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Replies to initial questions raised by Finance Committee Members in examining the Estimates of Expenditure 2017-18

Director of Bureau : Director of Administration

Session No. : 10

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CONTROLLING OFFICER'S REPLY

CSO001

(Question Serial No. 2767)

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (2) Government Records Service

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

According to the Programme, it is the responsibility of the Government Records Service (GRS) to identify and preserve records of archival value, valuable government publications and printed materials and provide storage and disposal services for inactive records. In this regard, please:

- (1) list out in tabular form the total number (and linear metres) of records, publications and printed materials transferred or pending transfer by Government departments that were appraised by GRS in the past year;
- (2) list out in tabular form the total number (and linear metres) of records, publications and printed materials transferred by Government departments that were retained and preserved by GRS in the past year; and
- (3) list out in tabular form the total number (and linear metres) of records, publications and printed materials appraised by Government departments that were approved for destruction by GRS in the past year.

Asked by: Hon CHAN Chi-chuen (Member Question No. 5)

Reply:

- (1) The numbers and linear metres (lm) of records appraised, transferred to the Government Records Service (GRS) for permanent preservation and approved for destruction in 2016 are as follows -

Year	Records appraised		Records transferred to GRS for permanent preservation		Records approved for destruction*	
	No. ('000)	lm	No. ('000)	lm	No. ('000)	lm
2016	107	3 384	45	620	102 784	56 633

**All requests for destruction of records are processed in accordance with the requirements set out in the corresponding records retention and disposal schedules (disposal schedules). The decision as to whether records were of no archival value or having potential archival value had been made a few years back when the relevant disposal schedules were drawn up. For time-expired records having no archival value, GRS Director's approval would be given prior to their physical destruction. For those having potential archival value, they would be appraised again by the Public Records Office of GRS and only those confirmed to be of no archival value would be approved by GRS Director for destruction.*

The routine records, mainly of programme nature, of 10 departments took up 94% of the number of the records (57% of lm) in this column. They include computer printouts of tax-related systems from the Inland Revenue Department, arrival and departure cards from the Immigration Department, public files of companies registered under Companies Ordinance from the Companies Registry, various types of trade-related documents and cargo manifests from the Census and Statistics Department, the Trade and Industry Department and the Customs and Excise Department, patient case files and treatment records cards from the Department of Health, records relating to applications for vehicle registration and licence from the Transport Department, various general and departmental forms from the Hong Kong Police Force, and records relating to enrolment of recreation and sports programme from the Leisure and Cultural Services Department.

- (2) As for publications and printed materials, GRS' Central Preservation Library for Government Publications (CPL) selects and preserves government publications and printed materials with permanent value. A copy of new publication/printed material will be forwarded by bureaux and departments (B/Ds) to CPL for selection. CPL is not responsible for granting approval for destruction of B/Ds' library items but will select suitable library items for preservation. The numbers of publications and printed materials received for selection and preserved by CPL in 2016 are 3 354 and 868 respectively. We do not keep statistics in "linear metre" for selected items.

- End -

CONTROLLING OFFICER'S REPLY

CSO002

(Question Serial No. 2770)

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (3) CSO - Administration Wing

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

(1) What were the operational expenses of the Central Policy Unit (CPU) in the past year? What were the annual salaries and the half-yearly gratuities of the Head, Deputy Head, Member (1), Member (2), Member (3), Research Director and 10 Senior Researchers of the CPU?

(2) What are the actual total expenses on the Public Policy Research Funding Scheme (Scheme)? What are the estimated expenses of the CPU for the coming year?

(3) Please tabulate the research and promotional projects approved by the CPU under the Scheme in the past 3 years. What were the manpower and expenses involved?

(4) Please provide the names of the non-tertiary institutions funded under the Scheme in the past 3 years, details of their research projects and the reasons for granting research funding to the non-tertiary institutions.

Asked by: Hon CHAN Chi-chuen (Member Question No. 6)

Reply:

- (1) In 2016-17, the revised estimate for the operational expenditure of the Central Policy Unit (CPU) was \$102 million. The revised provisions for the annual salaries of Head, Deputy Head, 3 Full-time Members, Research Director and 10 Senior Researchers are set out below:

Post	Revised Provision for Annual Salaries in 2016-17 (\$)
Head	3,284,400
Deputy Head	2,713,200
Member (1)	2,276,283
Member (2)	2,435,200
Member (3)	2,422,710
Research Director	1,799,671
Senior Researchers (10 in total)	5,779,036

In 2016-17, no gratuities/interim gratuities were payable to the Head. The revised provisions for the gratuities payable to the 3 Full-time Members and all Senior Researchers (normally under a 2 years' contract) were \$1,949,464 and \$870,515 respectively. Gratuities are not applicable to civil service posts such as the Deputy Head and Research Director.

- (2) In 2016-17, the Public Policy Research (PPR) Funding Scheme and the Strategic Public Policy Research (SPPR) Funding Scheme awarded a total of \$17.65 million to 32 research projects and a total of \$9.8 million to 3 research projects respectively. The estimated operational expenditure of CPU for 2017-18 is \$119 million, \$30 million of which has been earmarked for the PPR and SPPR Funding Schemes.
- (3) CPU has been responsible for administering the PPR Funding Scheme since 2013-14. From 2014-15 and up to 1 March 2017, a total of 275 applications were received. 83 applications have been approved involving a total funding of \$45.96 million, while 49 applications are being processed. Details of the approved projects can be found on the website of CPU (www.cpu.gov.hk), and those approved in the past 3 years are reproduced as follows:

No.	Institution	Title	Fund awarded (HK\$)
1	PolyU	Enhancing Hong Kong's Competitiveness as a Regional Cruise Hub from a Policy Perspective	556,600
2	HKUST	Dynamics of Poverty in Hong Kong: A Supplementary Survey	423,200
3	HKU	Language Use, Proficiency and Attitudes in Hong Kong	714,985
4	HKU	Can Online Opinion Reflect Public Opinion? An Investigation into the Interplays between Online Opinion, Public Opinion, and Mass Media	556,888
5	HKU	Family Caregiving and Long-term Care Decision of People with Dementia in Hong Kong	332,427

No.	Institution	Title	Fund awarded (HK\$)
6	HKU	Industrial Land Use Changes in Response to Economic Restructuring in Hong Kong	704,812
7	HKU	Redeveloping a Governance Model of the Complaint-handling Process for Sufficient, Accountable and Transparent Regulation of Medical Professionals in Hong Kong	911,536
8	HKU	Repeated Planning Applications by Developers under Statutory Zoning: A Hong Kong Case Study of Delays in Private Residential Development	640,366
9	OCTSRI	Assessment of the Impact and Opportunities of the HK-Zhuhai-Macao Bridge to HK in the New Economic Situation	588,000
10	CityU	The Drafting Policy for Hong Kong's Bilingual Legislation: A Communicative Approach	318,037
11	CityU	Investigating the Possibility of Incorporating The Effect of Photovoltaic Panel and Photovoltaic Glazing Systems in the OTTV (Overall Thermal Transfer Value) Calculation in Hong Kong	157,895
12	CityU	Student Visa Holders in Rental Market: A Study of Mainland Students Housing Choice and Their Impact on Hong Kong's Housing Market	294,883
13	CityU	Performance Information Use: Experiments on Performance Dimensions, Communication and Data Sources in Education and Solid Waste Recycling	597,264
14	CityU	How to Improve Participatory Mechanisms in The Processes of Urban Redevelopment: The Case of Kowloon East (Hong Kong)	498,251
15	CityU	Making Policy for Child Care in Hong Kong	476,123
16	CityU	Exploration and Evaluation of Policy Options for Tackling the Illegal Subdivided Unit Problem in Hong Kong	212,175
17	CityU	Sustainability and Social Mobility in Professional Services: A Case Study of Accounting Profession in Hong Kong	548,775
18	HKBU	Shaping Arts Development and Education in Facilitating the Role of Hong Kong as a Cultural Hub of the Region	332,350
19	HKBU	Impacts of the Residential Physical and Social Environment on Daily Walking Behavior of Older Adults in Hong Kong	499,878
20	CUHK	Vocational-oriented Education at Senior Secondary Level: Perceptions, Decision-making, and Life Planning	691,211
21	CUHK	Enforcing and Complying with Voluntary Agreements as an Alternative Environmental Policy Instrument	195,332
22	HKIED*	Poverty of Ethnic Minority Children in Hong Kong	322,414

No.	Institution	Title	Fund awarded (HK\$)
23	HKIED*	How to Increase the Demand for Annuity in Hong Kong: A Study of Middle-Aged Adults	767,917
24	HKIED*	A Panel Study of Media Effects on Hong Kong Youth's Political Participation	667,176
25	HKIED*	Impact of Family Friendly Policies: A Panel Study in Hong Kong	448,945
26	HKIED*	Towards a Refugee Policy for an Inclusive Hong Kong: Enhancing the Status of China's International City	652,303
27	PolyU	Feasibility Study of Implementing Indoor Air Quality Index in Hong Kong	365,700
28	PolyU	Does Dual-class Share Structure Create Value for Shareholders in the Long Run? Evidence from an Empirical Study of Global Markets with Implications for Hong Kong Stock-listing Policies	898,840
29	PolyU	Civil and Criminal Liabilities for Ship-source Pollution in Hong Kong: Taking Stock of the Present and Seeing the Way Forward	278,530
30	PolyU	Evaluation of Green Practices for Grocery Retailers in Hong Kong and the Policy Implications for Sustainable Development	294,400
31	PolyU	The Effect of Isomorphic Pressure for BIM in Hong Kong Construction Industry	470,695
32	HKUST	Hong Kong Immigrants in Shenzhen: Facts and Challenges	229,453
33	HKU	Developing Sustainable Hong Kong through Low Impact Development: from Science to Innovation Policy	455,975
34	HKU	e-Learning in Formal, Informal and Open Learning Contexts: A Study of Global Trends, Policy Options and Their Implications for Sustainable Development in Hong Kong	885,489
35	HKU	A Possible Zero Carbon Building Policy for Hong Kong: Opportunities, Risks and Recommendations	408,894
36	HKU	Public Transport Policy Measures to Improve the Mobility of the Elderly in Hong Kong	526,700
37	HKU	Birds of a Feather: Cross-group Interaction between Mainland and Local University Students in Hong Kong	242,236
38	HSMC	Preventing Marginalization in Air Passenger and Freight Businesses - a Global Network Decision Support System	654,500
39	HKAES	Enhancing Policy on Building Maintenance: Solving the Residential Seepage Problem	737,150
40	CityU	Discontinuing Youth's Violent Involvements with Social Capital Development	817,420

No.	Institution	Title	Fund awarded (HK\$)
41	CityU	Tenant Purchase, Assisted Home Ownership and Social and Residential Mobility	657,296
42	CityU	An Experimental Study of National Identity Among Hong Kong Youth	415,150
43	CityU	A Pan-Asian Field Study of Corporate Awareness to Information Security and Preparedness Against Cybercrimes	655,500
44	CityU	The “Citizen Satisfaction Assessment Tool”: Applying Expectancy Disconfirmation Theory to Public Services in Hong Kong	961,400
45	HKBU	An Exploration of School Fieldtrip to Mainland in Hong Kong Secondary Schools: Students’ Self-Authoring Civic Identity	630,766
46	LU	Hong Kong Non-Governmental Welfare Organisations in Mainland China: Services, Challenges and Opportunities	930,460
47	CUHK	Designing a Sustainable Public-Private-Partnership Program to Enhance Diabetes Care and Evaluating Its Impact Using an Outcomes Simulation Model	552,000
48	CUHK	Immigrant Entrepreneurship among Mainland Chinese University Graduates in Hong Kong: An Empirical Study with Multiple Perspectives	722,455
49	CUHK	Impact of Social Mobility on the Political Attitudes and Behaviours of Young People: A Comparative Study of Hong Kong, Taiwan, and Macao	1,636,653
50	CUHK	Impacts of Implementing “Low-income Working Family Allowance” (LIFA) on Labour Market Situation and Quality of Life of Low Income Working Families in Hong Kong	999,299
51	CUHK	Attitudes and Levels of Support Toward Same-Sex Civil Union and Same-Sex Marriage Legislation among the General Public and Homosexual People in Hong Kong - A Comparative Study	981,966
52	CUHK	Achieving Sustainable Urban Park Management in Hong Kong through the Development of Indicators	340,786
53	CUHK	World Values Survey 2017: Generating Data for Trust Maintenance, Repair, and Better Governance in Post-Occupy Hong Kong	1,025,243
54	HKIED*	Enhancing Executive Functioning of Children Living in Poverty: A Randomized Experiment Study	856,452
55	HKIED*	Hong Kong Youths’ National Identity: Impacts of Mainland Exchange Programmes, Study Tours and Volunteer Activities	403,880
56	EdUHK	Youth Radicalism in Hong Kong: Exploring Changes in Adolescents’ Civic Consciousness and Attitudes to the Nation	569,905

No.	Institution	Title	Fund awarded (HK\$)
57	PolyU	Electrification of Single-Deck Bus and Minibus in Hong Kong	700,000
58	PolyU	Toward a Better Understanding of the Chinese Mindset in Cruise Tourism Development: A Conjoint Analysis of Chinese Travelers' Preferences for Cruising Attributes	463,025
59	PolyU	Developing A Globalised Industry under the Context of Territorial Policy - The Development of Aviation MRO Industry in Singapore and Hong Kong	611,225
60	PolyU	Exploring the Effects of AIRBNB on the Hong Kong Tourism Industry	256,818
61	HKUST	Carbon Trading in International Climate Cooperation and Its Implications to Hong Kong	195,500
62	HKU	A Sustainable Tourism and Mobility Framework for Assessing the Effects of the Individual Visit Scheme on the Public Transportation System in Hong Kong	690,000
63	HKU	Association Among Father Involvement in Pregnancy and Childbirth, Pregnancy Violence and Health Outcomes: Does It Help Promote Good Health Among Newborns, Mothers, and Fathers?	649,035
64	HKU	Financial Impacts of Family Caregiving: An Investigation of the Moderating Effects of Workplace Accommodative Measures and Domestic Helpers	559,632
65	HKU	Creative Industries in Flux: A Critical Investigation into the Challenges, Agency and Potential of Cultural and Creative Workers in Hong Kong	500,000
66	HKU	Hongkong-Shenzhen-Guangzhou as a Multi-gateway Trading City-region for Cross-border e-retailing: A Geographical Analysis	605,337
67	HKU	Demarcation or Integration?: Improving Effectiveness of Traditional Chinese Medicine Use in Hong Kong	399,326
68	HKU	Performance of the Self-assessment Practice of Service Performance Monitoring System	561,547
69	HKU	A Study on Population Dynamics in One Belt One Road: Opportunities and Challenges	617,298
70	OUHK	Feasibility Study of Old Age Pension Scheme in Hong Kong: An Employee's Perspective	345,028
71	Civic Exchange	The First Baseline Study of the General Public's Awareness and Attitudes Towards Biodiversity Conservation in Hong Kong	838,120
72	CityU	Developing Appropriate Typical Weather Data for Applications in Building Related Codes of Practices and Design Guidelines in Hong Kong	314,928

No.	Institution	Title	Fund awarded (HK\$)
73	CityU	The Development of a New Media Expertise in the Creative Economy of Hong Kong	550,620
74	LU	One Belt One Road: China's Motives and Hong Kong's Roles	468,050
75	LU	Deriving Public Policy for Hong Kong as an Infrastructure Financing Hub and Super-connector in Project Finance: The Belt and Road Initiative	691,783
76	CUHK	A Study on the Development of Palliative and End-of-Life Care Services in Hong Kong	480,801
77	CUHK	Knowledge and Perceptions towards Gender-Based Violence of Minority Girls in Hong Kong	200,000
78	EdUHK	Investment Pattern and Performance of Mandatory Provident Fund Scheme Members: A Historical Administrative Record Analysis	336,390
79	EdUHK	Promotion of Volunteerism among Hong Kong Retirees: An Intervention Study	712,307
80	PolyU	An Empirical Study of the Town Planning Board's Planning Control Decisions on Residential Development Applicants since Hong Kong's Handover to China	369,909
81	HKUST	Energy Behavior Patterns in Hong Kong: The Role of Bounded Rationality and Peer Pressure in Air Conditioner Use	568,445
82	HKU	The Experience of Stigma in Patients with Mental Disorders: Are There Improvements in the Past 15 Years?	346,293
83	HKU	A Survey Experiment on Discontent Among the Youth: Welfare or Politics?	220,368

Abbreviations:

CityU – City University of Hong Kong
 HKBU – Hong Kong Baptist University
 LU – Lingnan University
 CUHK – The Chinese University of Hong Kong
 HKIEd – The Hong Kong Institute of Education
 EdUHK – The Education University of Hong Kong
 PolyU – The Hong Kong Polytechnic University
 HKUST – The Hong Kong University of Science and Technology
 HKU – The University of Hong Kong
 HSMC – Hang Seng Management College
 OUHK – The Open University of Hong Kong
 OCTSRI – One Country Two Systems Research Institute
 HKAES – Hong Kong Academy of Engineering Sciences

* The Hong Kong Institute of Education (HKIEd) was re-titled as The Education University of Hong Kong (EdUHK) with effect from 27 May 2016.

CPU introduced the re-modelled SPPR Funding Scheme in April 2016 having regard to the success of the PPR Funding Scheme. From 2016-17 and up to 1 March 2017, a total of 46 applications were received. 3 applications have been approved involving a total funding of \$9.8 million. Details of the approved projects can be found on the website of CPU (www.cpu.gov.hk) and are reproduced as follows:

No.	Institution	Title	Fund awarded (HK\$)
1	CityU	Hong Kong Professional Services in the Co-Evolving Belt-Road Initiative: Innovative Agency for Sustainable Development	3,400,000
2	HKUST	Trade and Investment under “One Belt One Road” and Implications for Hong Kong	3,400,000
3	HKU	The Implementation of “One Country Two Systems” in Hong Kong	3,000,000

Abbreviations:

CityU – City University of Hong Kong

HKUST – The Hong Kong University of Science and Technology

HKU – The University of Hong Kong

From time to time, CPU organises briefing sessions to brief interested parties on the PPR Funding Scheme and meets with academics and researchers of various tertiary institutions and think tanks to encourage applications. CPU organises seminars and workshops to encourage academics, researchers, experts, practitioners, officials and other stakeholders to exchange views on the findings of the funded research projects. In 2016-17, 5 executive/clerical officers and 1 systems analyst (50% of the officer’s time) who are NCSC/agency staff were involved in administering the PPR and SPPR Funding Schemes. The revised estimated operational expenditure was \$1,230,729.

- (4) The PPR Funding Scheme, when administered by the Research Grants Council, was limited to institutions funded by the University Grants Committee. Since 2013-14, the PPR Funding Scheme has been open to academics who are teaching undergraduate programmes or above at local degree-awarding institutions; or visiting scholars/adjunct professors/honorary professors/emeritus professors and research officers who are qualified to teach undergraduate programmes or above at these institutions; as well as public policy researchers at local non-profit-making think tanks. This is to encourage and support more academics and researchers to conduct public policy research, and foster a culture of public policy research in a wider context. The assessment panel concerned adopts uniform assessment criteria in processing all applications.

Details of the approved projects conducted by non-tertiary institutions since 2014-15 can be found on the website of CPU (www.cpu.gov.hk) and are reproduced as follows:

No.	Institution	Title	Fund awarded (HK\$)
1	HSMC	Preventing Marginalization in Air Passenger and Freight Businesses - a Global Network Decision Support System	654,500
2	OCHK	Feasibility Study of Old Age Pension Scheme in Hong Kong: An Employee's Perspective	345,028
3	OCTSRI	Assessment of the Impact and Opportunities of the HK-Zhuhai-Macao Bridge to HK in the New Economic Situation	588,000
4	HKAES	Enhancing Policy on Building Maintenance: Solving the Residential Seepage Problem	737,150
5	Civic Exchange	The First Baseline Study of the General Public's Awareness and Attitudes Towards Biodiversity Conservation in Hong Kong	838,120

Abbreviations:

HSMC – Hang Seng Management College

OCHK – The Open University of Hong Kong

OCTSRI – One Country Two Systems Research Institute

HKAES – Hong Kong Academy of Engineering Sciences

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CONTROLLING OFFICER'S REPLY

CSO003

(Question Serial No. 2826)

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (3) CSO - Administration Wing

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

Please provide information in table form on the number of consultancy studies commissioned by the Central Policy Unit (CPU) in the past 3 years, and indicate which of these studies were conducted by non-tertiary education or non-local institutions as well as the institutions, expenditure, manpower, topics and study details involved.

There are reports that CPU repeatedly allocated funds to the One Country Two System Research Institute (the Institute) for conducting studies. As the Head of CPU, by his status, has a direct relationship with the Institute, would the Government advise this Committee on the reasons for CPU's repeated funding to the Institute, including reasons for the continuous funding to the study entitled "Trend of Discussions on Social and Political Issues in the Mass Media"? What are the expenditure, content and details of the studies conducted by the Institute?

What are the estimated expenditure and manpower involved in the consultancy studies to be commissioned by CPU in the coming year? What topics will be covered?

Asked by: Hon CHAN Chi-chuen (Member Question No. 16)

Reply:

CPU's work includes conducting policy research, analysing and assessing community concerns and public opinion. Where necessary, CPU commissions such work to suitable organisations.

In 2014-15 to 2016-17, CPU commissioned a total of 13 consultancy studies, of which 6 (items with "#") were conducted by non-tertiary or non-local institutions. Details are as follows:

Year of Commissioning the Study	Research Institution	Title of Consultancy Study	Contract Value (HK\$)
2014-15	CUHK	Study on Social Attitudes of the Youth Population in Hong Kong: A Follow-up Study	399,060
	One Country Two Systems Research Institute#	Study on The Trend of Discussions on Social and Political Issues in the Mass Media (2014-15)	772,800
	Sun Yat-sen University#	Study on The Impact of the Hong Kong-Zhuhai-Macao Bridge on Regional Economic Development	400,000
	CUHK	Study on Hong Kong Youth's Perceptions of the Mainland	659,493
	CUHK	Study on Civic Values and Engagement of "Post-90s" in Hong Kong	806,571
	PolyU	Study of Parenting Practices in Hong Kong	1,170,000 (funded by the HAB)
2015-16	CUHK	Study on Family Mediation Services in Hong Kong	827,945 (funded by the HAB)
	China Institute of International Studies#	Study on The Latest Development of the Five Central Asian Countries, Iran, Turkey, Afghanistan and Russia	300,000
	PolyU	Study on The Role and Functions of Hong Kong under the "One Belt, One Road" Strategy	65,000
	One Country Two Systems Research Institute#	Study on Current Affairs and Topical Issues	811,440
2016-17	HKU	Study on Family Impact Assessment in Hong Kong: A Checklist Approach	1,360,000
	Hong Kong Productivity Council#	Study on Emissions Trading in the Mainland: Options for Hong Kong	1,309,750
	One Country Two Systems Research Institute #	Study on Current Affairs and Topical Issues (2016-17)	811,440

Remarks:

- CUHK - The Chinese University of Hong Kong
- PolyU - The Hong Kong Polytechnic University
- HKU - The University of Hong Kong
- HAB - Home Affairs Bureau

The objectives of the 3 studies, namely the “Study on The Trend of Discussions on Social and Political Issues in the Mass Media (2014-15)”, the “Study on Current Affairs and Topical Issues” and the “Study on Current Affairs and Topical Issues (2016-17)”, are to acquire an in-depth understanding of the reports, foci, concerns and discussions of local media from multiple perspectives and to review and analyse the trends of public opinions, so as to facilitate CPU to have a more comprehensive understanding of community concerns and public opinions as well as changes in public sentiments. The “Study on Current Affairs and Topical Issues” and the “Study on Current Affairs and Topical Issues (2016-17)” cover not only the news reports and commentaries from the press, radio and television, but also the online version of the newspapers. CPU followed strictly the rules and procedures in the Stores and Procurement Regulations in the selection of research organisations and at least 5 contractors were invited to submit proposals on each occasion. To select the most suitable research organisation, the proposals received were assessed in accordance with objective assessment criteria which included the proposed study approach, methodology and the rationale behind; the expertise of the organisation (including the composition of the consulting team, their background and experience as well as the expert network of the organisation); and the proposed fee.

Head of CPU had resigned from all the posts he held in the One Country Two Systems Research Institute (the Institute) before he assumed his incumbent post. He has no relationship with the Institute at present. However, since he had worked for the Institute previously, CPU issued internal guidelines in 2012 stipulating that bids from the Institute would be considered only in competitive procurement exercises to ensure the fairness of the procurement procedures.

In 2017-18, CPU has earmarked \$9.8 million for commissioned studies. CPU will continue to conduct studies on various topics, including priority policy issues highlighted in 2017 Policy Address, such as poverty alleviation, care for the elderly, ageing population, housing and land, youth development and environmental protection. Below are the consultancy studies that have commenced and will continue in 2017-18:

- Study on Family Impact Assessment in Hong Kong: A Checklist Approach
- Study on Emissions Trading in the Mainland: Options for Hong Kong
- Study on Current Affairs and Topical Issues (2016-17)
- Study on Family Research in Hong Kong: A Critical Review and Annotated Bibliography (Procurement procedures underway. It is expected to commence in April 2017.)

- End -

CONTROLLING OFFICER'S REPLY**CSO004****(Question Serial No. 2889)**

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (3) CSO - Administration Wing

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

Under this Programme, the provision for 2017-18 is \$22.5 million (4.0%) higher than the revised estimate for 2016-17. This is mainly due to increased provision for setting up and operation of the Chief Executive-elect's Office as well as provision for replacement of minor plant and equipment. Would the Government inform this Committee of the operational expenditure for setting up and operation of the Chief Executive-elect's Office this year?

Asked by: Hon CHAN Chi-chuen (Member Question No. 42)

Reply:

Under Programme (3), the estimated operational expenditure for the Chief Executive-elect's Office in 2017-18 is as follows:

	Estimated operational expenditure (\$)
Salaries	6,561,000
Office rental	6,437,000
Other general departmental expenses (including security, cleansing, duty visits, entertainment, procurement of furniture, computer facilities and office equipment, electricity charges, maintenance, etc.)	2,919,000
Total	15,917,000

- End -

CONTROLLING OFFICER'S REPLY

CSO005

(Question Serial No. 3175)

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (3) CSO - Administration Wing

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

Regarding the resignation of the then Chief Secretary for Administration, Mrs Carrie LAM CHENG Yuet-ngor as announced on 12 January 2017, would the Government advise this Committee of the following:

- (1) How many times did Mrs LAM visit the official residence of Chief Secretary for Administration ("CS' residence") after 12 January 2017?
- (2) What is the value of the government stores taken by Mrs LAM from the CS' residence after 12 January 2017?
- (3) Did Mrs LAM bring any third party other than her immediate family members or government staff to the CS' residence after 12 January 2017? If yes, what were the dates of such visits and the respective numbers of people involved?
- (4) Did Mrs LAM bring any third party other than her immediate family members or government staff to the CS' residence after 12 January 2017 for purposes not related to removal? If yes, what were the dates of such visits and the respective numbers of people involved?
- (5) When did the Government stop Mrs Lam visiting the CS' residence? Has Mrs LAM visited the CS' residence or authorised any people to do so since then?

Asked by: Hon CHAN Chi-chuen (Member Question No. 35)

Reply:

(1), (3), (4) and(5):

In accordance with the terms of employment, the then Chief Secretary for Administration, Mrs Carrie LAM CHENG Yuet-ngor was allowed to keep the official residence after leaving service until 15 February 2017. The official residence of the Chief Secretary for Administration (“CS’ residence”) has also been returned to the Government since 16 February 2017. We do not keep any records on the visits to CS’ residence by Mrs LAM and other people during the period from 12 January 2017 to 15 February 2017.

(2):

Mrs LAM has not taken any government stores from the CS’ residence.

- End -

CONTROLLING OFFICER'S REPLY

CSO006

(Question Serial No. 3210)

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (3) CSO - Administration Wing

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

Would the Government set out the estimated operational expenditure, staff establishment and estimated annual salary expenditure of the official residence of the Financial Secretary (FS) in 2017-18? What was the maintenance fee for the FS's official residence in 2016-17? What is the estimated maintenance fee for the FS's official residence in 2017-18?

Asked by: Hon CHAN Chi-chuen (Member Question No. 50)

Reply:

Under Head 142, the estimated day-to-day operating expenditure of the official residence of the Financial Secretary (FS) in 2017-18 is about \$2.39 million, which includes the remuneration of 5 housekeeping staff.

Same as other government buildings, the Architectural Services Department (ArchSD) carries out routine facility upkeep works for the FS's official residence (FSOR) having regard to actual needs. As at February 2017, the relevant expenditure in 2016-17 was \$140,000*.

Apart from routine facility upkeep, given that FSOR is a Grade 2 historic building with about 80 years of history and the last large-scale renovation was carried out in 2007, relevant departments, in accordance with established procedures, proposed to carry out some necessary repair and restoration works after the former FS had moved out in view of the deterioration of the building and facilities due to their use over a long period of time. Such works were an integral part of the maintenance for the residence. After completion

Note:

*The expenditure on maintenance works is funded under Subhead 000 of Head 25 (ArchSD); while renovation and improvement works are funded by the Capital Works Reserve Fund. The cost figure covers the expenditure on the said 3 categories of works. As the costs for most of the works projects are not settled within the same financial year, the figure shown above reflects the total expenditure as indicated in the cash flow of that particular financial year.

of these works, there will be no need to carry out similar works when FS of the next-term Government assumes office.

The total expenditure for repairing and restoring dilapidated parts and facilities in FSOR is estimated to be about \$830,000, which covers the cost for repairing the building and the floor coating, replacing worn-out carpets, touch-up painting of external walls, replacing dilapidated furniture and installations, as well as contingency provision. Among this, the expenditure on the works undertaken by ArchSD is \$590,000, which will be funded under Subhead 000 of Head 25 (ArchSD). Such amount has not been reflected in the abovementioned expenditure for facility upkeep works in 2016-17 as the amount has not been paid out yet as at February 2017.

In 2017-18, the estimated operational expenditure on maintenance of government buildings under Subhead 000 under Head 25 is \$657 million, covering the maintenance works for all government buildings and facilities including the FSOR. ArchSD will carry out maintenance and refurbishment works according to actual needs. At present, the Capital Works Reserve Fund estimates for 2017-18 do not include works on the FSOR.

- End -

CONTROLLING OFFICER'S REPLY

CSO007

(Question Serial No. 3166)

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (3) CSO - Administration Wing

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

Under "Analysis of Financial and Staffing Provision" for Programme (3), it is stated that "Provision for 2017-18 is \$22.5 million (4.0%) higher than the revised estimate for 2016-17. This is mainly due to increased provision for setting up and operation of the Chief Executive-elect's Office (CEEEO) as well as provision for replacement of minor plant and equipment. There is a net decrease of 8 posts." Please provide the following information:

1. What are the detailed estimates and staff establishment for operating the CEEEO?
2. A CEEEO was also set up after the fourth-term Chief Executive was elected in March 2012, but with an expenditure much lower than that of the office of the fifth-term Chief Executive-elect. What are the reasons and the differences between the two?
3. What is the office area of the CEEEO?

Asked by: Hon CHEUNG Chiu-hung, Fernando (Member Question No. 4004)

Reply:

1. Under Programme (3), the estimated operational expenditure of the Chief Executive-elect's Office (CEEEO) for 2017-18 and its staff establishment are as follows:

A. Estimated operational expenditure

	(\$)
Salaries	6,561,000
Office rental	6,437,000
Other general departmental expenses (including security; cleansing; duty visits; entertainment; procurement of furniture, computer facilities and office equipment; electricity charges and maintenance, etc.)	2,919,000
Total	15,917,000

B. Estimated staff establishment

(i) A total of 5 directorate officers with details as follows:

Post/Rank	Number
Director of the CE-elect's Office (Equivalent to Director of Bureau)	1
Secretary-general of the CE-elect's Office (Administrative Officer Staff Grade A)	1
Private Secretary to the CE-elect (Administrative Officer Staff Grade B1)	1
Deputy Private Secretary to the CE-elect (Administrative Officer Staff Grade C)	1
Press Secretary to the CE-elect (Assistant Director of Information Services)	1

(ii) A total of 23 non-directorate officers with details as follows:

Post/ Rank	Number
Assistant Private Secretary to the CE-elect (Senior Administrative Officer)	2
Special Assistant to the CE-elect (senior professional level)	1
Principal Information Officer	1
Information Officer	1
Senior Official Languages Officer	1
Chief Executive Officer	1
Senior Executive Officer	1
Executive Officer I	1
Senior Personal Assistant	1
Personal Assistant	1
Senior Personal Secretary	2
Personal Secretary I	2
Personal Secretary II/ Assistant Clerical Officer	2
Personal Chauffeur	1
Chauffeur	1
Driver	2
Assistant Clerical Officer	1
Office Assistant	1

2. In 2012, the office of the Fourth-term Chief Executive-elect was located at 12th floor of the West Wing of the former Central Government Offices which was vacated upon the completion of the Central Government Offices at Tamar and thus suitable office space was available for use as the CEEO. As such, there was no need to include rental expenses in the estimates of the CEEO in 2012.

3. The CEEO was about 1 100 square metres.

- End -

CONTROLLING OFFICER'S REPLY

CSO008

(Question Serial No. 0885)

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (2) Government Records Service

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

The expenditure of the Government Records Service in the coming year will only be \$64.8 million, a 5.8% decrease when compared with that of last year. Is the decrease in provision achieved by reducing the service scope or through the introduction of some resources saving measures? Will this reduction in resources affect the Government's effort in record preservation?

Asked by: Hon CHEUNG Wah-fung, Christopher (Member Question No. 32)

Reply:

The reduction in provision for 2017-18 is mainly due to lapse of provision for replacement of equipment and anticipated reduction in general departmental expenses, partly offset by the net increase of 4 posts to meet operational needs, filling of vacancies, salary increment for staff and anticipated increase in expenditure for hire of services. As the equipment such as those items relating to microfilming and scanning has been procured in 2016-17, it will not be necessary to incur similar expenditure in 2017-18. Therefore, the reduction in provision will not affect the Government's effort in preservation of records.

- End -

CONTROLLING OFFICER'S REPLY

CSO009

(Question Serial No. 0893)

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (4) Protocol Division

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

What are the reasons for the significant increase of 102.8% in the expenditure of the Protocol Division for the coming year over that of last year? How much of it involves expenditure for the celebration events of the 20th anniversary of the reunification of Hong Kong? Please list the expenditure of each item in detail, including the costs of receiving visiting guests from abroad.

Asked by: Hon CHEUNG Wah-fung, Christopher (Member Question No. 33)

Reply:

The increase of \$51.8 million (+102.8%) over the revised estimate of \$50.4 million for 2016-17 is mainly due to increased provision for providing hospitality to dignitaries (including national leaders and overseas senior officials) visiting Hong Kong for the 20th Anniversary of the Establishment of the Hong Kong Special Administrative Region (HKSAR) (20th Anniversary), staff changes and salary increment for staff. The provision for providing hospitality to dignitaries visiting Hong Kong for the 20th Anniversary will cover expenditure for greeting and seeing-off ceremony, hotel accommodation and meals, transportation, security arrangements and other related expenses. The amount to be spent on the visits hinges very much on the status of the visits, security requirements of the principal visitors, duration of their stay in Hong Kong and size of the delegations which vary for each visit.

- End -

CONTROLLING OFFICER'S REPLY**CSO010****(Question Serial No. 2261)**

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (3) CSO - Administration Wing

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

In respect of the official residences of (a) the Chief Secretary for Administration and (b) the Financial Secretary, please provide the following information for the past 5 years: (i) daily housekeeping expenses; (ii) number of official receptions held; (iii) guest lists of the official receptions held; and (iv) expenses of the official receptions held.

Asked by: Hon CHU Hoi-dick (Member Question No. 11)

Reply:

The day-to-day operating expenses (including staff remuneration, electricity charges and other miscellaneous fees) of the official residences for the Chief Secretary for Administration (CS) and the Financial Secretary (FS) in the past 5 years are tabulated below:

<u>Financial Year</u>	<u>CS's official residence (\$ million)</u>	<u>FS's official residence (\$ million)</u>
2012-13	3.26	1.89
2013-14	3.76	2.18
2014-15	3.65	2.29
2015-16	3.93	2.29
2016-17	3.48	2.04

(Up to 28 February 2017)

For operational needs, CS and FS have to maintain close liaison with members of the community, including Legislative Council Members, the media, district personalities, members of different sectors and overseas visitors, etc. CS and FS provide official entertainment in their official residences having regard to actual needs. We do not keep record on the number of such occasions. The expenses on official entertainment provided in the official residences are covered by the monthly non-accountable entertainment allowance for CS and FS.

- End -

CONTROLLING OFFICER'S REPLY

CSO011

(Question Serial No. 1725)

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (2) Government Records Service

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

Regarding the matter concerning the “Implementation of Public Education and Publicity Programme on Hong Kong’s Documentary Heritage” under this Programme, please provide information on the following:

1. What are the contents of and expenditure for the relevant work over the past 2 years?
2. Did the Government organise any exhibitions to showcase Hong Kong’s valuable collection of records for public appreciation in the past year? If yes, please list out the venues, the quantity of records on display and the themes of the exhibitions.
3. It is mentioned in the Indicators that the storage capacity for records for the coming year will be smaller than that in 2015. What are the reasons for that? In view of the growing quantity of records, does the relevant department at present have sufficient space to store and display the records and to conduct educational and promotional activities?
4. Due to the growing popularity of teaching and learning history about Hong Kong and the development of the relevant curriculum in recent years, there may be a demand in the community for archival records about Hong Kong in the last 100 years. Did the Government procure or will it procure any items of documentary heritage and archival records relating to Hong Kong from overseas? What is the estimated expenditure for the management of archival records in the coming year?

Asked by: Hon HO Kai-ming (Member Question No. 50)

Reply:

1. The contents of and expenditure for “Implementation of Public Education and Publicity Programme on Hong Kong’s Documentary Heritage” in 2015-16 and 2016-17 are set out below –

Year	Publicity and educational programmes	Expenditure (\$ million)
2015-16	<ul style="list-style-type: none"> - Launched 2 onsite exhibitions, entitled “Behind the Postman Uniform” (December 2014 – November 2015) and “Under the Same Roof: Resettlement in the 1950s of Hong Kong” (December 2015 – November 2016), and corresponding online exhibitions. - Organised 3 roving exhibitions entitled “Behind the Postman Uniform” in Civic Education Resource Centre (July 2015), Tamar Central Government Offices (August 2015) and Hong Kong Central Library (September 2015). - Co-organised an exhibition entitled “Hong Kong Over the Past 100 Years Historical Photo Exhibition” with Jao Tsung-I Academy (April – October 2015). - Organised 35 group visits to the Government Records Service (GRS). - Conducted 9 educational workshops to help teachers and students understand and use archival holdings kept in GRS. - Organised 94 sessions of a thematic film show. - Enriched the contents of the Educational Resources Portal to attract more people to view the digitised holdings and promote the use of archival records. - Broadcast an Announcement for Public Interest to promote the services provided by GRS and public appreciation of Hong Kong’s documentary heritage. 	1.8
2016-17 (Up to February 2017)	<ul style="list-style-type: none"> - Launched 2 onsite exhibitions, entitled “Under the Same Roof: Resettlement in the 1950s of Hong Kong” (December 2015 – November 2016) and “Great scenery along the way: Exhibition of street scenes at bus stops on Hong Kong Island in the 1970s” (December 2016 – November 2017), with corresponding online exhibitions. - Organised 3 roving exhibitions entitled “Under the Same Roof: Resettlement in the 1950s of Hong Kong” in Ping Shan Tin Shui Wai Public Library (April – May 2016), Hong Kong Central Library (May 2016) and Sha Tin Public Library (September 2016). - Co-organised an exhibition entitled “Hong Kong Over the Past 100 Years Historical Photo Exhibition” with Jao Tsung-I Academy (April – August 2016). 	1.9

Year	Publicity and educational programmes	Expenditure (\$ million)
	<ul style="list-style-type: none"> - Organised 29 group visits to GRS. - Conducted 4 educational workshops to help teachers and students understand and use archival holdings kept in GRS. - Organised 92 sessions of a thematic film show. - Enriched the contents of the Educational Resources Portal to attract more people to view the digitised holdings and promote the use of archival records. - Broadcast an Announcement for Public Interest to promote the services provided by GRS and public appreciation of Hong Kong's documentary heritage. 	

