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**Replies to initial written questions raised by Finance Committee Members in
examining the Estimates of Expenditure 2016-17**

Director of Bureau : Secretary for the Civil Service

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CSB001

CONTROLLING OFFICER'S REPLY

(Question Serial No. 1140)

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

Question:

1. Regarding the Basic Law seminars for civil servants organised by the Civil Service Bureau in the past 3 financial years (2013-14 to 2015-16), will the Government inform this Committee of:
 - i. the number of seminars organised; and
 - ii. the speakers invited?
2. Who are the academics, legal sector personnel etc that the Government has planned to invite as speakers at the seminars to be conducted in the coming financial year (2016-17)?

Asked by: Hon Alan LEONG Kah-kit (Member Question No. 17)

Reply:

1. In the past three financial years from 2013-14 to 2015-16, the Civil Service Bureau (CSB) organised a total of 18 thematic seminars on the Basic Law for civil servants. The speakers included Senior Assistant Solicitor General of the Department of Justice; Professor WANG Zhen-min, Dean of School of Law of Tsinghua University; Professor Albert CHEN Hung-ye, Chan Professor in Constitutional Law of Faculty of Law of the University of Hong Kong; the Hon Elsie LEUNG Oi-sie, Vice-Chairperson of the HKSAR Basic Law Committee of the Standing Committee of the National People's Congress; the Hon Maria TAM Wai-chu and Mr Johnny MOK Shiu-luen S.C., Members of the HKSAR Basic Law Committee of the Standing Committee of the National People's Congress; Dr Simon Hoey LEE, Member of the Basic Law Promotion Steering Committee; and Dr James WONG Kong-tin, Deputy Secretary-General of Joint Committee for the Promotion of the Basic Law of Hong Kong.
2. In 2016, CSB will continue to invite speakers who have a profound knowledge of the Basic Law to conduct seminars for civil servants. Speakers invited so far include Senior Assistant Solicitor General of the Department of Justice, Professor Albert CHEN Hung-ye, the Hon Maria TAM Wai-chu and Dr Simon Hoey LEE.

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CONTROLLING OFFICER'S REPLY

(Question Serial No. 3024)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (4) Civil Service Training and Development

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

Director of Bureau: Secretary for the Civil Service

Question:

It is stated in Matters Requiring Special Attention in 2016-17 under Programme (4) that the Government will provide national studies training programmes for civil servants at different levels and make national studies part and parcel of the development plans for senior civil servants. In this connection, will the Government advise this Committee on:

- (1) the operating expenses, staff establishment and full-year payroll costs relating to the above training programmes in 2015-16; and
- (2) the operating expenses, staff establishment and full-year payroll costs relating to the above training programmes in 2016-17?

Asked by: Hon Albert CHAN Wai-yip (Member Question No. 48)

Reply:

In 2015-16, the revised estimate on national studies programmes is \$18.5 million, and the estimated expenditure in 2016-17 is \$18.8 million. There are two units in the Civil Service Training and Development Institute with a total of 19 Training Officers responsible for organising national studies programmes. As these two units are not responsible only for a single area of work, it would be difficult to break down the expenses involved.

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CONTROLLING OFFICER'S REPLY

CSB003

(Question Serial No. 2769)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

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

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

Director of Bureau: Secretary for the Civil Service

Question:

The financial provision for Programme (3) Translation and Interpretation Services and Use of Official Languages for 2016-17 is \$136.9 million. Would the Government please advise on the following:

- (1) What are the respective amounts of provision allocated to the work related to the use of the two official languages?
- (2) For the Putonghua Quiz in 2015, what were the expenditure against the total provision, its effectiveness and the response? Will the Government consider organising the Quiz again in 2016?
- (3) Did the Government organise any English and Cantonese quizzes in 2015? Will the Government do so in 2016? If yes, what are the details? If not, what are the reasons?
- (4) It is estimated that the vetting service provided in respect of drafts, mostly in Chinese, prepared by civil servants in 2016-17 will involve 7 800 000 words. What does "mostly in Chinese" mean? What are the respective percentage shares of vetting Chinese and English drafts in the provision?

Asked by: Hon Andrew LEUNG Kwan-yuen (Member Question No. 17)

Reply:

- (1) The Official Languages Division (OLD) of the Civil Service Bureau (CSB) provides language support services to government bureaux and departments to facilitate the effective use of Chinese and English in official business within the civil service. As the services provided by OLD involve the use of both official languages and are delivered with in-house resources, instead of being funded on a project basis, it is

impracticable to work out the respective amounts of provision allocated to the work related to the use of the two official languages.

- (2) The expenditure on the Putonghua Quiz organised for civil servants in 2015 was \$5,000, which covered the purchase of prizes. The aim of the Quiz was to enhance civil servants' interest in learning Putonghua. A total of 734 civil servants from 60 government departments participated in the Quiz in 2015. We plan to organise the Quiz again in 2016.
- (3) We did not organise any English or Cantonese quizzes for civil servants in 2015, and do not plan to do so in 2016. However, there is a Chinese or English quiz for civil servants in every issue of *Word Power*, our quarterly publication on Chinese and English languages and cultures. We will continue to facilitate the effective use of Chinese and English in official business within the civil service by various means, such as telephone hotlines, glossaries, guidebooks on official writing and language reference materials.
- (4) As for the vetting of drafts prepared by civil servants, about 95% of our workload (in number of words) is in Chinese while about 5% is in English. As our services (including draft-vetting) are delivered with in-house resources, instead of being funded on a project basis, it is impracticable to work out the respective amounts of provision allocated to the vetting of Chinese and English drafts.

