

## Head 142 — GOVERNMENT SECRETARIAT: OFFICES OF THE CHIEF SECRETARY FOR ADMINISTRATION AND THE FINANCIAL SECRETARY

**Controlling officer:** the Director of Administration will account for expenditure under this Head.

**Estimate 2020–21** ..... **\$1,131.3m**

**Establishment ceiling 2020–21** (notional annual mid-point salary value) representing an estimated 501 non-directorate posts as at 31 March 2020 rising by 19 posts to 520 posts as at 31 March 2021..... **\$293.7m**

In addition, there will be an estimated 31 directorate posts as at 31 March 2020 and as at 31 March 2021.

### Controlling Officer’s Report

#### Programmes

- |   |   |
|---|---|
| <p><b>Programme (1) Policy Innovation and Co-ordination Office</b></p> <p><b>Programme (2) Government Records Service</b></p> <p><b>Programme (3) CSO-Administration Wing</b></p> <p><b>Programme (4) Protocol Division</b></p> | <p>These programmes contribute to Policy Area 27: Intra-Governmental Services (Director of Administration).</p> |
| <p><b>Programme (5) Subvention: Duty Lawyer Service and Legal Aid Services Council</b></p>  | <p>This programme contributes to Policy Area 20: Legal Aid (Director of Administration).</p>                    |

#### Detail

##### Programme (1): Policy Innovation and Co-ordination Office

	2018–19 (Actual)	2019–20 (Original)	2019–20 (Revised)	2020–21 (Estimate)
Financial provision (\$m)	88.7	128.3	123.6 (–3.7%)	<b>170.9</b> (+38.3%)
				(or +33.2% on 2019–20 Original)

#### *Aim*

2 The aim of the Policy Innovation and Co-ordination Office is to enhance policy innovation through collaboration on evidence-based policy research, support the senior leadership of the Government to focus on Hong Kong’s strategic positioning in the global economic arena, co-ordinate major policies and programmes across bureaux and departments, and provide “first-stop and one-stop” project consultation and co-ordination services to innovative projects to help maximise benefits to society.

#### *Brief Description*

- 3 The Policy Innovation and Co-ordination Office’s main responsibilities under this programme are to:
- provide secretariat support to the Chief Executive’s Council of Advisers on Innovation and Strategic Development;
  - co-ordinate the preparatory work for the Chief Executive’s Policy Address;
  - co-ordinate major cross-bureau policies selected by the senior leadership of the Government;
  - provide “first-stop and one-stop” project consultation and co-ordination services for innovative projects;
  - administer public policy research funding schemes;
  - promote evidence-based policy research and foster a policy research community; and
  - promote public participation in the policy formulation process.

**Head 142 — GOVERNMENT SECRETARIAT: OFFICES OF THE CHIEF SECRETARY FOR ADMINISTRATION AND THE FINANCIAL SECRETARY**

**Indicators**

	2018 (Actual)	2019 (Actual)	2020 (Estimate)
studies funded under the Public Policy Research Funding Scheme and the Strategic Public Policy Research Funding Scheme <sup>φ</sup>			
no. of proposals received .....	106	341 <sup>^</sup>	131 <sup>^</sup>
no. of projects granted.....	28	34	97 <sup>^</sup>
amount of grants approved (\$m).....	24.8	33.0	60.3 <sup>^</sup>
no. of projects completed .....	27	18	98 <sup>^</sup>
“first-stop and one-stop” project consultation and co-ordination services for innovative projects <sup>@</sup>			
no. of projects received .....	8	10	— <sup>Ω</sup>
no. of projects completed .....	4	3	— <sup>Ω</sup>

<sup>φ</sup> Revised description of the previous indicator “studies funded under the Public Policy Research Funding Schemes” as from 2019.

<sup>^</sup> A special round of applications under the Public Policy Research Funding Scheme (PPRFS) was launched in November 2019 to support research studies on topics relating to the underlying causes of the recent social incidents, as well as important political, economic, cultural and societal issues relating to the deep-seated problems of society. While a total of 210 proposals were received in December 2019, approval for the projects and related grants will be given in 2020. The approved research projects are expected to be completed within 2020. As no special round of PPRFS will be launched in 2020, the number of proposals to be received in 2020 is expected to be similar to that in 2019 (i.e. 131).