2. GRS regularly organises exhibitions to showcase its collection for public appreciation. The date, theme, venue, and quantity of records of the exhibitions organised in 2016-17 are set out below -

Date	Theme of exhibition	Venue	Quantity of records
December 2015 – November 2016	Onsite exhibition “Under the Same Roof: Resettlement in the 1950s of Hong Kong”	Hong Kong Public Records Building, Kwun Tong	The exhibition illustrated the resettlement work in the 1950s. About 60 photographs, archival records and library items were displayed.
April – May 2016	Roving exhibitions “Under the Same Roof: Resettlement in the 1950s of Hong Kong”	Ping Shan Tin Shui Wai Public Library	
May 2016		Hong Kong Central Library	
September 2016		Sha Tin Public Library	
April – August 2016	“Hong Kong Over the Past 100 Years Historical Photo Exhibition” (co-organised with Jao Tsung-I Academy)	Jao Tsung-I Academy, Lai Chi Kok	The exhibition presented the history of Hong Kong over the past 100 years. About 90 historical photographs are displayed.

Date	Theme of exhibition	Venue	Quantity of records
December 2016 – November 2017	Onsite exhibition “Great scenery along the way: Exhibition of street scenes at bus stops on Hong Kong Island in the 1970s”	Hong Kong Public Records Building, Kwun Tong	The exhibition showcases scenes of bus stops along the coast of Hong Kong Island in the 1970s. About 60 photographs, archival records and library items relating to traffic survey are displayed.

3. GRS operates 2 Records Centres in Tuen Mun offering centralised and cost-effective intermediate storage service for inactive government records transferred by B/Ds. The storage capacity for inactive government records decreased from 124 000 linear metres (lm) in 2015 to 116 000 lm in 2016 and 2017. The decrease was due to conversion of 8 000 lm of storage space to archival repositories for storing archival records. It will not reduce the space for display of archival records or conduct of educational and promotional activities. GRS regularly reviews its storage facilities and space for holding educational and promotional activities to meet its service needs.
4. GRS identifies and procures on an on-going basis archival records relating to Hong Kong from overseas archives for public inspection. In 2016-17, 334 digitised records relating to Hong Kong were acquired from the National Archives of the UK (TNA). The selected records cover a wide range of subjects, relating to Hong Kong, such as future of Hong Kong, Basic Law, Sino-British Joint Liaison Group, nationality and citizenship, constitutional development and reforms, political and leading personalities, ministerial and officials’ visits, internal political situation, international relations, Vietnamese refugees, plans and photographs. More than half of these records are now available for public inspection in GRS’ Search Room located in the Hong Kong Public Records Building, 13 Tsui Ping Road, Kwun Tong. Members of the public may search the online catalogue at GRS’ website (www.grs.gov.hk) to view the files lists and descriptions. The remaining records from TNA will be made available for public inspection in the second quarter of 2017 after completion of records description and arrangement.

In 2017-18, GRS will continue to identify archival records relating to Hong Kong from other archives and acquire copies of such records in order to enrich its holdings. An amount of \$0.30 million has been earmarked in the estimates for the purpose.

- End -

CONTROLLING OFFICER'S REPLY**CSO012****(Question Serial No. 2549)**

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (3) CSO - Administration Wing

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

Please give a breakdown of the actual expenditure on salaries, regularly-paid allowances and job-related allowances payable to the Chief Secretary for Administration in 2016-17, as well as the estimate for salaries, regularly-paid allowances and job-related allowances payable to the Chief Secretary for Administration in 2017-18.

Asked by: Hon KWOK Ka-ki (Member Question No. 45)

Reply:

The provisions earmarked for the salary and non-accountable entertainment allowance of the Chief Secretary for Administration in 2016-17 and 2017-18 are as follows:

	Salary (\$ million)	Non-accountable entertainment allowance (\$ million)
2016-17 (Revised Estimates)	3.97	0.45
2017-18 (Draft Estimates)	3.97	0.46

The Finance Committee of the Legislative Council approved on 10 February this year that, with effect from 1 July 2017, the cash remuneration of Politically Appointed Officials will be adjusted in accordance with the cumulative change in the Consumer Price Index (C) from 2012 to 2016. The sums of money will be reflected in the Revised Estimates for 2017-18. The expenses will be met by internal redeployment of resources. No additional provision is required.

Apart from a non-accountable entertainment allowance (tied to official residence) adjusted for inflation every year, no other allowances are paid to the Chief Secretary for Administration.

CONTROLLING OFFICER'S REPLY**CSO013****(Question Serial No. 2552)**

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (3) CSO - Administration Wing

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

Please give a breakdown of the actual expenditure on salaries, regularly-paid allowances and job-related allowances payable to the Financial Secretary in 2016-17, as well as the estimate for salaries, regularly-paid allowances and job-related allowances payable to the Financial Secretary in 2017-18.

Asked by: Hon KWOK Ka-ki (Member Question No. 46)

Reply:

The provisions earmarked for the salary and non-accountable entertainment allowance of the Financial Secretary in 2016-17 and 2017-18 are as follows:

	Salary (\$ million)	Non-accountable entertainment allowance (\$ million)
2016-17 (Revised Estimates)	3.83	0.34
2017-18 (Draft Estimates)	3.83	0.35

The Finance Committee of the Legislative Council approved on 10 February this year that, with effect from 1 July 2017, the cash remuneration of Politically Appointed Officials will be adjusted in accordance with the cumulative change in the Consumer Price Index (C) from 2012 to 2016. The sums of money will be reflected in the Revised Estimates for 2017-18. The expenses will be met by internal redeployment of resources. No additional provision is required.

Apart from a non-accountable entertainment allowance (tied to official residence) adjusted for inflation every year, no other allowances are paid to the Financial Secretary.

- End -

CONTROLLING OFFICER'S REPLY

CSO014

(Question Serial No. 2553)

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (3) CSO - Administration Wing

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

Please explain the formula for calculating the non-accountable entertainment allowance payable to the Chief Secretary for Administration.

Asked by: Hon KWOK Ka-ki (Member Question No. 47)

Reply:

The rate of the non-accountable entertainment allowance is adjusted annually in accordance with the movement of the average monthly Composite Consumer Price Index (CCPI) for a 12-month period ending December as compared with that for the preceding 12-month period. For 2017-18, the allowance payable to the Chief Secretary for Administration will be increased by 2.4% with effect from 1 April 2017 based on the CCPI movement during the period from January to December 2016.

- End -

CONTROLLING OFFICER'S REPLY

CSO015

(Question Serial No. 2554)

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (3) CSO - Administration Wing

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

Please explain the formula for calculating the non-accountable entertainment allowance payable to the Financial Secretary.

Asked by: Hon KWOK Ka-ki (Member Question No. 48)

Reply:

The rate of the non-accountable entertainment allowance is adjusted annually in accordance with the movement of the average monthly Composite Consumer Price Index (CCPI) for a 12-month period ending December as compared with that for the preceding 12-month period. For 2017-18, the allowance payable to the Financial Secretary will be increased by 2.4% with effect from 1 April 2017 based on the CCPI movement during the period from January to December 2016.

- End -

CONTROLLING OFFICER'S REPLY

CSO016

(Question Serial No. 2556)

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (2) Government Records Service

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

Please set out in tabular form the quantity of records destroyed by the Government, covering period of such records, the bureaux/departments involved, the categories of records and the expenditures involved over the past 5 years. Please also list out the estimated expenditure for 2017-18.

Asked by: Hon KWOK Ka-ki (Member Question No. 223)

Reply:

Disposal of government records is made by bureaux/departments (B/Ds) having regard to the administrative, operational, fiscal and legal requirements and archival values of the records. All requests for destruction of records are processed in accordance with the requirements set out in the corresponding records retention and disposal schedules approved by the Government Records Service (GRS). The decision as to whether records were of no archival value or having potential archival value had been made a few years back when the relevant disposal schedules were drawn up. For time-expired records having no archival value, the GRS Director's agreement would be required prior to their physical destruction. Time-expired records having archival value would be identified and transferred to GRS for permanent retention, and only those confirmed to be of no archival value would be agreed by the GRS Director for destruction. The quantities of time-expired records destroyed fluctuate over the years depending on the nature of business of individual B/Ds as well as the numbers of records to be disposed of in a year.

We set out the quantity of B/Ds' records approved for destruction, covering both categories of administrative records ^{Note 1} and programme records ^{Note 2}, in the past 5 years and the respective number of B/Ds involved in the table below -

Year	Quantity of administrative records (linear metre)	Quantity of programme records (linear metre)	Total quantity (linear metre)	No. of B/Ds involved
2012	3 902	38 221	42 123	66 ^{Note 4}
2013	6 490	37 255	43 745	64 ^{Note 5}
2014	5 858	83 419	89 277 ^{Note 3}	71 ^{Note 6}
2015	5 743	55 675	61 418	73 ^{Note 7}
2016	7 003	49 630	56 633	75 ^{Note 8}

Under the current records management system, individual B/Ds are required to retain permanently their disposal requests and related processing records, including covering periods of disposed records. GRS does not maintain statistics on the covering periods of records destroyed by B/Ds. Separately, individual B/Ds are responsible for deployment of their own resources to carry out destruction of their time-expired records in accordance with a set of mandatory procedures after obtaining the agreement of the GRS Director. Hence, GRS does not have information on the expenditure incurred by B/Ds for the destruction of their records over the past 5 years, nor the provisions made for such purpose in 2017-18. To enhance transparency on records disposal, GRS launched in June 2016 a central platform on its website (www.grs.gov.hk/ws/english/ps_dest_rec.htm) for each individual B/Ds to publish their records destruction information on an annual basis. Such information includes the types, quantities, contents/subject matters of the records approved for destruction.

Notes

- 1 - Administrative records are records created or received during the course of day-to-day administrative activities that deal with finance, accommodation, procurement and supply, establishment, personnel and other general administrative activities.
- 2 - Programme records are records created or received by a B/D whilst carrying out the primary functions, activities or mission for which the B/D was established.
- 3 - The quantity of records approved for destruction in 2014 was higher because several B/Ds accumulated large amounts of time-expired records for disposal. Such records included arrival or departure cards, case files relating to immigration matters, tax assessment and tax returns, as well as various routine reports generated by information systems.
- 4 - B/Ds involved (in alphabetical order): Agriculture, Fisheries and Conservation Department, Architectural Services Department, Audit Commission, Auxiliary Medical Service, Buildings Department, Census and Statistics Department, Chief Executive's Office, Chief Secretary for Administration's Office, Civil Aviation Department, Civil Engineering and Development Department, Civil Service Bureau, Commerce and Economic Development Bureau, Companies Registry, Constitutional and Mainland Affairs Bureau, Correctional Services Department, Customs and Excise

Department, Department of Health, Department of Justice, Development Bureau, Drainage Services Department, Education Bureau, Electrical and Mechanical Services Department, Environment Bureau/Environmental Protection Department, Financial Secretary's Office, Financial Services and the Treasury Bureau, Fire Services Department, Food and Environmental Hygiene Department, Food and Health Bureau, Government Flying Service, Government Laboratory, Government Logistics Department, Highways Department, Home Affairs Bureau, Home Affairs Department, Hong Kong Police Force, Hongkong Post, Immigration Department, Independent Commission Against Corruption, Information Services Department, Inland Revenue Department, Intellectual Property Department, Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service, Judiciary, Labour and Welfare Bureau, Labour Department, Land Registry, Lands Department, Legal Aid Department, Leisure and Cultural Services Department, Marine Department, Office of the Telecommunications Authority, Official Receiver's Office, Planning Department, Rating and Valuation Department, Registration and Electoral Office, Security Bureau, Social Welfare Department, Student Financial Assistance Agency, Television and Entertainment Licensing Authority, Trade and Industry Department, Transport and Housing Bureau (Housing)/Housing Department, Transport and Housing Bureau (Transport Branch), Transport Department, Treasury, University Grants Committee Secretariat, Water Supplies Department

- 5 - B/Ds involved (in alphabetical order): Agriculture, Fisheries and Conservation Department, Architectural Services Department, Audit Commission, Auxiliary Medical Service, Buildings Department, Census and Statistics Department, Chief Secretary for Administration's Office, Civil Aid Service, Civil Aviation Department, Civil Engineering and Development Department, Civil Service Bureau, Commerce and Economic Development Bureau, Companies Registry, Correctional Services Department, Customs and Excise Department, Department of Health, Department of Justice, Development Bureau, Drainage Services Department, Education Bureau, Electrical and Mechanical Services Department, Environment Bureau/Environmental Protection Department, Financial Secretary's Office, Financial Services and the Treasury Bureau, Fire Services Department, Food and Environmental Hygiene Department, Food and Health Bureau, Government Flying Service, Government Logistics Department, Highways Department, Home Affairs Bureau, Home Affairs Department, Hong Kong Police Force, Hongkong Post, Immigration Department, Independent Commission Against Corruption, Information Services Department, Inland Revenue Department, Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service, Judiciary, Labour and Welfare Bureau, Labour Department, Land Registry, Lands Department, Legal Aid Department, Leisure and Cultural Services Department, Marine Department, Office of the Communications Authority, Official Receiver's Office, Planning Department, Radio Television Hong Kong, Rating and Valuation Department, Registration and Electoral Office, Secretariat, Commissioner on Interception of Communications and Surveillance, Security Bureau, Social Welfare Department, Student Financial Assistance Agency, Trade and Industry Department, Transport and Housing Bureau (Housing)/Housing Department, Transport and Housing Bureau (Transport Branch), Transport Department, Treasury, University Grants Committee Secretariat, Water Supplies Department

6 - B/Ds involved (in alphabetical order): Agriculture, Fisheries and Conservation Department, Architectural Services Department, Audit Commission, Auxiliary Medical Service, Buildings Department, Census and Statistics Department, Central Policy Unit, Chief Executive's Office, Chief Secretary for Administration's Office, Civil Aid Service, Civil Aviation Department, Civil Engineering and Development Department, Civil Service Bureau, Commerce and Economic Development Bureau, Companies Registry, Constitutional and Mainland Affairs Bureau, Correctional Services Department, Customs and Excise Department, Department of Health, Department of Justice, Development Bureau, Drainage Services Department, Education Bureau, Electrical and Mechanical Services Department, Environment Bureau/Environmental Protection Department, Financial Secretary's Office, Financial Services and the Treasury Bureau, Fire Services Department, Food and Environmental Hygiene Department, Food and Health Bureau, Government Flying Service, Government Laboratory, Government Logistics Department, Government Property Agency, Highways Department, Home Affairs Bureau, Home Affairs Department, Hong Kong Observatory, Hong Kong Police Force, Hongkong Post, Immigration Department, Independent Commission Against Corruption, Information Services Department, Inland Revenue Department, Intellectual Property Department, Invest Hong Kong, Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service, Judiciary, Labour and Welfare Bureau, Labour Department, Land Registry, Lands Department, Legal Aid Department, Leisure and Cultural Services Department, Marine Department, Office of the Communications Authority, Official Receiver's Office, Planning Department, Public Service Commission, Radio Television Hong Kong, Rating and Valuation Department, Registration and Electoral Office, Security Bureau, Social Welfare Department, Student Financial Assistance Agency, Trade and Industry Department, Transport and Housing Bureau (Housing)/Housing Department, Transport and Housing Bureau (Transport Branch), Transport Department, Treasury, Water Supplies Department

7 - B/Ds involved (in alphabetical order): Agriculture, Fisheries and Conservation Department, Architectural Services Department, Audit Commission, Auxiliary Medical Service, Buildings Department, Census and Statistics Department, Central Policy Unit, Chief Executive's Office, Chief Secretary for Administration's Office, Civil Aid Service, Civil Aviation Department, Civil Engineering and Development Department, Civil Service Bureau, Commerce and Economic Development Bureau, Companies Registry, Constitutional and Mainland Affairs Bureau, Correctional Services Department, Customs and Excise Department, Department of Health, Department of Justice, Development Bureau, Drainage Services Department, Education Bureau, Electrical and Mechanical Services Department, Environment Bureau/Environmental Protection Department, Financial Services and the Treasury Bureau, Fire Services Department, Food and Environmental Hygiene Department, Food and Health Bureau, Government Flying Service, Government Logistics Department, Government Property Agency, Highways Department, Home Affairs Bureau, Home Affairs Department, Hong Kong Monetary Authority, Hong Kong Observatory, Hong Kong Police Force, Hongkong Post, Immigration Department, Independent Commission Against Corruption, Information Services Department, Inland Revenue Department, Innovation and Technology Bureau, Intellectual Property Department, Invest Hong Kong, Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service, Judiciary, Labour and Welfare Bureau, Labour Department, Land Registry, Lands Department, Legal Aid

Department, Leisure and Cultural Services Department, Marine Department, Office of the Communications Authority, Official Receiver's Office, Planning Department, Public Service Commission, Radio Television Hong Kong, Rating and Valuation Department, Registration and Electoral Office, Secretariat, Commissioner on Interception of Communications and Surveillance, Security Bureau, Social Welfare Department, Trade and Industry Department, Transport and Housing Bureau (Housing)/Housing Department, Transport and Housing Bureau (Transport Branch), Transport Department, Treasury, University Grants Committee Secretariat, Water Supplies Department, Working Family and Student Financial Assistance Agency

- 8 - B/Ds involved (in alphabetical order): Agriculture, Fisheries and Conservation Department, Architectural Services Department, Audit Commission, Auxiliary Medical Service, Buildings Department, Census and Statistics Department, Central Policy Unit, Chief Executive's Office, Chief Secretary for Administration's Office, Civil Aid Service, Civil Aviation Department, Civil Engineering and Development Department, Civil Service Bureau, Commerce and Economic Development Bureau, Companies Registry, Constitutional and Mainland Affairs Bureau, Correctional Services Department, Customs and Excise Department, Department of Health, Department of Justice, Development Bureau, Drainage Services Department, Education Bureau, Electrical and Mechanical Services Department, Environment Bureau/Environmental Protection Department, Financial Secretary's Office, Financial Services and the Treasury Bureau, Fire Services Department, Food and Environmental Hygiene Department, Food and Health Bureau, Government Flying Service, Government Laboratory, Government Logistics Department, Government Property Agency, Highways Department, Home Affairs Bureau, Home Affairs Department, Hong Kong Monetary Authority, Hong Kong Observatory, Hong Kong Police Force, Hongkong Post, Immigration Department, Independent Commission Against Corruption, Information Services Department, Inland Revenue Department, Innovation and Technology Bureau, Intellectual Property Department, Invest Hong Kong, Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service, Judiciary, Labour and Welfare Bureau, Labour Department, Land Registry, Lands Department, Legal Aid Department, Leisure and Cultural Services Department, Marine Department, Office of the Communications Authority, Official Receiver's Office, Planning Department, Public Service Commission, Radio Television Hong Kong, Rating and Valuation Department, Registration and Electoral Office, Secretariat, Commissioner on Interception of Communications and Surveillance, Security Bureau, Social Welfare Department, Trade and Industry Department, Transport and Housing Bureau (Housing)/Housing Department, Transport and Housing Bureau (Transport Branch), Transport Department, Treasury, University Grants Committee Secretariat, Water Supplies Department, Working Family and Student Financial Assistance Agency

- End -

CONTROLLING OFFICER'S REPLY

CSO017

(Question Serial No. 0428)

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (2) Government Records Service

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

“Records” are an importance source of information for the public to conduct research on history and monitor the Government. The number of public inspections of records increases every year. Regarding the financial provision for the Government Records Service,

1. what are the reasons for the decrease in estimated expenditure by 5.8% compared with that of last year, given that the numbers of users and public inspections both saw an increase?
2. what are the manpower involved and the breakdown of expenditure?
3. what are the progress and effectiveness of the Government’s electronic records management?
4. what measures and initiatives has the Government taken to facilitate public inspection of archival holdings?
5. Government information shows that archival holdings decreased by 188 linear metres in 2016. What were the expenditure and manpower involved in the destruction of records?

Asked by: Hon LAU Ip-keung, Kenneth (Member Question No. 12)

Reply:

1. The reduction in provision for 2017-18 is mainly due to lapse of provision for replacement of equipment and anticipated reduction in general departmental expenses, partly offset by the net increase of 4 posts to meet operational needs, filling of vacancies, salary increment for staff and anticipated increase in expenditure for hire of services. As the equipment such as those items relating to microfilming and scanning has been procured in 2016-17, it will not be necessary to procure them in 2017-18.

Therefore, the reduction in provision will not affect the public services provided by the Government Records Service (GRS).

2. A team comprising 4 Archivist Grade Officers and 5 supporting staff is involved in reference service and public programmes. The estimated expenditure for reference service and public programmes in 2017-18 is \$3.15 million. This represents an increase of \$0.64 million (25.5%) over the provision for 2016-17.
3. The Government conducted an initial assessment and review of the first phase of Electronic Recordkeeping System (ERKS) implementation in the 5 participating departments in 2014. The results showed that all the 5 departments had successfully implemented their ERKS, effectively minimising the problem of duplicate filing in different units of the department and gradually reducing paper consumption and file storage space. The Government later decided to recruit bureaux and departments (B/Ds) with more complex recordkeeping requirements for the second phase of implementation so that a comprehensive review could be conducted before a full-scale implementation of ERKS across the Government.

The second phase of implementation commenced in late 2015 with the participation of 6 departments, among which 3 have completed implementation of ERKS before the end of 2016. The ERKS for the remaining departments are being implemented progressively from March 2017 to January 2020. The Government will conduct an assessment and review in 2017-18 when the system implementation work in the 6 departments of the second phase of implementation has been completed initially with a view to formulating the long-term strategy for full extension of ERKS across the Government.

4. GRS provides guidance and assistance to members of the public through various means in helping them to identify and inspect the archival records from its holdings. Members of the public can search the records descriptions and digitised holdings through the Integrated Information Access System which is being upgraded to provide a more user-friendly interface. GRS has also published various finding aids and more than 40 topical guides on its website to assist members of the public in searching archival records more effectively. Each topical guide consists of suggested keywords and a list of selected reference materials of the topic concerned. Access to archival records at GRS is free of charge. Besides, GRS provides reproduction services on a charging basis for members of the public to obtain a copy of the archival records for the purposes of research and private study. They may also use their own photographic device to take photographs of some of the archival holdings.
5. Based on the experience of and standards adopted by other overseas jurisdictions, GRS has developed a set of guidelines for the selection of archival records. GRS appraises government records and materials with due care to ensure that those with archival value are identified and preserved permanently. The amount of archival records acquired by GRS decreased by 188 linear metres to 620 linear metres in 2016 compared with 2015. The amount of archival records acquired fluctuates each year depending on the nature and number of records to be disposed of by B/Ds. The difference in the amount of archival records acquired in 2015 and 2016 was mainly due to the Government Records Service's efforts in clearing the backlog in 2015.

Under the current records management regime, B/Ds are required to obtain the prior agreement of the GRS Director before destruction of their time-expired records. Individual B/Ds are responsible for deployment of their own resources to carry out destruction of such records in accordance with a set of mandatory procedures. Hence, we do not have information on the expenditure and manpower deployed by individual B/Ds for the destruction of their records.

- End -

CONTROLLING OFFICER'S REPLY

CSO018

(Question Serial No. 2425)

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (3) CSO - Administration Wing

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

Regarding the Policy and Project Co-ordination Unit (PPCU) under the Chief Secretary for Administration's Office (CSO), please advise this Committee of the following:

1. the staff establishments, ranks and relevant salaries in each of the past 5 years; any changes in respect of these items for 2017-18; if yes, the details;
2. the projects completed in each of the past 5 years and the manpower and expenditure involved; the projects currently underway and the manpower and expenditure involved; the work plan for 2017-18 and the manpower and estimated expenditure involved;
3. the number and content of the large-scale projects co-ordinated by the PPCU in the past 5 years, and whether the Government has reviewed the co-ordination work undertaken by the PPCU for these projects; if yes, the findings of the review; if no, the reason(s);
4. the annual expenditure of the PPCU in each of the past 5 years and the estimate for 2017-18;
5. unlike the other two offices (namely the Efficiency Unit and Administration Wing) under the purview of the CSO with their areas of work, expenditures as well as estimates mentioned under an independent Programme, there is no mention of the PPCU in the Estimates. What are the reasons?

Asked by: Hon LAU Siu-lai (Member Question No. 3130)

Reply:

The Policy and Project Co-ordination Unit (PPCU) was set up on 1 April 2013. Its main tasks are to:

- (a) assist the Chief Secretary for Administration (CS) in achieving better government-wide co-ordination in policy formulation, in particular on the policies, strategies and action plans related to poverty alleviation and population;
- (b) provide secretariat support to the Steering Committee on Population Policy (SCPP), the Commission on Poverty (CoP) and some of its task forces; and
- (c) provide first-stop and one-stop cross-bureaux/departmental consultation and co-ordination services to facilitate smooth implementation of land development and other special projects that will contribute to achievement of Government's policy objectives.

Policy co-ordination

The PPCU has provided cross-bureaux co-ordination and liaison services in respect of the above work areas over the past 4 years. On poverty alleviation, setting the poverty line involved considerable co-ordination, be it in the process of internal deliberations or discussions with various stakeholders. Following the announcement of the first official poverty line in September 2013, the PPCU continues to co-ordinate the follow-up discussions between the relevant departments and the CoP and its task forces on a regular basis. Apart from updating the poverty data annually and enhancing the analytical framework of the poverty line, the PPCU's coordination covered studies on the poverty situation of specific groups such as persons with disabilities and ethnic minorities and on the earnings mobility of young people from grassroots families, and discussion of the findings with the relevant task forces for exploring improvement measures.

Based on the poverty line analysis, the PPCU assisted the CS in co-ordinating government-wide deliberations and formulation of poverty alleviation policies and measures. The PPCU also interacted with the CoP and its task forces to solicit their views. Major measures implemented include introducing the Low-income Working Family Allowance in May last year, launching the Chinese Language Curriculum Second Language Learning Framework more than 2 years ago in tandem with the provision of additional resources to help non-Chinese speaking students in primary and secondary schools learn Chinese, various measures to facilitate the employment of persons with disabilities, and the incorporation of Community Care Fund programmes with proven effectiveness into the Government's regular assistance programme.

With the support of the PPCU, the SCPP launched a public engagement exercise on population policy in October 2013, and analysed and consolidated the public views upon completion of the exercise. The PPCU then assisted in co-ordinating government-wide policy deliberations and formulations of various initiatives which were announced in the 2015 Policy Address. These initiatives include extending the retirement age for new civil service recruits, relaxing the age limit for Category B Security Personnel Permit, encouraging mature persons to work, implementing a pilot scheme to facilitate the return of the second generation of Hong Kong emigrants, and refining the existing talent admission arrangements. A series of initiatives on building age-friendly communities were also

announced in the 2016 Policy Address. Most of these initiatives have been put in place by relevant bureaux and departments.

In 2015, the CoP focused on handling the issue of retirement protection. The PPCU assisted the CoP in drafting the consultation document and launching the public engagement exercise on retirement protection in December 2015. It also assisted the CS in coordinating internal discussion and formulating policy initiatives in order to make a comprehensive policy response in the 2017 Policy Address in January. The policy initiatives include enhancing the Old Age Living Allowance, meeting better the healthcare needs of the elderly, enhancing the Mandatory Provident Fund System (including abolishing the “offsetting” arrangement progressively), and studying the feasibility of a public annuity scheme. Relevant bureaux and departments are actively following up on these proposals.

Secretariat support

Apart from providing secretariat support to the SPCP, the CoP and some of its task forces (over 80 meetings were held by the 2 committees and relevant task forces in the past 4 years), the PPCU is also responsible for co-ordinating relevant bureaux in holding the annual CoP Summit, which provides an opportunity for the Chief Executive, CoP members and various stakeholders to exchange views on issues of poverty alleviation, and for the stakeholders to monitor the poverty alleviation work undertaken by the Government. To tie in with the “bottom-up” approach adopted by the task forces, the PPCU liaises and co-ordinates with relevant bureaux and departments to follow up on members’ proposals. Examples include setting up an information portal for parents of children with special needs in December last year, and commissioning an external institution to study the ethnic minorities’ levels of awareness and satisfaction of key public services.

The PPCU has also organised various projects, including supporting the Societal Engagement Task Force under the CoP to launch “Bless Hong Kong”, a territory-wide societal engagement campaign on poverty alleviation, from February to August 2014; assisting the CoP in the implementation of the “Future Stars” programme in collaboration with the business sector from 2014 to provide training, internship, corporate visits and scholarships for the young people from grassroots families; rolling out the “Life Buddies” Mentoring Scheme drawn up by the CoP by arranging volunteer mentors with work and life experience from the business sector to participate in school-based mentoring from 2016, with an aim to enrich the life experience of students from grassroots families. We will review these projects as appropriate, particularly on the implementation of projects which straddle more than one financial year, and refine the arrangements accordingly.

Project Co-ordination

In the past 4 years, the PPCU provided one-stop cross-bureaux consultation and co-ordination services for over 80 development projects mainly submitted by non-governmental organisations, helping project proponents identify potential problems of their proposals and formulate suitable solutions at an early stage. These projects include the Sham Tseng Light Housing run by a social enterprise (revitalisation works completed and operation started) and the Hong Kong Breast Cancer Foundation Kowloon Centre (under construction). Some 30 other projects have had their technical problems solved and will proceed to the next stage of work, such as submitting planning application, applying for lease modification, and applying for Government funding or the Lotteries Fund for design or construction purpose. Among these projects, 5 are under the Youth Hostel Scheme while 21 are under the Special Scheme on Privately Owned Sites for Welfare Uses.

All the posts in the PPCU are time-limited and will lapse on 30 June this year. Before that, the PPCU will continue to provide cross-bureaux policy and project co-ordination services and secretariat support. Besides, the PPCU, in collaboration with Hong Kong Science and Technology Parks and Hong Kong Council of Social Service, will organise a 3-day “Gerontech and Innovation Expo cum Summit” to be held at the Hong Kong Convention and Exhibition Centre from 16 to 18 June this year, with a view to enhancing social awareness of the application of technology and innovation to better meet the needs of the elderly.

The staff establishment, ranks and expenditure/estimates of the PPCU for the past 4 years and 2017-18 are set out in the table below:

Rank	No. of posts (as at the end of February 2017)	2013-14 (\$ m)	2014-15 (\$ m)	2015-16 (\$ m)	2016-17 (Revised Estimate) (\$ m)	2017-18 (Estimate) (\$ m)
Administrative Officer Staff Grade B	1	1.962	2.079	2.322	2.387	0.615
Administrative Officer Staff Grade C	1	1.465	1.899	2.062	2.119	0.530
Senior Economist	1	1.178	1.297	1.425	1.464	0.366
Senior Town Planner	1	1.238	1.312	1.425	1.464	0.366
Administrative Officer	2	0.534	0.809	0.802	1.284	0.325
Executive Officer I	1	0.682	0.714	0.747	0.842	0.178
Personal Secretary I	2	0.709	0.718	0.781	0.837	0.212
Assistant Clerical Officer	2	0.400	0.444	0.367	0.371	0.097
Policy and Project Co-ordinator/ Publicity Officer*	4	3.057	3.970	4.578	4.225	2.375
Other expenditure	---	6.256	3.922	3.950	3.955	6.202
Total	15	17.481	17.164	18.459	18.948	11.266

* The 3 Policy and Project Co-ordinators and 1 Publicity Officer are non-civil service contract posts.

The PPCU is a time-limited office not within the permanent establishment of the Government. As it is mainly tasked to provide support to the CS and undertake government-wide co-ordination in relevant policy formulation, its expenditure and estimates are included under Programme (3) CSO-Administration Wing.

- End -

CONTROLLING OFFICER'S REPLY

CSO019

(Question Serial No. 0957)

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (2) Government Records Service

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

- a. Please list out the quantity of records disposed by destruction by the Government Records Service (GRS) and the respective expenditures incurred for the destruction over the past 5 years.

	Quantity of records destroyed	Expenditure incurred for destruction
2012		
2013		
2014		
2015		
2016		

- b. Please list out the quantity of records newly acquired by GRS for preservation, those already kept by GRS and the expenditures incurred for preserving them over the past 5 years.

	Quantity of records newly acquired by GRS	Quantity of records already kept by GRS	Expenditure incurred for preservation
2012			
2013			
2014			
2015			
2016			

Asked by: Hon LAW Kwun-chung, Nathan (Member Question No. 4)

Reply:

Disposal of government records is made by bureaux/departments (B/Ds) having regard to the administrative, operational, fiscal and legal requirements and archival values of the records. All requests for destruction of records are processed in accordance with the requirements set out in the corresponding records retention and disposal schedules approved by the Government Records Service (GRS). The decision as to whether records were of no archival value or having potential archival value had been made a few years back when the relevant disposal schedules were drawn up. For time-expired records having no archival value, the GRS Director's agreement would be required prior to their physical destruction. For those having potential archival value, they would be appraised again by GRS. Time-expired records having archival value would be identified and transferred to GRS for permanent retention, and only those confirmed to be of no archival value would be agreed by the GRS Director for destruction. The quantities of archival records acquired and time-expired records destroyed fluctuate over the years depending on the nature of business of individual B/Ds as well as the numbers of records to be disposed of in a year. Our reply to the question raised is as follows –

- a. The quantity of bureaux/departments' (B/Ds) records approved for destruction in the past 5 years are set out in the table below –

Year	Quantity in linear metre
2012	42 123
2013	43 745
2014	89 277 [#]
2015	61 418
2016	56 633

[#] *The quantity of records approved for destruction in 2014 was higher because several B/Ds accumulated large amounts of time-expired records for disposal. Such records included arrival or departure cards, case files relating to immigration matters, tax assessment and tax returns, as well as various routine reports generated by information systems.*

Under the current records management system, B/Ds are required to obtain the prior agreement of the GRS Director before destruction of their time-expired records. Individual B/Ds are responsible for deployment of their own resources to carry out destruction of such records in accordance with a set of mandatory procedures. Hence, GRS does not have information on the expenditure incurred by B/Ds for the destruction of their records over the past 5 years.

- b. The quantity of archival records newly acquired by GRS for preservation, those already kept by GRS and the expenditure on preservation over the past 5 years are listed below -

Year	Quantity of archival records newly acquired (linear metre)	Quantity of archival records already kept by GRS (linear metre)	Expenditure (\$M)
2012	356	16 878	11.8
2013	370	17 234	15.4
2014	596	17 604	18.7
2015	808	18 200	22.1
2016	620	19 008	21.9

In general, there has been an upward trend for archival records acquired by GRS since 2012. At the same time, GRS has deployed additional resources as appropriate to deal with the increase in appraisal and preservation work.

- End -

CONTROLLING OFFICER'S REPLY**CSO020****(Question Serial No. 2799)**

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (4) Protocol Division

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

Please set out in the table below the information on government VIP service at the Hong Kong International Airport in the past 5 years.

Year	No. of users	Operational expenditure (please provide a breakdown)	Manpower establishment

Asked by: Hon LEUNG Kenneth (Member Question No. 1.21)

Reply:

The Government VIP Lounge (GVIPL), operated by the Airport Authority Hong Kong, provides facilitation services to VIPs, including greeting and seeing-off, airline check-in, immigration and customs clearance and baggage handling. The requested information is provided below-

Year	No. of users	Operational expenditure (\$ million)	Manpower establishment
2012 - 13	18 059	22.01	44
2013 - 14	18 047	22.54	44
2014 - 15	16 306	22.86	44
2015 - 16	16 953	23.87	44
2016 - 17 (up to 28 February 2017)	15 238	21.40	44

Of the operational expenditure of the GVIPL in 2016–17 (up to 28 February 2017), about 46% is spent on staff salary and related costs, 18% on airport security, screening and access control services, 9% on operational and maintenance services provided by the Electrical and Mechanical Services Department, and the remaining 27% is spent on electricity, food and beverage services, cleansing and janitorial services, and other day-to-day operating expenses.

- End -

CONTROLLING OFFICER'S REPLY

CSO021

(Question Serial No. 2800)

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (3) CSO - Administration Wing

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

It is stated in the estimates that the provision for 2017-18 is \$22.5 million (4.0%) higher than the revised estimate for 2016-17. The increased provision is mainly used for setting up and operation of the Chief Executive-elect's Office as well as provision for replacement of minor plant and equipment. Please provide a breakdown of the increased expenditure.

Asked by: Hon LEUNG Kenneth (Member Question No. 1.22)

Reply:

For Programme (3), the provision for 2017-18 is higher than the revised estimate for 2016-17. This is mainly due to increased provision of \$15.92 million for setting up and operation of the Chief Executive-elect's Office and \$9.21 million for replacement of minor plant and equipment. Offset by the anticipated reduction in other departmental expenses, the net increase is \$22.5 million (4.0%).

- End -

CONTROLLING OFFICER'S REPLY

CSO022

(Question Serial No. 2859)

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (1) Efficiency Unit, (2) Government Records Service, (3) CSO - Administration Wing, (4) Protocol Division

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Secretary for the Civil Service

Question:

The number of directorate civil servants in the Offices of the Chief Secretary for Administration and the Financial Secretary is reduced from last year's 34 to 32 this year. What are the reasons?

What are the rank, salary and amount of fringe benefits of each of these 32 directorate civil servants?

Asked by: Hon LEUNG Kwok-hung (Member Question No. 33)

Reply:

Under Head 142, 1 post of Director of Protocol is scheduled for deletion and 3 supernumerary Administrative Officer posts created under the Commission on Strategic Development and the Policy and Project Co-ordination Unit will lapse in 2017-18. As the post of Director of Protocol will be re-graded as a Senior Principal Executive Officer post and 1 supernumerary Administrative Officer post will be re-created under the Commission on Strategic Development in the same financial year, the number of directorate posts will be reduced from 34 in 2016-17 to 32 in 2017-18, representing a net decrease of 2 posts. The estimated expenditure of the 32 posts is as follows:

Rank	Number	Estimated expenditure under Head 142 (including salaries, allowances and personnel related expenses, if any) (\$ million)
Administrative Officer Staff Grade A	1	2.95
Administrative Officer Staff Grade B1	1	2.71
Administrative Officer Staff Grade B	3	7.79
Administrative Officer Staff Grade C	7	15.53
Head, Efficiency Unit	1	2.71
Deputy Head, Efficiency Unit	1	2.48
Government Economist	1	2.72
Deputy Government Economist	1	2.25
Principal Economist	5	10.77
Government Town Planner	1	2.01
Assistant Director of Management Services	3	5.24
Principal Management Services Officer	2	3.26
Senior Principal Executive Officer	1	2.01
Principal Executive Officer	3	4.97
Principal Archivist	1	1.63
Total:	32	69.03

- End -

CONTROLLING OFFICER'S REPLY**CSO023****(Question Serial No. 1308)**

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (3) CSO - Administration Wing

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

What was the number of repairs carried out at the Chief Secretary for Administration's official residence in each of the past 3 years? What was the annual expenditure involved?