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CONTROLLING OFFICER'S REPLY

(Question Serial No. 2340)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (1) Director of Bureau's Office

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

Director of Bureau: Secretary for the Civil Service

Question:

Please list in the table below expenditure details of the duty visits made by the Secretary for the Civil Service (new and former), the Deputy Secretary for the Civil Service and the Administrative Assistant to the Secretary for the Civil Service in the past 3 years, including the date of visit, place of visit, number of entourage members, purpose of visit, expenses on hotel accommodation, air tickets and meals, and total expenditure for each visit. Please list the amounts of sponsorships received and names of the sponsors (if any).

Please also list the number of days of the duty or private visits made by the above Secretary, Deputy Secretary and Administrative Assistant respectively in the past 3 years.

Date of visit	Countries/ regions visited	Departments/ organisations visited	Number of entourage members	Purpose of visit	Hotel accommodation expenses	Air ticket expenses	Meal expenses	Total expenditure

Asked by: Hon CHAN Chi-chuen (Member Question No. 113)

Reply:

Expenditure incurred by the Secretary for the Civil Service for official duty visits over the past three years (i.e. 2013-14 to 2015-16) is provided below –

Date of duty visit	Location	Number of entourage members	Purpose of duty visit	Hotel accommodation expenses	Air ticket expenses	Other expenses (including in-town transportation, subsistence allowance and other reimbursable expenses)	Total expenses
				(a)	(b)	(c)	(a) + (b) + (c)
2013-14 (1 trip, 6 days in total)	Beijing and Jiangsu Province	2	To lead a delegation to attend programmes and visits/to have exchange of views	about \$10,000	about \$15,000	about \$27,000	about \$52,000
2014-15 (2 trips, 3 days in total)	Beijing	3	To attend commemorative events and visits/to have exchange of views	about \$6,000	about \$30,000	about \$6,000	about \$42,000
	Macao	--					
2015-16 (2 trips, 6 days in total)	Shanghai	1	To attend meetings and visits/to have exchange of views	about \$3,000	about \$13,000	about \$2,000	about \$18,000
	Singapore	1	To attend meetings and visits/to have exchange of views	Accounts to be finalised			

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CONTROLLING OFFICER'S REPLY

(Question Serial No. : 3122)

Head: (143) Government Secretariat: Civil Service Bureau

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

Programme: (-) Not Specified

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

Director of Bureau: Secretary for the Civil Service

Question:

Please provide in the table below details and estimates of research studies by consultants or research institutes commissioned by the Civil Service Bureau in the past 3 years.

Time of Research	Subject	Objective	Area of Study	Research Institute	Manpower Involved	Expenditure

Asked by: Hon CHAN Chi-chuen (Member Question No. 121)

Reply:

Details and expenditures of studies conducted by consultancy firms or research institutions commissioned by the Civil Service Bureau from 2013-14 to 2015-16 are as follows —

Time	Study	Objective	Scope of study	Research Institution	Manpower Involved	Expenditure
From August 2013 to January 2015	Survey on Occupational Safety and Health (OSH) in the Government	To review the implementation of safety management system in government bureaux/ departments (B/Ds) and to assess the level of safety culture of government employees	Safety management system adopted in B/Ds and the safety culture among government employees	Occupational Safety and Health Council	Provided by the consultant	\$211,200 ^{Note}
From June 2014 to January 2015	Actuarial study on the financial implications on the Government's contributions under the Mandatory Provident Fund (MPF) Scheme and the Civil Service Provident Fund (CSPF) Scheme	To study the financial implications on the Government's contributions under the MPF Scheme and CSPF Scheme arising from the extension of retirement age	MPF Scheme and CSPF Scheme of the Government	Towers Watson Hong Kong Limited	Provided by the consultant	\$1.4 million
August 2014	Country Report on France	To draw up the customised rent allowance (RA) rates and cost of living index for Hong Kong-based officers posted/ seconded to Paris	(a) Residential districts and estates in Paris; (b) RA; and (c) Cost of living index	ECA International Ltd.	Provided by the consultant	\$23,322

Note: Total expenditure for the survey was \$422,400 and among which, \$211,200 has been settled in 2012-13.

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CSB006

CONTROLLING OFFICER'S REPLY

(Question Serial No. 2831)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (-) Not Specified

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

Director of Bureau: Secretary for the Civil Service

Question:

The Civil Service Bureau (CSB) will continue to discuss with relevant stakeholders the implementation details of the adjustments to the mechanism on further employment of serving civil servants beyond retirement age in the coming year. In this regard, when will the results be available? Supposing everything goes well in the discussion, when is the new arrangement for extending the retirement age for civil servants expected to be implemented at the earliest? Furthermore, has the Government evaluated the estimated implications on its expenditure following the adoption of a higher retirement age? If yes, what are the details? If no, will an evaluation be conducted later?