<sup>@</sup> New indicators as from 2019.

<sup>Ω</sup> It is not possible to estimate the numbers of projects received/completed as the service is provided on demand.

**Matters Requiring Special Attention in 2020–21**

4 During 2020–21, the Policy Innovation and Co-ordination Office will continue to administer the PPRFS (including the special round) and the Strategic Public Policy Research Funding Scheme, and develop closer networks with the policy research community to promote evidence-based policy research.

**Programme (2): Government Records Service**

	2018–19 (Actual)	2019–20 (Original)	2019–20 (Revised)	2020–21 (Estimate)
Financial provision (\$m)	69.4	94.8	91.8 (–3.2%)	111.7 (+21.7%)
				(or +17.8% on 2019–20 Original)

**Aim**

5 The aim of the Government Records Service is to administer government records efficiently by formulating and implementing policies and plans for records management and archives administration.

**Brief Description**

6 The Government Records Service’s main responsibilities under this programme are to:

- formulate and implement government records management policies and programmes;
- advise and support bureaux and departments on issues and solutions related to records management;
- provide storage and disposal services for inactive records;
- identify and preserve records of archival value, valuable government publications and printed materials; and
- enhance public awareness of Hong Kong’s documentary heritage, and provide research and reference services.

## Head 142 — GOVERNMENT SECRETARIAT: OFFICES OF THE CHIEF SECRETARY FOR ADMINISTRATION AND THE FINANCIAL SECRETARY

7 The key performance measures are:

### *Targets*

	Target	2018 (Actual)	2019 (Actual)	2020 (Plan)
departmental records management studies/reviews.....	2	2	2	2
records management training for government officers (no. of trainees)¶.....	7 500¶	2 665	2 744	7 500¶

¶ Pursuant to the initiative in the Chief Executive's 2019 Policy Address Supplement, the Government is planning to increase the number of training targets on records management to 10 000 by 2021. The target for 2020 is 7 500. For 2019 and before, the number of trainees only covers those trained via regular courses which are originally designed for departmental records managers and their assistants. In fact, the Government Records Service has also been conducting records management training in other modes such as seminars and workshops which cover a substantial number of other government officers. To reflect the work of the Government Records Service more accurately, the training target is revised from 2 500 to 7 500 as from 2020 to include all government officers who are trained through regular courses, seminars and workshops. The description of the target has thus been refined from "training for departmental records managers and their assistants on records management" to "records management training for government officers" as from 2020.

### *Indicators*

	2018 (Actual)	2019 (Actual)	2020 (Estimate)
archival records acquired (linear metres).....	606	610	610
reference and research services rendered to the public			
no. of visitors.....	6 361	6 059	6 000
no. of enquiries.....	11 049	11 016	11 000
records management manuals, handbooks and newsletters published.....	2	2	2
intermediate storage facilities for inactive government records in terms of			
storage capacity (linear metres) .....	116 000	116 000	116 000
percentage utilised.....	95.0	94.5	95.0
records microfilmed for other government departments (no. of images) .....	2 776 049	2 764 401	2 750 000

### *Matters Requiring Special Attention in 2020–21*

- 8 During 2020–21, the Government Records Service will continue to:
- promote electronic records management in the Government and assist in the system development for rolling out the electronic recordkeeping system to all bureaux and departments in collaboration with the Office of the Government Chief Information Officer and Efficiency Office;
  - implement public education and publicity programme on Hong Kong's documentary heritage;
  - undertake work relating to appraisal of records and accessioning of archival records to facilitate disposal of time-expired records and public access to archival records; and
  - enhance records management work in the Government, including strengthening records management training for newly-recruited government officers, and follow up on the subject of archives law after the Law Reform Commission has submitted a report to the Government.

