries and Conservation Department	Field/Agricultural services staff	47	89
	Artisan	29	62
	Workman	22	32
	Clerical staff	12	74
	Secretary	3	6
	Engineer	1	1
	Technical staff	1	1
Architectural Services Department	Supervising staff	1	1
	Engineer	5	9
	Technical staff	3	3
	Secretary	3	13
	Architect	3	11
	Clerical staff	2	6
	Works supervisor	2	9
	Administration staff	1	1
Auxiliary Medical Service	Survey staff	1	1
	Operations and training staff	1	1
Buildings Department	Survey staff	6	20
	Technical staff	3	6
	Engineer	2	4
	Clerical staff	1	6
Civil Aid Service	Operations and training staff	2	2

Bureau / Department / Office	Work type	Number of full-time PRSC staff	Number of applications involved
Civil Aviation Department	Aviation services staff	11	29
	Clerical staff	10	60
	Administration staff	1	4
	Engineer	1	1
	Helicopter Operations Inspector	1	1
Civil Engineering and Development Department	Engineer	17	101
	Secretary	4	8
	Technical staff	3	17
	Landscape Architect	2	2
	Workman	1	1
Civil Service Bureau	Clerical staff	6	77
	Secretary	2	4
	Administration staff	1	1
Commerce and Economic Development Bureau	Clerical staff	4	43
	Office Assistant	3	17
	Engineer	1	1
	Trade services staff	1	1
	Secretary	1	2
Companies Registry	Companies registration staff	4	13
	Lawyer	2	2
	Administration staff	1	1
Constitutional and Mainland Affairs Bureau	Trade services staff	1	2
	Public relations staff	1	1
Correctional Services Department	Correctional services supporting staff	114	254
Customs and Excise Department	Customs services supporting staff	151	416

Bureau / Department / Office	Work type	Number of full-time PRSC staff	Number of applications involved
Department of Health	Tobacco control staff	20	45
	Clerical staff	6	82
	Doctor	5	8
	Nurse	3	8
	Administration staff	1	1
	Mortuary staff	1	3
	Scientific staff	1	1
	Secretary	1	1
Department of Justice	Lawyer	4	4
	Law translation staff	4	4
	Secretary	3	7
	Law Clerk	2	3
	Clerical staff	1	2
Development Bureau	Engineer	12	39
	Secretary	5	10
	Field/Agricultural services staff	2	5
	Clerical staff	1	9
	Survey staff	1	2
	Technical staff	1	2
	Town Planner	1	2
Drainage Services Department	Drain clearing staff	13	18
	Engineer	11	34
	Technical staff	6	12
	Supervising staff	4	11
	Artisan	2	26
	Clerical staff	1	10
	Supplies staff	1	3

Bureau / Department / Office	Work type	Number of full-time PRSC staff	Number of applications involved
Education Bureau	Inspectorate staff	6	9
	Educational services staff	5	14
	Administration staff	4	6
	Clerical staff	4	40
	Secretary	1	1
Electrical and Mechanical Services Department	Supervising staff	88	281
	Artisan	62	187
	Engineer	7	30
	Technical staff	5	49
Environment Bureau / Environmental Protection Department	Environmental protection staff	73	379
	Secretary	5	16
	Administration staff	1	1
	Clerical staff	1	7
	Driver	1	3
	Engineer	1	10
	Office Assistant	1	9
Financial Services and the Treasury Bureau	Secretary	1	2
	Tax Researcher	1	1
Fire Services Department	Fire services staff	81	488
	Ambulance staff	6	34
	Building services staff	2	7

Bureau / Department / Office	Work type	Number of full-time PRSC staff	Number of applications involved
Food and Environmental Hygiene Department	Health Inspector	62	117
	Driver	26	49
	Market supervision staff	25	40
	Pest control staff	6	11
	Administration staff	4	5
	Secretary	3	8
	Accountant	1	2
	Hawkers management staff	1	2
	Information technology staff	1	2
Food and Health Bureau	Administration staff	1	1
Government Flying Service	Engineer	6	6
	Technical staff	5	5
	Clerical staff	4	10
	Supplies staff	3	6
	Workman	1	1
Government Laboratory	Administration staff	1	4
Government Logistics Department	Clerical staff	1	4
	Supplies staff	1	1
Government Property Agency	Administration staff	2	2
Highways Department	Engineer	24	92
	Clerical staff	2	44
	Administration staff	1	1
	Landscape Architect	1	1
	Survey staff	1	2
Home Affairs Bureau	Administration staff	2	2
	Liaison staff	1	1
	Leisure services staff	1	1

Bureau / Department / Office	Work type	Number of full-time PRSC staff	Number of applications involved
Home Affairs Department	Liaison staff	3	3
	Clerical staff	1	8
Hong Kong Observatory	Secretary	1	9
	Supplies staff	1	20
Hong Kong Police Force	Police supporting staff	28	103
	Administration staff	1	1
	Clerical staff	1	1
Hongkong Post	Postal services staff	13	18
	Architect	1	1
	Survey staff	1	2
Immigration Department	Clerical staff	31	181
	Immigration services supporting staff	25	83
Information Services Department	Creative staff	1	1
	Information services staff	1	2
Innovation and Technology Bureau	Engineer	1	3
	Information technology staff	1	1
Innovation and Technology Commission	Administration staff	1	1
Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service	Administration staff	1	2
Judiciary	Security staff	17	103
	Clerical staff	9	11
	Legal services staff	1	2
	Judicial Clerk	1	2
	Technical staff	1	1

Bureau / Department / Office	Work type	Number of full-time PRSC staff	Number of applications involved
Labour Department	Clerical staff	29	229
	Workman	5	16
	Investigation staff	2	37
	Occupation safety staff	1	2
Land Registry	Clerical staff	9	41
Lands Department	Land administration staff	27	92
	Clerical staff	25	156
	Survey staff	10	16
	Secretary	4	9
	Administration staff	1	1
	Technical staff	1	4
Legal Aid Department	Clerical staff	2	2
	Lawyer	1	1
	Law Clerk	1	2
	Workman	1	6
Leisure and Cultural Services Department	Clerical staff	37	365
	Lifeguard	25	74
	Filtration Plant Room Operator	20	50
	Leisure services staff	14	25
	Artisan	2	2
	Cultural services staff	2	2
	Administration staff	1	1
	Secretary	1	7
	Supplies staff	1	1
Marine Department	Marine staff	18	25
	Ship inspector	12	24
	Clerical staff	2	11
	Technical staff	1	1

Bureau / Department / Office	Work type	Number of full-time PRSC staff	Number of applications involved
Office of the Communications Authority	Entertainment standards control staff	2	2
	Accountant	1	1
Office of the Government Chief Information Officer	Engineer	2	4
	Information technology staff	1	3
Official Receiver's Office	Clerical staff	17	37
	Insolvency staff	2	2
	Lawyer	1	1
Planning Department	Clerical staff	4	32
	Supplies staff	2	15
	Secretary	1	2
	Town Planner	1	1
	Translator	1	2
Radio Television Hong Kong	Clerical staff	2	162
Rating and Valuation Department	Valuation staff	2	3
	Clerical staff	1	1
Registration and Electoral Office	Supplies staff	1	1
Security Bureau	Clerical staff	4	35
	Administration staff	2	4
	Lawyer	1	3

Bureau / Department / Office	Work type	Number of full-time PRSC staff	Number of applications involved
Social Welfare Department	Social Work Assistant	51	56
	Clerical staff	14	49
	Inspector of Institutions	8	216
	Secretary	6	34
	Ward staff	5	8
	Survey staff	4	7
	Architect	1	3
	Building services staff	1	5
	Works supervisor	1	6
	Information technology staff	1	2
	Supplies staff	1	4
Transport and Housing Bureau	Administration staff	2	4
	Accountant	1	1
	Clerical staff	1	5
	Engineer	1	3
	Public relations staff	1	2
	Secretary	1	14
Transport Department	Engineer	12	16
	Clerical staff	7	9
	Driving Examiner	5	12
	Vehicle examination/testing staff	2	4
	Secretary	1	1
	Technical staff	1	1
	Transport services staff	1	1
Treasury	Accounting staff	1	1

Bureau / Department / Office	Work type	Number of full-time PRSC staff	Number of applications involved
University Grants Committee Secretariat	Administration staff	2	2
	Clerical staff	1	9
	Secretary	1	3
Water Supplies Department	Artisan	85	258
	Water services staff	55	171
	Supervising staff	40	273
	Engineer	17	50
	Clerical staff	14	24
	Survey staff	4	13
	Technical staff	4	9
	Laboratory staff	3	6
	Accountant	1	1
	Accounting staff	1	1
	Administration staff	1	2
	Waterworks Chemist	1	1
	Workman	1	4
Working Family and Student Financial Assistance Agency	Clerical staff	19	831
	Administration staff	1	34
	Supplies staff	1	13
Total		1 978	8 004

- End -

CONTROLLING OFFICER'S REPLY

CSB005

(Question Serial No. 2285)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): Not specified

Programme: Not specified

Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)

Director of Bureau: Secretary for the Civil Service

Question:

Regarding promoting the employment of persons with disabilities,

1. please list the number of persons with disabilities employed in each department in the past 3 years broken down by disability types, the civil service grades involved, the percentage they accounted for in the strength of the civil service and their wastage rate respectively;
2. please list the number of persons with disabilities newly recruited by the Government in the past 3 years broken down by disability types, the civil service grades involved, the percentage they accounted for in the strength of the civil service, and their wastage rate respectively;
3. please list the number of persons with disabilities who declared their disabilities only after being recruited by the Government in the past 3 years broken down by disability types, the civil service grades involved and the percentage they accounted for in the strength of the civil service respectively; and
4. what resources and expenditure were allocated by the Government in the past 3 years to improve workplace facilities for easy use by employees with disabilities?

Asked by: Hon CHAN Hoi-yan (LegCo internal reference no.: 25)

Reply:

- 1 & 2. There is no requirement for applicants for government jobs and serving officers to declare their disabilities, if any. The situation on persons with disabilities employed in the civil service is known to us on the basis of information available to bureaux/departments (e.g. through requests of applicants during the recruitment process for special arrangements for selection interview/test having regard to their disabilities, or applications from serving officers with disabilities for financial assistance to purchase technical aids to assist in their performance of duties). Hence, the figures obtained through the aforesaid channels are the lowest figures known to us. According to the figures so collected, the number of civil servants

known to have disabilities (excluding persons with colour blindness or defective colour perception), the number of those who were newly recruited and the number of those who left the civil service, with breakdown by types of disability, as well as the percentages they accounted for in the strength of the civil service from 2015-16 to 2017-18, are set out in **Tables 1-5** below. We do not collect the relevant figures with breakdown by civil service grades separately.

Table 1 Number of civil servants known to have disabilities in 2015-16 (by types of disability)

Bureau/ Department	Visual impairment	Hearing impairment	Physical disability	Intellectual disability	Ex-ment ally ill persons	Visceral disability	Others, e.g. autism, speech impairment, specific learning difficulties, etc.
Agriculture, Fisheries and Conservation Department	6	1	183	0	3	2	0
Architectural Services Department	7	1	11	0	1	1	1
Audit Commission	1	0	0	0	0	0	0
Auxiliary Medical Service	0	0	1	0	0	0	0
Buildings Department	3	3	3	0	1	2	0
Census and Statistics Department	1	8	6	0	0	2	0
Civil Aid Service	1	0	0	0	0	1	0
Civil Aviation Department	1	2	1	0	0	0	1
Civil Engineering and Development Department	9	3	8	0	4	12	0
Companies Registry	3	3	9	0	3	3	0
Correctional Services Department	8	9	43	0	55	108	1
Customs and Excise Department	0	0	5	0	10	20	1
Department of Health	10	17	23	1	12	14	0
Department of Justice	2	2	5	0	0	2	0
Drainage Services Department	12	4	72	0	3	5	0

Bureau/ Department	Visual impairment	Hearing impairment	Physical disability	Intellectual disability	Ex-ment ally ill persons	Visceral disability	Others, e.g. autism, speech impairment, specific learning difficulties, etc.
Electrical and Mechanical Services Department	14	9	37	0	1	4	0
Environmental Protection Department	1	2	2	0	0	0	1
Fire Services Department	1	1	11	0	2	24	1
Food and Environmental Hygiene Department	38	37	51	7	16	37	0
Government Laboratory	1	0	2	0	0	0	0
Government Logistics Department	1	3	15	0	2	2	0
Government Property Agency	0	0	2	0	0	0	0
G.S. : Offices of the Chief Secretary for Administration and the Financial Secretary	4	2	2	0	0	0	0
G.S. : Civil Service Bureau	4	4	4	0	1	0	0
G.S. : Commerce and Economic Development Bureau	0	1	1	0	0	0	0
G.S. : Constitutional and Mainland Affairs Bureau	0	1	1	0	0	0	0
G.S. : Development Bureau	0	0	1	0	0	0	0
G.S. : Education Bureau	10	20	24	0	0	2	0
G.S. : Environment Bureau	0	0	1	0	0	0	0
G.S. : Financial Services and the Treasury Bureau	0	0	0	0	1	0	0

Bureau/ Department	Visual impairment	Hearing impairment	Physical disability	Intellectual disability	Ex-ment ally ill persons	Visceral disability	Others, e.g. autism, speech impairment, specific learning difficulties, etc.
G.S. : Home Affairs Bureau	1	1	0	0	0	0	1
G.S. : Innovation and Technology Bureau	4	2	5	0	1	0	0
G.S. : Labour and Welfare Bureau	0	0	2	0	0	1	0
G.S. : Security Bureau	1	0	0	0	0	0	0
G.S. : Transport and Housing Bureau	0	1	0	0	0	0	0
Highways Department	5	2	27	0	14	23	0
Home Affairs Department	5	5	31	0	7	7	1
Hong Kong Observatory	1	0	0	0	0	0	0
Hong Kong Police Force	42	36	334	2	82	130	2
Hospital Authority	5	2	19	0	1	0	0
Housing Department	21	17	34	1	4	28	0
Immigration Department	4	5	190	0	9	4	0
Information Services Department	2	0	0	0	0	0	0
Inland Revenue Department	11	25	34	0	16	12	4
Intellectual Property Department	0	0	2	0	0	0	0
Invest Hong Kong	1	0	0	0	0	0	0
Judiciary	5	6	14	0	5	3	0
Labour Department	4	10	15	0	32	4	0
Land Registry	0	8	3	1	4	4	1
Lands Department	14	15	20	0	3	3	1
Legal Aid Department	0	2	4	0	1	1	0
Leisure and Cultural Services Department	45	43	101	2	32	31	1
Marine Department	4	2	10	0	2	6	0

Bureau/ Department	Visual impairment	Hearing impairment	Physical disability	Intellectual disability	Ex-ment ally ill persons	Visceral disability	Others, e.g. autism, speech impairment, specific learning difficulties, etc.
Office of the Communications Authority	1	0	2	0	3	4	0
Official Receiver's Office	0	2	1	0	2	0	0
Planning Department	0	1	1	0	0	0	0
Post Office	16	27	41	0	8	7	1
Radio Television Hong Kong	1	1	0	0	0	0	0
Rating and Valuation Department	2	2	9	0	3	2	0
Registration and Electoral Office	0	1	3	0	0	0	0
Social Welfare Department	38	16	44	1	7	17	0
Trade and Industry Department	0	4	4	0	0	1	0
Transport Department	3	1	22	0	1	1	0
Treasury	1	1	5	0	2	0	0
University Grants Committee	0	0	0	0	0	1	0
Water Supplies Department	11	6	25	0	2	10	0
Working Family and Student Financial Assistance Agency	3	1	4	0	0	3	0
No. of civil servants with disabilities	389	378	1 530	15	356	544	18
Total no. of civil servants with disabilities	3 230						
Strength of civil service	166 150						
Percentage	1.9%						

Table 2 Number of civil servants known to have disabilities in 2016-17 (by types of disability)

Bureau/ Department	Visual impairment	Hearing impairment	Physical disability	Intellectual disability	Ex-ment ally ill persons	Visceral disability	Others, e.g. autism, speech impairment, specific learning difficulties, etc.
Agriculture, Fisheries and Conservation Department	5	3	158	0	2	2	0
Architectural Services Department	5	1	11	0	1	1	1
Audit Commission	1	0	0	0	0	0	0
Auxiliary Medical Service	0	0	1	0	0	0	0
Buildings Department	3	3	3	0	1	2	0
Census and Statistics Department	1	8	6	0	0	2	0
Civil Aid Service	1	0	0	0	0	1	0
Civil Aviation Department	1	2	1	0	0	0	1
Civil Engineering and Development Department	12	3	7	0	4	15	0
Companies Registry	3	3	9	0	2	3	1
Correctional Services Department	9	7	42	0	52	98	1
Customs and Excise Department	0	0	9	0	10	30	1
Department of Health	10	17	22	1	10	13	0
Department of Justice	2	1	4	0	1	3	0
Drainage Services Department	11	4	72	0	3	5	0
Electrical and Mechanical Services Department	12	9	37	0	0	4	0
Environmental Protection Department	1	2	2	0	0	0	1

Bureau/ Department	Visual impairment	Hearing impairment	Physical disability	Intellectual disability	Ex-ment ally ill persons	Visceral disability	Others, e.g. autism, speech impairment, specific learning difficulties, etc.
Fire Services Department	1	1	6	0	2	23	1
Food and Environmental Hygiene Department	34	36	40	7	17	38	0
Government Laboratory	1	0	1	0	0	0	0
Government Logistics Department	1	4	13	0	2	3	0
Government Property Agency	0	0	2	0	0	0	0
G.S. : Offices of the Chief Secretary for Administration and the Financial Secretary	3	2	2	0	0	0	0
G.S. : Civil Service Bureau	3	5	5	0	1	1	0
G.S. : Commerce and Economic Development Bureau	0	1	1	0	0	0	0
G.S. : Constitutional and Mainland Affairs Bureau	0	0	1	0	0	0	0
G.S. : Development Bureau	0	1	1	0	0	0	0
G.S. : Education Bureau	8	21	20	0	0	2	0
G.S. : Environment Bureau	0	1	0	0	0	0	0
G.S. : Financial Services and the Treasury Bureau	0	0	0	0	1	0	0
G.S. : Home Affairs Bureau	1	1	0	0	0	0	0
G.S. : Innovation and Technology Bureau	5	2	6	0	1	1	0

Bureau/ Department	Visual impairment	Hearing impairment	Physical disability	Intellectual disability	Ex-ment ally ill persons	Visceral disability	Others, e.g. autism, speech impairment, specific learning difficulties, etc.
G.S. : Labour and Welfare Bureau	0	1	2	0	0	1	0
G.S. : Security Bureau	1	0	0	0	0	1	0
G.S. : Transport and Housing Bureau	0	1	0	0	0	0	0
Highways Department	6	2	21	0	14	20	0
Home Affairs Department	5	6	33	0	7	6	1
Hong Kong Observatory	1	0	0	0	0	1	0
Hong Kong Police Force	37	30	304	2	76	114	2
Hospital Authority	3	2	15	0	1	0	0
Housing Department	21	16	33	2	3	28	0
Immigration Department	4	5	178	0	9	4	0
Information Services Department	2	0	0	0	0	0	0
Inland Revenue Department	11	26	34	0	16	10	5
Intellectual Property Department	0	0	2	0	0	0	0
Invest Hong Kong	1	0	0	0	0	0	0
Judiciary	7	6	12	0	6	0	0
Labour Department	4	10	16	0	35	4	0
Land Registry	0	6	3	1	4	6	1
Lands Department	14	15	20	0	3	2	1
Legal Aid Department	0	2	3	0	1	1	0
Leisure and Cultural Services Department	45	39	99	1	33	29	1
Marine Department	2	2	10	0	2	7	0
Office of the Communications Authority	1	0	2	0	3	4	0

Bureau/ Department	Visual impairment	Hearing impairment	Physical disability	Intellectual disability	Ex-ment ally ill persons	Visceral disability	Others, e.g. autism, speech impairment, specific learning difficulties, etc.
Official Receiver's Office	0	2	1	0	1	0	0
Planning Department	0	1	1	0	0	0	1
Post Office	15	27	35	0	7	10	1
Radio Television Hong Kong	0	1	0	0	0	0	0
Rating and Valuation Department	2	2	9	0	4	4	0
Registration and Electoral Office	0	1	3	0	0	0	0
Social Welfare Department	41	20	42	1	7	19	1
Trade and Industry Department	0	5	4	0	0	1	0
Transport Department	2	1	21	0	1	2	0
Treasury	1	1	5	0	2	0	0
University Grants Committee	0	0	0	0	0	1	0
Water Supplies Department	11	5	22	0	2	11	0
Working Family and Student Financial Assistance Agency	3	2	6	0	0	4	0
No. of civil servants with disabilities	374	375	1 418	15	347	537	21
Total no. of civil servants with disabilities	3 087						
Strength of civil service	167 671						
Percentage	1.8%						

Table 3 Number of civil servants known to have disabilities in 2017-18 (by types of disability)

Bureau/ Department	Visual impairment	Hearing impairment	Physical disability	Intellectual disability	Ex-ment ally ill persons	Visceral disability	Others, e.g. autism, speech impairment, specific learning difficulties, etc.
Agriculture, Fisheries and Conservation Department	2	3	152	0	2	1	0
Architectural Services Department	5	2	10	0	1	1	1
Audit Commission	1	0	0	0	0	0	0
Auxiliary Medical Service	0	0	1	0	0	0	0
Buildings Department	3	3	3	0	1	2	0
Census and Statistics Department	1	8	6	0	0	2	0
Civil Aid Service	1	0	0	0	0	1	0
Civil Aviation Department	1	2	0	0	0	0	1
Civil Engineering and Development Department	13	3	7	0	3	15	0
Companies Registry	3	3	8	0	2	3	1
Correctional Services Department	9	8	42	0	50	101	1
Customs and Excise Department	0	0	11	0	9	27	1
Department of Health	9	18	20	1	10	17	0
Department of Justice	3	2	4	0	1	3	0
Drainage Services Department	12	3	54	0	3	7	0
Electrical and Mechanical Services Department	11	9	35	0	0	5	0
Environmental Protection Department	1	2	3	0	0	0	1

Bureau/ Department	Visual impairment	Hearing impairment	Physical disability	Intellectual disability	Ex-ment ally ill persons	Visceral disability	Others, e.g. autism, speech impairment, specific learning difficulties, etc.
Fire Services Department	1	1	6	0	1	23	1
Food and Environmental Hygiene Department	28	31	37	7	16	21	0
Government Laboratory	0	0	1	0	0	0	0
Government Logistics Department	2	7	9	0	1	3	1
Government Property Agency	0	1	2	0	0	0	0
G.S. : Offices of the Chief Secretary for Administration and the Financial Secretary	3	2	2	0	1	1	0
G.S. : Civil Service Bureau	3	4	4	0	1	0	0
G.S. : Commerce and Economic Development Bureau	0	1	1	0	0	1	0
G.S. : Constitutional and Mainland Affairs Bureau	0	0	1	0	0	0	0
G.S. : Development Bureau	0	1	1	0	0	0	0
G.S. : Education Bureau	7	22	16	0	0	2	0
G.S. : Environment Bureau	0	1	0	0	0	0	0
G.S. : Financial Services and the Treasury Bureau	0	0	0	0	1	0	0
G.S. : Food and Health Bureau	0	1	0	0	0	0	0
G.S. : Home Affairs Bureau	1	1	0	0	0	0	0

Bureau/ Department	Visual impairment	Hearing impairment	Physical disability	Intellectual disability	Ex-ment ally ill persons	Visceral disability	Others, e.g. autism, speech impairment, specific learning difficulties, etc.
G.S. : Innovation and Technology Bureau	3	4	6	0	1	2	0
G.S. : Labour and Welfare Bureau	0	1	2	0	0	1	0
G.S. : Security Bureau	1	0	0	0	0	1	0
G.S. : Transport and Housing Bureau	0	1	0	0	0	0	0
Highways Department	4	2	18	0	16	21	0
Home Affairs Department	6	6	30	0	8	6	1
Hong Kong Observatory	1	1	0	0	0	1	0
Hong Kong Police Force	39	32	271	2	74	96	2
Hospital Authority	3	1	15	0	1	0	0
Housing Department	22	18	28	2	3	27	0
Immigration Department	5	5	178	0	8	4	0
Information Services Department	2	0	0	0	0	0	0
Inland Revenue Department	11	26	29	0	15	12	5
Intellectual Property Department	0	0	2	0	0	0	0
Invest Hong Kong	1	0	0	0	0	0	0
Judiciary	7	6	11	0	6	0	0
Labour Department	4	10	15	0	31	4	0
Land Registry	0	6	3	0	5	4	0
Lands Department	13	18	18	0	3	4	1
Legal Aid Department	0	2	3	0	1	1	0
Leisure and Cultural Services Department	40	42	89	2	35	37	1
Marine Department	2	1	8	0	2	6	0

Bureau/ Department	Visual impairment	Hearing impairment	Physical disability	Intellectual disability	Ex-ment ally ill persons	Visceral disability	Others, e.g. autism, speech impairment, specific learning difficulties, etc.
Office of the Communications Authority	0	0	3	0	4	5	0
Official Receiver's Office	0	2	1	0	1	0	0
Planning Department	0	1	1	0	1	1	1
Post Office	14	26	29	0	7	10	1
Public Service Commission	1	0	0	0	0	0	0
Radio Television Hong Kong	0	1	0	0	0	0	0
Rating and Valuation Department	1	3	8	0	5	4	0
Registration and Electoral Office	0	0	3	0	0	0	0
Social Welfare Department	40	22	39	1	6	17	1
Trade and Industry Department	1	4	4	0	0	1	0
Transport Department	0	2	20	0	1	2	0
Treasury	1	1	4	0	2	0	0
Water Supplies Department	10	5	19	0	2	11	0
Working Family and Student Financial Assistance Agency	3	3	8	0	0	4	0
No. of civil servants with disabilities	355	391	1 301	15	341	518	21
Total no. of civil servants with disabilities	2 942						
Strength of civil service	171 458						
Percentage	1.7%						

Table 4 Number of newly recruited civil servants known to have disabilities from 2015-16 to 2017-18 (by types of disability)

Type of disability	Year		
	2015-16	2016-17	2017-18
Visual impairment	10	6	8
Hearing impairment	37	14	24
Physical disability	11	8	9
Intellectual disability	0	1	1
Ex-mentally ill persons	11	4	9
Visceral disability	13	14	22
Others, e.g. autism, speech impairment, specific learning difficulties, etc.	1	2	1
No. of newly recruited civil servants with disabilities	83	49	74
Total no. of newly recruited civil servants	9 854	8 947	12 041
Percentage	0.8%	0.5%	0.6%

Table 5 Number of civil servants known to have disabilities leaving the service from 2015-16 to 2017-18 (by types of disability)

Type of disability	Year		
	2015-16	2016-17	2017-18
Visual impairment	38	27	31
Hearing impairment	19	22	16
Physical disability	136	141	159
Intellectual disability	0	1	1
Ex-mentally ill persons	26	31	34
Visceral disability	62	61	66
Others, e.g. autism, speech impairment, specific learning difficulties, etc.	1	0	1
No. of civil servants with disabilities leaving the service	282	283	308
Total no. of civil servants leaving the service	7 766	7 793	8 616
Percentage	3.6%	3.6%	3.6%

3. The Government does not record information on civil servants who declared their disabilities only after being recruited by the Government.
4. From 2016-17 to 2018-19, Civil Service Bureau provided \$323,000 to bureaux/departments for purchase or replacement of technical aids for 12 officers with disabilities to facilitate their performance of duties. The relevant details are set out in **Table 6** below.

Table 6 Amount of fund provided to bureaux/departments from 2016-17 to 2018-19 (as at 28 February 2019)

Year	Amount of fund provided (\$'000)
2016-17	187
2017-18	60
2018-19 (as at 28 February 2019)	76

- End -

CONTROLLING OFFICER'S REPLY

CSB006

(Question Serial No. 0956)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): (000) Operational expenses
Programme: (4) Civil Service Training and Development
Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)
Director of Bureau: Secretary for the Civil Service

Question:

As regards national studies and Basic Law training programmes, will the Government advise on:

1. the number of civil servants who participated in courses offered by (i) the Chinese Academy of Governance, (ii) Tsinghua University or Peking University, (iii) China Foreign Affairs University, (iv) Zhejiang University, Nanjing University or Wuhan University and (v) Jinan University or Sun Yat-sen University in 2018-19, with a breakdown by grades and ranks; and
2. whether there will be any initiatives in 2019-20 to enhance civil servants' understanding of the "new constitutional order" mentioned by the Chief Executive; if so, the contents of the "new constitutional order", as well as the details and expenditure of such initiatives.

Asked by: Hon CHEUNG Chiu-hung, Fernando (LegCo internal reference no.: 7910)

Reply:

1. The Civil Service Bureau (CSB) arranges civil servants at different levels to attend national studies training programmes at various Mainland institutions (including the Chinese Academy of Governance, China Foreign Affairs University, Peking University, Tsinghua University, Zhejiang University, Nanjing University, Wuhan University, Jinan University and Sun Yat-sen University). In 2018, about 860 civil servants attended these Mainland training programmes. The estimated number of trainees for 2019 is 1 000.
2. CSB organises Basic Law training programmes for civil servants at all levels, and provides multimedia learning resources at a dedicated Basic Law e-learning portal. Basic Law training programmes cover topics such as the relationship between the Constitution of the People's Republic of China and the Basic Law, and the principle of "One Country, Two Systems". In 2019, CSB will continue to strengthen Basic Law training for civil servants, including organising more thematic seminars, to enhance

participants' understanding of the Constitution of the People's Republic of China and the Basic Law. The estimated expenditure for Basic Law training in 2019-20 is \$0.9 million. The estimated number of trainees for 2019 is 12 000.

- End -

CONTROLLING OFFICER'S REPLY

CSB007

(Question Serial No. 2647)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): Not specified

Programme: (4) Civil Service Training and Development

Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)

Director of Bureau: Secretary for the Civil Service

Question:

It is mentioned in the Estimates that the Government will provide national studies training programmes to civil servants at different levels in 2019-20. In this connection, will the Government inform this Committee of the following:

1. what are the estimated and actual expenditures for providing national studies training programmes to civil servants at different levels in 2019-20 and each of the past 3 years?
2. what are the numbers of civil servants participating in national studies training programmes and the course duration in hours involved in 2019-20 and each of the past 3 years?
3. what are the contents of national studies training programmes and the feedback of participants on the programmes?

Asked by: Hon CHEUNG Wah-fung, Christopher (LegCo internal reference no.: 29)

Reply:

1. Expenditure on national studies training programmes (including "Basic Law" training) for civil servants at different levels in the past 3 financial years and the estimated expenditure in 2019-20 are as follows:

2016-17 Actual Expenditure	2017-18 Actual Expenditure	2018-19 Revised Estimate	2019-20 Estimated Expenditure
\$18.3 million	\$18.4 million	\$21.5 million	\$24.1 million

2. Number of civil servants participating in national studies training programmes (including “Basic Law” training) and the corresponding number of trainee-days involved in the past 3 years, as well as the estimated number in 2019 are as follows:

	2016 Actual	2017 Actual	2018 Actual	2019 Estimate
Number of Trainees	15 300	16 700	18 590	20 600
Number of Trainee-days	14 900	15 000	16 930	18 550

3. National studies training programmes cover the latest national policies (such as the “Belt and Road Initiative”, Guangdong-Hong Kong-Macao Greater Bay Area Development), China’s economic development, foreign affairs and national defence policies, environmental governance, advanced technology developments, social security, employment issues etc., as well as training on the Basic Law. Civil servants’ feedback on national studies programmes has been positive. They generally consider that the programmes have enhanced their understanding on the developments of our country. For majority of the programmes, over 90% of the participants have rated the programmes as “Outstanding” or “Very effective”.

- End -

CONTROLLING OFFICER'S REPLY

CSB008

(Question Serial No. 0712)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): Not specified
Programme: (4) Civil Service Training and Development
Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)
Director of Bureau: Secretary for the Civil Service

Question:

It was announced on 10 October last year that a site in Kwun Tong had been identified to establish a civil service college, and the Civil Service Bureau (CSB) would continue the work of the establishment of the new civil service college in 2019-20. Please advise on the current progress.

Asked by: Hon CHIANG Lai-wan (LegCo internal reference no.: 1)

Reply:

The Government has identified a “Government, Institution or Community” site near the Kwun Tong MTR Station for composite development adopting the principle of “single site, multiple uses”. Apart from the civil service college, the composite development project will also provide new community facilities and activity venues for the local community. We are currently carrying out preliminary planning work for the composite development project. Upon completion of the preparatory work, we will consult the Legislative Council on the proposed facilities of the project, and submit a funding proposal to the Legislative Council in accordance with established procedures for public works in due course. If everything goes smoothly, the new civil service college is expected to be completed in 2026.

- End -

CONTROLLING OFFICER'S REPLY**CSB009****(Question Serial No. 0713)**Head: (143) Government Secretariat: Civil Service BureauSubhead (No. & title): Not specifiedProgramme: (2) Human Resource ManagementControlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)Director of Bureau: Secretary for the Civil ServiceQuestion:

According to Programme (2) under the Analysis of Financial and Staffing Provision, the provision for 2019-20 is \$81.2 million (25.6%) higher than the revised estimate for 2018-19 mainly due to the net increase of 17 posts in 2019-20. Please advise on the details of the 17 posts, including the reasons for the additional posts, and the ranks and duties of such posts.

Asked by: Hon CHIANG Lai-wan (LegCo internal reference no.: 2)Reply:

Details of the anticipated net increase of 17 posts under Programme (2) in 2019-20 are as follows:

Grade	Rank	Net increase in number of posts
Administrative Officer	Senior Administrative Officer	4 (time-limited posts for 3 years)
Executive Officer	Chief Executive Officer	1
	Senior Executive Officer	3 (one of the posts is a time-limited post for 3 years)
	Executive Officer I	3
	Executive Officer II	1 (time-limited post for 3 years)
Analyst/Programmer	Analyst/Programmer I	1 (time-limited post for 3 years)

Grade	Rank	Net increase in number of posts
Clerical and Secretarial	Senior Clerical Officer	1
	Clerical Officer	2
	Assistant Clerical Officer	1 (time-limited post for 3 years)
	Total :	17

The additional posts are mainly for providing sufficient manpower for different sections/units in the Civil Service Bureau to enhance the support to existing work and new initiatives/services, such as strengthening the grade management work of Administrative Officer, Executive Officer and Clerical and Secretarial grades, handling matters in relation to medical benefits for civil servants as well as strengthening the arrangement for secondment of civil servants to international organisations etc.

- End -

CONTROLLING OFFICER'S REPLY**CSB010****(Question Serial No. 0727)**

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): Not specified

Programme: (4) Civil Service Training and Development

Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)

Director of Bureau: Secretary for the Civil Service

Question:

It was stated in the 2018 Policy Address that the Government would actively promote the Constitution and the Basic Law to enable the public to have a more comprehensive and accurate understanding of the Constitution, the Basic Law, and the “One Country, Two Systems” principle. What programmes and courses have been organised in the past 3 years and are expected to be organised in the coming year to actively promote the Constitution of our country? What are the relevant expenditures or estimated expenditure, number of trainees and number of training days?

Asked by: Hon CHIANG Lai-wan (LegCo internal reference no.: 19)

Reply:

The Civil Service Bureau (CSB) organises training programmes on the Basic Law and provides multimedia learning resources at a dedicated Basic Law e-learning portal for civil servants to enhance their understanding of the Constitution of the People's Republic of China and the Basic Law. The expenditure for training on the Basic Law in the past 3 financial years (2016-17 to 2018-19) were \$0.86 million, \$0.9 million and \$0.8 million respectively. The number of trainees and trainee-days are as follows:

Year	Number of trainees	Number of trainee-days
2016	7 500	3 500
2017	8 900	3 800
2018	10 300	4 800

In 2019, CSB will continue to strengthen training on the Basic Law for civil servants. Training programmes will cover topics such as the relationship between the Constitution of the People's Republic of China and the Basic Law, and the principle of “One Country, Two Systems”. The estimated number of trainees and trainee-days for 2019 are 12 000 and 5 200 respectively. The estimated expenditure for Basic Law training in 2019-20 is \$0.9 million.

- End -

CONTROLLING OFFICER'S REPLY

CSB011

(Question Serial No. 0740)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): Not specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)

Director of Bureau: Secretary for the Civil Service

Question:

Regarding the support for the Standing Committee on Disciplined Services Salaries and Conditions of Service to conduct a grade structure review for the disciplined services, what are the specific details or scope of the review? When will stakeholders be consulted on the review and when is the review expected to be completed? What is the relevant estimated expenditure?

Asked by: Hon CHIANG Lai-wan (LegCo internal reference no.: 36)

Reply:

The Standing Committee on Disciplined Services Salaries and Conditions of Service (SCDS) has accepted the Government's invitation to conduct a grade structure review for the disciplined services grades. At the same time, the Standing Committee on Directorate Salaries and Conditions of Service (SDCS) has also agreed to advise on the salaries and conditions of service of the heads of the disciplined services. The two advisory bodies will conduct the review independently to consider the appropriate pay scales for each of the grades and ranks and the grade structure of each disciplined services, etc. The two advisory bodies will also consider the work nature, job duties and workload of the disciplined services; changes in public expectation towards the disciplined services; the recruitment and retention situation of the disciplined services; and other factors involving wider community interests (e.g. financial consideration). In the course of the review, the two advisory bodies will maintain communication with the management and the staff side of the disciplined services. They will thoroughly consider proposals submitted by the management and the staff side and listen to stakeholders' views. It is expected that the review will take around 18 months for completion by around mid-2020. The review findings and the relevant financial implications cannot be predicted at this stage.

- End -

CONTROLLING OFFICER'S REPLY**CSB012****(Question Serial No. 0741)**

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): Not specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)

Director of Bureau: Secretary for the Civil Service

Question:

How many injury-on-duty cases in total involving civil servants have been reported by various departments over the past 3 years? How many experience sharing seminars, workshops and visits have been organised in each of the past 3 years to consolidate and reinforce departmental efforts in the promotion of occupational safety and health in the civil service? What are the relevant actual expenditures? What plans do the Government have to reduce accidents of work injuries, and to promote occupational safety and health in the coming year? What is the relevant estimated expenditure?

Asked by: Hon CHIANG Lai-wan (LegCo internal reference no.: 37)

Reply:

According to the figures provided by the Labour Department, the number of occupational injuries¹ reported by government departments from 2016 to the first half of 2018 is as follow:

Year	No. of occupational injuries reported
2016	1 635
2017	1 494
First half of 2018	692

¹ Occupational injuries (including industrial accidents) refer to injury cases in workplaces reported under the Employees' Compensation Ordinance (Cap. 282), resulting in death or incapacity for work of over three days.

The Civil Service Bureau (CSB) has all along been actively promoting Occupational Safety and Health (OSH) in the civil service and organising various educational and promotional activities to publicise OSH among government employees. In the past 3 financial years, the activities held by CSB and the expenditure involved are tabulated below:

Financial Year	Educational and promotional activities (Number of events ²)			Expenditure
	Thematic seminar, training course and experience sharing seminar	Thematic roving exhibition	Visit	
2016-17	33	1	3	about \$430,000
2017-18	38	0	3	about \$420,000
2018-19	39	1	1	about \$450,000
Total	110	2	7	

In 2019-20, CSB will continue:

- (a) organising OSH seminars on the topics of common staff concern, including “Prevention and Handling of Workplace Violence”, “Understanding and Responding to Verbal Violence”, “Prevention of Slip, Trip and Fall Accidents”, “Manual Handling Operation”, etc.;
- (b) organising training courses for officers responsible for OSH in bureaux/departments;
- (c) holding OSH related roving exhibition and producing publicity materials; and
- (d) arranging visits and experience sharing seminars.

The estimated expenditure is around \$540,000.

² The educational and promotional activities are arranged subject to the availability of venues, speakers and the visiting organisations. Hence, the number of events CSB organised may be slightly different from year to year.

- End -

CONTROLLING OFFICER'S REPLY

CSB013

(Question Serial No. 0742)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): Not specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)

Director of Bureau: Secretary for the Civil Service

Question:

What activities were organised and what schemes were launched by the Government to sustain and strengthen an ethical culture in the civil service in the past 3 years? What are the actual expenditures involved? What is the amount of provision earmarked by the Government to sustain and strengthen the ethical culture in the civil service in the coming year? How many civil servants were convicted of breaching the Prevention of Bribery Ordinance and/or of the common law offence of "misconduct in public office" in each of the past 3 years?

Asked by: Hon CHIANG Lai-wan (LegCo internal reference no.: 38)

Reply:

The Civil Service Bureau ("CSB") and the Independent Commission Against Corruption ("ICAC") have been implementing the Ethical Leadership Programme for civil servants jointly since 2006, with a view to entrenching the core values of integrity and honesty in the civil service through the leadership of the senior management of bureaux/departments ("B/Ds"). In the past three years, CSB and ICAC have organised three thematic workshops and 14 seminars on the common law offence of "misconduct in public office" ("MIPO") under the Programme. We have also published the Toolkit on Managing Declared Conflict of Interest for Civil Servants, and visited three departments to have in-depth discussions with the senior management concerned and share experience on the implementation of integrity management. Separately, about 710 talks on corruption prevention as well as briefings on integrity and avoidance of conflict of interest were organised by the Civil Service Training and Development Institute, ICAC and B/Ds each year in the past three years with an average attendance of about 28 200 civil servants per year.

Promotion of civil service integrity through training activities is an on-going work of CSB. The concerned expenditures such as salary are included in the general operating expenses of our bureau and we do not keep breakdown on the expenses.

The numbers of civil servants convicted under the Prevention of Bribery Ordinance (“POBO”) and/or convicted of the common law offence of MIPO in the past three years are tabulated below :

	2016	2017	2018
Number of civil servants convicted of Corruption Related Offences (including offences under POBO and MIPO) #	9	10*	9

* Including one non-service contract staff

The cases are listed in the year the concerned officers prosecuted for corruption related offence. The verdict could be returned by the court in the same or subsequent year.

- End -

CONTROLLING OFFICER'S REPLY

CSB014

(Question Serial No. 0743)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): Not specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)

Director of Bureau: Secretary for the Civil Service

Question:

It was proposed in the 2018 Policy Address that the Government will explore an appropriate arrangement for providing defined Chinese medicine services as part of the civil service benefits. What is the progress of study and preparatory work in this regard? Will there be any option that allows civil servants (including eligible family members) to reimburse the medical charges for consulting local private Chinese medicine practitioners? Has any provision been earmarked for implementing the findings of the study in the coming year? If yes, what is the estimated expenditure? If no, what are the reasons?

Asked by: Hon CHIANG Lai-wan (LegCo internal reference no.: 39)

Reply:

We are actively examining the appropriate arrangements to introduce designated Chinese medicine services as part of the civil service medical benefits. The areas of study include the scope of services, mode of services, operational arrangements, scale of the trial scheme, and financial arrangements, etc. We will strive for sufficient resources to implement the arrangements. We do not have a specific timetable for the implementation of the services at this stage.

According to the prevailing policy, the reimbursement mechanism for medical expenses is only applicable to drugs /equipment /services prescribed by the attending doctors of the Department of Health or the Hospital Authority in accordance with the medical necessity of the patients. The relevant mechanism is not applicable to Chinese medicine services in the private market chosen by civil service eligible persons based on their self-assessment or personal preference.

- End -

CONTROLLING OFFICER'S REPLY

CSB015

(Question Serial No. 2531)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): Not specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)

Director of Bureau: Secretary for the Civil Service

Question:

Regarding the various flexible measures for extending the service of civil servants, will the Government inform this Committee of the following:

- a. the numbers of applications, applications approved, applications rejected, categories of the reasons for rejection in connection with various flexible measures for extending the service of civil servants (including Post-retirement Service Contract Scheme and the revised arrangements for final extension of service) in the past 3 years, broken down by government department, grade, rank, job nature (full-time and part-time) and additional manpower and expenditure involved;
- b. whether the Government will consider extending the coverage of the aforementioned flexible measures to non-civil service contract staff? If yes, what are the details; if no, what are the reasons?

Asked by: Hon HO Kai-ming (LegCo internal reference no.: 14)

Reply:

- a. Under the Post-retirement Service Contract (PRSC) Scheme, all positions are at non-directorate equivalent level. The appointment of relevant staff by bureaux/departments (B/Ds) is all along based on the well-established principle of merit. B/Ds will determine the number of positions required under the scheme having regard to operational need, and invite retiring or retired staff who meet the required qualification and experience to apply for the PRSC positions. B/Ds will offer employment to the suitable candidates taking into account the number of PRSC positions as well as candidates' relevant qualification and experience. In the past 3 years, a breakdown of the full-time^(Note 1) PRSC staff by B/Ds and work types and the corresponding number of applications is set out at **Annex A**. As regards part-time^(Note 2) PRSC staff, the Civil Service Bureau (CSB) does not have information on the number of applications received of the relevant contract positions; as for the number of these staff, a breakdown by B/Ds and work types is set out at **Annex B**.

Note 1 : “Full-time” employment means employment under a “continuous contract” as defined by the Employment Ordinance (EO). According to the Ordinance, an employee is regarded as being employed under a continuous contract if he or she works continuously for the same employer for four weeks or more, with at least 18 hours in each week.

Note 2 : “Part-time” employment means employment whereby the number of working hours is less than those under a “continuous contract” as defined by the EO. The number of PRSC staff mentioned above refers to those with employment contractual relations with the user B/Ds as at 30 June of respective years and only some of them were called upon to perform duty on that day.

The revised arrangements for processing applications for final extension of service, including raising the maximum period from 90 days to 120 days and suitably relaxing the approval criteria, have taken effect since 25 February 2016. In considering an application, approval criteria include satisfactory performance, conduct and physical fitness of the officer concerned, and no undue promotion blockage. There should also be genuine and operational needs, need to retain valuable experience/expertise or to facilitate succession planning. As at 24 February 2019, i.e. three years after implementation of the revised arrangements, 8 725 applications were received by B/Ds, involving a majority (i.e. about 250) of civil service grades and nearly 500 ranks. Among them, 8 179 applications (94%) had been processed. Out of the processed applications, 6 318 applications were approved (approval rate of 77%). A breakdown of the number by B/Ds is set out at **Annex C**.

As regards further employment for a longer duration (FE) than final extension of service, the adjusted mechanism was implemented on 1 June 2017. Under the adjusted FE mechanism, the relevant Head of Department/Head of Grade should determine whether there is a need for FE in a rank under his purview and the number of FE vacancies by taking into account relevant factors (including overall manpower situation, genuine and operational needs, need to retain valuable experience/expertise and to facilitate succession planning) and other objective data. If there is a need for FE, applications would be invited from officers in the rank concerned who will reach retirement age within the specified period. In considering whether to approve the applications, the department/grade concerned should assess the applications received having regard to the number of FE vacancies, the applicants’ relevant qualification and experience, and factors like their performance, conduct and physical fitness. As at February 2019, 64 FE selection exercises were completed, involving 2 008 applications, of which 1 595 applications were approved. A breakdown of the number by B/Ds and grades is set out at **Annex D**.

In the light of actual circumstances, B/Ds will make use of the above flexible measures to meet operational needs. The expenditure involved will be met by the existing resources of B/Ds. The expenditure involved in each case is dependent on a number of factors, including the rank, salary and duration of extension of service of the officers concerned, etc. CSB does not have the information on the expenditure related to individual officers.

- b. Under the Non-Civil Service Contract (NCSC) Staff Scheme, there is no across-the-board age limit set for contract staff. In light of the objectives of the NCSC Staff Scheme, B/Ds may decide by themselves the employment of NCSC staff and related matters, including the entry requirements, any age limit and arrangement for contract renewal, etc., having regard to the operation and specific needs of particular nature of work (such as physical demands).

