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**Replies to supplementary questions raised by Finance Committee Members in examining the
Estimates of Expenditure 2013-14**

**Government Secretariat : Offices of the Chief Secretary for Administration and the Financial
Secretary**

Session No. : 5

File Name : CSO-2S-e1

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S-CSO01	S034	S-CSO03	SV014		
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**Replies to supplementary questions raised by Finance Committee Members in examining the
Estimates of Expenditure 2013-14**

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Secretary
Session No. : 5**

Reply Serial No.	Question Serial No.	Name of Member	Head	Programme
S-CSO01	S034	LEE Cheuk-yan	142	(3) CSO-Administration Wing
S-CSO02	S035	LEE Cheuk-yan	142	(3) CSO-Administration Wing
S-CSO03	SV014	MO, Claudia	142	(3) CSO-Administration Wing
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**CONTROLLING OFFICER'S REPLY TO
SUPPLEMENTARY QUESTION**

S-CS001

Question Serial No.

S034

Head: 142 – Government Secretariat : Offices of Subhead (No. & title):
the Chief Secretary for Administration and
the Financial Secretary

Programme: (3) CSO – Administration Wing

Controlling Officer: Director of Administration

Director of Bureau: Director of Administration

Question:

Please provide the job descriptions of the Head, Deputy Head, Member (1), Member (2) and Member (3) of the Central Policy Unit, including the major duties and responsibilities of each post.

Asked by: Hon. LEE Cheuk-yan

Reply:

The job descriptions of the Head, Deputy Head, Member (1), Member (2) and Member (3) of the Central Policy Unit (CPU) are provided as follows-

- | | |
|---------------------|--|
| Head, CPU | <ul style="list-style-type: none">• Heads the CPU• Advises the Chief Executive, the Chief Secretary for Administration and the Financial Secretary on various policy issues• Assists the Chief Executive in preparing the Policy Address• Serves as a member on the Commission on Strategic Development• Determines subject matters for research and opinion polls |
| Deputy Head,
CPU | <ul style="list-style-type: none">• Deputises Head, CPU• Coordinates research work• Provides support in preparing the Policy Address• Oversees the Associate Members Programme and appointment to CPU Panels• Offers views to Head, CPU on government policies and operations• Oversees administration work |

- Member (1)
- Handles matters relating to the examination of policy issues on economic development strategy, financial services development, industry policy and economic co-operation with the Mainland
 - Provides expert advice and research support to the Financial Services Development Council and the Economic Development Commission
 - Takes charge of specific studies and research projects
 - Writes think-pieces on specific subjects
- Member (2)
- Handles matters relating to the examination of policy issues on social and welfare subjects including poverty, population policies, and youth policies
 - Provides expert advice and research support to the Commission on Poverty
 - Takes charge of specific studies and research projects
 - Writes think-pieces on specific subjects
- Member (3)
- Handles matters relating to cultivating and building a reserve of talents on public policy in support of Hong Kong's future development
 - Takes charge of specific studies and research projects
 - Writes think-pieces on specific subjects

Name in block letters: Ms Kitty CHOI

Post Title: Director of Administration

Date: 16 April 2013

**CONTROLLING OFFICER'S REPLY TO
SUPPLEMENTARY QUESTION**

S-CS002

Question Serial No.

S035

Head: 142 – Government Secretariat : Offices of Subhead (No. & title):
the Chief Secretary for Administration and
the Financial Secretary

Programme: (3) CSO – Administration Wing

Controlling Officer: Director of Administration

Director of Bureau: Director of Administration

Question:

Does “providing advice on candidates suitable for appointment to statutory and advisory bodies by the Government” match the job descriptions for the Head, Deputy Head and members of the Central Policy Unit?

Asked by: Hon. LEE Cheuk-yan

Reply:

The Fourth Term Government considers it important to cultivate and build up a reserve of talents in support of Hong Kong's future development. To provide a more systematic way for implementing this area of work, Member (3) of the Central Policy Unit is responsible for, inter alia, providing advice on candidates suitable for appointment to statutory and advisory bodies by the Government.

Name in block letters: Ms Kitty CHOI

Post Title: Director of Administration

Date: 16 April 2013

**CONTROLLING OFFICER'S REPLY TO
SUPPLEMENTARY QUESTION**

S-CSO03

Question Serial No.

SV014

Head: 142 – Government Secretariat : Offices of Subhead (No. & title):
the Chief Secretary for Administration and
the Financial Secretary

Programme: (3) CSO – Administration Wing

Controlling Officer: Director of Administration

Director of Bureau: Director of Administration

Question:

Pursuant to reply no. CSO018, the Administration is requested to provide justifications for the Central Policy Unit to take up the responsibility of administering the Public Policy Research Funding Scheme (Funding Scheme), and to provide information on the criteria the Administration would adopt in the selection and appointment of members for vetting applications under the Funding Scheme to ensure equity in the allocation of research resources.