Asked by: Hon LEUNG Yiu-chung (Member Question No. 84)

Reply:

The Architectural Services Department carries out facilities upkeep of the Chief Secretary for Administration's official residence (CSOR) having regard to actual needs. The expenditure involved from 2014-15 to 2016-17 is as follows:

Financial Year	2014-15	2015-16	2016-17 (As at February 2017)
Expenditure* (\$'000)	420	510	290

* Same as other government buildings, the expenditure on maintenance works for CSOR is funded under Subhead 000 of Head 25 (Architectural Services Department), while the renovation and improvement works are funded by the Capital Works Reserve Fund. The cost figures tabulated above include the expenditure on the said 3 categories of works. As the expenditure for most of the works projects are not settled within the same financial year, the figures shown in the table reflect the total expenditure as indicated in the cash flow of that particular financial year.

- End -

CONTROLLING OFFICER'S REPLY**CSO024****(Question Serial No. 1309)**

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (3) CSO - Administration Wing

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

What was the number of repairs carried out at the Financial Secretary's official residence in each of the past 3 years? What was the annual expenditure involved?

Asked by: Hon LEUNG Yiu-chung (Member Question No. 85)

Reply:

Same as other government buildings, the Architectural Services Department (ArchSD) carries out routine facility upkeep works for the Financial Secretary's official residence (FSOR) having regard to actual needs. The expenditure involved from 2014-15 to 2016-17 is as follows:

Financial Year	2014-15	2015-16	2016-17 (As at February 2017)
Expenditure* (\$'000)	110	40	140

* The expenditure on maintenance works for FSOR is funded under Subhead 000 of Head 25 (ArchSD), while the renovation and improvement works are funded by the Capital Works Reserve Fund. The cost figures tabulated above include the expenditure on the said 3 categories of works. As the expenditure for most of the works projects are not settled within the same financial year, the figures shown in the table reflect the total expenditure as indicated in the cash flow of that particular financial year.

Apart from routine facility upkeep, given that FSOR is a Grade 2 historic building with about 80 years of history and the last large-scale renovation was carried out in 2007, relevant departments, in accordance with established procedures, proposed to carry out some necessary repair and restoration works after the former Financial Secretary had moved out in view of the deterioration of the building and facilities due to their use over a long

period of time. Such works were an integral part of the maintenance for the residence. After completion of these works, there will be no need to carry out similar works when the Financial Secretary of the next-term Government assumes office.

The total expenditure for repairing and restoring dilapidated parts and facilities in FSOR is estimated to be about \$830,000, which covers the cost for repairing the building and the floor coating, replacing worn-out carpets, touch-up painting of external walls, replacing dilapidated furniture and installations, as well as contingency provision. Among this, the expenditure on the works undertaken by ArchSD is \$590,000, which will be funded under Subhead 000 of Head 25 (ArchSD). Such amount has not been reflected in the above table as the amount has not been paid out yet as at February 2017.

- End -

CONTROLLING OFFICER'S REPLY

CSO025

(Question Serial No. 1512)

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (2) Government Records Service

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

1. What are the expenditure and contents of the publicity programmes to promote the services of the Government Records Service (GRS) among the public in 2017-18?
2. A provision of \$290,000 was earmarked for the procurement of archival records relating to Hong Kong from other places in 2016-17. What is the progress of procurement? What are the contents of the records?
3. Does GRS have any plans to procure archival records relating to Hong Kong from different places in 2017-18? Please provide information on the expenditure involved and the relevant details. Besides, in the course of procurement, will the Government set up a mechanism for GRS to heed and consider suggestions from the public or the academic sector on procuring suitable records?
4. Recently, some members of the public alleged that some of the Government records on the 1967 riots were found to be no longer existing when they accessed such records. Have all records on the 1967 riots been transferred to GRS? Under what circumstances are records kept by GRS transferred elsewhere? Would GRS provide the relevant record of transfer?

Asked by: Hon MA Fung-kwok (Member Question No. 80)

Reply:

1. The expenditure and details of the publicity and educational programmes to be implemented by the Government Records Service (GRS) in 2017-18 are set out below -

Year	Publicity and educational programmes	Expenditure (\$ million)
2017-18	<p>GRS plans to –</p> <ul style="list-style-type: none"> - organise at least 30 group visits to GRS; - conduct a series of educational workshops to help teachers and students to use the archival holdings kept in GRS; - organise a series of thematic film shows; - launch a thematic exhibition together with an on-line Reference Resources Pages; - organise roving exhibitions in Ping Shan Tin Shui Wai Public Library, Chai Wan Public Library, Sha Tin Public Library and Hong Kong Central Library; - participate in a cultural and historical project with another institution; - enrich the contents of the Educational Resources Portal to attract more people to view the digitised holdings and information; - digitise popular and frequently-accessed items; and - broadcast an Announcement for Public Interest to promote the services provided by GRS and public appreciation of Hong Kong's documentary heritage. 	1.74 (estimated)

2. In 2016-17, 334 digitised records relating to Hong Kong were acquired from the National Archives of the UK (TNA). They are mainly from 6 record series. Details are as follows –

	Series title	Covering years
(a)	Foreign Office and Foreign and Commonwealth Office: Far Eastern Department: Registered Files (F and FE Series)	1979-1982
(b)	Commonwealth Office and Foreign and Commonwealth Office: Hong Kong Departments: Registered Files, Hong Kong, British Honduras, British Indian Ocean Territories and the Seychelles (HW and HK Series)	1978-1985
(c)	Colonies, General: Original Correspondence	1916-1917
(d)	Colonial Office and predecessors: Maps and Plans: Series I	1865-1903
(e)	Colonial Office and successors: Photographic Collection	1860-1969
(f)	War and Colonial Department and Colonial Office: Hong Kong, Original Correspondence	1926

The selected records cover a wide range of subjects relating to Hong Kong, such as future of Hong Kong, Basic Laws, Sino-British Joint Liaison Group, nationality and citizenship, constitutional development and reforms, political and leading personalities, ministerial and officials' visits, internal political situation, international relations, Vietnamese refugees, plans and photographs. Among the 334 records, 190 records were made available for public inspection in December 2016. The remaining records were received from TNA in February 2017. They will be made available for public inspection in the second quarter of 2017 after completion of records description and arrangement.

3. GRS has an established system to keep track of new releases of archival records relating to Hong Kong by TNA and other major overseas archives. GRS also collects the views of service users, in particular those of the academic and educational circles, on acquisition of archival materials through user surveys and other means in the formulation of the procurement plan. In 2017-18, GRS will continue to identify archival records relating to Hong Kong from TNA and other archives and acquire copies of such records in order to enrich its holdings. An amount of \$0.30 million has been earmarked in the estimates for the purpose.
4. Under the current records management system, bureaux and departments (B/Ds) are required to transfer their time-expired records to GRS for appraisal according to the respective disposal schedules. GRS appraises government records with due care to ensure that those with archival value will be identified and preserved permanently for public access. At present, GRS keeps some 300 archival records relating to 1967 riots transferred from B/Ds.

In accordance with the Public Records (Access) Rules 1996, the public are allowed access to archival records which have been in existence for not less than 30 years or the contents of which have at any time been published. All archival records for public access have to be inspected in Search Room in GRS and must not be removed from the Search Room or other designated reference service area in GRS. If B/Ds have operational needs for making reference to the original records, they may apply to GRS for borrowing their transferred archival records for a period not exceeding 3 months. In exceptional circumstances, B/Ds may apply to borrow their transferred archival records for a longer period, such as for use in court cases. Full justifications and endorsement of a directorate officer of the B/D concerned are required to support their applications. If their applications are approved, B/Ds are required to take necessary measures to safeguard the on-loan archival records from any loss, damage or tampering. In this regard, GRS provides guidelines and assistance to B/Ds on protecting archival records while the records are temporarily kept in B/Ds' premises. GRS maintains full circulation and loan records on archival records inspected by the public in the Search Room or on loan to B/Ds to ensure that these permanent archival holdings would not be out of trace and would be returned to GRS' archival repository for preservation as soon as practicable.

- End -

CONTROLLING OFFICER'S REPLY

CSO026

(Question Serial No. 1449)

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (3) CSO - Administration Wing

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

Under the purview of the Chief Secretary for Administration (CS), the current-term Government has set up the Policy and Project Co-ordination Unit (PPCU) to assist the CS in achieving better government-wide co-ordination in policy formulation; provide secretariat support to both the Commission on Poverty and the Steering Committee on Population Policy, and some of their various task forces; and facilitate smooth implementation of land development and other special projects that will contribute to achievement of the Government's policy objectives.

1. Please set out the staff establishment and expenditure of the PPCU for each year since its formation.
2. What has the PPCU achieved in respect of the above 3 functions? Have the formulation and implementation of relevant policies been expedited?
3. Regarding poverty alleviation and population policy, the two areas under the charge and oversight of the CS, has the Chief Secretary for Administration's Office followed up and monitored the implementation by various departments of the proposals and measures formulated?
4. Will the Government conduct a review of the functions of the PPCU in the coming year?

Asked by: Hon MAK Mei-kuen, Alice (Member Question No. 50)

Reply:

The Policy and Project Co-ordination Unit (PPCU) was set up on 1 April 2013. Its main tasks are to:

- (a) assist the Chief Secretary for Administration (CS) in achieving better government-wide co-ordination in policy formulation, in particular on the policies, strategies and action plans related to poverty alleviation and population;
- (b) provide secretariat support to the Steering Committee on Population Policy (SCPP), the Commission on Poverty (CoP) and some of its task forces; and
- (c) provide first-stop and one-stop cross-bureaux/departmental consultation and co-ordination services to facilitate smooth implementation of land development and other special projects that will contribute to achievement of Government's policy objectives.

Policy co-ordination

The PPCU has provided cross-bureaux co-ordination and liaison services in respect of the above work areas over the past 4 years. On poverty alleviation, setting the poverty line involved considerable co-ordination, be it in the process of internal deliberations or discussions with various stakeholders. Following the announcement of the first official poverty line in September 2013, the PPCU continues to co-ordinate the follow-up discussions between the relevant departments and the CoP and its task forces on a regular basis. Apart from updating the poverty data annually and enhancing the analytical framework of the poverty line, the PPCU's coordination covered studies on the poverty situation of specific groups such as persons with disabilities and ethnic minorities and on the earnings mobility of young people from grassroots families, and discussion of the findings with the relevant task forces for exploring improvement measures.

Based on the poverty line analysis, the PPCU assisted the CS in co-ordinating government-wide deliberations and formulation of poverty alleviation policies and measures. The PPCU also interacted with the CoP and its task forces to solicit their views. Major measures implemented include introducing the Low-income Working Family Allowance in May last year, launching the Chinese Language Curriculum Second Language Learning Framework more than 2 years ago in tandem with the provision of additional resources to help non-Chinese speaking students in primary and secondary schools learn Chinese, various measures to facilitate the employment of persons with disabilities, and the incorporation of Community Care Fund programmes with proven effectiveness into the Government's regular assistance programme.

With the support of the PPCU, the SCPP launched a public engagement exercise on population policy in October 2013, and analysed and consolidated the public views upon completion of the exercise. The PPCU then assisted in co-ordinating government-wide policy deliberations and formulations of various initiatives which were announced in the 2015 Policy Address. These initiatives include extending the retirement age for new civil service recruits, relaxing the age limit for Category B Security Personnel Permit, encouraging mature persons to work, implementing a pilot scheme to facilitate the return of the second generation of Hong Kong emigrants, and refining the existing talent admission

arrangements. A series of initiatives on building age-friendly communities were also announced in the 2016 Policy Address. Most of these initiatives have been put in place by relevant bureaux and departments.

In 2015, the CoP focused on handling the issue of retirement protection. The PPCU assisted the CoP in drafting the consultation document and launching the public engagement exercise on retirement protection in December 2015. It also assisted the CS in coordinating internal discussion and formulating policy initiatives in order to make a comprehensive policy response in the 2017 Policy Address in January. The policy initiatives include enhancing the Old Age Living Allowance, meeting better the healthcare needs of the elderly, enhancing the Mandatory Provident Fund System (including abolishing the “offsetting” arrangement progressively), and studying the feasibility of a public annuity scheme. Relevant bureaux and departments are actively following up on these proposals.

Secretariat support

Apart from providing secretariat support to the SCPP, the CoP and some of its task forces (over 80 meetings were held by the 2 committees and relevant task forces in the past 4 years), the PPCU is also responsible for co-ordinating relevant bureaux in holding the annual CoP Summit, which provides an opportunity for the Chief Executive, CoP members and various stakeholders to exchange views on issues of poverty alleviation, and for the stakeholders to monitor the poverty alleviation work undertaken by the Government. To tie in with the “bottom-up” approach adopted by the task forces, the PPCU liaises and co-ordinates with relevant bureaux and departments to follow up on members’ proposals. Examples include setting up an information portal for parents of children with special needs in December last year, and commissioning an external institution to study the ethnic minorities’ levels of awareness and satisfaction of key public services.

The PPCU has also organised various projects, including supporting the Societal Engagement Task Force under the CoP to launch “Bless Hong Kong”, a territory-wide societal engagement campaign on poverty alleviation, from February to August 2014; assisting the CoP in the implementation of the “Future Stars” programme in collaboration with the business sector from 2014 to provide training, internship, corporate visits and scholarships for the young people from grassroots families; rolling out the “Life Buddies” Mentoring Scheme drawn up by the CoP by arranging volunteer mentors with work and life experience from the business sector to participate in school-based mentoring from 2016, with an aim to enrich the life experience of students from grassroots families. We will review these projects as appropriate, particularly on the implementation of projects which straddle more than one financial year, and refine the arrangements accordingly.

Project Co-ordination

In the past 4 years, the PPCU provided one-stop cross-bureaux consultation and co-ordination services for over 80 development projects mainly submitted by non-governmental organisations, helping project proponents identify potential problems of their proposals and formulate suitable solutions at an early stage. These projects include the Sham Tseng Light Housing run by a social enterprise (revitalisation works completed and operation started) and the Hong Kong Breast Cancer Foundation Kowloon Centre (under construction). Some 30 other projects have had their technical problems solved and will proceed to the next stage of work, such as submitting planning application, applying for lease modification, and applying for Government funding or the Lotteries Fund for design

or construction purpose. Among these projects, 5 are under the Youth Hostel Scheme while 21 are under the Special Scheme on Privately Owned Sites for Welfare Uses.

All the posts in the PPCU are time-limited and will lapse on 30 June this year. A review of its functions and future arrangements will be considered and decided by the next-term Government. Before that, the PPCU will continue to provide cross-bureaux policy and project co-ordination services and secretariat support. Besides, the PPCU, in collaboration with Hong Kong Science and Technology Parks and Hong Kong Council of Social Service, will organise a 3-day “Gerontech and Innovation Expo cum Summit” to be held at the Hong Kong Convention and Exhibition Centre from 16 to 18 June this year, with a view to enhancing social awareness of the application of technology and innovation to better meet the needs of the elderly.

The staff establishment, ranks and expenditure/estimates of the PPCU for the past 4 years and 2017-18 are set out in the table below:

Rank	No. of posts (as at the end of February 2017)	2013-14 (\$ m)	2014-15 (\$ m)	2015-16 (\$ m)	2016-17 (Revised Estimate) (\$ m)	2017-18 (Estimate) (\$ m)
Administrative Officer Staff Grade B	1	1.962	2.079	2.322	2.387	0.615
Administrative Officer Staff Grade C	1	1.465	1.899	2.062	2.119	0.530
Senior Economist	1	1.178	1.297	1.425	1.464	0.366
Senior Town Planner	1	1.238	1.312	1.425	1.464	0.366
Administrative Officer	2	0.534	0.809	0.802	1.284	0.325
Executive Officer I	1	0.682	0.714	0.747	0.842	0.178
Personal Secretary I	2	0.709	0.718	0.781	0.837	0.212
Assistant Clerical Officer	2	0.400	0.444	0.367	0.371	0.097
Policy and Project Co-ordinator/ Publicity Officer*	4	3.057	3.970	4.578	4.225	2.375
Other expenditure	---	6.256	3.922	3.950	3.955	6.202
Total	15	17.481	17.164	18.459	18.948	11.266

* The 3 Policy and Project Co-ordinators and 1 Publicity Officer are non-civil service contract posts.

- End -

CONTROLLING OFFICER'S REPLY

CSO027

(Question Serial No. 1826)

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (2) Government Records Service

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

The Government Records Service (GRS) administers government records efficiently by formulating and implementing policies and plans for records management and archives administration as well as providing storage and disposal services for inactive records.

- (a) Has GRS developed a series of criteria for the disposal of records? If yes, what are the details? If not, what are the reasons?
- (b) Please advise on the quantity (linear metre) of records destroyed by GRS and the expenditure incurred over the past 3 years. Has provision been made in the 2017-18 Financial Year for the above-mentioned item? If yes, what are the details?
- (c) There are many views in the community that the Government should enact an archives law immediately. The Law Reform Commission (LRC) has set up a sub-committee to study the subject of archives law and it is mentioned that the Government has been using, in lieu of legislation, administrative directives, guidelines and publications to regulate the management of government records. Would the Government advise on the contents of the administrative directives, guidelines and publications? What are the reasons for the use of administrative directives, guidelines and publications in lieu of legislation? Would there be plans to enact an archives law in the 2017-18 Financial Year?

Asked by: Hon MO Claudia (Member Question No. 5)

Reply:

- (a) Based on the experience of and standards adopted by other overseas jurisdictions, the Government Records Service (GRS) has established the following criteria to select government records with archival value –
 - (i) records documenting or reflecting the organisation, functions and activities of the Government;

- (ii) records documenting the formation process, implementation and outcome of significant policies, decisions, legislation and actions of the Government;
- (iii) records documenting the impact of the decisions, policies and programmes of the Government upon the physical environment, community, organisations and individuals;
- (iv) records documenting the interaction between the public and the Government as well as between the physical environment and the Government;
- (v) records documenting the legal rights and obligations of individuals, groups, organisations and the Government; and
- (vi) records that contain significant or unique information or aged documents that can enrich the understanding about the history, physical environment, society, culture, economy and people of Hong Kong.

GRS appraises government records with due care to ensure that those with archival value are identified and preserved permanently.

- (b) The quantity of bureaux/departments' (B/Ds) records approved for destruction in the past 3 years are set out in the table below –

Year	Quantity in linear metre
2014	89 277
2015	61 418
2016	56 633

Under the current records management system, B/Ds are required to obtain the prior agreement of the GRS Director before destruction of their time-expired records. Individual B/Ds are responsible for deployment of their own resources to carry out destruction of such records in accordance with a set of mandatory procedures. Hence, GRS does not have information on the expenditure incurred by B/Ds for the destruction of their records over the past 3 years, nor the provisions made for such purpose in 2017-18.

- (c) The Government fully recognises the importance of records management and is committed to identifying and preserving government records having archival value. The Government has put in place comprehensive administrative arrangements to regulate the management of government records. GRS is tasked to oversee the overall management of government records and ensure that government records are properly managed and those with archival value are preserved for public access. While Hong Kong has not implemented an archives law at present, the essential principles of records management adopted internationally have been implemented in Hong Kong through administrative arrangements. These principles include promulgation of recordkeeping standards; designation of obligations and

responsibilities of government agencies relating to creating, keeping, maintaining and protecting government records; destruction of records to be subject to prior authorisation of archival authority; setting out responsibility for safe custody and conservation of archival materials; and provision for public access to public records.

When developing the present records management system, we have made reference to those of different countries and regions such as the United Kingdom, the United States and Australia, etc., and adopted internationally recognised standards and practices. As an on-going effort, the Government keeps the current administrative arrangements under review and will improve on them as and when appropriate.

With a view to assisting B/Ds to properly manage their own records, the Government has promulgated a wide range of publications and circulars in relation to records management. Some of the key ones are listed below –

- (i) the Records Management Manual - the manual provides guidance and instructions for proper and coordinated management of government records. It prescribes the code of practices required for the establishment of a comprehensive records management programme in B/Ds;
- (ii) General Circulars and Circular Memoranda - they cover a wide range of records and archives management issues, such as mandatory records management requirements and good practices, framework for records management review, guidelines on creation and collection of records, and establishment of departmental records management policies;
- (iii) records management publications - they set out guidelines for B/Ds to perform the full range of records management processes from records creation and collection, filing, classification to disposal and microfilming; and
- (iv) electronic records management (ERM) publications - they provide guidance on various aspects of ERM, such as functional requirements, implementation and evaluation of electronic recordkeeping system, metadata standard, management and preservation of electronic records, management of records in a hybrid environment.

The Law Reform Commission (LRC) set up a Sub-committee in 2013 to study the subject of archives law. The Sub-committee is studying the existing system and the laws of other jurisdictions, and will conduct public consultation at a later stage, with a view to making appropriate recommendations on possible options for reform if need be. The Government will examine carefully the recommendations to be made by LRC before mapping out the way forward.

- End -

CONTROLLING OFFICER'S REPLY

CSO028

(Question Serial No. 1974)

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (2) Government Records Service

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

Regarding the promotion in Government of electronic records management and the provision of support and assistance to the bureaux and departments, please provide the following information:

1. Please list in the table below information on training and advisory services that the Government Records Service (GRS) provided to Government bureaux and departments in the past 5 years:

Year	Bureau/Department (in alphabetical order)	Number of government records management training courses	Number of topical records management training courses	Number of staff who have taken government records management training courses	Rank distribution of staff (from high to low) who have taken government records management training courses	Number of staff who have taken government records management training courses more than once	Topic areas of training courses
2012							
2013							
2014							
2015							
2016							

2. Please list in the table below information regarding the numbers of public requests for government records in the past 5 years:

Year	Number of requests for government records	Number of successful requests for government records	Number of failed requests for government records	Reasons for failed requests for government records
2012				
2013				
2014				
2015				
2016				

3. Please list in the table below information on the transfer of government records to GRS for retention in the past 5 years:

Year	Number of bureaux/departments that have transferred records for retention	Number and linear metres of records retained	Number and linear metres of records approved for destruction	Number of electronic records retained through the electronic recordkeeping system (please list by department)
2012				
2013				
2014				
2015				
2016				

4. The estimate of the GRS for 2017-18 is 5.8% lower than the revised estimate for 2016-17. What are the reasons? What are the details of the additional establishment and consultancy services in 2017-18?

Asked by: Hon MOK Charles Peter (Member Question No. 40)

Reply:

1. The information on training and advisory services that the Government Records Service (GRS) provided to Government bureaux and departments (B/Ds) in the past 5 years are as follows –

Year	Number of government records management training courses	Number of topical records management training courses	Number of staff taken government records management training courses	Rank distribution of staff (from high to low) who have taken government records management training courses	Topic areas of training courses
2012	74	5	2 871 (Note 1)	D1 MPS 49 to MPS 1 or equivalent <i>Note:</i> D: <i>Directorate Pay Scale Point</i> MPS: <i>Master Pay Scale Point</i>	Over the past 5 years, GRS held regular and topical training courses/workshops/seminars for records managers, registry supervisors and records users year round, covering the following topic areas - <u>Regular courses</u> a. records management overview b. classification and coding c. creation and collection d. filing practices e. scheduling and disposal f. management of administrative and programme records g. storage, custody, access control and tracking, and preservation h. introduction of electronic records management (ERM) and electronic recordkeeping system (ERKS)
2013	74	10	3 232 (Note 2)	DL2 MPS 49 to MPS 1 or equivalent <i>Note:</i> DL: <i>Directorate (Legal) Pay Scale Point</i>	
2014	70	32	4 690 (Note 3)	DL2 MPS 46 to MPS 1 or equivalent	
2015	77	13	3 744 (Note 4)	MPS 49 to MPS 1 or equivalent	<u>Topical courses</u> a. departmental records management policy b. mandatory records

Year	Number of government records management training courses	Number of topical records management training courses	Number of staff taken government records management training courses	Rank distribution of staff (from high to low) who have taken government records management training courses	Topic areas of training courses
2016	73	13	4 144 (Note 5)	D2 MPS 49 to MPS 1 or equivalent	management requirements and good practices c. establishment of business rules (in 2014 and 2015) d. vital records protection e. prevention of loss and unauthorised destruction of records f. archival records management g. key concept of ERM h. implementation of ERKS

We have not kept information on the number of staff who has taken the government records management training courses more than once.

Note 1 - B/Ds involved (*in alphabetical order*): Agriculture, Fisheries and Conservation Department, Architectural Services Department, Audit Commission, Auxiliary Medical Service, Buildings Department, Census and Statistics Department, Central Policy Unit, Chief Executive's Office, Chief Secretary for Administration's Office, Civil Aid Service, Civil Aviation Department, Civil Engineering and Development Department, Civil Service Bureau, Commerce and Economic Development Bureau, Companies Registry, Constitutional and Mainland Affairs Bureau, Correctional Services Department, Customs and Excise Department, Department of Health, Department of Justice, Development Bureau, Drainage Services Department, Education Bureau, Electrical and Mechanical Services Department, Environment Bureau and Environmental Protection Department, Financial Secretary's Office, Financial Services and the Treasury Bureau, Fire Services Department, Food and Environmental Hygiene Department, Food and Health Bureau, Government Laboratory, Government Logistics Department, Government Property Agency, Highways Department, Home Affairs Bureau, Home Affairs Department, Hong Kong Monetary Authority, Hong Kong Observatory, Hong Kong Police Force, Hongkong Post, Immigration Department, Independent Commission Against Corruption, Information Services Department, Inland Revenue Department, Intellectual Property Department, Invest Hong Kong, Joint Secretariat for the Advisory

Bodies on Civil Service and Judicial Salaries and Conditions of Service, Judiciary, Labour and Welfare Bureau, Labour Department, Land Registry, Lands Department, Legal Aid Department, Leisure and Cultural Services Department, Marine Department, Office of the Communications Authority, Official Receiver's Office, Planning Department, Public Service Commission, Radio Television Hong Kong, Rating and Valuation Department, Registration and Electoral Office, Secretariat, Commissioner on Interception of Communications and Surveillance, Security Bureau, Social Welfare Department, Trade and Industry Department, Transport and Housing Bureau (Housing)/Housing Department, Transport and Housing Bureau (Transport), Transport Department, Treasury, University Grants Committee Secretariat, Water Supplies Department and Student Financial Assistance Agency

Note 2 – B/Ds involved (*in alphabetical order*): Agriculture, Fisheries and Conservation Department, Architectural Services Department, Auxiliary Medical Service, Buildings Department, Census and Statistics Department, Central Policy Unit, Chief Executive's Office, Chief Secretary for Administration's Office, Civil Aid Service, Civil Aviation Department, Civil Engineering and Development Department, Civil Service Bureau, Commerce and Economic Development Bureau, Companies Registry, Constitutional and Mainland Affairs Bureau, Correctional Services Department, Customs and Excise Department, Department of Health, Department of Justice, Development Bureau, Drainage Services Department, Education Bureau, Electrical and Mechanical Services Department, Environment Bureau and Environmental Protection Department, Financial Secretary's Office, Financial Services and the Treasury Bureau, Fire Services Department, Food and Environmental Hygiene Department, Food and Health Bureau, Government Flying Service, Government Laboratory, Government Logistics Department, Government Property Agency, Highways Department, Home Affairs Bureau, Home Affairs Department, Hong Kong Monetary Authority, Hong Kong Observatory, Hong Kong Police Force, Hongkong Post, Immigration Department, Independent Commission Against Corruption, Information Services Department, Inland Revenue Department, Intellectual Property Department, Invest Hong Kong, Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service, Judiciary, Labour and Welfare Bureau, Labour Department, Land Registry, Lands Department, Legal Aid Department, Leisure and Cultural Services Department, Marine Department, Office of the Communications Authority, Official Receiver's Office, Planning Department, Public Service Commission, Radio Television Hong Kong, Rating and Valuation Department, Registration and Electoral Office, Secretariat, Commissioner on Interception of Communications and Surveillance, Security Bureau, Social Welfare Department, Trade and Industry Department, Transport and Housing Bureau (Housing)/Housing Department, Transport and Housing Bureau (Transport), Transport Department, Treasury, University Grants Committee Secretariat, Water Supplies Department and Student Financial Assistance Agency

Note 3 – B/Ds involved (*in alphabetical order*): Agriculture, Fisheries and Conservation Department, Architectural Services Department, Audit Commission, Auxiliary Medical Service, Buildings Department, Census and Statistics Department, Central Policy Unit, Chief Executive's Office, Chief Secretary for Administration's Office, Civil Aid Service, Civil Aviation Department, Civil Engineering and Development Department, Civil Service Bureau, Commerce and Economic Development Bureau, Companies Registry, Constitutional and Mainland Affairs Bureau, Correctional Services Department, Customs and Excise Department,

Department of Health, Department of Justice, Development Bureau, Drainage Services Department, Education Bureau, Electrical and Mechanical Services Department, Environment Bureau and Environmental Protection Department, Financial Secretary's Office, Financial Services and the Treasury Bureau, Fire Services Department, Food and Environmental Hygiene Department, Food and Health Bureau, Government Flying Service, Government Laboratory, Government Logistics Department, Government Property Agency, Highways Department, Home Affairs Bureau, Home Affairs Department, Hong Kong Monetary Authority, Hong Kong Observatory, Hong Kong Police Force, Hongkong Post, Immigration Department, Independent Commission Against Corruption, Information Services Department, Inland Revenue Department, Intellectual Property Department, Invest Hong Kong, Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service, Judiciary, Labour and Welfare Bureau, Labour Department, Land Registry, Lands Department, Legal Aid Department, Leisure and Cultural Services Department, Marine Department, Office of the Communications Authority, Official Receiver's Office, Planning Department, Public Service Commission, Radio Television Hong Kong, Rating and Valuation Department, Registration and Electoral Office, Secretariat, Commissioner on Interception of Communications and Surveillance, Security Bureau, Social Welfare Department, Trade and Industry Department, Transport and Housing Bureau (Housing)/Housing Department, Transport and Housing Bureau (Transport), Transport Department, Treasury, University Grants Committee Secretariat, Water Supplies Department and Student Financial Assistance Agency

Note 4 – B/Ds involved (*in alphabetical order*): Agriculture, Fisheries and Conservation Department, Architectural Services Department, Auxiliary Medical Service, Buildings Department, Census and Statistics Department, Chief Executive's Office, Chief Secretary for Administration's Office, Civil Aid Service, Civil Aviation Department, Civil Engineering and Development Department, Civil Service Bureau, Commerce and Economic Development Bureau, Companies Registry, Constitutional and Mainland Affairs Bureau, Correctional Services Department, Customs and Excise Department, Department of Health, Department of Justice, Development Bureau, Drainage Services Department, Education Bureau, Electrical and Mechanical Services Department, Environment Bureau and Environmental Protection Department, Financial Services and the Treasury Bureau, Fire Services Department, Food and Environmental Hygiene Department, Food and Health Bureau, Government Flying Service, Government Laboratory, Government Logistics Department, Government Property Agency, Highways Department, Home Affairs Bureau, Home Affairs Department, Hong Kong Monetary Authority, Hong Kong Observatory, Hong Kong Police Force, Hongkong Post, Immigration Department, Independent Commission Against Corruption, Information Services Department, Inland Revenue Department, Intellectual Property Department, Invest Hong Kong, Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service, Judiciary, Labour and Welfare Bureau, Labour Department, Land Registry, Lands Department, Legal Aid Department, Leisure and Cultural Services Department, Marine Department, Office of the Communications Authority, Official Receiver's Office, Planning Department, Public Service Commission, Radio Television Hong Kong, Rating and Valuation Department, Registration and Electoral Office, Secretariat, Commissioner on Interception of Communications and Surveillance, Security Bureau, Social Welfare Department, Trade and Industry Department, Transport and Housing Bureau (Housing)/Housing Department, Transport and Housing Bureau (Transport), Transport Department,

Treasury, University Grants Committee Secretariat, Water Supplies Department and Student Financial Assistance Agency (before 1 March 2015) / Working Family and Student Financial Assistance Agency (from 1 March 2015 onwards)

Note 5 – B/Ds involved (*in alphabetical order*): Agriculture, Fisheries and Conservation Department, Architectural Services Department, Audit Commission, Auxiliary Medical Service, Buildings Department, Census and Statistics Department, Central Policy Unit, Chief Executive's Office, Chief Secretary for Administration's Office, Civil Aid Service, Civil Aviation Department, Civil Engineering and Development Department, Civil Service Bureau, Commerce and Economic Development Bureau, Companies Registry, Constitutional and Mainland Affairs Bureau, Correctional Services Department, Customs and Excise Department, Department of Health, Department of Justice, Development Bureau, Drainage Services Department, Education Bureau, Electrical and Mechanical Services Department, Environment Bureau and Environmental Protection Department, Financial Secretary's Office, Financial Services and the Treasury Bureau, Fire Services Department, Food and Environmental Hygiene Department, Food and Health Bureau, Government Flying Service, Government Laboratory, Government Logistics Department, Government Property Agency, Highways Department, Home Affairs Bureau, Home Affairs Department, Hong Kong Observatory, Hong Kong Police Force, Hongkong Post, Immigration Department, Independent Commission Against Corruption, Information Services Department, Inland Revenue Department, Innovation and Technology Bureau, Intellectual Property Department, Judiciary, Labour and Welfare Bureau, Labour Department, Land Registry, Lands Department, Legal Aid Department, Leisure and Cultural Services Department, Marine Department, Office of the Communications Authority, Official Receiver's Office, Planning Department, Public Service Commission, Radio Television Hong Kong, Rating and Valuation Department, Registration and Electoral Office, Secretariat, Commissioner on Interception of Communications and Surveillance, Security Bureau, Social Welfare Department, Trade and Industry Department, Transport and Housing Bureau (Housing)/Housing Department, Transport and Housing Bureau (Transport), Transport Department, Treasury, University Grants Committee Secretariat, Water Supplies Department and Working Family and Student Financial Assistance Agency

2. The information regarding the numbers of public requests for archival records kept by GRS in the past 5 years are as follows –

Year	Number of requests for archival records (see Note)	Number of successful requests for archival records	Number of failed requests for archival records	Reasons for failed requests for archival records
2012	1 621	1 617	0	Not applicable
2013	1 941	1 939	0	Not applicable
2014	1 932	1 932	0	Not applicable

Year	Number of requests for archival records (see Note)	Number of successful requests for archival records	Number of failed requests for archival records	Reasons for failed requests for archival records
2015	2 124	2 122	1	Access to the record concerned was refused on grounds of paragraph 2.3(b) of the Code on Access to Information i.e. information the disclosure of which would harm or prejudice Hong Kong's security.
2016	2 375	2 372	0	Not applicable

Note:

- a. In 2012, 4 cases were withdrawn by the applicants.
- b. In 2013, 2 cases were withdrawn by the applicants.
- c. In 2015, 1 case was withdrawn by the applicant.
- d. In 2016, 3 cases were withdrawn by the applicants.

3. Disposal of government records is made by B/Ds having regard to the administrative, operational, fiscal and legal requirements and archival values of the records. All requests for destruction of records are processed in accordance with the requirements set out in the corresponding records retention and disposal schedules approved by GRS. The decision as to whether records were of no archival value or having potential archival value had been made a few years back when the relevant disposal schedules were drawn up. For time-expired records having no archival value, the GRS Director's agreement would be required prior to their physical destruction. For those having potential archival value, they would be appraised again by GRS. Time-expired records having archival value would be identified and transferred to GRS for permanent retention, and only those confirmed to be of no archival value would be agreed by the GRS Director for destruction. The quantities of archival records acquired and time-expired records destroyed fluctuate over the years depending on the nature of business of individual B/Ds as well as the numbers of records to be disposed of in a year.

The information on the transfer of government records to GRS for retention and records approved for destruction in the past 5 years are as follows –

Year	Number of B/Ds that have transferred their records for retention	Records Retained		Records approved for destruction		Number of electronic records retained through the electronic recordkeeping system (please list by department) ^b
		No.	Linear Metre	No. ('000) ^a	Linear Metre	
2012	32	23 687	356	-	42 123	0
2013	36	24 127	370	60 945	43 745	0
2014	55	45 715	596	92 197	89 277 ^c	0
2015	56	28 528	782	104 900	61 418	0
2016	49	45 318	620	102 784	56 633	0

^a The quantity of records approved for destruction before 2013 were counted in terms of linear metre.

^b Since electronic recordkeeping systems (ERKS) have only been implemented in a few bureaux/departments since 2010, the electronic records in their ERKS are not yet due for transfer to GRS for retention.

^c The quantity of records approved for destruction in 2014 was higher because several B/Ds accumulated large amounts of time-expired records for disposal. Such records included arrival or departure cards, case files relating to immigration matters, tax assessment and tax returns, as well as various routine reports generated by information systems.

4. The reduction in provision for 2017-18 is mainly due to lapse of provision for replacement of equipment and anticipated reduction in general departmental expenses ^(see note below), partly offset by the net increase of 4 posts to meet operational needs, filling of vacancies, salary increment for staff and anticipated increase in expenditure for hire of services. The net increase of 4 posts includes creation of 3 Printing Technician II posts and 3 Photographer II posts offset by deletion of 1 Senior Executive Officer (SEO) post and 1 Clerical Assistant (CA) post. The 6 new posts will be deployed to enhance the work relating to the mass digitalisation of archival records. As for the 2 posts to be deleted, the SEO post will complete the tasks for a time-limited project on review of records management publications and guidelines, while the CA post will complete an ad hoc task for accessioning of motion pictures. Hence, there is no need to retain the 2 posts after 2016-17. In the 2017-18 estimate, we have not made any provision for consultancy service.

^{Note} The replacement of equipment has already been completed in 2016-17. Hence the provision will no longer be required in 2017-18.

- End -

CONTROLLING OFFICER'S REPLY

CSO029

(Question Serial No. 1976)

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (2) Government Records Service

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

In terms of supporting the Government Records Service and the Office of the Government Chief Information Officer to develop the best practices for the implementation of the electronic recordkeeping system (ERKS), please advise on the following:

- (1) What are the names of the software and hardware used by the government departments which have developed and adopted ERKS?
- (2) Have any criteria and indicators been set for reviewing the pilot projects carried out in the various departments in the development of ERKS? If so, what are the specific success criteria and indicators? What are the review results ?
- (3) Regarding the government departments participating in the second phase of the development of ERKS, what are the contract award dates, the sums involved in these contracts, the names of the contractors and the software and hardware adopted? What is the scheduled date of completion of development and the amount of operating expenditure required?
- (4) Has there been any evaluation done on the cost-effectiveness of developing a whole new ERKS as opposed to adopting a similar system currently available in the market for customisation to the needs of departments? If yes, what are the results?

Asked by: Hon MOK Charles Peter (Member Question No. 42)

Reply:

- (1) Three software packages, namely Documentum, FileNet and OpenText, have been adopted for the first phase of Electronic Recordkeeping System (ERKS) implementation in the 5 participating departments, i.e. the Efficiency Unit, Government Records Service, Communications and Creative Industries Branch of the Commerce and Economic Development Bureau, Rating and Valuation Department and

Drainage Services Department. Different kinds of hardware components commonly available in the commercial market are adopted by these departments.