Breakdown of full-time Post-retirement Service Contract (PRSC) staff and applications involved by Bureaux/Departments/Offices and work types

Bureau / Department / Office	Work Type	Position as at 30 June 2016		Position as at 30 June 2017		Position as at 30 June 2018	
		Number of full-time PRSC staff	Number of applications involved	Number of full-time PRSC staff	Number of applications involved	Number of full-time PRSC staff	Number of applications involved
Agriculture, Fisheries and Conservation Department	Field/Agricultural services staff	0	0	11	30	47	89
	Artisan	0	0	13	36	29	62
	Workman	0	0	8	15	22	32
	Clerical staff	0	0	3	42	12	74
	Secretary	0	0	4	6	3	6
	Engineer	0	0	0	0	1	1
	Technical staff	0	0	1	1	1	1
	Supervising staff	0	0	0	0	1	1

Bureau / Department / Office	Work Type	Position as at 30 June 2016		Position as at 30 June 2017		Position as at 30 June 2018	
		Number of full-time PRSC staff	Number of applications involved	Number of full-time PRSC staff	Number of applications involved	Number of full-time PRSC staff	Number of applications involved
Architectural Services Department	Engineer	0	0	1	1	5	9
	Technical staff	2	3	3	3	3	3
	Secretary	0	0	4	8	3	13
	Architect	0	0	1	5	3	11
	Works supervisor	0	0	0	0	2	9
	Clerical staff	0	0	2	6	2	6
	Administration staff	0	0	1	1	1	1
	Survey staff	0	0	0	0	1	1
Auxiliary Medical Service	Operations and training staff	0	0	1	3	1	1
	Workman	2	3	0	0	0	0
Buildings Department	Survey staff	0	0	0	0	6	20
	Technical staff	0	0	0	0	3	6
	Engineer	0	0	0	0	2	4
	Clerical staff	0	0	0	0	1	6
Chief Secretary's Office	Administration staff	1	1	1	1	0	0
	Secretary	1	1	0	0	0	0

Bureau / Department / Office	Work Type	Position as at 30 June 2016		Position as at 30 June 2017		Position as at 30 June 2018	
		Number of full-time PRSC staff	Number of applications involved	Number of full-time PRSC staff	Number of applications involved	Number of full-time PRSC staff	Number of applications involved
Civil Aid Service	Operations and training staff	1	1	1	1	2	2
Civil Aviation Department	Aviation services staff	0	0	11	28	11	29
	Clerical staff	0	0	6	143	10	60
	Administration staff	0	0	1	4	1	4
	Engineer	0	0	1	1	1	1
	Helicopter Operations Inspector	1	1	1	1	1	1
Civil Engineering and Development Department	Engineer	0	0	15	50	17	101
	Secretary	0	0	0	0	4	8
	Technical staff	0	0	0	0	3	17
	Landscape Architect	0	0	1	2	2	2
	Workman	0	0	0	0	1	1
	Town Planner	0	0	1	1	0	0
Civil Service Bureau	Clerical staff	0	0	8	87	6	77
	Secretary	0	0	0	0	2	4
	Administration staff	2	2	1	1	1	1

Bureau / Department / Office	Work Type	Position as at 30 June 2016		Position as at 30 June 2017		Position as at 30 June 2018	
		Number of full-time PRSC staff	Number of applications involved	Number of full-time PRSC staff	Number of applications involved	Number of full-time PRSC staff	Number of applications involved
Commerce and Economic Development Bureau	Clerical staff	0	0	4	59	4	43
	Office Assistant	0	0	0	0	3	17
	Secretary	0	0	2	9	1	2
	Engineer	0	0	1	1	1	1
	Trade services staff	0	0	0	0	1	1
	Administration staff	1	3	1	1	0	0
Companies Registry	Companies registration staff	0	0	0	0	4	13
	Lawyer	2	2	2	2	2	2
	Administration staff	0	0	0	0	1	1
Constitutional and Mainland Affairs Bureau	Trade services staff	0	0	1	2	1	2
	Public relations staff	0	0	0	0	1	1
Correctional Services Department	Correctional services supporting staff	42	219	121	231	114	254
Customs and Excise Department	Customs services supporting staff	129	129	142	241	151	416

Bureau / Department / Office	Work Type	Position as at 30 June 2016		Position as at 30 June 2017		Position as at 30 June 2018	
		Number of full-time PRSC staff	Number of applications involved	Number of full-time PRSC staff	Number of applications involved	Number of full-time PRSC staff	Number of applications involved
Department of Health	Tobacco control staff	0	0	0	0	20	45
	Clerical staff	0	0	3	50	6	82
	Doctor	0	0	0	0	5	8
	Nurse	0	0	1	1	3	8
	Mortuary staff	0	0	0	0	1	3
	Administration staff	0	0	2	3	1	1
	Scientific staff	0	0	0	0	1	1
	Secretary	0	0	1	1	1	1
Department of Justice	Lawyer	2	2	3	3	4	4
	Law translation staff	0	0	4	4	4	4
	Secretary	0	0	0	0	3	7
	Law Clerk	0	0	2	2	2	3
	Clerical staff	0	0	0	0	1	2

Bureau / Department / Office	Work Type	Position as at 30 June 2016		Position as at 30 June 2017		Position as at 30 June 2018	
		Number of full-time PRSC staff	Number of applications involved	Number of full-time PRSC staff	Number of applications involved	Number of full-time PRSC staff	Number of applications involved
Development Bureau	Engineer	0	0	3	12	12	39
	Secretary	0	0	3	8	5	10
	Field/Agricultural services staff	0	0	0	0	2	5
	Clerical staff	0	0	0	0	1	9
	Survey staff	0	0	0	0	1	2
	Technical staff	0	0	0	0	1	2
	Town Planner	0	0	0	0	1	2
	Lawyer	0	0	2	3	0	0
Drainage Services Department	Drain clearing staff	0	0	0	0	13	18
	Engineer	0	0	4	18	11	34
	Technical staff	0	0	4	8	6	12
	Supervising staff	0	0	4	11	4	11
	Artisan	0	0	1	15	2	26
	Clerical staff	1	1	2	4	1	10
	Supplies staff	0	0	0	0	1	3
	Driver	0	0	1	3	0	0

Bureau / Department / Office	Work Type	Position as at 30 June 2016		Position as at 30 June 2017		Position as at 30 June 2018	
		Number of full-time PRSC staff	Number of applications involved	Number of full-time PRSC staff	Number of applications involved	Number of full-time PRSC staff	Number of applications involved
Education Bureau	Inspectorate staff	4	5	2	3	6	9
	Educational services staff	1	1	2	7	5	14
	Clerical staff	0	0	4	13	4	40
	Administration staff	1	1	3	3	4	6
	Secretary	0	0	0	0	1	1
Electrical and Mechanical Services Department	Supervising staff	43	53	45	56	88	281
	Artisan	48	48	51	83	62	187
	Engineer	1	1	1	1	7	30
	Technical staff	0	0	3	18	5	49
Environment Bureau/ Environmental Protection Department	Environmental protection staff	0	0	10	42	73	379
	Secretary	0	0	3	12	5	16
	Engineer	0	0	1	10	1	10
	Office Assistant	0	0	1	9	1	9
	Clerical staff	0	0	1	7	1	7
	Driver	0	0	1	3	1	3
	Administration staff	0	0	1	1	1	1

Bureau / Department / Office	Work Type	Position as at 30 June 2016		Position as at 30 June 2017		Position as at 30 June 2018	
		Number of full-time PRSC staff	Number of applications involved	Number of full-time PRSC staff	Number of applications involved	Number of full-time PRSC staff	Number of applications involved
Financial Services and the Treasury Bureau	Secretary	0	0	0	0	1	2
	Tax Researcher	0	0	0	0	1	1
	Administration staff	2	2	0	0	0	0
Fire Services Department	Fire services staff	24	146	41	213	81	488
	Ambulance staff	4	7	0	0	6	34
	Building services staff	0	0	0	0	2	7
	Clerical staff	0	0	1	18	0	0

Bureau / Department / Office	Work Type	Position as at 30 June 2016		Position as at 30 June 2017		Position as at 30 June 2018	
		Number of full-time PRSC staff	Number of applications involved	Number of full-time PRSC staff	Number of applications involved	Number of full-time PRSC staff	Number of applications involved
Food and Environmental Hygiene Department	Health Inspector	4	19	29	62	62	117
	Driver	0	0	22	49	26	49
	Market supervision staff	0	0	0	0	25	40
	Pest control staff	1	1	4	9	6	11
	Administration staff	0	0	2	6	4	5
	Secretary	0	0	2	3	3	8
	Accountant	0	0	0	0	1	2
	Hawkers management staff	0	0	0	0	1	2
Information technology staff	0	0	2	5	1	2	
Food and Health Bureau	Administration staff	0	0	0	0	1	1
	Secretary	0	0	1	4	0	0

Bureau / Department / Office	Work Type	Position as at 30 June 2016		Position as at 30 June 2017		Position as at 30 June 2018	
		Number of full-time PRSC staff	Number of applications involved	Number of full-time PRSC staff	Number of applications involved	Number of full-time PRSC staff	Number of applications involved
Government Flying Service	Engineer	0	0	3	3	6	6
	Technical staff	0	0	2	2	5	5
	Clerical staff	0	0	4	7	4	10
	Supplies staff	0	0	2	5	3	6
	Workman	0	0	0	0	1	1
Government Laboratory	Administration staff	0	0	0	0	1	4
Government Logistics Department	Clerical staff	0	0	1	4	1	4
	Supplies staff	0	0	0	0	1	1
Government Property Agency	Administration staff	0	2	1	2	2	2
Highways Department	Engineer	2	8	24	72	24	92
	Clerical staff	0	0	1	44	2	44
	Survey staff	0	0	0	0	1	2
	Administration staff	0	0	0	0	1	1
	Landscape Architect	0	0	1	1	1	1

Bureau / Department / Office	Work Type	Position as at 30 June 2016		Position as at 30 June 2017		Position as at 30 June 2018	
		Number of full-time PRSC staff	Number of applications involved	Number of full-time PRSC staff	Number of applications involved	Number of full-time PRSC staff	Number of applications involved
Home Affairs Bureau	Administration staff	0	0	1	1	2	2
	Leisure services staff	0	0	1	1	1	1
	Liaison staff	0	0	0	0	1	1
Home Affairs Department	Liaison staff	3	4	2	2	3	3
	Clerical staff	0	0	2	8	1	8
	Administration staff	0	0	1	1	0	0
Hong Kong Observatory	Supplies staff	0	0	0	0	1	20
	Secretary	0	0	1	4	1	9
Hong Kong Police Force	Police supporting staff	0	0	15	49	28	103
	Administration staff	0	0	0	0	1	1
	Clerical staff	0	0	0	0	1	1
	Cook	0	0	1	1	0	0
Hongkong Post	Postal services staff	18	69	9	11	13	18
	Survey staff	0	0	0	0	1	2
	Architect	0	0	0	0	1	1

Bureau / Department / Office	Work Type	Position as at 30 June 2016		Position as at 30 June 2017		Position as at 30 June 2018	
		Number of full-time PRSC staff	Number of applications involved	Number of full-time PRSC staff	Number of applications involved	Number of full-time PRSC staff	Number of applications involved
Immigration Department	Clerical staff	0	0	43	210	31	181
	Immigration services supporting staff	25	86	25	75	25	83
Information Services Department	Information services staff	0	0	1	2	1	2
	Creative staff	0	0	0	0	1	1
	Public relations staff	1	1	0	0	0	0
Innovation and Technology Bureau	Engineer	0	0	1	3	1	3
	Information technology staff	0	0	1	1	1	1
Innovation and Technology Commission	Administration staff	0	0	0	0	1	1
Invest Hong Kong	Clerical staff	0	0	1	5	0	0
	Information technology staff	0	0	1	1	0	0
Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service	Administration staff	0	0	1	2	1	2

Bureau / Department / Office	Work Type	Position as at 30 June 2016		Position as at 30 June 2017		Position as at 30 June 2018	
		Number of full-time PRSC staff	Number of applications involved	Number of full-time PRSC staff	Number of applications involved	Number of full-time PRSC staff	Number of applications involved
Judiciary	Security staff	0	0	0	0	17	103
	Clerical staff	0	0	8	8	9	11
	Judicial Clerk	0	0	2	3	1	2
	Legal services staff	1	2	1	2	1	2
	Technical staff	0	0	1	1	1	1
Labour Department	Clerical staff	0	0	14	75	29	229
	Workman	0	0	0	0	5	16
	Investigation staff	0	0	0	0	2	37
	Occupation safety staff	0	0	0	0	1	2
	Labour services staff	1	1	1	1	0	0
Land Registry	Clerical staff	0	0	4	9	9	41
	Secretary	0	0	1	1	0	0

Bureau / Department / Office	Work Type	Position as at 30 June 2016		Position as at 30 June 2017		Position as at 30 June 2018	
		Number of full-time PRSC staff	Number of applications involved	Number of full-time PRSC staff	Number of applications involved	Number of full-time PRSC staff	Number of applications involved
Lands Department	Land administration staff	22	55	33	78	27	92
	Clerical staff	0	0	3	19	25	156
	Survey staff	2	5	4	8	10	16
	Secretary	0	0	0	0	4	9
	Technical staff	0	0	1	4	1	4
	Administration staff	1	1	1	1	1	1
	Clearance staff	0	0	11	44	0	0
Legal Aid Department	Clerical staff	2	2	1	1	2	2
	Workman	0	0	0	0	1	6
	Law Clerk	0	0	0	0	1	2
	Lawyer	1	2	1	2	1	1

Bureau / Department / Office	Work Type	Position as at 30 June 2016		Position as at 30 June 2017		Position as at 30 June 2018	
		Number of full-time PRSC staff	Number of applications involved	Number of full-time PRSC staff	Number of applications involved	Number of full-time PRSC staff	Number of applications involved
Leisure and Cultural Services Department	Clerical staff	18	131	50	235	37	365
	Lifeguard	5	25	15	54	25	74
	Filtration Plant Room Operator	14	23	20	42	20	50
	Leisure services staff	0	0	3	32	14	25
	Cultural services staff	0	0	0	0	2	2
	Artisan	0	0	2	2	2	2
	Secretary	0	0	1	7	1	7
	Administration staff	0	0	0	0	1	1
	Supplies staff	0	0	1	1	1	1
Marine Department	Marine staff	1	1	13	19	18	25
	Ship inspector	2	3	10	26	12	24
	Clerical staff	0	0	0	0	2	11
	Technical staff	0	0	0	0	1	1
Office of the Communications Authority	Entertainment standards control staff	0	0	0	0	2	2
	Accountant	0	0	0	0	1	1

Bureau / Department / Office	Work Type	Position as at 30 June 2016		Position as at 30 June 2017		Position as at 30 June 2018	
		Number of full-time PRSC staff	Number of applications involved	Number of full-time PRSC staff	Number of applications involved	Number of full-time PRSC staff	Number of applications involved
Office of the Government Chief Information Officer	Engineer	0	0	2	4	2	4
	Information technology staff	0	0	1	3	1	3
Official Receiver's Office	Clerical staff	1	1	1	1	17	37
	Insolvency staff	0	0	2	2	2	2
	Lawyer	0	0	1	1	1	1
Planning Department	Clerical staff	1	1	4	32	4	32
	Supplies staff	1	12	1	12	2	15
	Secretary	0	0	1	2	1	2
	Translator	1	2	2	3	1	2
	Town Planner	0	0	1	1	1	1
Radio Television Hong Kong	Clerical staff	0	0	0	0	2	162
Rating and Valuation Department	Valuation staff	0	0	0	0	2	3
	Clerical staff	0	0	0	0	1	1
Registration and Electoral Office	Supplies staff	0	0	0	0	1	1

Bureau / Department / Office	Work Type	Position as at 30 June 2016		Position as at 30 June 2017		Position as at 30 June 2018	
		Number of full-time PRSC staff	Number of applications involved	Number of full-time PRSC staff	Number of applications involved	Number of full-time PRSC staff	Number of applications involved
Security Bureau	Clerical staff	0	0	1	1	4	35
	Administration staff	0	0	3	4	2	4
	Lawyer	0	0	1	3	1	3
	Contingency exercise staff	0	0	1	2	0	0

Bureau / Department / Office	Work Type	Position as at 30 June 2016		Position as at 30 June 2017		Position as at 30 June 2018	
		Number of full-time PRSC staff	Number of applications involved	Number of full-time PRSC staff	Number of applications involved	Number of full-time PRSC staff	Number of applications involved
Social Welfare Department	Social Work Assistant	3	3	2	5	51	56
	Clerical staff	1	28	1	28	14	49
	Inspector of Institutions	0	0	8	216	8	216
	Secretary	0	0	5	22	6	34
	Ward staff	0	0	0	0	5	8
	Survey staff	0	0	0	0	4	7
	Works supervisor	0	0	0	0	1	6
	Building services staff	0	0	0	0	1	5
	Supplies staff	0	0	1	4	1	4
	Architect	0	0	0	0	1	3
	Information technology staff	1	2	1	2	1	2
Nurse	1	1	0	0	0	0	
Trade and Industry Department	Clerical staff	1	1	0	0	0	0

Bureau / Department / Office	Work Type	Position as at 30 June 2016		Position as at 30 June 2017		Position as at 30 June 2018	
		Number of full-time PRSC staff	Number of applications involved	Number of full-time PRSC staff	Number of applications involved	Number of full-time PRSC staff	Number of applications involved
Transport and Housing Bureau	Administration staff	1	1	1	2	2	4
	Secretary	0	0	2	14	1	14
	Clerical staff	0	0	0	0	1	5
	Engineer	0	0	1	3	1	3
	Public relations staff	0	0	0	0	1	2
	Accountant	0	0	1	1	1	1
Transport Department	Engineer	0	0	10	15	12	16
	Clerical staff	0	0	6	7	7	9
	Driving Examiner	4	11	5	13	5	12
	Vehicle examination/testing staff	0	0	5	8	2	4
	Secretary	0	0	0	0	1	1
	Technical staff	0	0	0	0	1	1
	Transport services staff	1	1	1	1	1	1
Treasury	Accounting staff	0	0	0	0	1	1
	Clerical staff	0	0	5	5	0	0

Bureau / Department / Office	Work Type	Position as at 30 June 2016		Position as at 30 June 2017		Position as at 30 June 2018	
		Number of full-time PRSC staff	Number of applications involved	Number of full-time PRSC staff	Number of applications involved	Number of full-time PRSC staff	Number of applications involved
University Grants Committee Secretariat	Administration staff	0	0	0	0	2	2
	Clerical staff	0	0	0	0	1	9
	Secretary	0	0	0	0	1	3
Water Supplies Department	Artisan	0	0	74	128	85	258
	Water services staff	0	0	19	23	55	171
	Works Supervisor	0	0	3	3	40	273
	Engineer	1	1	4	18	17	50
	Clerical staff	0	0	4	11	14	24
	Survey staff	0	0	0	0	4	13
	Technical staff	0	0	1	1	4	9
	Laboratory staff	0	0	1	3	3	6
	Workman	0	0	2	4	1	4
	Administration staff	0	0	0	0	1	2
	Accountant	0	0	0	0	1	1
	Accounting staff	0	0	1	1	1	1
	Waterworks Chemist	0	0	2	2	1	1

Bureau / Department / Office	Work Type	Position as at 30 June 2016		Position as at 30 June 2017		Position as at 30 June 2018	
		Number of full-time PRSC staff	Number of applications involved	Number of full-time PRSC staff	Number of applications involved	Number of full-time PRSC staff	Number of applications involved
Working Family and Student Financial Assistance Agency	Clerical staff	0	0	25	483	19	831
	Administration staff	0	0	1	34	1	34
	Supplies staff	0	0	0	0	1	13
Total		457	1 138	1 210	4 126	1 978	8 004

**Breakdown of part-time Post-retirement Service Contract (PRSC) staff
by Bureaux/Departments/Offices and work types**

Bureau / Department / Office	Work type	Number of part-time PRSC staff		
		Position as at 30 June 2016	Position as at 30 June 2017	Position as at 30 June 2018
Agriculture, Fisheries and Conservation Department	Field/Agricultural services staff	0	1	7
	Clerical staff	0	0	2
Architectural Services Department	Architect	0	1	1
	Maintenance staff	0	0	1
Audit Commission	Clerical staff	0	1	1
Civil Aviation Department	Aviation services staff	0	3	3
Civil Service Bureau	Training staff	0	0	3
	Clerical staff	0	0	2
	Translator	1	2	1
Commerce and Economic Development Bureau	Administration staff	0	0	1
Customs and Excise Department	Customs services supporting staff	22	22	22
Department of Health	Nurse	0	0	8
	Dentist	0	0	1
Department of Justice	Prosecutor	0	0	5
	Clerical staff	0	1	1
Drainage Services Department	Engineer	1	2	2
	Chemist	0	0	1
Education Bureau	Educational services staff	6	5	16
	Clerical staff	0	2	3
	Administration staff	0	2	2
	Inspectorate staff	0	0	2
Environment Bureau	Engineer	0	0	1
Environmental Protection Department	Environmental protection staff	0	47	75
	Clerical staff	0	3	2

Bureau / Department / Office	Work type	Number of part-time PRSC staff		
		Position as at 30 June 2016	Position as at 30 June 2017	Position as at 30 June 2018
Fire Services Department	Fire services staff	9	51	47
	Ambulance staff	0	43	37
	Supplies staff	0	4	4
	Translator	0	2	2
	Clerical staff	0	0	2
	Administration staff	1	1	1
	Chemist	0	0	1
Food and Health Bureau	Administration staff	0	0	1
Government Flying Service	Engineer	0	1	0
Government Logistics Department	Supplies staff	1	1	1
Government Property Agency	Administration staff	1	0	0
Hong Kong Police Force	Police supporting staff	0	4	3
Intellectual Property Department	Lawyer	1	1	1
Leisure and Cultural Services Department	Architect	0	0	1
Marine Department	Supplies staff	2	2	2
Office of the Communications Authority	Engineer	0	0	1
	Administration staff	0	0	1
	Clerical staff	0	0	1
Public Service Commission	Clerical staff	0	0	1
Trade and Industry Department	Clerical staff	0	1	0
Transport and Housing Bureau	Administration staff	1	1	2
Transport Department	Driving Examiner	5	5	5
	Clerical staff	0	0	2
Treasury	Clerical staff	0	1	1
Total		51	210	280

Applications for final extension of service

Bureau / Department / Office	Number of applications (25 February 2016 – 24 February 2019)	
	Received	Processed and Approved
Agriculture, Fisheries and Conservation Department	131	121
Architectural Services Department	37	6
Audit Commission	4	3
Auxiliary Medical Service	3	2
Buildings Department	73	72
Census and Statistics Department	18	4
Chief Secretary for Administration's Office and Financial Secretary's Office	1	0
Civil Aid Service	6	4
Civil Aviation Department	10	7
Civil Engineering and Development Department	154	127
Civil Service Bureau	1 124	978
Commerce and Economic Development Bureau	2	2
Companies Registry	2	2
Correctional Services Department	124	42
Customs and Excise Department	281	125
Department of Health	186	154
Department of Justice	11	11
Development Bureau	9	8
Drainage Services Department	58	47
Education Bureau	139	110
Efficiency Office	4	2

Bureau / Department / Office	Number of applications (25 February 2016 – 24 February 2019)	
	Received	Processed and Approved
Electrical and Mechanical Services Department	59	2
Environmental Protection Department	75	57
Financial Services and the Treasury Bureau	1	1
Fire Services Department	493	431
Food and Environmental Hygiene Department	1 003	618
Government Flying Service	17	17
Government Laboratory	6	5
Government Logistics Department	300	220
Highways Department	120	89
Home Affairs Department	14	12
Hong Kong Monetary Authority	2	2
Hong Kong Observatory	5	5
Hong Kong Police Force	1 657	1 164
Hongkong Post	307	223
Housing Department	519	441
Immigration Department	408	322
Information Services Department	6	6
Inland Revenue Department	24	20
Innovation and Technology Commission	5	5
Invest Hong Kong	1	1
Judiciary	33	33
Labour Department	10	2
Land Registry	3	1
Lands Department	174	110

Bureau / Department / Office	Number of applications (25 February 2016 – 24 February 2019)	
	Received	Processed and Approved
Legal Aid Department	7	6
Leisure and Cultural Services Department	436	291
Marine Department	108	79
Office of the Communications Authority	3	1
Office of the Government Chief Information Officer	31	20
Planning Department	14	9
Radio Television Hong Kong	3	3
Rating and Valuation Department	12	4
Security Bureau	1	1
Social Welfare Department	113	43
Transport and Housing Bureau	1	1
Transport Department	11	1
Treasury	19	19
Water Supplies Department	347	226
Total	8 725	6 318

**Completed further employment selection exercises
(as at February 2019)**

Bureau / Department	Grade	Number of applications	Number of applications approved
General Grades Office	Personal Secretary	88	84
	Clerical Officer	179	167
	Clerical Assistant	173	165
Immigration Department	Deputy Director of Immigration	1	1
	Immigration Officer	4	3
Water Supplies Department	Artisan	160	155
Civil Aviation Department	Assistant Director-General of Civil Aviation	1	1
Government Logistics Department	Special Driver	88	75
	Motor Driver	213	100
Census and Statistics Department	Commissioner for Census and Statistics	1	1
Food and Environmental Hygiene Department	Assistant Director of Municipal Services	1	1
	Health Inspector	7	7
	Hawker Control Officer	13	7
Department of Justice	Law Officer	1	1
Hongkong Post	Controller of Posts	1	1
Hong Kong Police Force	Commissioner of Police	1	1
	Police Inspector/Superintendent	79	58
	Junior Police Officer	729	517
Fire Services Department	Station Officer/Divisional Officer	19	18
	Fireman	79	76
	Ambulanceman	10	6

Bureau / Department	Grade	Number of applications	Number of applications approved
Marine Department	Deputy Director of Marine	1	1
	Assistant Director of Marine	3	3
	Principal Marine Officer	2	2
Rating and Valuation Department	Assistant Commissioner of Rating and Valuation	1	1
Education Bureau	Education Officer	37	34
	Primary School Master/Mistress	10	9
	Certificated Master/Mistress	13	13
	Laboratory Technician	1	1
Leisure and Cultural Services Department	Workman I	84	78
Transport Department	Principal Transport Officer	1	1
Audit Commission	Assistant Director of Audit	1	1
Department of Health	Medical and Health Officer	3	3
Correctional Services Department	Technical Instructor (Correctional Services)	3	3
Total		2 008	1 595

- End -

CONTROLLING OFFICER'S REPLY

CSB016

(Question Serial No. 2541)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): Not specified
Programme: (2) Human Resource Management
Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)
Director of Bureau: Secretary for the Civil Service

Question:

Regarding the leave matters of non-civil service contract (NCSC) staff, will the Government inform this Committee of the following:

- a. the number of cases of NCSC staff being able/unable to receive salary/having their leave deducted/dealt with in other ways in connection with sick leave taken for less than 4 days in each of the past 3 years, broken down by government department, grade and rank; and
- b. the number of NCSC staff taking labour holiday/public holiday in each of the past 3 years, broken down by government department, grade and rank

Asked by: Hon HO Kai-ming (LegCo internal reference no.: 26)

Reply:

- a. Under the NCSC Staff Scheme, bureaux/departments (B/Ds) may determine the entitlements of NCSC staff to sickness days and arrangement for sick leave pay having regard to their management needs and operational requirements, provided that they are no less favourable than those provided in the Employment Ordinance (EO). In the past three years, apart from the sick leave entitlement as provided in the EO, about 90% of full-time^(Note 1) NCSC staff were allowed to take paid sick leave for less than 4 days, details of which is set out at **Annex A**. The Civil Service Bureau (CSB) does not collect the breakdown of figures on grade and rank of relevant staff as mentioned in the question.
- b. In the past 3 years, all full-time NCSC staff were entitled to take statutory holidays. Among them, about 80% to 90% were allowed to take general holidays^(Note 2), details of which is set out at **Annex B**. CSB does not collect the breakdown of figures on grade and rank as mentioned in the question.

Note 1: "Full-time" employment means employment under a "continuous contract" as defined by the EO. According to the Ordinance, an employee is regarded as

being employed under a continuous contract if he or she works continuously for the same employer for four weeks or more, with at least 18 hours in each week.

Note 2: “General holidays” means the general holidays as stipulated in the General Holidays Ordinance (Cap. 149). Under the General Holidays Ordinance, all Sundays, the 12 statutory holidays specified in the EO and five specified holidays, namely, the Good Friday, the day following Good Friday, Easter Monday, the Birthday of the Buddha and the first weekday after Christmas Day, are general holidays.

**Breakdown of full-time non-civil service contract (NCSC) staff
who were allowed to take paid sick leave for less than 4 consecutive days
as provided in the Employment Ordinance
by Bureau / Department / Office**

Bureau / Department / Office	Position as at 30 June 2016	Position as at 30 June 2017	Position as at 30 June 2018
Agriculture, Fisheries and Conservation Department	211	202	144
Architectural Services Department	42	39	33
Buildings Department	222	147	95
Census and Statistics Department	275	145	128
Chief Executive's Office	3	2	3
Chief Secretary and Financial Secretary's Offices	33	31	29
Civil Aviation Department	16	14	6
Civil Engineering and Development Department	55	62	41
Civil Service Bureau	1	1	1
Commerce and Economic Development Bureau	33	34	34
Companies Registry	65	87	108
Constitutional and Mainland Affairs Bureau	3	1	5
Correctional Services Department	6	6	5
Customs and Excise Department	7	7	9
Department of Health	179	137	122
Department of Justice	56	60	59
Development Bureau	47	50	46
Drainage Services Department	92	89	81
Education Bureau	1 157	1 201	1 179
Efficiency Office	428	461	447

Bureau / Department / Office	Position as at 30 June 2016	Position as at 30 June 2017	Position as at 30 June 2018
Electrical and Mechanical Services Department	784	710	712
Environment Bureau	3	3	4
Environmental Protection Department	80	77	68
Financial Services and the Treasury Bureau	83	4	6
Fire Services Department	-	-	-
Food and Environmental Hygiene Department	241	200	160
Food and Health Bureau	13	11	14
Government Flying Service	9	9	7
Government Laboratory	14	12	12
Government Logistics Department	27	22	22
Government Property Agency	4	3	1
Highways Department	71	61	66
Home Affairs Bureau	59	53	24
Home Affairs Department	442	443	580
Hong Kong Observatory	19	19	19
Hong Kong Police Force	50	47	27
Hongkong Post	1 876	1 818	1 780
Immigration Department	32	37	38
Information Services Department	22	26	25
Inland Revenue Department	258	194	168
Innovation and Technology Bureau	-	-	1
Innovation and Technology Commission	32	40	42
Intellectual Property Department	12	11	18
Invest Hong Kong	58	60	66
Judiciary	87	80	104

Bureau / Department / Office	Position as at 30 June 2016	Position as at 30 June 2017	Position as at 30 June 2018
Labour and Welfare Bureau	26	24	24
Labour Department	112	81	61
Land Registry	98	94	87
Lands Department	190	178	144
Legal Aid Department	7	3	2
Leisure and Cultural Services Department	570	497	446
Marine Department	27	12	7
Office of the Communications Authority	123	127	128
Office of the Government Chief Information Officer	15	10	4
Official Receiver's Office	35	38	34
Planning Department	38	40	28
Radio Television Hong Kong	219	191	172
Rating and Valuation Department	39	30	25
Registration and Electoral Office	949	360	309
Security Bureau	21	34	45
Social Welfare Department	128	82	62
Trade and Industry Department	58	57	48
Transport and Housing Bureau	7	7	10
Transport Department	55	62	51
Treasury	21	10	8
University Grants Committee Secretariat	16	18	23
Water Supplies Department	89	71	61
Working Family and Student Financial Assistance Agency	554	462	421
Total (% of total number of NCSC staff)	10 604 (89%)	9 204 (89%)	8 739 (89%)

**Breakdown of full-time non-civil service contract (NCSC) staff
who were allowed to take general holidays by Bureau / Department / Office**

Bureau / Department / Office	Position as at 30 June 2016	Position as at 30 June 2017	Position as at 30 June 2018
Agriculture, Fisheries and Conservation Department	211	202	144
Architectural Services Department	42	39	33
Buildings Department	222	147	95
Census and Statistics Department	312	160	132
Chief Executive's Office	3	2	3
Chief Secretary and Financial Secretary's Offices	36	35	31
Civil Aviation Department	16	14	6
Civil Engineering and Development Department	55	62	41
Civil Service Bureau	1	1	1
Commerce and Economic Development Bureau	33	34	34
Companies Registry	65	87	108
Constitutional and Mainland Affairs Bureau	3	1	5
Correctional Services Department	6	6	5
Customs and Excise Department	7	7	9
Department of Health	513	435	363
Department of Justice	57	61	59
Development Bureau	47	50	46
Drainage Services Department	94	90	82
Education Bureau	1 157	1 201	1 179
Efficiency Office	428	461	447
Electrical and Mechanical Services Department	784	710	712

Bureau / Department / Office	Position as at 30 June 2016	Position as at 30 June 2017	Position as at 30 June 2018
Environment Bureau	3	3	4
Environmental Protection Department	80	77	68
Financial Services and the Treasury Bureau	83	4	6
Fire Services Department	21	16	34
Food and Environmental Hygiene Department	241	200	160
Food and Health Bureau	13	11	14
Government Flying Service	9	9	7
Government Laboratory	14	12	12
Government Logistics Department	27	22	22
Government Property Agency	4	3	1
Highways Department	71	61	66
Home Affairs Bureau	59	53	24
Home Affairs Department	442	443	580
Hong Kong Observatory	19	19	19
Hong Kong Police Force	50	47	27
Hongkong Post	57	61	82
Immigration Department	32	37	38
Information Services Department	18	19	13
Inland Revenue Department	258	194	168
Innovation and Technology Bureau	-	-	1
Innovation and Technology Commission	32	40	42
Intellectual Property Department	12	11	18
Invest Hong Kong	58	60	66
Judiciary	89	83	108
Labour and Welfare Bureau	26	24	24

Bureau / Department / Office	Position as at 30 June 2016	Position as at 30 June 2017	Position as at 30 June 2018
Labour Department	119	88	68
Land Registry	98	94	87
Lands Department	190	178	144
Legal Aid Department	7	3	2
Leisure and Cultural Services Department	1 447	1 293	1 165
Marine Department	27	12	7
Office of the Communications Authority	123	127	128
Office of the Government Chief Information Officer	15	10	4
Official Receiver's Office	35	38	34
Planning Department	38	40	28
Radio Television Hong Kong	238	210	180
Rating and Valuation Department	39	30	25
Registration and Electoral Office	949	360	309
Security Bureau	21	34	45
Social Welfare Department	128	82	62
Trade and Industry Department	58	57	48
Transport and Housing Bureau	7	7	10
Transport Department	55	62	51
Treasury	21	10	8
University Grants Committee Secretariat	16	18	23
Water Supplies Department	89	71	61
Working Family and Student Financial Assistance Agency	554	462	421
Total (% of total number of NCSC staff)	10 084 (85%)	8 600 (83%)	8 049 (82%)

- End -

CONTROLLING OFFICER'S REPLY**CSB017****(Question Serial No. 2542)**Head: (143) Government Secretariat: Civil Service BureauSubhead (No. & title): (000) Operational expensesProgramme: Not specifiedControlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)Director of Bureau: Secretary for the Civil ServiceQuestion:

Regarding allowances granted to civil servants, will the Government inform this Committee of the following:

- a. the expenditure on granting overtime allowance to civil servants in each of the past 3 years, broken down by government department, grade and rank;
- b. the expenditure on granting job-related allowances to civil servants in each of the past 3 years, broken down by government department, grade, rank and type of allowance;
- c. the expenditure on granting subsistence allowance to civil servants in each of the past 3 years, broken down by government department, grade and rank?

Asked by: Hon HO Kai-ming (LegCo internal reference no.: 27)Reply:

- a. According to the information provided by the Treasury, the expenditure on overtime allowance (including overtime allowance for staff of civilian grades and disciplined services overtime allowance for staff of disciplined services grades) from 2016-2017 to 2018-19 is set out in the table below –

	Actual Expenditure in 2016-17 (\$'000)	Actual Expenditure in 2017-18 (\$'000)	Actual Expenditure in 2018-19* (\$'000)
Overtime Allowance	680,095	698,687	659,088

*From 1 April 2018 to 28 February 2019

According to the Civil Service Regulations (“CSRs”), overtime work is work undertaken over and beyond a civil servant’s conditioned hours. Overtime should normally be compensated by time off in lieu (“TOIL”). Where this is, or is likely to be, impracticable within one month of the date on which overtime is worked, overtime allowance may be paid to eligible officers (for example, civilian officers in ranks whose scale maxima are on or below Point 25 and whose scale minima are on or below Point 19 of the Master Pay Scale). Whether overtime work will be compensated by TOIL or overtime allowance depends on the circumstances of individual officers or their posts.

- b. There are six categories of job-related allowances (“JRAs”). According to the information provided by the Treasury, the expenditure on JRAs from 2016-2017 to 2018-19 is set out in the table below –

	Actual Expenditure in 2016-17 (\$'000)	Actual Expenditure in 2017-18 (\$'000)	Actual Expenditure in 2018-19* (\$'000)
(a) Extraneous Duties Allowances (for civilian grades) and Extra Duties Allowances for Disciplined Services	111,869	114,896	110,645
(b) Hardship Allowances	52,898	52,375	51,742
(c) Shift Duty Allowance	99,566	101,249	96,160
(d) Rainstorm Black Warning Allowance and Typhoon Allowance	10,978	18,776	12,652
(e) Special Allowances payable to disciplined services grades	195,298	201,331	197,623
(f) Uniform (and Kit) Allowance [@]	293	330	337 [^]
Total expenditure on JRAs	470,902	488,957	469,159

* Save for Uniform (and Kit) Allowance, the data reflect the expenditure from 1 April 2018 to 28 February 2019.

@ Applicable to staff of the Hong Kong Police Force (“HKPF”) only

[^] Actual expenditure as at 14 March 2019 provided by HKPF

Individual Heads of Departments are responsible for the payment of JRAs. The actual expenditure on JRAs fluctuates, mainly depending on the actual operational needs, the number of eligible recipients and the adjustment of JRA rates.

- c. According to the information provided by the Treasury, the expenditure on Subsistence Allowance from 2016-2017 to 2018-19 is set out in the table below –

	Actual Expenditure in 2016-17 (\$'000)	Actual Expenditure in 2017-18 (\$'000)	Actual Expenditure in 2018-19* (\$'000)
Subsistence Allowance [#]	117,412	122,113	115,682

* From 1 April 2018 to 28 February 2019

The expenditure figures under Subsistence Allowance cover Local Subsistence Allowance only. Expenditure in respect of Overseas Subsistence Allowance is subsumed under expenditure in various items and cannot be separately identified.

All civil servants, irrespective of their departments, grades or ranks, may claim Local Subsistence Allowance and Overseas Subsistence Allowance in accordance with the relevant criteria and requirements in accordance with the CSRs. Heads of Departments are responsible for the granting of these two types of allowances.

- End -

CONTROLLING OFFICER'S REPLY

CSB018

(Question Serial No. 1080)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): Not specified

Programme: (4) Civil Service Training and Development

Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)

Director of Bureau: Secretary for the Civil Service

Question:

As stated in the Details of Expenditure 2019-20, the Civil Service Bureau is tasked to “provide and co-ordinate training programmes to civil servants in areas such as national studies and senior management development”. In this regard, will the Government inform this Committee of the following:

1. the number of civil servants who have participated in such training programmes in the past 3 financial years;
2. the operating expenses and staff establishment involved in the above-mentioned training programmes;
3. the content of such training programmes.

Asked by: Hon HO Kwan-yiu, Junius (LegCo internal reference no.: 1)

Reply:

Training programmes organised by the Civil Service Bureau (CSB) mainly include senior leadership development programmes, national studies programmes, management programmes and language programmes.

Senior leadership development programmes – About 2 700, 2 700 and 2 890 civil servants participated in senior leadership development programmes in 2016, 2017 and 2018 respectively. The actual expenditures for senior leadership development programmes in 2016-17 and 2017-18 were \$29.3 million and \$28.6 million respectively. The revised estimate in 2018-19 is \$28.1 million. The senior leadership development programmes cover leadership skills, policy formulation and implementation, public engagement strategies, communication with councils and media, people management, etc. In 2019-20, we will strengthen training on leadership and innovation, design thinking, use of big data, smart city development, trend and application of new technologies, etc.

National studies programmes – About 15 300, 16 700 and 18 590 civil servants at various levels participated in national studies programmes in 2016, 2017 and 2018 respectively.

The actual expenditures for national studies programmes in 2016-17 and 2017-18 were \$18.3 million and \$18.4 million respectively. The revised estimate in 2018-19 is \$21.5 million. National studies training programmes cover the latest national policies (such as the “Belt and Road Initiative” and Guangdong-Hong Kong-Macao Greater Bay Area Development), China’s economic development, foreign affairs and national defence policies, environmental governance, advanced technology developments, social security, employment issues etc., as well as training on the Basic Law.

Management programmes – About 28 800, 30 000 and 34 100 civil servants at various levels participated in management programmes in 2016, 2017 and 2018 respectively. The actual expenditures for management programmes in 2016-17 and 2017-18 were \$6.0 million and \$6.5 million respectively. The revised estimate in 2018-19 is \$5.5 million. These programmes cover topics such as integrity and conduct, cultural sensitivity and equal opportunities, management skills, application of technology, innovation, customer service, stress management, workshops on interacting with the District Councils, etc.

Language programmes – About 17 000, 17 800 and 18 600 civil servants at various levels participated in language programmes in 2016, 2017 and 2018 respectively. The actual expenditures for language programmes in 2016-17 and 2017-18 were \$3.1 million and \$4.8 million respectively. The revised estimate in 2018-19 is \$6.1 million. These programmes cover language skills required for general office work, including writing replies to complaints, English conversation for customer service and answering telephone calls in Putonghua.

Regarding the distribution of manpower, the projected establishment of the Civil Service Training and Development Institute as at 31 March 2020 is 134, including 70 Training Officers, 5 Executive Officers and 5 officers responsible for information technology. Among them are 14 Training Officers responsible for organising senior leadership development and national studies programmes for senior civil servants; 20 Training Officers responsible for organising language programmes and national studies programmes for junior and middle-level civil servants; and 22 Training Officers and 1 Executive Officer responsible for management programmes. As these officers are not responsible for only one single area of work, it would be difficult to break down the manpower and expenses for each type of training programme.

- End -

CONTROLLING OFFICER'S REPLY

CSB019

(Question Serial No. 1081)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): Not specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)

Director of Bureau: Secretary for the Civil Service

Question:

The Financial Secretary mentioned in this year's Budget Speech that in the financial year 2019-20, the civil service establishment will expand by 3 481 posts, which represents an increase of about 1.8 per cent. Will the Government inform this Committee of the distribution of the additional posts among government departments, and the number of those which are to be converted from non-civil service contract staff positions? Please provide the information with a breakdown by department.

Asked by: Hon HO Kwan-yiu, Junius (LegCo internal reference no.: 2)

Reply:

The 2019-20 Draft Estimates of Expenditure provide for an increase of 3 481 civil service posts in various bureaux and departments (B/Ds). The additional civil service posts are for supporting the implementation of new initiatives and improved services of the Government, and easing the work pressure on civil servants.

The estimated changes in civil service establishment of B/Ds in 2019-20 are set out at **Annex A**. Among the additional civil service posts, 276 posts are approved for replacing non-civil service contract positions of which the long term service need has been established. Detailed breakdown of these posts by B/Ds is at **Annex B**.

**Change in Civil Service Establishment
by Bureaux/Departments in 2019-20**

Bureau / Department / Organisation	Change in Establishment
Agriculture, Fisheries and Conservation Department	+ 36
Architectural Services Department	+ 81
Audit Commission	-
Auxiliary Medical Service	-
Buildings Department	+ 72
Census and Statistics Department	+ 74
Chief Executive's Office	-
Chief Secretary and Financial Secretary's Offices	+ 8
Civil Aid Service	-
Civil Aviation Department	+ 26
Civil Engineering and Development Department	+ 69
Civil Service Bureau	+ 25
Commerce and Economic Development Bureau (Commerce, Industry and Tourism Branch)	+ 30
Commerce and Economic Development Bureau (Communications and Creative Industries Branch)	+ 4
Companies Registry	+ 9
Constitutional and Mainland Affairs Bureau	+ 22
Correctional Services Department	+ 33
Customs and Excise Department	+ 186
Department of Health	+ 336
Department of Justice	+ 15
Development Bureau (Planning and Lands Branch)	+ 22
Development Bureau (Works Branch)	+ 140
Drainage Services Department	+ 30
Education Bureau	+ 199
Electrical and Mechanical Services Department	+ 79
Environment Bureau	+ 3
Environmental Protection Department	+ 176

Bureau / Department / Organisation	Change in Establishment
Financial Services and the Treasury Bureau (Financial Services Branch)	+ 1
Financial Services and the Treasury Bureau (The Treasury Branch)	+ 4
Fire Services Department	+ 116
Food and Environmental Hygiene Department	+ 83
Food and Health Bureau (Food Branch)	+ 1
Food and Health Bureau (Health Branch)	+ 28
Government Flying Service	+ 30
Government Laboratory	+ 15
Government Logistics Department	+ 20
Government Property Agency	+ 69
Highways Department	+ 71
Home Affairs Bureau	+ 17
Home Affairs Department	+ 69
Hong Kong Monetary Authority	- 2
Hong Kong Observatory	+ 25
Hong Kong Police Force	+ 179
Hospital Authority	- 135
Housing Authority	+ 90
Immigration Department	+ 60
Independent Commission Against Corruption	+ 18
Information Services Department	+ 3
Inland Revenue Department	+ 36
Innovation and Technology Bureau	+ 4
Innovation and Technology Commission	+ 40
Intellectual Property Department	+ 18
Invest Hong Kong	+ 1
Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service	+ 10
Judiciary	+ 68
Labour and Welfare Bureau	+ 16
Labour Department	- 18

Bureau / Department / Organisation	Change in Establishment
Land Registry	-
Lands Department	+ 175
Legal Aid Department	+ 12
Legal Aid Services Council	-
Leisure and Cultural Services Department	+ 87
Marine Department	+ 20
Office for Film, Newspaper and Article Administration	-
Office of the Communications Authority	+ 20
Office of the Government Chief Information Officer	+ 23
Official Receiver's Office	+ 20
Overseas Economic and Trade Offices	+ 53
Planning Department	+ 24
Post Office	-
Public Service Commission Secretariat	-
Radio Television Hong Kong	+ 17
Rating and Valuation Department	+ 87
Registration and Electoral Office	+ 30
Secretariat, Commissioner on Interception of Communications and Surveillance	-
Security Bureau	- 14
Social Welfare Department	+ 71
Trade and Industry Department	+ 6
Transport and Housing Bureau (Transport Branch)	+ 11
Transport Department	+ 38
Treasury	+ 13
University Grants Committee	+ 10
Vocational Training Council	- 2
Water Supplies Department	+ 78
Working Family and Student Financial Assistance Agency	+ 90
TOTAL	+ 3 481

**Breakdown by Bureaux / Departments of the civil service posts
to be created for replacing non-civil service contract positions**

Bureau / Department / Organisation	Number of posts
Agriculture, Fisheries and Conservation Department	19
Buildings Department	6
Chief Secretary and Financial Secretary's Offices	3
Civil Engineering and Development Department	1
Commerce and Economic Development Bureau (Commerce, Industry and Tourism Branch)	1
Customs and Excise Department	2
Development Bureau (Works Branch)	2
Drainage Services Department	2
Education Bureau	43
Electrical and Mechanical Services Department	1
Environment Bureau	2
Environmental Protection Department	2
Food and Environmental Hygiene Department	15
Food and Health Bureau (Food Branch)	1
Food and Health Bureau (Health Branch)	1
Government Laboratory	6
Government Logistics Department	2
Home Affairs Department	25
Hong Kong Police Force	1
Innovation and Technology Commission	1
Intellectual Property Department	1
Judiciary	6
Labour and Welfare Bureau	6
Lands Department	20
Leisure and Cultural Services Department	38
Office of the Communications Authority	11
Official Receiver's Office	15
Planning Department	2
Radio Television Hong Kong	16

Bureau / Department / Organisation	Number of posts
Registration and Electoral Office	4
Social Welfare Department	5
University Grants Committee	5
Water Supplies Department	10
Working Family and Student Financial Assistance Agency	1
TOTAL	276

- End -

CONTROLLING OFFICER'S REPLY

CSB020

(Question Serial No. 1082)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): Not specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)

Director of Bureau: Secretary for the Civil Service

Question:

It is mentioned in the Brief Description that in 2019-20 the Civil Service Bureau launched the option for serving civil servants who joined the Government between 1 June 2000 and 31 May 2015 to choose to retire at the age of 65 (for civilian grades) or 60 (for disciplined services grades). With regard to this initiative, will the Government inform this Committee of the following:

1. the expected manpower and expenditure involved for the implementation of the above initiative to allow civil servants to choose their retirement age;
2. whether the Government has any timetable for the implementation of the above initiative; if yes, the details; and
3. the Police has entered a peak period of retirement in recent years, but the number of public housing quotas allocated to retired police officers has fallen behind the number of retired officers. Many retired police officers thus keep staying in the departmental quarters, resulting in deferred allocation of quarters to newly recruited police officers. Will the Government further increase the number of annual public housing quotas allocated to retired police officers so that departmental quarters can be vacated for young police officers?

Asked by: Hon HO Kwan-yiu, Junius (LegCo internal reference no.: 3)

Reply:

1. The Government deploys existing manpower resources to implement the initiative of allowing serving civil servants who joined the Government between 1 June 2000 and 31 May 2015 (hereafter referred to as "Eligible Civil Servants") to choose to retire at the age of 65 (for civilian grades) or 60 (for disciplined services grades, regardless of ranks) (hereafter referred to as "the Option"). The initiative does not entail additional manpower. As regards the financial implications, that mainly involves the Government's additional contribution to the Civil Service Provident Fund ("CSPF") Scheme. The actual impact would depend on the number of Eligible Civil Servants who would take the Option. If all of them take the Option, it is estimated that the

Government's additional contribution to the CSPF Scheme over a projection period up to 2057¹ would be about \$6 billion.

2. The Government launched the Option in July 2018. Eligible Civil Servants can decide whether or not to take the Option within the two-year option period commencing on 17 September 2018.
3. Currently, junior civil servants (including junior disciplined services staff and junior civilian staff) may apply for public rental housing (PRH) or Green Form Certificates (GFC) for purchasing subsidised housing including flats sold under the Home Ownership Scheme, HOS Secondary Market Scheme or Green Form Subsidised Home Ownership Scheme through the Civil Service Public Housing Quota (CSPHQ) Scheme. CSPHQ Scheme is not a condition of service or retirement benefit of civil servants. It aims to facilitate, on a discretionary basis subject to resource availability, junior civil servants to have a higher chance of acquiring public housing. Whether an eligible officer can secure a quota place is mainly subject to availability of housing resources and the officer's relative priority as compared with other applicants.

For retired officers in the disciplined services who are occupying departmental quarters, if their applications under the respective CSPHQ exercises are all unsuccessful and if they no longer fulfill all the eligibility criteria (including the requirement on retirement date) for applying for CSPHQ, they have to vacate and move out from the quarters concerned in accordance with the prevailing rules.

The Government understands the keen demand of civil servants for PRH units under the CSPHQ Scheme. In the latest CSPHQ exercise (2018/2019 exercise), we will continue to provide 1 000 PRH quota places and increase the GFC quota from 500 places to 800 places. As regards additional quota for PRH, considering that the community is facing a very stringent demand-supply situation of PRH and the equally keen demand of the general public for PRH units, it is difficult for the Government to further increase the PRH quota under the CSPHQ Scheme.

¹ In 2017, the Civil Service Bureau commissioned a consultant to conduct an actuarial study on the financial implications of the Option on the Government in the next 40 years (i.e. from 2017 to 2057). According to the projection, almost all Eligible Civil Servants would have reached the new retirement age by 2057.