Asked by: Hon Christopher CHEUNG Wah-fung (Member Question No. 51)

Reply:

We have earlier consulted the staff sides on the draft implementation framework of the adjusted further employment mechanism. We just promulgated in end February 2016 the revised arrangements for handling applications for final extension of service, including raising the maximum period of final extension to 120 days and relaxing suitably the approval criteria. As regards the revised arrangements for further employment of a longer period (including suitably relaxing the approval criteria and institutionalising the selection process), CSB will continue to discuss with the management and staff sides with a view to finalising the relevant details as soon as possible. Applications for further employment would be considered having regard to the circumstances of individual grades, including operational and succession needs. Since the staff deployment and manpower needs vary from grade to grade and from time to time, it would not be possible to come up with an assessment of the financial implications of the adjusted further employment mechanism.

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CONTROLLING OFFICER'S REPLY

(Question Serial No. 2445)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

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

Director of Bureau: Secretary for the Civil Service

Question:

Please provide information on:

- (a) The numbers of civil servants working at the Hong Kong Police Force, the Correctional Services Department, the Fire Services Department, the Immigration Department, the Customs and Excises Department and any other government bureaux and departments with non-Chinese civil servants (please specify) respectively, disaggregated by ethnicity and the period in which they are recruited (before 1st July, 1997, from 1st July, 1997 to 2003, from 2004 to 2006 and each of the years from 2007 to 2016);
- (b) The average salary of all Chinese civil servants working at each of the Departments mentioned in (a) and the average salary of all non-Chinese civil servants working at each of these Departments;
- (c) The numbers of non-civil service contract staff members working at the Hong Kong Police Force, the Correctional Services Department, the Fire Services Department, the Immigration Department, the Customs and Excises Department and any other government bureaux and departments with non-Chinese non-civil service contract staff members (please specify) respectively, disaggregated by ethnicity and the period in which they are recruited (before 1st July, 1997, from 1st July, 1997 to 2003, from 2004 to 2006 and each of the years from 2007 to 2016);
- (d) The average salary of all Chinese non-civil servants working at each of the Departments mentioned in (c) and the average salary of all non-Chinese non-civil service contract staff members working at each of these Departments; and
- (e) The total number of civil servants in Hong Kong.

Asked by: Hon Claudia MO (Member Question No. 16)

Reply:

The Government currently employs about 170 000 civil servants and about 12 000 full-time Non-civil Service Contract staff. Given that they are not required to declare their ethnic origins, we are not able to provide the relevant statistical information.

In the recruitment process, individual bureaux and departments would select suitable candidates on an objective basis by taking into account their ability, performance, character, and the stipulated entry requirements (including language proficiency) set according to the job requirements. Race is not a relevant consideration for recruitment. The foregoing principle also applies in determining the salary level of individual employees and in considering promotion.

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CONTROLLING OFFICER'S REPLY

(Question Serial No. 3109)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

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

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

Director of Bureau: Secretary for the Civil Service

Question:

- (a) Matters Requiring Special Attention in 2016-17 include “facilitate the effective use of Chinese and English in official business by providing a wide range of support services”. What support services will be provided by the Government in respect of written Chinese, written English, Cantonese, Putonghua and spoken English respectively? What is the commitment for the coming year?
- (b) In 2015, the Civil Service Bureau “organised a language-related thematic talk and a Putonghua Quiz for civil servants”. What was the expenditure involved? Why specifically was a Putonghua quiz organised? Has the Government organised other activities to enhance the English proficiency of civil servants?
- (c) What measures has the Government implemented to enhance the Chinese and English proficiency of civil servants over the past 3 years? What are the plans of the Government to enhance the Chinese and English proficiency of civil servants in the coming year? What is the expenditure involved?

Asked by: Hon Claudia MO (Member Question No. 47)

Reply:

- (a) Apart from delivering translation, interpretation, draft-vetting and drafting services to government bureaux and departments, the Civil Service Bureau (CSB) provides other support services as detailed below to facilitate the effective use of Chinese and English in official business within the civil service:
1. Operating telephone hotlines to answer enquiries on the use of written Chinese, written English, Cantonese, Putonghua and spoken English;
 2. Compiling reference materials for civil servants, including English-Chinese glossaries of terms commonly used in the Government and reference materials on Chinese and English official writing and language use, such as *Guidebooks on*

Official Chinese Writing, Easily Confused Chinese Words and Phrases, Guidelines on Chinese Apothegm Writing, Style Guide on Official Writing and English Spelling Guide;

3. Advising on the use of Chinese and English in official business, such as giving advice on the proposed names of streets and government buildings;
4. Providing Putonghua coaching and Pinyin services to facilitate the effective use of Putonghua in official business within the civil service.

CSB will continue to provide the above support services with existing resources in the coming year.