## Head 142 — GOVERNMENT SECRETARIAT: OFFICES OF THE CHIEF SECRETARY FOR ADMINISTRATION AND THE FINANCIAL SECRETARY

### Programme (3): CSO-Administration Wing

	2018–19 (Actual)	2019–20 (Original)	2019–20 (Revised)	<b>2020–21 (Estimate)</b>
Financial provision (\$m)	489.8#	566.8	30,526.3 <sup>^</sup> (+5 285.7%)	<b>602.4</b> (–98.0%)
				(or +6.3% on 2019–20 Original)

# For comparison purpose, the figure includes provision relevant to the legal aid portfolio previously under Head 53 — Government Secretariat: Home Affairs Bureau before 1 July 2018 as the Administration Wing has taken up the legal aid portfolio from the Home Affairs Bureau since 1 July 2018.

<sup>^</sup> The figure includes a one-off non-recurrent commitment of \$30 billion for Anti-epidemic Fund approved by the Finance Committee of the Legislative Council on 21 February 2020.

#### *Aim*

9 The Administration Wing seeks to ensure that policies and services within the purview of the Chief Secretary for Administration's Office and the Financial Secretary's Office are delivered effectively; facilitates the smooth and efficient conduct of government business in the Legislature; co-ordinates legal aid policy matters and liaises with the Judiciary, the Independent Commission Against Corruption and the Office of The Ombudsman on matters that require input from the Government.

#### *Brief Description*

10 The Administration Wing's main responsibilities under this programme are to:

- provide support to the Chief Secretary for Administration and the Financial Secretary in monitoring progress in the development and implementation of government policies and programmes;
- provide administrative support to the Chief Secretary for Administration and the Financial Secretary in co-ordinating the Government's day-to-day interactions with the Legislature;
- formulate and develop legal aid policy, undertake housekeeping functions for the Legal Aid Department (LAD) and implement a procedural advice scheme for unrepresented litigants;
- act as the contact point between the Judiciary and the Government;
- act as the contact point in the Government for the Independent Commission Against Corruption;
- act as the contact point in the Government for the Office of The Ombudsman;
- act as the contact point between the Consular Corps and the Government on issues related to the Hong Kong Special Administrative Region (HKSAR);
- provide secretariat support for the Administrative Appeals Board and the Municipal Services Appeals Board;
- administer the Justices of the Peace system;
- provide centralised support for common services and accommodation in the Central Government Offices; and
- provide timely, quality and strategic economic advice to support the formulation of the Government's policies and programmes including budgetary policies.

### Programme (4): Protocol Division

	2018–19 (Actual)	2019–20 (Original)	2019–20 (Revised)	<b>2020–21 (Estimate)</b>
Financial provision (\$m)	47.2	54.7	51.5 (–5.9%)	<b>56.7</b> (+10.1%)
				(or +3.7% on 2019–20 Original)

#### *Aim*

11 The aim of the Protocol Division is to maintain an efficient protocol service for the Government.

## Head 142 — GOVERNMENT SECRETARIAT: OFFICES OF THE CHIEF SECRETARY FOR ADMINISTRATION AND THE FINANCIAL SECRETARY

### *Brief Description*

**12** The Protocol Division's main responsibilities under this programme are to:

- maintain close liaison with the Office of the Commissioner of the Ministry of Foreign Affairs of the People's Republic of China (PRC) in the HKSAR on matters related to Consular Corps in the HKSAR;
- maintain close liaison with and provide host government services to the Consular Corps in the HKSAR;
- extend courtesies to visiting national leaders and international dignitaries;
- advise on matters related to national and regional flags/emblems, protocol matters and etiquette;
- ensure the provision of an efficient and cost-effective government VIP service at the Hong Kong International Airport;
- plan and co-ordinate visits to the HKSAR by national leaders and overseas senior officials and arrange delivery of their visit programmes;
- administer the local honours and awards system; and
- organise commemorative ceremonial events.

### *Matters Requiring Special Attention in 2020–21*

**13** During 2020–21, the Protocol Division will continue to:

- liaise with the Office of the Commissioner of the Ministry of Foreign Affairs of the PRC in the HKSAR and the Consular Corps in the HKSAR;
- deliver visit programmes for national leaders and overseas senior officials;
- monitor the government VIP service provided by the Airport Authority Hong Kong and related matters; and
- administer the local honours and awards system.