- (2) The Government conducted an initial assessment and review on the ERKS implementation in the 5 participating departments in 2014. The review criteria included the implementation experience, as well as costs incurred and benefits, such as savings in manpower, paper, rental for file storage space, etc. The results showed that all the 5 departments had successfully implemented their ERKS, effectively minimising the problem of duplicate filing in different units of the department and gradually reducing paper consumption and file storage space.
- (3) The following contracts at a total value of \$115.6 million were awarded in late 2015 to early 2016 for the second phase of ERKS implementation in 6 departments -

Contractor	Departments	Electronic recordkeeping software package	Contract value (HK\$ million)
1. Automated Systems (H.K.) Limited	Intellectual Property Department (IPD) Office of the Government Chief Information Officer (OGCIO)	Documentum	40.8
2. Azeus Systems Limited	Civil Engineering and Development Department (CEDD)	Azeus Business Components	33.0
3. Global Technology Integrator Limited	Architectural Services Department (ArchSD) Marine Department (MD)	HP Records Manager	36.3
4. Computer and Technologies Solutions Limited and Nexify Limited	Administration Wing (Admin Wing)	OpenText	5.5

The first 3 contracts cover one-time implementation costs and costs for maintenance and support services for a period of 10 years. The fourth contract covers one-time implementation costs whereas the costs for maintenance and support services are subject to the result of the respective procurement exercises. These systems adopt different kinds of hardware components commonly available in the commercial market. Implementations of ERKS have been completed in IPD and OGCIO before the end of 2016 while the ERKS for Admin Wing is being rolled out by phases from

December 2016 to March 2017. The ERKS for the remaining departments, namely ArchSD, CEDD and MD, are being implemented progressively from March 2017 to January 2020.

- (4) In 2016, OGCIO conducted a Request for Information exercise to explore using bespoke development approach to implement ERKS as an alternative to the package-cum-customisation approach. It was found that the estimated costs of using the 2 approaches are broadly comparable, but the bespoke approach will require a much longer implementation time than the package-cum-customisation approach.

- End -

CONTROLLING OFFICER'S REPLY

CSO030

(Question Serial No. 2502)

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (3) CSO - Administration Wing

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

1. Please set out the actual and estimated numbers of official hospitalities provided and to be provided by the Chief Secretary for Administration in the official residence in 2015, 2016 and 2017.
2. Please set out the actual and estimated numbers of official hospitalities provided and to be provided by the Financial Secretary in the official residence in 2015, 2016 and 2017.

Asked by: Hon WONG Pik-wan, Helena (Member Question No. 42)

Reply:

For operational needs, the Chief Secretary for Administration (CS) and the Financial Secretary (FS) have to maintain close liaison with members of the community, including Legislative Council Members, the media, district personalities, members of different sectors and overseas visitors, etc. CS and FS provide official entertainment in their official residences having regard to actual needs. We do not keep record on the number of such occasions. The expenses on official entertainment provided in the official residences are covered by the monthly non-accountable entertainment allowance for CS and FS.

- End -

CONTROLLING OFFICER'S REPLY**CSO031****(Question Serial No. 2811)**

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (3) CSO - Administration Wing

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

1. With regard to the work of the Central Policy Unit, would the Government inform this Committee of the actual, revised and estimated expenditure of the Central Policy Unit in the past 2 financial years and the coming year?
2. What are the amounts of the remunerations for its Head and full-time Members in 2017-18?
3. Please list out in detail the opinion polls and studies conducted in the past 3 years, the amount incurred and the organisations responsible for the studies.
4. What are the opinion polls and studies scheduled to be conducted from 2017-18 and the estimated expenditure on each of those opinion polls and studies?

Asked by: Hon WONG Pik-wan, Helena (Member Question No. 46)

Reply:

- (1) In 2015-16, the actual operational expenditure of the Central Policy Unit (CPU) was \$93.59 million. In 2016-17, its revised operational expenditure was \$102 million. In 2017-18, its estimated operational expenditure is \$119 million.
- (2) In 2017-18, the estimated provision for the full-year remuneration of its Head and each Full-time Member is as follows:

Post	Estimated Provision for Remuneration* in 2017-18 (\$)
Head	5,846,547
Member (1)	2,827,172
Member (2)	2,990,950
Member (3)	3,030,469

Note

* Remuneration includes mandatory provident fund contributions, allowances and gratuities.

- (3) A total of \$7.35 million, \$4.32 million and \$4.09 million were disbursed for 75 polls, 43 polls and 32 polls by CPU in 2014-15, 2015-16 and 2016-17 respectively. CPU, from time to time, commissions academic institutions and commercial research institutes to conduct polls on political, economic and social topics as well as matters of concern to the general public. Over the 3 years mentioned above, CPU commissioned 4 contractors each year to conduct the polls. Since the polls are for the Government's internal reference only, and to ensure that polls are conducted in an objective and scientific manner, details of the polls (including the contractors involved) are not disclosed to ensure the credibility of the findings.

From 2014-15 to 2016-17, CPU commissioned a total of 13 consultancy studies. Details are as follows:

Year of Commissioning the Study	Research Institution	Title of Consultancy Study	Contract Value (HK\$)
2014-15	CUHK	Study on Social Attitudes of the Youth Population in Hong Kong: A Follow-up Study	399,060
	One Country Two Systems Research Institute	Study on The Trend of Discussions on Social and Political Issues in the Mass Media (2014-15)	772,800
	Sun Yat-sen University	Study on The Impact of the Hong Kong-Zhuhai-Macao Bridge on Regional Economic Development	400,000
	CUHK	Study on Hong Kong Youth's Perceptions of the Mainland	659,493
	CUHK	Study on Civic Values and Engagement of "Post-90s" in Hong Kong	806,571
	PolyU	Study of Parenting Practices in Hong Kong	1,170,000 (funded by HAB)

Year of Commissioning the Study	Research Institution	Title of Consultancy Study	Contract Value (HK\$)
2015-16	CUHK	Study on Family Mediation Services in Hong Kong	827,945 (funded by HAB)
	China Institute of International Studies	Study on The Latest Development of the Five Central Asian Countries, Iran, Turkey, Afghanistan and Russia	300,000
	PolyU	Study on The Role and Functions of Hong Kong under the “One Belt, One Road” Strategy	65,000
	One Country Two Systems Research Institute	Study on Current Affairs and Topical Issues	811,440
2016-17	HKU	Study on Family Impact Assessment in Hong Kong: A Checklist Approach	1,360,000
	Hong Kong Productivity Council	Study on Emissions Trading in the Mainland: Options for Hong Kong	1,309,750
	One Country Two Systems Research Institute	Study on Current Affairs and Topical Issues (2016-17)	811,440

Remarks:

- CUHK - The Chinese University of Hong Kong
- PolyU - The Hong Kong Polytechnic University
- HKU - The University of Hong Kong
- HAB - Home Affairs Bureau

(4) In 2017-18, CPU has earmarked \$7 million for conducting polls and \$9.8 million for commissioning studies. CPU will continue to conduct studies on various topics, including priority policy issues highlighted in 2017 Policy Address, such as poverty alleviation, care for the elderly, ageing population, housing and land, youth development and environmental protection. Below are the consultancy studies that have commenced and will continue in 2017-18:

- Study on Family Impact Assessment in Hong Kong: A Checklist Approach
- Study on Emissions Trading in the Mainland: Options for Hong Kong
- Study on Current Affairs and Topical Issues (2016-17)
- Study on Family Research in Hong Kong: A Critical Review and Annotated Bibliography (Procurement procedures underway. It is expected to commence in April 2017.)

Information on provisions beyond 2017-18 and the focus of study is not yet available at this stage.

- End -

CONTROLLING OFFICER'S REPLY

CSO032

(Question Serial No. 2812)

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (3) CSO - Administration Wing

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

Bureaux may consult the Central Policy Unit (CPU) when preparing their lists of candidates for appointment, and the CPU's role is to give advice or recommendations on potential candidates. Please provide the number of candidates on whom CPU has given advice or recommendations in the past 4 years and a breakdown by year and by department of the number of candidates not recommended.

Asked by: Hon WONG Pik-wan, Helena (Member Question No. 47)

Reply:

Bureaux and departments are responsible for the appointment procedures for the advisory and statutory bodies (ASBs) under their purview and would draw up lists of candidates for consideration by the appointment authorities. Bureaux may consult the Central Policy Unit (CPU) when preparing their lists of candidates for appointment, and the CPU's role is limited to giving advice or recommendations on potential candidates. It is up to Bureaux and appointment authorities to decide on the final nomination list and appointment list. CPU does not have the authority to approve or veto appointments. Since Bureaux are responsible for the appointment procedures for the ASBs under their purview, including the maintenance of the record for the names and number of the appointed candidates, CPU does not have statistics mentioned in the question.

- End -

CONTROLLING OFFICER'S REPLY

CSO033

(Question Serial No. 1655)

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (1) Efficiency Unit

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

During 2017-18, the Efficiency Unit will work to develop partnerships, networks and other infrastructure to support public sector innovation and social innovation as part of the Government's wider innovation programme. What were the details and effectiveness of the work in the past year? What are the new plans for the coming year? What are the estimated manpower and financial resources involved?

Asked by: Hon WONG Ting-kwong (Member Question No. 43)

Reply:

Over the past year, the main work done by the Efficiency Unit (EU) to develop partnerships, networks and other infrastructure to support public sector innovation and social innovation included –

- (a) Expanding our knowledge management network. This is a network for sharing professional experience among those responsible for systematic creation, capture and reuse of knowledge to improve performance across large scale organisations. From this network, the EU can obtain insight into challenges being faced by public organisations and into ideas to help them address their needs. In 2016, 8 seminars/meetings were held with over 500 participants from bureaux/departments and other organisations. The membership of the community of practice on knowledge management increased by 35% over the previous year;
- (b) Following through on engagement with the business community to build understanding of the concept of 'Creating Shared Value' after the conference on this concept held in 2015. By the end of 2016, a number of companies had begun to develop shared value initiatives and a core group had been formed to work on establishing a Hong Kong shared value network;

- (c) Working with philanthropic foundations, non-governmental organisations (NGOs) and government departments to develop ‘collective impact’ teams to try out new methods to address social needs. In 2016, the first team, working in the field of early childhood education, had identified the first project it would support;
- (d) Building up the ecosystem of support for social entrepreneurs through the educational, mentoring and funding schemes run through the Social Innovation and Entrepreneurship Development Fund’s (SIE Fund) Intermediaries. Up to end February 2017, around 1 600 people were reached through the educational and mentoring programmes, generating around 350 ideas, of which 59 ventures were approved for funding, aiming to benefit around 30 000 persons in underprivileged groups;
- (e) Commissioning an intermediary to build an inclusive platform for the NGOs, businesses, charities and volunteers engaged in food support activities, with the aim of easing information flows and connections so as to help improve overall effectiveness in food support services. A contract was awarded in 2016 and the initial platform is nearing its soft launch;
- (f) Raising awareness of the technique of Social Labs as a tool to understand the needs and aspirations of particular communities and develop ideas as to how better services can be created by and with them. During the year, a seminar for Heads of Departments was held and outreaching to a number of government departments was undertaken to connect them with partners who could help them conduct such Labs. The first full scale Social Lab project in Hong Kong, held in collaboration with the Leisure and Cultural Services Department, was completed during the year;
- (g) Enhancing connection with young people through the Youth Portal (YP) project – which is itself a partnership between the EU and over 200 other organisations, including government departments, NGOs and content providers. Particular attention was given during the year to enhancing the GovJob content which aimed to help attract talented individuals to join the public service. YP’s Facebook organic reach increased from 490 000 in 2015 to 890 000 in 2016. The GovJob Facebook Page, which was created in end 2015, had an organic reach of 3.4 million in 2016. Views of YouTube videos – many of which were created by young people themselves – increased from 440 000 in 2015 to 639 000 in 2016;
- (h) Installing a new customer relationship management system for the EU to improve its tracking and use of contacts. By the end of February 2017, over 5 500 contacts had been brought into the system;
- (i) Creating a new shared service in the form of an application that any government department could easily configure and use for internal or external surveys and event organisation. Development was completed during the year and the tool had been made available to other government departments to try out; and
- (j) Engaging the newly formed Innovation and Technology Bureau to understand their strategic intentions, to share ideas on innovation for public services and identify possible areas of collaboration. This work is ongoing.

In the coming year, the EU's main focus will be to deepen partnership building that has already started, particularly around the use of Social Labs, 'Creating Shared Value' and establishing more collective impact partnerships. A new initiative we are starting is to encourage applied research that connects academic researchers with social entrepreneurs to build further understanding of social needs and of ways to address these through innovation in services and approach.

Within the EU's allocation under Head 142, there is no specific commitment of manpower or financial resources to partnership, networking and innovation infrastructure building. All members of the EU participate in these activities to greater or lesser degree during the course of their work. Social innovation initiatives are funded through the SIE Fund and we anticipate an expenditure of around \$20 million will be incurred during 2017-18 on initiatives that fall into the area of partnership, network and infrastructure building.

- End -

CONTROLLING OFFICER'S REPLY**CSO034****(Question Serial No. 1659)**

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (1) Efficiency Unit

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

In 2017-18, the Efficiency Unit will work with the Social Innovation and Entrepreneurship Development Fund Task Force to further develop programmes for capacity building in social entrepreneurship and implementation of innovative programmes. What were the details of the programmes implemented in the past year, the amounts of funding involved and the programme effectiveness? What are the programmes planned for the coming year?

Asked by: Hon WONG Ting-kwong (Member Question No. 44)

Reply:

Details of the programmes that the Social Innovation and Entrepreneurship Development Fund (SIE Fund) launched in 2016-17 and that will continue to operate in 2017-18 are set out below -

Programme	Progress in 2016-17 and plan in 2017-18
Capacity Building (CB) Programmes and Innovative Projects (IP) for the social innovation sector administered by Intermediaries (ongoing)	<p>4 Intermediaries have been engaged since 2015 to run the CB and IP programmes for up to 3 years. Except one whose contract was completed in 2016-17, 3 remaining Intermediaries will continue their programmes in 2017-18.</p> <ul style="list-style-type: none"> ▪ The expected outcome and impact of all Intermediaries over the three-year engagement period are: training and nurturing 2 700 or more potential social entrepreneurs; generating 700 or more ideas; and out of which funding 100 or more innovative projects. ▪ Up to end February 2017, around 1 600 have participated in the training and nurturing programmes, generating around 350 ideas, of which 59 ventures were approved for funding, aiming to benefit around 30 000 persons in underprivileged

	groups.
CB for the social innovation sector through Asian Venture Philanthropy Network (AVPN)	The SIE Fund sponsored the AVPN Annual Conference held in Hong Kong in May 2016 with over 600 participants from all over the world. Social Innovators in Hong Kong were given the chance to interact with peers in venture philanthropy and impact investing from across the region and discuss how to address social problems including poverty through social investing.
CB for students through the Social Entrepreneurship School Education (SENSE) Programme	In September 2015, a three-year SENSE Programme was commenced with a view to enriching the secondary school students' understanding on social entrepreneurship and social innovation as sustainable solutions to social problems. Up to end February 2017, around 5 000 students participated in a variety of talks, workshops and experiential learning activities of this programme. It aims to reach out to a total of 6 000 students by August 2018.
CB for students through Social Innovation CEO Competition	The Competition aims to encourage tertiary students to come up with innovative ideas on tackling issues related to poverty and social exclusion, and help build their capability in social entrepreneurship. The 17-month Competition period commenced in August 2016. We have received a total of 139 business plans from 26 tertiary institutions involving over 350 students. Competition result will be announced in April 2017, to be followed by idea implementation with the winning teams.
CB for the Food Support sector through flagship project	In 2016-17, a Food Support Flagship Project was commenced with an intermediary being engaged to develop an inclusive platform that helps improve the efficiency and effectiveness of the overall food support service in Hong Kong. The project will continue in 2017-18. The goal is to increase the number of hot and packaged meals prepared for the underprivileged by 50% to over 50 000 per day and number of people benefited by 30% to over 20 000 by the end of 2019.
CB for the business sector through Shared Value Initiative	The Shared Value Initiative was launched in 2015 with a Shared Value Forum to promote the concept and build awareness among business leaders in Hong Kong, followed by workshops to help businesses explore the concept further. In 2016-17, the SIE Fund continued to promote the Shared Value Initiative and the second Share Value Forum will be staged in 2017-18 to deepen the awareness and inspire actions in the business sector.
IP from Collective Impact (ongoing)	The Collective Impact model promotes cross-sector coalitions in working towards a common goal through a structured collaborative approach to address social issues. In 2016-17, the SIE Fund established a strategic partnership with the Collective Impact Hong Kong (CIHK), an entity

	formed in 2015-16 under the Collective Impact model to explore opportunity for new measures to support early childhood educare as a means of addressing inter-generational poverty. Research funded by CIHK was completed to map out the current programmes, identify service gaps and recommend improvement areas. On that basis, in 2016-17, the group reached out service providers to explore potential projects to fill the gaps. A project is now being processed for funding support.
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As at end February 2017, actual cumulative expenditure of around \$21 million and \$10 million have been incurred for CB and IP respectively. These actual expenditure, however, will not affect the Estimates as they do not come from the General Revenue Account but from the SIE Fund, a trust separately established for the purpose.

- End -

CONTROLLING OFFICER'S REPLY**CSO035****(Question Serial No. 1764)**

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (4) Protocol Division

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

Among Matters Requiring Special Attention in 2017-18 under Programme (4), it is mentioned that the Division will deliver visit programmes for national leaders and overseas senior officials. In this connection, will the Government inform this Committee of:

1. the respective number of national leaders and overseas senior officials who paid visits to the HKSAR in recent 3 years;
2. the number of Mainland or overseas senior officials who will pay visits to the HKSAR this year;
3. the total expenditure for the delivery of visit programmes (including events in relation to the celebration of the 20th Anniversary of the Establishment of the HKSAR) for national leaders and overseas senior officials this year.

Asked by: Hon YEUNG Alvin (Member Question No. 3)

Reply:

1. The number of visits paid by national leaders and overseas senior officials in the past 3 years are provided in the table below-

	2014-15 Number of visits	2015-16 Number of visits	2016-17 Number of visits (as at 28.2.2017)
National leaders	5	16	6
Overseas senior officials	152	164	163

2. In view of a series of celebratory events that will be organised in 2017 to mark the 20th Anniversary of the Establishment of the Hong Kong Special Administrative Region (HKSAR), the number of visits to Hong Kong by national leaders and overseas senior officials is estimated to be around 200 in 2017-18.

3. The estimated expenditure required in 2017-18 for providing hospitality to national leaders and overseas senior officials visiting Hong Kong, including those related to the 20th Anniversary of the Establishment of the HKSAR, is \$59.68 million. This is an estimated figure at the current stage only and the actual expenditure will depend on the number and details of the visits.

- End -

CONTROLLING OFFICER'S REPLY**CSO036****(Question Serial No. 1843)**

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (3) CSO - Administration Wing

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

Please inform this Committee of:

1. the annual operational expenditure of the Central Policy Unit (CPU) in each of the past 3 years;
2. the annual operational expenditure of the CPU this year;
3. the expenditure for the remuneration and allowances of the various posts of the CPU (Head and other Members of the CPU) in the past 3 years;
4. the expenditure for the remuneration and allowances of the various posts of the CPU (Head and other Members of the CPU) this year.

Asked by: Hon YEUNG Alvin (Member Question No. 11)

Reply:

- (1) The operational expenditure of the Central Policy Unit (CPU) in the past 3 years is as follows:

Financial Year	Total Operational Expenditure (\$ million)
2014-15	89.632
2015-16	93.586
2016-17 (Revised estimated expenditure)	102.181

- (2) For 2017-18, the estimated operational expenditure of the CPU is \$119,464,000.

(3) The expenditure for the full-year remuneration and allowances of the Head and Full-time Members of the CPU in the past 3 years are as follows:

Financial Year	Head	Member (1)	Member (2)	Member (3)
	Remuneration * (\$)			
2014-15	5,178,602	2,930,146	2,717,035	3,030,760
2015-16	3,770,480	2,234,825	2,360,266	2,718,995
2016-17 (Revised estimated expenditure)	3,852,156	2,928,509	3,117,495	3,505,653

Note

* Including mandatory provident fund contributions, allowances as well as contract gratuities / interim contract gratuities.

(4) The expenditure for the full-year remuneration and allowances of the Head and Full-time Members of the CPU for 2017-18 are as follows:

Post	Estimated Provision for Salaries in 2017-18 * (\$)
Head	5,846,547
Member (1)	2,827,172
Member (2)	2,990,950
Member (3)	3,030,469

Note

* Including mandatory provident fund contributions, allowances as well as contract gratuities.

- End -

CONTROLLING OFFICER'S REPLY**CSO037****(Question Serial No. 2619)**

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (3) CSO - Administration Wing

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

The expenditure for the Chief Executive-elect's Office falls into the expenses in 2016-17 and 2017-18 respectively. What are the breakdowns? If the Chief Executive-elect will only be selected after 26 March due to any issues on electoral procedures, will it have impact on the operational expenditure of the Chief Executive-elect's Office and how will the estimate be affected?

Asked by: Hon YIU Chung-yim (Member Question No. 22)

Reply:

Under Head 142, the breakdown of the respective estimated operational expenditure for the Chief Executive-elect's Office (CEEEO) in 2016-17 and 2017-18 is as follows:

	Estimated operational expenditure in 2016-17 (\$)	Estimated operational expenditure in 2017-18 (\$)
(A) Salaries	71,000	6,561,000
(B) Office rental	6,483,000	6,437,000
(C) Other general departmental expenses		
(1) Security		720,000
(2) Cleansing		140,000
(3) Duty visits, entertainment, etc.		150,000
(4) Procurement of furniture, computer facilities and office equipment	500,000	1,428,000
(5) Electricity charges, maintenance and others	40,000	481,000
Sub-total	540,000	2,919,000
Total(A) + (B) + (C)	7,094,000	15,917,000

The fifth-term Chief Executive (CE) will be elected on 26 March 2017, and will assume office on 1 July. To support the CE-elect in forming a governing team for the new term of Government, drawing up a policy plan for the new Government and making arrangements with the incumbent Government for a smooth transition, we need to timely set up the CEEO which will formally commence operation once the fifth-term CE is elected. We will flexibly deploy resources taking into account the operational needs.

- End -

CONTROLLING OFFICER'S REPLY**CSO038****(Question Serial No. 2620)**

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (4) Protocol Division

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

In the past 3 years, on planning and co-ordinating visits to Hong Kong by 4 categories of VIPs, namely (1) dignitaries from Mainland China; (2) dignitaries from countries or regions other than Mainland China; (3) international dignitaries related to international organisations; and (4) other international dignitaries not falling into the categories above, what were the respective number of visits, number of visitors and estimated expenditure involved? What is the estimated expenditure for 2017-18? What is the staff establishment involved in handling the related matters?

Asked by: Hon YIU Chung-yim (Member Question No. 23)

Reply:

The breakdown of visits in the past three years is provided below-

Year	Number of Visits (expenditure (\$ million))			
	National Leaders	Overseas Senior Officials	Dignitaries from International Organisations	Others
2014-15	5 (0.004)	149 (1.140)	3 (0.018)	0 (0)
2015-16	16 (0.006)	162 (0.824)	2 (0.016)	0 (0)
2016-17 (as at 28.2.2017)	6 (5.781)	162 (1.267)	1 (0.002)	0 (0)

The number of visits to Hong Kong by national leaders and overseas senior officials is estimated to be around 200 in 2017-18. The estimated expenditure required in 2017-18 for providing hospitality to national leaders and overseas senior officials visiting Hong Kong, including those related to the 20th Anniversary of the Establishment of the Hong Kong Special Administrative Region, is \$59.68 million. This is an estimated figure at the current stage only and the actual expenditure will depend on the number and details of the visits.

There are 3 officers in the Protocol Division who are responsible for handling the related matters, among other duties.

- End -

CONTROLLING OFFICER'S REPLY

CSO039

(Question Serial No. 2623)

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (4) Protocol Division

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

What are the respective manpower establishment and estimated expenditure for maintaining close liaison with the Office of the Commissioner of the Ministry of Foreign Affairs of the People's Republic of China in the HKSAR in respect of the day-to-day administration of the Consular Corps; and liaising with and providing host government services to the Consular Corps in the HKSAR?

Asked by: Hon YIU Chung-yim (Member Question No. 24)

Reply:

There are 3 officers in the Protocol Division whose duties include, but not limited to, the day-to-day administration of the Consular Corps and provision of host government services to the Consular Corps in the Hong Kong Special Administrative Region (HKSAR). Their work involves close liaison with the Office of the Commissioner of the Ministry of Foreign Affairs of the People's Republic of China in the HKSAR as well as the Consular Corps in the HKSAR. The estimated expenditure in 2017-18 for the day-to-day administration of the Consular Corps and provision of host government services to the Consular Corps is about \$0.45 million. The estimated expenditure is for organising events in honour of the Consular Corps and printing of the telephone directory of the Consular Corps.

- End -

CONTROLLING OFFICER'S REPLY

CSO040

(Question Serial No. 2625)

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (4) Protocol Division

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

Regarding assistance rendered to foreign representatives for external affairs stationed in Hong Kong from countries other than the Mainland China as well as the Commissioner of the Ministry of Foreign Affairs of the People's Republic of China in the Hong Kong Special Administrative Region for participation in public activities, what were the expenditure and the number of activities involved over the past 3 years? What is the estimated expenditure for 2017-18?

Asked by: Hon YIU Chung-yim (Member Question No. 25)

Reply:

In the past 3 years, the Protocol Division did not receive any request for assistance, nor offered any assistance which incurred expenditure to foreign representatives for external affairs stationed in the Hong Kong Special Administrative Region (HKSAR) or the Commissioner of the Ministry of Foreign Affairs of the People's Republic of China in the HKSAR for their participation in public activities. Hence, we have no estimated expenditure for the purpose in 2017-18.

- End -

CONTROLLING OFFICER'S REPLY

CSO041

(Question Serial No. 4130)

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (4) Protocol Division

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

Under this programme, the provision for 2017-18 is \$51.8 million (102.8%) higher than the revised estimate for 2016-17. This is mainly due to increased provision for providing hospitalities to dignitaries visiting Hong Kong for the 20th Anniversary of the Establishment of the Hong Kong Special Administrative Region (HKSAR), staff changes and salary increment for staff. Would the Government inform this Committee of the operational expenditure involved in providing hospitalities to dignitaries visiting Hong Kong for the 20th Anniversary of the Establishment of the HKSAR and the annual salary expenditure in 2017-18?

Asked by: Hon CHAN Chi-chuen (Member Question No. 64)

Reply:

The estimated expenditure required in 2017-18 for providing hospitality to dignitaries visiting Hong Kong for the 20th Anniversary of the Establishment of the Hong Kong Special Administrative Region is \$55.92 million. This is an estimated figure at the current stage only and the actual expenditure will depend on details of the visit. There are 3 officers in the Protocol Division who are responsible for handling visits, among other duties. The estimated expenditure for their salary and allowances in 2017-18 is about \$3.07 million

- End -

CONTROLLING OFFICER'S REPLY**CSO042****(Question Serial No. 4146)**

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (4) Protocol Division

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

It is stated in the Programme that the Protocol Division is responsible for planning and co-ordinating visits to the Hong Kong Special Administrative Region by national leaders and overseas senior officials. Would the Government inform this Committee of the number of visits to Hong Kong by national leaders and senior officials that were organised by the Protocol Division and the national VIPs involved in the past 3 years? What were the expenditure and manpower involved?

Asked by: Hon CHAN Chi-chuen (Member Question No. 101)

Reply:

In the past 3 years from 2014-15 to 2016-17, the Protocol Division received a total of 506 visits to Hong Kong by national leaders and overseas senior officials. National leaders include Chairman of the Standing Committee of the National People's Congress, Vice-Chairmen of the Standing Committee of the National People's Congress, Vice-Chairmen of the Chinese People's Political Consultative Conference National Committee and State Councillors. Overseas senior officials and international dignitaries include officials at the levels of Head/Deputy Head of State, Head/Deputy Head of Government, members of Royal Family and ministerial officials. The number of visits and expenditure incurred by the Protocol Division in the past 3 years are appended below:-

Year	Number of Visits	Expenditure (\$million)
2014-15	157	1.16
2015-16	180	0.85
2016-17 (as at 28.2.2017)	169	7.05

There are 3 officers in the Protocol Division who are responsible for handling these visits, among other duties.

- End -

CONTROLLING OFFICER'S REPLY**CSO043****(Question Serial No. 4147)**

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (3) CSO - Administration Wing

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

Would the Offices of the Chief Secretary for Administration and the Financial Secretary provide in the table below details of the duty visits made by the Chief Secretary for Administration in the past 3 years (2014-15 to 2016-17), including the date of visit, place of visit, size of entourage, purpose of visit, expenses on hotel accommodation, air tickets and meals and total expenditure for each visit? Please provide the amounts and the names of the sponsors of the sponsorships received (if any) of each visit.

Date of visit	Place of visit	Size of entourage	Purpose of visit	Hotel accommodation expenses	Air ticket expenses	Meal expenses	Total expenditure

Asked by: Hon CHAN Chi-chuen (Member Question No. 102)

Reply:

Relevant information on the duty visits of the Chief Secretary for Administration in the past 3 years (2014-15, 2015-16 and 2016-17) is as follows -

Date of visit (Number of visits)	Place of visit	Size of entourage	Purpose of visit	Hotel accommodation expenses	Air ticket expenses	Other expenses	Total expenditure#
2014-15 (9)	Austria (Vienna), Germany (Berlin, Frankfurt), Malaysia (Kuala Lumpur, Malacca, Penang), Beijing, Fujian, Guangzhou*, Shenzhen	1 - 2	To strengthen mutual relationships, attend meetings and events (e.g. Pan-Pearl River Delta Regional Co-operation and Development Forum and Trade Fair in Guangzhou)	About HK\$83,000	About HK\$354,000	About HK\$80,000	About HK\$517,000
2015-16 (10)	Australia* (Canberra, Melbourne, Sydney), Belgium (Brussels), Brunei*, Italy (Rome, Venice), Ireland (Dublin), Netherlands (Amsterdam), Singapore, Beijing*, Shenzhen	0 - 3	To strengthen mutual relationships, attend meetings and events (e.g. opening ceremony of the Hong Kong Pavilion at the Venice Biennale)	About HK\$130,000	About HK\$609,000	About HK\$127,000	About HK\$866,000
2016-17 (10)	Germany (Dusseldorf, Frankfurt), United Kingdom (London), United States (New York, San Francisco, Washington DC), Vietnam* (Hanoi, Ho Chi Minh City) Beijing, Guangzhou*, Shenzhen, Sichuan	0 - 2	To strengthen mutual relationships, attend meetings and events (e.g. "Think Asia, Think Hong Kong" Gala Dinner in Frankfurt)	About HK\$130,000	About HK\$456,000	About HK\$69,000	About HK\$655,000

Remarks:

- # Total expenditure includes charges for accommodation and passage, subsistence allowance for duty outside Hong Kong and sundry expenses (if applicable).
- * Sponsorships of hotel accommodation and/or in-town transportation were offered by the hosting governments. The actual value of sponsorship received is not available.

- End -

CONTROLLING OFFICER'S REPLY

CSO044

(Question Serial No. 4148)

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (4) Protocol Division

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

The Protocol Division received Mr Zhang Dejiang, Chairman of the Standing Committee of the National People's Congress (NPCSC) during his visit to Hong Kong from 17 to 19 May 2016. What were the manpower and items of expenditure involved?

Asked by: Hon CHAN Chi-chuen (Member Question No. 106)

Reply:

Three officers in Protocol Division were involved in the delivery of the visit programme for Mr Zhang Dejiang, Chairman of the Standing Committee of the National People's Congress during his visit to Hong Kong from 17 to 19 May 2016. The total expenditure involved was \$5.78 million, covering greeting and seeing-off ceremony, hotel accommodation and meals, transportation and other related expenses.

- End -

CONTROLLING OFFICER'S REPLY**CSO045****(Question Serial No. 4186)**

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (3) CSO - Administration Wing

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

It is stated under the programme that, in 2016-17, the revised estimates of honoraria for members of committees of the Offices of the Chief Secretary for Administration and the Financial Secretary is \$2.247 million. Please tabulate the respective post, annual salary, benefits and job nature of the committee members involved.

Asked by: Hon CHAN Chi-chuen (Member Question No. 155)

Reply:

Breakdown of major expenditure items under honoraria for members of committees and the provisions earmarked in 2016-17 revised estimate are as follows:

Name of committee/board/panel	Remuneration rate	2016-17 Revised estimate (\$ million)
Administrative Appeals Board	<u>Chairman</u> Annual retainer: \$123,120 Honorarium per full day sitting: \$6,330 Honorarium per written decision: \$12,630 <u>Deputy Chairman</u> Annual retainer: \$82,090 Honorarium per full day sitting: \$6,330 Honorarium per written decision: \$12,630	1.34

Name of committee/board/panel	Remuneration rate	2016-17 Revised estimate (\$ million)
Municipal Services Appeals Board	<u>Member</u> \$955 per attendance	0.07
Associate Members Scheme	<u>CPU Associate Member</u> \$2,000 per month	0.84
Public Policy Research Funding Scheme Assessment Panel	<u>Member</u> \$955 per attendance	

- End -

CONTROLLING OFFICER'S REPLY**CSO046****(Question Serial No. 4187)**

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (3) CSO - Administration Wing

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

As indicated under the Programme, the revised estimate for the hire of services and professional fees of the Offices of the Chief Secretary for Administration and the Financial Secretary (the Offices) is \$189.959 million for 2016-17. Please provide in table form the organisations, contract costs and job nature of the contracts concerned in respect of the hire of services and professional fees.

Asked by: Hon CHAN Chi-chuen (Member Question No. 156)

Reply:

Breakdown of major expenditure items under the hire of services and professional fees and their 2016-17 revised estimates are as follows:

	2016-17 Revised estimate (\$ million)
Consultants/Public Policy Research Fund	22.30
Building management related services	69.18
Other hired services and professional fees	98.48

- End -

CONTROLLING OFFICER'S REPLY

CSO047

(Question Serial No. 4188)

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (1) Efficiency Unit

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

As mentioned in the Programme, the Efficiency Unit has set up 1823 to provide 24-hour one-stop service for handling public enquiries on behalf of 22 departments and public complaints against the Government. What are the participating departments?

Would the Government inform this Committee of the staff establishment, salary expenditure and operating expenses of 1823?

What is the breakdown of handling non-telephone enquiries made through such means as electronic forms, emails, mobile applications, sending text SMS and mailing letters to Tsuen Wan PO Box for the enquiries and complaints received over the past 2 years? What were the manpower and expenditure involved?

Asked by: Hon CHAN Chi-chuen (Member Question No. 157)

Reply:

The 22 participating departments of 1823 are –

- Agriculture, Fisheries and Conservation Department
- Architectural Services Department
- Buildings Department
- Civil Engineering and Development Department
- Companies Registry
- Drainage Services Department
- Electrical and Mechanical Services Department
- Food and Environmental Hygiene Department
- Hong Kong Housing Authority & Housing Department
- Hongkong Post
- Highways Department
- Labour Department
- Lands Department
- The Land Registry
- Leisure and Cultural Services Department

- Marine Department
- Office of the Government Chief Information Officer
- Rating and Valuation Department
- Social Welfare Department
- Tobacco Control Office, Department of Health
- Transport Department
- Working Family and Student Financial Assistance Agency

As at 28 February 2017, 1823 had 465 full-time and 76 part-time staff. The operating expenditure in 2016-17 was \$136 million, of which about 87% was on salary payment.

1823 has provided email, fax and post channels since its inception. Over the years, it has launched new service channels, including web form, SMS and mobile application. A breakdown of the non-voice contacts from the public by various channels in 2015 and 2016 is provided below.

Year	Email	Mobile Apps	Web Form	SMS	Fax / Letter
2015	231 200	64 400	19 000	29 500	12 100
2016	232 700	96 400	25 200	24 500	11 900

All 1823 agents can handle both voice and non-voice contacts. The system automatically assigns voice and non-voice contacts to agents according to their availability and skill sets on different departments. In 2016, non-voice contacts from the public constituted around 10% of the total workload of 1823.

- End -

CONTROLLING OFFICER'S REPLY**CSO048****(Question Serial No. 4190)**

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: Not Specified

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

The estimated 531 non-directorate posts in the Offices of the Chief Secretary for Administration and the Financial Secretary as at 31 March 2017 will be reduced by 2 posts to 529 posts as at 31 March 2018. In addition, the estimated 34 directorate posts in the Offices as at 31 March 2017 will be reduced by 2 posts to 32 posts as at 31 March 2018. Could the Government advise this Committee of the categories, numbers, salaries, allowances and job nature of the 529 non-directorate permanent posts and the 2 deleted non-directorate permanent posts, as well as the categories, salaries, allowances and job nature of the 32 directorate posts and the 2 deleted directorate posts?

Asked by: Hon CHAN Chi-chuen (Member Question No. 159)

Reply:

(1) Under Head 142, the estimated number of directorate posts and non-directorate posts in the Offices of the Chief Secretary for Administration and the Financial Secretary is 32 and 529 respectively as at 31 March 2018. Details of these posts are as follows –

(a) Directorate posts

Grade	Number	Pay scale (note)
Administrative Officer	12	D2 to D6 (\$161,450 to \$245,850)
Head, Efficiency Unit	1	D4 (\$213,100 to \$226,100)
Deputy Head, Efficiency Unit	1	D3 (\$187,750 to \$204,950)
Economist	7	D2 to D5 (\$161,450 to \$233,000)
Town Planner	1	D2 (\$161,450 to \$176,550)

Grade	Number	Pay scale (note)
Management Services Officer	5	D1 to D2 (\$135,950 to \$176,550)
Executive Officer	4	D1 to D2 (\$135,950 to \$176,550)
Archivist	1	D1 (\$135,950 to \$148,750)
Total:	32	

(b) Non-directorate posts

Grade	Number	Pay scale (note)
Statistician	1	MPS45 to MPS49 (\$105,880 to \$121,985)
Treasury Accountant	1	MPS45 to MPS49 (\$105,880 to \$121,985)
Analyst/Programmer	10	MPS16 to MPS49 (\$29,455 to \$121,985)
Accounting Officer	1	MPS28 to MPS33 (\$51,780 to \$65,150)
Librarian	2	MPS28 to MPS33 (\$51,780 to \$65,150)
Administrative Officer	11	MPS27 to MPS49 (\$49,445 to \$121,985)
Economist	32	MPS27 to MPS49 (\$49,445 to \$121,985)
Computer Operator	2	MPS21 to MPS33 (\$37,570 to \$65,150)
Archivist	18	MPS16 to MPS49 (\$29,455 to \$121,985)
Executive Officer	70	MPS15 to MPS49 (\$28,040 to \$121,985)
Management Services Officer	58	MPS14 to MPS49 (\$26,700 to \$121,985)
Curator	4	MPS14 to MPS44 (\$26,700 to \$99,205)
Other Common and Departmental Grades (e.g. Clerical and Secretarial grades, Supplies Supervisors, and other supporting staff etc.)	319	MOD0 to MPS39 (\$12,115 to \$80,905)
Total:	529	

(2) Under Head 142, there will be an increase of 26 posts in 2017-18, including re-creation of 1 supernumerary Administrative Officer Staff Grade post under the Commission on Strategic Development, re-grading of the post of Director of Protocol to a Senior Principal Executive Officer post, and creation of new posts to meet the increased demand for economic analysis, information technology and other administrative support.

As 30 posts will be deleted due to the lapse of time-limited posts (including the Policy and Project Co-ordination Unit) and the transfer of portfolio (the Belt and Road Office), there will be a net decrease of 2 directorate posts and 2 non-directorate posts. Details are as follows:

(a) *Directorate posts*

Grade	Number		Pay scale (note)
	Creation	Deletion	
Administrative Officer (supernumerary post)	+1	-3	D2 to D3 (\$161,450 to \$204,950)
Director of Protocol		-1	D2 (\$161,450 to \$176,550)
Senior Principal Executive Officer	+1		D2 (\$161,450 to \$176,550)
Total:	+2	-4	
Net deletion:		-2	

(b) *Non-directorate posts*

Grade	Number		Pay scale (note)
	Creation	Deletion	
Town Planner		-1	MPS45 to MPS49 (\$105,880 to \$121,985)
Trade Officer		-2	MPS34 to MPS44 (\$65,740 to \$99,205)
Administrative Officer		-4	MPS27 to MPS49 (\$49,445 to \$121,985)
Economist	+3	-4	MPS27 to MPS49 (\$49,445 to \$121,985)
Executive Officer	+4	-4	MPS15 to MPS44 (\$28,040 to \$99,205)
Analyst/Programmer	+6		MPS16 to MPS44 (\$29,455 to \$99,205)
Other Common and Departmental Grades (e.g. Clerical and Secretarial grades, and other supporting staff etc.)	+11	-11	MPS1 to MPS33 (\$12,120 to \$65,150)
Total:	+24	-26	
Net deletion:		-2	

Note: D stands for Directorate Pay Scale, MPS for Master Pay Scale and MOD for Model Scale 1 Pay Scale.