- (b) In 2015, CSB organised a language-related thematic talk and a Putonghua Quiz for civil servants at a total expenditure of \$9,000. The aim of the Quiz was to enhance civil servants' interest in learning Putonghua. In parallel, to help civil servants further enhance their capabilities of using English in official business, CSB organised training activities in different modes and subject areas under Programme (4).
- (c) CSB helps civil servants enhance their Chinese and English proficiency mainly through the efforts of its Official Languages Division and Civil Service Training and Development Institute. Over the past 3 years, we offered Chinese and English training programmes for civil servants annually, including courses, thematic seminars and e-learning programmes. As for other initiatives, in addition to the support services mentioned in paragraph (a) above, we publish *Word Power*, a quarterly on Chinese and English languages and cultures. In the coming year, CSB will continue to enhance the Chinese and English proficiency of civil servants through the delivery of training and support services. For training, we will continue to organise language training programmes for civil servants. The estimated expenditure is about \$4 million. As for support services, we will continue to deploy in-house resources to provide the above support services and organise related activities.

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CONTROLLING OFFICER'S REPLY

(Question Serial No. 1281)

Head: (143) Government Secretariat: Civil Service Bureau

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

Programme: (1) Director of Bureau's Office

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

Director of Bureau: Secretary for the Civil Service

Question:

Please provide the details of duty visits made by the Secretary and the Under Secretary in the past year. In respect of each visit, please list by date the (a) purpose and destination, (b) post titles of the local officials met, (c) number and post titles of the Hong Kong officials in the entourage, (d) duration, (e) total expenditures involved and the respective expenses on (i) transportation (listing both the expenses on air tickets and local transportation), (ii) accommodation, (iii) meals, (iv) receptions or entertainment and (v) gifts.

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

Asked by: Hon Cyd HO Sau-lan (Member Question No. 5)

Reply:

Details of duty visits made by the Secretary for the Civil Service in the past year (i.e. 2015-16) are listed in the table below.

Date of duty visit	Location	Number of entourage members	Purpose of duty visit	Hotel accommodation expenses	Air ticket expenses	Other expenses (including in-town transportation, subsistence allowance and other reimbursable expenses)	Total expenses
				(a)	(b)	(c)	(a) + (b) + (c)
2015-16 (2 trips, 6 days in total)	Shanghai	1	To visit Shanghai to attend the Third Plenary Session of Hong Kong/Shanghai Economic and Trade Cooperation Conference and to sign the Civil Service Exchange Agreement between Shanghai and Hong Kong	About \$3,000	About \$13,000	About \$2,000	About \$18,000
	Singapore	1	To meet with the Singapore's Deputy Prime Minister and Minister in charge of the Civil Service; Singapore's Head of Civil Service; Chairman of the Public Service Commission, Singapore; and Permanent Secretary (Public Service Division), Prime Minister's Office; etc, and to conduct visits/to have exchange of views	Accounts to be finalised			

As a general rule, all politically appointed officials and civil servants should observe the same principles and act in accordance with the relevant regulations and administrative guidelines when providing official entertainment in the form of meals. Government officers are required to exercise prudent judgement and economy when entertaining guest(s) for official purposes in order to avoid any public perception of extravagance. According to the existing general guidelines, the expenditure limits on official meals should not exceed \$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.

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. As Civil Service Bureau does not maintain separate accounts for the expenses on the procurement of gifts and souvenirs, we do not have the relevant statistics.

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CONTROLLING OFFICER'S REPLY

(Question Serial No. 3277)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

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

Director of Bureau: Secretary for the Civil Service

Question:

Please inform this Committee whether the Government has offered civil service and non-civil service contract appointments to graduates from top-up degree programmes registered with the Non-local Courses Registry. If yes, please provide information with a breakdown by bureau/branch/department, rank, number of posts and type of contract.

Asked by: Hon Cyd HO Sau-lan (Member Question No. 24)

Reply:

The Civil Service Bureau has not collected statistical information regarding the academic qualifications (including non-local courses registered with the Non-local Courses Registry) held by individual civil servants or non-civil service contract staff and is therefore unable to provide the relevant information.

- End -

CONTROLLING OFFICER'S REPLY

(Question Serial No. 0768)

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

Question:

The Financial Secretary mentioned in paragraph 148 of the 2015-16 Budget Speech: "I asked all policy bureaux to achieve more efficient use of resources through re-engineering and re-prioritising. I have also launched the '0-1-1' envelope savings programme to reduce operating expenditure by a total of two per cent over the next three financial years. Resources saved will be re-allocated for new services." In this year's Budget Speech, he reiterated that to contain expenditure, he had required policy bureaux to achieve more efficient use of resources through re-engineering, phasing out dated procedures and re-prioritising. In this connection, please inform this Committee on what progress the Civil Service Bureau has made in containing its expenditure in 2015-16, what procedures have been re-engineered or phased out, and how the "0-1-1" envelope savings programme will be implemented in 2016-17 and 2017-18, with details on the services affected and the expenditures involved.

Asked by: Hon Emily LAU Wai-hing (Member Question No. 45)

Reply:

The Civil Service Bureau assumes overall policy responsibility for the management of the Civil Service, including such matters as appointments, pay and conditions of service, staff management, manpower planning, training, discipline and use of official languages in the Civil Service. We have been continuously re-engineering or streamlining procedures as appropriate for the implementation of policies and provision of services, with the aim of optimising the use of resources and cutting expenditure. We have also been re-allocating resources for new initiatives, including those for extending the service of civil servants and enhancing Civil Service training.