### **Programme (5): Subvention: Duty Lawyer Service and Legal Aid Services Council**

	2018–19 (Actual)	2019–20 (Original)	2019–20 (Revised)	<b>2020–21 (Estimate)</b>
Financial provision (\$m)				
Duty Lawyer Service	123.5#	179.1	166.0 (–7.3%)	<b>182.1</b> (+9.7%)  (or +1.7% on 2019–20 Original)
Legal Aid Services Council	6.8#	7.0	7.2 (+2.9%)	<b>7.5</b> (+4.2%)  (or +7.1% on 2019–20 Original)
<b>Total</b>	<b>130.3#</b>	<b>186.1</b>	<b>173.2</b> (–6.9%)	<b>189.6</b> (+9.5%)  (or +1.9% on 2019–20 Original)

# For comparison purpose, the figures include provisions relevant to the Duty Lawyer Service (DLS) and Legal Aid Services Council (LASC) previously under Head 53 — Government Secretariat: Home Affairs Bureau before 1 July 2018 as the Administration Wing has taken up the legal aid portfolio from the Home Affairs Bureau since 1 July 2018.

### *Aim*

**14** The aims are to enable the DLS to implement legal assistance schemes to complement the legal aid services provided by the LAD, and to enable the LASC to carry out its statutory duties of overseeing the provision of legal aid services by the LAD and advising the Chief Executive on legal aid policy.

## Head 142 — GOVERNMENT SECRETARIAT: OFFICES OF THE CHIEF SECRETARY FOR ADMINISTRATION AND THE FINANCIAL SECRETARY

### *Duty Lawyer Service*

#### **Brief Description**

15 The DLS implements three legal assistance schemes subvented under this programme to complement the legal aid services provided by the LAD. These schemes are the Duty Lawyer Scheme, the Free Legal Advice Scheme and the Tel-Law Scheme. The DLS is managed by the Hong Kong Bar Association and the Law Society of Hong Kong through a governing council.

16 The Duty Lawyer Scheme provides legal representation to any defendant in Magistrates' Courts where the interests of justice require, and without payment by the defendant in any such case if he does not have sufficient means to pay for it. The Scheme also provides, either with the agreement or at the request of the Government, other forms of legal assistance and advice, e.g. assigning lawyers to advise and represent defendants facing extradition, and persons who are at risk of criminal prosecution as a result of giving incriminating evidence in Coroner's inquest. The Free Legal Advice Scheme provides free legal advice without means testing at evening centres at nine District Offices. The Tel-Law Scheme is a 24-hour free telephone enquiry service which provides members of the public with basic information on the legal aspects of everyday problems. The website of the DLS provides comprehensive information on its services to members of the public.

17 The key performance measures of the DLS are:

#### **Targets**

	Target	2018 (Actual)	2019 (Actual)	2020 (Plan)
taking instructions from the client at least 18 calendar days prior to the trial day under normal circumstances (%) .....	95	100	98	100
assigning trial duty lawyer at least seven working days prior to the hearing day under normal circumstances (%) .....	95	100	100	100
arranging pre-trial conference between the assigned trial duty lawyer and their respective clients at least three working days prior to trial day under normal circumstances (%).....	95	100	100	100
responding within seven working days after receiving applications of waiving the means test (%).....	95	100	100	100
giving decision within seven working days after receiving necessary supporting documents and/or clarifications by applicants of waiving the means test (%).....	95	100	100	100

#### **Indicators**

	2018 (Actual)	2019 (Actual)	2020 (Estimate)
persons who received legal advice and representation from the Duty Lawyer Scheme .....	22 546	18 594	20 453
cost per defendant under the Duty Lawyer Scheme (\$).....	5,531	7,713	9,987
cases handled by the Free Legal Advice Scheme .....	6 953	7 256	7 256
cost per case under the Free Legal Advice Scheme(\$) .....	197	222	256
cases handled by the Tel-Law Scheme through telephone and website .....	625 238	632 209	632 209
cost per call or website hit under the Tel-Law Scheme (\$).....	0.06	0.06	0.06

#### **Matters Requiring Special Attention in 2020–21**

18 The DLS will continue to provide quality and cost-effective services to the public.

**Head 142 — GOVERNMENT SECRETARIAT: OFFICES OF THE CHIEF  
SECRETARY FOR ADMINISTRATION AND THE FINANCIAL SECRETARY**

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*Legal Aid Services Council*

***Brief Description***

**19** The LASC, established under the Legal Aid Services Council Ordinance (Cap. 489) in September 1996, comprises a chairman and eight other members, with the Director of Legal Aid as an ex-officio member. Its main functions are to oversee the provision of legal aid services by the LAD and to advise the Chief Executive on legal aid policy.