- End -

CONTROLLING OFFICER'S REPLY

CSO049

(Question Serial No. 4191)

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (1) Efficiency Unit

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

It is stated under the Programme that the Efficiency Unit (EU) works on Government's business process re-engineering to achieve overall improvements in public sector productivity and service quality, and to support bureaux and departments in reviewing organisational structures and implementing changes to improve the performance of the organisations. In this connection, would the Government please inform this Committee of the number of departments to which the EU made recommendations on business process re-engineering, organisational restructuring, application of technology, performance measurement, social innovation and public private partnerships in the past 3 years? Of these recommendations, how many were accepted by the departments? What were the departments involved and the details of the recommendations? Were the recommendations effective? What were the expenditure and manpower involved in EU's work with regard to the proposals and recommendations?

Asked by: Hon CHAN Chi-chuen (Member Question No. 160)

Reply:

The attached table lists projects conducted by or involving inputs of the Efficiency Unit (EU) for bureaux and departments on the 6 key work areas concerned during the past 3 years (i.e. 2014 to 2016) by different areas of work.

Public satisfaction with the quality and efficiency of public services is a useful proxy measure for the overall effectiveness of measures being taken by departments to improve services, whether or not based on recommendations arising from EU studies. Since 2009, the EU has commissioned a survey on the Service Excellence Index for government services. The survey collects and assesses citizens' views on their experience with public service delivery to gauge their satisfaction level towards public service performance. The index provides a benchmark in 2009 and a trend indicator since then. In the 7 years over which the survey has been conducted, the index has remained steady ranging from 63.2 to

64.9 (on a scale of 0 to 100). This is in line with the overall index for private sector services, compiled on a similar basis. However, this index does not allow measurement of the effect of particular improvements.

The manpower and expenditure incurred by EU in the past 3 years for its operation including, among others, the tasks listed in the question are shown in the table below –

	Establishment* (as at 1 April)	Expenditure* (\$million)
2014-15	75 + 7(T)	90.2 (Actual)
2015-16	75 + 7 (T)	91.6 (Actual)
2016-17	75 + 7 (T)	92.9 (Revised Estimates)

T = Time-limited posts

* 1823 is not included

- End -

**Projects under the 6 key areas of work conducted by or involving inputs of the Efficiency Unit
for bureaux and departments in the past 3 years from 2014 to 2016**

	B/D¹	Projects	BPR²	Outsourcing & PPP³	Organisational Restructuring⁴	Application of Technology⁵	Performance Measurement⁶	Social Innovation⁷	Recommendations accepted by B/Ds (Y = Yes / N = No / N.A. = Not applicable / Under consideration / Project on-going)	Remarks (new technology used or recommended)
1.	AFCD	Business Process Reengineering (BPR) Study on Enhancement of E-option for Licence Application and Booking Services for AFCD	Y						Y	
2.	AFCD	BPR Study on Enhancement of the Animal Licensing and Enforcement System for AFCD	Y						Y	
3.	ArchSD	Enterprise Information Management (EIM) Strategy Study for ArchSD				Y			Y	Electronic information management technology
4.	BD	EIM Strategy Study for BD				Y			Y	Electronic information management technology

	B/D¹	Projects	BPR²	Outsourcing & PPP³	Organisational Restructuring⁴	Application of Technology⁵	Performance Measurement⁶	Social Innovation⁷	Recommendations accepted by B/Ds (Y = Yes / N = No / N.A. = Not applicable / Under consideration / Project on-going)	Remarks (new technology used or recommended)
5.	CE's Office	International Ranking Reports (Joint assessment with Economic Analysis and Business Facilitation Unit)					Y		N.A.	
6.	CEDB	Organisation Review on Create Hong Kong			Y				Y	
7.	CEDB	Benchmarking Study for Review on Hong Kong Design Centre							Project on-going	Benchmarking study
8.	CEDB	BPR Study on Development of Trade Single Window in Hong Kong	Y						Project on-going	
9.	CEDD	BPR Study on Explosives Licensing and Management for CEDD	Y						Under consideration	
10.	C&SD	EIM Strategy Study for C&SD				Y			Under consideration	Electronic information management technology

	B/D¹	Projects	BPR²	Outsourcing & PPP³	Organisational Restructuring⁴	Application of Technology⁵	Performance Measurement⁶	Social Innovation⁷	Recommendations accepted by B/Ds (Y = Yes / N = No / N.A. = Not applicable / Under consideration / Project on-going)	Remarks (new technology used or recommended)
11.	DEVB	Implementation of the Tree Management Information System (TMIS)				Y			Y	Business process management and business intelligence and analytic tools, Geographic Information System
12.	DEVB	BPR Study on TMIS Enhancement	Y						Y	
13.	DEVB	Consultancy Study on Development Strategy of a Common Spatial Data Infrastructure	Y						On-going	
14.	DH	Pilot project on Automation of Health Screening Measures at Boundary Control Points	Y			Y			Y	Facial recognition cum body temperature measurement

	B/D¹	Projects	BPR²	Outsourcing & PPP³	Organisational Restructuring⁴	Application of Technology⁵	Performance Measurement⁶	Social Innovation⁷	Recommendations accepted by B/Ds (Y = Yes / N = No / N.A. = Not applicable / Under consideration / Project on-going)	Remarks (new technology used or recommended)
15.	EU	Development of General Office and Registry Information Automation System				Y			Y	Electronic document management
16.	EU	Survey on Public Attitudes to Public Service Delivery					Y		Project on-going	
17.	EU	EIM Strategy				Y			Project on-going	Electronic information management technology
18.	EU	Update on Guide to Corporate Governance for Subvented Organisations					Y		N.A.	
19.	EU	Focus Groups on Government Procurement	Y						Y	
20.	EU	Review of Pilot Programme for Next Stage Development of Electronic Recordkeeping System (ERKS) Implementation (including the development of the Best Practice for ERKS)				Y			Project on-going	Electronic information management technology

	B/D¹	Projects	BPR²	Outsourcing & PPP³	Organisational Restructuring⁴	Application of Technology⁵	Performance Measurement⁶	Social Innovation⁷	Recommendations accepted by B/Ds (Y = Yes / N = No / N.A. = Not applicable / Under consideration / Project on-going)	Remarks (new technology used or recommended)
21.	EU	Business Study on Central Benefits Service	Y						Project on-going	
22.	EU	Consultancy Study on Research on Public Procurement		Y					Project on-going	
23.	EU	Social Innovation and Entrepreneurship Development Fund						Y	Project on-going	
24.	FSD	Management Study on Administration of Regulatory Control over Ventilating Systems by Ventilation Division of FSD	Y						Y	
25.	FSD	Review on Ambulance Officers for FSD			Y				Under consideration	
26.	GFS	Management Study on GFS	Y						Under consideration	
27.	GRS	Review on the Organisation and Staffing Structure of the GRS			Y				Y	

	B/D¹	Projects	BPR²	Outsourcing & PPP³	Organisational Restructuring⁴	Application of Technology⁵	Performance Measurement⁶	Social Innovation⁷	Recommendations accepted by B/Ds (Y = Yes / N = No / N.A. = Not applicable / Under consideration / Project on-going)	Remarks (new technology used or recommended)
28.	HAD	BPR Study for the Implementation of Enforcement Management Information System	Y						Y	
29.	HD	Consultancy Study on Manpower Review for Development and Construction Division of Housing Department	Y		Y				Y	
30.	HKO	EIM Strategy Study for HKO				Y			Under consideration	Electronic information management technology
31.	HKO	BPR Study on Dial-a-Weather Service for HKO	Y						Y	
32.	HyD	EIM Strategy Study for Highways Department				Y			Under consideration	Electronic information management technology

	B/D¹	Projects	BPR²	Outsourcing & PPP³	Organisational Restructuring⁴	Application of Technology⁵	Performance Measurement⁶	Social Innovation⁷	Recommendations accepted by B/Ds (Y = Yes / N = No / N.A. = Not applicable / Under consideration / Project on-going)	Remarks (new technology used or recommended)
33.	Invest HK	EIM Strategy Study for Invest HK				Y			Y	Electronic information management technology
34.	MD	EIM Strategy Study for Marine Department				Y			Y	Electronic information management technology
35.	OGCIO	Government Human Resources Management Services Programme	Y			Y			Y	Cloud-based shared services
36.	OGCIO	Enhancement of Government Human Resources Management Services	Y			Y			Project on-going	Cloud-based shared services
37.	OGCIO	BPR Study on Software Upgrade and Enhancement of GovHK Online Form System	Y						Y	
38.	RVD	BPR Study on Field Inspection System	Y						Y	

	B/D¹	Projects	BPR²	Outsourcing & PPP³	Organisational Restructuring⁴	Application of Technology⁵	Performance Measurement⁶	Social Innovation⁷	Recommendations accepted by B/Ds (Y = Yes / N = No / N.A. = Not applicable / Under consideration / Project on-going)	Remarks (new technology used or recommended)
39.	SWD	BPR Study on Upgrade of Database Software and Interface Enhancements for Client Information System of SWD	Y						Y	
40.	UGC Secretariat	EIM Strategy Study for UGC Secretariat				Y			Y	Electronic information management technology

Note:

1. Abbreviations of bureaux/departments (B/Ds)

AFCD Agriculture, Fisheries and Conservation Department
ArchSD Architectural Services Department
BD Buildings Department
CE's Office Chief Executive's Office
CEDB Commerce and Economic Development Bureau
CEDD Civil Engineering and Development Department
C&SD Census and Statistics Department
DEVB Development Bureau
DH Department of Health
EU Efficiency Unit
FSD Fire Services Department
GFS Government Flying Service
GRS Government Records Service
HAD Home Affairs Department

HD Housing Department
HKO Hong Kong Observatory
HyD Highways Department
Invest HK Invest Hong Kong
MD Marine Department
OGCIO Office of the Government Chief Information Officer
RVD Rating and Valuation Department
SWD Social Welfare Department
UGC Secretariat University Grants Committee Secretariat

2. Business process re-engineering—to achieve overall improvements in public sector productivity and service quality
3. Outsourcing and public private partnerships—to advise on the way that the flexibility, innovation and resources of the private sector may be used to enhance quality of public services and achieve greater value for money
4. Organisational restructuring—to support bureaux and departments in reviewing organisational structures and implementing changes to improve the performance of the organisations, or create shared services that assist several organisations achieve objectives more effectively and more conveniently for the public
5. Application of technology—to identify business applications for new technology to achieve productivity and service improvements
6. Performance measurement—to support bureaux and departments to develop clear objectives and targets, reflecting public benefits rather than internal processes, and to measure performance
7. Social innovation – to support the Commission on Poverty’s Social Innovation and Entrepreneurship Development Fund Task Force to promote social innovation in the community and in the public sector to help address social needs

CONTROLLING OFFICER'S REPLY**CSO050****(Question Serial No. 4199)**

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (3) CSO - Administration Wing

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

Would the Government inform this Committee, in the form of a table, of the monthly electricity consumption and charges of the official residence of the Chief Secretary for Administration in the past 3 years?

Would the Government inform this Committee, in the form of a table, of the monthly water consumption and charges of the official residence of the Chief Secretary for Administration in the past 3 years?

Asked by: Hon CHAN Chi-chuen (Member Question No. 168)

Reply:

The electricity consumption and charges of the official residence of the Chief Secretary for Administration in the past 3 years are as follows –

	Consumption (kilowatt hour)	Charges (\$ million)
1 April 2014–31 March 2015	483 865	0.886
1 April 2015–31 March 2016	498 951	0.913
1 April 2016–13 February 2017	415 706	0.821

The water consumption and charges of the official residence of the Chief Secretary for Administration in the past 3 years are as follows –

	Consumption (m ³)	Charges (\$)
1 April 2014–31 March 2015	2 897	32,000
1 April 2015–31 March 2016	4 076	46,000
1 April 2016–27 January 2017	3 813	44,000

- End -

CONTROLLING OFFICER'S REPLY

CSO051

(Question Serial No. 3537)

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (2) Government Records Service

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

Will the Government allocate resources in 2017-18 to conduct studies or consultations on the enactment of the archives law? If yes, what are the relevant work plan, timetable and estimated expenditure? If no, what are the reasons?

Asked by: Hon CHAN Tanya (Member Question No. 312)

Reply:

The Government fully recognises the importance of records management and is committed to identifying and preserving government records having archival value. The Government has put in place comprehensive administrative arrangements to regulate the management of government records. The Government Records Service (GRS) is tasked to oversee the overall management of government records and ensure that government records are properly managed and those with archival value are preserved for public access. While Hong Kong has not implemented an archives law at present, the essential principles of records management adopted internationally have been implemented in Hong Kong through administrative arrangements. These principles include promulgation of recordkeeping standards; designation of obligations and responsibilities of government agencies relating to creating, keeping, maintaining and protecting government records; destruction of records to be subject to prior authorisation of archival authority; setting out responsibility for safe custody and conservation of archival materials; and provision for public access to public records.

The Law Reform Commission (LRC) set up a Sub-Committee in 2013 to study the subject of archives law. The Sub-Committee has been conducting monthly meetings to study the existing system and the laws of other jurisdictions, and will conduct public consultation at a later stage, with a view to making appropriate recommendations on possible options for reform if need be. Given the complexity of the issues involved, as well as the local and comparative research and analysis required, the Sub-committee has not yet set a timetable for completion of the study. As part of their ongoing work, GRS staff have been actively

participating in the LRC study, especially on the comparative analysis of relevant overseas legislation, hence, no separate provision has been made for such work in 2017-18. The Government will examine carefully the recommendations to be made by LRC, before mapping out the way forward.

- End -

CONTROLLING OFFICER'S REPLY

(Question Serial No. 3538)

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (2) Government Records Service

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

Regarding the records management work of policy bureaux and departments, will the Government inform this Committee of the following:

- a) Over the past 3 years, what are the respective quantities of documents transferred to the Government Records Service (GRS) for handling by policy bureaux and departments? Please provide a breakdown of the quantities of documents transferred for handling by policy bureaux and departments in each year.
- b) Over the past 3 years, what are the respective quantities of records approved for destruction after being transferred to GRS for appraisal by policy bureaux and departments? Please provide a breakdown of such quantities of records by policy bureaux and departments in each year.
- c) Over the past 3 years, what are the respective quantities of records destroyed by policy bureaux and departments without being transferred to GRS for appraisal? Please provide a breakdown of such quantities of records by policy bureaux and departments in each year.
- d) As at the end of February 2017, how many records are the backlog in 2015-16 or earlier not yet cleared by GRS? When will the Government expect to clear all such backlog? Will the Government further increase the manpower of GRS to clear the backlog? If yes, what are the relevant details? If no, what are the reasons?

Asked by: Hon CHAN Tanya (Member Question No. 313)

Reply:

a) & b)

The breakdown by policy bureaux and departments (B/Ds) on the number of government records handled, preserved and approved for destruction by the Government Records Service (GRS) in the past 3 years are set out in the tables below-

2014

B/Ds	Number of records		
	Appraised	Transferred to GRS for permanent preservation	Approved for destruction#
Agriculture, Fisheries and Conservation Department	103	75	4 340
Architectural Services Department	2 128	8 213	9 879
Audit Commission	1 225	342	883
Auxiliary Medical Service	21	21	1 280
Buildings Department	4	0	779 897
Census and Statistics Department	0	0	5 545 074
Central Policy Unit	35	34	251
Chief Executive's Office	390	83	532
Chief Secretary for Administration's Office	48	24	16 525
Civil Aid Service	0	0	5
Civil Aviation Department	94	20	74
Civil Engineering and Development Department	15 508	234	18 243

B/Ds	Number of records		
	Appraised	Transferred to GRS for permanent preservation	Approved for destruction#
Civil Service Bureau	548	350	70 773
Commerce and Economic Development Bureau	2 841	2 080	2 566
Companies Registry	0	25	5 420 473
Constitutional and Mainland Affairs Bureau	64	61	2 133
Correctional Services Department	519	2	51 325
Customs and Excise Department	186	59	2 640 727
Department of Health	881	8	1 529 282
Department of Justice	26 555	0	56 006
Development Bureau	77	12	863
Drainage Services Department	916	19	9 323
Education Bureau	3 283	69	70 079
Electrical and Mechanical Services Department	404	0	255 469
Environment Bureau / Environmental Protection Department	0	0	16 764
Financial Secretary's Office	81	23	194
Financial Services and the Treasury Bureau	4 180	738	4 419

B/Ds	Number of records		
	Appraised	Transferred to GRS for permanent preservation	Approved for destruction#
Fire Services Department	3 599	0	77 747
Food and Environmental Hygiene Department	16 395	669	237 300
Food and Health Bureau	8	0	898
Government Flying Service	0	0	354
Government Laboratory	0	0	20 233
Government Logistics Department	2 168	0	40 809
Government Property Agency	46	10	172
Highways Department	11 556	9	53 417
Home Affairs Bureau	357	29	1 827
Home Affairs Department	11 948	296	22 082
Hong Kong Monetary Authority	89	89	0
Hong Kong Observatory	2	1	1
Hong Kong Police Force	22 079	1 347	1 399 253
Hongkong Post	31	350	1 613
Immigration Department	474 715	25	39 189 873
Independent Commission Against Corruption	613	52	561

B/Ds	Number of records		
	Appraised	Transferred to GRS for permanent preservation	Approved for destruction#
Information Services Department	2 211	2 309	750
Inland Revenue Department	317 005	8	24 370 906
Intellectual Property Department	7 039	0	11 418
Invest Hong Kong	744	16	728
Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service	44	40	4
Judiciary	23	19 960	11 166
Labour and Welfare Bureau	511	8	503
Labour Department	658	205	880 559
Land Registry	998	0	1 420
Lands Department	1 807	2	489 004
Legal Aid Department	106 023	0	136 265
Leisure and Cultural Services Department	1 974	52	334 662
Marine Department	519	52	2 143 624
Office of the Communications Authority	66	1 652	2 947
Official Receiver's Office	5 666	0	11 950
Planning Department	1 000	302	12 201

B/Ds	Number of records		
	Appraised	Transferred to GRS for permanent preservation	Approved for destruction#
Public Service Commission	28	2	586
Radio Television Hong Kong	0	526	752
Rating and Valuation Department	34	1	21 849
Registration and Electoral Office	510	0	323 621
Security Bureau	251	1	23 580
Social Welfare Department	8 067	4 416	421 592
Student Financial Assistance Agency	226	1	368 375
Trade and Industry Department	449	26	4 051 765
Transport and Housing Bureau (Housing) / Housing Department	45 307	730	383 222
Transport and Housing Bureau (Transport Branch)	204	1	636
Transport Department	70	3	630 047
Treasury	381	33	2 976
Water Supplies Department	56	0	6 823
Total	1 105 568	45 715	92 197 450

2015

B/Ds	Number of records		
	Appraised	Transferred to GRS for permanent preservation	Approved for destruction#
Agriculture, Fisheries and Conservation Department	1 321	394	29 378
Architectural Services Department	2	0	10 421
Audit Commission	808	376	459
Auxiliary Medical Service	0	0	42
Buildings Department	0	0	31 412
Census and Statistics Department	961	294	5 616 968
Central Policy Unit	16	2	14
Chief Executive's Office	26	67	255
Chief Secretary for Administration's Office	631	252	4 821
Civil Aid Service	8	1	7
Civil Aviation Department	0	0	69
Civil Engineering and Development Department	4 672	415	12 874
Civil Service Bureau	1 662	81	121 724
Commerce and Economic Development Bureau	4 352	1 789	29 757
Companies Registry	0	0	6 726 250

B/Ds	Number of records		
	Appraised	Transferred to GRS for permanent preservation	Approved for destruction#
Constitutional and Mainland Affairs Bureau	2	0	41
Correctional Services Department	179	52	56 727
Customs and Excise Department	268	99	537 642
Department of Health	488	104	2 275 589
Department of Justice	246	81	6 389
Development Bureau	63	39	256
Drainage Services Department	3 676	389	6 319
Education Bureau	6 087	1 798	93 851
Electrical and Mechanical Services Department	239	12	61 984
Environment Bureau / Environmental Protection Department	97	15	4 025 999
Financial Services and the Treasury Bureau	3 724	1 025	6 249
Fire Services Department	1 031	95	2 212 713
Food and Environmental Hygiene Department	2 951	177	648 338
Food and Health Bureau	520	54	858
Government Flying Service	12	1	510

B/Ds	Number of records		
	Appraised	Transferred to GRS for permanent preservation	Approved for destruction#
Government Logistics Department	91	8	5 216
Government Property Agency	20	19	1
Highways Department	3 185	807	52 281
Home Affairs Bureau	4 300	604	151 256
Home Affairs Department	8 015	944	45 768
Hong Kong Monetary Authority	0	0	3
Hong Kong Observatory	20	19	1
Hong Kong Police Force	63 697	7 383	1 206 215
Hongkong Post	832	217	59 581
Immigration Department	1 046	284	34 090 744
Independent Commission Against Corruption	0	0	5 031
Information Services Department	438	368	9 091
Inland Revenue Department	0	0	35 733 290
Innovation and Technology Bureau (established in November 2015)	0	0	135
Intellectual Property Department	0	0	82 932
Invest Hong Kong	0	0	614

B/Ds	Number of records		
	Appraised	Transferred to GRS for permanent preservation	Approved for destruction#
Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service	304	125	445
Judiciary	237	50	293
Labour and Welfare Bureau	396	175	985
Labour Department	1 334	275	704 444
Land Registry	2 219	327	2 341
Lands Department	11 458	85	11 915
Legal Aid Department	24	7	33 142
Leisure and Cultural Services Department	8 088	4 276	252 630
Marine Department	150	22	2 329 362
Office of the Communications Authority	225	21	32 939
Official Receiver's Office	42	0	5 591
Planning Department	1 175	851	7 997
Public Service Commission	0	0	205
Radio Television Hong Kong	1 599	860	1 212
Rating and Valuation Department	492	207	51 865
Registration and Electoral Office	34	34	177 290

B/Ds	Number of records		
	Appraised	Transferred to GRS for permanent preservation	Approved for destruction#
Secretariat, Commissioner on Interception of Communications and Surveillance	0	0	4
Security Bureau	1 494	511	2 794
Social Welfare Department	1 282	834	270 283
Trade and Industry Department	1 528	342	5 317 275
Transport and Housing Bureau (Housing) / Housing Department	6 669	509	161 356
Transport and Housing Bureau (Transport Branch)	70	0	131
Transport Department	579	169	396 288
Treasury	3 884	572	30 352
University Grants Committee Secretariat	14	11	108
Water Supplies Department	14	0	4 494
Working Family and Student Financial Assistance Agency (established in March 2015)	14	0	1 139 904
Total	159 011	28 528	104 895 720

2016

B/Ds	Number of records		
	Appraised	Transferred to GRS for permanent preservation	Approved for destruction#
Agriculture, Fisheries and Conservation Department	31	10	60 274
Architectural Services Department	203	5 303	4 813
Audit Commission	0	0	2 374
Auxiliary Medical Service	2	0	633
Buildings Department	137	0	131 484
Census and Statistics Department	0	0	5 314 747
Central Policy Unit	26	26	2 204
Chief Executive's Office	20 449	11	20 717
Chief Secretary for Administration's Office	183	34	2 813
Civil Aid Service	0	0	251
Civil Aviation Department	32	5	61 619
Civil Engineering and Development Department	38	0	10 805
Civil Service Bureau	72	62	41 731
Commerce and Economic Development Bureau	7	0	1 570
Companies Registry	4	4	1 900 697

B/Ds	Number of records		
	Appraised	Transferred to GRS for permanent preservation	Approved for destruction#
Constitutional and Mainland Affairs Bureau	0	0	112
Correctional Services Department	74	5	92 033
Customs and Excise Department	2 222	2 211	4 518 502
Department of Health	1 422	1 099	4 220 142
Department of Justice	2 329	0	4 590
Development Bureau	4	3	4 668
Drainage Services Department	891	0	14 979
Education Bureau	666	42	64 979
Electrical and Mechanical Services Department	429	74	257 768
Environment Bureau / Environmental Protection Department	240	18	20 723
Financial Secretary's Office	64	16	48
Financial Services and the Treasury Bureau	1 796	1 302	1 926
Fire Services Department	126	14	555 275
Food and Environmental Hygiene Department	102	18	886 621
Food and Health Bureau	47	5	432

B/Ds	Number of records		
	Appraised	Transferred to GRS for permanent preservation	Approved for destruction#
Government Flying Service	301	95	392
Government Laboratory	0	0	19 799
Government Logistics Department	8	1	3 319
Government Property Agency	0	0	268
Highways Department	621	0	60 779
Home Affairs Bureau	284	185	77 067
Home Affairs Department	2 314	228	32 937
Hong Kong Monetary Authority	2	2	35
Hong Kong Observatory	13	0	90
Hong Kong Police Force	7 575	29	1 289 471
Hongkong Post	60	3	111 473
Immigration Department	158 306	39	42 768 156
Independent Commission Against Corruption	41	4	4 819
Information Services Department	41	16	1 039
Inland Revenue Department	110	21	25 944 335
Innovation and Technology Bureau	209	160	9 230

B/Ds	Number of records		
	Appraised	Transferred to GRS for permanent preservation	Approved for destruction#
Intellectual Property Department	2	2	7 112
Invest Hong Kong	273	43	289
Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service	0	0	168
Judiciary	410	30 143	9 792
Labour and Welfare Bureau	0	0	93
Labour Department	957	46	877 707
Land Registry	82	0	925 373
Lands Department	4	0	7 057
Legal Aid Department	162	4	30 139
Leisure and Cultural Services Department	3 032	92	1 066 199
Marine Department	296	843	8 349
Office of the Communications Authority	584	6	5 664
Official Receiver's Office	12 335	0	12 473
Planning Department	18	0	15 227
Public Service Commission	39	1	732
Radio Television Hong Kong	0	0	115

B/Ds	Number of records		
	Appraised	Transferred to GRS for permanent preservation	Approved for destruction#
Rating and Valuation Department	5 476	0	73 753
Registration and Electoral Office	1 018	8	983 855
Secretariat, Commissioner on Interception of Communications and Surveillance	0	0	7
Security Bureau	87	9	731
Social Welfare Department	997	2 628	369 311
Trade and Industry Department	0	0	5 201 315
Transport and Housing Bureau (Housing) / Housing Department	6 440	44	182 342
Transport and Housing Bureau (Transport Branch)	0	0	69
Transport Department	393	121	4 027 359
Treasury	0	0	45 557
University Grants Committee Secretariat	14	11	26
Water Supplies Department	510	256	7 221
Working Family and Student Financial Assistance Agency	30	16	403 427
Total	234 640	45 318	102 784 201

Disposal of government records is made by bureaux/departments (B/Ds) having regard to the administrative, operational, fiscal and legal requirements and archival values of the records. All requests for destruction of records are processed in accordance with the requirements set out in the corresponding records retention and disposal schedules approved by GRS. The decision as to whether records were of no archival value or having potential archival value had been made a few years back when the relevant disposal schedules were drawn up. For time-expired records having no archival value, the GRS Director's agreement would be required prior to their physical destruction. Time-expired records having archival value would be identified and transferred to GRS for permanent retention, and only those confirmed to be of no archival value would be agreed by the GRS Director for destruction.

c) In the past 3 years, GRS received 8 reports of unauthorised destruction of government records from B/Ds. The respective number of records destroyed is tabulated below –

Year	B/D	No. of reports	No. of records involved
2014	Fire Services Department	2	355
	Water Supplies Department	1	340
2015	Hong Kong Observatory	1	988
2016	Education Bureau	1	2
	Fire Services Department	1	17
	Highways Department	1	105
	Hong Kong Police Force	1	1 245

d) GRS had cleared the backlog for records appraisal in 2015 as planned. GRS constantly received disposal requests from B/Ds and we need to appraise the records concerned to determine whether they possess archival value for permanent retention. The time required for the appraisal work will vary for each disposal request depending on the amount of time-expired records transferred from B/Ds for appraisal concurrently and that of the nature and number of records which are of the same series and/or related to each other. In 2016, GRS appraised 107 186 records (excluding cases with large quantities of records). As at end of February 2017, the number of records pending appraisal was 23 000.

We keep the work relating to appraisal of records under constant review. In 2017-18, GRS will continue with its ongoing efforts in appraising the records by deploying the existing resources.

- End -

CONTROLLING OFFICER'S REPLY

CSO053

(Question Serial No. 3539)

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (2) Government Records Service

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

Regarding the implementation of the records management guidelines by policy bureaux and departments, can the Government inform this Committee of:

- a) the number, nature and follow-up actions of cases involving government bureaux and departments which failed to comply with the Government's records management guidelines in 2016-17. Please provide a breakdown of the relevant information by bureaux/departments; and
- b) whether the Government Records Service has set aside resources in 2017-18 for carrying out inspections to policy bureaux and departments on their compliance with these guidelines on records management? If yes, what are the relevant work plan, staff arrangement and estimated expenditure? If not, what are the reasons?

Asked by: Hon CHAN Tanya (Member Question No. 314)

Reply:

a) In 2016-17 (from 1 April 2016 up to 20 March 2017), the Government Records Service (GRS) has received 30 reports of bureaux/departments' (B/Ds) non-compliance with mandatory records management requirements as stipulated in General Circular No. 2/2009 issued in April 2009. These cases involved loss or unauthorised destruction of government records. A breakdown of relevant information is as follows –

B/Ds	No. of cases reported (including cases being processed/ under investigation)	Nature (L: Loss) (UD: Unauthorised Destruction)
Buildings Department	2 (1)*	L
Civil Aviation Department	1 (1)*	L
Education Bureau	1 (1)*	L
Fire Services Department	4	L
Highways Department	1	UD
Hong Kong Police Force	13 (3)*	L (12 cases); UD (1 case)
Housing Department	1	L
Independent Commission Against Corruption	1 (1)*	L
Labour Department	3 (2)*	L (2 cases); UD (1 case)
Social Welfare Department	3 (2)*	L

* *Figures in bracket denote cases which are being processed, or which investigations have yet to be completed.*

In accordance with the mandatory records management requirements, any loss or unauthorised destruction of records in a B/D should be immediately reported to the Departmental Records Manager (DRM) and a copy of such report sent to GRS simultaneously. The DRM should (a) ascertain the facts and identify the circumstances leading to the loss / unauthorised destruction; (b) reconstruct the records where necessary; (c) take steps to prevent recurrence; (d) consider whether any disciplinary action or other administrative action is necessary; and (e) report the findings and actions taken on (a) to (d) above to GRS within 3 months. Upon reviewing of the investigation report, GRS would advise the B/D concerned, as appropriate, to take suitable measures to prevent recurrence of similar incidents, improve the current records management systems and enhance staff awareness in handling government records in future. If necessary, GRS will hold in-house seminars for the B/D to enhance the knowledge of its staff on records management as well as their awareness in safe custody and proper handling of government records.

- b) GRS has been deploying its existing resources to enhance its services and improve its monitoring and inspection mechanism over B/Ds' records management practices. In 2017-18, the monitoring and inspection work is carried out by various teams of GRS staff as part of their ongoing services and no separate provision is made for such purpose.

- End -

CONTROLLING OFFICER'S REPLY

CSO054

(Question Serial No. 3540)

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (2) Government Records Service

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

Will the Government Records Service allocate resources in 2017-18 to review the Government's records management manuals? If yes, what are the relevant work plan, timetable and estimated expenditure? If no, what are the reasons?

Asked by: Hon CHAN Tanya (Member Question No. 315)

Reply:

The Government Records Service (GRS) conducts regular reviews of its wide range of records management manuals and guidelines to ensure that they are comprehensive and up-to-date. In 2017-18, GRS plans to review and update two existing records management publications (i.e. Records Management Publication No. 2: Managing Active Records: File Management, and Records Management Publication No. 3: Subject Filing). The work will involve staff at different levels from different sections of GRS and the expenditure will be absorbed from within the existing provisions.

- End -

CONTROLLING OFFICER'S REPLY

CSO055

(Question Serial No. 3541)

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (3) CSO - Administration Wing

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

What is the full-year estimated expenditure of the Central Policy Unit in 2017-18?

Asked by: Hon CHAN Tanya (Member Question No. 316)

Reply:

The full-year estimated expenditure of the Central Policy Unit in 2017-18 is \$119.464 million.

- End -

CONTROLLING OFFICER'S REPLY**CSO056****(Question Serial No. 3542)**

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (3) CSO - Administration Wing

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

What is the estimated provision for the respective salaries of the Head and each Full-time Member of the Central Policy Unit for April to June 2017 and the contract gratuities payable to them upon leaving their posts on 30 June 2017? Please provide a breakdown of the amounts by member.

Asked by: Hon CHAN Tanya (Member Question No. 317)

Reply:

The estimated provision for the salaries of the Head and individual Full-time Members of the Central Policy Unit for April to June 2017 and the contract gratuities payable to them upon leaving their posts on 30 June 2017 is as follows:

Post	Estimated Provision for Salaries for April to June 2017 (\$)	Estimated Provision for Contract Gratuities (\$)
Head	821,100	1,985,769
Member (1)	579,750	199,176
Member (2)	614,850	321,667
Member (3)	614,850	274,699

- End -

CONTROLLING OFFICER'S REPLY**CSO057****(Question Serial No. 3543)**

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (3) CSO - Administration Wing

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

Regarding the work of part-time Members of the Central Policy Unit (CPU), would the Government provide this Committee with:

- a) a list of all part-time Members of the CPU and their honoraria in the 2016-17 financial year; please provide a breakdown by individual Member; and
- b) the number of part-time Members of the CPU that the Government plans to appoint and the estimated expenditure for the honoraria of part-time Members of the CPU in 2017-18.

Asked by: Hon CHAN Tanya (Member Question No. 318)

Reply:

- a) During 2016-17, a total of 31 Associate Members (AMs) (formerly "part-time Members") have been appointed by the Central Policy Unit (CPU), including 1 member who has now retired. Each AM is eligible for a monthly honorarium of \$2,000 (in accordance with the rate approved by the Finance Committee on 12 April 1989). The revised estimated expenditure for the honoraria of AMs is \$720,000. The list of AMs in 2016-17 is set out below:

	Name	Profession/Title
1.	Mr Chan Chi-yuen, Paul	Co-founder & CEO, Walk in Hong Kong
2.	Mr Johnny KM Chan	Chairman, Titan Works Limited
3.	Dr Cheung Kwok-wah	Dean, School of Education and Languages, The Open University of Hong Kong
4.	Ms Cheung Sau-yu, Stephanie	Solicitor, Mediator and Arbitrator, F. Zimmern & Co. Solicitors & Notaries
5.	Mr Duncan Chiu	Managing Director, Radiant Venture Capital; Chairman, Lai Yuen Amusement Park Limited

	Name	Profession/Title
6.	Mr Chong Koon-nam, John	Independent Film Producer
7.	Hon Chow Ho-ding, Holden	Member of Legislative Council (Functional Constituency - District Council (Second)); Member of Islands District Council
8.	Mr Chua Hoi-wai	Chief Executive, The Hong Kong Council of Social Service
9.	Mr Fung Hau-chung, Andrew, JP	Executive Director and Head of Global Banking and Markets, Hang Seng Bank Limited
10.	Professor Gu Minkang	Professor, School of Law, City University of Hong Kong
11.	Mr Hui Ching-yu, Christopher	Managing Director and Head of Project Management of Market Development Division, Hong Kong Exchanges and Clearing Limited
12.	Professor Kwan Pun-fong, Vincent	Honorary Professor, Faculty of Engineering and Associate Director, Zhejiang Institute of Research and Innovation, The University of Hong Kong
13.	Ms Lam Lit-kwan	Town Planner
14.	Mr Lau Pak-wai, David*	Managing Director and Head of Global Investment Banking, Hong Kong, J.P. Morgan
15.	Mr Lee Luen-fai	Director of Public Affairs, Sun Hung Kai Properties Limited
16.	Ms Jessica Leung	Business Development Director, Star Industrial Co., Ltd.
17.	Dr Leung Ka-man, Carman	Research Assistant Professor, Department of Physical Education, Faculty of Social Sciences, Hong Kong Baptist University
18.	Dr Li Pang-kwong, BBS, JP	Associate Professor, Department of Political Science and Director, Public Governance Programme, Lingnan University
19.	Mr Lo Sui-sing, Thomas, JP	Chief Operating Officer, RoadShow Holdings Limited
20.	Mr Ng Win-kong, Daryl, JP	Executive Director, Sino Group
21.	Dr Tik Chi-yuen, SBS, JP	Chairperson of Third Side
22.	Mr Tse Sheung-wai, Desmond	Chairman & CEO, Illuminism Professional Education Management Company Limited
23.	Mr Wong Kwong-yiu	Managing Director, Wheelock Properties (Hong Kong) Limited
24.	Mr Wong Pak-hong, Vincent	CEO, SOW Ideas Limited
25.	Ms Wong Pui-sze, Priscilla, BBS, JP	Priscilla Wong Barrister-at-law
26.	Mr Wong Sing-wah**	Director, Vigor Precision Limited
27.	Mr Wong Yuen-fai, SBS, JP	Retired Banker
28.	Dr Yan Xiaojun	Associate Professor, Department of Politics and Public Administration, The University of Hong Kong

	Name	Profession/Title
29.	Professor Yep Kin-man, Ray	Professor & Associate Head, Department of Public Policy, City University of Hong Kong
30.	Ms Yeung Kin-ha, Yvonne	Chief Executive, Hong Kong Young Women's Christian Association
31.	Dr Yuen Mi-chang, Derek	Honorary Assistant Professor, Department of Politics and Public Administration, The University of Hong Kong

Notes: * Honorarium declined
 ** Retired

b) During 2017-18, Head, CPU may appoint an appropriate number of AMs having regard to the need of CPU. The estimated expenditure is comparable to that for 2016-17.

- End -

CONTROLLING OFFICER'S REPLY

CSO058

(Question Serial No. 3544)

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (3) CSO - Administration Wing

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

As regards the studies conducted by the Central Policy Unit (CPU), will the Government inform this Committee of the following:

- (a) What were the details, which included titles, nature, organisations undertaking the studies, the latest progress, results and funding amounts, etc. of the policy studies approved in 2016-17? Please give a breakdown by individual study.
- (b) What are the details, which include titles, nature, organisations undertaking the studies, the latest progress, results and estimated expenditure, etc. of the studies expected to be approved in 2017-18? Please give a breakdown by individual study.
- (c) Will the Government consider publicising part of the results or reports of the policy studies conducted by the CPU for public reference, in particular the academia? If yes, what are the details? If no, what are the reasons?
- (d) Will the Government consider reviewing the funding of the studies, so as to encourage more civil organisations to participate in the public policy studies? If yes, what is the work plan? If no, what are the reasons?