- End -

CONTROLLING OFFICER'S REPLY

CSB021

(Question Serial No. 1083)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): Not specified
Programme: (2) Human Resource Management
Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)
Director of Bureau: Secretary for the Civil Service

Question:

In Matters Requiring Special Attention in 2019-20, it is mentioned that the Civil Service Bureau will continue to keep the size of the civil service establishment under control, while maintaining effectiveness and allowing a justified increase to address manpower needs, including those arising from new initiatives and improved services. In this connection, would the Government advise this Committee on the following:

1. What is the estimated wastage rate of civil servants in 2019-20? Among those leaving the civil service, how many will be retirees?
2. Apart from increasing the establishment, what are the Government's specific measures to meet the civil service manpower needs? What is the estimated financial commitment involved?
3. Last year, Hong Kong was ranked second in the World Competitiveness Yearbook 2018 published by the International Institute for Management Development in Lausanne, Switzerland. Internally, how does the Government ensure that the effectiveness of the civil service can be maintained?

Asked by: Hon HO Kwan-yiu, Junius (LegCo internal reference no.: 4)

Reply:

1. Retirement has always been the primary reason for departure of civil servants from the Civil Service. The estimated number of officers reaching normal retirement age in 2019-20 is around 6 100, representing a wastage rate (arising from retirement) of about 3.5% of the strength as at end January 2019.
2. Apart from creation of new civil service posts, bureaux/departments (B/Ds) will continue to provide suitable training and support to staff to enhance efficiency. To ensure timely availability of the required manpower, the Civil Service Bureau has issued relevant guidelines to remind departments to take early actions to formulate manpower plans with a view to conducting recruitment exercises in a timely manner.

In parallel, B/Ds may, in the light of actual circumstances, make use of various flexible measures (including the Post-retirement Service Contract Scheme, final extension of service and further employment for a longer duration than final extension of service) for employing serving civil servants who have reached retirement age or retired civil servants to meet operational needs. The expenditure involved in implementing the above flexible measures will be met by the existing resources of B/Ds.

3. The Civil Service Bureau is committed to providing suitable training to civil servants, including topics on leadership and innovation, design thinking, application of technology, work process improvement, supervisory management, customer service skills, etc. This will ensure that civil servants will keep abreast of modern developments, enhance their work efficiency and provide good quality service to the public. In addition, there are various commendation schemes for civil servants, including the Secretary for the Civil Service's Commendation Award Scheme, the Long and Meritorious Service Travel Award Scheme, the Civil Service Outstanding Service Award Scheme and the Commendation Letter Scheme, etc. These schemes aim to motivate civil servants to provide quality public service, strive for exemplary performance and enhance work effectiveness.

As regards recruitment to the civil service, B/Ds will continue to select the most suitable candidates based on merits to fill civil service vacancies through an open, fair and competitive recruitment process.

- End -

CONTROLLING OFFICER'S REPLY

CSB022

(Question Serial No. 1084)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): Not specified

Programme: (4) Civil Service Training and Development

Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)

Director of Bureau: Secretary for the Civil Service

Question:

It was stated in the Chief Executive's Policy Address in October last year that a "Government, Institution or Community" site with an area of about 11 000 square metres in Kwun Tong will be redeveloped for the establishment of a civil service college, which is expected to be completed in 2026. In this connection, would the Government advise this Committee on the following:

1. The Government stated that it will set up a civil service training advisory board comprising professionals and government officials to give guidance on training programmes for the civil service and its long-term development strategy. What is the progress of setting up the board?
2. As regards the establishment of a civil service college, what are the estimated staff establishment and expenditure involved?
3. As regards the training activities to be run by the civil service college, will the Government balance their contents so as to enhance training on national affairs as well as international perspectives?
4. With the establishment of the civil service college, does the Government have any plan to consolidate the manpower and resources of other training departments accordingly in order to reduce cost?

Asked by: Hon HO Kwan-yiu, Junius (LegCo internal reference no.: 5)

Reply:

In 2019-20, the Civil Service Bureau (CSB) will carry out preliminary planning work for the new civil service college mainly through internal redeployment of resources, and will not involve the addition of civil servants. If everything goes smoothly, the new college is expected to be completed in 2026. Before the establishment of the college, the Civil Service Training and Development Institute (CSTDI) will continue to enhance training for civil servants, including strengthening their knowledge of national affairs and widening their international horizon. We also plan to set up a civil service training advisory board

comprising professionals and government officials to give guidance on training programmes for the civil service and its long-term development strategy, and to prepare for the establishment of the new civil service college.

CSTDI under CSB and the future civil service college are mainly responsible for training programmes that fulfil the common training needs of civil servants, while individual government departments arrange vocational training for their staff to meet their job and operation needs. The two complement each other and there is no resource overlapping.

- End -

CONTROLLING OFFICER'S REPLY

CSB023

(Question Serial No. 1491)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): Not specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)

Director of Bureau: Secretary for the Civil Service

Question:

In 2019-20, the Civil Service Bureau will continue to monitor the implementation of the option for serving civil servants who joined the Government between 1 June 2000 and 31 May 2015 to choose to retire at 60 or 65 and other measures for the extension of service of civil servants. Would the Government inform this Committee of:

- (1) the current numbers of the aforesaid civil servants on new terms and those who have applied for extension of retirement age, with a breakdown by department;
- (2) the numbers of applicants for the "Post-retirement Service Contract Scheme", and the numbers of and reasons for unsuccessful applications in each department; and
- (3) the existing regulations on the post-retirement employment of non-directorate civil servants.

Asked by: Hon IP LAU Suk-ye, Regina (LegCo internal reference no.: 16)

Reply:

- (1) In July 2018, the Government launched the option for serving civil servants who joined the Government between 1 June 2000 and 31 May 2015 (hereafter referred to as "Eligible Civil Servants") to choose to retire at the age of 65 (for civilian grades) or 60 (for disciplined services grades, regardless of ranks) (hereafter referred to as "the Option"). Eligible Civil Servants can decide whether or not to take the Option within the two-year option period commencing on 17 September 2018. As at 16 February 2019, about 16 000 (or 29%) out of some 56 000 Eligible Civil Servants had taken the Option. A breakdown of the statistics by bureaux/departments/offices is set out at **Annex A**. It is noteworthy that the statistics only reflect the position as at five months after the commencement of the option period. Since there is still considerable time before the end of the two-year option period (i.e. 16 September 2020), we believe that most colleagues will make the decision later. Besides, for bureaux/departments ("B/Ds") which mainly comprise officers belonging to general grades, posting of the officers would cause changes to the statistics (and its

components) of the concerned B/Ds.

- (2) Under the Post-retirement Service Contract (PRSC) Scheme, the appointment of contract staff by B/Ds is all along based on the well-established principle of merit. B/Ds will determine the number of positions required under the scheme having regard to operational need, and invite retiring or retired staff who meet the required qualification and experience to apply for the PRSC positions. B/Ds will offer employment to the suitable candidates taking into account the number of PRSC positions as well as candidates' relevant qualification and experience. As at 30 June 2018, B/Ds employed a total of 1 978 full-time PRSC staff with 8 004 applications received. A breakdown by B/Ds of the number of PRSC staff employed and the corresponding number of applications is set out at **Annex B**.
- (3) In accordance with the Pensions related legislation and Civil Service Regulations, non-directorate civil servants on pensionable terms (other than those remunerated on the Model Scale 1 Pay Scale and the 157 specified ranks of non-directorate civil servants whose maximum pay points do not exceed Master Pay Scale Point 20 or equivalent and meet the specified conditions for blanket permission) are required to apply for prior permission if they wish to take up post-service outside work during the final leave period and/or in the first two years of retirement. Such applications will be considered by the Head of Department in accordance with the underlying principles and assessment criteria promulgated by the Civil Service Bureau.

**Number of Eligible Civil Servants who had taken the Option
(as at 16 February 2019)**

Bureau / Department / Office	Number of Eligible Civil Servants	Number of Eligible Civil Servants who had taken the Option
Agriculture, Fisheries and Conservation Department	655	281
Architectural Services Department	497	112
Audit Commission	56	11
Auxiliary Medical Service	38	23
Buildings Department	886	245
Census and Statistics Department	330	64
Chief Executive's Office	29	3
Chief Secretary for Administration's Office and Financial Secretary's Office	117	23
Civil Aid Service	27	10
Civil Aviation Department	262	34
Civil Engineering and Development Department	530	230
Civil Service Bureau	279	32
Commerce and Economic Development Bureau	149	13
Companies Registry	86	19
Constitutional and Mainland Affairs Bureau	62	6
Correctional Services Department	2 276	943
Customs and Excise Department	2 110	1 006
Department of Health	1 984	415
Department of Justice	400	70
Development Bureau	189	25
Drainage Services Department	466	204
Education Bureau	1 249	159

Bureau / Department / Office	Number of Eligible Civil Servants	Number of Eligible Civil Servants who had taken the Option
Electrical and Mechanical Services Department	1 243	691
Environment Bureau	19	2
Environmental Protection Department	565	123
Financial Services and the Treasury Bureau	120	8
Fire Services Department	4 157	783
Food and Environmental Hygiene Department	3 953	2 494
Food and Health Bureau	62	13
Government Flying Service	71	20
Government Laboratory	197	88
Government Logistics Department	198	105
Government Property Agency	57	10
Highways Department	600	257
Home Affairs Bureau	90	17
Home Affairs Department	615	125
Hong Kong Observatory	79	17
Hong Kong Police Force	11 598	1 339
Hongkong Post	1 304	307
Housing Department	2 542	866
Immigration Department	2 744	960
Information Services Department	229	21
Inland Revenue Department	682	103
Innovation and Technology Bureau	42	1
Innovation and Technology Commission	95	21
Intellectual Property Department	63	4
Invest Hong Kong	11	7

Bureau / Department / Office	Number of Eligible Civil Servants	Number of Eligible Civil Servants who had taken the Option
Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service	12	1
Judiciary	521	126
Labour and Welfare Bureau	39	4
Labour Department	756	142
Land Registry	99	10
Lands Department	1 251	490
Legal Aid Department	152	29
Leisure and Cultural Services Department	3 183	1 194
Marine Department	403	206
Office of the Communications Authority	115	31
Office of the Government Chief Information Officer	110	32
Office of the Government Economist	28	4
Official Receiver's Office	77	8
Planning Department	209	39
Public Service Commission	3	0
Radio Television Hong Kong	257	66
Rating and Valuation Department	168	14
Registration and Electoral Office	83	9
Secretariat, Commissioner on Interception of Communications and Surveillance	11	1
Security Bureau	87	6
Social Welfare Department	2 097	389
Trade and Industry Department	108	13
Transport and Housing Bureau	83	7
Transport Department	622	169

Bureau / Department / Office	Number of Eligible Civil Servants	Number of Eligible Civil Servants who had taken the Option
Treasury	103	10
University Grants Committee Secretariat	18	3
Water Supplies Department	1 020	564
Working Family and Student Financial Assistance Agency	276	63
Total	55 904	15 940

**Breakdown of full-time Post-retirement Service Contract (PRSC) staff
and applications involved by Bureaux/Departments/Offices
(position as at 30 June 2018)**

Bureau / Department / Office	Number of full-time PRSC staff	Number of applications involved
Agriculture, Fisheries and Conservation Department	116	266
Architectural Services Department	20	53
Auxiliary Medical Service	1	1
Buildings Department	12	36
Civil Aid Service	2	2
Civil Aviation Department	24	95
Civil Engineering and Development Department	27	129
Civil Service Bureau	9	82
Commerce and Economic Development Bureau	10	64
Companies Registry	7	16
Constitutional and Mainland Affairs Bureau	2	3
Correctional Services Department	114	254
Customs and Excise Department	151	416
Department of Health	38	149
Department of Justice	14	20
Development Bureau	23	69
Drainage Services Department	38	114
Education Bureau	20	70
Electrical and Mechanical Services Department	162	547
Environment Bureau / Environmental Protection Department	83	425
Financial Services and the Treasury Bureau	2	3

Bureau / Department / Office	Number of full-time PRSC staff	Number of applications involved
Fire Services Department	89	529
Food and Environmental Hygiene Department	129	236
Food and Health Bureau	1	1
Government Flying Service	19	28
Government Laboratory	1	4
Government Logistics Department	2	5
Government Property Agency	2	2
Highways Department	29	140
Home Affairs Bureau	4	4
Home Affairs Department	4	11
Hong Kong Observatory	2	29
Hong Kong Police Force	30	105
Hongkong Post	15	21
Immigration Department	56	264
Information Services Department	2	3
Innovation and Technology Bureau	2	4
Innovation and Technology Commission	1	1
Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service	1	2
Judiciary	29	119
Labour Department	37	284
Land Registry	9	41
Lands Department	68	278
Legal Aid Department	5	11
Leisure and Cultural Services Department	103	527
Marine Department	33	61
Office of the Communications Authority	3	3

Bureau / Department / Office	Number of full-time PRSC staff	Number of applications involved
Office of the Government Chief Information Officer	3	7
Official Receiver's Office	20	40
Planning Department	9	52
Radio Television Hong Kong	2	162
Rating and Valuation Department	3	4
Registration and Electoral Office	1	1
Security Bureau	7	42
Social Welfare Department	93	390
Transport and Housing Bureau	7	29
Transport Department	29	44
Treasury	1	1
University Grants Committee Secretariat	4	14
Water Supplies Department	227	813
Working Family and Student Financial Assistance Agency	21	878
Total	1 978	8 004

- End -

CONTROLLING OFFICER'S REPLY**CSB024****(Question Serial No. 1492)**Head: (143) Government Secretariat: Civil Service BureauSubhead (No. & title): Not specifiedProgramme: (2) Human Resource ManagementControlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)Director of Bureau: Secretary for the Civil ServiceQuestion:

It is one of the Civil Service Bureau's main responsibilities to recruit and retain persons of integrity and of a high calibre. The Bureau also endeavours to adopt and promote good human resource management practices to improve efficiency and quality of service. In this connection, would the Government inform this Committee of:

- 1) the numbers of applicants for positions in and recruits to each disciplined service in the past 3 years;
- 2) the numbers of NCSC staff and outsourced workers employed by each department, and the numbers of staff members who have served the same post for over 5 years in the past 3 years; and
- 3) referring to the above question, the numbers of such staff members who have been converted to civil servants.

Asked by: Hon IP LAU Suk-ye, Regina (LegCo internal reference no.: 38)Reply:

- 1) As regards the disciplined services grades, the number of applications received in recruitment exercises and the number of new recruits from 2015-16 to 2017-18 are set out below –

Year	2015-16	2016-17	2017-18
Number of applications	About 94 000	About 134 000	About 119 000
Number of new recruits to the disciplined services grades	3 052	3 295	4 283

Note 1: As a recruitment exercise may straddle two financial years, the number of applications received and the number of new recruits arising from the same recruitment exercise may not be counted under the same financial year. Therefore, the above figures cannot be used to directly calculate and compare the success rates of applying for the relevant jobs.

- 2) The number of full-time^(Note 2) non-civil service contract (NCSC) staff employed by bureaux/departments (B/Ds) as at 30 June 2016, 30 June 2017 and 30 June 2018, and the number of such staff who had been in the same position for five years or more, are set out at **Annex A** and **Annex B** respectively. On the other hand, outsourced workers are not under the purview of the Civil Service Bureau (CSB) and hence CSB does not collect relevant figures.

- 3) It is the Government's policy to select the most suitable persons to fill civil service vacancies through an open, fair and competitive process. In this regard, B/Ds will not accord priority to employing NCSC staff as civil servants. That said, we welcome serving NCSC staff to apply for civil service posts through an open recruitment process if they are interested. Since relevant working experience is one of the factors to be taken into consideration in the recruitment of civil servants, NCSC staff who meet the basic entry requirements of the relevant civil service ranks should generally enjoy a competitive edge over other applicants because of their working experience in the Government.

Note 2: "Full-time" employment means employment under a "continuous contract" as defined by the Employment Ordinance. According to the Ordinance, an employee is regarded as being employed under a continuous contract if he or she works continuously for the same employer for four weeks or more, with at least 18 hours in each week.

**Employment of full-time non-civil service contract (NCSC) staff
in Bureaux/Departments/Offices in the past three years**

Bureau / Department / Office	Position as at 30 June 2016	Position as at 30 June 2017	Position as at 30 June 2018
Agriculture, Fisheries and Conservation Department	211	202	144
Architectural Services Department	42	39	33
Buildings Department	222	147	95
Census and Statistics Department	312	160	132
Chief Executive's Office	6	7	6
Chief Secretary and Financial Secretary's Offices	36	35	31
Civil Aviation Department	16	14	6
Civil Engineering and Development Department	55	62	41
Civil Service Bureau	1	1	1
Commerce and Economic Development Bureau	33	34	34
Companies Registry	65	87	108
Constitutional and Mainland Affairs Bureau	3	1	5
Correctional Services Department	6	6	5
Customs and Excise Department	7	7	9
Department of Health	513	435	363
Department of Justice	57	61	59
Development Bureau	47	50	46
Drainage Services Department	94	90	82
Education Bureau	1 157	1 201	1 179
Efficiency Office	428	461	447
Electrical and Mechanical Services Department	784	710	712

Bureau / Department / Office	Position as at 30 June 2016	Position as at 30 June 2017	Position as at 30 June 2018
Environment Bureau	3	3	4
Environmental Protection Department	80	77	68
Financial Services and the Treasury Bureau	83	4	6
Fire Services Department	21	16	34
Food and Environmental Hygiene Department	241	200	160
Food and Health Bureau	13	11	14
Government Flying Service	9	9	7
Government Laboratory	14	12	12
Government Logistics Department	40	33	33
Government Property Agency	4	3	1
Highways Department	71	61	66
Home Affairs Bureau	59	53	24
Home Affairs Department	442	443	580
Hong Kong Observatory	19	19	19
Hong Kong Police Force	50	47	27
Hongkong Post	1 876	1 818	1 780
Immigration Department	32	37	38
Information Services Department	22	26	25
Inland Revenue Department	258	194	168
Innovation and Technology Bureau	-	-	1
Innovation and Technology Commission	32	40	42
Intellectual Property Department	12	11	18
Invest Hong Kong	58	60	66
Judiciary	89	83	108
Labour and Welfare Bureau	26	24	24

Bureau / Department / Office	Position as at 30 June 2016	Position as at 30 June 2017	Position as at 30 June 2018
Labour Department	119	88	68
Land Registry	98	94	87
Lands Department	190	178	144
Legal Aid Department	7	3	2
Leisure and Cultural Services Department	1 447	1 293	1 165
Marine Department	27	12	7
Office of the Communications Authority	123	127	128
Office of the Government Chief Information Officer	15	10	4
Official Receiver's Office	35	38	34
Planning Department	38	40	28
Radio Television Hong Kong	238	210	180
Rating and Valuation Department	39	30	25
Registration and Electoral Office	949	360	309
Security Bureau	21	34	45
Social Welfare Department	128	82	62
Trade and Industry Department	58	57	48
Transport and Housing Bureau	7	7	10
Transport Department	55	62	51
Treasury	21	10	8
University Grants Committee Secretariat	16	18	23
Water Supplies Department	89	71	61
Working Family and Student Financial Assistance Agency	554	462	421
Total	11 923	10 380	9 773

**Breakdown of full-time non-civil service contract (NCSC) staff
with continuous service of five years or more in the same position**

Bureau / Department / Office	No. of full-time NCSC staff with continuous service of five years or more in the same position		
	Position as at 30 June 2016	Position as at 30 June 2017	Position as at 30 June 2018
Agriculture, Fisheries and Conservation Department	39	32	18
Buildings Department	44	57	44
Chief Executive's Office	2	2	1
Chief Secretary and Financial Secretary's Offices	7	7	1
Civil Aviation Department	6	6	1
Civil Engineering and Development Department	16	15	13
Commerce and Economic Development Bureau	12	15	15
Companies Registry	8	4	6
Customs and Excise Department	-	-	2
Constitutional and Mainland Affairs Bureau	1	-	-
Department of Health	342	333	279
Department of Justice	5	6	7
Development Bureau	5	11	9
Drainage Services Department	9	13	16
Education Bureau	116	124	124
Efficiency Office	55	51	52
Electrical and Mechanical Services Department	158	158	143
Environment Bureau	1	1	1
Environmental Protection Department	5	4	3

Bureau / Department / Office	No. of full-time NCSC staff with continuous service of five years or more in the same position		
	Position as at 30 June 2016	Position as at 30 June 2017	Position as at 30 June 2018
Financial Services and the Treasury Bureau	20	-	-
Fire Services Department	8	6	7
Food and Environmental Hygiene Department	73	43	34
Food and Health Bureau	3	2	2
Government Flying Service	3	3	3
Government Laboratory	5	8	6
Government Logistics Department	11	11	15
Highways Department	2	4	6
Home Affairs Bureau	8	7	11
Home Affairs Department	51	67	72
Hong Kong Police Force	1	4	2
Hongkong Post	1 012	1 005	935
Immigration Department	3	5	5
Information Services Department	6	7	8
Inland Revenue Department	2	2	4
Innovation and Technology Commission	14	10	10
Intellectual Property Department	1	1	2
Invest Hong Kong	34	36	36
Judiciary	3	2	2
Labour and Welfare Bureau	3	5	7
Labour Department	14	26	27
Land Registry	59	53	44
Lands Department	5	4	6
Legal Aid Department	1	-	-

Bureau / Department / Office	No. of full-time NCSC staff with continuous service of five years or more in the same position		
	Position as at 30 June 2016	Position as at 30 June 2017	Position as at 30 June 2018
Leisure and Cultural Services Department	196	174	150
Office of the Communications Authority	36	35	35
Office of the Government Chief Information Officer	4	2	-
Official Receiver's Office	7	7	7
Planning Department	6	6	9
Radio Television Hong Kong	62	49	48
Rating and Valuation Department	8	6	3
Registration and Electoral Office	15	16	13
Security Bureau	3	3	3
Social Welfare Department	19	22	8
Trade and Industry Department	20	23	23
Transport Department	13	10	6
Treasury	3	2	1
University Grants Committee Secretariat	7	7	6
Water Supplies Department	41	42	40
Working Family and Student Financial Assistance Agency	104	89	63
Total	2 717	2 643	2 394

- End -

CONTROLLING OFFICER'S REPLY

CSB025

(Question Serial No. 1493)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): Not specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)

Director of Bureau: Secretary for the Civil Service

Question:

Last year, the Civil Service Bureau invited the Standing Committee on Disciplined Services Salaries and Conditions of Service (SCDS) to conduct a grade structure review (GSR) for the disciplined services grades and the Standing Commission on Civil Service Salaries and Conditions of Service (SCCS) to conduct a GSR for the Veterinary Laboratory Technician (VLT) and Medical Laboratory Technician (MLT) grades. Will the Government advise on:

- 1) the progress achieved so far with regard to the GSR for the disciplined services grades;
- 2) the reasons for choosing to conduct a GSR for the VLT and MLT grades, and whether there is any plan to invite the SCCS to conduct a GSR for other grades?

Asked by: Hon IP LAU Suk-ye, Regina (LegCo internal reference no.: 39)

Reply:

- 1) The Standing Committee on Disciplined Services Salaries and Conditions of Service (SCDS) has accepted the Government's invitation to conduct a grade structure review (GSR) for the disciplined services grades. At the same time, the Standing Committee on Directorate Salaries and Conditions of Service (SDCS) has also agreed to advise on the salaries and conditions of service of the heads of the disciplined services. The SCDS and SDCS have commenced work, including meeting the management and the staff side representatives of the disciplined services and inviting them to submit proposals. In the course of the review, the two advisory bodies will maintain communication with the management and the staff side of the disciplined services. They will thoroughly consider proposals submitted by the management and the staff side and listen to stakeholders' views. It is expected that the review will take around 18 months for completion by around mid-2020.

- 2) According to the prevailing policy guidelines, the Government will consider the conduct of GSRs as and when necessary in view of significant changes in the job nature, responsibilities or proven recruitment or retention problems of individual grades. Since the Veterinary Laboratory Technician (VLT) grade is facing persistent and proven recruitment and retention difficulties, the Standing Commission on Civil Service Salaries and Conditions of Service has accepted the Government's invitation to conduct a GSR for the grade. The GSR also covers the Medical Laboratory Technician grade whose job nature, grade structure and qualification requirements are similar to those of the VLT grade. As regards other civilian grades, we will continue to assess their need for GSRs in accordance with the prevailing policy guidelines.

- End -

CONTROLLING OFFICER'S REPLY**CSB026****(Question Serial No. 0657)**Head: (143) Government Secretariat: Civil Service BureauSubhead (No. & title): Not specifiedProgramme: (2) Human Resource ManagementControlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)Director of Bureau: Secretary for the Civil ServiceQuestion:

Regarding staff recruitment, will the Government inform this Committee of the following:

- a. the number of persons applying for civil service jobs through open recruitment in each of the past 3 years, broken down by general applicants, persons with disabilities, persons having served in non-civil service contract posts and other categories;
- b. among the aforementioned applicants, the number of candidates offered appointment eventually and their percentage in the total number of applicants for civil service jobs in the year concerned, broken down by general applicants, persons with disabilities, persons having served in non-civil service contract posts and other categories;
- c. the staff establishment and expenditure involved in the aforementioned open recruitment exercises in each of the past 3 years, broken down by expenditure categories.

Asked by: Hon KWOK Wai-keung (LegCo internal reference no.: 18)Reply:

a - b.

From 2015-16 to 2017-18, the number of applications received in civil service open recruitment exercises and the number of newly recruited civil servants (excluding in-service transfer) are set out below –

Table 1

Year	2015-16	2016-17	2017-18
Number of applications	About 427 000	About 591 000	About 544 000
Number of newly recruited civil servants	9 854	8 947	12 041

As a recruitment exercise may straddle two financial years, the number of applications received and the number of newly recruited civil servants arising from the same recruitment exercise may not be counted under the same financial year. Therefore, the above figures cannot be used to directly calculate and compare the success rates of applying for civil service jobs. The Civil Service Bureau does not keep information on the success rate of application for individual recruitment exercises in the past three financial years.

On the other hand, bureaux/departments do not require applicants for government jobs in an open recruitment exercise to declare their disabilities, if any, and whether they have previously been employed as non-civil service contract (NCSC) staff.

In respect of government job applicants with disabilities, the situation of their disabilities is known to us on the basis of information available to bureaux/departments (e.g. through requests of applicants during the recruitment process for special arrangements for selection interviews/tests having regard to their disabilities). Hence, the figures obtained through the aforesaid channel are the lowest figures known to us. According to these figures, the numbers of newly recruited civil servants (excluding in-service transfer) known to have disabilities (excluding persons with colour blindness or defective colour perception) in 2015-16, 2016-17 and 2017-18 were 83, 49 and 74 respectively.

The Chief Executive announced in the 2017 Policy Address that we would enhance the transparency of civil service recruitment by publishing the success rates of persons with disabilities as well as those for other candidates. In this connection, the Civil Service Bureau conducted a survey on the success rates of applicants who had declared their disabilities vis-a-vis those for other candidates in civil service recruitment exercises, which were concluded in 2017-18 and involved qualified applicants who declared their disabilities. According to the data collected, there were 131 civil service recruitment exercises concluded by bureaux/departments in 2017-18 which involved qualified applicants who had declared their disabilities. In these exercises, there were 288 535 qualified applicants, among whom 2 546 had declared their disabilities and were invited to the selection tests/interviews. Among them, 87 (or 3.42%) were subsequently offered appointment. As regards the remaining 285 989 qualified applicants, 10 492 (or 3.67%) were offered appointment. It is worth noting that as a recruitment exercise may straddle two financial years, those applicants who were offered appointment in the said 131 recruitment exercises may not report for duty in the same financial year. The above figures have been reported to the Legislative Council Panel on Public Service at its meeting in June 2018. As the survey only covers those civil service recruitment exercises that were concluded in 2017-18 and involved qualified applicants who declared their disabilities, the basis of calculation for these figures are not directly comparable to those presented in Table 1 above. We are hence unable to provide the percentage of new recruits with disabilities among all the applicants for civil service jobs in the year concerned.

As regards NCSC staff, according to the relevant information declared in the application forms received by bureaux/departments, during the periods from September 2015 to August 2016, September 2016 to August 2017 and September 2017 to August 2018, the numbers of qualified applicants who were serving NCSC staff performing comparable duties to the rank under recruitment were about 2 800, 8 200 and 2 200 respectively, and the numbers of applicants successfully appointed as civil servants were about 550, 630 and 560 respectively. The rate of successful appointment as civil servants in respect of NCSC staff

is higher because of their relevant working experience in the Government. During the period from January 2007 to August 2018^(Note), the average success rates for NCSC staff and other applicants were around 15% and 2% respectively.

c.

As the officers responsible for conducting the open recruitment exercises were not just responsible for this single duty, it would be difficult to break down the staff establishment and expenditure involved in conducting the exercises.

Note: 1 419 civil service open recruitment exercises involving qualified applications from serving NCSC staff performing comparable duties to the rank under recruitment had been launched and completed during the period.

- End -

CONTROLLING OFFICER'S REPLY

CSB027

(Question Serial No. 0658)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): Not specified
Programme: (4) Civil Service Training and Development
Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)
Director of Bureau: Secretary for the Civil Service

Question:

As regards civil service training and development, will the Government inform this Committee of:

- a. the details of civil service training courses in the current and coming year, with a breakdown by target participant, nature and content of training courses;
- b. among the aforementioned civil service training courses, the manpower and the expenditure of the courses involved each year, with a breakdown by course type.

Asked by: Hon KWOK Wai-keung (LegCo internal reference no.: 20)

Reply:

Training programmes organised by the Civil Service Bureau mainly include senior leadership development programmes, national studies programmes, management programmes and language programmes.

Senior leadership development programmes are organised for senior civil servants. These programmes cover leadership skills, policy formulation and implementation, public engagement strategies, communication with councils and media, people management, etc. In 2019-20, we will strengthen training on leadership and innovation, design thinking, use of big data, smart city development, trend and application of new technologies, etc. The estimated expenditure for senior leadership development programmes in 2019-20 is \$32.2 million.

National studies programmes include national studies programmes held in the Mainland and local programmes. Mainland programmes are arranged for senior and middle-level civil servants, whereas local programmes are attended by civil servants at all levels. National studies training programmes cover the latest national policies (such as the “Belt and Road Initiative” and Guangdong-Hong Kong-Macao Greater Bay Area Development), China’s economic development, foreign affairs and national defence policies, environmental

governance, advanced technology developments, social security, employment issues etc., as well as training on the Basic Law. The estimated expenditure for national studies programmes in 2019-20 is \$24.1 million.

Management programmes are organised for civil servants at all levels. These programmes cover topics such as integrity and conduct, cultural sensitivity and equal opportunities, management skills, application of technology, innovation, customer service, stress management, workshops on interacting with the District Councils, etc. The estimated expenditure for management training programmes in 2019-20 is \$6.9 million.

Language programmes are organised for civil servants at all levels. These programmes cover language skills required for general office work, including writing replies to complaints, English conversation for customer service and answering telephone calls in Putonghua. The estimated expenditure for language training programmes in 2019-20 is \$5.7 million.

Regarding the distribution of manpower, the projected establishment of CSTD as at 31 March 2020 is 134, including 70 Training Officers, 5 Executive Officers and 5 officers responsible for information technology. Among them are 14 Training Officers responsible for organising senior leadership development and national studies programmes for senior civil servants; 20 Training Officers responsible for organising language programmes and national studies programmes for junior and middle-level civil servants; and 22 Training Officers and 1 Executive Officer responsible for management programmes. As these officers are not responsible for only one single area of work, it would be difficult to break down the manpower and expenses for each type of training programme.

- End -

CONTROLLING OFFICER'S REPLY

CSB028

(Question Serial No. 0659)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): Not specified
Programme: Not specified
Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)
Director of Bureau: Secretary for the Civil Service

Question:

With regard to Chinese medicine service, will the Government inform this Committee of the following:

Given that the Government has decided to introduce Chinese medicine as part of the civil service medical benefits and will explore which form to take in providing Chinese medicine services for civil service eligible persons, is there any timetable for conducting studies and implementation? If yes, what are the details and the expenditure involved in such studies?

Asked by: Hon KWOK Wai-keung (LegCo internal reference no.: 29)

Reply:

We are actively examining the appropriate arrangements to introduce designated Chinese medicine services as part of the civil service medical benefits. The areas of study include the scope of services, mode of services, operational arrangements, scale of the trial scheme, and financial arrangements, etc. We do not have a specific timetable for the implementation of the services at this stage. The relevant study is carried out by existing staff within the Bureau and does not involve additional expenses.

- End -

CONTROLLING OFFICER'S REPLY

CSB029

(Question Serial No. 1642)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): Not specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)

Director of Bureau: Secretary for the Civil Service

Question:

Regarding the employment of non-civil service contract (NCSC) staff, will the Government inform this Committee of the following:

- a. the number of NCSC staff with 10 years of service or more in each of the past 3 years, broken down by department, grade and rank;
- b. the figures regarding the Mandatory Provident Fund (MPF) accrued benefits of NSCS staff "offset" in each of the past 3 years, broken down by department; and
- c. in each of the past 3 years, the number of NCSC staff applying for civil service posts, and the number of NCSC staff successfully converted from their posts to posts in other government departments and the percentage such staff accounted for in the total number of civil servants in the respective year, broken down by department.

Asked by: Hon KWOK Wai-keung (LegCo internal reference no.: 28)

Reply:

- a. The breakdown of the number of full-time^(Note 1) NCSC staff with 10 years or more continuous service^(Note 2) by bureaux/departments (B/Ds) and work types in the past three years is set out at **Annex A**.
- b. The Civil Service Bureau does not collect information from B/Ds on the amount of MPF accrued benefits or gratuity used for offsetting severance payments and long service payments of NCSC staff.
- c. The breakdown of the number of qualified serving NCSC applicants performing comparable duties to the rank under recruitment and the number of applicants successfully appointed as civil servants by B/Ds in the past three years is set out at **Annex B**.

Note 1 : “Full-time” employment means employment under a “continuous contract” as defined by the Employment Ordinance. According to the Ordinance, an employee is regarded as being employed under a continuous contract if he or she works continuously for the same employer for four weeks or more, with at least 18 hours in each week.

Note 2 : “Continuous service” refers to employment in the same NCSC position, as well as employment in different NCSC positions of the same department without a break in service.

**Breakdown of full-time non-civil service contract (NCSC) staff
with ten years or more of continuous service
by Bureaux/Departments/Offices and work types**

Bureau / Department / Office	Work type	No. of NCSC staff with ten years or more of continuous service		
		Position as at 30 June 2016	Position as at 30 June 2017	Position as at 30 June 2018
Agriculture, Fisheries and Conservation Department	General/Support staff	17	10	6
	Technical support staff	2	3	1
	Clerical/Secretarial support staff	1	1	1
	Administration/ Executive support/ Project co-ordination staff	1	1	1
	Customer services/ Public relations staff	-	1	1
Buildings Department	Technical support staff	21	16	3
	Clerical/Secretarial support staff	13	10	9
	Professional support staff	5	3	3
Chief Executive's Office	General/Support staff	2	2	-
Civil Engineering and Development Department	Technical support staff	7	5	4
	IT support staff	1	1	1
	General/Support staff	1	-	-
Commerce and Economic Development Bureau	Administration/ Executive support/ Project co-ordination staff	-	1	3
	Clerical/Secretarial support staff	-	-	1
Companies Registry	Legal services staff	-	1	1
Constitutional and Mainland Affairs Bureau	Administration/ Executive support/ Project co-ordination staff	1	-	-

Bureau / Department / Office	Work type	No. of NCSC staff with ten years or more of continuous service		
		Position as at 30 June 2016	Position as at 30 June 2017	Position as at 30 June 2018
Department of Health	General/Support staff	96	133	140
	Clerical/Secretarial support staff	13	12	11
	Administration/ Executive support/ Project co-ordination staff	8	8	8
	Medical/Hygiene/ Welfare-related work staff	3	7	11
	IT support staff	1	-	-
	Customer services/ Public relations staff	1	1	1
	Technical support staff	-	-	1
Development Bureau	Professional support staff	-	-	1
Drainage Services Department	IT support staff	3	3	3
	Administration/ Executive support/ Project co-ordination staff	-	1	1
	Clerical/Secretarial support staff	2	1	-
Education Bureau	General/Support staff	36	37	31
	Clerical/Secretarial support staff	12	15	15
	Education staff	7	9	8
	IT support staff	6	10	8
	Technical support staff	3	3	3
	Professional support staff	-	-	1

Bureau / Department / Office	Work type	No. of NCSC staff with ten years or more of continuous service		
		Position as at 30 June 2016	Position as at 30 June 2017	Position as at 30 June 2018
Efficiency Office	Customer services/ Public relations staff	41	46	66
	Education staff	3	3	6
	IT support staff	3	3	3
	Research work staff	-	1	1
	Administration/ Executive support/ Project co-ordination staff	-	1	2
	Clerical/Secretarial support staff	-	1	1
Electrical and Mechanical Services Department	Technical support staff	172	179	167
	IT support staff	35	54	85
	Clerical/Secretarial support staff	14	12	11
	Customer services/ Public relations staff	5	5	5
	Professional support staff	2	3	3
	Administration/ Executive support/ Project co-ordination staff	2	3	3
	General/Support staff	2	1	2
	Accounting staff	1	1	1
Financial Services and the Treasury Bureau	Professional support staff	2	-	-
	IT support staff	2	-	-
Fire Services Department	IT support staff	6	6	6
Food and Environmental Hygiene Department	General/Support staff	23	5	2
	Medical/Hygiene/ Welfare-related work staff	13	16	13
	Clerical/Secretarial support staff	3	2	2
Government Flying Service	Education staff	-	1	1
Government Laboratory	IT support staff	2	2	2
	Technical support staff	-	1	-

Bureau / Department / Office	Work type	No. of NCSC staff with ten years or more of continuous service		
		Position as at 30 June 2016	Position as at 30 June 2017	Position as at 30 June 2018
Government Logistics Department	Printing staff	5	5	5
	General/Support staff	2	2	2
Highways Department	Professional support staff	2	2	2
Home Affairs Bureau	Administration/ Executive support/ Project co-ordination staff	2	2	2
Home Affairs Department	General/Support staff	3	1	1
	Clerical/Secretarial support staff	2	2	4
	Administration/ Executive support/ Project co-ordination staff	1	6	13
	Technical support staff	-	-	1
Hong Kong Police Force	Supplies staff	1	1	1
Hongkong Post	Postal services staff	360	405	439
	General/Support staff	301	332	362
	IT support staff	7	7	7
	Sales staff	5	5	5
	Customer services/ Public relations staff	1	-	-
	Administration/ Executive support/ Project co-ordination staff	-	1	-
Immigration Department	Clerical/Secretarial support staff	14	15	16
	Administration/ Executive support/ Project co-ordination staff	1	1	2
Information Services Department	Customer services/ Public relations staff	3	5	5
Inland Revenue Department	Professional support staff	3	6	3
	Accounting staff	2	3	5
	IT support staff	-	-	2

Bureau / Department / Office	Work type	No. of NCSC staff with ten years or more of continuous service		
		Position as at 30 June 2016	Position as at 30 June 2017	Position as at 30 June 2018
Innovation and Technology Commission	Professional support staff	2	2	2
	IT support staff	2	2	2
	Trade work staff	-	2	2
	Administration/ Executive support/ Project co-ordination staff	1	1	1
Intellectual Property Department	Customer services/ Public relations staff	2	2	2
Invest Hong Kong	Trade work staff	27	31	31
	IT support staff	2	2	2
Judiciary	Clerical/Secretarial support staff	4	6	8
	General/Support staff	3	2	2
	Legal services staff	2	1	1
	Mediation staff	1	1	1
	Administration/ Executive support/ Project co-ordination staff	-	1	1
Labour Department	Administration/ Executive support/ Project co-ordination staff	21	24	24
	Clerical/Secretarial support staff	14	-	-
	Investigation staff	4	4	4
	Medical/Hygiene/ Welfare-related work staff	1	1	1
	IT support staff	1	1	-

Bureau / Department / Office	Work type	No. of NCSC staff with ten years or more of continuous service		
		Position as at 30 June 2016	Position as at 30 June 2017	Position as at 30 June 2018
Land Registry	Clerical/Secretarial support staff	16	20	21
	General/Support staff	4	4	4
	Administration/ Executive support/ Project co-ordination staff	1	1	1
	Accounting staff	1	1	1
	Land Registration staff	1	2	3
	Legal services staff	-	-	1
	Customer services/ Public relations staff	-	-	1
Leisure and Cultural Services Department	Leisure and cultural services staff	143	130	128
	Clerical/Secretarial support staff	60	55	46
	General/Support staff	16	9	4
	IT support staff	13	11	12
	Customer services/ Public relations staff	10	2	2
	Technical support staff	5	5	2
	Administration/ Executive support/ Project co-ordination staff	4	2	2
	Research work staff	2	1	-
	Transport services staff	2	2	2
	Professional support staff	1	1	1

Bureau / Department / Office	Work type	No. of NCSC staff with ten years or more of continuous service		
		Position as at 30 June 2016	Position as at 30 June 2017	Position as at 30 June 2018
Office of the Communications Authority	Customer services/ Public relations staff	5	5	9
	IT support staff	4	4	4
	Clerical/Secretarial support staff	4	6	7
	General/Support staff	4	3	4
	Transport services staff	2	2	2
	Regulatory affairs staff	1	-	-
	Broadcasting affairs staff	-	1	1
	Accounting staff	-	1	1
	Technical support staff	-	-	1
Office of the Government Chief Information Officer	Administration/ Executive support/ Project co-ordination staff	-	1	-
Official Receiver's Office	Accounting staff	2	3	2
	Clerical/Secretarial support staff	-	-	1
Planning Department	IT support staff	1	-	-
	Transport services staff	1	-	-
	Technical support staff	-	1	1
Radio Television Hong Kong	Customer services/ Public relations staff	28	24	19
	Technical support staff	6	5	3
	IT support staff	5	4	2
	Professional support staff	1	-	-
	Administration/ Executive support/ Project co-ordination staff	1	2	1
Rating and Valuation Department	IT support staff	3	2	1
	Technical support staff	1	1	-

Bureau / Department / Office	Work type	No. of NCSC staff with ten years or more of continuous service		
		Position as at 30 June 2016	Position as at 30 June 2017	Position as at 30 June 2018
Registration and Electoral Office	General/Support staff	5	5	4
	Clerical/Secretarial support staff	4	4	4
	Administration/ Executive support/ Project co-ordination staff	1	1	1
Security Bureau	Technical support staff	-	-	1
Social Welfare Department	Clerical/Secretarial support staff	6	2	-
	IT support staff	1	1	-
	Customer services/ Public relations staff	1	3	-
	General/Support staff	1	1	1
Trade and Industry Department	IT support staff	3	2	1
	Trade work staff	-	1	-
Transport Department	Clerical/Secretarial support staff	5	1	3
	General/Support staff	3	-	-
	Transport services staff	2	2	-
	Technical support staff	1	1	1
University Grants Committee Secretariat	Administration/ Executive support/ Project co-ordination staff	-	-	1
	Clerical/Secretarial support staff	1	1	1
Water Supplies Department	Customer services/ Public relations staff	20	19	19
	IT support staff	8	8	8
	Clerical/Secretarial support staff	1	1	1
	Accounting staff	-	1	-

Bureau / Department / Office	Work type	No. of NCSC staff with ten years or more of continuous service		
		Position as at 30 June 2016	Position as at 30 June 2017	Position as at 30 June 2018
Working Family and Student Financial Assistance Agency	Clerical/Secretarial support staff	57	56	54
	Administration/ Executive support/ Project co-ordination staff	8	10	13
Total		1 872	1 956	2 024

Breakdown of the number of qualified serving non-civil service contract (NCSC) applicants performing comparable duties to the rank under recruitment and the number of applicants successfully appointed as civil servants by Bureaux/Departments/Offices^(Note)

Bureau / Department / Office	September 2015 to August 2016		September 2016 to August 2017		September 2017 to August 2018	
	Number of qualified serving NCSC applicants performing comparable duties to the rank under recruitment	Number of applicants successfully appointed as civil servants	Number of qualified serving NCSC applicants performing comparable duties to the rank under recruitment	Number of applicants successfully appointed as civil servants	Number of qualified serving NCSC applicants performing comparable duties to the rank under recruitment	Number of applicants successfully appointed as civil servants
Agriculture, Fisheries and Conservation Department	154	66	48	21	122	69
Architectural Services Department	30	11	12	5	25	5
Audit Commission/ Department of Justice/ Innovation and Technology Commission	17	6	0	1	0	2
Buildings Department	70	44	15	17	44	25
Census and Statistics Department	13	14	191	47	86	38
Chief Secretary's Office	4	5	0	1	5	4
Civil Aviation Department	105	1	3	0	6	7

Bureau / Department / Office	September 2015 to August 2016		September 2016 to August 2017		September 2017 to August 2018	
	Number of qualified serving NCSC applicants performing comparable duties to the rank under recruitment	Number of applicants successfully appointed as civil servants	Number of qualified serving NCSC applicants performing comparable duties to the rank under recruitment	Number of applicants successfully appointed as civil servants	Number of qualified serving NCSC applicants performing comparable duties to the rank under recruitment	Number of applicants successfully appointed as civil servants
Civil Engineering and Development Department	12	5	1	2	101	38
Civil Engineering and Development Department/ Water Supplies Department	57	25	23	11	0	2
Civil Service Bureau	301	85	6 336	264	322	91
Commerce and Economic Development Bureau	21	0	14	0	16	0
Companies Registry	33	4	0	3	43	4
Correctional Services Department	107	0	0	10	3	3
Department of Health	22	13	63	12	26	18
Department of Justice	27	13	19	2	28	3
Development Bureau	4	1	2	0	2	0
Drainage Services Department	88	9	15	3	1	0

Bureau / Department / Office	September 2015 to August 2016		September 2016 to August 2017		September 2017 to August 2018	
	Number of qualified serving NCSC applicants performing comparable duties to the rank under recruitment	Number of applicants successfully appointed as civil servants	Number of qualified serving NCSC applicants performing comparable duties to the rank under recruitment	Number of applicants successfully appointed as civil servants	Number of qualified serving NCSC applicants performing comparable duties to the rank under recruitment	Number of applicants successfully appointed as civil servants
Education Bureau	45	5	33	4	13	2
Electrical and Mechanical Services Department	64	18	2	5	71	28
Environmental Protection Department	200	8	242	8	79	20
Fire Services Department/ Highways Department/ Land Registry/ Trade and Industry Department	0	1	0	1	0	0
Food and Environmental Hygiene Department	36	12	6	2	104	16
Government Laboratory	9	6	0	2	0	1
Government Logistics Department	76	17	20	14	8	12
Highways Department	1	1	0	0	0	0
Home Affairs Department	0	0	8	3	7	3

Bureau / Department / Office	September 2015 to August 2016		September 2016 to August 2017		September 2017 to August 2018	
	Number of qualified serving NCSC applicants performing comparable duties to the rank under recruitment	Number of applicants successfully appointed as civil servants	Number of qualified serving NCSC applicants performing comparable duties to the rank under recruitment	Number of applicants successfully appointed as civil servants	Number of qualified serving NCSC applicants performing comparable duties to the rank under recruitment	Number of applicants successfully appointed as civil servants
Hong Kong Police Force	1	1	2	2	23	14
Housing Department	108	13	95	5	43	2
Immigration Department	4	0	0	0	0	0
Information Services Department	7	0	2	0	0	0
Inland Revenue Department	9	0	96	11	7	6
Innovation and Technology Commission	4	2	10	2	0	1
Intellectual Property Department	5	4	1	1	0	0
Invest Hong Kong	551	1	0	0	0	0
Judiciary	18	7	11	3	11	4
Land Registry	0	0	9	2	4	0
Lands Department	4	13	75	22	52	44
Legal Aid Department	0	0	36	5	48	2
Leisure and Cultural Services Department	94	70	20	26	43	22

Bureau / Department / Office	September 2015 to August 2016		September 2016 to August 2017		September 2017 to August 2018	
	Number of qualified serving NCSC applicants performing comparable duties to the rank under recruitment	Number of applicants successfully appointed as civil servants	Number of qualified serving NCSC applicants performing comparable duties to the rank under recruitment	Number of applicants successfully appointed as civil servants	Number of qualified serving NCSC applicants performing comparable duties to the rank under recruitment	Number of applicants successfully appointed as civil servants
Marine Department	16	1	0	0	0	0
Office of the Communications Authority	5	2	2	3	0	0
Office of the Government Chief Information Officer	132	7	83	7	45	12
Official Receiver's Office	15	0	5	5	22	6
Planning Department	13	6	17	3	9	8
Hongkong Post	238	22	398	26	644	11
Radio Television Hong Kong	25	10	61	23	11	9
Rating and Valuation Department	16	8	18	7	17	10
Social Welfare Department	2	0	159	23	0	3
Transport Department	2	0	6	3	1	1

Bureau / Department / Office	September 2015 to August 2016		September 2016 to August 2017		September 2017 to August 2018	
	Number of qualified serving NCSC applicants performing comparable duties to the rank under recruitment	Number of applicants successfully appointed as civil servants	Number of qualified serving NCSC applicants performing comparable duties to the rank under recruitment	Number of applicants successfully appointed as civil servants	Number of qualified serving NCSC applicants performing comparable duties to the rank under recruitment	Number of applicants successfully appointed as civil servants
Transport Department/ Security Bureau/Rating and Valuation Department	0	0	3	1	0	0
Treasury	4	0	5	0	4	1
Water Supplies Department	25	7	32	15	74	15
Total	2 794	544	8 199	633	2 170	562

Note: As recruitment takes time, the time for some recruitments open for applications and the time of successful appointment may not fall into the same year. It is possible that the number of successful applicants is higher than that of qualified applicants in the same year.