Asked by: Hon. Claudia MO

Reply:

It has been seven years since the launch of the Public Policy Research (PPR) Funding Scheme in 2005, during which time the social, economic and political landscape of Hong Kong has witnessed significant and continued changes. There is a need for more timely and issue-specific public policy research. The Central Policy Unit (CPU) also noted that apart from the eight tertiary institutions funded by the University Grants Committee, other higher education institutions and public policy research institutions would like the Government to extend the PPR Funding Scheme to cover them. With a view to strengthening research input on policy making, CPU has decided to revise the operation of the PPR Funding Scheme. The revised mode of operation will help lay a stronger foundation for government policies. It will also facilitate public policy research to better meet the needs of the community and the Government.

In formulating the application and assessment procedures, CPU would make reference to the practice of the Research Grants Council (RGC). Drawing reference to the formation of Panels comprising experienced academics when the PPR Funding Scheme was administered by RGC, CPU will also invite well-respected academics to form an assessment panel and serve as its chairperson and members to assess and make recommendations on the PPR funding applications. In considering the appointment of the assessment panel, CPU will consider factors like the candidate's experience, academic achievements and standing, expertise and knowledge and history of public service. Objective assessment criteria will be adopted, covering research methodology and relevance to public policy development in Hong Kong etc. A declaration of interests system will be in place to ensure there is no conflict of interests. In addition, research reports from the Scheme will be published to facilitate public monitoring and participation in public policy discussion. These arrangements and safeguards will enhance equity and transparency in the allocation of research resources.

Name in block letters: Ms Kitty CHOI

Post Title: Director of Administration

Date: 16 April 2013

**CONTROLLING OFFICER'S REPLY TO
SUPPLEMENTARY QUESTION**

S-CSO04

Question Serial No.

S108

Head: 142 – Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary Subhead (No. & title):

Programme:

Controlling Officer: Director of Administration

Director of Bureau: Director of Administration

Question:

In connection with the provision of public information and gathering of public opinions by means of the Internet, please advise of the following:

- (a) the particulars, in tabulated forms (see Annex 1), regarding the social media platforms set up and operated by bureaux/departments/public bodies or their agents (such as out-sourced contractors or consultants) for the past 3 years (2010-11, 2011-12 and 2012-13).
- (b) Using the table below (see Annex 2), provide information on practical training received by Government officers in social media.
- (c) In respect of the setting up and operation of social media platforms, did the Administration provide Government officers with guidelines on the operation and use of social media and encourage Government agencies to strengthen communication with the public by means of social media? If yes, what are the details? If no, does the Government have any plan to formulate such guidelines? If there is no such a plan, what are the reasons?
- (d) In recent years, governments around the world have introduced systems through which citizens may hand in their online proposals. They have also undertaken that they would give a formal online response if a certain number of citizens have indicated their support of the proposals. Did the Administration look into ways to improve the existing channels for collecting public opinions on the Internet and evaluate the feasibility of collecting public opinions on the Internet through the above systems. If yes, what are the details? If no, what are the reasons?

Commencement of operation (Month/ Year)	Status (keeps on updating / ceased updating) (as at 28 February 2013)	Government agencies (including policy bureaux/ departments/ public bodies/ government consultants)	Name	Social media (Facebook/ Flickr/ Google+/ LinkedIn/ Sina Weibo/ Twitter/ YouTube)	Purpose of establishment and no. of updates (as at 28 February 2013)	No. of “Likes”/ subscribers/ average monthly visits (as at 28 February 2013)	Compilation of summary of comments and follow-up on a regular basis (Yes/ No)	Rank and No. of officers responsible for the operation (as at 28 February 2013)	Financial resources involved in the establishment and daily operation (as at 28 February 2013)
			(1) ... (2) ... (3) ...	(1) ... (2) ... (3) ...					

Date (Month/ Year)	Status (under progress/ completed) (as at 28 February 2013)	Government agencies (including policy bureaux/ departments/ public bodies/ government consultants)	Name of course provider	Course title	Course content (Facebook/ Flickr/ Google+/ LinkedIn/ Sina Weibo/ Twitter/ YouTube)	No. of officers participated and completed a course (as at 28 February 2013)	Total no. of training hours (as at 28 February 2013)	Rank and no. of officers participated in training (as at 28 February 2013)	Financial resources involved in training (as at 28 February 2013)
				(1) ... (2) ... (3) ...	(1) ... (2) ... (3) ...				