Asked by: Hon CHAN Tanya (Member Question No. 319)

Reply:

- (a) Details of the policy studies approved in 2016-17 under the Public Policy Research (PPR) Funding Scheme and the Strategic Public Policy Research (SPPR) Funding Scheme are available on the website of the Central Policy Unit (CPU) (www.cpu.gov.hk) and appended below:

The studies funded by the PPR Funding Scheme in 2016-17

No.	Institution	Title	Fund awarded (HK\$)
1	CityU	An Experimental Study of National Identity Among Hong Kong Youth	415,150
2	CityU	A Pan-Asian Field Study of Corporate Awareness to Information Security and Preparedness Against Cybercrimes	655,500
3	CityU	The “Citizen Satisfaction Assessment Tool”: Applying Expectancy Disconfirmation Theory to Public Services in Hong Kong	961,400
4	LU	Hong Kong Non-Governmental Welfare Organisations in Mainland China: Services, Challenges and Opportunities	930,460
5	CUHK	Impacts of Implementing “Low-income Working Family Allowance” (LIFA) on Labour Market Situation and Quality of Life of Low Income Working Families in Hong Kong	999,299
6	CUHK	Attitudes and Levels of Support Toward Same-Sex Civil Union and Same-Sex Marriage Legislation among the General Public and Homosexual People in Hong Kong - A Comparative Study	981,966
7	CUHK	Achieving Sustainable Urban Park Management in Hong Kong through the Development of Indicators	340,786
8	CUHK	World Values Survey 2017: Generating Data for Trust Maintenance, Repair, and Better Governance in Post-Occupy Hong Kong	1,025,243
9	HKIED #	Hong Kong Youths’ National Identity: Impacts of Mainland Exchange Programmes, Study Tours and Volunteer Activities	403,880
10	EdUHK	Youth Radicalism in Hong Kong: Exploring Changes in Adolescents’ Civic Consciousness and Attitudes to the Nation	569,905
11	PolyU	Developing A Globalised Industry under the Context of Territorial Policy - The Development of Aviation MRO Industry in Singapore and Hong Kong	611,225
12	PolyU	Exploring the Effects of AIRBNB on the Hong Kong Tourism Industry	256,818
13	HKU	Association Among Father Involvement in Pregnancy and Childbirth, Pregnancy Violence and Health Outcomes: Does It Help Promote Good Health Among Newborns, Mothers, and Fathers?	649,035
14	HKU	Financial Impacts of Family Caregiving: An Investigation of the Moderating Effects of Workplace Accommodative Measures and Domestic Helpers	559,632

No.	Institution	Title	Fund awarded (HK\$)
15	HKU	Creative Industries in Flux: A Critical Investigation into the Challenges, Agency and Potential of Cultural and Creative Workers in Hong Kong	500,000
16	HKU	Hongkong-Shenzhen-Guangzhou as a Multi-gateway Trading City-region for Cross-border e-retailing: A Geographical Analysis	605,337
17	HKU	Demarcation or Integration?: Improving Effectiveness of Traditional Chinese Medicine Use in Hong Kong	399,326
18	HKU	Performance of the Self-assessment Practice of Service Performance Monitoring System	561,547
19	HKU	A Study on Population Dynamics in One Belt One Road: Opportunities and Challenges	617,298
20	OUHK	Feasibility Study of Old Age Pension Scheme in Hong Kong: An Employee's Perspective	345,028
21	CityU	Developing Appropriate Typical Weather Data for Applications in Building Related Codes of Practices and Design Guidelines in Hong Kong	314,928
22	CityU	The Development of a New Media Expertise in the Creative Economy of Hong Kong	550,620
23	LU	One Belt One Road: China's Motives and Hong Kong's Roles	468,050
24	LU	Deriving Public Policy for Hong Kong as an Infrastructure Financing Hub and Super-connector in Project Finance: The Belt and Road Initiative	691,783
25	CUHK	A Study on the Development of Palliative and End-of-Life Care Services in Hong Kong	480,801
26	CUHK	Knowledge and Perceptions towards Gender-Based Violence of Minority Girls in Hong Kong	200,000
27	EdUHK	Investment Pattern and Performance of Mandatory Provident Fund Scheme Members: A Historical Administrative Record Analysis	336,390
28	EdUHK	Promotion of Volunteerism among Hong Kong Retirees: An Intervention Study	712,307
29	PolyU	An Empirical Study of the Town Planning Board's Planning Control Decisions on Residential Development Applicants since Hong Kong's Handover to China	369,909
30	HKUST	Energy Behavior Patterns in Hong Kong: The Role of Bounded Rationality and Peer Pressure in Air Conditioner Use	568,445
31	HKU	The Experience of Stigma in Patients with Mental Disorders: Are There Improvements in the Past 15 Years?	346,293
32	HKU	A Survey Experiment on Discontent Among the Youth: Welfare or Politics?	220,368

With effect from 27 May 2016, “The Hong Kong Institute of Education” has been renamed as “The Education University of Hong Kong”.

Abbreviations:

CityU – City University of Hong Kong

LU – Lingnan University

CUHK – The Chinese University of Hong Kong

HKIEd – The Hong Kong Institute of Education

EdUHK –The Education University of Hong Kong

PolyU – The Hong Kong Polytechnic University

HKUST – The Hong Kong University of Science and Technology

HKU – The University of Hong Kong

OUHK –The Open University of Hong Kong

The studies funded by the SPPR Funding Scheme in 2016-17

No.	Institution	Title	Fund awarded (HK\$)
1	CityU	Hong Kong Professional Services in the Co-Evolving Belt-Road Initiative: Innovative Agency for Sustainable Development	3,400,000
2	HKUST	Trade and Investment under “One Belt One Road” and Implications for Hong Kong	3,400,000
3	HKU	The Implementation of “One Country Two Systems” in Hong Kong	3,000,000

Abbreviations:

CityU – City University of Hong Kong

HKUST – The Hong Kong University of Science and Technology

HKU – The University of Hong Kong

- (b) The estimated operational expenditure of CPU for 2017-18 is \$119.464 million, of which \$30 million is earmarked for the PPR Funding Scheme and the SPPR Funding Scheme.
- (c) To enhance transparency, CPU will upload all the research reports of the studies funded by the PPR Funding Scheme and the SPPR Funding Scheme on its website for public reference. Persons from various sectors such as academics and think tanks, etc. will be invited to exchange their views through channels like seminars. CPU has already uploaded 44 reports of the PPR Funding Scheme onto its website so far.
- (d) Besides academics who are teaching undergraduate programmes or above, visiting scholars/adjunct professors/honorary professors/emeritus professors and research officers who are eligible to teach undergraduate programmes or above at local degree-awarding institutions, the PPR Funding Scheme and the SPPR Funding

Scheme are also open to public policy researchers at local non-profit-making think tanks. The purpose is to encourage and support more persons to conduct public policy studies and to build up a culture of public policy research in a wider context. Such practice differs from that adopted in 2012-13 and before, when the PPR Funding Scheme and the SPPR Funding Scheme were administered by the Research Grants Council and applicants were limited to the 8 institutions funded by the University Grants Committee only.

- End -

CONTROLLING OFFICER'S REPLY

CSO059

(Question Serial No. 3584)

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (3) CSO - Administration Wing

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

Regarding the use of the East Wing Forecourt (commonly known as the "Civic Square") of the Central Government Offices (CGO), would the Government inform this Committee of:

the number of occasions that the Government made the East Wing Forecourt of CGO open for the use of community groups in 2016-17, the opening date and duration for each occasion, the nature of activities, names of the organisers and the number of participants of each activity;

whether the Government has refused any applications from the community groups for using the East Wing Forecourt of CGO to organise public activities in 2016-17. If yes, the number of refusals, names of the organisations being refused, the dates of the activities under application, the nature of the activities and the estimated number of participants;

the total expenditure on security of the East Wing Forecourt of CGO by the Government in 2016-17. Whether the Government, having regard to social changes, will consider cutting the estimated expenditure in this regard in 2017-18? If yes, what are the details? If no, what are the reasons? and

whether the Government will consider allocating resources in 2017-18 to study the feasibility of relaxing the security arrangement, making the Forecourt open for the use of more community groups and allowing the public to gain access to it? If yes, what are the specific plan and timetable? If no, what are the reasons?

Asked by: Hon CHAN Tanya (Member Question No. 320)

Reply:

The East Wing Forecourt (the Forecourt) is neither a public place nor a designated public open space. It is primarily used as a vehicular access for the CGO and a pick up/drop off point for passengers, as well as a passageway. The Forecourt has been temporarily closed

on security grounds since late September 2014. Therefore, no application has been approved for using the Forecourt under the Permission Scheme. In 2016-17 (up to 1 March 2017), 3 applications for using the Forecourt to organise public activities were declined. Given the applications involve third party information, the details of these applications cannot be provided.

The revised estimated expenditure on security service for the CGO including the Forecourt in 2016-17 is \$49,640,000. There is no further breakdown on the cost of the security service for individual facilities including the Forecourt. As the CGO are critical government facilities, appropriate security measures will be taken to ensure the normal operation of the office buildings and surrounding facilities. The estimated expenditure on security service for 2017-18 is \$51,350,000, representing an increase of 3% over 2016-17 mainly due to inflation.

The Government will continue to closely monitor the situation and keep under review the arrangements for the Forecourt. Such work will be carried out as part of our on-going duties and thus no separate provision will be made in 2017-18.

- End -

CONTROLLING OFFICER'S REPLY

CSO060

(Question Serial No. 3585)

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (3) CSO - Administration Wing

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

Regarding maintenance and repair of the metal fence surrounding the East Wing Forecourt of the Central Government Offices, what are the expenditure for 2016-17 and the estimated expenditure for 2017-18? Will the Government consider removing the fence? If yes, what are the relevant work plan and estimated expenditure? If no, what are the reasons?

Asked by: Hon CHAN Tanya (Member Question No. 321)

Reply:

The expenditure for the maintenance and repair of the metal fence surrounding the East Wing Forecourt ("the Forecourt") of the Central Government Offices ("CGO") was around \$1,000 in 2016-17. Architectural Services Department will carry out repair and maintenance work on a need basis and hence there is no estimated expenditure for 2017-18.

The perimeter fence of the Forecourt is a security enhancement measure for putting the security infrastructure of the East Wing on par with that of the West Wing. We will continue to review from time to time the security measures having regard to the overall security and operational requirements of the premises.

- End -

CONTROLLING OFFICER'S REPLY

CSO061

(Question Serial No. 3586)

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (3) CSO - Administration Wing

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

Regarding the work of the Commission on Strategic Development (CSD), would the Government inform this Committee of:

- a) the membership list of the CSD, members' frequency of absence from meetings and their attendance rates in 2016-17;
- b) details of the staff establishment supporting the work of the CSD, including manpower, ranks, duties of individual posts and the remuneration expenditure in 2016-17;
- c) the total estimated expenditure for the operation of the CSD in 2017-18; and
- d) whether the Government will, in 2017-18, consider allocating resources for reviewing the need to keep the CSD. If such a review will be conducted, what are the work plans, timetable and estimated expenditure? If not, what are the reasons?

Asked by: Hon CHAN Tanya (Member Question No. 322)

Reply:

- a) The current term of the Commission on Strategic Development (CSD) is from 18 January 2015 to 30 June 2017. The CSD, chaired by the Chief Executive (CE), comprises 3 ex-officio members (the Chief Secretary for Administration, the Financial Secretary and the Head of the Central Policy Unit) and 32 non-official members, including Hon Sir David AKERS-JONES, Ir Ronald James BLAKE, Mr Charles Nicholas BROOKE, Hon CHAN Han-pan, Hon CHAN Kin-por, Professor CHENG Kai-ming, Mr Edward CHENG Wai-sun, Hon Sir CHOW Chung-kong, Mr FANG Fang, Mr Vincent FANG Kang, Mr Lawrence FUNG Siu-por, Hon Mrs Regina IP LAU Suk-ye, Mr Francis KWOK Ching-kwong, Mr LAU Ming-wai, Dr LAW Chi-kwong, Ir Professor LEE Chack-fan, Professor Hon Joseph LEE Kok-long, Mr Victor LI Tzar-kuoi, Professor LI Zexiang, Mr David LIE-A-CHEONG Tai-chong, Mr

David LUI Yin-tat, Hon Jimmy NG Wing-ka, Mr Anthony John Liddell NIGHTINGALE, Hon Abraham SHEK Lai-him, Dr Peter Cookson SMITH, Dr Edward TSE Cho-che, Dr TSE Hung-hing, Mr Kingsley WONG Kwok, Hon Peter WOO Kwong-ching, Ms Marjorie YANG Mun-tak, Ms Amy YIP Yok-tak and Professor Albert YU Cheung-hoi.

In 2016-17, 4 meetings were held by the CSD. The number of absences of the 36 members and their attendance rates are as follows:

Number of absences from meetings/Attendance rate	Number of members
No absence from any meeting/100% attendance	10
Absent from 1 or 2 meetings/50% or above attendance	12
Absent from more than 2 meetings/Below 50% attendance	14

- b) As one of the important advisory bodies to the CE, the CSD provides an essential platform for members from various sectors of the community and senior Government officials to jointly explore issues pertaining to the long-term development of Hong Kong. It focuses on discussion of Hong Kong's long-term and overall development which encompasses different sectors. The CSD Secretariat provides support for the meetings of the CSD, assists in conducting policy analyses and studies, facilitates and coordinates the submission of documents by relevant departments, as well as participates in and follows up the CSD's discussion.

In 2016-17, there are 14 staff in the CSD Secretariat, including 1 Administrative Officer Staff Grade B (D3) who is designated as Secretary to the CSD, 1 Administrative Officer Staff Grade C (D2) (a supernumerary post) who is designated as Assistant Secretary to the CSD, 1 Government Town Planner (D2) and 11 non-directorate supporting staff, namely 2 Senior Administrative Officers, 2 Executive Officers I, 3 Personal Secretaries I, 1 Personal Secretary II, 1 Clerical Officer and 2 Assistant Clerical Officers, to support the operation of the CSD. The revised estimate for expenditure on remuneration for 2016-17 is \$13.49 million.

- c) The establishment of the CSD Secretariat for 2017-18 is the same as that for 2016-17, involving an estimated expenditure on remuneration of \$13.98 million. In addition, a provision of \$150,000 has been earmarked under Departmental Expenses for the expenditure on the CSD meetings in 2017-18, such as hiring interpretation service, equipment, etc.
- d) The Government will review the functions and roles of the CSD from time to time. As this is part of the duties of the Government, no additional provision is required.

- End -

CONTROLLING OFFICER'S REPLY

CSO062

(Question Serial No. 3587)

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (3) CSO - Administration Wing

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

In light of the celebration events of the 20th anniversary of the reunification of Hong Kong, will resources be allocated for additional repair, maintenance or redecoration works of the Government Headquarters in 2017-18? If so, what are the work plans, timetable and estimated expenditure?

Asked by: Hon CHAN Tanya (Member Question No. 323)

Reply:

There is no additional resource allocated under the Administration Wing in 2017-18 for additional repair, maintenance or redecoration works of the Central Government Offices in relation to the celebration of the 20th anniversary of the Establishment of the Hong Kong Special Administrative Region.

- End -

CONTROLLING OFFICER'S REPLY

CSO063

(Question Serial No. 5465)

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (3) CSO - Administration Wing

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

Please give details of the meetings with, visits to or exchanges with the relevant Mainland authorities by the Administration Wing in the past year by setting out the following information of each trip in chronological order:

- (a) purpose and place;
 - (b) titles of Mainland officials met;
 - (c) number and post titles of Hong Kong officials in entourage;
 - (d) length of the trip in days;
 - (e) total expenses involved;
 - (f) whether any announcement was made prior to the trip; if not, what were the reasons for confidentiality;
 - (g) whether minutes of meetings were kept on file; if not, what were the reasons for that; and
 - (h) whether any agreement was reached; if yes, what were the details and implementation progress of the agreement;
- (i) transportation expenses (list out the expenses on air passage and local transportation at the destination);
 - (ii) accommodation expenses;
 - (iii) meal expenses;
 - (iv) banquet or entertainment expenses; and
 - (v) gift expenses.

Date	(a)	(b)	(c)	(d)	(e)	(i)	(ii)	(iii)	(iv)	(v)

Asked by: Hon CHEUNG Chiu-hung, Fernando (Member Question No. 1041)

Reply:

Relevant information on the duty visits of the Offices of the Chief Secretary for Administration and the Financial Secretary to the Mainland in the past 1 year is as follows -

Date of visit* (Number of visits)	Place of visit	Number of officers^	Purpose of visit	Hotel accommodation expenses	Passage expenses #	Other expenses @	Total Expenditure
From 1 Mar 2016 to 28 Feb 2017 (28)	Beijing, Chengdu, Guangzhou, Hangzhou, Macao SAR, Shanghai, Shenzhen, Sichuan, and Xi'an, Yan'an	1 to 11 per trip	To attend meetings, visits and events such as forums and seminars to exchange views and share experiences, and to enhance liaison and strengthen mutual relationship.	About HK\$250,000	About HK\$299,000	About HK\$185,000	About HK\$734,000

Remarks:

- * The duty visits lasted for half a day to 10 days per trip.
- ^ Joined by officers of different ranks and led by a senior officer or directorate officer.
- # Includes charges for all cross-border transport (e.g. air tickets / ferry tickets / train tickets)
- @ Includes charges for local transport, subsistence allowance for duty outside Hong Kong and sundry expenses (if applicable).

The expenses for official entertainment incurred in Mainland were about HK\$53,000 for the above period.

We are in touch with the relevant Mainland authorities on issues of mutual concern from time to time as and when necessary. Generally speaking, the meetings are recorded as appropriate, having regard to the different circumstances and factors such as nature of the meeting and subject matter, consensus (if any) reached by both sides, development of the subject matter, etc. We will decide whether and how the trips and the achievements should be made public in the light of the circumstances and needs.

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. We do not maintain separate accounts for the expenses on the procurement of gifts and souvenirs.

- End -

CONTROLLING OFFICER'S REPLY**CSO064****(Question Serial No. 5523)**

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (1) Efficiency Unit

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

Please provide in the form of a chart the number and percentage of departments involved in the cases handled by the 24-hour one-stop service "1823".

Asked by: Hon CHEUNG Chiu-hung, Fernando (Member Question No. 6120)

Reply:

In 2016, 1823 has handled a total of about 2.4 million cases, including enquiries and complaints, for the departments set out in the table below -

Departments	Number of Cases (and percentage to total)	
Labour Department	412 154	17.17%
Hong Kong Housing Authority & Housing Department	367 119	15.30%
Transport Department	231 109	9.63%
Working Family and Student Financial Assistance Agency	227 767	9.49%
Food and Environmental Hygiene Department	178 263	7.43%
Rating and Valuation Department	145 154	6.05%
Hongkong Post	112 607	4.69%
Buildings Department	83 762	3.49%
Highways Department	65 270	2.72%
Leisure and Cultural Services Department	53 483	2.23%
Companies Registry	45 960	1.92%
Agriculture, Fisheries and Conservation Department	40 873	1.70%

Departments	Number of Cases (and percentage to total)	
Lands Department	39 566	1.65%
Social Welfare Department	23 721	0.99%
Drainage Services Department	21 249	0.89%
Tobacco Control Office, Department of Health	18 731	0.78%
Electrical and Mechanical Services Department	14 443	0.60%
Office of the Government Chief Information Officer	12 082	0.50%
The Land Registry	3 832	0.16%
Architectural Services Department	2 214	0.09%
Marine Department	1 163	0.05%
Civil Engineering and Development Department	1 062	0.04%
1823 and non-participating departments	298 173	12.43%
Total	2 399 757	100%

- End -

CONTROLLING OFFICER'S REPLY

CSO065

(Question Serial No. 5524)

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (1) Efficiency Unit

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

Please provide the staff establishment and salary expenditure of the 24-hour one-stop service "1823".

Asked by: Hon CHEUNG Chiu-hung, Fernando (Member Question No. 6121)

Reply:

As at 28 February 2017, 1823 had 465 full-time and 76 part-time staff. The salary expenditure in 2016-17 was \$118 million.

- End -

CONTROLLING OFFICER'S REPLY**CSO066****(Question Serial No. 6466)**

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (3) CSO - Administration Wing

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

Please set out the monthly expenditure on the Chief Secretary for Administration Carrie LAM's salary, allowances and other expenses in the past 5 years. Please also advise on the amount of her monthly pension when she retires and the total expenditure on her pension payment.

Asked by: Hon CHEUNG Chiu-hung, Fernando (Member Question No. 2237)

Reply:

According to the remuneration package for Politically Appointed Officials (PAOs) of the fourth-term SAR Government, the expenditure on the former Chief Secretary for Administration (CS) Mrs Carrie LAM's monthly salary and non-accountable entertainment allowance is set out below:

Date	Monthly salary expenditure #	Monthly expenditure on non-accountable entertainment allowance* (rounded down to the nearest whole number)
July 2012 - March 2013	\$312,785	\$32,016
April 2013 - March 2014	\$312,785	\$33,333
April 2014 - January 2015	\$312,785	\$34,766
February - March 2015	\$330,565	
April 2015 - March 2016	\$330,565	\$36,300
April 2016 - 15 January 2017 ^	\$330,565	\$37,391

Since the endorsement of the remuneration package for PAOs by the Finance Committee (FC) and its coming into force on 1 July 2002, CS's monthly salary has remained

unchanged at \$330,565. Between July 2009 and January 2015, there was a voluntary pay reduction of 5.38% for all PAOs, i.e. monthly salary expenditure at \$312,785. The monthly salary of PAOs has been restored to the level as endorsed by FC in 2002 with effect from February 2015.

* Apart from the non-accountable entertainment allowance (related to official residence) which is adjusted for inflation annually, CS does not receive other allowances.

^ On the recommendation of the Chief Executive, the Central People's Government approved the resignation of Mrs Carrie LAM as Chief Secretary for Administration on 16 January 2017. The SAR Government had paid her salary and non-accountable entertainment allowance for January 2017 on a pro-rata basis.

According to the remuneration package for PAOs of the SAR Government, CS and all other PAOs are not entitled to pension benefits/contract gratuity except for the Government's contribution to the Mandatory Provident Fund.

- End -

CONTROLLING OFFICER'S REPLY**CSO067****(Question Serial No. 6618)**

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (3) CSO - Administration Wing

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

Please set out the monthly expenditure on the Financial Secretary John TSANG's salary, allowances and other expenses in the past 5 years. Please also advise on the amount of his monthly pension when he retires and the total expenditure on his pension payment.

Asked by: Hon CHEUNG Chiu-hung, Fernando (Member Question No. 2238)

Reply:

According to the remuneration package for Politically Appointed Officials (PAOs) of the fourth-term SAR Government, the expenditure on the monthly salary and non-accountable entertainment allowance of the former Financial Secretary (FS), Mr John TSANG, is set out below:

Date	Monthly salary expenditure #	Monthly expenditure on non-accountable entertainment allowance* (rounded down to the nearest whole number)
July 2012 to March 2013	\$302,205	\$24,541
April 2013 to March 2014	\$302,205	\$25,550
April 2014 to January 2015	\$302,205	\$26,650
February to March 2015	\$319,385	
April 2015 to March 2016	\$319,385	\$27,825
April 2016 to 15 January 2017 ^	\$319,385	\$28,658

Since the endorsement of the remuneration package for PAOs by the Finance Committee and its coming into force on 1 July 2002, FS's monthly salary has remained unchanged at

\$319,385. Between July 2009 and January 2015, there was a voluntary pay reduction of 5.38% for all PAOs, i.e. monthly expenditure on FS' salary was \$302,205. The monthly salary of PAOs has been restored to the level as endorsed by FC in 2002 with effect from February 2015.

- * Apart from the non-accountable entertainment allowance (related to official residence) which is adjusted for inflation annually, FS did not receive other allowances.
- ^ On the recommendation of the Chief Executive, the Central People's Government approved the resignation of Mr John TSANG as FS on 16 January 2017. The SAR Government had paid his salary and non-accountable entertainment allowance for January 2017 on a pro-rata basis.

According to the remuneration package for PAOs of the SAR Government, FS and all other PAOs are not entitled to pension benefits/contract gratuity except for the Government's contributions to the Mandatory Provident Fund.

- End -

CONTROLLING OFFICER'S REPLY

CSO068

(Question Serial No. 7087)

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (1) Efficiency Unit

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

Regarding the key area of work of the Efficiency Unit on outsourcing and public private partnerships ("PPP"), please provide details on:

1. the titles, related departments, private sector organisations engaged, expenditure and staffing in the public sector bodies involved for all outsourced projects: and
2. the titles, related departments, private sector organisations in partnership, expenditure and staffing in the public sector bodies involved for all PPP projects.

Asked by: Hon CHEUNG Chiu-hung, Fernando (Member Question No. 1122)

Reply:

The Efficiency Unit (EU) does not have the information requested. The EU provides guidance to help departments assess whether outsourcing or public private partnerships (PPP) arrangements are appropriate, to help them design effective procurement and to manage the contracts or partnerships. In 2016-17, the EU was not invited to conduct any studies into outsourcing or PPP. No particular provision has been made for such studies in the estimates for 2017-18. Any requests will be addressed with existing resources.

- End -

CONTROLLING OFFICER'S REPLY

CSO069

(Question Serial No. 3628)

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (3) CSO - Administration Wing

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

1. Regarding the Public Policy Research (PPR) Funding Scheme and the Strategic Public Policy Research (SPPR) Funding Scheme administered by the Government's Central Policy Unit (CPU), please provide information on the respective numbers of applications, numbers of projects that have been granted funding, amounts of funding granted to the projects, titles of the projects and total amount of funding granted in the past 5 years (2012-13 to 2016-17).

2. Among the projects funded by the PPR Funding Scheme and the SPPR Funding Scheme, how many of them had their funding support terminated prematurely in the past 5 years (2012-13 to 2016-17)? What were the reasons? What was the amount of public money involved? Please provide the details.

Asked by: Hon IP Kin-yuen (Member Question No. 90)

Reply:

1. (a) The Public Policy Research (PPR) Funding Scheme was administered by the Research Grants Council (RGC) under the University Grants Committee from 2005-06 to 2012-13. In 2012-13, RGC received a total of 128 applications, among which 25 research projects were funded involving \$12 million. The details are as follows:

Projects funded by the PPR Funding Scheme in 2012-13

No.	Institution	Title	Fund awarded (HK\$)
1	CityU	The sociolinguistic survey of Hong Kong in 2013	594,961
2	CityU	Preventing Financial Crimes against Older People for Building a Safe and Secure Community	354,657
3	CUHK	Analyzing Stakeholders' Views on Environmental Issues through Text Analysis – An Interdisciplinary Approach Using Computational Content Analysis	840,703
4	CUHK	Transitioning to Post-secondary Education or Work?: A Two-Wave Panel Study of Effects of Career Orientation, Parental Alignment, and Social Strain on Hong Kong's Senior High School Students	440,778
5	CUHK	Enhancing Innovation and Competition in Hong Kong's Telecommunications Industry	379,000
6	CUHK	The Workforce and Professionalism of Film/Video Makers in Hong Kong: Youth, Industry, and Community-Building	214,901
7	CUHK	Perspectives on cancer preventive services for ethnic minorities: implications for service needs and utilisation	232,570
8	PolyU	Evaluating the Economic, Social, and Cultural Impacts of Revitalizing Industrial Buildings in Hong Kong	527,100
9	PolyU	Framework for implementing the Transfer Development Rights in the Conservation of privately owned built heritage	420,700
10	PolyU	How to implement corporate codes of ethics in the Hong Kong construction companies in order to nurture a professional workforce	556,881
11	PolyU	Addressing Privacy and Societal Concerns in the Usage of Emerging Biometrics and Data Protection Technologies	173,320
12	PolyU	A Time-dependent Dynamic Tariff System in an Electricity Retail Market with CO2 Emissions Control	561,000
13	PolyU	Beyond eco-labeling: Embedding green supply chain management practices in apparel trade	642,000
14	HKUST	Low Carbon Transport Futures in Hong Kong and Shenzhen	784,776
15	HKU	Conglomerates and Competition Law Enforcement in Hong Kong	405,999

No.	Institution	Title	Fund awarded (HK\$)
16	HKIED*	Poverty of Children Living in Immigrant Families	135,744
17	HKU	Purchasing Sex, Consuming Love? A Qualitative Study of Hong Kong Men Who Buy Sex	247,954
18	HKU	Capacity Assessment of Civil Society Sectors in Hong Kong	687,000
19	HKU	The New Fine-Tuned Medium of Instruction Policy in Hong Kong: Analysis of Policy Interpretation and Local Implementation Practices	293,367
20	HKU	Hong Kong-Guangdong University Partnership: Toward regional integration of higher education in South China	550,070
21	HKU	Columbarium Development: Public Transport Policy Implications	467,740
22	HKU	A study on suicide news reporting ecology in Hong Kong and Taiwan: accuracy, stereotyping and mutual causation	345,800
23	HKU	Ageing in place: Safe swallowing in the frail elderly living in the community	834,476
24	HKU	Digital Divide in Education: An Experiential Understanding	647,499
25	HKIED*	Engagement of Immigrant and Minority Students with Schools and Civil Society	657,952

Since 2013-14, the PPR Funding Scheme has been administered by the Central Policy Unit (CPU). Up to 1 March 2017, a total of 319 applications were received by CPU and 103 projects approved with a total funding of \$54.73 million. The details can be found on CPU's website (www.cpu.gov.hk) and are reproduced as follows:

Projects funded by the PPR Funding Scheme since 2013-14

No.	Institution	Title	Fund awarded (HK\$)
1	HKBU	Land and Housing Policies in Post-Handover Hong Kong : Political Economy and Urban Space	416,760
2	LU	A Study on the Preferences and Feasibility of Optional Retirement in Hong Kong: A Human Resources Management Perspective	544,255
3	LU	Retirement Planning for Pre-retiree in Hong Kong	516,954
4	LU	The Governing System of Pre-1997 Hong Kong: Archival Study of Selected Policies/Events	443,498

No.	Institution	Title	Fund awarded (HK\$)
5	CUHK	Processes of Children's Literacy Acquisition in Chinese as a Second Language	461,088
6	PolyU	Sustainable Planning Criteria (SPC) for Age-friendly Precincts (AFP) in the New Development Areas (NDAs) of Hong Kong	528,471
7	PolyU	Improving Safety Communication of Ethnic Minorities in the Construction Industry	488,750
8	PolyU	Study on the Development Potential and Energy Incentives of Rooftop Solar Photovoltaic Applications in Hong Kong	424,120
9	PolyU	Can We Get Rid of Smoggy Days in Hong Kong: Formation Mechanism and Control Strategies?	662,969
10	PolyU	Development of a Policy for Optimizing the Use of Inert Solid Wastes in Road Pavement Construction	373,635
11	PolyU	Is the Polluter Paying? Assessing the Application of the "Polluter Pays" Principle to Ship-Source Pollution in Hong Kong	258,750
12	PolyU	A Remote Sensing Study of Solar Energy Supply in Cloud-prone Areas of Hong Kong	359,870
13	PolyU	Green Information Technology Adoption in Hong Kong: An Empirical Analysis and Policy Implications for Sustainable Development	329,906
14	PolyU	Towards Sustainability: Exploring the Social and Economic Dimensions of Travel to Hong Kong by Mainland Chinese	428,490
15	PolyU	Shaping Tourism Development: Anticipating Changes and Impacts, and Managing Consequences and Conflicts	269,100
16	PolyU	Enhancing Hong Kong's Competitiveness as a Regional Cruise Hub from a Policy Perspective	556,600
17	HKUST	Developing an Integrated Construction Waste Management Policy Framework in Hong Kong	485,415
18	HKUST	Dynamics of Poverty in Hong Kong: A Supplementary Survey	423,200
19	HKU	Granger Causality Analysis of Land Supply and Housing Market Performance – Implications for Long Term Urban Land Policy in Hong Kong	519,570
20	HKU	A Study of Aspiration of Fertility amongst Married Women in Hong Kong (Age 15-49)	365,700
21	HKU	A Study of the Movement of Type A and B Babies in Hong Kong	308,706
22	HKU	Language Use, Proficiency and Attitudes in Hong Kong	714,985

No.	Institution	Title	Fund awarded (HK\$)
23	HKU	Can Online Opinion Reflect Public Opinion? An Investigation into the Interplays between Online Opinion, Public Opinion, and Mass Media	556,888
24	HKU	Family Caregiving and Long-term Care Decision of People with Dementia in Hong Kong	332,427
25	HKU	Industrial Land Use Changes in Response to Economic Restructuring in Hong Kong	704,812
26	HKU	Redeveloping a Governance Model of the Complaint-handling Process for Sufficient, Accountable and Transparent Regulation of Medical Professionals in Hong Kong	911,536
27	HKU	Repeated Planning Applications by Developers under Statutory Zoning: A Hong Kong Case Study of Delays in Private Residential Development	640,366
28	DPRC	Age-friendly Housing Policies	579,383
29	OCTSRI	Assessment of the Impact and Opportunities of the HK-Zhuhai-Macao Bridge to HK in the New Economic Situation	588,000
30	CityU	The Drafting Policy for Hong Kong's Bilingual Legislation: A Communicative Approach	318,037
31	CityU	Investigating the Possibility of Incorporating The Effect of Photovoltaic Panel and Photovoltaic Glazing Systems in the OTTV (Overall Thermal Transfer Value) Calculation in Hong Kong	157,895
32	CityU	Student Visa Holders in Rental Market: A Study of Mainland Students Housing Choice and Their Impact on Hong Kong's Housing Market	294,883
33	CityU	Performance Information Use: Experiments on Performance Dimensions, Communication and Data Sources in Education and Solid Waste Recycling	597,264
34	CityU	How to Improve Participatory Mechanisms in The Processes of Urban Redevelopment: The Case of Kowloon East (Hong Kong)	498,251
35	CityU	Making Policy for Child Care in Hong Kong	476,123
36	CityU	Exploration and Evaluation of Policy Options for Tackling the Illegal Subdivided Unit Problem in Hong Kong	212,175
37	CityU	Sustainability and Social Mobility in Professional Services: A Case Study of Accounting Profession in Hong Kong	548,775
38	HKBU	Shaping Arts Development and Education in Facilitating the Role of Hong Kong as a Cultural Hub of the Region	332,350

No.	Institution	Title	Fund awarded (HK\$)
39	HKBU	Impacts of the Residential Physical and Social Environment on Daily Walking Behavior of Older Adults in Hong Kong	499,878
40	CUHK	Vocational-oriented Education at Senior Secondary Level: Perceptions, Decision-making, and Life Planning	691,211
41	CUHK	Enforcing and Complying with Voluntary Agreements as an Alternative Environmental Policy Instrument	195,332
42	HKIED*	Poverty of Ethnic Minority Children in Hong Kong	322,414
43	HKIED*	How to Increase the Demand for Annuity in Hong Kong: A Study of Middle-Aged Adults	767,917
44	HKIED*	A Panel Study of Media Effects on Hong Kong Youth's Political Participation	667,176
45	HKIED*	Impact of Family Friendly Policies: A Panel Study in Hong Kong	448,945
46	HKIED*	Towards a Refugee Policy for an Inclusive Hong Kong: Enhancing the Status of China's International City	652,303
47	PolyU	Feasibility Study of Implementing Indoor Air Quality Index in Hong Kong	365,700
48	PolyU	Does Dual-class Share Structure Create Value for Shareholders in the Long Run? Evidence from an Empirical Study of Global Markets with Implications for Hong Kong Stock-listing Policies	898,840
49	PolyU	Civil and Criminal Liabilities for Ship-source Pollution in Hong Kong: Taking Stock of the Present and Seeing the Way Forward	278,530
50	PolyU	Evaluation of Green Practices for Grocery Retailers in Hong Kong and the Policy Implications for Sustainable Development	294,400
51	PolyU	The Effect of Isomorphic Pressure for BIM in Hong Kong Construction Industry	470,695
52	HKUST	Hong Kong Immigrants in Shenzhen: Facts and Challenges	229,453
53	HKU	Developing Sustainable Hong Kong through Low Impact Development: from Science to Innovation Policy	455,975
54	HKU	e-Learning in Formal, Informal and Open Learning Contexts: A Study of Global Trends, Policy Options and Their Implications for Sustainable Development in Hong Kong	885,489

No.	Institution	Title	Fund awarded (HK\$)
55	HKU	A Possible Zero Carbon Building Policy for Hong Kong: Opportunities, Risks and Recommendations	408,894
56	HKU	Public Transport Policy Measures to Improve the Mobility of the Elderly in Hong Kong	526,700
57	HKU	Birds of a Feather: Cross-group Interaction between Mainland and Local University Students in Hong Kong	242,236
58	HSMC	Preventing Marginalization in Air Passenger and Freight Businesses – a Global Network Decision Support System	654,500
59	HKAES	Enhancing Policy on Building Maintenance: Solving the Residential Seepage Problem	737,150
60	CityU	Discontinuing Youth’s Violent Involvements with Social Capital Development	817,420
61	CityU	Tenant Purchase, Assisted Home Ownership and Social and Residential Mobility	657,296
62	CityU	An Experimental Study of National Identity Among Hong Kong Youth	415,150
63	CityU	A Pan-Asian Field Study of Corporate Awareness to Information Security and Preparedness Against Cybercrimes	655,500
64	CityU	The “Citizen Satisfaction Assessment Tool”: Applying Expectancy Disconfirmation Theory to Public Services in Hong Kong	961,400
65	HKBU	An Exploration of School Fieldtrip to Mainland in Hong Kong Secondary Schools: Students’ Self-Authored Civic Identity	630,766
66	LU	Hong Kong Non-Governmental Welfare Organisations in Mainland China: Services, Challenges and Opportunities	930,460
67	CUHK	Designing a Sustainable Public-Private-Partnership Program to Enhance Diabetes Care and Evaluating Its Impact Using an Outcomes Simulation Model	552,000
68	CUHK	Immigrant Entrepreneurship among Mainland Chinese University Graduates in Hong Kong: An Empirical Study with Multiple Perspectives	722,455
69	CUHK	Impact of Social Mobility on the Political Attitudes and Behaviours of Young People: A Comparative Study of Hong Kong, Taiwan, and Macao	1,636,653
70	CUHK	Impacts of Implementing “Low-income Working Family Allowance” (LIFA) on Labour Market Situation and Quality of Life of Low Income Working Families in Hong Kong	999,299

No.	Institution	Title	Fund awarded (HK\$)
71	CUHK	Attitudes and Levels of Support Toward Same-Sex Civil Union and Same-Sex Marriage Legislation among the General Public and Homosexual People in Hong Kong – A Comparative Study	981,966
72	CUHK	Achieving Sustainable Urban Park Management in Hong Kong through the Development of Indicators	340,786
73	CUHK	World Values Survey 2017: Generating Data for Trust Maintenance, Repair, and Better Governance in Post-Occupy Hong Kong	1,025,243
74	HKIED*	Enhancing Executive Functioning of Children Living in Poverty: A Randomized Experiment Study	856,452
75	HKIED*	Hong Kong Youths' National Identity: Impacts of Mainland Exchange Programmes, Study Tours and Volunteer Activities	403,880
76	EdUHK	Youth Radicalism in Hong Kong: Exploring Changes in Adolescents' Civic Consciousness and Attitudes to the Nation	569,905
77	PolyU	Electrification of Single-Deck Bus and Minibus in Hong Kong	700,000
78	PolyU	Toward a Better Understanding of the Chinese Mindset in Cruise Tourism Development: A Conjoint Analysis of Chinese Travelers' Preferences for Cruising Attributes	463,025
79	PolyU	Developing A Globalised Industry under the Context of Territorial Policy – The Development of Aviation MRO Industry in Singapore and Hong Kong	611,225
80	PolyU	Exploring the Effects of AIRBNB on the Hong Kong Tourism Industry	256,818
81	HKUST	Carbon Trading in International Climate Cooperation and Its Implications to Hong Kong	195,500
82	HKU	A Sustainable Tourism and Mobility Framework for Assessing the Effects of the Individual Visit Scheme on the Public Transportation System in Hong Kong	690,000
83	HKU	Association Among Father Involvement in Pregnancy and Childbirth, Pregnancy Violence and Health Outcomes: Does It Help Promote Good Health Among Newborns, Mothers, and Fathers?	649,035

No.	Institution	Title	Fund awarded (HK\$)
84	HKU	Financial Impacts of Family Caregiving: An Investigation of the Moderating Effects of Workplace Accommodative Measures and Domestic Helpers	559,632
85	HKU	Creative Industries in Flux: A Critical Investigation into the Challenges, Agency and Potential of Cultural and Creative Workers in Hong Kong	500,000
86	HKU	Hongkong-Shenzhen-Guangzhou as a Multi-gateway Trading City-region for Cross-border e-retailing: A Geographical Analysis	605,337
87	HKU	Demarcation or Integration?: Improving Effectiveness of Traditional Chinese Medicine Use in Hong Kong	399,326
88	HKU	Performance of the Self-assessment Practice of Service Performance Monitoring System	561,547
89	HKU	A Study on Population Dynamics in One Belt One Road: Opportunities and Challenges	617,298
90	OUHK	Feasibility Study of Old Age Pension Scheme in Hong Kong: An Employee's Perspective	345,028
91	Civic Exchange	The First Baseline Study of the General Public's Awareness and Attitudes Towards Biodiversity Conservation in Hong Kong	838,120
92	CityU	Developing Appropriate Typical Weather Data for Applications in Building Related Codes of Practices and Design Guidelines in Hong Kong	314,928
93	CityU	The Development of a New Media Expertise in the Creative Economy of Hong Kong	550,620
94	LU	One Belt One Road: China's Motives and Hong Kong's Roles	468,050
95	LU	Deriving Public Policy for Hong Kong as an Infrastructure Financing Hub and Super-connector in Project Finance: The Belt and Road Initiative	691,783
96	CUHK	A Study on the Development of Palliative and End-of-Life Care Services in Hong Kong	480,801
97	CUHK	Knowledge and Perceptions towards Gender-Based Violence of Minority Girls in Hong Kong	200,000
98	EdUHK	Investment Pattern and Performance of Mandatory Provident Fund Scheme Members: A Historical Administrative Record Analysis	336,390
99	EdUHK	Promotion of Volunteerism among Hong Kong Retirees: An Intervention Study	712,307

No.	Institution	Title	Fund awarded (HK\$)
100	PolyU	An Empirical Study of the Town Planning Board's Planning Control Decisions on Residential Development Applicants since Hong Kong's Handover to China	369,909
101	HKUST	Energy Behavior Patterns in Hong Kong: The Role of Bounded Rationality and Peer Pressure in Air Conditioner Use	568,445
102	HKU	The Experience of Stigma in Patients with Mental Disorders: Are There Improvements in the Past 15 Years?	346,293
103	HKU	A Survey Experiment on Discontent Among the Youth: Welfare or Politics?	220,368

Abbreviations:

CityU – City University of Hong Kong
 HKBU – Hong Kong Baptist University
 LU – Lingnan University
 CUHK – The Chinese University of Hong Kong
 HKIEd* – The Hong Kong Institute of Education
 EdUHK – The Education University of Hong Kong
 PolyU – The Hong Kong Polytechnic University
 HKUST – The Hong Kong University of Science and Technology
 HKU – The University of Hong Kong
 HSMC – Hang Seng Management College
 OUHK – The Open University of Hong Kong
 DPRC – Dashun Policy Research Centre
 OCTSRI – One Country Two Systems Research Institute
 HKAES – Hong Kong Academy of Engineering Sciences

* The Hong Kong Institute of Education (HKIEd) was re-titled as The Education University of Hong Kong (EdUHK) with effect from 27 May 2016.