- End -

CONTROLLING OFFICER'S REPLY

CSB030

(Question Serial No. 3240)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): Not specified
Programme: Not specified
Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)
Director of Bureau: Secretary for the Civil Service

Question:

Please set out the following information in table form:

- 1) The numbers of employees aged 60-64, 65-70, 70-74, 75 or above who were employed by the Government by various means (civil servants, non-civil service contract staff, outsourced staff, etc.) over the past 3 years?
- 2) The numbers of full-time employees aged 60-64 who were employed by various departments over the past 3 years? What are their lowest and highest salaries?
- 3) How many employees with disabilities were employed by various departments over the past 3 years? What are their lowest and highest salaries?

Asked by: Hon KWONG Chun-yu (LegCo internal reference no.: 54)

Reply:

The Government has raised the retirement age of newly recruited civil servants to 65 (for civilian grades) and 60 (for disciplined services grades, regardless of ranks) since 1 June 2015. In 2015-16 to 2017-18, 389 newly recruited full-time civil servants were aged 60 or above, and 206 declared their disabilities (excluding colour blindness or defective colour perception) to the Government. Since the lowest and highest salaries of these civil servants may change from time to time because of promotion, earning of salary increment, etc., the Civil Service Bureau (CSB) has not compiled the relevant statistics. There are no part-time posts in the civil service.

As regards the non-civil service contract staff, CSB does not collect information from bureaux/departments on the staff's age and whether they are disabled. On the other hand, outsourced workers are not under the purview of CSB and hence CSB does not collect relevant figures.

- End -

CONTROLLING OFFICER'S REPLY

CSB031

(Question Serial No. 0921)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): Not specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)

Director of Bureau: Secretary for the Civil Service

Question:

1. Since the Government launched the option for extending the service of civil servants, how many civil servants have opted to extend their service in 2018-19? What is their percentage in all civil servants on normal retirement?
2. How many civil servants are expected to opt for extension of their service in 2019-20?

Asked by: Hon LAM Cheuk-ting (LegCo internal reference no.: 2)

Reply:

1. In July 2018, the Government launched the option for serving civil servants who joined the Government between 1 June 2000 and 31 May 2015 (hereafter referred to as "Eligible Civil Servants") to choose to retire at the age of 65 (for civilian grades) or 60 (for disciplined services grades, regardless of ranks) (hereafter referred to as "the Option"). Eligible Civil Servants can decide whether or not to take the Option within the two-year option period commencing on 17 September 2018. As at 16 February 2019, about 16 000 (or 29%) out of some 56 000 Eligible Civil Servants had taken the Option. Although Eligible Civil Servants have to make a decision within the two-year option period, most of them will only retire 15 to 25 years later. Therefore, it is inappropriate to compare the number of Eligible Civil Servants who have taken the Option with the number of civil servants who will reach retirement age in that year.
2. We do not have a target number of Eligible Civil Servants taking the Option. Since there is still considerable time before the end of the two-year option period (i.e. 16 September 2020), we believe that most colleagues will make the decision later. The Civil Service Bureau will continue to closely monitor the implementation of the Option.

- End -

CONTROLLING OFFICER'S REPLY

CSB032

(Question Serial No. 0922)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): Not specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)

Director of Bureau: Secretary for the Civil Service

Question:

The Government said it would continue to work with the management and staff sides of the disciplined services to refine the arrangements concerning defence representatives in the subsidiary regulations on discipline to the Disciplined Services Legislation (DSL) and other improvements to the disciplinary proceedings under DSL. What are the details?

Asked by: Hon LAM Cheuk-ting (LegCo internal reference no.: 3)

Reply:

Regarding defence representatives under the Disciplined Services Legislation, disciplined services departments (“DSDs”) have each put in place administrative arrangements to allow accused officers to apply for legal or other forms of representations at disciplinary hearings to ensure that the accused officers are given fair hearings. We have also consulted DSDs’ staff sides on our proposal to commence the six amendment regulations passed by the Legislative Council in 2012 without further amendments, to be complemented by the implementation of enhanced administrative arrangements as standing measures. A large majority of the DSDs’ staff sides have indicated no objection to the proposal. We are now considering how to proceed with the remaining follow up work.

- End -

CONTROLLING OFFICER'S REPLY

CSB033

(Question Serial No. 0923)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): Not specified

Programme: (4) Civil Service Training and Development

Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)

Director of Bureau: Secretary for the Civil Service

Question:

Regarding the national studies training programmes, what are the actual expenditure, revised estimate and estimated expenditure in 2017-20?

Asked by: Hon LAM Cheuk-ting (LegCo internal reference no.: 4)

Reply:

The actual expenditure for organising national studies programmes in 2017-18 was \$18.4 million. The revised estimate in 2018-19 is \$21.5 million. The estimated expenditure in 2019-20 is \$24.1 million.

- End -

CONTROLLING OFFICER'S REPLY

CSB034

(Question Serial No. 1434)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): (000) Operational expenses
Programme: Not specified
Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)
Director of Bureau: Secretary for the Civil Service

Question:

It is mentioned in the Budget that the civil service establishment is expected to expand by 3 481 posts to 191 816 in 2019-20. Which grades and departments will need to recruit additional staff? What are the respective target numbers of recruitment in each department? Does the Government plan to convert, as a matter of priority, existing contract staff to civil servants on permanent terms? Have estimates been prepared for the related expenses?

Asked by: Hon LAM Kin-fung, Jeffrey (LegCo internal reference no.: 55)

Reply:

The 2019-20 Draft Estimates of Expenditure provide for 3 481 additional civil service posts in various bureaux and departments (B/Ds). The additional civil service posts are for supporting the implementation of new initiatives and improved services of the Government, and easing the work pressure on civil servants. The estimated changes in civil service establishment of B/Ds in 2019-20 are set out at Annex. Among the additional civil service posts, 276 posts are approved for replacing non-civil service contract (NCSC) positions of which the long term service need has been established. To allow flexibility in meeting their staffing needs, B/Ds may create or delete posts in existing non-directorate ranks provided that their respective establishment ceiling is not exceeded. They may also, having regard to the operational need and relevant considerations, decide on their own the grades which would require recruitment of civil servants and the number of civil servants required. Hence, CSB does not have information on the grades in respect of the civil servants to be recruited by individual B/Ds in 2019-20 and the related expenditure.

It is the Government's policy to select the most suitable persons to fill civil service vacancies through an open, fair and competitive process. In this regard, B/Ds will not accord priority to employing NCSC staff as civil servants. That said, we welcome serving NCSC staff to apply for civil service posts through an open recruitment process if they are interested. Since relevant working experience is one of the factors to be taken into consideration in the recruitment of civil servants, NCSC staff who meet the basic entry

requirements of the relevant civil service ranks should generally enjoy a competitive edge over other applicants because of their working experience in the Government.

**Change in Civil Service Establishment
by Bureaux/Departments in 2019-20**

Bureau / Department / Organisation	Change in Establishment
Agriculture, Fisheries and Conservation Department	+ 36
Architectural Services Department	+ 81
Audit Commission	-
Auxiliary Medical Service	-
Buildings Department	+ 72
Census and Statistics Department	+ 74
Chief Executive's Office	-
Chief Secretary and Financial Secretary's Offices	+ 8
Civil Aid Service	-
Civil Aviation Department	+ 26
Civil Engineering and Development Department	+ 69
Civil Service Bureau	+ 25
Commerce and Economic Development Bureau (Commerce, Industry and Tourism Branch)	+ 30
Commerce and Economic Development Bureau (Communications and Creative Industries Branch)	+ 4
Companies Registry	+ 9
Constitutional and Mainland Affairs Bureau	+ 22
Correctional Services Department	+ 33
Customs and Excise Department	+ 186
Department of Health	+ 336
Department of Justice	+ 15
Development Bureau (Planning and Lands Branch)	+ 22
Development Bureau (Works Branch)	+ 140
Drainage Services Department	+ 30
Education Bureau	+ 199
Electrical and Mechanical Services Department	+ 79
Environment Bureau	+ 3
Environmental Protection Department	+ 176

Bureau / Department / Organisation	Change in Establishment
Financial Services and the Treasury Bureau (Financial Services Branch)	+ 1
Financial Services and the Treasury Bureau (The Treasury Branch)	+ 4
Fire Services Department	+ 116
Food and Environmental Hygiene Department	+ 83
Food and Health Bureau (Food Branch)	+ 1
Food and Health Bureau (Health Branch)	+ 28
Government Flying Service	+ 30
Government Laboratory	+ 15
Government Logistics Department	+ 20
Government Property Agency	+ 69
Highways Department	+ 71
Home Affairs Bureau	+ 17
Home Affairs Department	+ 69
Hong Kong Monetary Authority	- 2
Hong Kong Observatory	+ 25
Hong Kong Police Force	+ 179
Hospital Authority	- 135
Housing Authority	+ 90
Immigration Department	+ 60
Independent Commission Against Corruption	+ 18
Information Services Department	+ 3
Inland Revenue Department	+ 36
Innovation and Technology Bureau	+ 4
Innovation and Technology Commission	+ 40
Intellectual Property Department	+ 18
Invest Hong Kong	+ 1
Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service	+ 10
Judiciary	+ 68
Labour and Welfare Bureau	+ 16
Labour Department	- 18

Bureau / Department / Organisation	Change in Establishment
Land Registry	-
Lands Department	+ 175
Legal Aid Department	+ 12
Legal Aid Services Council	-
Leisure and Cultural Services Department	+ 87
Marine Department	+ 20
Office for Film, Newspaper and Article Administration	-
Office of the Communications Authority	+ 20
Office of the Government Chief Information Officer	+ 23
Official Receiver's Office	+ 20
Overseas Economic and Trade Offices	+ 53
Planning Department	+ 24
Post Office	-
Public Service Commission Secretariat	-
Radio Television Hong Kong	+ 17
Rating and Valuation Department	+ 87
Registration and Electoral Office	+ 30
Secretariat, Commissioner on Interception of Communications and Surveillance	-
Security Bureau	- 14
Social Welfare Department	+ 71
Trade and Industry Department	+ 6
Transport and Housing Bureau (Transport Branch)	+ 11
Transport Department	+ 38
Treasury	+ 13
University Grants Committee	+ 10
Vocational Training Council	- 2
Water Supplies Department	+ 78
Working Family and Student Financial Assistance Agency	+ 90
TOTAL	+ 3 481

- End -

CONTROLLING OFFICER'S REPLY

CSB035

(Question Serial No. 1317)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): Not specified

Programme: Not specified

Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)

Director of Bureau: Secretary for the Civil Service

Question:

What are the number of ethnic minority civil servants newly-recruited, the total number of ethnic minority civil servants, and the percentage they accounted for in the strength of the civil service in each of the past 3 years? What measures will be implemented by the Government to increase the number of ethnic minority civil servants and what will be the manpower and expenditure involved in these measures?

Asked by: Hon LEE Wai-king, Starry (LegCo internal reference no.: 4)

Reply:

The Government has continued to implement suitable measures to ensure that ethnic minorities, like other applicants, have equal access to job opportunities in the Government.

On the one hand, we note that Chinese language proficiency is a major hurdle for ethnic minorities in applying for government jobs. It is the Government's policy to ensure the Chinese language proficiency requirements (LPRs) set for all the grades of the civil service are no more than necessary for performance of the job, so that ethnic minorities, like other applicants, have equal access to government job opportunities. The Civil Service Bureau completed in February 2018 a comprehensive review on the entry requirements relating to Chinese language proficiency for all the civil service grades, increasing the total number of grades that have lowered / will lower their Chinese LPRs from 31 to 53. We will continue to monitor the recruitment situation of these grades and remind departments to keep on reviewing the Chinese LPRs of all civil service grades on the basis of maintaining satisfactory performance of duties. On the other hand, departments will continue to employ ethnic minorities, where appropriate, to meet specific operational needs. For example, in respect of services with interface with ethnic minority communities, departments may engage people proficient in ethnic minority languages for the relevant jobs.

Since late 2018, we have regularly disseminated information on civil service vacancies with relatively lower Chinese LPRs or lowered Chinese LPRs to the ethnic minorities through the Home Affairs Department's support service centres for ethnic minorities, which are operated by non-profit-making organisations. Since February 2019, we have also started disseminating such information to ethnic minority job seekers through the Labour Department's job centres located across the territory.

In the civil service recruitment process, bureaux/departments will continue to select suitable candidates on an objective basis by taking into account their ability, performance, character, and requisites set according to the job requirements. Race is not a relevant consideration. Given that neither job applicants nor serving civil servants are required to declare their ethnic origins, we do not possess the relevant statistical information.

The Civil Service Bureau and the departments concerned will deploy their existing resources to review Chinese LPRs and implement the aforesaid measures.

- End -

CONTROLLING OFFICER'S REPLY

CSB036

(Question Serial No. 1998)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): Not specified
Programme: (4) Civil Service Training and Development
Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)
Director of Bureau: Secretary for the Civil Service

Question:

The Matters Requiring Special Attention of the Civil Service Bureau (CSB) in 2019-20 include enriching the contents of the training resources on Cyber Learning Centre Plus (CLC Plus), enhancing the functionalities of the portal and promoting the use of e-learning mode in the civil service. But regarding the e-learning programmes, the number of learning resources in 2019 remains unchanged as compared to that of 2018 (2 450), and the expected number of page views and visits to CLC Plus remain unchanged as well. Please advise on the specific initiatives to enhance e-learning, and the performance indicators to assess the civil service e-learning programmes.

Asked by: Hon LIAO Cheung-kong, Martin (LegCo internal reference no.: 31)

Reply:

At present, the Cyber Learning Centre Plus ("CLC Plus") provides about 2 450 learning items which include web courses, videos clips, learning tips, book summaries and publications, guidelines and good practices and a number of theme-based portals. The contents of these learning resources cover leadership and management skills, language and communication skills, national affairs, the Basic Law and information technology, etc.

We will continue to update the contents on CLC Plus, including removing some outdated learning resources, and introducing new resources for replacement. For example, a new theme-based portal on "Innovation . Technology", and new theme pages on "Guangdong-Hong Kong-Macao Greater Bay Area" and "70th anniversary of the founding of the People's Republic of China" will be launched on CLC Plus in 2019.

We will promote CLC Plus through various measures, including conducting CLC Plus briefings for departments, implementing the "Learning Credit Scheme" to provide incentives for online learning, issuing e-newsletters regularly to promote various learning resources and organising multi-media learning activities (e.g. quizzes) to encourage the use of CLC Plus among civil servants.

- End -

CONTROLLING OFFICER'S REPLY**CSB037****(Question Serial No. 1999)**

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): Not specified

Programme: (4) Civil Service Training and Development

Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)

Director of Bureau: Secretary for the Civil Service

Question:

The provision for civil service training and development for 2019-20 is \$19.4 million (12.5%) higher than the revised estimate for 2018-19. This is mainly for the increase of 8 posts and a projected increase in training expenses on national studies and application of innovation and technology. Please advise on the details of the posts to be created, and the details of the contents, participants and effectiveness assessment of the innovation and technology training for civil servants.

Asked by: Hon LIAO Cheung-kong, Martin (LegCo internal reference no.: 32)

Reply:

Details of the anticipated increase of 8 posts in 2019-20 are as follows

Grade	Rank	Number
Training Officer	Chief Training Officer	1
	Senior Training Officer	2
	Training Officer I	3*
Clerical	Clerical Officer	1
	Clerical Assistant	1
Increase		8

* Including one time-limited post for 3 years

The additional posts are mainly for enhancing civil service training on innovation and application of technology, strengthening exchange with civil servants in the Mainland and other countries, and raising civil servants' awareness on cultural sensitivity and equal opportunity issues.

The Civil Service Bureau (CSB) will continue to enhance training on innovation and technology application for various levels of civil servants. Topics on innovation and technology applications will be incorporated into leadership development programmes,

overseas executive programmes, national studies programme, and thematic visits to the Mainland. We will also organise more innovation and technology related workshops, thematic seminars, visits and exchanges with practitioners, and enhance relevant e-learning resources in the Cyber Learning Centre Plus (CLC Plus). These training programmes will cover topics such as leadership and innovation, design thinking, smart city, artificial intelligence, open data, big data analytics, data privacy protection, using social media for promotion of public services, etc. We estimate that the number of civil servants who receive such training will gradually increase from about 2 000 in 2018 to about 4 000 by 2020.

CSB will also introduce a new “Special Citation Award on Application of Innovation and Technology” in the “Civil Service Outstanding Service Award Scheme 2019” to provide recognition and encouragement to departments and teams of civil servants with outstanding performance in such areas.

CSB collects trainees’ feedback on all its courses through questionnaire surveys and uses other methods such as meeting with training managers and trainees’ supervisors, and observation of trainees’ performance to understand the learning effectiveness of the courses.

- End -

CONTROLLING OFFICER'S REPLY

CSB038

(Question Serial No. 0205)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): Not specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)

Director of Bureau: Secretary for the Civil Service

Question:

According to the Financial Secretary, the civil service establishment will expand by 3 481 posts in this financial year, representing an increase of about 1.8%. In this regard, please advise on the following:

1. Among the additional civil service posts, what are the respective numbers and increases relating to construction and engineering professionals to be employed by the relevant government departments (including the Planning Department, Housing Department, Buildings Department, Civil Engineering and Development Department, Drainage Services Department, Water Supplies Department, Electrical and Mechanical Services Department, Transport Department, Highways Department and Environmental Protection Department)?
2. In view of the many problems associated with the site supervision and control system of some major public works projects and railway works projects in the recent two years that have aroused extensive concern in the community, will the Government conduct a review expeditiously and increase the relevant professional manpower in the bureaux and departments concerned to enhance the planning, implementation and monitoring standards of the various projects? If yes, what are the details; if no, what are the reasons?

Asked by: Hon LO Wai-kwok (LegCo internal reference no.: 17)

Reply:

1. Among the new civil service posts approved to be created in 2019-20 in the departments referred to in the question, there are 272 posts in the construction and relevant engineering professional grades (see Note for the relevant professional grades). Details are as follows:

Department	Number of new posts approved	Percentage of the existing establishment of the relevant professional grades
Planning Department	10	3.3%
Housing Department	26	2.3%
Buildings Department	20	3.0%
Civil Engineering and Development Department	40	5.6%
Drainage Services Department	17	4.9%
Water Supplies Department	5	1.4%
Electrical and Mechanical Services Department	39	8.1%
Transport Department	16	7.3%
Highways Department	39	6.2%
Environmental Protection Department	60	9.4%
Total	272	5.0%

Note: The relevant professional grades refer to Architect, Building Services Engineer, Building Surveyor, Electrical and Mechanical Engineer, Electrical Engineer, Electronics Engineer, Engineer, Estate Surveyor, Geotechnical Engineer, Land Surveyor, Landscape Architect, Maintenance Surveyor, Mechanical Engineer, Planning Officer, Quantity Surveyor, Shift Charge Engineer, Structural Engineer, Town Planner, Cartographer, Chemist, Environmental Protection Officer and Waterworks Chemist.

2. The Government has all along been attaching much importance to the quality of works for major public works projects. Having regard to the different stages, development and situation of the works projects, the Government would provide relevant departments with manpower of suitable professional grades to enhance the monitoring on project implementation, so as to ensure that the works projects meet the quality and statutory requirements.

- End -

CONTROLLING OFFICER'S REPLY

CSB039

(Question Serial No. 2355)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): Not specified

Programme: (3) Translation and Interpretation Services and Use of Official Languages

Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)

Director of Bureau: Secretary for the Civil Service

Question:

Regarding the use of official languages, the main responsibilities of the Civil Service Bureau (CSB) include the following:

- “ • advise civil servants on the use of the two official languages and vet drafts in Chinese and English;
- advise bureaux and departments on the use of official languages in the civil service. This includes giving advice on language usage and providing input into language training programmes; and
 - facilitate the effective use of both official languages within the civil service by providing a wide range of support services. These include operating telephone hotlines to answer enquiries on language usage; compiling reference materials such as writing aids and electronic glossaries [...]” Please inform this Committee of the following:
1. What are the principles governing the use of official languages by the Government?
 2. What was the expenditure involved in compiling writing aids and electronic glossaries in the past 5 years? Have any other reference materials been compiled? Please provide the details and expenditure involved.
 3. Please provide copies of the reference materials such as writing aids and electronic glossaries for information.
 4. What measures has the Government implemented to enhance the Chinese and English proficiency of civil servants over the past 3 years? What are the Government's plans to enhance the Chinese and English proficiency of civil servants in the coming year? What is the expenditure involved?
 5. There are views in the community that with respect to the use of Chinese by the Government, Mainland terms are now more frequently used. What is CSB's response to this? Will the existing policy be reviewed?

Asked by: Hon Claudia MO (LegCo internal reference no.: 16)

Reply:

1. Regarding the use of official languages, it is the Government's policy that important documents meant for the public, such as reports, consultation papers and notices, should be issued in both Chinese and English, while correspondence with members of the public should be in the language used by the recipients.
2. As the compilation of writing aids and electronic glossaries is undertaken with in-house resources rather than funded on a project basis, it is impracticable to work out the expenditure on this item. In the past 5 years, apart from updating the electronic glossaries from time to time to incorporate the latest terms, we have also provided reference materials for civil servants in response to their operational needs (e.g. drafting Chinese apothegms) or problems they encountered in using the official languages (e.g. formats of government documents and usage of words and expressions). We are now revising the *Guidebooks on Official Chinese Writing* and the new version will be released by batches starting from this year.
3. The *Guidebooks* are too long to be attached to this reply. The CD-ROM version of the *Guidebooks* is available for sale at the online Government Bookstore (<https://www.gov.hk/en/residents/government/publication/publication/bookstore.htm>) and the Publications Sales Unit of the Information Services Department. We know that the CD-ROMs are also available for use at the Legislative Council Library. As for the electronic glossaries, they can be searched online at the Civil Service Bureau website (https://www.csb.gov.hk/hkgcsb/glossary/glossary_en.php).
4. CSB helps civil servants enhance their Chinese and English proficiency mainly through the efforts of its Official Languages Division and Civil Service Training and Development Institute. Over the past 3 years, we offered various Chinese, English and Putonghua training programmes for civil servants. These programmes covered language skills required for general office work, including writing replies to complaints, English conversation for customer service and answering telephone calls in Putonghua. As for other initiatives, in addition to the support services mentioned in the question, we published *Word Power*, a quarterly publication on Chinese and English languages and cultures. In the coming year, we will continue to enhance the Chinese and English proficiency of civil servants through training and support services. For training, we will continue to organise language training programmes and thematic talks for civil servants and update e-learning resources. The estimated expenditure is about \$5.7 million. As for support services, we will continue to deploy in-house resources to provide various support services and organise related activities.
5. As communication and exchanges between Hong Kong and the Mainland increase, it is not surprising to see mutual influences between the two places in respect of daily vocabulary and linguistic habits. In communicating with the public, it is essential for the Government to get its message across clearly and accurately. To this end, terms should be properly chosen in the light of the target recipients and the occasion. Since civil servants generally follow this principle in drafting official documents, we currently have no plans to lay down rules in this regard.

- End -

CONTROLLING OFFICER'S REPLY

CSB040

(Question Serial No. 2378)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): Not specified
Programme: Not specified
Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)
Director of Bureau: Secretary for the Civil Service

Question:

The Chief Executive stated in the Policy Address released in October 2017 that the Government will review the entry requirements relating to Chinese proficiency for all the grades of the civil service, with a view to increasing government job opportunities for ethnic minorities.

Will the government inform this Council of:

- (a) the detailed list of all (53) civil service grades or posts for which the Chinese language requirement has been adjusted since 2010, by department/bureau/office, title/rank, grades (e.g. degree/professional), when the requirement was adjusted and from which level of written and spoken Chinese to which level was it adjusted; and the changes in related expenses.
- (b) the number of non-ethnic Chinese or non-Chinese speaking applicants and the number of applicants employed for each of the posts in (a) since the Chinese language requirement was adjusted;
- (c) the detailed list of all civil service grades or posts for which CRE Chinese level 2 or CRE Chinese Level 1 is not required by department/bureau/office;
- (d) the number of civil service employees without CRE Chinese qualifications and those who are non-ethnic Chinese or non-Chinese speakers;
- (e) the detailed list of all civil service grades or posts for which alternative Chinese language qualifications (e.g. the GCSE (Chinese)) are accepted;
- (f) the detailed list of all civil service grades or posts for which Applied Learning Chinese (for non-Chinese speaking students) qualifications are accepted;
- (g) the number or applications for Government jobs by non-ethnic Chinese or non-Chinese speaking applicants received in each of the year from 2010 to 2018 with a breakdown by department/bureau, civil service grades or posts, job nature;
- (h) the number of non-ethnic Chinese or non-Chinese speaking civil servants recruited in each of the year from 2010 to 2018 disaggregated by ethnicity (if not available, why) and breakdown by department/bureau, civils service grades or posts, job nature;

- (i) the details of Chinese language training programmes and support services tailored made for non-ethnic Chinese including the type of programmes and services, frequency, the funds spent or allocated and the number of participants, held from 2010 to 2018;
- (j) the numbers of non-ethnic Chinese civil servants working at the Hong Kong Police Force, the Correctional Services Department, the Fire Services Department, the Immigration Department, the Customs and Excises Department and any other government bureau/departments/offices respectively, disaggregated by the period in which they are recruited (before 1st July, 1997, from 1st July, 1997 to 2003, from 2004 to 2006 and each of the years from 2007 to 2018);
- (k) The average salary of all Chinese civil servants working at each of the Departments mentioned in (j) and the average salary of all non-ethnic Chinese civil servants working at each of these Departments;
- (l) The numbers of non-ethnic Chinese non-civil service contract staff members working at the Hong Kong Police Force, the Correctional Services Department, the Fire Services Department, the Immigration Department, the Customs and Excises Department and any other government bureau/departments/office, disaggregated by the period in which they are recruited (before 1st July, 1997, from 1st July, 1997 to 2003, from 2004 to 2006 and each of the years from 2007 to 2018);
- (m) The average salary of all Chinese non-civil servants working at each of the Departments mentioned in (l) and the average salary of all non-Chinese non-civil service contract staff members working at each of these Departments; and
- (n) The total number of civil servants in Hong Kong.
- (o) If the Government is unable to disaggregate data by ethnicities because it does not require its staff to declare their ethnic origins, will the Government conduct a survey on the ethnic backgrounds and pay scale of its staff to be presented to this Council to ensure ethnic minorities are proportionately represented in all ranks and departments in the civil service body?

Asked by: Hon MO Claudia (LegCo internal reference no.: 41)

Reply:

- (a) The Government has continued to implement suitable measures to ensure that ethnic minorities, like other applicants, have equal access to job opportunities in the Government.

On the one hand, we note that Chinese language proficiency is a major hurdle for ethnic minorities in applying for government jobs. It is the Government's policy to ensure the Chinese language proficiency requirements (LPRs) set for all the grades of the civil service are no more than necessary for performance of the job, so that ethnic minorities, like other applicants, have equal access to government job opportunities. The Civil Service Bureau completed in February 2018 a comprehensive review on the entry requirements relating to Chinese language proficiency for all the civil service grades, increasing the total number of grades that have lowered their Chinese LPRs from 31 to 53. Departments will keep

reviewing the Chinese LPRs of all civil service grades on the basis of maintaining satisfactory performance of duties. On the other hand, departments will continue to employ ethnic minorities, where appropriate, to meet specific operational needs. For example, in respect of services with interface with ethnic minority communities, departments may engage people proficient in ethnic minority languages for the relevant jobs.

The 53 grades that have lowered/will lower Chinese LPRs since 2010 can be summarised as follows –

- (i) 18 grades belong to degree/professional grades. For example, Analyst/Programmer and Treasury Accountant have lowered the Chinese LPRs from Level 2 result of the Use of Chinese paper of the Common Recruitment Examination (CRE) to Level 1 result.
 - (ii) For the other 35 grades, the Heads of Department/Grade concerned, after reviewing the prevailing job requirements, have lowered/will lower the Chinese LPRs of the grades concerned correspondingly. For example, some grades involve technical, operative or other duties, including Laboratory Attendant in Government Laboratory, Agriculture, Fisheries and Conservation Department and Food and Environmental Hygiene Department which will lower the Chinese LPRs from Secondary 3 level to Primary 6 level; Chainman in Civil Engineering and Development Department and Housing Department which have required written proficiency in simple Chinese in place of the previously adopted Primary 6 level; and Pilot in Government Flying Service which has removed the Chinese LPRs while maintaining only the English LPRs.
- (c) The LPRs of degree/professional grades are normally set at Level 2 or Level 1 result in the two language papers (viz. Use of Chinese and Use of English) in CRE, or equivalent. Apart from the degree/professional grades, other grades do not require CRE results as one of the entry requirements.
- (e&f) The Government accepts Chinese language results of specified non-local public examinations in addition to local qualifications as meeting LPRs for civil service recruitment. Specifically, Chinese language results in the United Kingdom International General Certificate of Secondary Education (IGCSE)/General Certificate of Secondary Education (GCSE)/General Certificate of Education (GCE) ‘Ordinary’ (‘O’) Level and GCE ‘Advanced’/‘Advanced Subsidiary’ (‘A’/‘AS’) Levels are accepted. With the introduction of the Applied Learning Chinese (for non-Chinese speaking students) subject by the Education Bureau in the 2014-15 school year, CSB has promulgated guidelines on the acceptance arrangement for this subject. All departments should follow the above acceptance arrangement.
- (i) Civil Service Training and Development Institute (CSTDI) organised two classes of the Introductory Course on Chinese Official Writing for non-ethnic Chinese (NEC) civil servants in 2014 and 2015. Course contents included common Chinese expressions used by the Government and their departments, basic writing skills and

format of Chinese official correspondence. A total of 15 NEC civil servants attended these classes. CSTDI also regularly provides different types of Chinese language training, including courses at introductory and advanced levels, thematic seminars and e-learning resources. Both Chinese and NEC civil servants may participate in these programmes according to their needs. As the Chinese language training for NEC civil servants was provided through deployment of in-house resources, we do not have breakdown on the expenditure incurred.

Other parts of the question (i.e. (b), (d), (g), (h), (j), (k), (l), (m), (n) and (o))

The Government currently employs about 170 000 civil servants and around 10 000 full-time Non-civil Service Contract staff ^(Note). Given that neither job applicants nor serving civil servants are required to declare their ethnic origins, we do not possess the relevant statistical information.

In the recruitment process, B/Ds will continue to select suitable candidates on an objective basis by taking into account their ability, performance, character, and requisites set according to the job requirements (including LPRs). Race is not a relevant consideration and this principle also applies in determining employees' salary levels and in considering promotion (if applicable).

(Note : The number of Non-civil Service Contract staff is the statistics as at 30 June 2018. "Full-time" employment means employment under a "continuous contract" as defined by the Employment Ordinance. According to the Ordinance, an employee is regarded as being employed under a continuous contract if he or she works continuously for the same employer for four weeks or more, with at least 18 hours in each week.)

The Government all along has not required serving civil servants or applicants for civil service jobs to declare their ethnic origins. To gain an appreciation of the composition of the civil service by racial groups, CSB conducted surveys in 2011 and 2013 on an anonymous and voluntary basis on the racial profile of the civil service. Given that the surveys were conducted on an anonymous and voluntary basis, the practical value of statistics collected face certain limitations. Hence, conducting such surveys cannot fully reflect the employment profile of NEC in the civil service.

Given that CSB has just completed in early 2018 the comprehensive review of the Chinese LPRs of civil service posts and the grades which have lowered Chinese LPRs after review will subsequently conduct recruitment exercises when vacancies arise, we will keep in view the recruitment situation of the relevant grades before assessing the way forward.

- End -

CONTROLLING OFFICER'S REPLY

CSB041

(Question Serial No. 1779)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): Not specified
Programme: (4) Civil Service Training and Development
Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)
Director of Bureau: Secretary for the Civil Service

Question:

Given that online application is not accepted under the Caring and Sharing Scheme and that confusion has been caused by the application arrangement, the public is dissatisfied with the Government for not making good use of innovation and technology to enhance its administrative workflow, as well as its failure to take into account users' needs. With regard to training civil servants to enhance their knowledge and ability in the use of innovation and technology, please advise on:

- (1) the number, contents, speakers and number of participants of courses on innovation and technology knowledge and digital skills provided for civil servants in 2018-19, and the expenditure involved;
- (2) the percentage of civil servants who received training on innovation and technology for more than 1 hour, 3 hours and 5 hours respectively in 2018-19, as compared with the overall size of the civil service; and
- (3) whether strategies will be formulated in 2019-20 to enhance the ability of the civil service in using information and communications technology so as to facilitate introduction of policies and public services, such as designing short-term courses on artificial intelligence, data analysis and design thinking required by public officers in discharging their work by following the example of the GDS Academy of the UK government.

Asked by: Hon MOK Charles Peter (LegCo internal reference no.: 14)

Reply:

The Civil Service Training and Development Institute (CSTDI) under the Civil Service Bureau will continue to enhance training on innovation and technology (IT) application for various levels of civil servants. In 2018-19, we organised about 60 related training courses, including incorporating topics on IT applications into leadership development programmes, overseas executive programmes, national studies programme, and thematic visits to the Mainland; organizing more IT related workshops, thematic seminars, visits and

exchanges with practitioners; and enhancing relevant e-learning resources in the Cyber Learning Centre Plus (CLC Plus). The related training programmes covered leadership and innovation, design thinking, smart city, artificial intelligence, open data, data privacy protection, using social media for promotion of public services, etc. In 2018, about 2 000 civil servants participated in these training courses organised by CSTDI.

In addition, individual bureaux/departments (B/Ds) provided IT training for about 43 000 officers in 2018-19 to meet their operation needs which include training on innovative design, trends of new technology applications, big data analytics, information technology project management and security, etc. B/Ds determined the duration of such courses based on the training subject and their actual learning needs. We did not collect the statistics and costing information of these courses.

In 2019-20, CSTDI will continue to enhance the above-mentioned IT training for civil servants. For example, we will enhance the training for directorate officers and senior managers on recognizing the potentials of new technology and devising strategy for service innovation. For middle and junior managers, we will strengthen the training on practical knowledge and techniques required for implementing service innovation and managing digital services. We will also enhance the e-learning resources in the CLC Plus to help civil servants acquire knowledge and techniques for the new digital era. We will include topics on the promotion of IT development in Mainland cities into the national studies programmes held in the Mainland. We will also organise thematic visits to cities of the Guangdong-Hong Kong-Macao Great Bay Area to facilitate civil servants to share experience with experts and practitioners on IT development.

- End -

CONTROLLING OFFICER'S REPLY

CSB042

(Question Serial No. 0417)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): Not specified
Programme: (2) Human Resource Management
Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)
Director of Bureau: Secretary for the Civil Service

Question:

Regarding non-civil service contract (NCSC) staff, please advise this Committee on the following:

- (a) the latest figure of NCSC staff employed by various departments, broken down by rank (high, middle and low by reference to the Master Pay Scale of civil servants) and by length of continuous service (less than 5 years, 5 to 10 years, and over 10 years); and
- (b) the number and the percentage of NCSC staff successfully converted to civil servants in various departments in the past 2 years (2017-18 and 2018-19) and in the estimate for 2019-20.

Asked by: Hon POON Siu-ping (LegCo internal reference no.: 29)

Reply:

- (a&b) As at 30 June 2018, there were 9 773 full-time^(Note 1) NCSC staff employed by bureaux/departments (B/Ds). We do not collect information on the breakdown by salary band of the relevant positions as mentioned in the question. Nevertheless, according to the statistical information provided by B/Ds on the salary range, about 45% of NCSC staff received monthly pay between \$8,000 and \$15,999, 33% received monthly pay between \$16,000 and \$29,999, and 18% received monthly pay of \$30,000 or above. Details are set out at **Annex A**. The breakdown of the number of full-time NCSC staff by B/Ds and length of continuous service^(Note 2) as at 30 June 2018 is set out at **Annex B**.

It is the Government's policy to select the most suitable persons to fill civil service vacancies through an open, fair and competitive process. Serving NCSC staff may apply for civil service posts through an open recruitment process if they are interested. Since relevant working experience is in general one of the factors considered in the recruitment of civil servants, NCSC staff who meet the basic entry requirements of civil service ranks should generally enjoy a competitive edge over

other applicants in the recruitment process because of their working experience in the Government. During the periods from September 2016 to August 2017, and from September 2017 to August 2018, for those qualified serving NCSC applicants performing comparable duties to the rank under recruitment, the number of applicants successfully appointed as civil servants were about 630 and 560 respectively, and the success rates of appointment as civil servants were 8% and 26% respectively, which were higher than the corresponding success rates of other applicants during the same periods (3% for both years). In 2019-20, the number of civil servants to be recruited by B/Ds would depend on service needs. Relevant information is not available at this stage.

- Note 1: “Full-time” employment means employment under a “continuous contract” as defined by the Employment Ordinance. According to the Ordinance, an employee is regarded as being employed under a continuous contract if he or she works continuously for the same employer for four weeks or more, with at least 18 hours in each week.
- Note 2: “Continuous service” refers to employment in the same NCSC position, as well as employment in different NCSC positions of the same department without a break in service.

**Breakdown of full-time non-civil service contract (NCSC) staff
by salary range
(position as at 30 June 2018)**

Monthly salary	No. of NCSC staff (and percentage to total)	
\$30,000 or above	1 777	(18.2%)
\$16,000 – \$29,999	3 217	(32.9%)
\$8,000 – \$15,999	4 407	(45.1%)
Below \$8,000	372	(3.8%)
Total	9 773	(100%)

**Breakdown of full-time non-civil service contract (NCSC) staff
by years of continuous service
(position as at 30 June 2018)**

Bureau / Department / Office	No. of NCSC staff			Total
	with less than five years of continuous service	with five years to less than ten years of continuous service	with ten years or more of continuous service	
Agriculture, Fisheries and Conservation Department	121	13	10	144
Architectural Services Department	33	-	-	33
Buildings Department	48	32	15	95
Census and Statistics Department	130	2	-	132
Chief Executive's Office	5	1	-	6
Chief Secretary and Financial Secretary's Offices	27	4	-	31
Civil Aviation Department	5	1	-	6
Civil Engineering and Development Department	28	8	5	41
Civil Service Bureau	1	-	-	1
Commerce and Economic Development Bureau	17	13	4	34
Companies Registry	102	5	1	108
Constitutional and Mainland Affairs Bureau	5	-	-	5
Correctional Services Department	5	-	-	5
Customs and Excise Department	7	2	-	9

Bureau / Department / Office	No. of NCSC staff			Total
	with less than five years of continuous service	with five years to less than ten years of continuous service	with ten years or more of continuous service	
Department of Health	68	123	172	363
Department of Justice	52	7	-	59
Development Bureau	36	9	1	46
Drainage Services Department	63	15	4	82
Education Bureau	988	125	66	1 179
Efficiency Office	299	69	79	447
Electrical and Mechanical Services Department	215	220	277	712
Environment Bureau	3	1	-	4
Environmental Protection Department	62	6	-	68
Financial Services and the Treasury Bureau	6	-	-	6
Fire Services Department	27	1	6	34
Food and Environmental Hygiene Department	122	21	17	160
Food and Health Bureau	9	5	-	14
Government Flying Service	4	2	1	7
Government Laboratory	6	4	2	12
Government Logistics Department	18	8	7	33
Government Property Agency	1	-	-	1

Bureau / Department / Office	No. of NCSC staff			Total
	with less than five years of continuous service	with five years to less than ten years of continuous service	with ten years or more of continuous service	
Highways Department	60	4	2	66
Home Affairs Bureau	12	10	2	24
Home Affairs Department	500	61	19	580
Hong Kong Observatory	19	-	-	19
Hong Kong Police Force	25	1	1	27
Hongkong Post	737	230	813	1 780
Immigration Department	14	6	18	38
Information Services Department	16	4	5	25
Inland Revenue Department	153	5	10	168
Innovation and Technology Bureau	1	-	-	1
Innovation and Technology Commission	29	6	7	42
Intellectual Property Department	14	2	2	18
Invest Hong Kong	22	11	33	66
Judiciary	81	14	13	108
Labour and Welfare Bureau	17	7	-	24
Labour Department	17	22	29	68
Land Registry	43	12	32	87

Bureau / Department / Office	No. of NCSC staff			Total
	with less than five years of continuous service	with five years to less than ten years of continuous service	with ten years or more of continuous service	
Lands Department	138	6	-	144
Legal Aid Department	2	-	-	2
Leisure and Cultural Services Department	876	90	199	1 165
Marine Department	7	-	-	7
Office of the Communications Authority	72	27	29	128
Office of the Government Chief Information Officer	4	-	-	4
Official Receiver's Office	27	4	3	34
Planning Department	19	8	1	28
Radio Television Hong Kong	118	37	25	180
Rating and Valuation Department	19	5	1	25
Registration and Electoral Office	296	4	9	309
Security Bureau	39	5	1	45
Social Welfare Department	54	7	1	62
Trade and Industry Department	20	27	1	48
Transport and Housing Bureau	10	-	-	10
Transport Department	39	8	4	51
Treasury	6	2	-	8

Bureau / Department / Office	No. of NCSC staff			Total
	with less than five years of continuous service	with five years to less than ten years of continuous service	with ten years or more of continuous service	
University Grants Committee Secretariat	16	5	2	23
Water Supplies Department	17	16	28	61
Working Family and Student Financial Assistance Agency	317	37	67	421
Total	6 369	1 380	2 024	9 773

- End -

CONTROLLING OFFICER'S REPLY

CSB043

(Question Serial No. 1663)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): Not specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)

Director of Bureau: Secretary for the Civil Service

Question:

Regarding the number of civil service retirees and the various flexible measures for extending the service of civil servants, please advise on the following:

1. the projected numbers of retirees in various government departments in the coming 5 years and, among which, the numbers of those under the New Pension Scheme and the Old Pension Scheme respectively, broken down by civil service rank (high, middle and low);
2. figures relating to the flexible measures for extending the service of civil servants in various government departments in 2018-19 (broken down by department and rank (high, middle and low)), including:
 - (a) the actual numbers of contract staff employed under the Post-retirement Service Contract Scheme, their contract period or time limit;
 - (b) the numbers of applicants for final extension of service for 120 days and the application results;
 - (c) the latest actual numbers of applicants under the mechanism for further employment beyond retirement age and, among which, the numbers of cases where selection process has commenced; and
 - (d) in connection with the various measures mentioned above, how many categories of reasons for unsuccessful applications are there? What are the numbers of applicants in each category?

Asked by: Hon POON Siu-ping (LegCo internal reference no.: 30)

Reply:

1. Based on the information available to the Civil Service Bureau (CSB), it is estimated that the annual average number of officers who will reach normal retirement age will be around 6 400 for the five-year period from 2018-19 to 2022-23, and out of them, about 5 500 and 300 are under the New Pension Scheme and the Old Pension Scheme

respectively. The remaining civil servants are under other terms of appointment. CSB does not have a breakdown of the detailed information by ranks and departments.

2. As at 30 June 2018, bureaux/departments (B/Ds) employed a total of 1 978 full-time^(Note) post-retirement service contract (PRSC) staff with 8 004 applications received. A breakdown of the number of PRSC staff and the corresponding number of applications by B/Ds is set out at **Annex A**. Positions under the PRSC scheme are all non-directorate positions and CSB does not collect detailed information on the rank of these positions. Under the scheme, the contract duration would not exceed three years at the maximum and, for about 97% of the PRSC staff, the contract duration is of one year or less. B/Ds are all along based on the well-established principle of merit to offer employment to suitable candidates taking into account the number of PRSC positions as well as candidates' relevant qualification and experience.

Note: "Full-time" employment means employment under a "continuous contract" as defined by the Employment Ordinance. According to the Ordinance, an employee is regarded as being employed under a continuous contract if he or she works continuously for the same employer for four weeks or more, with at least 18 hours in each week.

The revised arrangements for processing applications for final extension of service, including raising the maximum period from 90 days to 120 days and suitably relaxing the approval criteria, have taken effect since 25 February 2016. In considering an application, approval criteria include satisfactory performance, conduct and physical fitness of the officer concerned, and no undue promotion blockage. There should also be genuine and operational needs, need to retain valuable experience/expertise or to facilitate succession planning. As at 24 February 2019, i.e. three years after implementation of the revised arrangements, 8 725 applications were received by B/Ds, of which 8 179 applications (94%) had been processed. Among the processed applications, 6 318 applications were approved (approval rate of 77%). A breakdown of the number by B/Ds is set out at **Annex B**. A breakdown of the number by salary groups is as follows –

Salary Group	Number of applications received	Number of applications processed and approved
Ranks with maximum pay point above Master Pay Scale Point (MPS Pt.) 33, or equivalent	1 417	1 124
Ranks with maximum pay point at or below MPS Pt. 33, or equivalent	7 308	5 194
Total	8 725	6 318

As regards further employment for a longer duration (FE) than final extension of service, the adjusted mechanism was implemented on 1 June 2017. Under the adjusted FE mechanism, the relevant Head of Department/Head of Grade should determine whether there is a need for FE in a rank under his purview and the number

of FE vacancies by taking into account relevant factors (including overall manpower situation, genuine and operational needs, need to retain valuable experience/expertise and to facilitate succession planning) and other objective data. If there is a need for FE, applications would be invited from officers in the rank concerned who will reach retirement age within the specified period. In considering whether to approve the applications, the department/grade concerned should assess the applications received having regard to the number of FE vacancies, the applicants' relevant qualification and experience, and factors like their performance, conduct and physical fitness. As at February 2019, 64 FE selection exercises were completed, involving 2 008 applications, of which 1 595 applications were approved. A breakdown of the number by B/Ds is set out at **Annex C**. A breakdown of the number by salary groups is as follows –

Salary Group	Number of selection exercises completed	Number of applications	Number of applications approved
Ranks with maximum pay point above MPS Pt. 33, or equivalent	31	156	132
Ranks with maximum pay point at or below MPS Pt. 33, or equivalent	33	1 852	1 463
Total	64	2 008	1 595

Breakdown of full-time Post-retirement Service Contract (PRSC) staff and applications involved by Bureaux/Departments/Offices (position as at 30 June 2018)

Bureau / Department / Office	Number of full-time PRSC staff	Number of applications involved
Agriculture, Fisheries and Conservation Department	116	266
Architectural Services Department	20	53
Auxiliary Medical Service	1	1
Buildings Department	12	36
Civil Aid Service	2	2
Civil Aviation Department	24	95
Civil Engineering and Development Department	27	129
Civil Service Bureau	9	82
Commerce and Economic Development Bureau	10	64
Companies Registry	7	16
Constitutional and Mainland Affairs Bureau	2	3
Correctional Services Department	114	254
Customs and Excise Department	151	416
Department of Health	38	149
Department of Justice	14	20
Development Bureau	23	69
Drainage Services Department	38	114
Education Bureau	20	70
Electrical and Mechanical Services Department	162	547
Environment Bureau / Environmental Protection Department	83	425
Financial Services and the Treasury Bureau	2	3

Bureau / Department / Office	Number of full-time PRSC staff	Number of applications involved
Fire Services Department	89	529
Food and Environmental Hygiene Department	129	236
Food and Health Bureau	1	1
Government Flying Service	19	28
Government Laboratory	1	4
Government Logistics Department	2	5
Government Property Agency	2	2
Highways Department	29	140
Home Affairs Bureau	4	4
Home Affairs Department	4	11
Hong Kong Observatory	2	29
Hong Kong Police Force	30	105
Hongkong Post	15	21
Immigration Department	56	264
Information Services Department	2	3
Innovation and Technology Bureau	2	4
Innovation and Technology Commission	1	1
Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service	1	2
Judiciary	29	119
Labour Department	37	284
Land Registry	9	41
Lands Department	68	278
Legal Aid Department	5	11
Leisure and Cultural Services Department	103	527
Marine Department	33	61
Office of the Communications Authority	3	3

Bureau / Department / Office	Number of full-time PRSC staff	Number of applications involved
Office of the Government Chief Information Officer	3	7
Official Receiver's Office	20	40
Planning Department	9	52
Radio Television Hong Kong	2	162
Rating and Valuation Department	3	4
Registration and Electoral Office	1	1
Security Bureau	7	42
Social Welfare Department	93	390
Transport and Housing Bureau	7	29
Transport Department	29	44
Treasury	1	1
University Grants Committee Secretariat	4	14
Water Supplies Department	227	813
Working Family and Student Financial Assistance Agency	21	878
Total	1 978	8 004

Applications for final extension of service

Bureau / Department / Office	Number of applications (25 February 2016 – 24 February 2019)	
	Received	Processed and Approved
Agriculture, Fisheries and Conservation Department	131	121
Architectural Services Department	37	6
Audit Commission	4	3
Auxiliary Medical Service	3	2
Buildings Department	73	72
Census and Statistics Department	18	4
Chief Secretary for Administration's Office and Financial Secretary's Office	1	0
Civil Aid Service	6	4
Civil Aviation Department	10	7
Civil Engineering and Development Department	154	127
Civil Service Bureau	1 124	978
Commerce and Economic Development Bureau	2	2
Companies Registry	2	2
Correctional Services Department	124	42
Customs and Excise Department	281	125
Department of Health	186	154
Department of Justice	11	11
Development Bureau	9	8
Drainage Services Department	58	47
Education Bureau	139	110
Efficiency Office	4	2

Bureau / Department / Office	Number of applications (25 February 2016 – 24 February 2019)	
	Received	Processed and Approved
Electrical and Mechanical Services Department	59	2
Environmental Protection Department	75	57
Financial Services and the Treasury Bureau	1	1
Fire Services Department	493	431
Food and Environmental Hygiene Department	1 003	618
Government Flying Service	17	17
Government Laboratory	6	5
Government Logistics Department	300	220
Highways Department	120	89
Home Affairs Department	14	12
Hong Kong Monetary Authority	2	2
Hong Kong Observatory	5	5
Hong Kong Police Force	1 657	1 164
Hongkong Post	307	223
Housing Department	519	441
Immigration Department	408	322
Information Services Department	6	6
Inland Revenue Department	24	20
Innovation and Technology Commission	5	5
Invest Hong Kong	1	1
Judiciary	33	33
Labour Department	10	2
Land Registry	3	1
Lands Department	174	110

Bureau / Department / Office	Number of applications (25 February 2016 – 24 February 2019)	
	Received	Processed and Approved
Legal Aid Department	7	6
Leisure and Cultural Services Department	436	291
Marine Department	108	79
Office of the Communications Authority	3	1
Office of the Government Chief Information Officer	31	20
Planning Department	14	9
Radio Television Hong Kong	3	3
Rating and Valuation Department	12	4
Security Bureau	1	1
Social Welfare Department	113	43
Transport and Housing Bureau	1	1
Transport Department	11	1
Treasury	19	19
Water Supplies Department	347	226
Total	8 725	6 318

**Completed further employment selection exercises
(as at February 2019)**

Bureau / Department	Number of selection exercises completed	Number of applications	Number of applications approved
Audit Commission	1	1	1
Census and Statistics Department	1	1	1
Civil Aviation Department	1	1	1
Correctional Services Department	2	3	3
Department of Health	1	3	3
Department of Justice	1	1	1
Education Bureau	21	61	57
Fire Services Department	4	108	100
Food and Environmental Hygiene Department	5	21	15
General Grades Office	4	440	416
Government Logistics Department	3	301	175
Hong Kong Police Force	6	809	576
Hongkong Post	1	1	1
Immigration Department	3	5	4
Leisure and Cultural Services Department	1	84	78
Marine Department	3	6	6
Rating and Valuation Department	1	1	1
Transport Department	1	1	1
Water Supplies Department	4	160	155
Total	64	2 008	1 595

- End -

CONTROLLING OFFICER'S REPLY

CSB044

(Question Serial No. 1664)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): Not specified
Programme: (2) Human Resource Management
Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)
Director of Bureau: Secretary for the Civil Service

Question:

With regard to the five-day work week (FDWW) implemented since 2006, would the Bureau provide the following information, broken down by department:

- (a) the number and percentage of civil servants working on the FDWW pattern in various government departments as at 2018, broken down by grade;
- (b) the percentage of increase in the past 3 years;
- (c) how deduction of leave will be calculated for civil servants taking leave of more than 6 days; and
- (d) what plan the Bureau has to encourage more departments to implement the FDWW pattern in the coming year?