***Matters Requiring Special Attention in 2020–21***

**20** During 2020–21, the LASC will continue to review and advise on the legal aid services provided by the LAD.

**Head 142 — GOVERNMENT SECRETARIAT: OFFICES OF THE CHIEF  
SECRETARY FOR ADMINISTRATION AND THE FINANCIAL SECRETARY**

**ANALYSIS OF FINANCIAL PROVISION**

<b>Programme</b>	<b>2018–19 (Actual) (\$m)</b>	<b>2019–20 (Original) (\$m)</b>	<b>2019–20 (Revised) (\$m)</b>	<b>2020–21 (Estimate) (\$m)</b>
(1) Policy Innovation and Co-ordination Office.....	88.7	128.3	123.6	<b>170.9</b>
(2) Government Records Service.....	69.4	94.8	91.8	<b>111.7</b>
(3) CSO-Administration Wing.....	489.8	566.8	30,526.3	<b>602.4</b>
(4) Protocol Division .....	47.2	54.7	51.5	<b>56.7</b>
(5) Subvention: Duty Lawyer Service and Legal Aid Services Council .....	130.3	186.1	173.2	<b>189.6</b>
	<u>825.4</u>	<u>1,030.7</u>	<u>30,966.4</u> (+2 904.4%)	<u><b>1,131.3</b></u> (-96.3%)
				<b>(or +9.8% on 2019–20 Original)</b>

**Analysis of Financial and Staffing Provision**

**Programme (1)**

Provision for 2020–21 is \$47.3 million (38.3%) higher than the revised estimate for 2019–20. This is mainly due to the anticipated increase in grant of funding under the PPRFS and increased requirement for commissioned studies. There will be an increase of two posts in 2020–21.

**Programme (2)**

Provision for 2020–21 is \$19.9 million (21.7%) higher than the revised estimate for 2019–20. This is mainly due to the anticipated increase in general departmental expenses and expenditure for hire of services, as well as a net increase of 12 posts in 2020–21, partly offset by the reduced provision for replacement of minor plant and equipment.

**Programme (3)**

Provision for 2020–21 is \$29,923.9 million (98.0%) lower than the revised estimate for 2019–20. This is mainly due to the lapse of the one-off non-recurrent commitment of \$30 billion for Anti-epidemic Fund provided in 2019–20, partly offset by the anticipated increase in general departmental expenses and expenditure for hire of services, filling of vacancies and an increase of four posts in 2020–21.

**Programme (4)**

Provision for 2020–21 is \$5.2 million (10.1%) higher than the revised estimate for 2019–20. This is mainly due to the filling of vacancies and an increase of one post in 2020–21.

**Programme (5)**

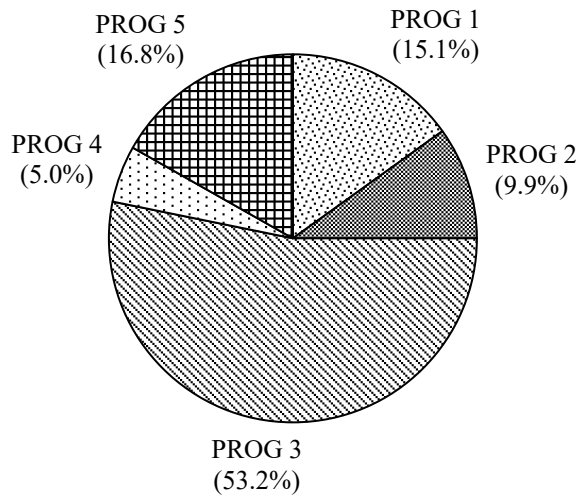
Provision for 2020–21 is \$16.4 million (9.5%) higher than the revised estimate for 2019–20. This is mainly due to the increased provision to DLS for meeting the anticipated increase in duty lawyer fees expenditure.