- (b) The Strategic Public Policy Research (SPPR) Funding Scheme was administered by RGC from 2008-09 to 2012-13. In 2012-13, RGC received a total of 12 applications, among which 2 research projects were funded involving \$5.5 million. The details are as follows:

Projects funded by the SPPR Funding Scheme in 2012-13

No.	Institution	Title	Fund awarded (HK\$)
1	HKU	Social integration of children born in Hong Kong to Mainland women: A study of long-term implications on education, health and social services	1,840,000
2	HKU	An Integrated Study of the Population Policy for Hong Kong	3,657,000

CPU introduced the re-modelled SPPR Funding Scheme in April 2016 having regard to the success of the PPR Funding Scheme. In 2016-17 and as at 1 March 2017, a total of 46 applications were received. 3 applications have been approved involving a total funding of \$9.8 million. The details can be found on the website of CPU (www.cpu.gov.hk) and are reproduced as follows:

Projects funded by the SPPR Funding Scheme in 2016-17

No.	Institution	Title	Fund awarded (HK\$)
1	CityU	Hong Kong Professional Services in the Co-Evolving Belt-Road Initiative: Innovative Agency for Sustainable Development	3,400,000
2	HKUST	Trade and Investment under “One Belt One Road” and Implications for Hong Kong	3,400,000
3	HKU	The Implementation of “One Country Two Systems” in Hong Kong	3,000,000

Abbreviations:

CityU – City University of Hong Kong
 HKUST – The Hong Kong University of Science and Technology
 HKU – The University of Hong Kong

2. (a) From 2012-13 to 2016-17, a total of 2 projects (approved by RGC and CPU respectively) under the PPR Funding Scheme were terminated because the Principal Investigators withdrew the applications. The details are as follows:

Institution	Title	Amount awarded (HK\$)	Amount spent (HK\$)	Termination date
CityU	The sociolinguistic survey of Hong Kong in 2013	594,961	0	09/12/2013
HKU	Redeveloping a Governance Model of the Complaint-handling Process for Sufficient, Accountable and Transparent Regulation of Medical Professionals in Hong Kong	911,536	0	17/03/2015

Abbreviations:

CityU – City University of Hong Kong

HKU – The University of Hong Kong

- (b) From 2012-13 to 2016-17, no projects under the SPPR Funding Scheme were terminated before completion.

- End -

CONTROLLING OFFICER'S REPLY

CSO070

(Question Serial No. 6690)

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (4) Protocol Division

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

Delivering visit programmes for national leaders and overseas senior officials, especially in relation to the celebration of the 20th Anniversary of the Establishment of the Hong Kong Special Administrative Region (HKSAR), is one of the Matters Requiring Special Attention in 2017-18. The estimates for the Protocol Division rise substantially by over one fold this year. The Government states that this is mainly due to increased provision for providing hospitalities to dignitaries visiting Hong Kong for the 20th Anniversary of the Establishment of HKSAR, staff changes and salary increment for staff. Will the Government please advise the amount of expenditure earmarked for providing hospitalities to dignitaries visiting Hong Kong for the 20th Anniversary of the Establishment of HKSAR and provide a breakdown of the estimated expenditure by use?

Asked by: Hon KWOK Wing-hang, Dennis (Member Question No. 27)

Reply:

The estimated expenditure required in 2017-18 for providing hospitality to national leaders and overseas senior officials visiting Hong Kong for the 20th Anniversary of the Establishment of the Hong Kong Special Administrative Region is \$55.92 million. The provision will cover expenditure for greeting and seeing-off ceremony, hotel accommodation and meals, transportation, security arrangements and other related expenses. This is an estimated figure at the current stage only and the actual expenditure will depend on details of the visit.

- End -

CONTROLLING OFFICER'S REPLY

CSO071

(Question Serial No. 4208)

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (3) CSO - Administration Wing

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

The civic square (the square) (also known as East Wing Forecourt of the Central Government Offices (CGO)) has been closed off since 2014 and it has not been open so far. Civil societies have been applying for holding assemblies at the square, but were rejected. In this connection, will the Government advise this Committee on the following:

- (1) What are the factors that hinder the Government from making a decision on the time to open the square? Has the Government taken corresponding measures to deal with such factors? If yes, what are the details? If no, what are the reasons?
- (2) When is the square expected to be re-opened?
- (3) What are the numbers of applications received for using the square annually since its closure?
- (4) Some organisations intended to use the square to hold processions and assemblies. They invited the Government to attend coordinating meetings to discuss the security issues through the Police, but the Government has declined repeatedly. What are the reasons?
- (5) What is the number of security personnel stationed at the square and what are their ranks and respective salaries?
- (6) What is the maintenance expenditure for the facilities of that area (including the escalator and the electrically operated sliding gate connecting the East wing of the CGO) since the closure of the square?

Asked by: Hon LAU Siu-lai (Member Question No. 3131)

Reply:

- (1) & (2) The East Wing Forecourt (the Forecourt) is neither a public place nor a designated public open space. It is primarily used as a vehicular access for the CGO and a pick up/drop off point for passengers, as well as a passageway. The Forecourt has been temporarily closed on security grounds since late September 2014. The Government will continue to monitor the situation and keep under review the arrangements for the Forecourt.
- (3) Since the commissioning of the new CGO at Tamar, as far as the venue permits, the Government has made available the Forecourt to the public for holding public meetings/processions during specified hours on Sundays and public holidays, subject to the prior approval of the Director of Administration. Since the Forecourt has been temporarily closed for security reasons, applications for using the Forecourt for holding public meetings/processions have to be declined. The number of applications received for using the Forecourt since its closure from end-September 2014 are provided below:-

Financial Year	Applications received
2014-15 (since end-September 2014)	11
2015-16	9
2016-17 (up to 1 March 2017)	4

While the Forecourt is still closed temporarily, a section of the pedestrian pavement on Tim Mei Avenue outside the Forecourt has all along been designated as a public activities area. Members of the public may hold public meetings or submit petition letters to the Government in that area without the need for seeking prior approval of the Administration Wing, though such activities are subject to the relevant provisions under the Public Order Ordinance governing the holding of public meetings/processions. In 2016, over 300 petitioning activities were held there.

- (4) Administration Wing staff members are ready to discuss with the applicants on various issues relating to the use of the venue if the application for using the Forecourt is approved.
- (5) The security service for the CGO is currently outsourced to a service contractor. The number of security guards stationed at various facilities of CGO including the Forecourt would depend on the site requirements which may vary from time to time. As the expenditure on security service for the CGO is consolidated in accordance with the contract, there is no further breakdown on the cost of the security service for individual facilities including the Forecourt. The estimated expenditure on security service for 2017-18 is \$51,350,000, which represents an increase of 3% as compared with that of 2016-17 mainly due to inflation.
- (6) The average annual maintenance expenditure for the facilities concerned was around \$320,000.

- End -

CONTROLLING OFFICER'S REPLY**CSO072****(Question Serial No. 5002)**

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (3) CSO - Administration Wing

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

The provision under Programme (3) for 2017-18 is \$22.5 million (4.0%) higher than the revised estimate for last year. The extra provision is mainly for the increased provision for setting up and operation of the Chief Executive-elect's Office as well as provision for replacement of minor plant and equipment. However, the Government states that there is a net decrease of 8 posts under Programme (3). In this connection, please inform this Committee of the following:

1. the estimated expenditure for setting up and operation of the Chief Executive-elect's Office, the subheads of expenditure and the number of months of operation of the Office; and
2. the reasons for a decrease of 8 posts when there is an increase in provision.

Asked by: Hon LEUNG Kwok-hung (Member Question No. 513)

Reply:

1. Under Programme (3), the breakdown of the estimated operational expenditure for the Chief Executive-elect's Office (CEEEO) in 2017-18 is as follows:

	Estimated operational expenditure (\$)
Salaries	6,561,000
Rent of office	6,437,000
Other general departmental expenses (including security, cleansing, duty visits, entertainment, procurement of furniture, computer facilities and office equipment, electricity charges and maintenance, etc.)	2,919,000
Total	15,917,000

CEEO will commence operation in end-March this year and will cease operation by 30 June.

2. Under Programme (3), 15 additional posts will be created in 2017-18. These include the re-creation of a supernumerary Administrative Officer post at directorate level in the Commission on Strategic Development and new posts to be created to meet the increased demand for economic analysis, information technology and other administrative support. As 23 posts will be deleted due to the lapse of time-limited posts (including the Policy and Co-ordination Unit) and the transfer of portfolio (Belt and Road Office), etc. , there will be a net deletion of 8 posts. Details are as follows:

Grade	Number	
	Post to be created	Post to be deleted
Administrative Officer (supernumerary post)	+1	-3
Town Planner		-1
Trade Officer		-2
Administrative Officer		-4
Economist	+3	-4
Executive Officer	+3	-2
Analyst/Programmer	+6	
Clerical and Secretarial grades	+2	-7
Total :	+15	-23
No. of net deletion of post:		-8

- End -

CONTROLLING OFFICER'S REPLY

CSO073

(Question Serial No. 5003)

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (4) Protocol Division

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

Provision for 2017-18 is \$51.8 million (102.8%) higher than the revised estimate for the previous year. This is mainly due to increased provision for providing hospitalities to dignitaries visiting Hong Kong for the 20th Anniversary of the Establishment of the Hong Kong Special Administrative Region (HKSAR) and other factors. In this connection, please advise this Committee on:

1. the amount of expenditure required, manpower and establishment, together with details of the relevant remuneration and benefits, for providing hospitalities to dignitaries attending the celebration events for the 20th Anniversary of the Establishment of the HKSAR; and
2. the percentage of expenditure for the said celebration events against the additional provision.

Asked by: Hon LEUNG Kwok-hung (Member Question No. 514)

Reply:

1. The estimated expenditure required in 2017-18 for providing hospitality to dignitaries visiting Hong Kong for the 20th Anniversary of the Establishment of the Hong Kong Special Administrative Region (20th Anniversary) is \$55.92 million. This is an estimated figure at the current stage only and the actual expenditure will depend on details of the visit. There are 3 officers in the Protocol Division who are responsible for handling visits, among other duties. The estimated expenditure for their salary and allowances in 2017-18 is about \$3.07 million.
2. The increase in provision is mainly for the estimated expenditure for 20th Anniversary and increase in staff cost, offset by the reduction in expenditure in other areas. The estimated expenditure for 20th Anniversary is \$55.92 million.

- End -

CONTROLLING OFFICER'S REPLY

CSO074

(Question Serial No. 5071)

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (3) CSO - Administration Wing

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

Please advise this Committee of:

- (1) the expenditure incurred by the Offices of the Chief Secretary for Administration and the Financial Secretary on management of Facebook and YouTube accounts in the past 3 years and the estimated expenditure in this respect this year; and
- (2) the expenditure involved in managing the official accounts of the Chief Secretary for Administration and the Financial Secretary in Facebook and YouTube in the past 3 years and the estimated expenditure in this respect this year.

Asked by: Hon LEUNG Kwok-hung (Member Question No. 1029)

Reply:

- (1) For the management of Facebook and YouTube accounts held by units/offices under Head 142, the day-to-day operating expenses are minimal and the work involved is absorbed within existing resources.
- (2) The former Financial Secretary set up YouTube and Facebook accounts in December 2013 and February 2015 respectively during his tenure. The work of managing the accounts was absorbed within the resources of the Financial Secretary's Office at that time. The current Chief Secretary for Administration and Financial Secretary have not set up any official Facebook and YouTube accounts.

- End -

CONTROLLING OFFICER'S REPLY

CSO075

(Question Serial No. 5089)

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (1) Efficiency Unit, (2) Government Records Service, (3) CSO - Administration Wing, (4) Protocol Division

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

Please advise this Committee, in tabular form, on the estimated expenditure in respect of the following programmes in 2017-18, with information on the establishment, ranks, salaries and relevant allowances for directorate civil servants, as well as the amount of personnel related expenses:

Programme (1) Efficiency Unit

Programme (2) Government Records Service

Programme (3) CSO - Administration Wing

Programme (4) Protocol Division

Asked by: Hon LEUNG Kwok-hung (Member Question No. 2023)

Reply:

In 2017-18, the estimated number of directorate posts in the Offices of the Chief Secretary for Administration and the Financial Secretary will be reduced from 34 to 32, which include the deletion and re-grading of the post of Director of Protocol to a Senior Principal Executive Officer post, the lapse of 3 Administrative Officer supernumerary posts created in the Commission on Strategic Development and the Policy and Project Co-ordination Unit, and the re-creation of an Administrative Officer supernumerary post in the Commission on Strategic Development. The estimated expenditure of these 32 directorate posts as at 31 March 2018 is as follows:

Rank	Number	Estimated expenditure under Head 142 (including salaries, allowances and personnel related expenses, if any) (\$ million)
Programme (1): Efficiency Unit		
Head, Efficiency Unit	1	2.71
Deputy Head, Efficiency Unit	1	2.48
Assistant Director of Management Services	2	3.30
Administrative Officer Staff Grade C	1	2.12
Principal Management Services Officer	2	3.26
Principal Executive Officer	1	1.64
Programme (2): Government Records Service		
Principal Archivist	1	1.63
Programme (3): CSO - Administration Wing		
Administrative Officer Staff Grade A	1	2.95
Administrative Officer Staff Grade B1	1	2.71
Administrative Officer Staff Grade B	3	7.79
Administrative Officer Staff Grade C	6	13.41
Government Economist	1	2.72
Deputy Government Economist	1	2.25
Principal Economist	5	10.77
Assistant Director of Management Services	1	1.94
Government Town Planner	1	2.01
Principal Executive Officer	1	1.64
Programme (4): Protocol Division		
Senior Principal Executive Officer	1	2.01
Principal Executive Officer	1	1.69
Total:	32	69.03

- End -

CONTROLLING OFFICER'S REPLY

CSO076

(Question Serial No. 5094)

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (3) CSO - Administration Wing

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

Please give a breakdown of the estimated number of staff, annual emoluments, housing allowance and allowances for the expenses on visits and entertainment pertaining to the following posts in the Central Policy Unit and Secretariat to the Commission on Strategic Development in the coming year.

- Head
- Deputy Head
- Member
- Research Director
- Assistant Director
- Senior Researcher
- Senior Administrative Officer
- Senior Statistician
- Researcher
- Research Assistant
- Systems Analyst
- Confidential Assistant
- Secretary to the Commission on Strategic Development
- Assistant Secretary to the Commission on Strategic Development
- Government Town Planner (Commission on Strategic Development)

Asked by: Hon LEUNG Kwok-hung (Member Question No. 2029)

Reply:

In 2017-18, the estimated number of staff and provision for remuneration of the respective posts of the Central Policy Unit (CPU) and the Commission on Strategic Development (CSD) Secretariat are as follows:

Post	No. of staff in 2017-18 (as at 1.4.2017)	Estimated provision for remuneration[#] in 2017-18 (\$)
Head	1	5,846,547
Deputy Head	1	2,713,200
Full-time Member	3	8,848,591
Secretary to the CSD	1	2,459,400
Assistant Secretary to the CSD	1	2,118,600
Government Town Planner (CSD)	1	2,012,900
Research Director	1	2,118,600
Senior Administrative Officer	4	5,855,280
Senior Statistician	1	1,463,820
Senior Researcher	10	7,481,634
Researcher	8	4,384,546
Research Assistant	0	0
Systems Analyst	1	708,627
Confidential Assistant	1	371,340

Note

Provision for remuneration of non-civil service contract posts includes mandatory provident fund contribution, allowances and gratuities.

In 2017-18, \$450,000 and \$550,000 have been earmarked in CPU's provision for duty visits outside Hong Kong and expenses on official entertainment respectively.

- End -

CONTROLLING OFFICER'S REPLY

CSO077

(Question Serial No. 3376)

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: Not Specified

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

Regarding outsourcing of service in your department, please inform this Committee of the followings in respect of the past 3 years:

1. the total number of outsourced service staff employed by your department and the percentage of outsourced service staff against the total number of staff with the same types of duties in your department;
2. the total expenditure on staff of your department; the total amount paid to outsourced service providers; and the percentage of amount paid to outsourced service providers against the total expenditure on staff of your department; and
3. the nature of your department's outsourced services and the duration of the relevant contracts.

In addition, according to the Government's guidelines for tendering of outsourced services revised last year, if the procured service relies heavily on the deployment of non-skilled workers, and a marking scheme for assessing the tenders is adopted, the procuring department, when assessing the tenders, should include in the assessment criteria the evaluation of tenderers' proposed wage rates and working hours for non-skilled workers. In this regard, please inform this Committee of the followings:

4. the current number of outsourced service contracts involving a large number of non-skilled workers awarded by your department since implementation of the guidelines;
5. the departments which have adjusted their assessment criteria in respect of wage rates and working hours for the outsourced service contracts involving a large number of non-skilled workers in the light of the new guidelines since their implementation; how your department has made adjustment; and if no relevant information is available, the reasons for it;
6. whether there have been any rises in the average wage rates for workers in the contracts of outsourced services that rely heavily on deployment of non-skilled workers since the

implementation of the guidelines; if yes, the number of contracts with rises in wage rates; if no relevant information is available, the reasons for it;

7. your department's measures to evaluate the effectiveness of the new tendering guidelines;
8. whether your department is required to adopt the existing mechanism of two-envelope assessment of the technical and price aspects when evaluating tenders for contracts of outsourced service; if no, the number of contracts awarded without adopting the existing mechanism of two-envelope assessment of the technical and price aspects in the past 3 years;
9. the annual numbers of cases of government service contractors breaching the service contracts, the Employment Ordinance or the Occupational Safety and Health Ordinance as revealed by the inspections conducted by your department, and the annual numbers of complaints lodged by the outsourced service staff;
10. the details of follow-up actions on the aforementioned non-compliance and complaint cases; and
11. the number and details of cases involving contractors being punished for non-compliance or sustained complaints.

Asked by: Hon LEUNG Yiu-chung (Member Question No. 149)

Reply:

Details on the engagement of outsourced service staff in the past three years are provided as follows –

	2014-15 (as at 31 March 2015)	2015-16 (as at 31 March 2016)	2016-17 (as at 31 March 2017)
Number of outsourced service contracts	25	23	13
Duration of contract of outsourced services	Ranges from 4 to 72 months per contract	Ranges from 7 to 72 months per contract	Ranges from 12 to 72 months per contract
Nature of outsourced services	Information technology service; Property management, security, cleansing and horticulture service; Research service; Technical service; Project coordination service; Office support	Information technology service; Property management, security, cleansing and horticulture service; Technical service; Project coordination service; Office support	Information technology service; Property management, security, cleansing and horticulture service; Technical service; Office support
Number of outsourced service staff engaged through outsourced service providers	428	404	408
% of staff with the same types of duties in the concerned offices/units against outsourced service staff	4.67%	5.94%	0%
Total amount paid to outsourced service providers	\$75.09 million	\$74.93 million	\$80.90 million

	2014-15 (as at 31 March 2015)	2015-16 (as at 31 March 2016)	2016-17 (as at 31 March 2017)
% of amount paid to outsourced service providers against total staff expenditure	18.39%	16.79%	16.94%
Number of the above outsourced service contracts awarded through tendering	3	3	2
Among the above contracts awarded through tendering, number of contracts awarded through two-envelope approach	2	2	2

We have not awarded any other contracts through tendering since the implementation of the updated guidelines in May 2016. There were no cases of breach of service contracts, Employment Ordinance or Occupational Safety and Health Ordinance or complaints lodged by outsourced service staff for the above contracts.

- End -

CONTROLLING OFFICER'S REPLY

CSO078

(Question Serial No. 3301)

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (1) Efficiency Unit

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

As regards to 1823 and supporting the introduction of outsourcing initiatives mentioned in the brief description of the Department, will the Department advise of:

1. the existing establishment of 1823 and the proportions of full-time and part-time staff;
2. further to the above question, the numbers and proportions of civil servants, non-civil service contract staff and outsourced workers among the staff of 1823 hotline;
3. the reasons of the achievement rate of only 69% despite the target of answering calls within 12 seconds being set at 80%, and the ways for improvement;
4. the details and the specific work of supporting the introduction of outsourcing initiatives, the number of outsourced projects that the Department supported, the number of government departments, manpower and amounts involved over the past year?

Asked by: Hon LUK Chung-hung (Member Question No. 55)

Reply:

1. As at 28 February 2017, 1823 had 6 civil servants and 535 non-civil service contract staff, of whom 86% were full-time staff and 14% part-time staff.
2. As at 28 February 2017, 1.1% of 1823's staff were civil servants and 98.9% were non-civil service contract staff. There is no outsourced worker in 1823.
3. The performance indicator for time to answer an incoming call is one of the three indicators that is used to measure 1823's performance. It is influenced by call volume, call duration as well as staffing levels. The percentage of calls that were answered within 12 seconds had risen from 66% in 2015 to 69% in 2016. The main reasons for not meeting the target of 80% in 2016 were the increased number of written contacts from 1.1 million to 1.3 million and continued tight manpower due to a strong labour market. On the other two measures of performance, the customer

satisfaction score increased from 4.4 to 4.5 (out of a 5-point scale) and the percentage of the enquiries that were resolved at the first point of contact remained at 99%.

In 2016, apart from continuous efforts in launching back-to-back recruitment exercise, 1823 has recruited more part-time staff to cope with workload arising from special departmental programmes and increased written contacts. In the coming year, 1823 will continue to pursue various initiatives to improve the call response time. It will continue to work with departments to improve their communication with the public so as to reduce the number of avoidable enquiries and complaints. It will also launch more recruitment exercise, increase manpower, strengthen its training capacity and continue to improve its business process and knowledge base to drive work efficiency.

4. Outsourcing projects are initiated by government bureaux and departments (B/Ds) and the Efficiency Unit (EU) responds to requests for support raised by B/Ds. In 2016, the EU was not requested to undertake any specific outsourcing study for any B/D.

- End -

CONTROLLING OFFICER'S REPLY

CSO079

(Question Serial No. 6289)

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (3) CSO - Administration Wing

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

Please provide information about the work of the Central Policy Unit on “assessing community concerns and public opinions” in the past year and the expenditure involved.

Asked by: Hon MO Claudia (Member Question No. 60)

Reply:

The major function of the Central Policy Unit (CPU) is to advise the Chief Executive, the Chief Secretary for Administration and the Financial Secretary on policy matters. Apart from conducting policy research, the CPU seeks to understand community concerns and public opinion concerning social, economic and political issues through consultation with some 30 Associate Members, focus group discussions, dialogues and opinion polls. In 2016-17, the expenses of CPU on the honoraria of Associate Members and public opinion polls were around \$0.72 million and \$4.09 million respectively.

- End -

CONTROLLING OFFICER'S REPLY

CSO080

(Question Serial No. 5183)

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (1) Efficiency Unit

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

As regards to identifying applications for new technology to achieve improvements in Government's productivity and public services, please advise on the following:

- (1) What are the expenditures in 2016-17 on quality improvement in user experience of e-government services and the design of "User centric design"?
- (2) Is there any plan to allocate resources in 2017-18 to support government departments to conduct user studies and to organise for digital and network professionals (e.g. user experience experts, designers, front end engineers, specialists in network marketing, etc.) with relevant experience to offer advice to government departments? If yes, what are the details; if no, what are the reasons?
- (3) What are the plans in 2017-18 to ensure proper management, protection and effective dissemination of business data possessed by government departments? What are the work plans, timetables, expenditures and manpower to promote collaboration among government departments to make better use of data by building up their internal data science and analysis capabilities in data management, opening up government data and use of API to improve data exploration tools?
- (4) Regarding enhancing the quality of public services by using innovation and technology to be undertaken by the Innovation and Technology Bureau (ITB) with a provision of \$500 million, is there any plan to make recommendation on the use of technology and guidelines on performance measurement for ITB? If yes, what are the details, manpower and expenditure involved?

Asked by: Hon MOK Charles Peter (Member Question No. 132)

Reply:

- (1) The Efficiency Unit (EU) will carry out user experience research and studies in response to requests by government Bureaux or Departments (B/Ds) in association with their IT project funding applications. There was no request from B/Ds in 2016-17.

(2) The EU cannot predict B/Ds' requests for user experience studies but will respond to them as they arise in the course of the year. No particular provision has been made in our estimates for 2017-18. We also advise B/Ds to seek funding for their user experience studies from the Capital Works Reserve Fund (CWRF) Head 710 Computerisation. We can help connect them with providers through the General Management Consultancy Services Portal maintained by EU.

(3) The Office of the Government Chief Information Officer (OGCIO) has provided B/Ds with internal guidelines for opening up data in the most appropriate and machine-readable data formats according to the different nature of data. OGCIO also developed technical guidelines and provided necessary technical support to B/Ds in this regard. In 2017-18, OGCIO will also enhance the "data.gov.hk" portal, including assisting departments in better organising the datasets on the portal for disseminating in common machine-readable format (including JSON, XML); developing Application Programming Interfaces (API) for datasets where appropriate (at present there are 500 APIs, with an aim to provide 1 000 APIs by mid-2017); reorganising datasets of different data formats; improving the search function of the portal to make it easier for users to find the required datasets, and adding geo-tagging data as well as historical data, with a view to facilitating the public in using public sector information for developing innovative applications and services. The related expenditure is about \$9.2 million over 3 years which will be funded by the CWRF Head 710.

In addition, OGCIO will continue to coordinate and support B/Ds in adopting big data analytics. OGCIO will implement a pilot big data analytics platform to facilitate B/Ds for data sharing and collaborative testing and development of big data applications. The expenditure of the project is about \$9.5 million over 3 years which will be funded by the CWRF Head 710. OGCIO will also continue to organise appropriate promotion and training to raise the awareness of B/Ds on big data analytics and strengthen their capabilities in developing big data applications. The work will be absorbed by existing resources of OGCIO without incurring additional expenditures.

(4) The EU stands ready to offer business process analysis and related advice to B/Ds applying to make use of Innovation and Technology Bureau's new fund when requested. This will be done in the course of normal business. No dedicated resources are allocated to this work.

- End -

CONTROLLING OFFICER'S REPLY**CSO081****(Question Serial No. 5289)**

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: Not Specified

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

- (1) Please provide, in table form, the number of requests for information under the Code on Access to Information received by your bureau/department and its subvented organisations in 2016-17 as well as the relevant details:

Bureau/ Department/ Organisation	Number of requests received	Information involved (items)	Number of requests being handled	Number of requests for which all information was provided	Number of requests for which some information was provided	Average number of days taken to handle the requests (working days)

- (2) the 3 pieces of information most frequently requested by the public and the number of such requests;
- (3) the 5 requests for information which took the longest time to handle, the number of days taken to handle such requests and the reasons; and
- (4) the content of the requests refused, the reasons for the refusal and the number of requests for reviews lodged by the public.

Asked by: Hon MOK Charles Peter (Member Question No. 168)

Reply:

During the period from January to September 2016, the Offices of the Chief Secretary for Administration and the Financial Secretary received 28 requests for information made under the Code on Access to Information (the Code). The 3 pieces of information most frequently requested are: voice records or case summaries in 1823 of the Efficiency Unit (14 cases), operation of 1823 or the Efficiency Unit (4 cases); and recruitment matters (4 cases). As at 30 September 2016, 1 case was still being processed.

Among the 27 requests completed in the period, 25 were met in full and 2 requested for information that was not in our possession or does not exist. For the 5 cases which took the longest processing time, 3 cases were completed within 21 days, and the remaining 2 cases were completed in 25 days and 27 days^{Note} respectively. Reasons for the longer processing time included the need to co-ordinate with relevant bureaux/departments or the amount of information requested was considerable.

During the above period, the Offices of the Chief Secretary for Administration and the Financial Secretary had not received any request for internal review of the processing of the above cases.

Note: In accordance with the requirements of the Code, if it is not possible for a department to respond to a request within 21 days, an explanation should be given, and any deferral should not normally exceed 51 days from date of receipt of the request.

- End -

CONTROLLING OFFICER'S REPLY**CSO082****(Question Serial No. 6732)**

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: Not Specified

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

Regarding the records management work of your office/bureau and the departments under its purview over the past year:

(1) Please provide information on the number and rank of officers designated to perform such work. If there is no officer designated for such work, please provide information on the number of officers and the hours of work involved in records management duties, and the other duties they have to undertake in addition to records management;

(2) Please list in the table below information on programme and administrative records which have been closed pending transfer to the Government Records Service (GRS) for appraisal;

Category of records	Years covered by the records	Number and linear metres of records	Retention period approved by GRS	Are they confidential documents	Reasons for not having been transferred

(3) Please list in the table below information on programme and administrative records which have been transferred to GRS for retention;

Category of records	Years covered by the records	Number and linear metres of records	Retention period approved by GRS	Are they confidential documents	Reasons for not having been transferred

(4) Please list in the table below information on records which have been approved for destruction by GRS;

Category of records	Years covered by the records	Number and linear metres of records	Retention period approved by GRS	Are they confidential documents	Reasons for not having been transferred

Asked by: Hon MOK Charles Peter (Member Question No. 169)

Reply:

1. In line with the service-wide records management requirements, 4 Departmental Records Manager (DRMs) from Senior Executive Officer to Principal Executive Officer ranks, underpinned by 16 Assistant Departmental Records Managers (ADRM)s, have been designated to establish and implement a comprehensive departmental records management programme of the offices. A directorate officer has also been designated to oversee the subject for each of the offices. Other records management duties are performed by a total of 165 staff of various ranks, mainly of the executive/clerical/secretarial grades. These duties include opening and closing of files, monitoring proper file storage, managing and maintaining an accurate file inventory, reviewing records and arranging for disposal of records in accordance with established rules and procedures, etc. Amongst them, 8 Confidential Assistant grade staff have been fully deployed on such duties, whilst the others spent varied portion of time on the duties.

2. Programme and administrative records which have been closed pending transfer to the Government Records Service (GRS) for appraisal over the past year are as follows –

Category of records	Years covered by the records	Number and Linear metres of records	Retention period approved by GRS	Are they confidential documents	Reasons for not having been transferred
Programme	1964 – 2016	883 / 34.54 lm	3 to 25 years	435 of them are confidential	Not-yet time-expired in accordance with the relevant disposal schedules or pending file review
Administrative	1989 – 2016	213 / 9.37 lm	0* to 7 years	12 of them are confidential	

* Retain until superseded or become obsolete.

3. Programme and administrative records which have been transferred to GRS for permanent retention over the past year are as follows –

Category of records	Years covered by the records	Number and Linear metres of records	Are they confidential documents
Programme	1954 – 2005	73 / 3.74 lm	All of them are confidential
Administrative	1993 – 2005	3 / 0.13 lm	None of them are confidential

4. Records which have been approved for destruction by GRS over the past year –

Category of records	Names of records	Years covered by the records	Number and Linear metres of records	Retention period approved by GRS	Are they confidential documents
Programme	<ul style="list-style-type: none"> • Notification on Immigration (Amendment) Ordinance 1990 • Past completed cases of the ICAC Complaints Committee • Letters and correspondences with organisations • Files relating to programme studies • Records Management Training Courses 	1978 - 2010	151 / 1.43lm	3 to 20 years	142 of them are confidential
Administrative	<ul style="list-style-type: none"> • ADMINISTRATION on various topics including Appreciation and Condolences, Conferences and Seminars, Office Services, Reports and Statistics, etc. • ACCOMMODATION AND FACILITIES on various topics including Accommodation, Communication Systems, etc. • EQUIPMENT AND SUPPLIES on various topics including Audiovisual 	1970 – 2014	4 914/ 54.53 lm	0* to 7 years	2 112 of them are confidential

Category of records	Names of records	Years covered by the records	Number and Linear metres of records	Retention period approved by GRS	Are they confidential documents
	<p>and Photographic Equipment and Supplies, Equipment and Supplies, Office Machines and Equipment, Stationery, etc.</p> <ul style="list-style-type: none"> • FINANCE on various topics including Allowances, Fees and Charges, Salaries etc. • PERSONNEL on various topics including Appointments and Posting, Employment and Recruitment, Establishment, Termination of Service, etc. • INFORMATION SYSTEMS AND SERVICES on various topics including Information Services, Information Services – Books and Publications, Library Services, etc. 				

* Retain until superseded or become obsolete.

- End -

CONTROLLING OFFICER'S REPLY

CSO083

(Question Serial No. 7070)

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (3) CSO - Administration Wing

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

When talking about the fiscal position of Hong Kong, the Financial Secretary (FS) said that “the growth of government expenditure cannot keep outpacing economic growth for an undue period, lest the risk of a structural deficit would emerge”. Along the same line of thought, in the wake of a continuous increase in government expenditure, should the guardian of our public money set a good example of upholding the principle of economy by saving the significant renovation cost for his official residence when there will only be 4 months left in his tenure?

In case the office of FS of the next-term Government is assumed by another person and the renovation of official residence is required again, the significant renovation cost spent this time will be wasted. Has the FS considered from the perspective of prudent use of public money when requesting the renovation?

Asked by: Hon TSE Wai-chun, Paul (Member Question No. 70)

Reply:

The Financial Secretary's official residence is a Grade 2 historic building with about 80 years of history. It comprises a two-storey house and an outdoor garden. The last large-scale renovation was carried out in 2007. In view of the deterioration of the parts and facilities in the residence due to their use over a long time, relevant departments, in accordance with established procedures, proposed to carry out some necessary repair and restoration works after the former Financial Secretary had moved out. Such works, including repairing the building and the floor coating, replacing worn-out carpets, touch-up painting of external walls, and replacing dilapidated furniture and installations, are an integral part of the maintenance for the residence. After completion of these works, there will be no need to carry out similar works when the Financial Secretary of the next-term Government assumes office.

- End -

CONTROLLING OFFICER'S REPLY

CSO084

(Question Serial No. 3788)

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (1) Efficiency Unit

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

Two of the key areas of work under this Programme are business process re-engineering and organisational restructuring. In this connection, will the Government inform this Committee of:

1. the content of the business process re-engineering planned for this year, including the government departments involved;
2. the direction of organisational restructuring review planned for this year and the government departments to be reviewed;
3. the resources planned to be allocated to take forward the aforesaid two tasks?

Asked by: Hon YEUNG Alvin (Member Question No. 4)

Reply:

Business process re-engineering (BPR) and organisational restructuring reviews are carried out in response to requests by Bureaux or Departments (B/Ds). The Efficiency Unit (EU) is not in position to predict such requests in advance but responds to them as they arise in the course of the year.

Two BPR studies that began in 2016-17 and will continue into 2017-18 are (a) for the Commerce, Industry and Tourism Branch of Commerce and Economic Development Bureau in association with the Trade Single Window project; and (b) for the Development Bureau in association with the Consultancy Study on Development Strategy of a Common Spatial Data Infrastructure.

No organisational restructuring review is currently in progress.

No separate breakdown of expenditure for these purposes is available as they will be taken up by teams within the EU as part of normal duties.

- End -

CONTROLLING OFFICER'S REPLY

CSO085

(Question Serial No. 3789)

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (2) Government Records Service

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

The aim of the Government Records Service includes administering government records efficiently. In this connection, will the Government inform this Committee of:

1. the number of archival records currently in the backlog pending accession;
2. the quantity of records currently kept by the electronic recordkeeping systems;
3. the resources allocated for the above 2 tasks in the past year; and
4. the resources expected to be allocated for the above 2 tasks in this year.

Asked by: Hon YEUNG Alvin (Member Question No. 9)

Reply:

- (1) The Government Records Service (GRS) had cleared the backlog for records accessioning in 2015 as planned. GRS accessioned 59 700 archival records in 2016-17. Currently, about 14 540 archival records are pending accessioning.
- (2) GRS provides advice and support to bureaux and departments (B/Ds) to develop their electronic recordkeeping systems (ERKSs) in accordance with the functional requirements and standards promulgated by GRS. To date, a total of 8 B/Ds, GRS being one of them, have implemented ERKS and they are responsible for capturing and keeping of their electronic records. Hence, GRS does not have information on the number of records kept in the ERKS of individual B/Ds. Currently, the ERKS of GRS is keeping about 450 000 records.
- (3)&(4) A team comprising 2 Archivist Grade officers and 2 supporting staff is involved in records accessioning work in GRS. A contractor may be engaged to provide manual support service if necessary. In 2016-17, the staff cost and other

expenses on engagement of a service contractor and procurement of archival boxes totalled \$0.96 million.