In 2016-17 and 2017-18, we plan to continue with our efforts in saving resources for re-deployment through re-engineering and re-prioritising, with a view to achieving more efficient use of resources and thus efficiency gains under the "0-1-1" envelope savings programme.

- End -

CONTROLLING OFFICER'S REPLY

(Question Serial No. 2871)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

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

Director of Bureau: Secretary for the Civil Service

Question:

The number of civil service posts will increase by 2 223 to 178 495 in 2016-17 as compared with the previous year. Will the Government consider according priority to employing persons with disabilities?

Asked by: Dr Hon Fernando CHEUNG Chiu-hung (Member Question No. 124)

Reply:

Being an equal opportunities employer, the Government is committed to eliminating discrimination of all forms (including disabilities) in employment. We welcome persons with disabilities to apply for government jobs, and have been implementing suitable policy and facilitating measures to ensure that persons with disabilities have equal access, like other applicants, to job opportunities in the Government. The facilitating measures include allowing applicants with disabilities who meet the basic entry requirements to attend selection interview/test direct without being subject to any shortlisting criteria. We will sustain our efforts in providing assistance for persons with disabilities who are interested in joining the Government.

- End -

CONTROLLING OFFICER'S REPLY

(Question Serial No. 3076)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

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

Director of Bureau: Secretary for the Civil Service

Question:

Regarding the civil service establishment and non-civil service contract (NCSC) staff, please advise this Committee of the respective figures for the past 2 years and estimated figures for the coming year on the following, including the number of new posts in the civil service establishment; the number of such new posts for replacing existing NCSC positions; the number of NCSC staff; the number of NCSC staff with a length of service of 3 years or more at similar posts; and the number of NCSC staff holding such posts with a length of continuous service of 3 years to less than 5 years, and 5 years or more.

Asked by: Hon Frederick FUNG Kin-kee (Member Question No. 49)

Reply:

According to the draft Estimates of Expenditure of 2014-15, 2015-16 and 2016-17, the increase in the number of civil service posts including those for replacing NCSC positions is set out below:

Year	Increase in the number of civil service posts (Number of civil service posts to be created for replacing NCSC positions)
2014-15	2 556 (677)
2015-16	2 540 (607)
2016-17	2 223 (544)

A breakdown of the number of full-time^(Note 1) NCSC staff by length of continuous service^(Note 2) as at 30 June 2014 and 30 June 2015 is set out below:

As at 30 June in relevant years	No. of NCSC staff			
	with less than three years of continuous service	with three years to less than five years of continuous service	with five years or more of continuous service	Total
2014	6 338	1 276	4 533	12 147
2015	6 532	1 448	4 056	12 036

For NCSC staff with continuous service of less than five years, Civil Service Bureau does not collect information on whether they had been in the same or different positions. Among the 4 533 NCSC staff with five years or more of continuous service as at 30 June 2014, 3 111 had been in the same position all along. Among the 4 056 NCSC staff with five years or more of continuous service as at 30 June 2015, 2 820 had been in the same position all along.

Under the NCSC Staff Scheme, Heads of Bureaux/Departments (B/Ds) may employ NCSC staff to meet changing operational and service needs. They include those: (a) which may be time-limited, seasonal, or subject to market fluctuations; or (b) which require staff to work less than the conditioned hours; or (c) which require tapping the latest expertise in a particular area; or (d) where the mode of service delivery is under review or likely to be changed. In view of the nature of such service needs, B/Ds are unable to project the number of NCSC staff to be employed in 2016-17 nor their respective years of continuous service.

Note 1 : “Full-time” means the employment is on a “continuous contract” as defined by the Employment Ordinance, namely an employee who works continuously for the same employer for four weeks or more, with at least 18 hours in each week.

Note 2 : “Continuous service” means service in the same NCSC position, as well as service in different NCSC positions in the same department but without a break in service.

- End -

CONTROLLING OFFICER'S REPLY

(Question Serial No. 3077)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

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

Director of Bureau: Secretary for the Civil Service

Question:

Regarding retirement and wastage of civil servants, please inform this Committee of the respective figures for the past 2 years and estimated figures for the coming year on the following, including the wastage figures and wastage rates of civil servants; the number of retired civil servants; and the distribution of expenditure on civil service pension (including the expenditure for lump sum payment upon retirement and lifelong monthly pension).

Asked by: Hon FUNG Kin-kee, Frederick (Member Question No. 50)

Reply:

Figures on wastage, wastage rate and retirement of civil servants in 2014-15 and 2015-16, as well as the corresponding estimated figures for 2016-17 are at **Annex I**. The expenditure/estimated expenditure on public and judicial service pensions (including pension gratuity and monthly pension) for the periods concerned are at **Annex II**.