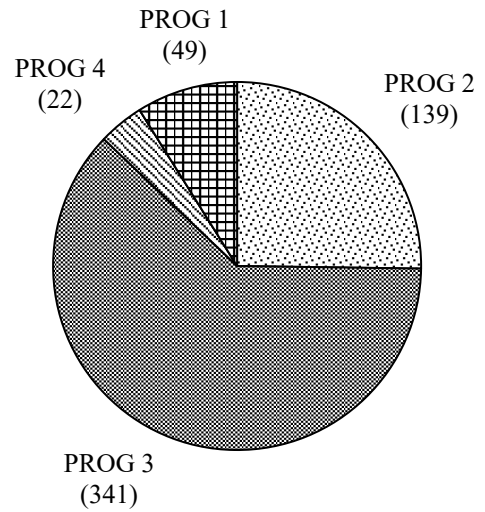
**Head 142 — GOVERNMENT SECRETARIAT: OFFICES OF THE CHIEF SECRETARY FOR ADMINISTRATION AND THE FINANCIAL SECRETARY**

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*Allocation of provision to programmes (2020-21)*

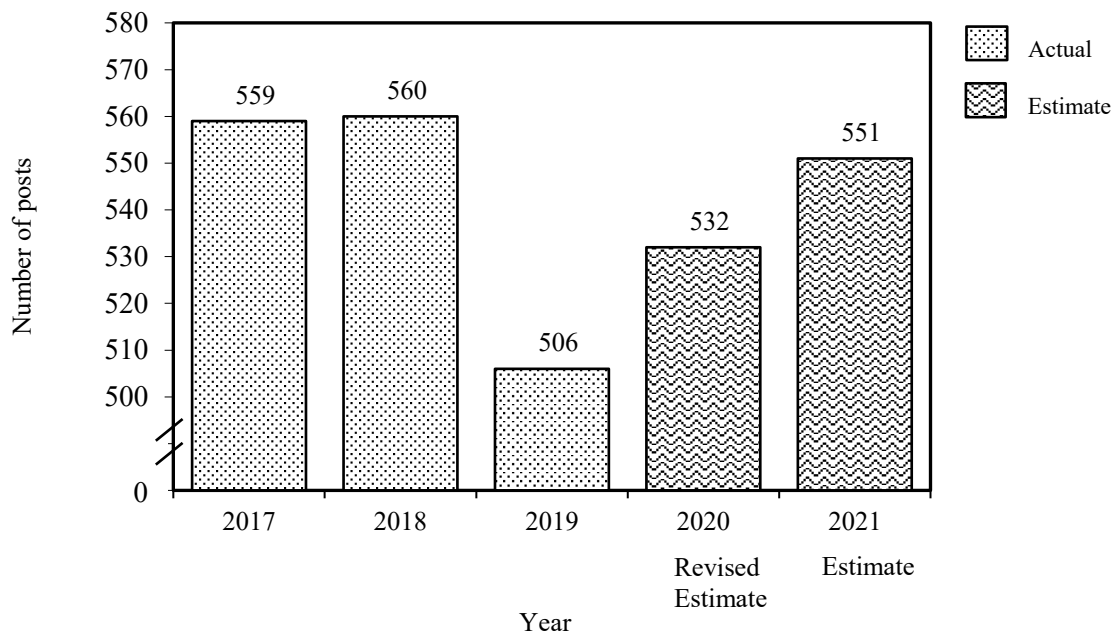


*Staff by programme (as at 31 March 2021)*



(No government staff under PROG 5)