As explained in (2) above, GRS does not have information pertaining to individual B/Ds on the resources allocated for the capturing and keeping of electronic records in ERKSs. As far as GRS is concerned, the capturing of records in its ERKS is performed by various teams of staff as part of their daily duties and therefore no separate provision is made for such purpose in the estimates. The maintenance costs for the ERKS of GRS was \$1.1 million in 2016-17.

The resources allocated in 2017-18 for the above 2 tasks will be maintained at the same level as in 2016-17.

- End -

CONTROLLING OFFICER'S REPLY

CSO086

(Question Serial No. 6121)

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (4) Protocol Division

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

In the HKSAR Precedence List, 7 religious leaders are included. Why are they included? Are there any clear indicators that can show the representation of relevant religious organisations and what are the number of worshippers represented by these organisations?

Asked by: Hon YIU Chung-yim (Member Question No. 300)

Reply:

The 7 religious leaders on the category "Religious Leaders" of the Precedence List of the Hong Kong Special Administrative Region come from the 6 major religions in Hong Kong. According to the publication "Hong Kong: The Facts" published in May 2016, the population of followers of these religions in Hong Kong are as follows –

1. Buddhism: over 1 million followers
2. Roman Catholic: about 380 000 followers
3. Protestant: about 480 000 followers
4. Confucianism: no information is available
5. Muslim: about 300 000 followers
6. Taoism: over 1 million followers

- End -

CONTROLLING OFFICER'S REPLY

CSO087

(Question Serial No. 6195)

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (1) Efficiency Unit, (2) Government Records Service, (3) CSO - Administration Wing, (4) Protocol Division

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

In regard to the growing cross-boundary co-operation between Hong Kong and the Mainland in recent years, please provide relevant information on Hong Kong/Mainland cross-boundary projects or programmes in which the Offices of the Chief Secretary for Administration and the Financial Secretary and the departments under their purview have been involved:

Please provide information on each of the Hong Kong/Mainland cross-boundary projects or programmes over the past 2 years, including: (1) the title, details and objective of the project/programme, and whether it was related to the Framework Agreement on Hong Kong/Guangdong Co-operation or the Belt and Road Initiative; the expenditure, Mainland official(s) and department(s)/organisation(s) involved; (2) Has any agreement been signed and made public? If not, what were the reasons? Have any minutes of the meetings been taken? If so, have they been made public? What is the progress (percentage completed, commencement date, target completion date)? Have the details, objectives, amount involved or impact on the public, society, culture and ecology been released to the public? If yes, through what channel(s) and what were the manpower and expenditure involved? If not, what were the reasons? Has any public consultation on the cross-boundary project been conducted in Hong Kong? What were the details of the legislative amendments or policy changes involved in the programme?

Apart from the projects or programmes mentioned above, were there any other modes of Hong Kong/Mainland cross-boundary co-operation involving the Offices of the Chief Secretary for Administration and the Financial Secretary and the departments under their purview over the past 2 years? If yes, in what modes were they taken forward? How much manpower and financial resources were involved?

Asked by: Hon YIU Chung-yim (Member Question No. 301)

Reply:

The relevant information on Hong Kong/Mainland cross-boundary projects/programmes under Head 142 over the past 2 years is set out in the table below:

Unit	Year	Title of Hong Kong/Mainland Cross-boundary Projects/ Programmes	Objective and Details of the Projects/ Programmes	Expenditure Involved (HK\$)	Commencement Date	Completion Date
Central Policy Unit	2015-16	International Forum on China's Economy and Policy	To offer an opportunity for participants from the Mainland, overseas and Hong Kong to analyse the Mainland's economic situation and its future policy direction, and explore the roles of and opportunities for Hong Kong	65,720.5	7 May 2015	7 May 2015
	2016-17			123,037	8 November 2016	8 November 2016

As far as the above project/programme is concerned, the Central Policy Unit (CPU) has not signed any agreement or taken any minutes of meetings. Information on the project/programme has been disseminated through the webpage of the CPU. As the dissemination of information was done by the CPU's existing staff, no additional resources were involved.

Apart from the above project/programme, there are no other modes of cross-boundary co-operation between the Mainland and Hong Kong under Head 142 in the past 2 years.

- End -

CONTROLLING OFFICER'S REPLY

CSO088

(Question Serial No. 6225)

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (1) Efficiency Unit, (2) Government Records Service, (3) CSO - Administration Wing, (4) Protocol Division

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

In regard to the growing cross-boundary co-operation between Hong Kong and the Mainland in recent years, please provide relevant information on Hong Kong/Mainland cross-boundary projects or programmes in which the Offices of the Chief Secretary for Administration and the Financial Secretary and the departments under their purview have been involved:

Have provisions been earmarked for the Hong Kong/Mainland cross-boundary projects or programmes for this year? If yes, for each of the Hong Kong/Mainland cross-boundary projects or programmes for this year, please provide information, including: (1) the title, details and objective of the project/programme, and whether it is related to the Framework Agreement on Hong Kong/Guangdong Co-operation or the Belt and Road Initiative; the expenditure, Mainland official(s) and department(s)/organisation(s) involved; (2) Has any agreement been signed and made public? If not, what are the reasons? Have any minutes of the meetings been taken? If so, have they been made public? What is the progress (percentage completed, commencement date, target completion date)? Have the details, objectives, amount involved or impact on the public, society, culture and ecology been released to the public? If yes, through what channel(s) and what were the manpower and expenditure involved? If not, what were the reasons? Has any public consultation on the cross-boundary project been conducted in Hong Kong? What are the details of the legislative amendments or policy changes involved in the programme?

Apart from the projects or programmes mentioned above, are there any other modes of Hong Kong/Mainland cross-boundary co-operation involving the Offices of the Chief Secretary for Administration and the Financial Secretary and the departments under their purview this year? If yes, in what modes are they taken forward? How much financial and manpower resources have been earmarked in the Estimates this year?

Asked by: Hon YIU Chung-yim (Member Question No. 303)

Reply:

No provision has been earmarked for Hong Kong/Mainland cross-boundary projects/ programmes or any other modes of Hong Kong/Mainland cross-boundary co-operation under Head 142 this year.

- End -

CONTROLLING OFFICER'S REPLY

CSO089

(Question Serial No. 6252)

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (1) Efficiency Unit,(2) Government Records Service,(3) CSO - Administration Wing,(4) Protocol Division

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

Please give details of the duty visits of the Chief Secretary for Administration and the Financial Secretary in the past 2 years by setting out certain information of the trips, including the number of visits, purposes and places of visits, number of officers in entourage, air ticket expenses, local transportation expenses, hotel expenses, subsistence allowance and other expenses, banquet and entertainment expenses, gift expenses as well as the total expenses.

If the above information covers trips to Mainland China, please give details of the meetings with, visits to or exchanges with the relevant Mainland authorities by the Offices of the Chief Secretary for Administration and the Financial Secretary and departments under their purview in the past year (including the total number of such trips) by setting out in chronological order certain information of each trip, including (1) the purpose and place of the trip, number and post titles of Hong Kong officials in entourage, and post titles of the Mainland officials met; (2) whether announcement was made prior to the trip and, if not, the reasons for keeping confidence; (3) whether files of the minutes of the meetings have been kept and, if not, the reasons for that; and (4) whether agreements were reached and, if yes, the details and progress of their implementation.

Asked by: Hon YIU Chung-yim (Member Question No. 304)

Reply:

(a) Relevant information on the duty visits of the Chief Secretary for Administration and the Financial Secretary in the past 2 years is as follows -

Date of visit (Number of visits)	Place of visit	Number of officers [^]	Purpose of visit	Hotel accommodation expenses	Passage expenses #	Other expenses @	Total Expenditure
From 1 Mar 2015 to 28 Feb 2017 (39)	Australia, Belgium, Brunei, Germany, Hungary, Iran, Ireland, Italy, Kazakhstan, Mainland, Macao SAR, Netherlands, Peru, Philippines, Poland, Romania, Singapore, Turkey, UK, United Arab Emirates, USA, Vietnam	1 to 4 per trip	To attend meetings, visits and events such as forums and seminars to exchange views and share experiences, and to enhance liaison and strengthen mutual relationship	About HK\$768,000	About HK\$3,152,000	About HK\$619,000	About HK\$4,539,000

Remarks:

- [^] Joined by officers of different ranks and led by a senior officer or directorate officer.
- # Includes charges for all cross-border transport (e.g. air tickets / ferry tickets / train tickets)
- @ Includes charges for local transport, subsistence allowance for duty outside Hong Kong and sundry expenses (if applicable).

The expenses for official entertainment incurred during duty visit were about HK\$4,000 for the above period.

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. We do not maintain separate accounts for the expenses on the procurement of gifts and souvenirs.

(b) Relevant information on the duty visits of the offices/units under Head 142 to the Mainland in the past year is as follows -

Date of visit (Number of visits)	Place of visit	Number of officers [^]	Purpose of visit
From 1 Mar 2016 to 28 Feb 2017 (30)	Beijing, Chengdu, Guangzhou, Hangzhou, Macao SAR, Ningbo, Shanghai, Shenzhen, Sichuan, Xiamen, Xi'an, and Yan'an	1 to 11 per trip	To attend meetings, visits and events such as forums and seminars to exchange views and share experiences, and to enhance liaison and strengthen mutual relationship

Remarks:

[^] Joined by officers of different ranks and led by a senior officer or directorate officer.

We are in touch with the relevant Mainland authorities on issues of mutual concern from time to time as and when necessary. Generally speaking, the meetings are recorded as appropriate, having regard to the different circumstances and factors such as nature of the meeting and subject matter, consensus (if any) reached by both sides, development of the subject matter, etc. We will decide whether and how the trips and the achievements should be made public in the light of the circumstances and needs.

- End -

CONTROLLING OFFICER'S REPLY

CSO090

(Question Serial No. 6272)

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (1) Efficiency Unit, (2) Government Records Service, (3) CSO - Administration Wing, (4) Protocol Division

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

Regarding the studies (if any) conducted by the Offices of the Chief Secretary for Administration and the Financial Secretary and the departments under their purview for the purposes of formulating and assessing policies, please provide the relevant information.

Please provide relevant information on studies on public policy and strategic public policy for which funds had been allocated in the past 2 financial years, including:

Name of consultant; mode of award (open auction/tender/others (please specify)); title, content and objective of project; consultancy fee (\$); start date; progress of studies (under planning/in progress/completed); follow-up actions taken by the Administration on the study report and their progress (if any); and for completed projects, have they been made public? If yes, through what channels? If no, what are the reasons?

Are there any projects for which funds have been reserved for conducting internal studies this year? If yes, please provide the following information: title, content and objective of project; start date; progress of studies (under planning/in progress/completed); follow-up actions taken by the Administration on the study report and their progress (if any); and for projects that are expected to be completed this year, is there any plan to make them public? If yes, through what channels? If no, what are the reasons?

Are there any projects for which funds have been reserved for conducting consultancy studies this year? If yes, please provide the following information: name of consultant; mode of award (open auction/tender/others (please specify)); title, content and objective of project; consultancy fee (\$); start date; progress of studies (under planning/in progress/completed); follow-up actions taken by the Administration on the study report and their progress (if any); and for projects that are expected to be completed this year, is there any plan to make them public? If yes, through what channels? If no, what are the

reasons? What are the criteria for considering the award of consultancy projects to the research institutions concerned?

Asked by: Hon YIU Chung-yim (Member Question No. 307)

Reply:

(a) The Public Policy Research (PPR) Funding Scheme and the Strategic Public Policy Research (SPPR) Funding Scheme were administered by the Research Grants Council (RGC) from 2005-06 to 2012-13. With effect from 2013-14, the Central Policy Unit (CPU) took up the daily administration of the PPR Funding Scheme, which was merged with the SPPR Funding Scheme.

The PPR Funding Scheme is open to the 8 degree-awarding institutions funded by the University Grants Committee (UGC), other degree-awarding institutions and local non-profit-making public policy research think tanks.

Research quality and the relevance of the proposal to the needs of Hong Kong are the principal criteria in assessing research proposals under the PPR Funding Scheme. In considering a research proposal, the Assessment Panel will also take into account factors such as whether the proposal is practical and feasible, the applicant's capability, whether the implementation schedule is well-planned, and whether the proposed budget is reasonable.

To ensure academic freedom and the quality of the research projects, assessments will be conducted by the Assessment Panel comprising experienced academics. The Panel will determine the assessment criteria and details. Applications will be assessed by the Panel as well as reviewers, who are academics and experts outside the Panel. Suggestions and views of relevant Government bureaux/departments will also be sought for reference. A declaration of interests system is in place to ensure that the assessments are fair and just.

The CPU has identified 7 major themes for the PPR Funding Scheme, namely (a) land and housing; (b) poverty and ageing/retirement protection; (c) political development and governance; (d) external economy; (e) social issues (including youth development); (f) economic development; and (g) environmental protection, with 21 Indicative Research Areas. These are proposed for reference of tertiary institutions and think tanks having regard to Hong Kong's current and long-term development as well as needs for research on various social issues. Applicants may also submit their own research areas for consideration by the Assessment Panel.

Since 2015-16 (up to 1 March 2017), a total of 61 projects were approved with a total funding of \$34.3 million. The details can be found on CPU's website (www.cpu.gov.hk) and are reproduced as follows. To enhance transparency, the CPU will upload all research reports onto CPU's website for public reference. The CPU will also invite people from various sectors, including academics and think tanks, to exchange views through channels such as seminars.

Projects Approved by the Public Policy Research Funding Scheme in 2015-16 and 2016-17 are set out below:

No.	Institution/ organisation	Title	Fund awarded (HK\$)	Start date	Completion date/target completion date	Status of study report
1	CityU	How to Improve Participatory Mechanisms in The Processes of Urban Redevelopment: The Case of Kowloon East (Hong Kong)	498,251	1/9/2015	30/11/2016	In progress
2	CityU	Making Policy for Child Care in Hong Kong	476,123	15/6/2015	14/9/2016	Uploaded onto website
3	HKBU	Shaping Arts Development and Education in Facilitating the Role of Hong Kong as a Cultural Hub of the Region	332,350	1/9/2015	31/8/2016	Uploaded onto website
4	CUHK	Enforcing and Complying with Voluntary Agreements as an Alternative Environmental Policy Instrument	195,332	1/6/2015	30/11/2015	Uploaded onto website
5	HKIED#	A Panel Study of Media Effects on Hong Kong Youth's Political Participation	667,176	1/6/2015	30/6/2017	In progress
6	HKIED#	Impact of Family Friendly Policies: A Panel Study in Hong Kong	448,945	15/6/2015	30/4/2017	In progress
7	PolyU	Does Dual-class Share Structure Create Value for Shareholders in the Long Run? Evidence from an Empirical Study of Global Markets with Implications for Hong Kong Stock-listing Policies	898,840	13/4/2015	12/4/2017	In progress
8	PolyU	Civil and Criminal Liabilities for Ship-source Pollution in Hong Kong: Taking Stock of the Present and Seeing the Way Forward	278,530	22/6/2015	21/9/2016	Uploaded onto website
9	HSMC	Preventing Marginalization in Air Passenger and Freight Businesses - a Global Network Decision Support System	654,500	1/6/2015	31/5/2017	In progress

No.	Institution/ organisation	Title	Fund awarded (HK\$)	Start date	Completion date/target completion date	Status of study report
10	CityU	Exploration and Evaluation of Policy Options for Tackling the Illegal Subdivided Unit Problem in Hong Kong	212,175	1/9/2015	30/11/2016	In progress
11	CityU	Sustainability and Social Mobility in Professional Services: A Case Study of Accounting Profession in Hong Kong	548,775	3/8/2015	2/11/2016	In progress
12	HKBU	Impacts of the Residential Physical and Social Environment on Daily Walking Behavior of Older Adults in Hong Kong	499,878	1/9/2015	31/12/2016	In progress
13	HKIED#	Towards a Refugee Policy for an Inclusive Hong Kong: Enhancing the Status of China's International City	652,303	1/8/2015	31/8/2016	Uploaded onto website
14	PolyU	Evaluation of Green Practices for Grocery Retailers in Hong Kong and the Policy Implications for Sustainable Development	294,400	21/9/2015	20/9/2016	In progress
15	PolyU	The Effect of Isomorphic Pressure for BIM in Hong Kong Construction Industry	470,695	1/9/2015	30/11/2016	In progress
16	HKU	Public Transport Policy Measures to Improve the Mobility of the Elderly in Hong Kong	526,700	24/9/2015	23/12/2016	In progress
17	HKU	Birds of a Feather: Cross-group Interaction between Mainland and Local University Students in Hong Kong	242,236	15/9/2015	14/12/2016	In progress
18	CityU	Discontinuing Youth's Violent Involvements with Social Capital Development	817,420	5/10/2015	4/10/2016	Uploaded onto website

No.	Institution/ organisation	Title	Fund awarded (HK\$)	Start date	Completion date/target completion date	Status of study report
19	HKBU	An Exploration of School Fieldtrip to Mainland in Hong Kong Secondary Schools: Students' Self-Authoring Civic Identity	630,766	15/10/2015	14/6/2017	In progress
20	CUHK	Designing a Sustainable Public-Private-Partnership Program to Enhance Diabetes Care and Evaluating Its Impact Using an Outcomes Simulation Model	552,000	15/11/2015	14/2/2017	In progress
21	CUHK	Immigrant Entrepreneurship among Mainland Chinese University Graduates in Hong Kong: An Empirical Study with Multiple Perspectives	722,455	1/11/2015	30/9/2016	Uploaded onto website
22	CUHK	Impact of Social Mobility on the Political Attitudes and Behaviours of Young People: A Comparative Study of Hong Kong, Taiwan, and Macao	1,636,653	1/10/2015	30/11/2016	In progress
23	HKU	A Sustainable Tourism and Mobility Framework for Assessing the Effects of the Individual Visit Scheme on the Public Transportation System in Hong Kong	690,000	15/12/2015	14/3/2017	In progress
24	CityU	Tenant Purchase, Assisted Home Ownership and Social and Residential Mobility	657,296	1/3/2016	31/5/2017	In progress
25	HKIED#	Enhancing Executive Functioning of Children Living in Poverty: A Randomized Experiment Study	856,452	1/3/2016	28/2/2018	In progress
26	PolyU	Electrification of Single-Deck Bus and Minibus in Hong Kong	700,000	1/1/2016	31/12/2016	In progress
27	PolyU	Toward a Better Understanding of the Chinese Mindset in Cruise Tourism Development: A Conjoint Analysis of Chinese Travelers' Preferences for Cruising Attributes	463,025	1/3/2016	31/8/2017	In progress

No.	Institution/ organisation	Title	Fund awarded (HK\$)	Start date	Completion date/target completion date	Status of study report
28	HKUST	Carbon Trading in International Climate Cooperation and Its Implications to Hong Kong	195,500	1/1/2016	31/12/2017	In progress
29	Civic Exchange	The First Baseline Study of the General Public's Awareness and Attitudes Towards Biodiversity Conservation in Hong Kong	838,120	11/1/2016	10/1/2017	In progress
30	CityU	An Experimental Study of National Identity Among Hong Kong Youth	415,150	1/7/2016	30/6/2017	In progress
31	CityU	A Pan-Asian Field Study of Corporate Awareness to Information Security and Preparedness Against Cybercrimes	655,500	1/5/2016	31/7/2017	In progress
32	CityU	The "Citizen Satisfaction Assessment Tool": Applying Expectancy Disconfirmation Theory to Public Services in Hong Kong	961,400	1/7/2016	30/9/2017	In progress
33	LU	Hong Kong Non-Governmental Welfare Organisations in Mainland China: Services, Challenges and Opportunities	930,460	1/7/2016	31/12/2017	In progress
34	CUHK	Impacts of Implementing "Low-income Working Family Allowance" (LIFA) on Labour Market Situation and Quality of Life of Low Income Working Families in Hong Kong	999,299	16/5/2016	15/9/2017	In progress
35	CUHK	Attitudes and Levels of Support Toward Same-Sex Civil Union and Same-Sex Marriage Legislation among the General Public and Homosexual People in Hong Kong - A Comparative Study	981,966	7/7/2016	6/11/2017	In progress

No.	Institution/ organisation	Title	Fund awarded (HK\$)	Start date	Completion date/target completion date	Status of study report
36	HKIED#	Hong Kong Youths' National Identity: Impacts of Mainland Exchange Programmes, Study Tours and Volunteer Activities	403,880	1/7/2016	30/6/2017	In progress
37	PolyU	Developing A Globalised Industry under the Context of Territorial Policy - The Development of Aviation MRO Industry in Singapore and Hong Kong	611,225	27/6/2016	26/3/2017	In progress
38	HKU	Association Among Father Involvement in Pregnancy and Childbirth, Pregnancy Violence and Health Outcomes: Does It Help Promote Good Health Among Newborns, Mothers, and Fathers?	649,035	1/7/2016	30/6/2017	In progress
39	HKU	Financial Impacts of Family Caregiving: An Investigation of the Moderating Effects of Workplace Accommodative Measures and Domestic Helpers	559,632	1/7/2016	30/6/2017	In progress
40	HKU	Creative Industries in Flux: A Critical Investigation into the Challenges, Agency and Potential of Cultural and Creative Workers in Hong Kong	500,000	1/7/2016	31/12/2017	In progress
41	HKU	Hongkong-Shenzhen-Guangzhou as a Multi-gateway Trading City-region for Cross-border e-retailing: A Geographical Analysis	605,337	1/6/2016	31/5/2017	In progress
42	OUHK	Feasibility Study of Old Age Pension Scheme in Hong Kong: An Employee's Perspective	345,028	8/6/2016	7/3/2017	In progress

No.	Institution/ organisation	Title	Fund awarded (HK\$)	Start date	Completion date/target completion date	Status of study report
43	CUHK	Achieving Sustainable Urban Park Management in Hong Kong through the Development of Indicators	340,786	1/8/2016	31/7/2017	In progress
44	EdUHK	Youth Radicalism in Hong Kong: Exploring Changes in Adolescents' Civic Consciousness and Attitudes to the Nation	569,905	1/9/2016	31/5/2017	In progress
45	PolyU	Exploring the Effects of AIRBNB on the Hong Kong Tourism Industry	256,818	20/9/2016	19/9/2017	In progress
46	HKU	Demarcation or Integration?: Improving Effectiveness of Traditional Chinese Medicine Use in Hong Kong	399,326	5/11/2016	4/11/2017	In progress
47	HKU	Performance of the Self-assessment Practice of Service Performance Monitoring System	561,547	30/9/2016	29/9/2017	In progress
48	HKU	A Study on Population Dynamics in One Belt One Road: Opportunities and Challenges	617,298	1/9/2016	31/8/2017	In progress
49	CUHK	World Values Survey 2017: Generating Data for Trust Maintenance, Repair, and Better Governance in Post-Occupy Hong Kong	1,025,243	19/12/2016	18/12/2017	In progress
50	CUHK	A Study on the Development of Palliative and End-of-Life Care Services in Hong Kong	480,801	1/1/2017	31/12/2017	In progress
51	EdUHK	Investment Pattern and Performance of Mandatory Provident Fund Scheme Members: A Historical Administrative Record Analysis	336,390	1/12/2016	30/11/2017	In progress

No.	Institution/ organisation	Title	Fund awarded (HK\$)	Start date	Completion date/target completion date	Status of study report
52	EdUHK	Promotion of Volunteerism among Hong Kong Retirees: An Intervention Study	712,307	1/12/2016	31/5/2018	In progress
53	PolyU	An Empirical Study of the Town Planning Board's Planning Control Decisions on Residential Development Applicants since Hong Kong's Handover to China	369,909	20/12/2016	19/12/2017	In progress
54	HKUST	Energy Behavior Patterns in Hong Kong: The Role of Bounded Rationality and Peer Pressure in Air Conditioner Use	568,445	1/12/2016	30/11/2017	In progress
55	CityU	Developing Appropriate Typical Weather Data for Applications in Building Related Codes of Practices and Design Guidelines in Hong Kong	314,928	1/3/2017	28/2/2018	In progress
56	CityU	The Development of a New Media Expertise in the Creative Economy of Hong Kong	550,620	1/5/2017	30/4/2018	In progress
57	LU	One Belt One Road: China's Motives and Hong Kong's Roles	468,050	1/3/2017	28/2/2018	In progress
58	LU	Deriving Public Policy for Hong Kong as an Infrastructure Financing Hub and Super-connector in Project Finance: The Belt and Road Initiative	691,783	1/4/2017	30/9/2018	In progress
59	CUHK	Knowledge and Perceptions towards Gender-Based Violence of Minority Girls in Hong Kong	200,000	6/2/2017	5/8/2017	In progress
60	HKU	The Experience of Stigma in Patients with Mental Disorders: Are There Improvements in the Past 15 Years?	346,293	20/3/2017	19/3/2018	In progress

No.	Institution/ organisation	Title	Fund awarded (HK\$)	Start date	Completion date/target completion date	Status of study report
61	HKU	A Survey Experiment on Discontent Among the Youth: Welfare or Politics?	220,368	15/1/2017	14/1/2018	In progress

Abbreviations:

CityU – City University of Hong Kong
 HKBU – Hong Kong Baptist University
 LU – Lingnan University
 CUHK – The Chinese University of Hong Kong
 HKIEd – The Hong Kong Institute of Education
 EdUHK – The Education University of Hong Kong
 PolyU – The Hong Kong Polytechnic University
 HKUST – The Hong Kong University of Science and Technology
 HKU – The University of Hong Kong
 HSMC – Hang Seng Management College
 OUHK – The Open University of Hong Kong

The Hong Kong Institute of Education (HKIEd) has been re-titled as The Education University of Hong Kong (EdUHK) with effect from 27 May 2016.

To facilitate longer-term strategic public policy research, capacity building and collaboration, the CPU introduced the re-modelled SPPR Funding Scheme in April 2016 having regard to the success of the PPR Funding Scheme.

The SPPR Funding Scheme is open to the 8 degree-awarding institutions funded by the UGC, other degree-awarding institutions and local non-profit-making public policy research think tanks.

Research quality and the relevance of the proposal to the needs of Hong Kong are the principal criteria in assessing research proposals under the SPPR Funding Scheme. In considering a research proposal, the Assessment Panel will also take into account factors such as whether the proposal is practical and feasible, the applicant's capability, whether the implementation schedule is well-planned, and whether the proposed budget is reasonable. Apart from the above-mentioned assessment criteria, institutional support towards capacity building in policy research (e.g. infrastructure support or matching funds), or external funding sources and support would also be taken into consideration.

For the SPPR Funding Scheme, 7 major strategic themes are identified for capacity building, which could provide long term research support for Hong Kong's development: namely (a) one belt one road; (b) cross-strait three regions studies; (c) national identity; (d) big data; (e) smart city; (f) impact of social media and education; and (g) impact of new technology on modern life and industry. Applicants may also submit their own research areas for consideration by the Assessment Panel.

Since 2016-17 (as at 1 March 2017), a total of 3 projects were approved with a total funding of \$9.8 million. The details can be found on CPU's website (www.cpu.gov.hk) and are reproduced as follows. To enhance transparency, the CPU will upload all research reports onto CPU's website for public reference. The CPU will also invite people from various sectors, including academics and think tanks, to exchange views through channels such as seminars.

Projects Approved by the Strategic Public Policy Research Funding Scheme in 2016-17 are set out below:

No.	Institution/ organisation	Title	Fund awarded (HK\$)	Start date	Completion date/target completion date	Status of study report
1	CityU	Hong Kong Professional Services in the Co-Evolving Belt-Road Initiative: Innovative Agency for Sustainable Development	3,400,000	6/3/2017	5/3/2020	In progress
2	HKUST	Trade and Investment under "One Belt One Road" and Implications for Hong Kong	3,400,000	1/4/2017	31/3/2020	In progress
3	HKU	The Implementation of "One Country Two Systems" in Hong Kong	3,000,000	1/2/2017	31/1/2020	In progress

Abbreviations:

CityU – City University of Hong Kong

HKUST – The Hong Kong University of Science and Technology

HKU – The University of Hong Kong

(b) Under Head 142, no funding has been earmarked specifically for conducting internal studies for the purposes of formulating and assessing policies in 2017-18.

(c) Under Head 142, a sum of about \$10.34 million has been earmarked for conducting commissioned studies on various topics, including priority policy issues highlighted in the 2017 Policy Address, such as poverty alleviation, care for the elderly, ageing population, housing and land, youth development, integration of ethnic minorities into the community and environmental protection.

Under Head 142, consultancy studies commissioned for the purposes of formulating and assessing policies that have commenced and will continue in 2017-18 are set out below. These studies were assessed and approved according to the quotation/tendering rules and procedures of the Stores and Procurement Regulations. After the studies are completed, the relevant units will determine whether to make public the study findings and the channels to do so in the light of the findings.

Unit	Consultancy	Title	Objectives and content	Contract sum (HK\$)	Start date	Target completion date
CPU	The University of Hong Kong	Study on Family Impact Assessment in Hong Kong: A Checklist Approach	Develop a checklist for analysing the impact of various policies on families in Hong Kong	1,360,000	Jun 2016	Nov 2017
	Hong Kong Productivity Council	Study on Emissions Trading in the Mainland: Options for Hong Kong	Study the role and functions of Hong Kong in the emissions trading of the Mainland	1,309,750	Jun 2016	Jun 2017
	One Country Two Systems Research Institute	Study on Current Affairs and Topical Issues (2016-17)	Acquire an understanding of the reports, foci, concerns and discussions of local media, and to review and analyse the trends of public opinions	811,440	Sep 2016	Sep 2017

Unit	Consultancy	Title	Objectives and content	Contract sum (HK\$)	Start date	Target completion date
Policy and Project Co-ordination Unit	Hong Kong Jockey Club Centre for Suicide Research and Prevention of the University of Hong Kong	Follow-up Study on Movement of Type A and Type B Babies in Hong Kong	With reference to the movement records across borders, derive the return rates of Type A and Type B babies and the rates of them receiving education and other services in Hong Kong, as well as compare the results against related studies done earlier.	246,965	Dec 2016	Apr 2017
	Policy 21 Limited and Centre for Civil Society and Governance of the University of Hong Kong	Study on Ethnic Minorities' Awareness and Satisfaction towards Selected Public Services	The study aims at gaining a comprehensive understanding of ethnic minorities' awareness and satisfaction towards major public services, including the employment support services of the Labour Department, the training services of the Employees Retraining Board, the family and youth services of the Social Welfare Department, the ethnic minorities support services and translation/interpretation services of the Home Affairs Department, and proposing improvement measures.	610,000	Dec 2016	Aug 2017

- End -

CONTROLLING OFFICER'S REPLY

CSO091

(Question Serial No. 6306)

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (1) Efficiency Unit (2) Government Records Service (3) CSO - Administration Wing (4) Protocol Division

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

Regarding the expenditure on entertainment and gifts of the Offices of the Chief Secretary for Administration and the Financial Secretary and the departments under their purview in the past 2 years, please provide details of the following: the office of the Secretary of Department or Director of Bureau/bureau/branch/department and the year concerned; the estimated expenditure on entertainment and gifts; the actual expenditure on entertainment and gifts; the expenditure limit for entertainment (including beverages) per head; the expenditure limit for gift per guest; and the number of receptions held and total number of guests entertained.

Regarding the expenditure on entertainment and gifts of the Offices concerned and the departments under their purview incurred on each occasion in the past year, please provide details of the following: the office of the Secretary of Department or Director of Bureau/bureau/branch/department concerned; the date of reception; the departments/organisations and titles of the guests entertained (grouped by department/organisation and indicating the number of guests); the food expenses incurred; the beverage expenses incurred; the gift expenses incurred; and the venue of the reception (department office/restaurant in government facilities/private restaurant/others (please specify)).

Please provide the estimated expenditure on entertainment and gifts for the coming year, with details of the following: the office of the Secretary of Department or Director of Bureau/bureau/branch/department concerned; the estimated expenditure on entertainment and gifts; the expenditure limit for entertainment per guest; and the expenditure limit for entertainment per guest.

Asked by: Hon YIU Chung-yim (Member Question No. 308)

Reply:

As a general rule, all politically appointed officials and civil servants should observe the same principles in the provision of official meals. They are required to exercise prudent judgement and economy in order to avoid any public perception of extravagance and act in accordance with the relevant regulations and administrative guidelines. According to the existing guidelines, the expenditure limits on entertainment in the form of official meals should not exceed \$450 per person for lunch or \$600 per person for dinner, inclusive of all expenses incurred on food and beverages consumed on the occasion, service charges and tips. Official entertainment provided by the Offices of the Chief Secretary for Administration and the Financial Secretary is also subject to the same principles and guidelines. In 2015-16 and 2016-17 (as at 28.2.2017), the actual expenses on official entertainment incurred under Head 142 are \$950,000 and \$960,000 respectively. The estimated expenditure for 2017-18 is \$990,000.

In addition, the Chief Secretary for Administration (CS) and the Financial Secretary (FS) are eligible for an annual non-accountable entertainment allowance for meeting expenses on official entertainment at their official residences. In 2015-16 and 2016-17, the allowances for CS were \$435,600 and \$448,700 respectively. For 2017-18, the estimated expenditure on the allowance is \$459,500. In 2015-16 and 2016-17, the allowances for FS were \$333,900 and \$343,900 respectively. For 2017-18, the estimated expenditure on the allowance is \$352,200.

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. We do not maintain separate accounts for the expenses on the procurement of gifts and souvenirs.

- End -

CONTROLLING OFFICER'S REPLY

CSO092

(Question Serial No. 6333)

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (1) Efficiency Unit, (2) Government Records Service, (3) CSO - Administration Wing, (4) Protocol Division

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

Regarding the records management work of the Chief Secretary for Administration and the Financial Secretary and the departments under their purview over the past year:

Please provide information on the number and rank of officers designated to perform such work. If there is no officer designated for such work, please provide information on the number of officers and the hours of work involved in records management duties, and the other duties they have to undertake in addition to records management;

Please provide information on programme and administrative records which have been closed pending transfer to the Government Records Service (GRS) for appraisal, including the category of records, years covered by the records, number and linear metres of records, retention period approved by GRS, whether they are confidential documents and the reasons for not having been transferred;

Please list the information on programme and administrative records which have been transferred to GRS for retention, including the category of records, years covered by the records, number and linear metres of records, year in which the records were transferred to GRS, retention period approved by GRS and whether they are confidential documents;

Please list the information on records which have been approved for destruction by GRS, including the category of records, names of records, years covered by the records, number and linear metres of records, year in which the records were transferred to GRS, retention period approved by GRS, whether they are confidential documents, reasons for not having been transferred and reasons for approval of destruction.

Asked by: Hon YIU Chung-yim (Member Question No. 309)

Reply:

1. In line with the service-wide records management requirements, 4 Departmental Records Manager (DRMs) from Senior Executive Officer to Principal Executive Officer ranks, underpinned by 16 Assistant Departmental Records Managers (ADRM), have been designated to establish and implement a comprehensive departmental records management programme of the offices. A directorate officer has also been designated to oversee the subject for each of the offices. Other records management duties are performed by a total of 165 staff of various ranks, mainly of the executive/clerical/secretarial grades. These duties include opening and closing of files, monitoring proper file storage, managing and maintaining an accurate file inventory, reviewing records and arranging for disposal of records in accordance with established rules and procedures, etc. Amongst them, 8 Confidential Assistant grade staff have been fully deployed on such duties, whilst the others spent varied portion of time on the duties.

2. Programme and administrative records which have been closed pending transfer to the Government Records Service (GRS) for appraisal over the past year are as follows –

Category of records	Years covered by the records	Number and Linear metres of records	Retention period approved by GRS	Are they confidential documents	Reasons for not having been transferred
Programme	1964 – 2016	883 / 34.54 lm	3 to 25 years	435 of them are confidential	Not-yet time-expired in accordance with the relevant disposal schedules or pending file review
Administrative	1989 – 2016	213 / 9.37 lm	0* to 7 years	12 of them are confidential	

* Retain until superseded or become obsolete.

3. Programme and administrative records which have been transferred to GRS for permanent retention over the past year are as follows –

Category of records	Years covered by the records	Number and Linear metres of records	Are they confidential documents
Programme	1954 – 2005	73 / 3.74 lm	All of them are confidential
Administrative	1993 – 2005	3 / 0.13 lm	None of them are confidential

4. Records which have been approved for destruction by GRS over the past year –

Category of records	Names of records	Years covered by the records	Number and Linear metres of records	Retention period approved by GRS	Are they confidential documents
Programme	<ul style="list-style-type: none"> • Notification on Immigration (Amendment) Ordinance 1990 • Past completed cases of the ICAC Complaints Committee • Letters and correspondences with organisations • Files relating to programme studies • Records Management Training Courses 	1978 - 2010	151 / 1.431m	3 to 20 years	142 of them are confidential
Administrative	<ul style="list-style-type: none"> • ADMINISTRATION on various topics including Appreciation and Condolences, Conferences and Seminars, Office Services, Reports and Statistics, etc. • ACCOMMODATION AND FACILITIES on various topics including Accommodation, Communication Systems, etc. • EQUIPMENT AND SUPPLIES on various topics including Audiovisual and Photographic Equipment and Supplies, Office Machines and Equipment, Stationery, etc. • FINANCE on various topics including Allowances, Fees and Charges, Salaries, etc. 	1970 – 2014	4 914/ 54.53 lm	0* to 7 years	2 112 of them are confidential

Category of records	Names of records	Years covered by the records	Number and Linear metres of records	Retention period approved by GRS	Are they confidential documents
	<ul style="list-style-type: none"> <li data-bbox="384 304 715 573">• PERSONNEL on various topics including Appointments and Posting, Employment and Recruitment, Establishment, Termination of Service, etc. <li data-bbox="384 607 679 875">• INFORMATION SYSTEMS AND SERVICES on various topics including Information Services, Information Services – Books and Publications, Library Services, etc. 				

* Retain until superseded or become obsolete.

These records no longer possessed any administrative, operational, fiscal and legal values and were appraised by the GRS as having no archival value. After they became time-expired according to the retention periods as set out in the corresponding records retention and disposal schedules, they were destroyed after the prior agreement of the GRS Director was obtained.

- End -

CONTROLLING OFFICER'S REPLY

CSO093

(Question Serial No. 6671)

Head: (142) Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary

Subhead (No. & title): (000) Operational expenses

Programme: (4) Protocol Division

Controlling Officer: Director of Administration (Ms Kitty CHOI)

Director of Bureau: Director of Administration

Question:

What were the manpower and expenditure for the national flag and the related emblems, the March of the Volunteers, and the flag and emblem of the Hong Kong Special Administrative Region in the past 3 years and what is the estimated manpower and expenditure in this regard for 2017-18? Is the Public Seal of Hong Kong still valid? If so, what are the manpower and expenditure for its management? If not, what are the reasons?

Asked by: Hon YIU Chung-yim (Member Question No. 404)

Reply:

There are 3 officers in the Protocol Division who are responsible for handling matters relating to the display and use of the national flag, national emblem, regional flag and regional emblem and offering advice regarding the national anthem during flag raising ceremonies and foreign missions' national day receptions, among other duties. The handling of such enquiries does not incur additional expenditure. Hence, we have no estimated expenditure for the purpose in the past 3 years, and for 2017-18.

The Hong Kong Special Administrative Region (HKSAR) Government has since 1998 adopted a new seal as the Public Seal of the HKSAR which may be used for sealing important documents. There is an officer in the Administration Wing who is responsible for keeping the Public Seal and sealing documents as requested by bureaux and departments. The handling of such duties does not incur additional expenditure.

- End -