Wastage and Retirement of Civil Servants in 2014-15 to 2016-17 ^{Note 1}

	2014-15	2015-16	2016-17 (Estimated number)
Strength ^{Note 1} (at the beginning of the year)	162 835	163 645	165 300 ^{Note 3}
Wastage ^{Note 2} (Retirement)	7 300 (5 810)	6 843 ^{Note 3} (5 462 ^{Note 3})	6 600 ^{Note 4} (6 600)
Wastage Rate	4.5%	4.2% ^{Note 3}	4% ^{Note 4}

Note

- ¹ Excluding judges and judicial officers, locally-engaged staff in the Mainland and overseas Economic and Trade Offices and officers in the Independent Commission Against Corruption.
- ² Including officers leaving on retirement, resignation and completion of agreement, etc., unless specified otherwise.
- ³ Position as at 31 January 2016.
- ⁴ Reflecting only the estimated number of retirement.

Expenditure on Public and Judicial Service Pensions in 2014-15 to 2016-17

	2014-15	2015-16 (Revised Estimate)	2016-17 (Estimate)
Pension gratuity	\$9,435 million	\$10,459 million	\$12,594 million
Annual expenditure on monthly pension	\$15,848 million	\$17,922 million	\$19,142 million

- End -

CONTROLLING OFFICER'S REPLY

(Question Serial No. 2749)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (4) Civil Service Training and Development

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

Director of Bureau: Secretary for the Civil Service

Question:

Regarding the estimated 5% increase in expenditure on civil service training and development for 2016-17 over the previous year, please advise on the followings:

- a. Please list out in the table below the national studies programmes organised in 2015 and the expenditure involved.

Programme topic	Programme date	Participating government departments	Number of participants	Expenditure involved

- b. The number of trainees of national studies programmes in 2016 is estimated to substantially increase by 2 000 compared with 2015. What are the reasons for the increase and what is the expenditure involved?

- c. What are the expenses for organising national studies programmes in the past 3 years, i.e. from 2013 to 2015?

- d. Please list out in the table below the staff exchange programmes organised with major Mainland cities in the past 3 years, indicating the expenditure involved.

Programme date	Programme topic	Participating HKSAR government departments	Participating Mainland cities	Number of participating HKSAR civil servants	Number of participating Mainland civil servants	Expenditure involved

Asked by: Hon Gary FAN Kwok-wai (Member Question No. 39)

Reply:

- a. In 2015, the Civil Service Bureau (CSB) arranged national studies and the Basic Law training for civil servants at various ranks. These programmes included training programmes held in the Mainland, thematic visits to the Mainland and a series of thematic seminars held locally. Topics covered included policies and development of the Mainland on political, economic, social and cultural aspects, etc. In addition, CSB co-organised a staff exchange programme with Beijing, Shanghai, Chongqing, Hangzhou and Wuhan. In 2015, a total of about 13 200 civil servants at various ranks participated in the above national studies training. Given the large number of programmes involved, we are unable to list the details of each programme.
- b. In 2016-17, CSB will strengthen induction training on the Basic Law, and organise more local thematic seminars on national studies. The number of trainees is expected to increase by 2 000. The revised estimate on national studies training in 2015-16 is \$18.5 million, and the estimated expenditure in 2016-17 is \$18.8 million.
- c. The actual expenditure for organising national studies programmes in 2013-14 and 2014-15 was \$19.3 million and \$18.6 million respectively. The revised estimate in 2015-16 is \$18.5 million.
- d. In 2013, CSB co-organised the staff exchange programme with Beijing, Shanghai, Hangzhou and Guangdong. In 2014 and 2015, the participating Mainland cities included Beijing, Shanghai, Chongqing, Hangzhou and Wuhan. Hong Kong and the participating Mainland cities attached civil servants to government departments of the other side for about one month. The dates and themes of exchange were decided according to the nature of work and needs of the participants. The areas of exchange included city planning, traffic management, public housing, health and food safety, environmental protection, trade and commerce, information technology, culture and arts, etc. From 2013 to 2015, departments which sent staff to the Mainland for exchange included the Architectural Services Department, Buildings Department, Hong Kong Police Force, Housing Department, Planning Department and Water Supplies Department. In addition to the above, other departments such as the Environmental Protection Department, Food and Environmental Hygiene Department, Leisure and Cultural Services Department, Office of the Government Chief Information Officer, Trade and Industry Department and Transport Department, etc, also participated in receiving the Mainland participants attached to Hong Kong.

From 2013 to 2015, the number of Hong Kong and Mainland civil servants participated in the exchange programme and the expenditure involved are listed below:

Year	Number of Hong Kong civil servants attached to the Mainland	Number of Mainland civil servants attached to Hong Kong	Expenditure involved (Note)
2013	6	24	About \$0.36 million
2014	5	22	About \$0.33 million
2015	4	29	About \$0.41 million

Note: The expenditure involved mainly covered the expenses incurred by Hong Kong civil servants in travelling between Hong Kong and the Mainland participating cities, their accommodation and living expenses during the attachment, and the expenses in arranging a programme in Hong Kong for Mainland participants.

- End -

CONTROLLING OFFICER'S REPLY**CSB016****(Question Serial No. 1943)**Head: (143) Government Secretariat: Civil Service BureauSubhead (No. & title): (-) Not SpecifiedProgramme: (1) Director of Bureau's OfficeControlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)Director of Bureau: Secretary for the Civil ServiceQuestion:

1. Regarding the overseas visits made by officials of the Civil Service Bureau and the staff of the departments under its purview in the past 5 years, please list by year the visits made, and set out in detail in the table below the places visited, purposes of visit, numbers of participating officials and expenditures involved.