Asked by: Hon POON Siu-ping (LegCo internal reference no.: 31)

Reply:

- (a&b) The Civil Service Bureau (CSB) conducts biennial surveys on the implementation of five-day week in bureaux and departments. According to the results of the last two surveys, as at 30 September 2018 and 30 September 2016, there were around 123 500 and 115 500 civil servants working on a five-day week pattern, representing about 75% and 73% of the total number of civil servants at the time respectively.

The overall position of the implementation of five-day week varies across bureaux and departments. Whether individual civil servants of different grades could work on a five-day week pattern depends on the operational needs of their respective departments and positions. CSB has not compiled statistics on the implementation of five-day week for individual grades.

- (c) The leave deduction arrangements of civil servants are stipulated in the Civil Service Regulations (CSRs). Under general circumstances, vacation leave of 12 working days or less taken by civil servants are calculated on a working day basis and counted on a one-to-one basis (i.e. one day of vacation leave is deducted for absence of one working day). For civil servants on special shift duty patterns due to operational needs, the above vacation leave calculation may not be applicable. The departments concerned will devise appropriate leave deduction arrangements which are in compliance with the principles of the relevant CSRs. Other types of leave or vacation leave of more than 12 working days shall be handled in accordance with the principles stipulated in the CSRs and the arrangements devised by individual departments for their staff.
- (d) Whether individual bureaux and departments can implement five-day week depends on whether they can comply with the four relevant basic principles of no additional staffing resources, no reduction in the conditioned hours of service of individual staff, no reduction in emergency services and continued provision of some essential counter services on Saturdays/Sundays. CSB will continue to encourage departments that have not fully migrated to a five-day week pattern to explore possible ways to enable more staff to work on a five-day week pattern in compliance with the aforementioned principles, and to allow staff to rotate to five-day week posts where appropriate. CSB also welcomes the staff side to maintain dialogue with the departmental management and put forth proposals for migration to five-day week.

- End -

CONTROLLING OFFICER'S REPLY

CSB045

(Question Serial No. 2232)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): Not specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)

Director of Bureau: Secretary for the Civil Service

Question:

It is stated under Matters Requiring Special Attention in 2019-20 that the Government will provide support to the Standing Committee on Disciplined Services Salaries and Conditions of Service for the conduct of the Grade Structure Review for the disciplined services grades. In this connection, please inform this Committee of the following:

1. when the Grade Structure Review is expected to be completed;
2. whether unions and associations of the Disciplined Services have been duly consulted. If yes, what is the number of consultation? If no, what are the reasons?
3. the staff establishment and expenditure involved in the Grade Structure Review.

Asked by: Hon QUAT Elizabeth (LegCo internal reference no.: 161)

Reply:

- 1 & 2. The Standing Committee on Disciplined Services Salaries and Conditions of Service (SCDS) has accepted the Government's invitation to conduct a grade structure review for the disciplined services grades. At the same time, the Standing Committee on Directorate Salaries and Conditions of Service (SDCS) has also agreed to advise on the salaries and conditions of service of the heads of the disciplined services. The SCDS and SDCS have commenced work, including meeting the management and the staff side representatives of the disciplined services and inviting them to submit proposals. In the course of the review, the two advisory bodies will maintain communication with the management and the staff side of the disciplined services. They will thoroughly consider proposals submitted by the management and the staff side and listen to stakeholders' views. It is expected that the review will take around 18 months for completion by around mid-2020.
3. We have provided additional resources to the Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service to support

the conduct of the review by the SCDS and SDCS. These additional resources cover the provision of about \$13 million in 2019-20 for creating ten time-limited posts and other general departmental expenses.

- End -

CONTROLLING OFFICER'S REPLY

CSB046

(Question Serial No. 2794)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): Not specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)

Director of Bureau: Secretary for the Civil Service

Question:

Under “Matters Requiring Special Attention in 2019-20”, it is mentioned that the Civil Service Bureau will continue to keep the size of the civil service establishment under control. With regard to the employment of various types of non-civil servant staff and the expenditure involved, please advise this Committee on the following:

1. the figures for the past 3 years, of the numbers of i) agency workers; ii) outsourced staff; iii) non-civil service contract (NCSC) staff by department and their respective expenditure;
2. the figures for this year, of the expected numbers of i) agency workers; ii) outsourced staff; iii) NCSC staff by department and their respective estimated expenditure;
3. the figures for the past 3 years, of the numbers of agency workers who have worked continuously in similar posts for over 6 months, 12 months and 18 months respectively. Please provide the figures based on the duration they have served in the post instead of the contract period;
4. the same motion “payment for employees’ meal breaks should be included in the terms of tender for government service contractors” was passed twice by the Panel on Manpower on 26 February 2018 and 15 January 2019. Will the Government consider implementing the above motion to protect the wage rate and fringe benefits of the outsourced staff? If yes, please provide the details; if no, please advise on the reasons for such a decision.
5. How can the Government monitor the agencies effectively so as to ensure their compliance with the relevant requirements? For instance, how can the Government know that the contractors have paid the staff at rates not lower than the committed monthly wages and have not made false declaration that the staff have been paid no less than the wages as specified in the service contract, and that the employees are being treated fairly by their agencies?

Asked by: Hon TAM Man-ho, Jeremy (LegCo internal reference no.: 23)

Reply:

- 1(i) As far as agency workers are concerned, the number of agency workers used by bureaux/departments (B/Ds) as at 30 September 2016, 30 September 2017 and 30 September 2018 were 974, 831 and 1 025 respectively. A breakdown of the number of agency workers by B/Ds is set out at **Annex A**. As regards the expenditure on the use of agency workers, the procuring departments will meet from their own resources the cost required. The Civil Service Bureau (CSB) does not have relevant information.
 - (ii) As for outsourcing service, outsourced staff are not under the purview of CSB. Hence, CSB does not collect relevant figures.
 - (iii) As regards non-civil service contract (NCSC) staff, the number of full-time^(Note) NCSC staff employed by B/Ds as at 30 June 2016, 30 June 2017 and 30 June 2018 were 11 923, 10 380 and 9 773 respectively. A breakdown of the number of staff by B/Ds is set out at **Annex B**. In the three financial years of 2016-17, 2017-18 and 2018-19 (up to December 2018), the expenditure of B/Ds on the remuneration of NCSC staff (including salaries, the Government's Mandatory Provident Fund contributions and contract gratuities) were \$3.4 billion, \$3.2 billion and \$2.5 billion respectively.
2. The operation of government B/Ds is supported not only by manpower in the civil service establishment. B/Ds may also, having regard to the circumstances and needs at different times, acquire the necessary manpower and services through other means, to maintain effective operation and deliver public services. In 2019-20, B/Ds' requirement of manpower and the respective estimated expenditure as mentioned in the question would depend on service needs. Relevant information is not available at this stage.
 3. As agency workers are employed by the agencies which are responsible for their deployment, CSB does not have information on their years of service.
 4. Although outsourced staff are not under the purview of CSB, we note that since the recommendation involves matters relating to overall labour policy considerations, careful study by the Government will be warranted.
 5. As regards wage protection for agency workers, according to CSB's guidelines issued in April 2010 and April 2011 which cover wage requirements, B/Ds when inviting quotations or tenders for the supply of agency workers must require all bidders to state the amount of wages which they would pay to their employees to be assigned to work in the procuring B/Ds, should their bids be successful. B/Ds should also specify that the bids would not be considered if the wage amounts stated therein are lower than the higher of the following two benchmarks: (a) the prevailing Statutory Minimum Wage plus one paid rest day for every period of seven days; or (b) the average monthly wages for the relevant industry/occupation as published in the Census & Statistics Quarterly Report of Wage and Payroll Statistics for December 2010 (if the workers required to be supplied by employment agencies are

non-skilled workers) or the average monthly wages for “General Workers for all selected industries” as published in the above mentioned Report (if the workers required to be supplied by employment agencies are workers other than non-skilled workers).

B/Ds are also required to specify in the service contracts that: (a) the wages of the agency workers assigned to work in the procuring B/Ds cannot be less than the stated wages of the relevant bids for the whole duration of the contracts concerned; (b) the mechanism to monitor compliance with the wage requirement; and (c) sanctions to be imposed in the case of non-compliance, e.g. the contract may be terminated if the contractor is found to have paid wages less than the committed monthly wages of staff and/or made false declaration that its staff have been paid no less than the wages as specified in the service contract.

Note : “Full-time” employment means employment under a “continuous contract” as defined by the Employment Ordinance. According to the Ordinance, an employee is regarded as being employed under a continuous contract if he or she works continuously for the same employer for four weeks or more, with at least 18 hours in each week.

**Breakdown of the number of agency workers
by Bureau / Department / Office**

Bureau / Department / Office	Position as at 30 June 2016	Position as at 30 June 2017	Position as at 30 June 2018
Agriculture, Fisheries and Conservation Department	5	11	29
Buildings Department	82	-	37
Chief Secretary and Financial Secretary's Offices	18	8	10
Civil Aid Service	1	3	5
Civil Engineering and Development Department	2	5	3
Commerce and Economic Development Bureau	9	13	12
Constitutional and Mainland Affairs Bureau	-	1	-
Correctional Services Department	19	11	12
Department of Health	89	58	76
Department of Justice	22	25	23
Development Bureau	10	5	7
Drainage Services Department	5	7	16
Education Bureau	99	117	144
Efficiency Office	-	-	3
Electrical and Mechanical Services Department	20	12	21
Environment Bureau	3	-	1
Environmental Protection Department	41	37	48
Financial Services and the Treasury Bureau	3	3	5
Fire Services Department	3	2	6

Bureau / Department / Office	Position as at 30 June 2016	Position as at 30 June 2017	Position as at 30 June 2018
Food and Environmental Hygiene Department	30	17	30
Food and Health Bureau	6	9	14
Government Flying Service	3	1	1
Government Laboratory	-	1	-
Government Logistics Department	13	10	8
Home Affairs Bureau	3	2	5
Hong Kong Police Force	1	1	3
Hongkong Post	-	2	-
Immigration Department	28	35	18
Information Services Department	22	27	32
Innovation and Technology Bureau	-	-	5
Innovation and Technology Commission	4	6	6
Intellectual Property Department	2	1	-
Invest Hong Kong	4	6	4
Labour and Welfare Bureau	7	8	7
Lands Department	60	58	52
Leisure and Cultural Services Department	61	62	72
Marine Department	38	24	27
Official Receiver's Office	26	18	20
Planning Department	12	9	11
Radio Television Hong Kong	2	-	-
Rating and Valuation Department	42	37	36
Registration and Electoral Office	5	-	22

Bureau / Department / Office	Position as at 30 June 2016	Position as at 30 June 2017	Position as at 30 June 2018
Security Bureau	1	-	-
Transport and Housing Bureau	5	4	5
Transport Department	23	17	11
University Grants Committee Secretariat	5	4	9
Water Supplies Department	69	65	61
Working Family and Student Financial Assistance Agency	71	89	108
Total	974	831	1 025

**Breakdown of full-time non-civil service contract (NCSC) staff
by Bureau / Department / Office**

Bureau / Department / Office	Position as at 30 June 2016	Position as at 30 June 2017	Position as at 30 June 2018
Agriculture, Fisheries and Conservation Department	211	202	144
Architectural Services Department	42	39	33
Buildings Department	222	147	95
Census and Statistics Department	312	160	132
Chief Executive's Office	6	7	6
Chief Secretary and Financial Secretary's Offices	36	35	31
Civil Aviation Department	16	14	6
Civil Engineering and Development Department	55	62	41
Civil Service Bureau	1	1	1
Commerce and Economic Development Bureau	33	34	34
Companies Registry	65	87	108
Constitutional and Mainland Affairs Bureau	3	1	5
Correctional Services Department	6	6	5
Customs and Excise Department	7	7	9
Department of Health	513	435	363
Department of Justice	57	61	59
Development Bureau	47	50	46
Drainage Services Department	94	90	82
Education Bureau	1 157	1 201	1 179

Bureau / Department / Office	Position as at 30 June 2016	Position as at 30 June 2017	Position as at 30 June 2018
Efficiency Office	428	461	447
Electrical and Mechanical Services Department	784	710	712
Environment Bureau	3	3	4
Environmental Protection Department	80	77	68
Financial Services and the Treasury Bureau	83	4	6
Fire Services Department	21	16	34
Food and Environmental Hygiene Department	241	200	160
Food and Health Bureau	13	11	14
Government Flying Service	9	9	7
Government Laboratory	14	12	12
Government Logistics Department	40	33	33
Government Property Agency	4	3	1
Highways Department	71	61	66
Home Affairs Bureau	59	53	24
Home Affairs Department	442	443	580
Hong Kong Observatory	19	19	19
Hong Kong Police Force	50	47	27
Hongkong Post	1 876	1 818	1 780
Immigration Department	32	37	38
Information Services Department	22	26	25
Inland Revenue Department	258	194	168
Innovation and Technology Bureau	-	-	1

Bureau / Department / Office	Position as at 30 June 2016	Position as at 30 June 2017	Position as at 30 June 2018
Innovation and Technology Commission	32	40	42
Intellectual Property Department	12	11	18
Invest Hong Kong	58	60	66
Judiciary	89	83	108
Labour and Welfare Bureau	26	24	24
Labour Department	119	88	68
Land Registry	98	94	87
Lands Department	190	178	144
Legal Aid Department	7	3	2
Leisure and Cultural Services Department	1 447	1 293	1 165
Marine Department	27	12	7
Office of the Communications Authority	123	127	128
Office of the Government Chief Information Officer	15	10	4
Official Receiver's Office	35	38	34
Planning Department	38	40	28
Radio Television Hong Kong	238	210	180
Rating and Valuation Department	39	30	25
Registration and Electoral Office	949	360	309
Security Bureau	21	34	45
Social Welfare Department	128	82	62
Trade and Industry Department	58	57	48
Transport and Housing Bureau	7	7	10
Transport Department	55	62	51
Treasury	21	10	8

Bureau / Department / Office	Position as at 30 June 2016	Position as at 30 June 2017	Position as at 30 June 2018
University Grants Committee Secretariat	16	18	23
Water Supplies Department	89	71	61
Working Family and Student Financial Assistance Agency	554	462	421
Total	11 923	10 380	9 773

- End -

CONTROLLING OFFICER'S REPLY**CSB047****(Question Serial No. 3241)**Head: (143) Government Secretariat: Civil Service BureauSubhead (No. & title): Not specifiedProgramme: (2) Human Resource ManagementControlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)Director of Bureau: Secretary for the Civil ServiceQuestion:

It is stated in Programme (2) Human Resource Management that the option for civil servants to extend their retirement age was launched in 2018-19. In this regard, will the Government inform this Committee of:

1. the relevant figures so far:

	Total number of civil servants	Number of civil servants who opted to extend their retirement age
Civil servants in civilian grades who joined the Government between 1 June 2000 and 31 May 2015		
Civil servants in disciplined services grades who joined the Government between 1 June 2000 and 31 May 2015		

2. the breakdown of estimated expenditures additionally incurred as a result of extension of retirement age (including remuneration, Provident Fund contribution, etc.).

Asked by: Hon TAM Man-ho, Jeremy (LegCo internal reference no.: 100)Reply:

1. In July 2018, the Government launched the option for serving civil servants who joined the Government between 1 June 2000 and 31 May 2015 (hereafter referred to as "Eligible Civil Servants") to choose to retire at the age of 65 (for civilian grades) or 60 (for disciplined services grades, regardless of ranks) (hereafter referred to as "the Option"). Eligible Civil Servants can decide whether or not to take the Option

within the two-year option period commencing on 17 September 2018. As at 16 February 2019, about 16 000 (or 29%) out of some 56 000 Eligible Civil Servants had taken the Option. A breakdown of the statistics by civilian/disciplined services grades is set out below –

	Number of Eligible Civil Servants	Number of Eligible Civil Servants who had taken the Option
Civilian Grades	34 855	11 425
Disciplined Services Grades	21 049	4 515
Total	55 904	15 940

- As regards the financial implications of the initiative, that mainly involves the Government’s additional contribution to the Civil Service Provident Fund (“CSPF”) Scheme. The actual impact would depend on the number of Eligible Civil Servants who would take the Option. If all of them take the Option, it is estimated that the Government’s additional contribution to the CSPF Scheme over a projection period up to 2057¹ would be about \$6 billion.

¹ In 2017, the Civil Service Bureau commissioned a consultant to conduct an actuarial study on the financial implications of the Option on the Government in the next 40 years (i.e. from 2017 to 2057). According to the projection, almost all Eligible Civil Servants would have reached the new retirement age by 2057.

- End -

CONTROLLING OFFICER'S REPLY

CSB048

(Question Serial No. 3296)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): Not specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)

Director of Bureau: Secretary for the Civil Service

Question:

The Chief Executive stated in this year's Policy Address that a grade structure review (GSR) for all disciplined services will be conducted and the review is expected to be completed in mid-2020. Under Matters Requiring Special Attention, it is stated that support will be provided to the Standing Committee on Disciplined Services Salaries and Conditions of Service for the conduct of the GSR for the disciplined services grades. In this regard, will the Government inform this Committee of the respective timetables for and current progress of the GSR for various disciplined services (including the Fire Services Department and the Government Flying Service)?

Asked by: Hon TAM Man-ho, Jeremy (LegCo internal reference no.: 101)

Reply:

The Standing Committee on Disciplined Services Salaries and Conditions of Service (SCDS) has accepted the Government's invitation to conduct a grade structure review for the disciplined services (including the Fire Services Department and the Government Flying Service) grades. At the same time, the Standing Committee on Directorate Salaries and Conditions of Service (SDCS) has also agreed to advise on the salaries and conditions of service of the heads of the disciplined services. The SCDS and SDCS have commenced work, including meeting the management and the staff side representatives of the disciplined services and inviting them to submit proposals. In the course of the review, the two advisory bodies will maintain communication with the management and the staff side of the disciplined services. They will thoroughly consider proposals submitted by the management and the staff side and listen to stakeholders' views. It is expected that the review will take around 18 months for completion by around mid-2020.

- End -

CONTROLLING OFFICER'S REPLY

CSB049

(Question Serial No. 0335)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): Not specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)

Director of Bureau: Secretary for the Civil Service

Question:

It is mentioned in paragraph 15 of the Budget Speech that the civil service establishment increased by 6 700 posts in this financial year, representing a growth of 3.7 per cent. In this connection, please inform this Committee of the following:

- (1) what are the posts created in various government departments and their percentage of increase?
- (2) what is the number of additional manpower required for the boundary control points?

Asked by: Hon TIEN Puk-sun, Michael (LegCo internal reference no.: 18)

Reply:

- (1) The 2018-19 Estimates of Expenditure provide for 6 700 additional civil service posts in various bureaux and departments (B/Ds). The additional civil service posts aims to support the implementation of the policies, initiatives and new measures of the current-term Government, and to ease the work pressure on civil servants. The estimated changes in civil service establishment of B/Ds in 2018-19 and relevant percentages are set out at **Annex**.
- (2) To support the commissioning and preparation of the three new cross-boundary control points, namely the Hong Kong-Zhuhai-Macao Bridge, Guangzhou-Shenzhen-Hong Kong Express Rail Link, and Liantang/Heung Yuen Wai boundary control points, the civil service establishment would increase by about 1 400 posts in 2018-19.

**Change in Civil Service Establishment
by Bureaux/Departments in 2018-19**

Bureau / Department / Organisation	Change in Establishment	Percentage Change
Agriculture, Fisheries and Conservation Department	+ 102	+4.7%
Architectural Services Department	+ 47	+2.5%
Audit Commission	+ 5	+2.6%
Auxiliary Medical Service	-	-
Buildings Department	+ 125	+6.8%
Census and Statistics Department	+ 7	+0.6%
Chief Executive's Office	-	-
Chief Secretary and Financial Secretary's Offices	- 45	-7.9%
Civil Aid Service	+ 2	+1.9%
Civil Aviation Department	+ 82	+10.6%
Civil Engineering and Development Department	+ 91	+4.8%
Civil Service Bureau	+ 13	+2.1%
Commerce and Economic Development Bureau (Commerce, Industry and Tourism Branch)	+ 26	+10.7%
Commerce and Economic Development Bureau (Communications and Creative Industries Branch)	-	-
Companies Registry	+ 28	+8.0%
Constitutional and Mainland Affairs Bureau	+ 7	+3.6%
Correctional Services Department	+ 66	+0.9%
Customs and Excise Department	+ 766	+11.6%
Department of Health	+ 183	+2.8%
Department of Justice	+ 79	+5.8%
Development Bureau (Planning and Lands Branch)	+ 18	+11.8%
Development Bureau (Works Branch)	+ 10	+3.6%
Drainage Services Department	+ 58	+3.0%
Education Bureau	+ 117	+1.9%
Electrical and Mechanical Services Department	+ 104	+2.6%
Environment Bureau	-	-
Environmental Protection Department	+ 211	+11.1%

Bureau / Department / Organisation	Change in Establishment	Percentage Change
Financial Services and the Treasury Bureau (Financial Services Branch)	+ 10	+9.6%
Financial Services and the Treasury Bureau (The Treasury Branch)	+ 3	+1.6%
Fire Services Department	+ 383	+3.6%
Food and Environmental Hygiene Department	+ 107	+1.0%
Food and Health Bureau (Food Branch)	+ 4	+7.0%
Food and Health Bureau (Health Branch)	+ 43	+34.1%
Government Flying Service	+ 11	+3.8%
Government Laboratory	-	-
Government Logistics Department	+ 3	+0.4%
Government Property Agency	-	-
Highways Department	+ 153	+6.8%
Home Affairs Bureau	+ 20	+7.1%
Home Affairs Department	+ 125	+6.1%
Hong Kong Monetary Authority	- 3	-30.0%
Hong Kong Observatory	+ 17	+5.4%
Hong Kong Police Force	+ 1 057	+3.1%
Hospital Authority	- 146	-12.5%
Housing Authority	+ 251	+2.7%
Immigration Department	+ 824	+10.2%
Independent Commission Against Corruption	+ 6	+0.4%
Information Services Department	+ 5	+1.2%
Inland Revenue Department	+ 37	+1.3%
Innovation and Technology Bureau	+ 120	+206.9%
Innovation and Technology Commission	+ 50	+21.2%
Intellectual Property Department	+ 3	+1.9%
Invest Hong Kong	+ 1	+2.8%
Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service	+ 3	+9.7%
Judiciary	+ 37	+1.9%
Labour and Welfare Bureau	+ 7	+6.1%
Labour Department	+ 139	+5.8%

Bureau / Department / Organisation	Change in Establishment	Percentage Change
Land Registry	+ 5	+0.9%
Lands Department	+ 378	+9.0%
Legal Aid Department	+ 3	+0.6%
Legal Aid Services Council	-	-
Leisure and Cultural Services Department	+ 242	+2.5%
Marine Department	+ 9	+0.6%
Office for Film, Newspaper and Article Administration	+ 1	+1.5%
Office of the Communications Authority	+ 12	+3.5%
Office of the Government Chief Information Officer	+ 16	+2.4%
Official Receiver's Office	+ 31	+12.8%
Overseas Economic and Trade Offices	+ 7	+4.2%
Planning Department	+ 50	+5.8%
Post Office	-	-
Public Service Commission Secretariat	-	-
Radio Television Hong Kong	+ 7	+1.0%
Rating and Valuation Department	+ 18	+2.1%
Registration and Electoral Office	+ 3	+1.2%
Secretariat, Commissioner on Interception of Communications and Surveillance	-	-
Security Bureau	+ 33	+14.7%
Social Welfare Department	+ 292	+4.8%
Trade and Industry Department	+ 6	+1.2%
Transport and Housing Bureau (Transport Branch)	+ 2	+1.0%
Transport Department	+ 122	+7.2%
Treasury	+ 2	+0.4%
University Grants Committee	+ 9	+12.5%
Vocational Training Council	- 1	-20.0%
Water Supplies Department	+ 83	+1.9%
Working Family and Student Financial Assistance Agency	- 2	-0.2%
TOTAL	+ 6 700	+3.7%

- End -

CONTROLLING OFFICER'S REPLY

CSB050

(Question Serial No. 0452)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): Not specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)

Director of Bureau: Secretary for the Civil Service

Question:

The civil service establishment has expanded by 6 700 posts in this financial year (2018-19), and will further expand by 3 481 posts in the financial year 2019-20. In this connection, please advise on the following:

1. Among the additional civil service posts, what are the respective numbers, grades, departments and increase of directorate and non-directorate posts relating to Architectural, Surveying, Planning and Landscape professionals to be employed by the relevant government departments? How many of them are for replacing non-civil service contract positions of which long term service need has been established?
2. What are the details of the recruitment channels of these additional posts, such as internal promotion and open recruitment? What are the details of assumption of duty by holders of these additional post in 2018-19? If such post-holders have not yet assumed duty, what are the reasons?
3. What are the details of the additional office area, resources and expenditure involved in these additional posts?

Asked by: Hon TSE Wai-chuen, Tony (LegCo internal reference no.: 22)

Reply:

1. Bureaux and departments (B/Ds) would create 247 and 147 additional civil service posts in the grades relating to the Architectural, Surveying, Planning and Landscape professions in 2018-19 and 2019-20 respectively. Details are set out at Annex.

Among the additional civil service posts to be created in the grades relating to the Architectural, Surveying, Planning and Landscape professions in 2018-19 and 2019-20, 16 and 13 posts are for replacing non-civil service contract positions of which the long term service need has been established respectively.

2 and 3. Generally speaking, basic rank posts are filled through recruitment, and promotion rank posts are filled by promotion of civil servants. Heads of Departments/Grades would, having regard to the number of vacancies in different grades and ranks, conduct recruitment and promotion exercises each year with a view to filling the vacancies arising from creation of new civil service posts and other reasons as soon as possible. As the recruitment and promotion exercises are conducted by relevant departments/grades, the Civil Service Bureau does not have information on the progress of recruitment for filling vacancies of the new posts in 2018-19.

The B/Ds would, having regard to their needs, examine and arrange for the office accommodation arising from the new posts. The Civil Service Bureau does not have information on the office accommodation relating to the new posts.

**Increase in the number of posts in the grades relating to the
Architectural, Surveying, Planning and Landscape Professions
by Bureaux / Departments in 2018-19**

No. of posts in the Professional Grades ^[Note 1]	Architect	Surveyor						Planning Officer		Landscape Architect	Total
		Building Surveyor	Estate Surveyor	Land Surveyor	Maintenance Surveyor	Quantity Surveyor	Valuation Surveyor	Town Planner	Planning Officer		
Architectural Services Department	7	-	-	-	2	8 (1)	-	-	-	1	18 (1)
Buildings Department	-	26	-	-	-	-	-	-	-	-	26
Civil Engineering and Development Department	-	-	-	1	-	-	-	-	-	9 (1)	10 (1)
Chief Secretary and Financial Secretary's Offices	-	-	-	-	-	-	-	4 (3) ^[Note 2]	-	-	4 (3)
Development Bureau (Planning and Lands Branch)	3	-	-	-	-	-	-	1	-	-	4
Development Bureau (Works Branch)	2	-	-	-	-	-	-	1	-	-	3
Education Bureau	-	-	-	-	2	-	-	-	-	-	2
Environmental Protection Department	1	-	-	-	-	-	-	1	-	1	3
Financial Services and the Treasury Bureau (The Treasury Branch)	-	-	-	-	-	1	-	-	-	-	1
Fire Services Department	-	-	-	1	1	-	-	-	-	-	2

No. of posts in the Professional Grades ^[Note 1] Department	Architect	Surveyor						Planning Officer		Landscape Architect	Total
		Building Surveyor	Estate Surveyor	Land Surveyor	Maintenance Surveyor	Quantity Surveyor	Valuation Surveyor	Town Planner	Planning Officer		
Home Affairs Bureau	-	-	-	-	-	2	-	-	-	-	2
Home Affairs Department	1	2	-	2	-	-	-	-	-	-	5
Housing Authority	19	-	9	-	14	1	-	-	2	1	46
Highways Department	1	-	2	-	-	-	-	-	-	3 (1)	6 (1)
Lands Department	-	-	61	21	-	-	-	-	-	-	82
Leisure and Cultural Services Department	-	-	-	1	1	-	-	-	-	-	2
Planning Department	-	-	-	-	-	-	-	23	-	2	25
Rating and Valuation Department	-	-	-	-	-	-	2	-	-	-	2
Social Welfare Department	-	-	-	-	2	2	-	-	-	-	4
Total	34	28	72	26	22	14 (1)	2	30 (3)	2	17 (2)	247 (6)
Year-on-year growth of the relevant grades	8%	7%	21%	19%	11%	7%	2%	10%	4%	17%	11%

Note 1: Figures in the brackets indicate the number of directorate posts included.

Note 2: These three directorate posts could be filled by officers from a number of grades.

**Increase in the number of posts in the grades relating to the
Architectural, Surveying, Planning and Landscape Professions
by Bureaux / Departments in 2019-20**

No. of posts in the Professional Grades ^[Note 1] Department	Architect	Surveyor						Planning Officer		Landscape Architect	Total
		Building Surveyor	Estate Surveyor	Land Surveyor	Maintenance Surveyor	Quantity Surveyor	Valuation Surveyor	Town Planner	Planning Officer		
Architectural Services Department	10	-	-	-	9	7	-	-	-	2	28
Buildings Department	-	11	-	-	-	-	-	-	-	-	11
Civil Engineering and Development Department	-	-	-	-	-	-	-	1 (1)	-	-	1 (1)
Development Bureau (Planning and Lands Branch)	-	-	-	1	-	2	-	4	-	1	8
Drainage Services Department	-	-	-	-	-	-	-	-	-	1	1
Education Bureau	-	-	-	-	2	-	-	-	-	-	2
Environmental Protection Department	2	-	-	-	-	-	-	-	-	-	2
Food and Health Bureau (Health Branch)	1	-	-	-	-	-	-	-	-	-	1
Government Property Agency	1	-	6 (1) ^[Note 2]	-	2	1	8	-	-	1	19 (1)
Home Affairs Bureau	-	-	-	-	-	-	-	-	-	1	1
Home Affairs Department	-	1	-	1	-	-	-	-	-	-	2

No. of posts in the Professional Grades ^[Note 1] Department	Architect	Surveyor						Planning Officer		Landscape Architect	Total
		Building Surveyor	Estate Surveyor	Land Surveyor	Maintenance Surveyor	Quantity Surveyor	Valuation Surveyor	Town Planner	Planning Officer		
Housing Authority	6	-	2	1	3	1	-	-	1	2	16
Lands Department	-	-	20 (1)	10	-	-	-	-	-	-	30 (1)
Labour Department	-	1	-	-	-	-	-	-	-	-	1
Planning Department	-	-	-	-	-	-	-	7	-	3	10
Rating and Valuation Department	-	-	-	-	-	-	13	-	-	-	13
Water Supplies Department	-	-	-	-	-	-	-	-	-	1	1
Total	20	13	28 (2)	13	16	11	21	12 (1)	1	12	147 (3)
Year-on-year growth of the relevant grades	4%	3%	7%	8%	7%	5%	16%	4%	2%	10%	6%

Note 1: Figures in the brackets indicate the number of directorate posts included.

Note 2: This directorate post could be filled by Estate Surveyor or Valuation Surveyor.

Note 3: The management of the Antiquities and Monuments Office will be transferred from the Leisure and Cultural Services Department to the Development Bureau (Works Branch) from 2019-20. The net growth of the relevant professional grades is zero.

- End -

CONTROLLING OFFICER'S REPLY

CSB051

(Question Serial No. 0453)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): Not specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)

Director of Bureau: Secretary for the Civil Service

Question:

In 2019-20, the Civil Service Bureau will continue to monitor the implementation of various flexible measures for the extension of service of civil servants which have been fully implemented. In this regard, please advise on the following:

- 1 Since the implementation of the above flexible measures, how many applications have been received by the departments? What are the respective numbers of applications approved and rejected? Please provide a breakdown by bureaux/departments/offices and professional grades.
- 2 What are the general reasons for rejecting the applications?
- 3 What is the annual expenditure involved in each successful application?

Asked by: Hon TSE Wai-chuen, Tony (LegCo internal reference no.: 23)

Reply:

The Government has fully implemented all the flexible measures for extending the service of civil servants as announced in 2015. The Civil Service Bureau (CSB) has been closely monitoring the implementation of the measures.

Under the Post-retirement Service Contract (PRSC) Scheme, the appointment of relevant staff by bureaux/departments (B/Ds) is all along based on the well-established principle of merit. B/Ds will determine the number of positions required under the scheme having regard to operational need, and invite retiring or retired staff who meet the required qualification and experience to apply for the PRSC positions. B/Ds will offer employment to the suitable candidates taking into account the number of PRSC positions as well as candidates' relevant qualification and experience. As at 30 June 2018, B/Ds employed a total of 1 978 full-time^(Note) PRSC staff with 8 004 applications received. A breakdown of the number of PRSC staff by B/Ds and work types, as well as the corresponding number of applications is set out at **Annex A**.

Note: “Full-time” employment means employment under a “continuous contract” as defined by the Employment Ordinance. According to the Ordinance, an employee is regarded as being employed under a continuous contract if he or she works continuously for the same employer for four weeks or more, with at least 18 hours in each week.

The revised arrangements for processing applications for final extension of service, including raising the maximum period from 90 days to 120 days and suitably relaxing the approval criteria, have taken effect since 25 February 2016. In considering an application, approval criteria include satisfactory performance, conduct and physical fitness of the officer concerned, and no undue promotion blockage. There should also be genuine and operational needs, need to retain valuable experience/expertise or to facilitate succession planning. As at 24 February 2019, i.e. three years after implementation of the revised arrangements, 8 725 applications were received by B/Ds, of which 8 179 applications (94%) had been processed. Among the processed applications, 6 318 applications were approved (approval rate of 77%). A breakdown of the number by B/Ds is set out at **Annex B**.

As regards further employment for a longer duration (FE) than final extension of service, the adjusted mechanism was implemented on 1 June 2017. Under the adjusted FE mechanism, the relevant Head of Department/Head of Grade should determine whether there is a need for FE in a rank under his purview and the number of FE vacancies by taking into account relevant factors (including overall manpower situation, genuine and operational needs, need to retain valuable experience/expertise and to facilitate succession planning) and other objective data. If there is a need for FE, applications would be invited from officers in the rank concerned who will reach retirement age within the specified period. In considering whether to approve the applications, the department/grade concerned should assess the applications received having regard to the number of FE vacancies, the applicants’ relevant qualification and experience, and factors like their performance, conduct and physical fitness. As at February 2019, 64 FE selection exercises were completed, involving 2 008 applications, of which 1 595 applications were approved. A breakdown of the number by B/Ds is set out at **Annex C**.

In the light of actual circumstances, B/Ds will make use of the above flexible measures to meet operational needs. The expenditure involved will be met by the existing resources of B/Ds. The expenditure involved in each case is dependent on a number of factors, including the rank, salary and duration of extension of service of the officers concerned, etc. CSB does not have the information on the expenditure related to individual officers.

**Breakdown of full-time Post-retirement Service Contract (PRSC) staff
and applications involved by Bureaux/Departments/Offices and work types
(position as at 30 June 2018)**

Bureau/ Department/Office	Work Type	Number of full-time PRSC staff	Number of applications involved
Agriculture, Fisheries and Conservation Department	Field/Agricultural services staff	47	89
	Artisan	29	62
	Workman	22	32
	Clerical staff	12	74
	Secretary	3	6
	Engineer	1	1
	Technical staff	1	1
	Supervising staff	1	1
Architectural Services Department	Engineer	5	9
	Technical staff	3	3
	Secretary	3	13
	Architect	3	11
	Clerical staff	2	6
	Works supervisor	2	9
	Administration staff	1	1
	Survey staff	1	1
Auxiliary Medical Service	Operations and training staff	1	1
Buildings Department	Survey staff	6	20
	Technical staff	3	6
	Engineer	2	4
	Clerical staff	1	6
Civil Aid Service	Operations and training staff	2	2

Bureau/ Department/Office	Work Type	Number of full-time PRSC staff	Number of applications involved
Civil Aviation Department	Aviation services staff	11	29
	Clerical staff	10	60
	Administration staff	1	4
	Engineer	1	1
	Helicopter Operations Inspector	1	1
Civil Engineering and Development Department	Engineer	17	101
	Secretary	4	8
	Technical staff	3	17
	Landscape Architect	2	2
	Workman	1	1
Civil Service Bureau	Clerical staff	6	77
	Secretary	2	4
	Administration staff	1	1
Commerce and Economic Development Bureau	Clerical staff	4	43
	Office Assistant	3	17
	Engineer	1	1
	Trade services staff	1	1
	Secretary	1	2
Companies Registry	Companies registration staff	4	13
	Lawyer	2	2
	Administration staff	1	1
Constitutional and Mainland Affairs Bureau	Trade services staff	1	2
	Public relations staff	1	1
Correctional Services Department	Correctional services supporting staff	114	254
Customs and Excise Department	Customs services supporting staff	151	416

Bureau/ Department/Office	Work Type	Number of full-time PRSC staff	Number of applications involved
Department of Health	Tobacco control staff	20	45
	Clerical staff	6	82
	Doctor	5	8
	Nurse	3	8
	Administration staff	1	1
	Mortuary staff	1	3
	Scientific staff	1	1
	Secretary	1	1
Department of Justice	Lawyer	4	4
	Law translation staff	4	4
	Secretary	3	7
	Law Clerk	2	3
	Clerical staff	1	2
Development Bureau	Engineer	12	39
	Secretary	5	10
	Field/Agricultural services staff	2	5
	Clerical staff	1	9
	Survey staff	1	2
	Technical staff	1	2
	Town Planner	1	2
Drainage Services Department	Drain clearing staff	13	18
	Engineer	11	34
	Technical staff	6	12
	Supervising staff	4	11
	Artisan	2	26
	Clerical staff	1	10
	Supplies staff	1	3

Bureau/ Department/Office	Work Type	Number of full-time PRSC staff	Number of applications involved
Education Bureau	Inspectorate staff	6	9
	Educational services staff	5	14
	Administration staff	4	6
	Clerical staff	4	40
	Secretary	1	1
Electrical and Mechanical Services Department	Supervising staff	88	281
	Artisan	62	187
	Engineer	7	30
	Technical staff	5	49
Environment Bureau/ Environmental Protection Department	Environmental protection staff	73	379
	Secretary	5	16
	Administration staff	1	1
	Clerical staff	1	7
	Driver	1	3
	Engineer	1	10
	Office Assistant	1	9
Financial Services and the Treasury Bureau	Secretary	1	2
	Tax Researcher	1	1
Fire Services Department	Fire services staff	81	488
	Ambulance staff	6	34
	Building services staff	2	7

Bureau/ Department/Office	Work Type	Number of full-time PRSC staff	Number of applications involved
Food and Environmental Hygiene Department	Health Inspector	62	117
	Driver	26	49
	Market supervision staff	25	40
	Pest control staff	6	11
	Administration staff	4	5
	Secretary	3	8
	Accountant	1	2
	Hawkers management staff	1	2
	Information technology staff	1	2
Food and Health Bureau	Administration staff	1	1
Government Flying Service	Engineer	6	6
	Technical staff	5	5
	Clerical staff	4	10
	Supplies staff	3	6
	Workman	1	1
Government Laboratory	Administration staff	1	4
Government Logistics Department	Clerical staff	1	4
	Supplies staff	1	1
Government Property Agency	Administration staff	2	2
Highways Department	Engineer	24	92
	Clerical staff	2	44
	Administration staff	1	1
	Landscape Architect	1	1
	Survey staff	1	2
Home Affairs Bureau	Administration staff	2	2
	Liaison staff	1	1
	Leisure services staff	1	1

Bureau/ Department/Office	Work Type	Number of full-time PRSC staff	Number of applications involved
Home Affairs Department	Liaison staff	3	3
	Clerical staff	1	8
Hong Kong Observatory	Secretary	1	9
	Supplies staff	1	20
Hong Kong Police Force	Police supporting staff	28	103
	Administration staff	1	1
	Clerical staff	1	1
Hongkong Post	Postal services staff	13	18
	Architect	1	1
	Survey staff	1	2
Immigration Department	Clerical staff	31	181
	Immigration services supporting staff	25	83
Information Services Department	Creative staff	1	1
	Information services staff	1	2
Innovation and Technology Bureau	Engineer	1	3
	Information technology staff	1	1
Innovation and Technology Commission	Administration staff	1	1
Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service	Administration staff	1	2
Judiciary	Security staff	17	103
	Clerical staff	9	11
	Legal services staff	1	2
	Judicial Clerk	1	2
	Technical staff	1	1

Bureau/ Department/Office	Work Type	Number of full-time PRSC staff	Number of applications involved
Labour Department	Clerical staff	29	229
	Workman	5	16
	Investigation staff	2	37
	Occupation safety staff	1	2
Land Registry	Clerical staff	9	41
Lands Department	Land administration staff	27	92
	Clerical staff	25	156
	Survey staff	10	16
	Secretary	4	9
	Administration staff	1	1
	Technical staff	1	4
Legal Aid Department	Clerical staff	2	2
	Lawyer	1	1
	Law Clerk	1	2
	Workman	1	6
Leisure and Cultural Services Department	Clerical staff	37	365
	Lifeguard	25	74
	Filtration Plant Room Operator	20	50
	Leisure services staff	14	25
	Artisan	2	2
	Cultural services staff	2	2
	Administration staff	1	1
	Secretary	1	7
	Supplies staff	1	1
Marine Department	Marine staff	18	25
	Ship inspector	12	24
	Clerical staff	2	11
	Technical staff	1	1

Bureau/ Department/Office	Work Type	Number of full-time PRSC staff	Number of applications involved
Office of the Communications Authority	Entertainment standards control staff	2	2
	Accountant	1	1
Office of the Government Chief Information Officer	Engineer	2	4
	Information technology staff	1	3
Official Receiver's Office	Clerical staff	17	37
	Insolvency staff	2	2
	Lawyer	1	1
Planning Department	Clerical staff	4	32
	Supplies staff	2	15
	Secretary	1	2
	Town Planner	1	1
	Translator	1	2
Radio Television Hong Kong	Clerical staff	2	162
Rating and Valuation Department	Valuation staff	2	3
	Clerical staff	1	1
Registration and Electoral Office	Supplies staff	1	1
Security Bureau	Clerical staff	4	35
	Administration staff	2	4
	Lawyer	1	3

Bureau/ Department/Office	Work Type	Number of full-time PRSC staff	Number of applications involved
Social Welfare Department	Social Work Assistant	51	56
	Clerical staff	14	49
	Inspector of Institutions	8	216
	Secretary	6	34
	Ward staff	5	8
	Survey staff	4	7
	Architect	1	3
	Building services staff	1	5
	Works supervisor	1	6
	Information technology staff	1	2
	Supplies staff	1	4
Transport and Housing Bureau	Administration staff	2	4
	Accountant	1	1
	Clerical staff	1	5
	Engineer	1	3
	Public relations staff	1	2
	Secretary	1	14
Transport Department	Engineer	12	16
	Clerical staff	7	9
	Driving Examiner	5	12
	Vehicle examination/testing staff	2	4
	Secretary	1	1
	Technical staff	1	1
	Transport services staff	1	1
Treasury	Accounting staff	1	1
University Grants Committee Secretariat	Administration staff	2	2
	Clerical staff	1	9
	Secretary	1	3

Bureau/ Department/Office	Work Type	Number of full-time PRSC staff	Number of applications involved
Water Supplies Department	Artisan	85	258
	Water services staff	55	171
	Supervising staff	40	273
	Engineer	17	50
	Clerical staff	14	24
	Survey staff	4	13
	Technical staff	4	9
	Laboratory staff	3	6
	Accountant	1	1
	Accounting staff	1	1
	Administration staff	1	2
	Waterworks Chemist	1	1
	Workman	1	4
Working Family and Student Financial Assistance Agency	Clerical staff	19	831
	Administration staff	1	34
	Supplies staff	1	13
Total		1 978	8 004

Applications for final extension of service

Bureau / Department / Office	Number of applications (25 February 2016 – 24 February 2019)	
	Received	Processed and Approved
Agriculture, Fisheries and Conservation Department	131	121
Architectural Services Department	37	6
Audit Commission	4	3
Auxiliary Medical Service	3	2
Buildings Department	73	72
Census and Statistics Department	18	4
Chief Secretary for Administration's Office and Financial Secretary's Office	1	0
Civil Aid Service	6	4
Civil Aviation Department	10	7
Civil Engineering and Development Department	154	127
Civil Service Bureau	1 124	978
Commerce and Economic Development Bureau	2	2
Companies Registry	2	2
Correctional Services Department	124	42
Customs and Excise Department	281	125
Department of Health	186	154
Department of Justice	11	11
Development Bureau	9	8
Drainage Services Department	58	47
Education Bureau	139	110
Efficiency Office	4	2

Bureau / Department / Office	Number of applications (25 February 2016 – 24 February 2019)	
	Received	Processed and Approved
Electrical and Mechanical Services Department	59	2
Environmental Protection Department	75	57
Financial Services and the Treasury Bureau	1	1
Fire Services Department	493	431
Food and Environmental Hygiene Department	1 003	618
Government Flying Service	17	17
Government Laboratory	6	5
Government Logistics Department	300	220
Highways Department	120	89
Home Affairs Department	14	12
Hong Kong Monetary Authority	2	2
Hong Kong Observatory	5	5
Hong Kong Police Force	1 657	1 164
Hongkong Post	307	223
Housing Department	519	441
Immigration Department	408	322
Information Services Department	6	6
Inland Revenue Department	24	20
Innovation and Technology Commission	5	5
Invest Hong Kong	1	1
Judiciary	33	33
Labour Department	10	2
Land Registry	3	1
Lands Department	174	110

Bureau / Department / Office	Number of applications (25 February 2016 – 24 February 2019)	
	Received	Processed and Approved
Legal Aid Department	7	6
Leisure and Cultural Services Department	436	291
Marine Department	108	79
Office of the Communications Authority	3	1
Office of the Government Chief Information Officer	31	20
Planning Department	14	9
Radio Television Hong Kong	3	3
Rating and Valuation Department	12	4
Security Bureau	1	1
Social Welfare Department	113	43
Transport and Housing Bureau	1	1
Transport Department	11	1
Treasury	19	19
Water Supplies Department	347	226
Total	8 725	6 318

**Completed further employment selection exercises
(as at February 2019)**

Bureau / Department	Number of applications	Number of applications approved
Audit Commission	1	1
Census and Statistics Department	1	1
Civil Aviation Department	1	1
Correctional Services Department	3	3
Department of Health	3	3
Department of Justice	1	1
Education Bureau	61	57
Fire Services Department	108	100
Food and Environmental Hygiene Department	21	15
General Grades Office	440	416
Government Logistics Department	301	175
Hong Kong Police Force	809	576
Hongkong Post	1	1
Immigration Department	5	4
Leisure and Cultural Services Department	84	78
Marine Department	6	6
Rating and Valuation Department	1	1
Transport Department	1	1
Water Supplies Department	160	155
Total	2 008	1 595

- End -

CONTROLLING OFFICER'S REPLY

CSB052

(Question Serial No. 0454)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): Not specified

Programme: (4) Civil Service Training and Development

Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)

Director of Bureau: Secretary for the Civil Service

Question:

In 2019-20, the Civil Service Bureau will continue to work on the establishment of a new civil service college and provide civil servants at different ranks with a variety of training opportunities to ensure that the civil service keeps pace with the demands of the community. In this connection, please advise this Committee on the following:

1. As regards the establishment of a new civil service college, what are the estimated staff and expenditure involved, as well as the progress of preparation so far? When is the college expected to commence operation? Does the Government have any plan to consolidate the manpower and resources of other training departments accordingly in order to reduce cost upon the establishment of the civil service college? If yes, what are the details? If no, what are the reasons?
2. As regards the training activities to be run by the civil service college, will the Government deepen civil servants' understanding of our country's development, strengthen civil servants' interaction with other countries and regions, and enhance the exchanges and mutual learning between civil servants and local private enterprises? If yes, what are the relevant staff establishment and expenditure?