Asked by: Hon. MOK, Charles Peter

Reply:

- (a) The statistics relating to the Offices of the Chief Secretary for Administration and the Financial Secretary are provided at Annex 1.

- (b) The statistics relating to the Offices of the Chief Secretary for Administration and the Financial Secretary are provided at Annex 2.

- (c) Since the “Guidelines on the Use of Social Media” is available on the Government intranet for reference, no departmental guideline is prepared separately on the operation and use of social media.

- (d) We will continue to collect public opinion through different channels.

Name in block letters: Ms Kitty CHOI

Post Title: Director of Administration

Date: 16 April 2013

Commencement of operation (Month/Year)	Status (keeps on updating / ceased updating) (as at 31 March 2013)	Government agencies (including policy bureaux/ departments/ public bodies/ government consultants)	Name	Social media (Facebook/ Flickr/ Google+/ LinkedIn/ Sina Weibo/ Twitter/ YouTube)	Purpose of establishment and no. of updates (as at 31 March 2013)	No. of “Likes”/ subscribers/ average monthly visits (as at 31 March 2013)	Compilation of summary of comments and follow-up on a regular basis (Yes/ No)	Rank and No. of officers responsible for the operation (as at 31 March 2013)	Financial resources involved in the establishment and daily operation (as at 31 March 2013)
2/2012	Ongoing updating	Efficiency Unit - 1823	1823 Online	(1) Facebook (2) Google+	(1) To provide the citizens with information closely related to their daily lives (2) To provide the citizens with an online platform to discuss and exchange views on different topics (3) To receive citizens’ enquiries and complaints against Government departments and then refer to the latter for follow up actions 2 – 3 times per working day	(1) Facebook “Like”: 511 (2) Google + Subscribers: 130	Yes	3 Management Services Officers operate the social media pages on part-time basis (1 Senior Management Services Officer and 2 Management Services Officers I)	Nil

Commencement of operation (Month/Year)	Status (keeps on updating / ceased updating) (as at 31 March 2013)	Government agencies (including policy bureaux/ departments/ public bodies/ government consultants)	Name	Social media (Facebook/ Flickr/ Google+/ LinkedIn/ Sina Weibo/ Twitter/ YouTube)	Purpose of establishment and no. of updates (as at 31 March 2013)	No. of “Likes”/ subscribers/ average monthly visits (as at 31 March 2013)	Compilation of summary of comments and follow-up on a regular basis (Yes/ No)	Rank and No. of officers responsible for the operation (as at 31 March 2013)	Financial resources involved in the establishment and daily operation (as at 31 March 2013)
3/2010	Ongoing updating	Efficiency Unit – Youth.gov.hk	Youth.gov.hk’s YouTube channel	YouTube	To make use of social media to upload videos of Youth.gov.hk. Over 300 videos have been uploaded.	No. of subscribers: about 260	No	Content Editor (non-civil service contract [NCSC])	Nil
4/2010	Ongoing updating	Efficiency Unit – Youth.gov.hk	Youth.gov.hk on Facebook	Facebook	To make use of social media to post core contents of Youth.gov.hk. Over 960 posts have been issued.	No. of “Like”: about 4 300	No	Content Editor (NCSC)	Nil
5/2012	Ongoing updating	Efficiency Unit – Youth.gov.hk	Youth.gov.hk on Sina Weibo	Sina Weibo	To make use of social media to post information about youths’ participation in volunteer services in China Over 30 posts have been issued.	No. of fans: about 30	No	Content Editor (NCSC)	Nil

Commencement of operation (Month/Year)	Status (keeps on updating / ceased updating) (as at 31 March 2013)	Government agencies (including policy bureaux/ departments/ public bodies/ government consultants)	Name	Social media (Facebook/ Flickr/ Google+/ LinkedIn/ Sina Weibo/ Twitter/ YouTube)	Purpose of establishment and no. of updates (as at 31 March 2013)	No. of “Likes”/ subscribers/ average monthly visits (as at 31 March 2013)	Compilation of summary of comments and follow-up on a regular basis (Yes/ No)	Rank and No. of officers responsible for the operation (as at 31 March 2013)	Financial resources involved in the establishment and daily operation (as at 31 March 2013)
6/2009	Ceased updating (Ceased operation in 8/2011)	Efficiency Unit – Youth.gov.hk	Youth.gov.hk on Twitter	Twitter	To make use of social media to post Youth Blog’s articles of Youth.gov.hk. Over 120 articles have been issued.	No. of followers: about 210	No	Content Editor (NCSC)	Nil