Year	Work items of overseas visits and the places visited	Purposes of visit	Number of participating officials	Expenditure involved

2. Regarding the above-mentioned overseas visits, please set out by year in the table below the total carbon footprint of each visit (including the carbon footprint from air flights and from in-town transportation), and advise on the method used for carbon footprint assessment.

Year	Work items of overseas visits	Total carbon footprint	Carbon footprint from air flights	Carbon footprint from in-town transportation

3. Has carbon offsetting for the above-mentioned overseas visits been met by public funds or by private money of the Secretary and the officials concerned? If yes, please provide the details for each of the past 5 years in the table below.

Year	Work items of overseas visits	Carbon dioxide emissions compensated by carbon offsetting	Means of carbon offsetting	Expenditure involved

Asked by: Hon Kenneth LEUNG (Member Question No. 317)

Reply:

1. Information on official duty visits made by officials of the Civil Service Bureau in the past 5 years (i.e. 2011-12 to 2015-16) is provided below –

Date	Work items of overseas visits and the places visited	Purposes of visit	Number of participating officials	Expenditure involved
2011-12	<p>Civil service training and development</p> <p>Places visited: Beijing, Shanghai, Jiangsu province and Guangzhou</p>	<ul style="list-style-type: none"> • To visit Shanghai to attend the Second Plenary Session of Hong Kong/ Shanghai Economic and Trade Cooperation Conference and to sign the Civil Service Exchange Agreement between Shanghai and Hong Kong. • To visit Beijing to attend the opening ceremony of Hong Kong and Macao Training Centre of the Chinese Academy of Governance. • To visit partnering institutions in Beijing to exchange views on national studies training. • To attend the “15th Beijing Hong Kong Economic Cooperation Symposium – Beijing Hong Kong Talent Exchange” in Beijing. • To visit training institutions in Jiangsu province for discussions on cooperation opportunities. 	6 trips in total, number of officers ranging from 1 to 7 for each trip	About \$151,000

Date	Work items of overseas visits and the places visited	Purposes of visit	Number of participating officials	Expenditure involved
		<ul style="list-style-type: none"> To visit training institutions in Guangzhou for discussions on cooperation opportunities. 		
	<p>Hong Kong – Singapore Permanent Secretaries Exchange Programme</p> <p>Place visited: Singapore</p>	<p>To enhance the exchange between Permanent Secretaries of the two governments on matters of mutual interest, and to allow Hong Kong officials to learn about the latest development in Singapore.</p>	2	About \$44,000
2012-13	<p>Civil service training and development</p> <p>Places visited: Beijing, Nanjing, Hangzhou, Chengdu, Wuhan and Guangzhou</p>	<ul style="list-style-type: none"> To visit Beijing to exchange views on national studies training. To visit training institutions in Chengdu and Wuhan for discussions on cooperation opportunities and conduct site visits. To visit partnering institutions in Nanjing and Hangzhou to finalise details of national studies programmes. To visit partnering institution in Guangzhou to finalise details of national studies programmes. 	7 trips in total, number of officers ranging from 2 to 4 for each trip	About \$142,000

Date	Work items of overseas visits and the places visited	Purposes of visit	Number of participating officials	Expenditure involved
		<ul style="list-style-type: none"> To attend the opening ceremonies of national studies programmes organised by the three partnering institutions respectively. 		
	<p>38th meeting of the Ideographic Rapporteur Group (IRG) under the International Organisation for Standardisation (ISO)</p> <p>Place visited: Gyeongju, Korea</p>	<p>To discuss issues related to the development of the ISO 10646 Standard to facilitate effective electronic communication in Chinese; and to share experiences with participants from other countries and places on Chinese character encoding.</p>	1	About \$14,000
2013-14	<p>Civil service training and development</p> <p>Places visited: Beijing and Jiangsu Province</p>	<ul style="list-style-type: none"> To visit Beijing and Jiangsu province for exchanges and conduct site visits. To conduct site visits in Jiangsu province. 	2 officers for one trip, 3 officers for the other trip	About \$67,000
2014-15	<p>Civil service training and development</p> <p>Places visited: Beijing and Macao</p>	<ul style="list-style-type: none"> To attend ceremonial activities for the 20th anniversary of national studies training in Beijing. To attend activities organised by Macao civil service organisations in celebration of the 15th anniversary of the establishment of the Macao Special Administrative Region. 	3 trips in total, number of officers ranging from 1 to 4 for each trip	About \$65,000