Asked by: Hon TSE Wai-chuen, Tony (LegCo internal reference no.: 24)

Reply:

The Government has identified a "Government, Institution or Community" site near the Kwun Tong MTR Station for composite development adopting the principle of "single site, multiple uses". Apart from the civil service college, the composite development will also provide new community facilities and activity venues for the local community. In 2019-20, the Civil Service Bureau (CSB) will carry out preliminary planning work for the new civil service college mainly through internal redeployment of resources, and will not involve the addition of civil servants. The new college is expected to be completed in 2026. As for the internal organizational structure of the civil service college upon its establishment, we will conduct study and planning in due course.

Before the establishment of the new civil service college, the Civil Service Training and Development Institute (CSTDI) under CSB will continue to enhance training for different levels of civil servants in the areas of leadership, public administration, interactive communication with the public, use of innovation and technology, etc. We will also enhance civil servants' understanding of our country's development and awareness of international affairs, and promote their exchanges with civil servants in other places on the latest trends of public service delivery. We will also arrange speakers from private enterprises to share their private sector management experience with civil servants. In 2019-20, CSTDI will strengthen civil servants' training on innovation and application of technology, promote more exchanges with civil servants from the Mainland and other countries, and enhance training on cultural sensitivity and equal opportunities. In 2019-20, CSTDI will have an establishment of 134 posts, and the estimated total expenditure is about \$170 million.

- End -

CONTROLLING OFFICER'S REPLY

CSB053

(Question Serial No. 2403)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): Not specified
Programme: (4) Civil Service Training and Development
Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)
Director of Bureau: Secretary for the Civil Service

Question:

Regarding the “work on the establishment of a new civil service college”,

1. Besides the training venues provided by the Civil Service Training and Development Institute in North Point, how many self-owned or rented premises are currently used for civil service training and development? Please set out in table form the following information on the premises: (a) location, (b) floor area, (c) departments concerned, (d) self-owned or rented, (e) rental/ lease expiry date (if applicable) etc.
2. How many of the above training centres are expected to be relocated to the civil service college in Kwun Tong?
3. According to the latest estimation, what are the gross floor area of the civil service college, and the floor area used for the civil service college and other community facilities respectively?
4. What is the current progress of the project, and when is funding approval expected to be sought from the Legislative Council?

Asked by: Hon WU Chi-wai (LegCo internal reference no.: 21)

Reply:

Apart from the Civil Service Training and Development Institute (CSTDI) of the Civil Service Bureau, other government departments also use their own facilities to provide suitable training programmes for their staff. For example, the locations and site areas of the main training schools of the disciplined services departments, all located on government land, are tabulated below.

Disciplined Services Department	Location of Main Training School	Site Area (estimated in square metres) (including outdoor facilities)
Hong Kong Police Force	Hong Kong Police College Ocean Park Road, Wong Chuk Hang, Hong Kong	180 000
Fire Services Department	Fire and Ambulance Services Academy Pak Shing Kok Road, Tseung Kwan O, Sai Kung, New Territories	158 000
Immigration Department	Immigration Service Institute of Training and Development (including an Immigration Centre) Castle Peak Road, Castle Peak Bay, Tuen Mun, New Territories	15 500
Customs and Excise Department	Hong Kong Customs College Tai Lam Chung Road, Tuen Mun, New Territories	40 000
Correctional Services Department	Correctional Services Department Staff Training Institute Tung Tau Wan Road, Stanley, Hong Kong	11 620

The new civil service college will mainly replace the CSTDI located in North Point. The Government has identified a “Government, Institution or Community” site near the Kwun Tong MTR Station for composite development adopting the principle of “single site, multiple uses”. Apart from the civil service college, the composite development project will also provide new community facilities and activity venues for the local community. The estimated maximum Gross Floor Area of the development project is about 60 000 square metres. The floor areas of the civil service college and other community facilities will be confirmed later. We are currently carrying out preliminary planning work for the composite development project. Upon completion of the preparatory work, we will consult the Legislative Council on the proposed facilities of the project, and submit a funding proposal to the Legislative Council in accordance with established procedures for public works in due course. If everything goes smoothly, the new civil service college is expected to be completed in 2026.

- End -

CONTROLLING OFFICER'S REPLY**CSB054****(Question Serial No. 2692)**Head: (143) Government Secretariat: Civil Service BureauSubhead (No. & title): Not specifiedProgramme: (4) Civil Service Training and DevelopmentControlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)Director of Bureau: Secretary for the Civil ServiceQuestion:

Regarding the Programme "Civil Service Training and Development", please provide the following information on national studies and the Basic Law training for civil servants.

- (1) Please tabulate the numbers of (i) national studies training programmes, (ii) seminars on national affairs, (iii) Basic Law training and (iv) seminars on the Basic Law provided for civil servants by the Government in (a) 2018-19 (estimated figure), (b) 2018-19 (actual figure) and (c) 2019-20 (estimated figure).

	(i) National studies training programmes	(ii) Seminars on national affairs	(iii) Basic Law training	(iv) Seminars on the Basic Law
(a) 2018-19 (estimated figure)				
(b) 2018-19 (actual figure)				
(c) 2019-20 (estimated figure)				

- (2) Please tabulate the estimated or actual expenditures for providing (i) national studies training programmes, (ii) seminars on national affairs, (iii) Basic Law training and (iv) seminars on the Basic Law for civil servants in (a) the estimate for 2018-19, (b) the actual expenditure for 2018-19 and (c) the estimate for 2019-20.

	(i) National studies training programmes	(ii) Seminars on national affairs	(iii) Basic Law training	(iv) Seminars on the Basic Law
(a) Estimate for 2018-19				

	(i) National studies training programmes	(ii) Seminars on national affairs	(iii) Basic Law training	(iv) Seminars on the Basic Law
(b) Actual expenditure for 2018-19				
(c) Estimate for 2019-20				

- (3) Please tabulate the numbers of participants in (i) national studies training programmes, (ii) seminars on national affairs, (iii) Basic Law training and (iv) seminars on the Basic Law provided for civil servants by the Government in (a) 2018-19 (estimated figure), (b) 2018-19 (actual figure) and (c) 2019-20 (estimated figure).

Number of participants	(i) National studies training programmes	(ii) Seminars on national affairs	(iii) Basic Law training	(iv) Seminars on the Basic Law
(a) 2018-19 (estimated figure)				
(b) 2018-19 (actual figure)				
(c) 2019-20 (estimated figure)				

- (4) Please provide (i) the names and (ii) locations (province, autonomous region or municipality) of all the Mainland institutions which co-organised the national studies training programmes with the Government in 2018-19.

(i) Name of the co-organising Mainland Institution	(ii) Its Location (province, autonomous region or municipality)

- (5) Please provide (i) the names and (ii) locations (i.e. province, autonomous region or municipality) of all the Mainland institutions which will co-organise the national studies training programmes with the Government in 2019-20.

(i) Name of the co-organising Mainland Institution	(ii) Its Location (province, autonomous region or municipality)

Asked by: Hon YEUNG Alvin (LegCo internal reference no.: 103)

Reply:

The national studies training programmes organised by the Civil Service Training and Development Institute (CSTDI) under the Civil Service Bureau (CSB) can be broadly divided into training held locally and in the Mainland. National studies training programmes cover the latest national policies (such as the “Belt and Road Initiative” and Guangdong-Hong Kong-Macao Greater Bay Area Development), China’s economic development, foreign affairs and national defence policies, environmental governance, advanced technology developments, social security, employment issues etc., as well as training on the Basic Law. CSTDI currently collaborates with 9 Mainland institutions (including the Chinese Academy of Governance, China Foreign Affairs University, Peking University, Tsinghua University, Zhejiang University, Nanjing University, Wuhan University, Jinan University and Sun Yat-sen University) to organise national studies programmes in the Mainland. Through collaboration with various provincial and local governments, we also arrange civil servants to participate in thematic visits and organises an exchange programme with officials from Beijing, Shanghai, Chongqing, Wuhan and Changsha. In 2018, CSB organised about 110 national studies training programmes and about 90 Basic Law training programmes.

The number of trainees for 2018 and 2019 are as follows:

	National Studies Training	Basic Law Training
(a) 2018 (Estimate)	8 000	9 600
(b) 2018 (Actual)	8 200	10 300
(c) 2019 (Estimate)	8 600	12 000

The expenditures for 2018-19 and 2019-20 are as follows:

	National Studies Training	Basic Law Training
(a) 2018-19 (Estimate)	\$22.8 million	\$0.9 million
(b) 2018-19 (Revised Estimate)	\$20.7 million	\$0.8 million
(c) 2019-20 (Estimate)	\$23.2 million	\$0.9 million

- End -

CONTROLLING OFFICER'S REPLY

CSB055

(Question Serial No. 0745)

Head: (46) General Expenses of the Civil Service

Subhead (No. & title): Not specified

Programme: General Expenses of the Civil Service

Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)

Director of Bureau: Secretary for the Civil Service

Question:

It is mentioned in the 2018 Policy Address that the Government will actively promote the Constitution and the Basic Law to enable the public to have a more comprehensive and accurate understanding of the Constitution, the Basic Law and the “one country, two systems” principle. In this connection, has the Government considered incorporating the content of the Constitution into the existing Civil Service Common Recruitment Examination and Basic Law Test or setting up a separate test on the Constitution? If not, what are the reasons? What are the expenditures involved and the actual number of candidates sitting for the common recruitment examination in each of the past 3 years?

Asked by: Hon CHIANG Lai-wan (LegCo internal reference no.: 41)

Reply:

Since 2008, the Government has conducted assessment of Basic Law knowledge in the civil service recruitment process, with a view to enhancing understanding of the Basic Law for those who are interested in joining the Government. The Civil Service Training and Development Institute (CSTDI) also organises Basic Law training programmes and thematic seminars for civil servants at all levels, covering topics such as the relationship between the Constitution of the People's Republic of China and the Basic Law, and the principle of “one country, two systems”. In addition, CSTDI provides various multimedia learning resources to civil servants at a dedicated Basic Law e-learning portal.

The above measures could enhance civil servants' understanding of the Basic Law and the Constitution of the People's Republic of China. The Civil Service Bureau currently has no plan to assess applicants for civil service jobs on their knowledge of the Constitution of the People's Republic of China.

The actual expenditures of the Civil Service Bureau on the Common Recruitment Examination and Basic Law Test (Degree/Professional Grades) and the number of candidates sitting for the said examinations in the years from 2015-16 to 2017-18 are set out below:

Financial Year	Actual expenditure (\$'000)	Number of candidates sitting for the examinations
2015-16	5,069	29 475
2016-17	5,733	39 372
2017-18	5,987	42 169

- End -

CONTROLLING OFFICER'S REPLY

CSB056

(Question Serial No. 2428)

Head: (46) General Expenses of the Civil Service

Subhead (No. & title): Not specified

Programme: General Expenses of the Civil Service

Controlling Officer: Director of Accounting Services (Charlix Wong)

Director of Bureau: Secretary for the Civil Service

Question:

1. Regarding Non-accountable cash allowance (“NCA”), which types of civil servants are considered “eligible” for the allowance?
2. Only 3 officers are eligible for Rent Allowance in 2019-20. Please list their post titles and departments.
3. Regarding Home Purchase Allowance, Private Tenancy Allowance, Accommodation Allowance and Rent Allowance, which type of civil servants are considered “eligible” for the allowances respectively?

Asked by: Hon LAM Cheuk-ting (LegCo internal reference no.: 1)

Reply:

- 1 & 3. The eligibility criteria for Non-accountable Cash Allowance, Home Purchase Allowance, Private Tenancy Allowance, Accommodation Allowance and Rent Allowance are respectively as follows –

	Eligibility criteria
Non-accountable Cash Allowance	<p>The allowance is payable to officers who were offered appointment on new terms on or after 1.6.2000. For officers –</p> <p>(a) on or above Master Pay Scale (MPS) Point 34 (or equivalent), they are eligible for the allowance as a condition of service; or</p> <p>(b) below MPS Point 34 (or equivalent), they are eligible for the allowance subject to the same quota system under the Home Purchase Scheme upon meeting the specified service requirements i.e. officers with salary between MPS Point 22 and 33 (or equivalent) meeting the three-year continuous service requirement and officers</p>

	Eligibility criteria
	<p>below MPS Point 22 (or equivalent) with 20 years' continuous service.</p> <p>Officers who were offered appointment before 1.6.2000 and eligible for the Accommodation Allowance may opt to switch to receive the allowance subject to the specified conditions.</p>
Home Purchase Allowance	<p>The allowance is payable to officers who were offered appointment before 1.6.2000, and –</p> <p>(a) with salary between MPS Point 22 and 33 (or equivalent) and who have been confirmed to the permanent establishment or have completed one agreement; or</p> <p>(b) with salary not exceeding MPS Point 33 (or equivalent) with 20 years' continuous service.</p> <p>The allowance is given out upon application according to a quota system to eligible officers in the order of their priority on a priority list.</p>
Private Tenancy Allowance	<p>The allowance is payable to officers who were offered appointment on local terms before 1.10.1990 and with salary on or above MPS Point 34 (or equivalent), or officers who were offered appointment on overseas terms before 1.10.1990.</p>
Accommodation Allowance	<p>The allowance is payable to officers who were offered appointment on overseas terms between 1.10.1990 and 31.12.1998.</p>
Rent Allowance	<p>The allowance is payable to agreement officers who were offered appointment on common terms between 1.1.1999 and 31.5.2000 and with salary on or above MPS Point 34 (or equivalent).</p>

2. The recipients estimated to apply for Rent Allowance in 2019 are three Commission Against Corruption Officers working in the Independent Commission Against Corruption.

- End -

CONTROLLING OFFICER'S REPLY

CSB057

(Question Serial No. 0264)

Head: (46) General Expenses of the Civil Service

Subhead (No. & title): Not specified

Programme: General Expenses of the Civil Service

Controlling Officer: Director of Accounting Services (Charlix Wong)

Director of Bureau: Secretary for the Civil Service

Question:

Will the Government provide details of each of the allowances under the Home Purchase, Home Financing, Private Tenancy Allowance, Accommodation Allowance, Rent Allowance and Non-accountable Cash Allowance Schemes, including the salary points covered, eligibility criteria, number of eligible officers, number of recipients, the actual expenditure in the past year and the estimate for this year.

Asked by: Hon LAM Kin-fung, Jeffrey (LegCo internal reference no.: 13)

Reply:

Details of the allowance schemes raised in the question, and the number of recipients and expenditure for 2018-19 and 2019-20 are as follows –

Scheme	Salary points covered and eligibility criteria	2018-19 (Revised Estimate)		2019-20 (Estimate)	
		No. of recipients	Expenditure (\$'000)	No. of recipients	Expenditure (\$'000)
Home Purchase	<p>The allowance is payable to officers who were offered appointment before 1.6.2000, and –</p> <p>(a) with salary between Master Pay Scale (MPS) Point 22 and 33 (or equivalent) and who have been confirmed to the permanent establishment or have completed one agreement; or</p> <p>(b) with salary not exceeding MPS Point 33 (or equivalent) with 20 years' continuous service.</p> <p>The allowance is given out upon application according to a quota system to eligible officers in the order of their priority on a priority list.</p>	11 380	702,000	11 370	729,000
Home Financing	<p>The allowance is payable to officers who were offered appointment before 1.6.2000 (excluding officers offered appointment on overseas terms on or after 1.10.1990) and with salary on or above MPS Point 34 (or equivalent).</p>	1 640	449,000	1 695	493,000
Private Tenancy Allowance	<p>The allowance is payable to officers who were offered appointment on local terms before 1.10.1990 and with salary on or above MPS Point 34 (or equivalent), or officers who were offered appointment on overseas terms before 1.10.1990.</p>	305	110,000	300	112,000
Accommodation Allowance	<p>The allowance is payable to officers who were offered appointment on overseas terms between 1.10.1990 and 31.12.1998.</p>	21	11,500	20	12,000

Scheme	Salary points covered and eligibility criteria	2018-19 (Revised Estimate)		2019-20 (Estimate)	
		No. of recipients	Expenditure (\$'000)	No. of recipients	Expenditure (\$'000)
Rent Allowance	The allowance is payable to agreement officers who were offered appointment on common terms between 1.1.1999 and 31.5.2000 and with salary on or above MPS Point 34 (or equivalent).	2	600	4	1,000
Non-accountable Cash Allowance	<p>The allowance is payable to officers who were offered appointment on new terms on or after 1.6.2000. For officers –</p> <p>(a) on or above MPS Point 34 (or equivalent), they are eligible for the allowance as a condition of service; or</p> <p>(b) below MPS Point 34 (or equivalent), they are eligible for the allowance subject to the same quota system under the Home Purchase Scheme upon meeting the specified service requirements i.e. officers with salary between MPS Point 22 and 33 (or equivalent) meeting the three-year continuous service requirement and officers below MPS Point 22 (or equivalent) with 20 years' continuous service.</p> <p>Officers who were offered appointment before 1.6.2000 and eligible for the Accommodation Allowance may opt to switch to receive the allowance subject to the specified conditions.</p>	7 005	1,475,000	8 670	1,833,000

Eligible officers who join the schemes will receive a monthly allowance at specified rates appropriate to their salary points. For Home Purchase, Home Financing, Rent Allowance and Non-accountable Cash Allowance Schemes, the maximum entitlement period is 120 months.

Officers are not required to join these schemes immediately upon attaining the eligibility. They may join the schemes at any time of their choice according to individual's preference. We do not have information on the total number of eligible officers for each scheme as only applications of those eligible officers who will join the schemes are forwarded by bureaux/departments to the Treasury for processing.

- End -

CONTROLLING OFFICER'S REPLY

CSB058

(Question Serial No. 1665)

Head: (46) General Expenses of the Civil Service
Subhead (No. & title): (025) Long and Meritorious Service Travel Award Scheme
Programme: General Expenses of the Civil Service
Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)
Director of Bureau: Secretary for the Civil Service

Question:

Regarding Subhead 025 Long and Meritorious Service Travel Award Scheme, please advise on the following:

- (a) the number of eligible civil servants who are nearing retirement age in various government departments as at 2018, broken down by retirement in 1 year, 2 years and 3 years later; and
- (b) With the transfer of many civil servants to a higher rank (e.g. from CA grade to ACO grade through in-service transfer), there has been a surge in the number of eligible candidates in the higher rank, resulting in longer length of service. Will the Bureau look into the situation? In the light of the retirement wave, will the Government consider allocating additional short-term quotas as an encouragement to retiring civil servants who have served the public for over 35 years? If yes, what are the details; if no, what are the reasons?

Asked by: Hon POON Siu-ping (LegCo internal reference no.: 32)

Reply:

- (a) The Long and Meritorious Service Travel Award Scheme (hereafter referred to as the Scheme) aims at recognising long and meritorious service of serving civil servants. All local non-directorate officers with a continuous service of 20 years or more, and who have a track record of consistently very good performance and have not received any government travel award before, are eligible for consideration for the grant of an award. As the Scheme does not aim at providing travel awards to officers who are approaching their retirement age, the Civil Service Bureau has not collected data on retirement ages of eligible civil servants.
- (b) The quota of awards under the Scheme is determined based on the number of eligible officers meeting the length of service requirement and allocated to each bureau/department (B/D) on the basis of one award for every 27 eligible officers (ratio

of 1:27). The B/D appoints a selection committee to select the awardees after taking into consideration various factors such as the length of service of eligible officers, the performance and appraisal reports of individual officers, and whether the spouse of the officer concerned is entitled to Government leave passages.

To enhance the Scheme, starting from 2014-15, we have increased the ratio of award quota from one award for every 30 eligible officers meeting the length of service requirement (1:30) to 1:27. From 2019-20 onwards, we have also relaxed the restriction of travelling with spouse only to allow awardees to flexibly nominate a travelling companion to receive the same travel allowance. The quota of awards under the Scheme in 2019-20 is 2 516, and the estimated expenditure is around \$131 million. The Scheme aims at rewarding civil servants with long and consistently meritorious service. Whether the officers concerned are nearing retirement is not a major consideration factor for the grant of awards.

- End -

CONTROLLING OFFICER'S REPLY**CSB059****(Question Serial No. 0739)**Head: (120) PensionsSubhead (No. & title): (015) Public and judicial service pension benefits and compensationProgramme: (1) Public and Judicial Service Pension BenefitsControlling Officer: Director of Accounting Services (Charlix Wong)Director of Bureau: Secretary for the Civil ServiceQuestion:

Regarding the expenditure on pension payment, please advise on the following:

1. the total expenditure on pension payment and the number of recipients in each of the past 3 years, as well as the relevant estimated expenditure in the coming year;
2. whether information on the nationality and present place of residence of pensioners has been kept; if yes, what are the top five nationalities and places of residence; if no, the reasons for that;
3. the number of cases in which eligibility for pension has been lost due to various reasons in each of the past 3 years.

Asked by : Hon CHIANG Lai-wan (LegCo internal reference no.: 35)Reply:

1. The total number of retired civil servants and judicial officers receiving pensions and the expenditure on pension payments to them for the past three financial years are set out below –

Financial Year	Total number of retired civil servants and judicial officers receiving pension in the respective financial year	Total expenditure on civil servants and judicial service pension in the respective financial year (including gratuities and pension)
		\$ Million
2016-17	127 258	30,843.4
2017-18	132 577	33,191.0
2018-19 (revised estimate)	137 970	35,792.0

The estimated total expenditure on civil servants and judicial service pension for 2019-20 is around \$38,297 million.

2. Based on the information maintained in respect of the place of residence of pensioners, the top five places of residence of retired civil servants and judicial officers are Hong Kong, Canada, the United States of America, Australia and the United Kingdom. As the nationalities of pensioners are not required for the processing of pension payments, the Treasury does not keep such information.
3. The numbers of cases in the past 3 financial years involving civil servants who were punished by dismissal and lost their eligibility for pension because of conviction of criminal offences or being guilty of misconduct are as follows:

Financial Year	No. of cases
2016-17	13
2017-18	8
2018-19 (as at 31 December 2018)	6

- End -

CONTROLLING OFFICER'S REPLY

CSB060

(Question Serial No. 1359)

Head: (37) Department of Health

Subhead (No. & title): Not specified

Programme: (7) Medical and Dental Treatment for Civil Servants

Controlling Officer: Director of Health (Dr. Constance CHAN)

Director of Bureau: Secretary for the Civil Service

Question:

Regarding the provision of dental services for serving and retired civil servants and other eligible persons, will the Government please inform this Committee of the total number of persons eligible for such services, with a breakdown into serving, retired civil servants and other eligible persons? For the provision of dental services to them under the above Programme by the Department of Health over the past 3 years, please provide information on the total amount of expenditure and the numbers of healthcare staff by rank (including dentists and dental surgery assistants), as well as details of their length of service, vacancy rates and wastage rates.

Asked by: Hon CHAN Hak-kan (LegCo internal reference no.: 2)

Reply:

According to the information provided by the Treasury, the total number of persons eligible for civil service dental benefits was about 550 100 as at 31 August 2018, of whom 173 300 were serving civil servants, 119 200 were retired civil servants and 257 600 were other eligible persons (mainly the dependants of civil servants and retired civil servants).

The actual expenditures on dental services provided for civil service eligible persons by the Department of Health (DH) in 2016-17 and 2017-18 were \$643.3 million and \$663.1 million respectively, and the revised estimate for 2018-19 is \$729.1 million.

The establishment and vacancy rates of Dental Officers (DOs) and Dental Surgery Assistants (DSAs) at the dental clinics under DH in the past 3 years are as follows –

Grade	2016-17 (as at 31 March 2017)		2017-18 (as at 31 March 2018)		2018-19 (as at 1 February 2019)	
	Establishment	Vacancy rate	Establishment	Vacancy rate	Establishment	Vacancy rate
DO	254	2.0%	259	1.2%	269	2.2%
DSA	270	0.0%	271	0.0%	276	0.0%

The wastage rates¹ of the DO grade in DH for 2016-17, 2017-18 and 2018-19 (as at 1 February 2019) were 2.5%, 3.4% and 5.7% respectively, and those of the DSA grade were 3.1%, 4% and 2.6% respectively. The length of service for both DOs and DSAs working in DH ranges from over 30 years to less than 1 year.

¹ Wastage rate refers to the overall wastage rate covering all situations resulting in departure from the service, including retirement, resignation, etc.

- End -

CONTROLLING OFFICER'S REPLY

CSB061

(Question Serial No. 1667)

Head: (37) Department of Health

Subhead (No. & title): Not specified

Programme: (7) Medical and Dental Treatment for Civil Servants

Controlling Officer: Director of Health (Dr. Constance CHAN)

Director of Bureau: Secretary for the Civil Service

Question:

1. Regarding the utilisation rates of medical and dental services for civil servants in 2016-17, 2017-18 and 2018-19 and the staffing concerned, please provide information on:
 - (a) the attendances at various families clinics and the expenditure involved;
 - (b) the actual attendances of dental procedures, the average waiting time of such cases and the percentage of cases failing to receive dental procedures within 1 year from the date of making the appointment; and
 - (c) the grades, establishment and actual number of staff (including those employed on civil service or agreement terms) of various service units (including but not limited to families clinics, dental clinics, etc.) which provide medical and dental services for civil servants.
2. What is the waiting time for the various specialised dental services for civil servants? How does it compare with the services in the 1980s? Has the current waiting time fallen short of the target to give “the best available medical attendance and treatment” as laid down in the Civil Service Regulations? Will the Government consider using the Hospital Authority’s public-private partnership model of service delivery to address the long waiting time?

Asked by: Hon POON Siu-ping (LegCo internal reference no.: 53)

Reply:

- 1(a) The attendances of civil service eligible persons (CSEPs) at each families clinic in the past three years were as follows –

Year	2016	2017	2018
Number of attendances ^{Note 1}			
Chai Wan Families Clinic	66 000	66 000	63 000
Hong Kong Families Clinic	68 000	68 000	61 000
Kowloon Families Clinic	73 000	73 000	67 000
New Territories Families Clinic	50 000	53 000	53 000
Fanling Families Clinic	16 000 ^{Note 3}	37 000	41 000
Sai Kung Families Clinic	N/A	N/A	200 ^{Note 2&4}

Note 1: The number of attendances is rounded to the nearest thousand (except Sai Kung Families Clinic).

Note 2: The number of attendances is rounded to the nearest hundred.

Note 3: Fanling Families Clinic commenced service on 30 March 2016.

Note 4: Sai Kung Families Clinic commenced service on 20 December 2018.

The overall actual expenditures of the families clinics for 2016-17 and 2017-18 were \$148.2 million and \$162.8 million respectively, and the revised estimate for 2018-19 is \$171.8 million. The Department of Health (DH) does not keep statistics on the expenditures of individual families clinics.

- (b) Dental procedures vary in type and complexity, which include general and specialised dental treatment. CSEPs can receive general dental follow-up treatment by appointment or specialised dental services by referral from general dental clinics under DH. Appointments are arranged according to the urgency and nature of the medical conditions of patients, and patients with urgent conditions will be arranged to receive treatment as early as possible.

The overall waiting times of CSEPs for appointment for dental follow-up treatment and elective consultation for specialised dental services in the past 3 years are as follows –

As at	Dental Follow-up Treatment	Elective Consultation for Specialised Dental Services
31 December 2016	1 to 16 months	5 to 40 months
31 December 2017	1 to 16 months	4 to 33 months
31 December 2018	1 to 17 months	6 to 42 months

The attendances of CSEPs at dental clinics (including Oral & Maxillofacial Surgery and Dental Units in hospitals) in the past 3 years are as follows –

Year	Attendance at Dental Clinics
2016	739 800
2017	766 400
2018	769 600

DH does not keep statistics on the attendances and number of patients waiting for dental procedures/treatment by type.

- (c) The grade, establishment and strength of staff working in various services responsible for the provision of civil service medical and dental services in the past 3 years are at **Annex**.

As for contract staff, including full-time and part-time staff, there were 1 Contract Doctor and 6 Contract Nurses working in the families clinics as well as 8 Contract Dentists and 1 Contract Project Assistant working in the dental clinics as at 1 February 2019.

2. As at 31 December 2018, the waiting times for elective consultation for various specialised dental services were as follows –

Specialised Dental Services	Waiting Time for Elective Consultation
Periodontology	9 to 21 months
Prosthodontics	15 to 23 months
Endodontics	12 to 27 months
Orthodontics	6 to 15 months
Paediatric Dentistry	8 months
Oral & Maxillofacial Surgery	11 to 42 months

Since 2008-09, DH has been allocating additional resources to enhance the specialised dental services for CSEPs by phases, including the setting up of 3 periodontal surgeries, 7 prosthodontic surgeries, 6 orthodontic surgeries and 4 oral & maxillofacial surgeries.

We will keep a close watch on CSEPs' needs for dental services and explore suitable and feasible options to further enhance their dental benefits. Such options include the setting up of new dental surgeries, renewal of dental equipment and procurement of advanced dental equipment, as well as pairing up of dental clinics with longer waiting times and those with shorter waiting times with a view to shortening the waiting times.

As to the suggestion of providing dental services through public-private partnership, many complicated factors of consideration are involved, including cost-effectiveness, technical issues, financial arrangements, monitoring mechanism, etc. We will not consider the proposal at this stage.

Annex

Grade	Families Clinics						Dental Clinics						Reimbursement of Medical Expenses					
	2016-17 ^{Note 1}		2017-18 ^{Note 2}		2018-19 ^{Note 3}		2016-17 ^{Note 1}		2017-18 ^{Note 2}		2018-19 ^{Note 3}		2016-17 ^{Note 1}		2017-18 ^{Note 2}		2018-19 ^{Note 3}	
	Est.	Strength	Est.	Strength	Est.	Strength	Est.	Strength	Est.	Strength	Est.	Strength	Est.	Strength	Est.	Strength	Est.	Strength
Medical and Health Officer	36	36	37	36	39	33	-	-	-	-	-	-	1#	1#	1#	1#	1#	1#
Registered Nurse	60	55	60	53	68	61	-	-	-	-	-	-	-	-	-	-	-	-
Dental Officer	-	-	-	-	-	-	254	249	259	256	267	263	-	-	-	-	-	-
Dental Hygienist	-	-	-	-	-	-	13	12	13	13	13	12	-	-	-	-	-	-
Dental Surgery Assistant	-	-	-	-	-	-	270	271*	271	271	276	277*	-	-	-	-	-	-
Dental Technician	-	-	-	-	-	-	40	39	40	39	40	40	-	-	-	-	-	-
Dispenser	18	18	21	21	23	22	-	-	-	-	-	-	-	-	-	-	-	-
Clinical Psychologist	1	1	3	3	3	3	-	-	-	-	-	-	-	-	-	-	-	-
Dietitian	1	0	1	1	1	1	-	-	-	-	-	-	-	-	-	-	-	-
Accounting Officer	-	-	-	-	-	-	-	-	-	-	-	-	4	4	4	4	4	4
Supplies Officer	-	-	-	-	-	-	1	1	1	1	1	1	-	-	-	-	-	-
Assistant Supplies Officer	-	-	-	-	-	-	1	1	1	1	1	1	-	-	-	-	-	-
Hospital Administrator	-	-	-	-	2	2	-	-	-	-	-	-	-	-	-	-	-	-
Clerical Officer	7	5	7	5	10	7	40	38	42	39	42	36	11	11	11	11	11	11
Clerical Assistant	22	22	27	26	30	29	78	68	81	76	83	74	3	3	3	3	3	3
Office Assistant	1	1	1	1	1	1	3	1	3	1	2	1	-	-	-	-	-	-
Laboratory Attendant	-	-	-	-	-	-	14	13	14	14	16	16	-	-	-	-	-	-
Workman II	19	19	19	19	23	20	64	56	65	58	68	58	-	-	-	-	-	-
Total:	165	157	176	165	200	179	778	749	790	769	809	779	19	19	19	19	19	19

Note 1: Figures as at 31 March 2017

Note 2: Figures as at 31 March 2018

Note 3: Figures as at 1 February 2019

* Includes 1 staff member on pre-retirement leave

Also supports the administrative work in relation to civil service medical services

- End -

CONTROLLING OFFICER'S REPLY

CSB062

(Question Serial No. 1668)

Head: (37) Department of Health

Subhead (No. & title): Not specified

Programme: (7) Medical and Dental Treatment for Civil Servants

Controlling Officer: Director of Health (Dr. Constance CHAN)

Director of Bureau: Secretary for the Civil Service

Question:

The Chief Executive announced in her Policy Address in October 2018 that the Government would provide Chinese medicine services for civil servants, yet the implementation work is heard to be still underway. Given that the financial provision for Programme (7) in 2019-20 has increased substantially by \$460.2 million (27.9%) when compared with the revised estimate for 2018-19, will preparation for and studies into providing Chinese medicine services for civil servants come under this Programme? If yes, what is the expenditure involved?

Asked by: Hon POON Siu-ping (LegCo internal reference no.: 55)

Reply:

The Department of Health currently does not provide Chinese medicine services. The increase in provision under Programme 7 for 2019-20 does not involve provision of such services. The additional provision will mainly be used for enhancing general and specialised dental services for civil service eligible persons (CSEPs), meeting the increased operational expenses for the new Sai Kung Families Clinic and additional manpower in Families Clinics, implementing the "Risk Assessment and Management Programme" and the "Stable Drug Use" Pilot Programme, settling and reimbursing the medical expenses and hospital charges of CSEPs, and procuring and renewing medical equipment and systems.

- End -

CONTROLLING OFFICER'S REPLY

CSB063

(Question Serial No. 2046)

Head: (37) Department of Health

Subhead (No. & title): Not specified

Programme: (7) Medical and Dental Treatment for Civil Servants

Controlling Officer: Director of Health (Dr. Constance CHAN)

Director of Bureau: Secretary for the Civil Service

Question:

Regarding medical and dental services for civil servants, will the Government inform this Committee of:

- (1) the average waiting time and longest waiting time for appointment in respect of check-up and diagnosis, specialised out-patient treatment, emergency dental treatment, elective consultation for specialised dental service and dental follow-up treatment provided for civil service eligible persons (CSEPs) in the past year;
- (2) the respective consultation quotas for CSEPs and general public (GP) sessions as well as the average service utilisation rate concerning the dental clinics in various districts; and
- (3) the initiatives to be implemented in the coming year to shorten the waiting time of CSEPs, and the number of relevant civil service posts to be created as well as the staff establishment and expenditure involved?

Asked by: Hon YUNG Hoi-yan (LegCo internal reference no.: 23)

Reply:

(1)

Services provided by families clinics (including check-ups and diagnosis)

Families clinics provide general out-patient services for CSEPs. Subsequent to treatment in these clinics, blood tests, other examinations or referrals to the Hospital Authority (HA) for follow-up and further treatment appropriate to the needs of individual patients will be arranged. Families clinics do not keep statistics on the waiting times for such check-up and diagnosis.

Specialised out-patient (SOP) services

SOP services are provided by the 9H Specialist Clinic of the Prince of Wales Hospital, L Block of the Queen Elizabeth Hospital and Saturday SOP Clinic of the Queen Mary Hospital under HA for the exclusive use of CSEPs. The median waiting times for new cases in major specialties in 2018 are listed as follows –

9H Specialist Clinic of the Prince of Wales Hospital

Specialty	Median Waiting Time (week)
Ear, Nose & Throat	4
Gynaecology	6
Medicine	31
Orthopaedics	30
Paediatrics	1
Surgery	3

L Block of the Queen Elizabeth Hospital

Specialty	Median Waiting Time (week)
Medicine	104
Surgery	40
Gynaecology	39
Paediatrics	1
Orthopaedics	44

Saturday SOP Clinic of the Queen Mary Hospital

Specialty	Median Waiting Time (week)
Medicine	7
Surgery	6

Dental services

CSEPs with urgent conditions can attend any government dental clinic for emergency dental services during clinic operating hours. Generally speaking, they will be seen within the same session of attendance.

As at 31 December 2018, the waiting times for CSEPs to receive dental follow-up treatment and elective consultation for specialised dental services at the dental clinics (including the oral & maxillofacial surgery and dental units at hospitals) ranged from 1 to 17 months and 6 to 42 months respectively.

(2)

Dental Officers provide suitable treatment for CSEPs according to the latter's medical conditions. Since the time required for different treatment procedures varies, dental clinics will allocate the daily consultation sessions to each treatment procedure as appropriate without setting a uniform quota for daily consultations. At present, the utilisation rates of all service sessions available at government dental clinics providing dental services to CSEPs are close to 100%.

Regarding GP sessions at dental clinics, the maximum number of discs allocated per session in 11 government dental clinics and their utilisation rates are at [Annex 1](#).

(3)

In 2019-20, the Department of Health (DH) will enhance its services by launching the Risk Assessment and Management Programme and Stable Drug Use Pilot Programme at families clinics. The Risk Assessment and Management Programme aims at improving the quality of care for patients with diabetes mellitus and identifying early complications so that the extra consultation time arising from complications can be reduced. The Stable Drug Use Pilot Programme seeks to enhance drug safety for patients with chronic diseases and stable conditions who are required to take multiple types of drugs, and to minimise their needs for follow-up consultations with doctors. It is expected that the implementation of these two programmes will release doctor consultation quota for allocation to other CSEPs in need.

As for dental services, following the setting up of additional surgeries at Sheung Kwai Chung Prosthodontic Clinic and Yau Ma Tei Orthodontic Clinic, as well as the commissioning of the new Yuen Long Government Offices General Dental Clinic in the first quarter of 2019, DH will open a general dental clinic at the West Kowloon Government Offices in 2019-20 to increase service capacity.

In order to implement the above initiatives and enhance the overall services of families clinics and dental clinics so as to shorten the waiting times of CSEPs, DH will create 28 civil service posts in 2019-20 (see [Annex 2](#) for details), involving an annual recurrent expenditure of approximately \$11 million.

Annex 1

Dental clinic with GP sessions	Service session	Max. no. of discs allocated per session	Service utilisation rate in 2018 (%)
Kowloon City Dental Clinic	Monday (AM)	84	87.3
	Thursday (AM)	42	
Kwun Tong Dental Clinic	Wednesday (AM)	84	95.1
Kennedy Town Community Complex Dental Clinic	Monday (AM)	84	84.7
	Friday (AM)	84	
Fanling Health Centre Dental Clinic	Tuesday (AM)	50	94.0
Mona Fong Dental Clinic	Thursday (PM)	42	90.0
Tai Po Wong Siu Ching Dental Clinic	Thursday (AM)	42	92.4
Tsuen Wan Dental Clinic	Tuesday (AM)	84	95.9
	Friday (AM)	84	
Yan Oi Dental Clinic	Wednesday(AM)	42	97.1
Yuen Long Jockey Club Dental Clinic	Tuesday (AM)	42	93.5
	Friday (AM)	42	
Tai O Dental Clinic	2 nd Thursday (AM) of each month	32	23.7
Cheung Chau Dental Clinic	1 st Friday (AM) of each month	32	69.3

**Civil service posts proposed to be created to
enhance the services of families clinics and dental clinics in 2019-20
under Programme (7) : Medical and Dental Treatment for Civil Servants**

<u>Function/Rank</u>	<u>No. of posts to be created</u>
Dental / Para-dental support	
Senior Dental Officer	1
Dental Officer	1
Dental Hygienist	5
Dental Surgery Assistant	5
Nursing support	
Registered Nurse	4
Professional support	
Pharmacist	1
Dietitian	1
Technical support	
Dispenser / Student Dispenser	1
Administrative and general support	
Assistant Clerical Officer	2
Clerical Assistant	6
Workman II	1
	<u>28</u>

- End -

CONTROLLING OFFICER'S REPLY

CSB064

(Question Serial No. 3750)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): Not specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)

Director of Bureau: Secretary for the Civil Service

Question:

Earlier on, a male Senior Immigration Officer requested the Civil Service Bureau (CSB) to grant him the benefits for married civil servants upon registration of his marriage with a same-sex partner. The case is under appeal to the Court of Final Appeal. In this regard, what are the Bureau's existing policies on benefits for spouses of civil servants; does the CSB have any plans to change such policies so that same-sex partners of civil servants will be allowed to enjoy the same benefits; and is there any timetable for the change?

Asked by: Hon CHAN Chi-chuen (LegCo internal reference no.: 95)

Reply:

The appeal lodged by the Senior Immigration Officer concerned will be heard by the Court of Final Appeal in May this year. As the legal proceedings have not been concluded, it is not appropriate for us to comment on the case as well as the policy issues relating to civil service benefits at this stage.

- End -

CONTROLLING OFFICER'S REPLY

CSB065

(Question Serial No. 3769)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): Not specified
Programme: (4) Civil Service Training and Development
Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)
Director of Bureau: Secretary for the Civil Service

Question:

It is mentioned that national studies training programmes will be provided for civil servants at different levels and that national studies will be made part and parcel of the development plans for senior civil servants. In this connection, will the Government inform this Committee of the following:

1. the operating expenses, staff establishment and full year payroll costs involved in the above-mentioned training programmes in 2018-19; and
2. the operating expenses, staff establishment and full year payroll costs for organising the above-mentioned training programmes in 2019-20.

Asked by: Hon CHAN Chi-chuen (LegCo internal reference no.: 114)

Reply:

In 2018-19, the revised estimate on national studies training programmes is \$21.5 million, and the estimated expenditure in 2019-20 is \$24.1 million. 26 Training Officers are responsible for organising these programmes. As these officers are not only responsible for one single area of work, it would be difficult to break down the manpower and expenses related to national studies training programmes only.

- End -

CONTROLLING OFFICER'S REPLY

CSB066

(Question Serial No. 4725)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): (000) Operational expenses
Programme: (4) Civil Service Training and Development
Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)
Director of Bureau: Secretary for the Civil Service

Question:

It is mentioned under Matters Requiring Special Attention in 2019-20 of Programme (4) that the Government will continue to work on the establishment of a new civil service college. Will the Government inform this Committee of the posts and expenditure involved in the establishment of the new civil service college in 2019-20?

Asked by: Hon CHAN Chi-chuen (LegCo internal reference no.: 237)

Reply:

In 2019-20, the Civil Service Bureau (CSB) will carry out preliminary planning work for the new civil service college mainly through internal redeployment of resources, and will not involve the addition of civil servants.

- End -

CONTROLLING OFFICER'S REPLY

CSB067

(Question Serial No. 4740)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): Not specified

Programme: (4) Civil Service Training and Development

Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)

Director of Bureau: Secretary for the Civil Service

Question:

It is mentioned under Matters Requiring Special Attention in 2019-20 of Programme (4) that national studies training programmes will be provided for civil servants at different levels and that national studies will be made part and parcel of the development plans for senior civil servants. In this connection, will the Government inform this Committee of the following:

- (1) the operating expenses, staff establishment and full year payroll costs involved in the above-mentioned training programmes in 2018-19; and
- (2) the operating expenses, staff establishment and full year payroll costs for organising the above-mentioned training programmes in 2019-20?

Asked by: Hon CHAN Chi-chuen (LegCo internal reference no.: 316)

Reply:

In 2018-19, the revised estimate on national studies training programmes is \$21.5 million, and the estimated expenditure in 2019-20 is \$24.1 million. 26 Training Officers are responsible for organising these programmes. As these officers are not only responsible for one single area of work, it would be difficult to break down the manpower and expenses related to national studies training programmes only.

- End -

CONTROLLING OFFICER'S REPLY

CSB068

(Question Serial No. 5237)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (001) Salaries

Programme: (1) Director of Bureau's Office

Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)

Director of Bureau: Secretary for the Civil Service

Question:

Please provide, in the form of a table, the actual expenditure on the salaries and gratuity of the Secretary for the Civil Service (SCS) in the past year. Please also provide, in the form of a table, the estimated expenditure on the salaries and gratuity of the SCS in the coming year.

Asked by: Hon CHAN Chi-chuen (LegCo internal reference no.: 386)

Reply:

In 2018-19, the expenditure on salary for the Secretary for the Civil Service (SCS) was about \$4.06 million. For budgetary purposes, the provision for the salary for the post of SCS for 2019-20 is \$4.08 million.

In 2018-19 and 2019-20, no expenditure or estimate has been made by the Civil Service Bureau for gratuity payable to SCS.

- End -

CONTROLLING OFFICER'S REPLY

CSB069

(Question Serial No. 5558)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): Not specified
Programme: (4) Civil Service Training and Development
Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)
Director of Bureau: Secretary for the Civil Service

Question:

Has the Civil Service Bureau (CSB) laid down guidelines on how to handle persons with different sexual orientations or gender identity disorder who approach frontline staff for assistance? Has the Bureau provided frontline staff with training on ways to deal with sexual minorities? Please set out in a table the number of training targeted at frontline staff in the past year, including the training dates, venues, number of participants, topics and related expenditure.

Asked by: Hon CHAN Chi-chuen (LegCo internal reference no.: 387)

Reply:

The Government is committed to fostering the culture and values of inclusiveness, mutual respect and non-discrimination, and promoting equal opportunities for people of different sexual orientations and transgender persons. Constitutional and Mainland Affairs Bureau cooperates with Civil Service Bureau in organising training for civil servants on subjects related to gender identity and sexual orientations (including the Government's policy and support to promote equal opportunities for people of different sexual orientations and transgender persons, service communication skills, implementation of the Code of Practice against Discrimination in Employment on the Ground of Sexual Orientation, and case discussions, etc.). In 2018-19, 16 classes of relevant training were organised and attended by about 900 civil servants (including frontline staff). These training programmes were conducted in government venues and did not involve any venue rental expenses.

- End -

CONTROLLING OFFICER'S REPLY

CSB070

(Question Serial No. 5111)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): Not specified

Programme: Not specified

Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)

Director of Bureau: Secretary for the Civil Service

Question:

- 1) Concerning the requests for information under the Code on Access to Information received by the Civil Service Bureau for which only some of the required information was provided, please state in table form: (i) the content of the requests for which only some of the required information was provided; (ii) the reasons for providing some of the information only; and (iii) how the requests were eventually handled.

Year

(i) Content of the requests for which only some of the required information was provided	(ii) Reasons for providing some of the information only	(iii) How the requests were eventually handled

- 2) Concerning the requests for information under the Code on Access to Information received by the Civil Service Bureau for which the required information was not provided, please state in table form: (i) the content of the requests refused; (ii) the reasons for refusal; and (iii) how the requests were eventually handled.

Year

(i) Content of the requests refused	(ii) Reasons for refusal	(iii) How the requests were eventually handled

Asked by: Hon CHAN Tanya (LegCo internal reference no.: 127)

Reply:

From January to September 2018, of the requests for information under the Code on Access to Information (the Code) received by the Civil Service Bureau (CSB), 4 were only met in part and 4 were refused.

The information requested for the 4 applications met in part were about the assessment criteria of the Joint Recruitment Examination (JRE) and the number of candidates invited to attend the selection interviews of Executive Officers (EO) II and their marks, model answers for the JRE and the results of the reviews on the JRE results, information on manpower and promotion of the EO Grade, and information on the assessment for the selection interviews of Administrative Officers and EO II respectively. In accordance with paragraph 2.11 and paragraph 2.15 of the Code, having considered that the requested information involves “public employment and public appointments” and/or “privacy of the individual”, we provided each applicant with the requested information in part only.

As for the 4 applications for which the requested information was not provided, they were handled in accordance with paragraph 2.9 “management and operation of the public service” and paragraph 2.11 “public employment and public appointments” of the Code, and we refused to provide the concerned applicants with the information requested. Such requested information includes the number of applications received and offers made to students of each local tertiary institution under the Administrative Service Summer Internship Programme, as well as documents including the questions, assessment criteria and answer scripts of the JRE papers.

- End -

CONTROLLING OFFICER'S REPLY

CSB071

(Question Serial No. 6200)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): Not specified

Programme: (1) Director of Bureau's Office

Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)

Director of Bureau: Secretary for the Civil Service

Question:

Please provide in tabular form the following details of each of the duty visits made by the Secretary and Under Secretary in the past year in chronological order: (a) purpose and destination, (b) post titles of the officials met, (c) number and post titles of Hong Kong officials in entourage, (d) number of days of the visit, and (e) total expenditure incurred, including expenses on (i) transportation (air tickets and local transportation), (ii) accommodation, (iii) meals, (iv) banquets or entertainment, and (v) gifts.

Asked by: Hon CHEUNG Chiu-hung, Fernando (LegCo internal reference no.: 1421)

Reply:

Details of the duty visits made by the Secretary for the Civil Service in 2018-19 are provided below –

Date of duty visit	Destination	Number of entourage members	Purpose	Air ticket expenses	Accommodation expenses	Other expenses (including in-town transportation, subsistence allowance and other reimbursable expenses)	Total expenses
				(a)	(b)	(c)	(a)+(b)+(c)
September 2018 (5 days in total)	North America (Boston and New York in the USA, Ottawa in Canada)	2	To visit government authorities and public service training institutes to discuss civil service management and training matters	about HK\$279,000	about HK\$34,500	about HK\$46,000	about HK\$359,500
November 2018 (6 days in total)	Beijing and Hangzhou	2	To lead a delegation to attend a training programme and conduct visits	about HK\$13,000	about HK\$12,800	about HK\$23,200	about HK\$49,000

As a general rule, all politically appointed officials and civil servants should observe the same principles and act in accordance with the relevant regulations and administrative guidelines when providing official entertainment in the form of meals. Government officers are required to exercise prudent judgement and economy when entertaining guest(s) for official purposes in order to avoid any public perception of extravagance. According to the existing general guidelines, the expenditure limits on official meals should not exceed HK\$450 (or equivalent in foreign currency) per person for lunch or HK\$600 (or equivalent in foreign currency) per person for dinner, inclusive of all expenses incurred on food and beverages consumed on the occasion, service charges and tips.

In line with the Government's green policy, public officers should as far as possible refrain from bestowing gifts/souvenirs to others during the conduct of official activities. According to the existing guidelines, where bestowal of gifts/souvenirs is necessary or unavoidable due to operational, protocol or other reasons, the gift/souvenir items should not be lavish or extravagant and the number should be kept to a minimum. Also, the exchange of gifts/souvenirs should only be made from organisation to organisation. Civil Service Bureau did not have related expenses in 2018-19.

- End -

CONTROLLING OFFICER'S REPLY

CSB072

(Question Serial No. 6716)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): Not specified

Programme: Not specified

Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)

Director of Bureau: Secretary for the Civil Service

Question:

Please inform this Committee of the total number of civil servants performing overtime, the total number of overtime hours performed and the expenditure involved in each of the past 5 years.