*Changes in the size of the establishment (as at 31 March)*



**Head 142 — GOVERNMENT SECRETARIAT: OFFICES OF THE CHIEF  
SECRETARY FOR ADMINISTRATION AND THE FINANCIAL SECRETARY**

Sub-head (Code)	Actual expenditure 2018–19	Approved estimate 2019–20	Revised estimate 2019–20	Estimate 2020–21	
	\$'000	\$'000	\$'000	\$'000	
<b>Operating Account</b>					
Recurrent					
000	Operational expenses .....	762,934	998,159	938,213	<b>1,111,144</b>
	Total, Recurrent.....	762,934	998,159	938,213	<b>1,111,144</b>
Non-Recurrent					
	General non-recurrent .....	—	1,800	30,000,000	—
	Total, Non-Recurrent.....	—	1,800	30,000,000	—
	Total, Operating Account .....	762,934	999,959	30,938,213	<b>1,111,144</b>
<b>Capital Account</b>					
Plant, Equipment and Works					
661	Minor plant, vehicles and equipment (block vote).....	22,594	30,704	28,150	<b>20,129</b>
	Total, Plant, Equipment and Works.....	22,594	30,704	28,150	<b>20,129</b>
	Total, Capital Account.....	22,594	30,704	28,150	<b>20,129</b>
	Total Expenditure .....	785,528	1,030,663	30,966,363	<b>1,131,273</b>

## Head 142 — GOVERNMENT SECRETARIAT: OFFICES OF THE CHIEF SECRETARY FOR ADMINISTRATION AND THE FINANCIAL SECRETARY

### Details of Expenditure by Subhead

The estimate of the amount required in 2020–21 for the salaries and expenses of the Offices of the Chief Secretary for Administration and the Financial Secretary is \$1,131,273,000. This represents a decrease of \$29,835,090,000 against the revised estimate for 2019–20 and an increase of \$345,745,000 over the actual expenditure in 2018–19.

#### Operating Account

##### Recurrent

**2** Provision of \$1,111,144,000 under *Subhead 000 Operational expenses* is for the salaries, allowances and other operating expenses of the Offices of the Chief Secretary for Administration and the Financial Secretary. The provision also includes a non-accountable entertainment allowance of \$491,500 and \$376,700 for the Chief Secretary for Administration and for the Financial Secretary respectively. The increase of \$172,931,000 (18.4%) over the revised estimate for *Subhead 000 Operational expenses* for 2019–20 is mainly due to the anticipated increase in general departmental expenses and expenditure for hire of services, as well as filling of vacancies and net increase of 19 posts in 2020–21.

**3** The establishment as at 31 March 2020 will be 532 posts including two supernumerary posts. It is expected that there will be a net increase of 19 posts in 2020–21. Subject to certain conditions, the controlling officer may under delegated power create or delete non-directorate posts during 2020–21, but the notional annual mid-point salary value of all such posts must not exceed \$293,724,000.

**4** An analysis of the financial provision under *Subhead 000 Operational expenses* is as follows:

	2018–19 (Actual) (\$'000)	2019–20 (Original) (\$'000)	2019–20 (Revised) (\$'000)	2020–21 (Estimate) (\$'000)
Personal Emoluments				
- Salaries.....	288,060	320,865	326,296	344,948
- Allowances.....	12,034	14,997	13,912	18,184
- Job-related allowances.....	2	20	20	20
Personnel Related Expenses				
- Mandatory Provident Fund contribution.....	1,086	1,281	1,334	1,306
- Civil Service Provident Fund contribution.....	13,886	18,302	17,505	21,768
Departmental Expenses				
- Remuneration for special appointments ....	12,238	12,550	12,500	12,850
- Honoraria for members of committees .....	3,638	2,065	2,115	2,341
- Hire of services and professional fees .....	147,358	214,675	172,505	254,077
- General departmental expenses .....	191,399	227,261	218,810	266,001
Subventions				
- Duty Lawyer Service .....	88,049	179,135	166,024	182,138
- Legal Aid Services Council .....	5,184	7,008	7,192	7,511
	762,934	998,159	938,213	1,111,144

#### Capital Account

##### Plant, Equipment and Works

**5** Provision of \$20,129,000 under *Subhead 661 Minor plant, vehicles and equipment (block vote)* represents a decrease of \$8,021,000 (28.5%) against the revised estimate for 2019–20. This is mainly due to reduced provision for replacement of plant and equipment.