Date (Month/ Year)	Status (under progress/ completed) (as at 31 March 2013)	Government agencies (including policy bureaux/ departments/ public bodies/ government consultants)	Name of course provider	Course title	Course content (Facebook/ Flickr/ Google+/ LinkedIn/ Sina Weibo/ Twitter/ YouTube)	No. of officers participated and completed a course (as at 31 March 2013)	Total no. of training hours (as at 31 March 2013)	Rank and no. of officers participated in training (as at 31 March 2013)	Financial resources involved in training (as at 31 March 2013)
5/2010	Completed	Efficiency Unit - 1823	CSTDI	Public Services and Public Engagement - Responding to the Contemporary Young Generation	Facebook/ Sina Weibo/ Twitter/ YouTube	1	3.5 hours	1 Senior Management Services Officer	Nil
12/2010	Completed	Efficiency Unit - 1823	Efficiency Unit	Experience Sharing on Mobile App's World and A Fortune Teller Social Media	Facebook/ Sina Weibo/ Twitter/ YouTube	15	1.5 hours	Deputy Head, Efficiency Unit, 1 Principal Management Services Officer, 2 Chief Management Services Officers, 2 Senior Management Services Officers, 2 Management Services Officers I, 4 Management Services Officers II & 3 NCSC staff	Nil

Date (Month/ Year)	Status (under progress/ completed) (as at 31 March 2013)	Government agencies (including policy bureaux/ departments/ public bodies/ government consultants)	Name of course provider	Course title	Course content (Facebook/ Flickr/ Google+/ LinkedIn/ Sina Weibo/ Twitter/ YouTube)	No. of officers participated and completed a course (as at 31 March 2013)	Total no. of training hours (as at 31 March 2013)	Rank and no. of officers participated in training (as at 31 March 2013)	Financial resources involved in training (as at 31 March 2013)
12/2010	Completed	Efficiency Unit - 1823	OGCIO & CSTDI	Seminar on "Best Practices and Communication Skills of E-engagement"	Facebook/ Sina Weibo/ Twitter/ YouTube	1	3 hours	1 Senior Management Services Officer	Nil
12/2010	Completed	Efficiency Unit - 1823	OGCIO & CSTDI	Workshop on "Using Social Media and Online Platforms in E-engagement Projects"	Facebook/ Sina Weibo/ Twitter/ YouTube	1	3 hours	1 Senior Management Services Officer	Nil

Date (Month/ Year)	Status (under progress/ completed) (as at 31 March 2013)	Government agencies (including policy bureaux/ departments/ public bodies/ government consultants)	Name of course provider	Course title	Course content (Facebook/ Flickr/ Google+/ LinkedIn/ Sina Weibo/ Twitter/ YouTube)	No. of officers participated and completed a course (as at 31 March 2013)	Total no. of training hours (as at 31 March 2013)	Rank and no. of officers participated in training (as at 31 March 2013)	Financial resources involved in training (as at 31 March 2013)
2/2011	Completed	Efficiency Unit - 1823	Efficiency Unit	Seminar on "Social Media - Friend or Foe?"*	All social media	103	3 hours	Head, Efficiency Unit, Deputy Head, Efficiency Unit, 2 Assistant Directors, Efficiency Unit, 2 Principal Management Services Officers, 1 Principal Executive Officer, 4 Chief Management Services Officers, 7 Senior Management Services Officers, 3 Management Services Officers I, 5 Management Services Officers II, 2 NCSC staff, and 69 directorate officers as well as 6 non-directorate officers from 31 bureaux /departments	Nil

Date (Month/Year)	Status (under progress/completed) (as at 31 March 2013)	Government agencies (including policy bureaux/departments/public bodies/government consultants)	Name of course provider	Course title	Course content (Facebook/Flickr/Google+/LinkedIn/Sina Weibo/Twitter/YouTube)	No. of officers participated and completed a course (as at 31 March 2013)	Total no. of training hours (as at 31 March 2013)	Rank and no. of officers participated in training (as at 31 March 2013)	Financial resources involved in training (as at 31 March 2013)
6/2012	Completed	Efficiency Unit - 1823	Hong Kong Information Technology Federation	Government 2.2 Conference	Facebook/Google+	1	3 hours	1 Management Services Officer I	Nil
10/2012	Completed	Efficiency Unit - 1823	Efficiency Unit	Serving the Social Citizen Seminar and Workshop*	All social media	58	1 hour	2 Principal Management Services Officers, 2 Chief Management Services Officers, 1 Senior Management Services Officer, 4 Management Services Officers I, 3 Management Services Officers II, and 33 directorate officers as well as 13 non-directorate officers from 33 bureaux /departments	Nil

* Training organised by the Efficiency Unit for other bureaux/departments.