Asked by: Hon CHEUNG Chiu-hung, Fernando (LegCo internal reference no.: 3530)

Reply:

According to the Civil Service Regulations (“CSRs”), overtime work is work undertaken over and beyond a civil servant’s conditioned hours. Overtime work is subject to operational needs. Since the administration of overtime work falls within the internal operations of individual bureaux and departments (B/Ds), we do not have the statistics on overtime work undertaken by civil servants of individual B/Ds.

According to the CSRs, overtime work should normally be compensated by time off in lieu (“TOIL”). Where this is, or is likely to be, impracticable within one month of the date on which overtime is worked, overtime allowance may be paid to eligible officers (for example, civilian officers in ranks whose scale maxima are on or below Point 25 and whose scale minima are on or below Point 19 of the Master Pay Scale). Whether overtime work will be compensated by TOIL or overtime allowance depends on the circumstances of individual officers or their posts.

According to the information provided by the Treasury, the expenditure on overtime allowance (including overtime allowance for staff of civilian grades and disciplined services overtime allowance for staff of disciplined services grades) from 2014-2015 to 2018-19 is set out in the table below –

	Actual Expenditure in 2014-15 (\$'000)	Actual Expenditure in 2015-16 (\$'000)	Actual Expenditure in 2016-17 (\$'000)	Actual Expenditure in 2017-18 (\$'000)	Actual Expenditure in 2018-19* (\$'000)
Overtime Allowance	778,322	648,045	680,095	698,687	659,088

*From 1 April 2018 to 28 February 2019

- End -

CONTROLLING OFFICER'S REPLY

CSB073

(Question Serial No. 7035)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): Not specified
Programme: Not specified
Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)
Director of Bureau: Secretary for the Civil Service

Question:

Regarding the support for the employment of people with disabilities, please inform this Committee of the following:

1. the total strength of civil service, the number of newly recruited civil servants, civil servants leaving the service and retired civil servants in each of the past 5 years;
2. the number of serving civil servants with disabilities, broken down by type of disability, in government departments in each of the past 5 years;
3. the number of newly recruited civil servants with disabilities, civil servants with disabilities leaving the service and retired civil servants with disabilities, broken down by type of disability, in government departments in each of the past 5 years; and
4. the number of serving civil servants who became disabled, broken down by type of disability, in government departments in each of the past 5 years.

Asked by: Hon CHEUNG Chiu-hung, Fernando (LegCo internal reference no.: 1422)

Reply:

1. According to the statistics compiled by the Government as at 31 March each year, the number of civil servants, the number of those who were newly recruited and the number of those who left the service ^{Note} from 2013-14 to 2017-18, are set out in **Table 1** below.

Table 1 Numbers of civil servants, newly recruited civil servants and civil servants leaving the service from 2013-14 to 2017-18

Year	Strength of civil service	No. of newly recruited civil servants	No. of civil servants leaving the service (Numbers in bracket are retirement cases)
2013-14	162 835	8 460	6 694 (5 268)
2014-15	163 645	7 717	7 300 (5 810)
2015-16	166 150	9 854	7 766 (6 125)
2016-17	167 671	8 947	7 793 (6 152)
2017-18	171 458	12 041	8 616 (6 660)

Note : Including retirement, resignation, completion of agreement and decease, etc.

2 & 3. There is no requirement for applicants for government jobs and serving officers to declare their disabilities, if any. The situation on persons with disabilities employed in the civil service is known to us on the basis of information available to bureaux/departments (e.g. through requests of applicants during the recruitment process for special arrangements for selection interview/test having regard to their disabilities, or applications from serving officers with disabilities for financial assistance to purchase technical aids to assist in their performance of duties). Hence, the figures obtained through the aforesaid channels are the lowest figures known to us. According to the figures so collected, the number of civil servants known to have disabilities (excluding persons with colour blindness or defective colour perception), the number of those who were newly recruited and the number of those who left the civil service ^{Note}, with breakdown by types of disability, from 2013-14 to 2017-18, are set out in **Tables 2-7** below.

Table 2 Number of civil servants known to have disabilities from 2013-14 to 2017-18 (by types of disability)

Type of disability	Year				
	2013-14	2014-15	2015-16	2016-17	2017-18
Visual impairment	439	412	389	374	355
Hearing impairment	335	352	378	375	391
Physical disability	1 696	1 626	1 530	1 418	1 301
Intellectual disability	17	15	15	15	15
Ex-mentally ill persons	366	352	356	347	341
Visceral disability	546	544	544	537	518
Others, e.g. autism, speech impairment, specific learning difficulties, etc.	16	18	18	21	21
Total	3 415	3 319	3 230	3 087	2 942

Table 3 Number of civil servants known to have disabilities from 2013-14 to 2017-18 (by bureaux/departments)

Bureau/Department	Year				
	2013-14	2014-15	2015-16	2016-17	2017-18
Agriculture, Fisheries and Conservation Department	238	219	195	170	160
Architectural Services Department	26	23	22	20	20
Audit Commission	2	1	1	1	1
Auxiliary Medical Service	1	1	1	1	1
Buildings Department	9	13	12	12	12
Census and Statistics Department	18	18	17	17	17
Civil Aid Service	4	3	2	2	2
Civil Aviation Department	7	7	5	5	4
Civil Engineering and Development Department	39	39	36	41	41
Companies Registry	19	19	21	21	20
Correctional Services Department	249	234	224	209	211
Customs and Excise Department	50	47	36	50	48
Department of Health	79	74	77	73	75
Department of Justice	13	13	11	11	13
Drainage Services Department	99	95	96	95	79
Electrical and Mechanical Services Department	71	67	65	62	60
Environmental Protection Department	5	5	6	6	7
Fire Services Department	34	30	40	34	33
Food and Environmental Hygiene Department	185	188	186	172	140
Government Laboratory	4	4	3	2	1
Government Logistics Department	20	20	23	23	23
Government Property Agency	2	2	2	2	3
G.S. : Offices of the Chief Secretary for Administration and the Financial Secretary	8	7	8	7	9
G.S. : Civil Service Bureau	12	14	13	15	12
G.S. : Commerce and Economic Development Bureau	13	12	2	2	3
G.S. : Constitutional and Mainland Affairs Bureau	1	2	2	1	1
G.S. : Development Bureau	2	1	1	2	2
G.S. : Education Bureau	59	52	56	51	47
G.S. : Environment Bureau	1	1	1	1	1

Bureau/Department	Year				
	2013-14	2014-15	2015-16	2016-17	2017-18
G.S. : Financial Services and the Treasury Bureau	1	1	1	1	1
G.S. : Food and Health Bureau	0	0	0	0	1
G.S. : Home Affairs Bureau	2	2	3	2	2
G.S. : Innovation and Technology Bureau	-	-	12	15	16
G.S. : Labour and Welfare Bureau	2	3	3	4	4
G.S. : Security Bureau	2	2	1	2	2
G.S. : Transport and Housing Bureau	1	1	1	1	1
Highways Department	74	70	71	63	61
Home Affairs Department	54	53	56	58	57
Hong Kong Observatory	1	1	1	2	3
Hong Kong Police Force	700	676	628	565	516
Hospital Authority	34	30	27	21	20
Housing Department	96	100	105	103	100
Immigration Department	214	221	212	200	200
Information Services Department	1	1	2	2	2
Inland Revenue Department	98	99	102	102	98
Intellectual Property Department	2	2	2	2	2
Invest Hong Kong	1	1	1	1	1
Judiciary	34	32	33	31	30
Labour Department	59	60	65	69	64
Land Registry	21	20	21	21	18
Lands Department	55	57	56	55	57
Legal Aid Department	7	7	8	7	7
Leisure and Cultural Services Department	268	267	255	247	246
Marine Department	31	27	24	23	19
Office of the Communications Authority	10	7	10	10	12
Official Receiver's Office	5	5	5	4	4
Planning Department	3	2	2	3	5
Post Office	100	100	100	95	87
Public Service Commission	1	1	0	0	1
Radio Television Hong Kong	3	3	2	1	1
Rating and Valuation Department	23	20	18	21	21
Registration and Electoral Office	2	2	4	4	3
Social Welfare Department	129	126	123	131	126
Trade and Industry Department	9	10	9	10	10

Bureau/Department	Year				
	2013-14	2014-15	2015-16	2016-17	2017-18
Transport Department	22	25	28	27	25
Treasury	10	8	9	9	8
University Grants Committee	0	0	1	1	0
Water Supplies Department	63	58	54	51	47
Working Family and Student Financial Assistance Agency (formerly Student Financial Assistance Agency)	7	8	11	15	18
Total	3 415	3 319	3 230	3 087	2 942

Table 4 Number of newly recruited civil servants known to have disabilities from 2013-14 to 2017-18 (by types of disability)

Type of disability	Year				
	2013-14	2014-15	2015-16	2016-17	2017-18
Visual impairment	7	11	10	6	8
Hearing impairment	28	20	37	14	24
Physical disability	14	7	11	8	9
Intellectual disability	1	1	0	1	1
Ex-mentally ill persons	7	2	11	4	9
Visceral disability	21	15	13	14	22
Others, e.g. autism, speech impairment, specific learning difficulties, etc.	2	2	1	2	1
Total	80	58	83	49	74

Table 5 Number of newly recruited civil servants known to have disabilities from 2013-14 to 2017-18 (by bureaux/departments)

Bureau/Department	Year				
	2013-14	2014-15	2015-16	2016-17	2017-18
Buildings Department	0	6	1	0	0
Census and Statistics Department	1	1	0	0	0
Civil Aviation Department	0	1	0	0	0
Civil Engineering and Development Department	2	1	1	2	0
Department of Health	8	3	9	2	11
Department of Justice	0	0	1	1	2
Drainage Services Department	2	0	1	0	3
Electrical and Mechanical Services Department	1	2	1	0	2
Environmental Protection Department	0	0	1	0	0

Bureau/Department	Year				
	2013-14	2014-15	2015-16	2016-17	2017-18
Fire Services Department	4	0	0	1	0
Food and Environmental Hygiene Department	5	11	4	5	4
Government Logistics Department	0	1	1	1	5
Government Property Agency	0	0	0	0	1
G.S. : Offices of the Chief Secretary for Administration and the Financial Secretary	0	2	0	0	0
G.S. : Civil Service Bureau	2	0	0	1	0
G.S. : Education Bureau	3	1	11	1	2
G.S. : Environment Bureau	0	0	0	1	0
G.S. : Innovation and Technology Bureau	-	-	0	1	0
G.S. : Labour and Welfare Bureau	1	0	0	1	0
G.S. : Security Bureau	0	0	0	1	0
Home Affairs Department	4	1	1	2	0
Hong Kong Observatory	0	1	0	1	0
Hong Kong Police Force	3	0	0	0	5
Housing Department	8	3	4	2	3
Immigration Department	0	0	3	0	0
Inland Revenue Department	1	3	8	2	3
Judiciary	2	0	2	3	1
Labour Department	3	0	1	2	0
Land Registry	1	0	1	0	0
Lands Department	6	1	1	0	3
Legal Aid Department	0	1	1	0	1
Leisure and Cultural Services Department	10	12	19	4	19
Marine Department	0	0	1	0	0
Post Office	2	3	5	4	2
Rating and Valuation Department	2	0	0	0	2
Registration and Electoral Office	2	0	1	0	0
Social Welfare Department	4	3	3	10	4
Trade and Industry Department	0	1	0	0	0
Transport Department	0	0	0	1	0
Treasury	1	0	0	0	0
Working Family and Student Financial Assistance Agency (formerly Student Financial Assistance Agency)	2	0	1	0	1
Total	80	58	83	49	74

**Table 6 Number of civil servants known to have disabilities leaving the service^{Note} from 2013-14 to 2017-18 (by types of disability)
(Numbers in bracket are retirement cases)**

Type of disability	Year				
	2013-14	2014-15	2015-16	2016-17	2017-18
Visual impairment	32 (29)	43 (41)	38 (37)	27 (27)	31 (28)
Hearing impairment	18 (17)	13 (10)	19 (15)	22 (19)	16 (12)
Physical disability	103 (93)	122 (112)	136 (123)	141 (137)	159 (143)
Intellectual disability	1 (1)	3 (2)	0 (0)	1 (1)	1 (1)
Ex-mentally ill persons	23 (21)	26 (21)	26 (23)	31 (30)	34 (32)
Visceral disability	37 (26)	52 (35)	62 (45)	61 (57)	66 (56)
Others, e.g. autism, speech impairment, specific learning difficulties, etc.	2 (2)	0 (0)	1 (1)	0 (0)	1 (1)
Total	216 (189)	259 (221)	282 (244)	283 (271)	308 (273)

Table 7 Number of civil servants known to have disabilities leaving the service^{Note} from 2013-14 to 2017-18 (by bureaux/departments)

Bureau/Department	Year				
	2013-14	2014-15	2015-16	2016-17	2017-18
Agriculture, Fisheries and Conservation Department	19	21	25	28	24
Architectural Services Department	0	2	0	1	2
Audit Commission	0	1	0	0	0
Buildings Department	0	2	1	0	1
Census and Statistics Department	0	1	1	0	0
Civil Aid Service	1	1	1	0	0
Civil Aviation Department	0	1	2	0	1
Civil Engineering and Development Department	0	1	2	1	0
Companies Registry	0	0	0	2	1
Correctional Services Department	11	22	33	26	27
Customs and Excise Department	4	3	10	3	4
Department of Health	4	6	5	5	11
Department of Justice	0	1	2	2	0

Bureau/Department	Year				
	2013-14	2014-15	2015-16	2016-17	2017-18
Drainage Services Department	10	9	10	6	16
Electrical and Mechanical Services Department	3	5	3	4	4
Environmental Protection Department	1	0	1	0	0
Fire Services Department	1	5	2	7	1
Food and Environmental Hygiene Department	20	22	19	31	38
Government Laboratory	0	0	1	1	1
Government Logistics Department	2	1	0	1	4
G.S. : Offices of the Chief Secretary for Administration and the Financial Secretary	0	1	0	1	0
G.S. : Civil Service Bureau	2	0	1	0	0
G.S. : Commerce and Economic Development Bureau	1	1	0	0	0
G.S. : Development Bureau	0	1	0	0	0
G.S. : Education Bureau	9	7	6	6	4
G.S. : Environment Bureau	0	0	0	1	0
G.S. : Innovation and Technology Bureau	-	-	0	1	1
Highways Department	5	7	8	10	6
Home Affairs Department	3	2	3	3	3
Hong Kong Observatory	0	1	1	0	0
Hong Kong Police Force	53	51	63	55	58
Hospital Authority	3	4	3	6	1
Housing Department	2	7	5	5	5
Immigration Department	6	8	12	15	10
Inland Revenue Department	3	4	4	1	6
Judiciary	0	0	2	6	2
Labour Department	3	3	0	3	5
Land Registry	0	2	1	1	4
Lands Department	2	1	1	1	2
Legal Aid Department	0	1	0	1	1
Leisure and Cultural Services Department	25	22	31	24	26
Marine Department	3	4	3	2	4
Office of the Communications Authority	0	3	0	1	2
Official Receiver's Office	1	0	0	1	0
Planning Department	1	1	1	0	0

Bureau/Department	Year				
	2013-14	2014-15	2015-16	2016-17	2017-18
Post Office	3	3	4	9	10
Public Service Commission	0	0	1	0	0
Radio Television Hong Kong	1	0	1	1	0
Rating and Valuation Department	3	3	1	1	3
Social Welfare Department	7	8	7	4	10
Trade and Industry Department	0	0	1	0	0
Transport Department	0	1	0	3	4
Treasury	1	2	0	0	1
Water Supplies Department	3	6	4	3	5
Working Family and Student Financial Assistance Agency (formerly Student Financial Assistance Agency)	0	1	0	0	0
Total	216	259	282	283	308

Note : Including retirement, resignation, completion of agreement and decease, etc.

- The Government does not record information on civil servants who declared their disabilities only after being recruited by the Government.

- End -

CONTROLLING OFFICER'S REPLY**CSB074****(Question Serial No. 4554)**Head: (143) Government Secretariat: Civil Service BureauSubhead (No. & title): Not specifiedProgramme: (4) Civil Service Training and DevelopmentControlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)Director of Bureau: Secretary for the Civil ServiceQuestion:

The estimated expenditure on civil service training and development in 2019-20 will increase by 12.5% over last year. Will the Government inform this committee of the following:

- (1) Please list the national studies training programmes organised in 2018 and the expenditure involved in table form as follows:

Theme of programme	Date of programme	Participating government department	Number of participants	Expenditure involved

- (2) The estimated number of trainees of national studies training programmes in 2019 will substantially increase by 2 010 compared with the figure in 2018. Will the Bureau inform this Committee of the reasons for this increase and the expenditure involved?

- (3) What is the Bureau's expenditure on national studies training programmes over the last 3 years (i.e. from 2016 to 2018)?

- (4) Please list the programmes of exchange with civil servants of major Mainland cities organised in the past 3 years and the expenditure involved in table form as follows:

Date of programme	Theme of programme	Participating SAR government department	Participating Mainland city	Number of participating SAR civil servants	Number of participating Mainland civil servants	Expenditure involved

Asked by: Hon FAN Kwok-wai, Gary (LegCo internal reference no.: 99)

Reply:

- (1) In 2018, Civil Service Bureau (CSB) arranged national studies training programmes for civil servants at various levels. These programmes included training programmes held in the Mainland, thematic visits to the Mainland and a series of thematic seminars held locally. National studies training programmes cover the latest national policies (such as the “Belt and Road Initiative” and Guangdong-Hong Kong-Macao Greater Bay Area Development), China’s economic development, foreign affairs and national defence policies, environmental governance, advanced technology developments, social security, employment issues etc., as well as training on the Basic Law. In 2018, a total of about 18 590 civil servants at different levels participated in the above national studies training. Given the large number of programmes involved, we are unable to list the details of each programme.

- (2&3) In 2019-20, CSB will continue to strengthen national studies training, including increasing the number of training places for middle level officers to attend national studies training programmes and thematic visits in the Mainland, and organising more local seminars on national affairs and the Basic Law. The estimated number of trainees is about 20 600. The actual expenditure for organising national studies training programmes in 2016-17 and 2017-18 was \$18.3 million and \$18.4 million respectively. The revised estimate in 2018-19 is \$21.5 million, and the estimated expenditure in 2019-20 is \$24.1 million.

- (4) In 2016, CSB co-organised the civil service exchange programme with Beijing, Shanghai, Chongqing, Hangzhou and Wuhan. In 2017 and 2018, the participating Mainland cities included Beijing, Shanghai, Chongqing, Wuhan and Changsha. Hong Kong and the participating Mainland cities attached civil servants to government departments of the other side for about one month. The dates and themes of exchange were decided according to the nature and needs of the participants’ work. The areas of exchange included infrastructure development, city planning, traffic management, public housing, health and food safety, environmental protection, trade and commerce, information technology, culture and arts, etc. From 2016 to 2018, departments which sent staff to the Mainland for exchange included the Architectural Services Department, Buildings Department, Drainage Services Department, Government Laboratory, Hong Kong Police Force, Housing Department and Marine Department. In addition, other departments such as Civil Engineering and Development Department, Department of Health, Environmental Protection Department, Food and Environmental Hygiene Department, Highways Department, Innovation and Technology Commission, Intellectual Property Department, Invest Hong Kong, Labour Department, Office of the Government Chief Information Officer, Planning Department, Social Welfare Department, Trade and Industry Department and Water Supplies Department, etc, also participated in receiving the Mainland participants attached to Hong Kong.

From 2016 to 2018, the number of Hong Kong and Mainland civil servants participated in the exchange programme and the expenditure involved are listed below:

Year	Number of Hong Kong civil servants attached to the Mainland	Number of Mainland civil servants attached to Hong Kong	Expenditure involved (Note)
2016	7	28	About \$0.46 million
2017	4	28	About \$0.43 million
2018	5	29	About \$0.41 million

Note: The expenditure involved mainly covered the expenses incurred by Hong Kong civil servants in travelling between Hong Kong and the Mainland participating cities, their accommodation and living expenses during the attachment, and the expenses in arranging the exchange programme in Hong Kong for Mainland participants. The travelling and accommodation expenses incurred by Mainland civil servants were borne by the relevant Mainland government departments.

- End -

CONTROLLING OFFICER'S REPLY

CSB075

(Question Serial No. 4199)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): Not specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)

Director of Bureau: Secretary for the Civil Service

Question:

In respect of occupational safety and health (OSH), will the Government advise this Committee on:

- a. the numbers of occupational injuries reported by civil servants and non-civil service contract (NCSC) staff after being recruited in each of the past 3 years respectively in a list with a breakdown by department, grade, rank and type of occupational injuries;
- b. what targeted measures the Government has in place to enhance OSH protection in those positions with higher risks of occupational injuries, especially the disciplined services; and
- c. the respective expenditure items involved in improving OSH of employees in each of the past 3 years? Please provide a breakdown by type of activities.

Asked by: Hon HO Kai-ming (LegCo internal reference no.: 15)

Reply:

- a. The number of occupational injuries reported by government departments from 2016 to the first half of 2018, with breakdowns by department and by type of accident, is at **Annex**. The Labour Department (LD) does not keep the statistics with breakdowns by civil servant and NCSC staff or by grade and rank.
- b. Promoting Occupational Safety and Health (OSH) in the civil service is an on-going commitment of the Government. To ensure the safety and health of staff, bureaux/departments (B/Ds) would put in place effective safety management systems and implement safety measures, including provision of protective equipment and organisation of safety training and promotional activities on OSH, etc., having regard to their specific operational need and circumstances as well as OSH risk.

Under the Occupational Safety and Health Ordinance (Cap. 509), an employer must, so far as reasonably practicable, ensure the safety and health at work of all his/her employees. This Ordinance binds the Government. LD has been adopting a multi-pronged approach to improve the OSH performance of B/Ds through inspection and enforcement, education and training as well as publicity and promotion. In respect of inspection and enforcement, LD will prioritise inspections based on the OSH risk of individual government departments, particularly those with relatively high number of accidents (e.g. the Food and Environmental Hygiene Department, the Leisure and Cultural Services Department, the Post Office, etc.), and the disciplined services (e.g. the Hong Kong Police Force, the Fire Services Department, etc.). LD inspects/visits the departments concerned from time to time to give advice on OSH issues to the relevant officers. LD would also urge them to implement and improve their safety management systems, to formulate OSH initiatives and to strengthen safety training, with a view to preventing occurrence of accidents.

Having regard to their operational circumstances, the disciplined services have put in place appropriate safety management systems and carried out reviews and risk assessments of different working environments and procedures in order to implement corresponding safety measures to strengthen safety and health protection of staff in performing duties, including provision of duty-related training and OSH training, personal protective equipment, various types of tools, internal guidelines and other OSH support.

In addition, the Civil Service Bureau (CSB) has been promoting OSH in the civil service through publicity and educational programmes to enhance the awareness of officers responsible for OSH in B/Ds and their staff of the potential risks at work and to encourage their adoption of appropriate precautionary measures. CSB also invites LD and the staff side representatives of the Working Group on OSH in the Civil Service to visit departments so as to understand their latest efforts and progress in promoting and implementing OSH measures, and to share experience and exchange views with their OSH personnel.

- c. In the past 3 financial years, the expenditure involved in promoting OSH by CSB is as follows:

Financial year	2016-17	2017-18	2018-19
Educational and promotional activities	(\$)	(\$)	(\$)
Thematic seminar, training course, experience sharing seminar and other promotional activities (thematic roving exhibition, visits, etc.)	432,910	415,300	444,932

**Number of Occupational Injuries
Reported by Government Departments (Breakdown by Department)
in 2016, 2017 and the First Half of 2018**

Bureau/Department	2016	2017	First half of 2018
Agriculture, Fisheries and Conservation Department	36	41	17
Architectural Services Department	5	1	-
Audit Commission	-	1	-
Auxiliary Medical Service	2	5	4
Buildings Department	5	3	5
Census and Statistics Department	8	2	4
Chief Executive's Office	1	1	-
Chief Secretary and Financial Secretary's Offices	3	2	-
Civil Aid Service	18	5	2
Civil Aviation Department	2	1	1
Civil Engineering and Development Department	6	5	4
Civil Service Bureau	1	-	1
Commerce and Economic Development Bureau	1	1	-
Constitutional and Mainland Affairs Bureau	1	-	-
Correctional Services Department	35	23	15
Customs and Excise Department	24	20	7
Department of Health	63	59	35
Department of Justice	2	4	2
Drainage Services Department	9	10	4
Education Bureau	62	43	32
Efficiency Office	1	1	-
Electrical and Mechanical Services Department	27	20	15
Environmental Protection Department	4	2	5
Fire Services Department	137	129	51
Food and Environmental Hygiene Department	244	229	126
Food and Health Bureau	-	1	-
Government Flying Service	4	-	1

Bureau/Department	2016	2017	First half of 2018
Government Laboratory	1	2	-
Government Logistics Department	7	8	4
Government Property Agency	1	-	-
Highways Department	4	6	2
Home Affairs Bureau	-	1	-
Home Affairs Department	11	5	1
Hong Kong Monetary Authority	1	-	-
Hong Kong Observatory	-	2	1
Hong Kong Police Force	317	265	90
Hospital Authority^	33	20	11
Housing Department	21	32	13
Immigration Department	29	36	19
Independent Commission Against Corruption	5	8	1
Information Services Department	-	1	1
Inland Revenue Department	4	8	4
Innovation and Technology Commission	1	-	-
Intellectual Property Department	-	1	-
Judiciary	8	9	1
Labour Department	10	11	5
Land Registry	2	-	-
Lands Department	19	20	8
Legal Aid Department	3	-	-
Leisure and Cultural Services Department	191	202	83
Marine Department	11	13	4
Office of the Communications Authority	1	1	-
Office of the Government Chief Information Officer	2	1	1
Planning Department	3	2	1
Post Office	156	144	67
Radio Television Hong Kong	9	4	1
Rating and Valuation Department	1	3	-
Registration and Electoral Office	8	2	2
Security Bureau	-	-	1
Social Welfare Department	35	37	13
Transport Department	5	7	5
Treasury	1	1	-

Bureau/Department	2016	2017	First half of 2018
Water Supplies Department	29	26	21
Working Family and Student Financial Assistance Agency	5	7	1
Total	1 635	1 494	692

Notes:

- a. Occupational injuries (including industrial accidents) refer to injury cases in workplaces reported under the Employees' Compensation Ordinance (Cap. 282), resulting in death or incapacity for work of over 3 days.
- b. Bureaux/Departments which have not recorded occupational injuries between 2016 and the first half of 2018 are not included in the above table.
- c. The latest available statistics are up to the first half of 2018.
- ^ Occupational injuries reported by the Hospital Authority on cases involving government employees seconded to the Authority.

**Number of Occupational Injuries
Reported by Government Departments (Breakdown by Type of Accident)
in 2016, 2017 and the First Half of 2018**

Type of Accident	2016	2017	Frist Half of 2018
Trapped in or between objects	38	8	11
Injured whilst lifting or carrying	197	256	92
Slip, trip or fall on same level	564	548	244
Fall of person from height	21	27	24
Striking against fixed or stationary object	86	96	40
Striking against or struck by moving object	157	149	67
Stepping on object	1	6	12
Exposure to or contact with harmful substance	4	7	4
Contact with electricity or electric discharge	-	1	-
Trapped by collapsing or overturning object	-	1	4
Struck by falling object	5	4	5
Struck by moving vehicle	143	114	56
Contact with moving machinery or object being machined	6	7	2
Drowning	-	1	-
Exposure to fire	1	-	-
Injured by hand tool	17	27	13
Asphyxiation	2	-	-
Contact with hot surface or substance	8	16	4
Injured by animal	50	49	21
Injured in workplace violence	194	95	45
Others	141	82	48
Total	1 635	1 494	692

Notes:

- a. Occupational injuries (including industrial accidents) refer to injury cases in workplaces reported under the Employees' Compensation Ordinance (Cap. 282), resulting in death or incapacity for work of over 3 days.
- b. The latest available statistics are up to the first half of 2018.

- End -

CONTROLLING OFFICER'S REPLY

CSB076

(Question Serial No. 7190)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): Not specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)

Director of Bureau: Secretary for the Civil Service

Question:

Some ethnic minorities (EMs) must wear beards and head coverings for cultural and religious reasons, thus being unable to take up civil service jobs that require them to wear hats or to be shaved. In this connection, will the Government consider implementing appropriate measures for EMs so that more EMs will apply for civil service jobs? If yes, what are the details? If not, what are the reasons?

Asked by: Hon HO Kwan-yiu, Junius (LegCo internal reference no.: 9)

Reply:

The Government has continued to implement suitable measures to ensure that ethnic minorities, like other applicants, have equal access to job opportunities in the Government. In the civil service recruitment process, bureaux/departments will continue to select suitable candidates on an objective basis by taking into account their ability, performance, character, and requisites set according to the job requirements. Race is not a relevant consideration.

In respect of the dress for government employees, bureaux and departments may draw up specific departmental guidelines on suitable dress for their staff having regard to their operational circumstances and needs, the image of the civil service as well as occupational health and safety.

- End -

CONTROLLING OFFICER'S REPLY

CSB077

(Question Serial No. 5352)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): Not specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)

Director of Bureau: Secretary for the Civil Service

Question:

As for 2015-16 to 2017-18, please list:

1. the total numbers of civil servants who took sick leave and sick leave due to injuries on duty, and the total numbers of days of such leave taken;
2. the highest, average and lowest numbers of days of leave taken and the related salary costs regarding the aforesaid cases of sick leave and sick leave due to injuries on duty;
3. the 10 departments with the highest percentages of staff taking sick leave and sick leave due to injuries on duty, specifying the numbers of civil servants involved and their percentages, the average numbers of days of sick leave taken and the salary costs involved;
4. the number of medical boards convened each year and the cases involved.

Asked by: Hon IP Kin-yuen (LegCo internal reference no.: 137)

Reply:

In 2015, 2016 and 2017¹, the total number of days of sick leave (including sick leave due to injuries on duty) taken by civil servants each year remained largely the same, averaging around 990 000 days. It may be misleading to compute the average number of days of sick leave taken by each civil servant from the total number of sick leave days, as not all civil servants took sick leave during the period, and the duration of sick leave taken by individual civil servants varied.

¹ The statistics of sick leave of civil servants in 2018 are still being processed and should be available in the third quarter of 2019.

In 2017, the 10 departments with the highest number of sick leave days were the Hong Kong Police Force, the Food and Environmental Hygiene Department, the Leisure and Cultural Services Department, the Hong Kong Post, the Fire Services Department, the Department of Health, the Social Welfare Department, the Immigration Department, the Housing Department and the Correctional Services Department. It should be noted that these 10 departments employed a total of approximately 100 000 civil servants, accounting for about 61% of the total strength of the civil service in 2017, and their total number of sick leave days was generally proportional to the total for all civil servants in that year. Due to the large number of civil servants involved, and that individual officers could be granted full-pay, half-pay or no-pay sick leave, it would require significant manpower resources and time to review each and every sick leave record to calculate the related salary costs. Therefore, we are unable to provide such information.

Following the procedures for handling sick leave of civil servants, generally speaking, departments should arrange medical boards for officers who have taken more than 91 consecutive days of sick leave not related to injuries on duty. If they are still unfit for duty after taking 182 consecutive days of sick leave, departments should arrange medical boards for them again. In 2015, 2016 and 2017, the Government arranged medical boards for an average of about 1 000 civil servants each year.

- End -

CONTROLLING OFFICER'S REPLY

CSB078

(Question Serial No. 7205)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): Not specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)

Director of Bureau: Secretary for the Civil Service

Question:

Regarding measures to support ethnic minorities (EMs) in Hong Kong, will the Government inform this Committee of the following:

the numbers of EMs recruited in various government departments and disciplined services in the past 3 years.

Asked by: Hon IP LAU Suk-ye, Regina (LegCo internal reference no.: 33)

Reply:

The Government has continued to implement suitable measures to ensure that ethnic minorities, like other applicants, have equal access to job opportunities in the Government. In the civil service recruitment process, bureaux/departments will continue to select suitable candidates on an objective basis by taking into account their ability, performance, character, and requisites set according to the job requirements. Race is not a relevant consideration. Given that neither job applicants nor serving civil servants are required to declare their ethnic origins, we do not possess the relevant statistical information.

- End -

CONTROLLING OFFICER'S REPLY

CSB079

(Question Serial No. 5862)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): Not specified
Programme: Not specified
Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)
Director of Bureau: Secretary for the Civil Service

Question:

The Government has established in Hospital Authority (HA) two Occupational Health Centres (OHCs) to provide dedicated medical services for Government employees suffering from injury on duty (IOD) or occupational diseases (OD). In this regard,

- (1) What is the number of civil servants suffering from IOD or OD who have used the relevant services in the past five years?
- (2) What are the breakdowns of expenditure an establishment of the OHCs in the past five years?
- (3) What are the percentages of civil servants using the relevant services who have recovered, broken down by the following categories, in the past five years?
 - (i) full reinstatement
 - (ii) transfer to other posts
 - (iii) reinstatement cannot be arranged
- (4) Are the OHCs currently using the resources of HA? If yes, please provide a breakdown of the resources involved.

Asked by: Hon KWOK Ka-ki (LegCo internal reference no.: 179)

Reply:

In 2011, the Government established under the Hospital Authority (HA) two Occupational Health Centres (OHCs) to provide dedicated medical services for Government employees suffering from injury on duty or occupational diseases.

(1) The two OHCs' attendance (including medical consultation, physiotherapy and occupational therapy services) in the past 5 financial years is tabulated below:

	2014-15	2015-16	2016-17	2017-18	2018-19 (up to 31 December 2018)
Queen Elizabeth Hospital OHC	5 924	5 406	7 806	7 114	3 518
Pamela Youde Nethersole Eastern Hospital OHC	4 406	4 150	5 731	5 755	3 786
Total	10 330	9 556	13 537	12 869	7 304

(2) The expenditure of the two OHCs in the past 5 financial years is tabulated below:

	2014-15 (\$ million)	2015-16 (\$ million)	2016-17 (\$ million)	2017-18 (\$ million)	2018-19 (up to 31 December 2018) (\$ million)
Queen Elizabeth Hospital OHC	20.98	22.38	20.98	16.16	11.88
Pamela Youde Nethersole Eastern Hospital OHC	10.42	10.86	11.84	13.76	10.63
Total	31.40	33.24	32.82	29.92	22.51

The staff establishment by grades of the two OHCs in the past 5 financial years is tabulated below:

Queen Elizabeth Hospital OHC

	2014-15	2015-16	2016-17^{Note}	2017-18	2018-19 (as at 31 December 2018)
Medical Officers	6	6	2.5	2.5	2.5
Nursing Officers	3	3	2	2	2
Allied Health Professionals	12.5	12.5	7.5	7.5	7.5
Administrative and Supporting Staff	11	11	6	6	6
Total	32.5	32.5	18	18	18

Note: The manpower deployment of the OHC has been adjusted since January 2017 in the light of service demand.

Pamela Youde Nethersole Eastern Hospital OHC

	2014-15	2015-16	2016-17 ^{Note}	2017-18	2018-19 (as at 31 December 2018)
Medical Officers	1.63	1.63	1.63	1.63	1.63
Nursing Officers	2.5	2.28	2.28	2.28	2.28
Allied Health Professionals	3	3	5	5	5
Administrative and Supporting Staff	6.5	6.5	7.5	7.5	7.5
Total	13.63	13.41	16.41	16.41	16.41

Note: The manpower deployment of the OHC has been adjusted since January 2017 in the light of service demand.

- (3) The HA and Civil Service Bureau do not keep information in relation to the status of absence from duty, reinstatement or transfer to other posts in respect of Government employees using the OHC services.

- (4) The Government has provided the required additional resources to HA for the provision of the OHC services.

- End -

CONTROLLING OFFICER'S REPLY**CSB080****(Question Serial No. 6138)**Head: (143) Government Secretariat: Civil Service BureauSubhead (No. & title): Not specifiedProgramme: (4) Civil Service Training and DevelopmentControlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)Director of Bureau: Secretary for the Civil ServiceQuestion:

What is the training expenditure of the Government on “national studies” for the civil service in the past 5 years? Please provide the programme content, ranks and number of participating civil servants in table form. How many training hours were involved?

Asked by: Hon KWOK Ka-ki (LegCo internal reference no.: 112)Reply:

The Civil Service Bureau organises national studies training programmes for civil servants at various levels. These programmes cover the latest national policies (such as the “Belt and Road Initiative” and Guangdong-Hong Kong-Macao Greater Bay Area Development), China’s economic development, foreign affairs and national defence policies, environmental governance, advanced technology developments, social security, employment issues etc., as well as training on the Basic Law.

Expenditure on national studies training programmes (including Basic Law training), the total number of participants and the corresponding number of trainee-days involved in the past 5 years are as follows:

2014-15 Actual Expenditure	2015-16 Actual Expenditure	2016-17 Actual Expenditure	2017-18 Actual Expenditure	2018-19 Revised Estimate
\$18.6 million	\$18.3 million	\$18.3 million	\$18.4 million	\$21.5 million

Year	2014	2015	2016	2017	2018
Number of Trainees	13 000	13 200	15 300	16 700	18 590
Number of Trainee-days	14 100	14 100	14 900	15 000	16 930

Given the large number of programmes involved, we are unable to provide breakdown by ranks of participants.

- End -

CONTROLLING OFFICER'S REPLY**CSB081****(Question Serial No. 6348)**Head: (143) Government Secretariat: Civil Service BureauSubhead (No. & title): Not specifiedProgramme: (3) Translation and Interpretation Services and Use of Official LanguagesControlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)Director of Bureau: Secretary for the Civil ServiceQuestion:

Regarding the provision of a wide range of support services in the past 5 years, please inform this Committee of the following:

- the number of times each year that civil servants called the telephone hotlines to enquire about language usage;
- the number of copies of writing aids printed and distributed; and
- the number of participants in thematic talks and other activities organised each year for civil servants to enhance their interest in language and culture.

Asked by: Hon KWOK Ka-ki (LegCo internal reference no.: 438)Reply:

The number of times that civil servants called the telephone hotlines of the Civil Service Bureau (CSB) to enquire about language usage in each of the past 5 years is set out below:

Year	Number of times
2014-15	441
2015-16	586
2016-17	725
2017-18	864
2018-19 (as at 28 February 2019)	919

The *Guidebooks on Official Chinese Writing* compiled by CSB are available in electronic version only and there is no printed version. The electronic version has been uploaded to the internal network of CSB for browsing or downloading by civil servants.

The Official Languages Division of CSB organises a language-related thematic talk and a Putonghua quiz for civil servants every year to enhance their interest in language and culture. The numbers of participants in the talks and quizzes in the past 5 years are set out below:

Year	Number of participants in thematic talk	Number of participants in Putonghua quiz
2014-15	264	698
2015-16	263	734
2016-17	262	747
2017-18	253	680
2018-19	262	938

- End -

CONTROLLING OFFICER'S REPLY**CSB082****(Question Serial No. 6349)**

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): Not specified

Programme: (3) Translation and Interpretation Services and Use of Official Languages

Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)

Director of Bureau: Secretary for the Civil Service

Question:

With respect to enhancing the interest of civil servants in language and culture, will the Government inform this Committee of the expenditure involved in publishing *Word Power*, a quarterly thematic publication on language and culture, in the past 5 years and the publication's effectiveness indicators?

Asked by: Hon KWOK Ka-ki (LegCo internal reference no.: 439)

Reply:

Word Power is produced with in-house resources except for layout design and printing, which are outsourced. The expenditure on layout design and printing of *Word Power* for the past 5 financial years is shown in the following table:

Financial Year	Expenditure (\$)
2014-15	54,520
2015-16	54,520
2016-17	60,520
2017-18	60,520
2018-19	65,300

Word Power aims to arouse the interest of civil servants in language and culture by exerting a subtle, nudging influence on them. As such, it is impracticable to measure its effectiveness by any quantitative indicators.

- End -

CONTROLLING OFFICER'S REPLY**CSB083****(Question Serial No. 6350)**Head: (143) Government Secretariat: Civil Service BureauSubhead (No. & title): Not specifiedProgramme: (3) Translation and Interpretation Services and Use of Official LanguagesControlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)Director of Bureau: Secretary for the Civil ServiceQuestion:

Regarding the establishment of the Official Languages Division in the past 5 years, will the Government inform this Committee of the following:

What were the annual wastage rates of the 3 grades? How many people were recruited to the 3 grades each year?

Asked by: Hon KWOK Ka-ki (LegCo internal reference no.: 440)Reply:

The wastage rates of and numbers of new recruits to the Official Languages Officer (OLO), Simultaneous Interpreter (SI) and Calligraphist grades under the Official Languages Division in the past 5 financial years are set out below:

Grade	Wastage rate ^{Note 1} (%) / Number of new recruits				
	2014-15	2015-16	2016-17	2017-18	2018-19
OLO ^{Note 2}	2.9% / 39	4.4% / 8	4.4% / 34	4.4% / 11	5.6% / 57
SI ^{Note 3}	0% / 1	23.1% / 1	9.1% / 0	0% / 1	18.2% / 1
Calligraphist ^{Note 4}	4.3% / -	5.3% / -	5.6% / -	10.1% / -	6.5% / -

Note 1: The main reason for leaving the grades is retirement. Other reasons include resignation, transfer to other grades and death.

Note 2: For the OLO grade, recruitment exercises were conducted in 2013-14, 2015-16 and 2017-18.

Note 3: For the SI grade, recruitment exercises were conducted in 2013-14, 2014-15, 2016-17 and 2018-19.

Note 4: For the Calligraphist grade, which is a controlled grade, no recruitment exercise was conducted in the past 5 financial years.

- End -

CONTROLLING OFFICER'S REPLY

CSB084

(Question Serial No. 7247)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): Not specified

Programme: Not specified

Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)

Director of Bureau: Secretary for the Civil Service

Question:

Regarding the use of social networks, please advise this Committee on:

1. the expenditure and staff establishment involved for publicity efforts made via social networks by the Civil Service Bureau in the past 3 years; and
2. the criteria adopted by the Civil Service Bureau in assessing the effectiveness of these publicity efforts and the appropriateness of the use of the funds concerned.

Asked by: Hon KWONG Chun-yu (LegCo internal reference no.: 91)

Reply:

- 1 & 2. The expenditure and staff establishment involved for publicity efforts made via social networks by the Civil Service Bureau in the past 3 years, as well as the criteria adopted to assess the effectiveness of publicity efforts and appropriateness of the use of the funds, are at **Annex**.

Name	Publicity Channel	Expenditure			Manpower			Criteria for assessing the effectiveness of these publicity efforts and the appropriateness of the use of the funds concerned
		2016-17	2017-18	2018-19	2016-17	2017-18	2018-19	
Civil Service Bureau	Facebook	Nil	\$17,600 (Note 1)	\$10,800 (Note 1)	1 Non-Civil Service Contract Researcher (Note 2)	1 Non-Civil Service Contract Researcher (Note 2)	1 Non-Civil Service Contract Researcher (Note 2)	The number of reaches of posts was monitored in order to assess the effectiveness
Administrative Service Internship Programme	Facebook	Nil	Nil	Nil	1 Executive Officer I (Note 2)	1 Executive Officer I (Note 2)	1 Executive Officer I (Note 2)	The number of reaches of posts was monitored in order to assess the effectiveness
Public Service Excellence@Gov	YouTube	Nil	Nil	Nil	1 Training Officer I (Note 2)	1 Training Officer I (Note 2)	1 Training Officer I (Note 2)	The number of views was monitored in order to assess the effectiveness

Note 1: The expenditure was the cost of graphic design for Facebook posts.

Note 2: The officer concerned was not only responsible for this area of work.

- End -

CONTROLLING OFFICER'S REPLY

CSB085

(Question Serial No. 4073)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): Not specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)

Director of Bureau: Secretary for the Civil Service

Question:

What is the current status of the plan for providing Chinese medicine services for civil servants? What is the specific timetable for its implementation?

Asked by: Hon POON Siu-ping (LegCo internal reference no.: 55)

Reply:

We are actively examining the appropriate arrangements to introduce designated Chinese medicine services as part of the civil service medical benefits. The areas of study include the scope of services, mode of services, operational arrangements, scale of the trial scheme, and financial arrangements, etc. We do not have a specific timetable for the implementation of the services at this stage.

- End -

CONTROLLING OFFICER'S REPLY

CSB086

(Question Serial No. 4044)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): Not specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)

Director of Bureau: Secretary for the Civil Service

Question:

1. Please provide the recruitment figures, including the numbers of applications and candidates sitting and passing the Joint Recruitment Examination (JRE) as well as intakes, of the Executive Officer (EO) grade in each of the past 5 years, and the number of non-Chinese applicants recruited in the EO grade?
2. Please tabulate the promotion figures in the EO grade and the ranks involved in each of the past 5 years.
3. Please tabulate the wastage figures and wastage rates of staff in different ranks of the EO grade in each of the past 5 years.
4. Has the Government found out the detailed reasons for staff wastage in the EO grade?

Asked by: Hon QUAT Elizabeth (LegCo internal reference no.: 111)

Reply:

1. The recruitment figures of the EO grade in the past 5 years (from 2014-15 to 2018-19) are as follows –

	2014-15	2015-16	2016-17	2017-18	2018-19
No. of applicants	Around 20 000	Around 18 000	Around 29 000	Around 25 000	Around 23 000
No. of candidates sitting the JRE (Note 1)	Around 11 000	Around 11 000	Around 17 000	Around 15 000	Around 14 000
No. of candidates passing the JRE	Around 5 500	Around 4 200	Around 5 700	Around 3 300	Around 4 500
No. of intakes	Around 220	Around 250	Around 150	Around 330	Recruitment exercise is in progress

Note 1: The main reasons for the smaller number of candidates sitting the JRE than the number of applicants were that the relevant applicants did not possess the requisite results of the Common Recruitment Examination for sitting the JRE or the relevant applicants did not attend the JRE.

Given that job applicants are not required to declare their ethnic origins, we do not possess any statistical information on non-Chinese job applicants recruited as EO II.

2. The number of promotees in each rank of the EO grade in the past 5 years from 2014-2015 to 2018-19 are as follows –

	Senior Principal Executive Officer	Principal Executive Officer	Chief Executive Officer	Senior Executive Officer	Executive Officer I
2014-15	4	7	27	54	103
2015-16	5	11	26	64	114
2016-17	2	12	27	67	74
2017-18	10	14	32	67	106
2018-19	Promotion exercise is in progress				

3. The number of wastage and the wastage rate in each rank of the EO grade in the past 5 years from 2014-15 to 2018-19 (as at 28 February 2019) are as follows –

	2014-15	2015-16	2016-17	2017-18	2018-19 (as at 28 February 2019)
Senior Principal Executive Officer	4	3	3	9	7
Principal Executive Officer	1	7	4	3	8
Chief Executive Officer	10	10	16	9	17
Senior Executive Officer	8	16	24	22	22
Executive Officer I	10	3	14	14	12
Executive Officer II	25	34	37	54	44
Total	58 (2%)	73 (2.4%)	98 (3%)	111 (3.4%)	110 (3.2%)

Note 2: Figure in bracket denotes the wastage rate, i.e. the number of staff leaving the service to the strength of the grade.

4. The main reasons for staff wastage in the EO Grade were retirement and resignation while other reasons included transfer to other grades, reversion to former grades, etc.

- End -

CONTROLLING OFFICER'S REPLY**CSB087****(Question Serial No. 4045)**Head: (143) Government Secretariat: Civil Service BureauSubhead (No. & title): Not specifiedProgramme: (2) Human Resource ManagementControlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)Director of Bureau: Secretary for the Civil ServiceQuestion:

1. Please provide the recruitment figures, including the post titles, the number of applications and intakes, of the clerical and secretarial grades in each of the past 5 years, and the number of non-Chinese applicants recruited in the clerical and secretarial grades, with a breakdown by nationality.
2. Please tabulate the wastage figures and wastage rates of staff in different ranks of the clerical and secretarial grades in each of the past 5 years.
3. Has the Government found out the detailed reasons for staff wastage in the clerical and secretarial grades?

Asked by: Hon QUAT Elizabeth (LegCo internal reference no.: 112)Reply:

1. The recruitment figures of the clerical and secretarial grades in the past 5 years (2014-15 to 2018-19) are as follows:

Post (rank) title	Assistant Clerical Officer (ACO)		Clerical Assistant (CA)		Personal Secretary II (PS II)	
	No. of Applicants	No. of Appointees	No. of Applicants	No. of Appointees	No. of Applicants	No. of Appointees
2014-15	Around 26 000	Around 1 800	Around 34 500	Around 1 100	No recruitment	
2015-16		(Note 1)		(Note 1)		
2016-17	Around 38 200	Around 1 640	Around 37 800	Around 2 200		
2017-18		(Note 1)		(Note 1)		
2018-19	Around 34 300	Around 80 (Note 2)	Around 27 200	Around 230 (Note 2)		

Note 1: Open recruitment exercises for ACO and CA are held biennially. The number of appointees is the total number of recruits in the respective open recruitment exercise.

Note 2: Position as at 28 February 2019. Open recruitment is in progress.

The Government has not required serving civil servants or applicants for civil service jobs to declare their ethnic origins. As such, we do not have the statistical information on the number of non-ethnic Chinese appointees of the clerical and secretarial grades.

2. The wastage figures and rate of the Clerical Officer (CO), CA and Personal Secretary (PS) grades in the past five years (2014-15 to 2018-19) are as follows:

Clerical Grade	Senior CO	CO	ACO	CA	Total Number and Wastage Rate (Note 3)
2014-15	52	210	343	222	827 (3.9%)
2015-16	44	224	419	310	997 (4.4%)
2016-17	62	216	366	266	910 (4.0%)
2017-18	53	260	437	399	1 149 (4.8%)
2018-19 (As at 31 January 2019)	71	298	391	412	1 172 (5.1%)

PS Grade	Senior Personal Assistant	Personal Assistant	Senior PS	PS I	PS II	Total Number and Wastage Rate (Note 3)
2014-15	0	1	5	15	22	43 (2.5%)
2015-16	0	1	4	17	41	63 (3.7%)
2016-17	2	2	8	25	41	78 (4.7%)
2017-18	1	5	7	48	35	96 (6.0%)
2018-19 (As at 31 January 2019)	0	2	6	34	51	93 (5.5%)

Note 3: Figure in brackets denotes the staff wastage rate, which relates the number of staff leaving the civil service to the strength of the grade.

3. The major reason for staff wastage was retirement. Other reasons included transfer to other grades and resignation, etc.

- End -

CONTROLLING OFFICER'S REPLY

CSB088

(Question Serial No. 5044)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): Not specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)

Director of Bureau: Secretary for the Civil Service

Question:

Regarding the staff employed in various government departments, please advise on:

- a. the respective numbers of full-time and part-time employees in the Government, and the highest and lowest salaries of these employees in the past 5 years;
- b. the respective numbers of full-time and part-time employees aged between 60 and 64 in the Government, and the highest, lowest, median and average salaries of these employees in the past 5 years; and
- c. the respective numbers of full-time and part-time employees with disabilities in the Government, and the highest, lowest, median and average salaries of these employees in the past 5 years.

Asked by: Hon SHIU Ka-chun (LegCo internal reference no.: 110)

Reply:

In 2013-14 to 2017-18, the total number of newly recruited full-time civil servants was 47 019. Among them, 389 were aged between 60 and 64, and 344 declared their disabilities (excluding colour blindness or defective colour perception) to the Government. Since the lowest, median and highest salaries of these civil servants may change from time to time because of promotion, earning of salary increment, etc., the Civil Service Bureau has not compiled the relevant statistics. There are no part-time posts in the civil service.

- End -

CONTROLLING OFFICER'S REPLY

CSB089

(Question Serial No. 5452)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): Not specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)

Director of Bureau: Secretary for the Civil Service

Question:

1. How many ethnic minorities were employed by the Government in the past 3 years? Please set out their employing departments, ranks or posts, ethnic origins and ranges of salary.
2. With the lowering of entry requirements on Chinese language proficiency for 53 grades, how many persons have been recruited to the civil service ranks and posts of these grades? How many of these recruits are ethnic minorities?
3. What are the employing departments, ranks or posts, ethnic origins and ranges of salary of the ethnic minorities mentioned in the preceding question?

Asked by: Hon SHIU Ka-chun (LegCo internal reference no.: 197)

Reply:

The Government has continued to implement suitable measures to ensure that ethnic minorities, like other applicants, have equal access to job opportunities in the Government.

On the one hand, we note that Chinese language proficiency is a major hurdle for ethnic minorities in applying for government jobs. It is the Government's policy to ensure the Chinese language proficiency requirements (LPRs) set for all the grades of the civil service are no more than necessary for performance of the job, so that ethnic minorities, like other applicants, have equal access to government job opportunities. The Civil Service Bureau completed in February 2018 a comprehensive review on the entry requirements relating to Chinese language proficiency for all the civil service grades, increasing the total number of grades that have lowered/will lower their Chinese LPRs from 31 to 53. Departments will keep reviewing the Chinese LPRs of all civil service grades on the basis of maintaining satisfactory performance of duties. On the other hand, departments will continue to employ ethnic minorities, where appropriate, to meet specific operational needs. For example, in respect of services with interface with ethnic minority communities,

departments may engage people proficient in ethnic minority languages for the relevant jobs.

Grades with Chinese LPRs lowered after review will conduct recruitment exercises subsequently when vacancies arise. The number of vacancies would depend on situations such as wastage and creation of new posts. We therefore do not have the relevant information.

In the civil service recruitment process, bureaux/departments will continue to select suitable candidates on an objective basis by taking into account their ability, performance, character, and requisites set according to the job requirements (including LPRs). Race is not a relevant consideration and this principle also applies in determining employees' salary levels and in considering promotion (if applicable). Given that neither job applicants nor serving civil servants are required to declare their ethnic origins, we do not possess the relevant statistical information.

- End -

CONTROLLING OFFICER'S REPLY

CSB090

(Question Serial No. 4463)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): Not specified

Programme: Not specified

Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)

Director of Bureau: Secretary for the Civil Service

Question:

Please provide details in tabular form, the duty visits made by the politically appointed officials of the Bureau in the past year. Please provide details including:

- (a) destination;
- (b) purpose and programme of duty visit;
- (c) means of transport to the destination, whether there is any travelling by high speed rail;
- (d) number of officials and civil servants in the entourage;
- (e) total expenditure and respective breakdown of the (i) transportation, (ii) accommodation, (iii) food and beverage, (iv) entertainment, and (v) gifts.

Asked by: Hon TAM Man-ho, Jeremy (LegCo internal reference no.: 102)

Reply:

Details of the duty visits made by the Secretary for the Civil Service in 2018-19 are provided below –

Date of duty visit	Destination	Number of entourage members	Purpose and programme	Means of transport (whether high speed rail was taken)	Air ticket expenses	Accommodation expenses	Other expenses (including in-town transportation, subsistence allowance and other reimbursable expenses)	Total expenses
					(a)	(b)	(c)	(a)+(b)+(c)
September 2018 (5 days in total)	North America (Boston and New York in the USA, Ottawa in Canada)	2	To visit government authorities and public service training institutes to discuss civil service management and training matters	Airplane and rail (no high speed rail was taken)	about HK\$279,000	about HK\$34,500	about HK\$46,000	about HK\$359,500
November 2018 (6 days in total)	Beijing and Hangzhou	2	To lead a delegation to attend a training programme and conduct visits	Airplane and high speed rail	about HK\$13,000	about HK \$12,800	about HK\$23,200	about HK\$49,000

As a general rule, all politically appointed officials and civil servants should observe the same principles and act in accordance with the relevant regulations and administrative guidelines when providing official entertainment in the form of meals. Government officers are required to exercise prudent judgement and economy when entertaining guest(s) for official purposes in order to avoid any public perception of extravagance. According to the existing general guidelines, the expenditure limits on official meals should not exceed

HK\$450 (or equivalent in foreign currency) per person for lunch or HK\$600 (or equivalent in foreign currency) per person for dinner, inclusive of all expenses incurred on food and beverages consumed on the occasion, service charges and tips.

In line with the Government's green policy, public officers should as far as possible refrain from bestowing gifts/souvenirs to others during the conduct of official activities. According to the existing guidelines, where bestowal of gifts/souvenirs is necessary or unavoidable due to operational, protocol or other reasons, the gift/souvenir items should not be lavish or extravagant and the number should be kept to a minimum. Also, the exchange of gifts/souvenirs should only be made from organisation to organisation. Civil Service Bureau did not have related expenses in 2018-19.

- End -

CONTROLLING OFFICER'S REPLY

CSB091

(Question Serial No. 4464)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): Not specified
Programme: (4) Civil Service Training and Development
Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)
Director of Bureau: Secretary for the Civil Service

Question:

It is stated under Matters Requiring Special Attention that the Bureau will “work on the establishment of a new civil service college”. It is also mentioned in the Policy Address that a “Government, Institution or Community” site with an area of about 11 000 square metres in Kwun Tong has been identified for redevelopment, and the college is expected to be completed in 2026. In this regard, will the Government provide the following information:

the estimated expenditure and detailed timetable for the relevant works.

Asked by: Hon TAM Man-ho, Jeremy (LegCo internal reference no.: 103)

Reply:

The Government has identified a “Government, Institution or Community” site near the Kwun Tong MTR Station for composite development adopting the principle of “single site, multiple uses”. Apart from the civil service college, the composite development will also provide community facilities and activity venues for the local community. We are currently carrying out preliminary planning work for the composite development project. Upon completion of the preparatory work, we will consult the Legislative Council on the proposed facilities of the project, and submit a funding proposal to the Legislative Council in accordance with established procedures of public works in due course. If everything goes smoothly, the new civil service college is expected to be completed in 2026. As the whole development project is at the initial planning stage, the expenditure can only be estimated upon completion of the relevant technical feasibility studies.

- End -

CONTROLLING OFFICER'S REPLY

CSB092

(Question Serial No. 4465)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): Not specified

Programme: (4) Civil Service Training and Development

Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)

Director of Bureau: Secretary for the Civil Service

Question:

Regarding "national studies" under civil service training and development, will the Government inform this Committee of the following:

1. the reasons for and additional expenditures on the increase of almost 1 000 in the actual number of trainees (18 590) over the original estimate (17 600) under this item last year;
2. the reasons for an increase of 17% in the estimated number of trainees from 17 600 last year to 20 600 this year;
3. the course details of the national studies training programmes for civil servants at all levels in the training plan this year, including but not limited to estimated operating expenses, staff establishment, full-year payroll costs as well as the academics and experts who are responsible for the teaching of the training programmes;
4. whether such training programmes require visits to the Mainland; if yes, of the reasons and details;
5. the proportion of such programmes in the overall training plan (in terms of content and expenditure involved).

Asked by: Hon TAM Man-ho, Jeremy (LegCo internal reference no.: 104)

Reply:

1. Every year, the actual attendance of different training courses varies due to a number of factors such as the number of enrolment, speaker and course content, arrangement and capacity of training venues, etc. As a result, the actual number of participants attended the training programmes could be different from the original estimated number. The Civil Service Training and Development Institute (CSTDI) under the Civil Service Bureau (CSB) will increase the number of training places for over-subscribed courses as far as possible to meet the training demands of departments. The revised expenditure on national studies training programmes

in 2018-19 is \$21.5 million, which is lower than the original estimate of \$23.7 million.

2. There are practical needs for civil servants to understand the social development and economic situation in the Mainland in performing their duties. To keep abreast with the latest development in the Mainland, they should equip themselves with updated knowledge of the national strategies and plans that could affect Hong Kong. The Government of the Hong Kong Special Administrative Region has all along been attaching great importance to national studies and Basic Law training for civil servants. CSTDI has been providing diversified training for civil servants, including various seminars, talks and training courses, as well as visits to and exchange activities in Mainland cities. In 2019-20, CSTDI will increase the number of training places for middle-level civil servants to attend national studies programmes and thematic visits held in the Mainland, and organise more local seminars on national studies and the Basic Law for all levels of civil servants.
- 3 to 5. National studies training programmes can be broadly divided into training held locally and in the Mainland. National studies training programmes cover the latest national policies (such as the “Belt and Road Initiative” and Guangdong-Hong Kong-Macao Greater Bay Area Development), China’s economic development, foreign affairs and national defence policies, environmental governance, advanced technology developments, social security, employment issues etc., as well as training on the Basic Law. Speakers are mainly academics, experts and government officials from Hong Kong and the Mainland. CSTDI currently collaborates with 9 Mainland institutions (including the Chinese Academy of Governance, China Foreign Affairs University, Peking University, Tsinghua University, Zhejiang University, Nanjing University, Wuhan University, Jinan University and Sun Yat-sen University) to organise national studies programmes in the Mainland. Through collaboration with various provincial and local governments, we also arrange civil servants to participate in thematic visits, and organise an exchange programme with officials from Beijing, Shanghai, Chongqing, Wuhan and Changsha.

The estimated expenditure on national studies training programmes in 2019-20 is \$24.1 million, which is about 30% of the estimated total training expenditure of CSTDI. There are currently 26 Training Officers responsible for organising related training programmes. As the officers are not only responsible for one single area of work, it would be difficult to break down the manpower and expenses related to national studies training programmes.

- End -

CONTROLLING OFFICER'S REPLY

CSB093

(Question Serial No. 4466)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): Not specified
Programme: (4) Civil Service Training and Development
Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)
Director of Bureau: Secretary for the Civil Service

Question:

As regards Programme (4) Civil Service Training and Development, will the Government provide the following information:

1. The proportion of the contents of and estimated expenditures on various areas of civil service training and development;
2. Whether such training includes courses on international perspectives; if yes, of the details and proportion; if no, of the reasons.

Asked by: Hon TAM Man-ho, Jeremy (LegCo internal reference no.: 105)

Reply:

Training programmes organised by the Civil Service Training and Development Institute under the Civil Service Bureau mainly include senior leadership development programmes, national studies programmes, management programmes and language programmes.

Senior leadership development programmes are organised for senior civil servants. These programmes cover leadership skills, policy formulation and implementation, public engagement strategies, communication with councils and media, people management, etc. In 2019-20, we will strengthen training on leadership and innovation, design thinking, use of big data, smart city development, trend and application of new technologies, etc. The estimated expenditure for senior leadership development programmes in 2019-20 is \$32.2 million.

National studies programmes mainly include national studies programmes held in the Mainland and local programmes. Mainland programmes are arranged for senior and middle-level civil servants, whereas local programmes are attended by civil servants at all levels. National studies training programmes cover the latest national policies (such as the "Belt and Road Initiative" and Guangdong-Hong Kong-Macao Greater Bay Area Development), China's economic development, foreign affairs and national defence

policies, environmental governance, advanced technology developments, social security, employment issues etc., as well as training on the Basic Law. The estimated expenditure for national studies programmes in 2019-20 is \$24.1 million.

Management programmes are organised for civil servants at all levels. These programmes cover topics such as integrity and conduct, cultural sensitivity and equal opportunities, management skills, application of technology, innovation, customer service, stress management, workshops on interacting with the District Councils, etc. The estimated expenditure for management programmes in 2019-20 is \$6.9 million.

Language programmes are organised for civil servants at all levels. These programmes cover language skills required for general office work, including writing replies to complaints, English conversation for customer service and answering telephone calls in Putonghua. The estimated expenditure for language programmes in 2019-20 is \$5.7 million.

Civil Service Bureau attaches great importance to enhancing civil servants' awareness of international developments. We regularly collaborate with renowned local and overseas institutions to run leadership and management training programmes. Through case studies and experience sharing, these programmes enhance civil servants' understanding of international trends and developments. Civil Service Bureau also sponsors senior civil servants to attend executive development programmes at renowned overseas institutions, such as Harvard University, University of Oxford, University of London and University of California, Berkeley. Besides, we arrange senior civil servants to attach to some regional and international organisations (such as Asian Development Bank and Asia-Pacific Economic Cooperation Secretariat) to broaden their perspectives. As many of our programmes include, but not only limited to topics relating to international perspectives, it would be difficult to ascertain the relevant proportion involved in our training programmes.

- End -

CONTROLLING OFFICER'S REPLY**CSB094****(Question Serial No. 4467)**Head: (143) Government Secretariat: Civil Service BureauSubhead (No. & title): Not specifiedProgramme: (4) Civil Service Training and DevelopmentControlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)Director of Bureau: Secretary for the Civil ServiceQuestion:

The estimated expenditure of Programme (4) has increased by \$19.4 million (12.5%) this year. The Government explained that it is mainly due to an increase of 8 posts and an increase in training expenses on national studies and application of innovation and technology. Will the Government provide the following information:

1. the percentages of expenditure on the additional posts, training expenses on national studies and training expenses on application of innovation and technology out of \$19.4 million;
2. the details of the major duties of the 8 additional posts and necessary expenditure?

Asked by: Hon TAM Man-ho, Jeremy (LegCo internal reference no.: 106)Reply:

In 2019-20, the estimated expenditure has increased by \$19.4 million, which mainly involved the salary expenditure of about \$6.5 million for 8 additional posts (about 34%), increase in estimated expenditure of about \$2.6 million for training on national studies (about 13%) and the increase in estimated expenditure of about \$5.8 million for training on innovation and application of technology (about 30%).

Details of the anticipated increase of 8 posts in 2019-20 are as follows:

Grade	Rank	Number
Training Officer	Chief Training Officer	1
	Senior Training Officer	2
	Training Officer I	3*
Clerical	Clerical Officer	1
	Clerical Assistant	1
Total Increase		8

* Including one time-limited post for 3 years

The additional posts are mainly for enhancing civil service training on innovation and application of technology, strengthening exchange with civil servants in the Mainland and other countries, and raising civil servants' awareness on cultural sensitivity and equal opportunity issues.

- End -

CONTROLLING OFFICER'S REPLY

CSB095

(Question Serial No. 4468)

Head: (143) Government Secretariat: Civil Service Bureau
Subhead (No. & title): (000) Operational expenses
Programme: Not specified
Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)
Director of Bureau: Secretary for the Civil Service

Question:

According to the Details of Expenditure concerning the Civil Service Bureau, the Salaries for this year has increased by 5.05% compared with last year's revised estimate, but the Mandatory Provident Fund contribution and Civil Service Provident Fund contribution under Personnel Related Expenses have increased substantially by 45.1% and 29% respectively. Will the Government advise this Committee of the reasons why the increases in the estimated Mandatory Provident Fund contribution and Civil Service Provident Fund contribution are not proportional to that in the estimated salaries?

Asked by: Hon TAM Man-ho, Jeremy (LegCo internal reference no.: 107)

Reply:

The estimated expenditures on the contributions for the Mandatory Provident Fund (MPF) and Civil Service Provident Fund (CSPF) under Personnel Related Expenses only cover expenditures on such contributions for officers appointed on new terms and posted in Civil Service Bureau (CSB), while the estimated expenditure on Salaries covers the salary expenditure for all officers in CSB appointed on different terms of employment (i.e. applicable to officers under the MPF Scheme/CSPF Scheme and pensionable civil servants). As the number of officers and the calculation method involved are different, the increase in the estimated expenditures of these items and whether such increase is proportional to each other are not comparable.

The increase in the estimated expenditures on MPF and CSPF contributions for 2019-20 is mainly due to a projected increase in the number of officers to be appointed on new probationary terms (namely officers under the MPF Scheme) and those who will switch to new permanent terms (namely officers under the CSPF Scheme). Moreover, other factors (including the fact that the rate of the Government's voluntary contribution for CSPF members will progressively upwards with the staff's length of service and salary increments arising from promotion and according to years of service) also account for an increase in CSPF contribution.

- End -

CONTROLLING OFFICER'S REPLY

CSB096

(Question Serial No. 4469)

Head: (143) Government Secretariat: Civil Service Bureau

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

Programme: Not specified

Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)

Director of Bureau: Secretary for the Civil Service

Question:

Under Departmental Expenses in the Details of Expenditure of the Civil Service Bureau, the estimated General departmental expenses for this year has increased by 107.3% compared with last year's revised estimate. Will the Government inform this Committee of more details, including the reasons for the substantial increase in the estimate and the breakdown of the increase in the estimated expenses?

Asked by: Hon TAM Man-ho, Jeremy (LegCo internal reference no.: 108)

Reply:

The estimated general departmental expenses for 2019-20 are higher than the revised estimate for 2018-19. This is mainly due to the estimated increase in the funding requirements for meeting the expenses of various items, including expenses for replacement and procurement of information technology system and payment of the related maintenance cost; provision of the office furniture and equipment required for the additional staff; replacement of computer equipment, audio-visual systems and the related devices; and exploring new initiatives/services. Some of the provision will also be used for meeting ad hoc funding requirements of new tasks and short-term projects that may arise in the year.

- End -

CONTROLLING OFFICER'S REPLY

CSB097

(Question Serial No. 4472)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): Not specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)

Director of Bureau: Secretary for the Civil Service

Question:

In the year before last, Mr Clement CHEUNG Wan-ching, the then Secretary for the Civil Service, indicated that the Government would study the introduction of a separate pay scale for firemen and the provision of additional allowances for firemen engaged in dangerous duties and duties that require special skills. Will the Government advise this Committee on the progress of the study on introducing a separate pay scale for firemen?

Asked by: Hon TAM Man-ho, Jeremy (LegCo internal reference no.: 111)

Reply:

The Chief Executive-in-Council decided in October last year to conduct a grade structure review (GSR) for the disciplined services (including the Fire Services Department) to ensure that the grade structure and remuneration of the disciplined services are effective in attracting and retaining talents. The Standing Committee on Disciplined Services Salaries and Conditions of Service (SCDS) has accepted the Government's invitation to conduct the review. At the same time, the Standing Committee on Directorate Salaries and Conditions of Service (SDCS) has also agreed to advise on the salaries and conditions of service of the heads of the disciplined services. The two advisory bodies will conduct the review independently to consider the appropriate pay scale for each of the grades and ranks and the grade structure of each disciplined services, etc. The two advisory bodies will also consider the work nature, job duties and workload of the disciplined services; changes in public expectation towards the disciplined services; the recruitment and retention situation of the disciplined services; and other factors involving wider community interests (e.g. financial consideration). The two advisory bodies will also thoroughly consider views submitted by the stakeholders. It is expected that the review will take around 18 months for completion by around mid-2020.

- End -

CONTROLLING OFFICER'S REPLY

CSB098

(Question Serial No. 3654)

Head: (46) General Expenses of the Civil Service

Subhead (No. & title): (037) Pensioners' Welfare Fund

Programme: General Expenses of the Civil Service

Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)

Director of Bureau: Secretary for the Civil Service

Question:

- 1) Will the Bureau please provide the date of incorporation, objectives and mode of operation of the following funds; and the balance, government injection amount, investment or other income and total expenditure of the funds in 2015-16, 2016-17 and 2017-18? If there are other funds within the purview of the Bureau not being listed below, please also provide information as per the items above.
 1. Pensioners' Welfare Fund
 - 2) Regarding the funds overseen by the Bureau, how will the Government assess and monitor the situation of various subsidies? Is there any indicators for reviewing the effectiveness of the funds? If yes, what is the latest situation? If no, what are the reasons?

Asked by: Hon MA Fung-kwok (LegCo internal reference no.: 15)

Reply:

The Pensioners' Welfare Fund was set up on 1 November 1991 under Head 46 General Expenses of the Civil Service for the payment of one-off grants for reimbursement of funeral or medical expenses to pensioners and their dependants in financial hardship. There are various communication channels established between Civil Service Bureau and the Staff Side. If Staff Side has any views or suggestions on the Pensioners' Welfare Fund, we will examine and follow up with a view to ensuring that the Pensioners' Welfare Fund will provide assistance to pensioners and their dependants in an effective manner.

The provision and expenditure of the Pensioners' Welfare Fund from 2015-16 to 2017-18 are tabulated below.

Financial Year	Provision (\$ million)	Expenditure (\$ million)
2015-16	1.10	1.05
2016-17	1.10	0.95
2017-18	1.10	1.05

There is no other Fund under the purview of Civil Service Bureau.

- End -

CONTROLLING OFFICER'S REPLY

CSB099

(Question Serial No. 6680)

Head: (120) Pensions

Subhead (No. & title): (015) Public and judicial service pension benefits and compensation

Programme: (1) Public and Judicial Service Pension Benefits

Controlling Officer: Director of Accounting Services (Charlix Wong)

Director of Bureau: Secretary for the Civil Service

Question:

1. Please advise on the number of pensioners receiving pensions, the total expenditure on pension payments for civil and judicial service pensioners as well as the average and median amounts of pension received by each retired civil servant in each of the past 5 years.
2. Please set out in detail the Government's estimated future expenditure on pension payments and provide a breakdown of the future estimated average monthly expenditure on pensions for each civil servant by rank.

Asked by: Hon CHEUNG Chiu-hung, Fernando (LegCo internal reference no.: 1459)

Reply:

The total number of retired civil servants and judicial officers receiving pension, the total expenditure on pension payments to them and the average monthly pension received by relevant officers for the past five financial years and 2019-20 are set out below –

Financial Year	Total number of retired civil servants and judicial officers receiving pension in the respective financial year	Total expenditure on civil and judicial service pension in the respective financial year (including gratuities and pensions)	Average monthly pension received per head in the respective financial year
		\$ Million	\$
2014-15	117 103	25,455.0	11,300
2015-16	122 153	28,318.1	12,100
2016-17	127 258	30,843.4	12,800
2017-18	132 577	33,191.0	13,300
2018-19 (revised estimate)	137 970	35,792.0	13,800
2019-20 (estimate)	143 270	38,296.5	14,000

The estimate of future pension payments hinges on a number of factors, including the number of new retirees every year and the total number of pensioners. The Treasury does not keep and hence cannot provide a breakdown of the pension expenditure in respect of all pensioners by their former ranks.

- End -

CONTROLLING OFFICER'S REPLY**CSB100****(Question Serial No. 7121)**Head: (120) PensionsSubhead (No. & title): (015) Public and judicial service pension benefits and compensationProgramme: (1) Public and Judicial Service Pension BenefitsControlling Officer: Director of Accounting Services (Charlix Wong)Director of Bureau: Secretary for the Civil ServiceQuestion:

Please provide a breakdown of the expenditure on pension payments for all directorate posts of government departments for the past 5 years and a breakdown of the estimated expenditure for the next financial year.

Asked by: Hon CHEUNG Chiu-hung, Fernando (LegCo internal reference no.: 7050)Reply:

Breakdown of the expenditure on pension payments for all directorate officers retired in the past 5 financial years and estimated expenditure in this respect for 2019-20 are provided below –

Year of Retirement	Total pension gratuity payment for directorate officers retired in the respective year	Estimated expenditure on pension payments in 2019-20 for directorate officers retired in the respective year
	\$ Million	\$ Million
2014-15	626.7	90.7
2015-16	837.9	98.8
2016-17	899.1	109.5
2017-18	992.0	130.9
2018-19 (revised estimate)	1,001.7	117.2

- End -

CONTROLLING OFFICER'S REPLY**CSB101****(Question Serial No. 4494)**Head: (120) PensionsSubhead (No. & title): (026) Employees' compensation, injury, incapacity and death related payments and expensesProgramme: (1) Public and Judicial Service Pension BenefitsControlling Officer: Director of Accounting Services (Charlix Wong)Director of Bureau: Secretary for the Civil ServiceQuestion:

Regarding employees' compensation, injury, incapacity and death related payments and expenses, please provide this Committee with details about recipients of the payments in the past 4 years:

	2015-2016		2016-2017		2017-2018		2018-2019 (latest figure)	
	Government employees	Non-government employees	Government employees	Non-government employees	Government employees	Non-government employees	Government employees	Non-government employees
No. of employees								
Total amount of payments								

Asked by: Hon TAM Man-ho, Jeremy (LegCo internal reference no.: 202)Reply:

The total payments under Subhead 026 for compensation to government employees under the Employees' Compensation Ordinance and injury, incapacity and death related payments and expenses and the number of employees involved in the past 4 financial years are provided below –

	2015-2016		2016-2017		2017-2018		2018-2019 (as at 31 December 2018)	
	Government employees	Non-government employees	Government employees	Non-government employees	Government employees	Non-government employees	Government employees	Non-government employees
No. of employees	791	Note	688	Note	598	Note	564	Note
Total amount of payments \$ Million	37.2		39.0		60.0		43.5	

Note: These payments are only applicable to government employees (including civil servants and non-civil service contract staff) and are not applicable to non-government employees who are not employed by the Government.

- End -

CONTROLLING OFFICER'S REPLY**CSB102****(Question Serial No. 4320)**Head: (136) Public Service Commission SecretariatSubhead (No. & title): Not specifiedProgramme: Secretariat services for the Public Service CommissionControlling Officer: Secretary, Public Service Commission (CHENG Fung Ying, Fontaine)Director of Bureau: Secretary for the Civil ServiceQuestion:

Please provide details of the disciplinary cases involving officers at various ranks for which the Public Service Commission offered advice to the Government in the past 5 years, specifying the departments concerned and expenses incurred in table form.

Year	Case details	Department concerned	Expenses incurred
2014-2015			
2015-2016			
2016-2017			
2017-2018			
2018-2019			

Please provide in table form the details of disciplinary cases resulting in officers at various ranks being dismissed, disqualified for pensions and put under criminal charges in the past 5 years.

Year	Case details	Department concerned	Dismissed	Disqualified for pensions	Put under criminal charges
2014-2015					
2015-2016					
2016-2017					
2017-2018					
2018-2019					

Asked by: Hon CHAN Tanya (LegCo internal reference no.: 64)

Reply:

1. Apart from supporting the Public Service Commission (PSC) in tendering advice to the Government on disciplinary cases in the civil service, the PSC Secretariat is also responsible for supporting PSC's other areas of work. Therefore, we are unable to provide a breakdown of the expenditure involved solely for the former area of work. In the past 5 financial years (up to 31 December 2018), the PSC advised the Government on the form of punishment in a total of 197 disciplinary cases in the civil service. Details are as follows:

Financial Year	No. of criminal conviction cases	Bureau/Department involved (No. of cases in brackets)	No. of disciplinary cases	Bureau/Department involved (No. of cases in brackets)
2014-15	41	Architectural Services Department (1) Census and Statistics Department (1) Civil Aviation Department (1) Commerce and Economic Development Bureau (1) Civil Service Bureau (1) Correctional Services Department (2) Department of Health (3) Environmental Protection Department (2) Food and Environmental Hygiene Department (5) Fire Services Department (2) Government Laboratory (1) Government Property Agency (1) Home Affairs Department (1) Housing Department (2) Hong Kong Police Force (2) Immigration Department (2) Lands Department (2) Leisure and Cultural Services Department (4) Post Office (3) Rating and Valuation Department (1) Social Welfare Department (1) Treasury (1) Water Supplies Department (1)	4	Electrical and Mechanical Services Department (1) Leisure and Cultural Services Department (2) Post Office (1)

Financial Year	No. of criminal conviction cases	Bureau/Department involved (No. of cases in brackets)	No. of disciplinary cases	Bureau/Department involved (No. of cases in brackets)
2015-16	31	Agriculture, Fisheries and Conservation Department (1) Customs and Excise Department (1) Correctional Services Department (2) Department of Health (1) Drainage Services Department (1) Food and Environmental Hygiene Department (11) Government Logistics Department (2) Housing Department (1) Hong Kong Police Force (1) Immigration Department (3) Inland Revenue Department (1) Legal Aid Department (1) Leisure and Cultural Services Department (2) Post Office (2) Water Supplies Department (1)	10	Agriculture, Fisheries and Conservation Department (2) Environmental Protection Department (1) Highways Department (1) Information Services Department (1) Lands Department (1) Leisure and Cultural Services Department (1) Post Office (3)
2016-17	32	Buildings Department (1) Customs and Excise Department (1) Development Bureau (1) Education Bureau (2) Electrical and Mechanical Services Department (1) Food and Environmental Hygiene Department (10) Fire Services Department (2) Home Affairs Bureau (1) Hong Kong Police Force (1) Highways Department (1) Immigration Department (1) Leisure and Cultural Services Department (2) Planning Department (1) Post Office (1) Social Welfare Department (3) Water Supplies Department (3)	10	Housing Department (1) Judiciary (1) Lands Department (2) Leisure and Cultural Services Department (4) Post Office (1) Water Supplies Department (1)

Financial Year	No. of criminal conviction cases	Bureau/Department involved (No. of cases in brackets)	No. of disciplinary cases	Bureau/Department involved (No. of cases in brackets)
2017-18	25	Census and Statistics Department (1) Civil Aviation Department (1) Correctional Services Department (2) Department of Justice (1) Electrical and Mechanical Services Department (1) Food and Environmental Hygiene Department (6) Hong Kong Monetary Authority (1) Home Affairs Department (2) Immigration Department (1) Inland Revenue Department (1) Leisure and Cultural Services Department (2) Land Registry (1) Post Office (2) Social Welfare Department (1) Water Supplies Department (2)	11	Agriculture, Fisheries and Conservation Department (1) Food and Environmental Hygiene Department (2) Fire Services Department (1) Housing Department (3) Legal Aid Department (1) Leisure and Cultural Services Department (2) Working Family and Student Financial Assistance Agency (1)
2018-19 (as at 31 December 2018)	26	Correctional Services Department (2) Drainage Services Department (2) Education Bureau (1) Food and Environmental Hygiene Department (6) Housing Department (2) Hong Kong Police Force (2) Immigration Department (3) Leisure and Cultural Services Department (2) Marine Department (1) Office of the Communications Authority (1) Office of the Government Chief Information Officer (1) Post Office (2) Radio Television Hong Kong (1)	7	Immigration Department (1) Leisure and Cultural Services Department (1) Marine Department (1) Office of the Communications Authority (1) Post Office (3)

2. The reply to the second part of the question, with information provided by the Civil Service Bureau, is as follows:

Details of cases in the past 5 financial years (up to 31 December 2018) involving civil servants convicted of criminal offences or found guilty of misconduct and thereby punished by dismissal and forfeiture of retirement benefits are set out below:

Financial Year	No. of criminal conviction cases resulting in dismissal	Bureau/Department involved (No. of cases in brackets)	No. of disciplinary cases resulting in dismissal	Bureau/Department involved (No. of cases in brackets)
2014-15	12	Social Welfare Department (1) Hong Kong Police Force (8) Correctional Services Department (3)	0	
2015-16	13	Food and Environmental Hygiene Department (1) Hong Kong Police Force (8) Correctional Services Department (3) Fire Services Department (1)	5	Agriculture, Fisheries and Conservation Department (1) Buildings Department (1) Department of Health (1) Customs and Excise Department (1) Immigration Department (1)
2016-17	15	Hong Kong Police Force (13) Fire Services Department (2)	3	Water Supplies Department (1) Hong Kong Police Force (2)
2017-18	9	Home Affairs Department (1) Water Supplies Department (1) Leisure and Cultural Services Department (1) Correctional Services Department (1) Customs and Excise Department (1) Hong Kong Police Force (4)	5	Housing Department (1) Legal Aid Department (1) Customs and Excise Department (1) Hong Kong Police Force (1) Correctional Services Department (1)

Financial Year	No. of criminal conviction cases resulting in dismissal	Bureau/Department involved (No. of cases in brackets)	No. of disciplinary cases resulting in dismissal	Bureau/Department involved (No. of cases in brackets)
2018-19 (as at 31 December 2018)	8	Food and Environmental Hygiene Department (1) Hong Kong Police Force (6) Correctional Services Department (1)	3	Post Office (1) Hong Kong Police Force (1) Correctional Services Department (1)

- End -

CONTROLLING OFFICER'S REPLY**CSB103****(Question Serial No. 6020)**Head: (136) Public Service Commission SecretariatSubhead (No. & title): Not specifiedProgramme: Not specifiedControlling Officer: Secretary, Public Service Commission (CHENG Fung Ying, Fontaine)Director of Bureau: Secretary for the Civil ServiceQuestion:

Regarding the work in relation to the Code on Access to Information, please advise this Committee on the following:

- 1) concerning the requests for information under the Code on Access to Information received by the Public Service Commission Secretariat (Secretariat) for which only some of the required information was provided, please state in table form: (i) the content of the requests for which only some of the required information was provided; (ii) the reasons for providing some of the information only; and (iii) how the requests were eventually handled.

Year

(i) Content of the requests for which only some of the required information was provided	(ii) Reasons for providing some of the information only	(iii) How the requests were eventually handled

- 2) concerning the requests for information under the Code on Access to Information received by the Secretariat for which the required information was not provided, please state in table form: (i) the content of the requests refused; (ii) the reasons for refusal; and (iii) how the requests were eventually handled.

Year

(i) Content of the requests refused	(ii) Reasons for refusal	(iii) How the requests were eventually handled

Asked by: Hon CHAN Tanya (LegCo internal reference no.: 264)

Reply:

Between January 2018 and September 2018, the Public Service Commission Secretariat received one request for information under the Code on Access to Information, and has provided all requested information to the applicant.

- End -

CONTROLLING OFFICER'S REPLY**CSB104****(Question Serial No. 4470)**

Head: (136) Public Service Commission Secretariat

Subhead (No. & title): Not specified

Programme: Secretariat services for the Public Service Commission

Controlling Officer: Secretary, Public Service Commission (CHENG Fung Ying, Fontaine)

Director of Bureau: Secretary for the Civil Service

Question:

Under "Matters Requiring Special Attention in 2019-20", it is mentioned that the Secretariat will continue to assist the Commission to ensure that appointments, promotions and disciplinary cases are efficiently processed in a proper and equitable manner. Will the Government inform this Committee of the number of appointments, promotions and disciplinary cases referred by departments in the past 3 years, the protocol of handling disciplinary cases and the penalties awarded? Has the Government reviewed its established protocol of handling civil servants' misconduct? If yes, please provide details of how it can be improved; if no, what are the reasons?

Asked by: Hon TAM Man-ho, Jeremy (LegCo internal reference no.: 109)

Reply:

In the past 3 years, the number of cases advised by the Public Service Commission (the Commission) is as follows:

Category	Number of cases advised by the Commission		
	2016	2017	2018
Recruitment/in-service appointments	161	169	165
Promotions/acting appointments	701	672	724
Other appointment matters	199	232	205
Disciplinary cases	47	36	40

The Government has put in place a well-established disciplinary mechanism. In handling disciplinary cases, the Government upholds the principle of natural justice and imposes appropriate punishments against civil servants who are found culpable of misconduct or

criminal offences in accordance with established procedures. The Commission will advise the Government on the appropriate level of punishment for disciplinary cases according to the relevant requirements.

- End -

CONTROLLING OFFICER'S REPLY**CSB105****(Question Serial No. 6030)**

Head: (174) Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service

Subhead (No. & title): Not specified

Programme: Not specified

Controlling Officer: Secretary General, Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service (SO Chui-ying, Winnie)

Director of Bureau: Secretary for the Civil Service

Question:

Regarding the work in relation to the Code on Access to Information, please advise this Committee on the following:

- 1) concerning the requests for information under the Code on Access to Information received by the Joint Secretariat For the Advisory Bodies On Civil Service and Judicial Salaries and Conditions of Service (JSSCS) for which only some of the required information was provided, please state in table form: (i) the content of the requests for which only some of the required information was provided; (ii) the reasons for providing some of the information only; and (iii) how the requests were eventually handled.

Year

(i) Content of the requests for which only some of the required information was provided	(ii) Reasons for providing some of the information only	(iii) How the requests were eventually handled

- 2) concerning the requests for information under the Code on Access to Information received by the JSSCS for which the required information was not provided, please state in table form: (i) the content of the requests refused; (ii) the reasons for refusal; and (iii) how the requests were eventually handled.

Year

(i) Content of the requests refused	(ii) Reasons for refusal	(iii) How the requests were eventually handled

Asked by: Hon CHAN Tanya (LegCo internal reference no.: 274)

Reply:

Among the requests for information under the Code on Access to Information received by the Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service from January to September 2018, there were none for which only some of the required information was provided or the required information was not provided.

- End -

CONTROLLING OFFICER'S REPLY**CSB106****(Question Serial No. 4078)**

Head: (174) Joint Secretariat for the Advisory Bodies On Civil Service and Judicial Salaries and Conditions of Service

Subhead (No. & title): Not specified

Programme: Not specified

Controlling Officer: Secretary General, Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service (SO Chui-ying, Winnie)

Director of Bureau: Secretary for the Civil Service

Question:

- Paragraph (2) under Operating Account mentions the proposed creation of 10 posts in 2019-20 to conduct a grade structure review (GSR) for the disciplined services. Please provide information on the post title, pay band, job area and distribution with respect to these additional posts.
- What is the current progress of the GSR for the disciplined services according to the latest position? Is there any increase in or change of the factors considered by the Standing Committee? Are there any future plans to conduct GSR for other grades? If yes, what are the details? If no, why not?

Asked by: Hon POON Siu-ping (LegCo internal reference no.: 56)

Reply:

- The Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service will create 10 time-limited posts to carry out the grade structure review (GSR) for the disciplined services. Details are as follows –

Rank	Number	Pay Scale (Master Pay Scale)
Chief Executive Officer	4	Points 45 to 49
Senior Executive Officer	4	Points 34 to 44
Executive Officer I	1	Points 28 to 33
Assistant Clerical Officer	1	Points 3 to 15

The scope of work of the above officers includes providing relevant support and secretariat services to the Standing Committee on Disciplined Services Salaries and Conditions of Service (SCDS) and the Standing Committee on Directorate Salaries and Conditions of Service (DC) for the conduct of the GSR. Such work includes collecting information and views, arranging visits and undertaking research and analysis.

2. SCDS has accepted the Government's invitation to conduct a GSR for the disciplined services grades. At the same time, DC has agreed to advise on the salaries and conditions of service of the heads of the disciplined services. SCDS and DC have invited the management and the staff sides of the disciplined services to submit their views. There will be visits to and meetings with the disciplined services at a later stage to understand their situation. When conducting the GSR, the Committees will give due regard to all relevant factors, including the Government's pay policy for the civil service (including the disciplined services); the existing grade and rank structures as well as the pay and conditions of service of the disciplined services; any changes in their work nature, job duties, responsibilities and workload and the public expectation towards them; the recruitment, retention, career progression, staff management and morale of the disciplined services; and any wider community interests that are considered relevant.

Apart from the disciplined services grades, the Standing Commission on Civil Service Salaries and Conditions of Service is conducting a GSR for the Veterinary Laboratory Technician and the Medical Laboratory Technician grades. In future, if invited by the Government to conduct other GSRs, the relevant Commission/Committee will consider the invitation in accordance with its terms of reference.

- End -

CONTROLLING OFFICER'S REPLY**CSB107****(Question Serial No. 5266)**Head: (37) Department of HealthSubhead (No. & title): Not specifiedProgramme: (7) Medical and Dental Treatment for Civil ServantsControlling Officer: Director of Health (Dr. Constance CHAN)Director of Bureau: Secretary for the Civil ServiceQuestion:

Regarding medical services for civil servants, will the Government please advise on the number of cases of various groups of eligible persons (including monthly paid civil servants and their dependants; daily rated staff who are injured in the course of their duty; retired civil servants living in Hong Kong and in receipt of a pension or an annual allowance and their dependants living in Hong Kong; dependants of civil servants killed on duty and living in Hong Kong; and dependants of civil servants who died while in service or after retirement and living in Hong Kong) receiving the services and the resources involved for the past 3 years?

Asked by: Hon KWOK Ka-ki (LegCo internal reference no.: 263)Reply:

The Department of Health does not keep statistics on the number of cases of individual categories of eligible persons receiving services at the families clinics. The attendances of civil service eligible persons at these clinics in the past 3 years were as follows –

Year	Attendance ^{Note}
2016	273 000
2017	297 000
2018	285 000

Note: Figures for attendances have been rounded to the nearest 1 000.

The actual expenditures of the families clinics for 2016-17 and 2017-18 were \$148.2 million and \$162.8 million respectively, and the revised estimate for 2018-19 is \$171.8 million.

- End -

CONTROLLING OFFICER'S REPLY

CSB108

(Question Serial No. 6327)

Head: (37) Department of Health

Subhead (No. & title): Not specified

Programme: (7) Medical and Dental Treatment for Civil Servants

Controlling Officer: Director of Health (Dr. Constance CHAN)

Director of Bureau: Secretary for the Civil Service

Question:

Regarding the existing government dental clinics, please provide the following information, broken down by clinic:

- (1) the estimated and actual annual expenditure for each clinic;
- (2) the respective numbers of dentists, dental nurses, dental chairs and dental chairs suitable for wheelchair users at each clinic; and
- (3) the operating costs per dental chair per day and the respective costs of scaling and polishing, extractions as well as fillings.

Asked by: Hon KWOK Ka-ki (LegCo internal reference no.: 61)

Reply:

- (1) With regard to the provision of dental services for civil service eligible persons (CSEPs) by government dental clinics, the overall actual expenditure for 2017-18 was \$663.1 million, and the revised estimate for 2018-19 and the estimated expenditure for 2019-20 are \$729.1 million and \$812.0 million respectively. The Department of Health (DH) does not keep statistics on the expenditure of individual dental clinics.

The numbers of Dental Officer (DO) and Dental Surgery Assistant (DSA) posts as well as dental chairs at various dental clinics are at Annex.

Wheelchair users attending government dental clinics will be transferred, if their physical condition permits, to a dental chair for treatment with the assistance of clinic staff. For those unfit to leave their wheelchairs, the DO will perform dental examination and treatment for the wheelchair users whilst seated or with the assistance of a wheelchair recliner provided by the clinic (where applicable) as the DO sees fit.

- (2) Dental procedures, which include general and specialised dental treatments, vary in type and complexity. DH does not keep statistics on the operating costs of dental chairs or the costs of dental services by type.

Dental Clinic	As at 1 February 2019		
	DO(s)	DSA(s)	Dental Chair(s)
Aberdeen Jockey Club Dental Clinic	3	3	3
Castle Peak Hospital Dental Clinic	4	3	4
Chai Wan Government Dental Clinic	6	6	7
Cheung Chau Dental Clinic	1	1	1
Cheung Sha Wan Government Offices Dental Clinic	29	32	30
Fanling Health Centre Dental Clinic	7	7	8
Ha Kwai Chung Government Dental Clinic	4	4	4
Harbour Building Dental Clinic	10	11	10
Harbour Building Orthodontic Clinic	7	7	7
Hong Kong Police College Dental Clinic	1	1	1
Kennedy Town Community Complex Dental Clinic	9	10	9
Kowloon City Dental Clinic	13	16	14
Kwai Chung Hospital Dental Clinic	1	1	1
Kwun Tong Dental Clinic	6	6	6
Kwun Tong Yung Fung Shee Dental Clinic	5	5	5
Li Po Chun Dental Clinic	6	6	6
Ma On Shan Dental Clinic	4	4	4
MacLehose Dental Clinic 2/F	5	5	5
MacLehose Dental Clinic 6/F	12	12	11
Madam Yung Fung Shee Dental Clinic	4	4	5
Mona Fong Dental Clinic	2	2	2
Pamela Youde Government Dental Clinic	7	7	7
Queensway Government Offices Dental Clinic	11	11	11
Sai Ying Pun Dental Clinic 3/F	2	2	2
Sai Ying Pun Dental Clinic 8/F	8	8	8
Sheung Kwai Chung Government Dental Clinic	10	11	10
Sheung Kwai Chung Prosthodontic Clinic	4	3	4
Tai O Dental Clinic*	-	-	1
Tai Po Wong Siu Ching Dental Clinic	4	4	4
Tang Shiu Kin Dental Clinic	12	13	12
Tseung Kwan O Dental Clinic	7	7	7
Tsuen Wan Dental Clinic	3	3	4

Dental Clinic	As at 1 February 2019		
	DO(s)	DSA(s)	Dental Chair(s)
Tsuen Wan Government Offices Dental Clinic	6	7	6
Tung Chung Dental Clinic	3	3	3
Victoria Road Dental Clinic	3	2	2
Wan Chai Dental Clinic	12	12	12
Western Dental Clinic	3	3	3
Yan Oi Dental Clinic	3	3	3
Yau Ma Tei Dental Clinic	9	8	10
Yau Ma Tei Orthodontic Clinic	10	11	10
Yuen Long Jockey Club Dental Clinic	3	4	3

* The DO and DSA posts at Tai O Dental Clinic are already included in the establishment of Cheung Chau Dental Clinic.

Oral Maxillofacial Surgery & Dental Unit (OMS&DU) with surgeries for the exclusive use of CSEPs	As at 1 February 2019		
	DO(s)	DSA(s)	Dental Chair(s)
North District Hospital OMS&DU	1	1	1
Prince of Wales Hospital OMS&DU	1	1	1
Queen Elizabeth Hospital OMS&DU	1	1	1
Queen Mary Hospital OMS&DU	1	1	1

- End -

CONTROLLING OFFICER'S REPLY**CSB109****(Question Serial No. 7231)**Head: (37) Department of HealthSubhead (No. & title): Not specifiedProgramme: (7) Medical and Dental Treatment for Civil ServantsControlling Officer: Director of Health (Dr. Constance CHAN)Director of Bureau: Secretary for the Civil ServiceQuestion:

Regarding public dental services, please provide:

- a. information on the maximum daily service capacities, actual numbers of appointments and attendances, as well as utilisation rates in respect of services provided to eligible persons by public dental clinics in the past 3 years;
- b. information on the types of dental examination and treatment provided by public dental clinics and the costs per case for such services in the past 3 years;
- c. information on the numbers, length of service, vacancy rates, wastage rates and average working hours per week of all ranks of healthcare staff (including dentists and dental surgery assistants) in dental clinics in the past 3 years; and
- d. itemised information on the improvements made in response to the problems with public dental services as pointed out in Report No. 68 of the Director of Audit (including long waiting time and delay in operation of dental surgeries), as well as the manpower and resources required for implementing the improvement measures.

Asked by: Hon KWOK Ka-ki (LegCo internal reference no.: 264)Reply:

- a. At present, the utilisation rates of all service sessions available at government dental clinics providing dental services to civil service eligible persons (CSEPs) are close to 100%.

The attendances of CSEPs at the dental clinics (including Oral Maxillofacial Surgery and Dental Units in hospitals) in the past 3 years were as follows –

Year	Attendance
2016	739 800
2017	766 400
2018	769 600

- b. Given the wide variety of services in respect of dental examination and treatment, the Department of Health (DH) does not keep statistics on the costs of such services by type.
- c. The establishment and vacancy rates of Dental Officers (DOs) and Dental Surgery Assistants (DSAs) at the dental clinics under DH in the past 3 years were as follows –

	2016-17 (as at 31 March 2017)		2017-18 (as at 31 March 2018)		2018-19 (as at 1 February 2019)	
Grade	Establishment	Vacancy Rate	Establishment	Vacancy Rate	Establishment	Vacancy Rate
DO	254	2.0%	259	1.2%	269	2.2%
DSA	270	0.0%	271	0.0%	276	0.0%

The wastage rates¹ of the DO grade in DH for 2016-17, 2017-18 and 2018-19 (as at 1 February 2019) were 2.5%, 3.4% and 5.7% respectively, and those of the DSA grade were 3.1%, 4% and 2.6% respectively. The length of service for both DOs and DSAs working in DH ranges from over 30 years to less than 1 year, and their conditioned hours of work are 44 hours gross per week.

- d. DH has completed its follow-up work on the recommendations concerning the provision of dental services to CSEPs made in Report No. 68 of the Director of Audit, including the redeployment of resources for specialised and general dental services in the light of the service demand in individual dental clinics, with a view to shortening the waiting time of CSEPs at clinics with higher service demands. As regards 7 new dental surgeries, their fitting out works have been completed and have started coming into operation by phases from March 2019.

As the above work involves only internal redeployment of resources and implementation of earlier plans, no additional manpower and resources are required.

¹ Wastage rate refers to the overall wastage rate covering all situations resulting in departure from the service, including retirement, resignation, etc.

- End -