Date	Work items of overseas visits and the places visited	Purposes of visit	Number of participating officials	Expenditure involved
		<ul style="list-style-type: none"> To exchange views on national studies training with partnering institutions in Beijing. 		
	<p>42nd meeting of the IRG under ISO</p> <p>Place visited: Qingdao</p>	<p>To discuss issues related to the development of the ISO 10646 Standard to facilitate effective electronic communication in Chinese; and to share experiences with participants from other countries and places on Chinese character encoding.</p>	1	About \$13,000
2015-16	<p>Civil service training and development</p> <p>Places visited: Shanghai, Hangzhou, Nanjing and Beijing</p>	<ul style="list-style-type: none"> To visit Shanghai to attend the Third Plenary Session of Hong Kong/ Shanghai Economic and Trade Cooperation Conference and to sign the Civil Service Exchange Agreement between Shanghai and Hong Kong. To visit Beijing to exchange views on national studies training and conduct site visits. To visit partnering institutions in Hangzhou and Nanjing to exchange views on national studies training. To visit training institution in Shanghai and conduct site visits. 	4 trips in total, number of officers ranging from 2 to 4 for each trip	About \$119,000

Date	Work items of overseas visits and the places visited	Purposes of visit	Number of participating officials	Expenditure involved
	Hong Kong – Singapore Permanent Secretaries Exchange Programme Place visited: Singapore	To enhance the exchange between Permanent Secretaries of the two governments on matters of mutual interest, and to allow Hong Kong officials to learn about the latest development in Singapore.	2	About \$44,000
	Secretary for the Civil Service's visit to Singapore Place visited: Singapore	To attend meetings and visits/ to have exchange of views.	2	Account to be finalised

2. We do not calculate the total carbon footprint for duty visits.
3. The government does not require government officials to arrange carbon offsetting for duty visits at present.

- End -

CONTROLLING OFFICER'S REPLY

(Question Serial No.2060)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (1) Director of Bureau's Office

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

Director of Bureau: Secretary for the Civil Service

Question:

Please give a breakdown of the actual expenditure on salaries, regularly-paid allowances, job-related allowances and non-accountable entertainment allowance payable to the Secretary in 2015-16, as well as the estimate for salaries, regularly-paid allowances, job-related allowances and non-accountable entertainment allowance payable to the Secretary in 2016-17.

Asked by: Dr Hon KWOK Ka-ki (Member Question No. 535)

Reply:

In 2015-16, the expenditure on salary for the Secretary for the Civil Service (SCS) was about \$3.58 million. For budgetary purposes, the provision for the salary for the post of SCS for 2016-17 is \$3.58 million.

In 2015-16 and 2016-17, no expenditure or estimate has been made by the Civil Service Bureau for regularly-paid allowances, job-related allowances and non-accountable entertainment allowance payable to SCS.

- End -

CONTROLLING OFFICER'S REPLY

(Question Serial No. 0525)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (4) Civil Service Training and Development

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

Director of Bureau: Secretary for the Civil Service

Question:

Regarding this programme, it is stated under Matters Requiring Special Attention in 2016–17 that the Government will enrich the contents of the training resources on its e-learning portal (CLC Plus), enhance the functionalities of the portal and promote the use of e-learning mode in the civil service. In this connection, will the Government advise this Committee on the followings:

- a. What are the specific learning resources of the CLC Plus?
- b. What are the staffing requirement and expenditure involved in managing the CLC Plus in the coming year?
- c. What are the Government's measures to promote the use of the CLC Plus in the civil service?

Asked by: Hon KWOK Wai-keung (Member Question No. 22)

Reply:

- a. The Cyber Learning Centre Plus (“CLC Plus”) provides about 2 250 items of learning resources which include web courses, video clips, learning tips, book summaries and publications, guidelines and good practices and a number of theme-based portals. The topics covered include leadership and management, language and communication, Mainland affairs and the Basic Law and the application of information technology, etc.
- b. The CLC Plus is managed by a unit with 7 Training Officers responsible for promoting continuous learning in the Civil Service Training and Development Institute. As the unit is not responsible only for a single area of work, it would be difficult to break down the manpower involved in managing the CLC Plus. In 2016-17, the estimated expenditure on the administration of the website and enrichment of its training contents is about \$4.8 million.

- c. The Civil Service Bureau will launch a series of measures in 2016-17 to promote the use of the CLC Plus among civil servants. This includes re-designing the CLC Plus website to facilitate browsing by civil servants via mobile devices; adding different types of multimedia learning resources such as Podcast and animation; launching a new round of learning incentive scheme and on-line quizzes as well as designing new e-newsletters to promote various learning resources.

- End -

CONTROLLING OFFICER'S REPLY

(Question Serial No. 0526)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

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

Director of Bureau: Secretary for the Civil Service

Question:

It is stated under "Matters Requiring Special Attention in 2016-17" that the Bureau will "continue to maintain and enhance the morale of the civil service, and encourage fuller use of various commendation schemes to recognise and motivate exemplary performance". Will the Government inform this Committee of the following:

- a. What specific plans on commendation schemes does the Government have in the coming year?
- b. What are the criteria for the award on various commendation schemes?
- c. What are the estimated expenditures on various commendation schemes?

Asked by: Hon KWOK Wai-keung (Member Question No. 24)

Reply:

The Government believes that a robust commendation system enhances staff morale and helps induce proactive as well as sustained exemplary performance from civil servants. We will continue to give due recognition to civil servants for their exemplary performance through the following award schemes in 2016-17 :

(i) Secretary for the Civil Service (SCS)'s Commendation Award Scheme

Through this Scheme, SCS, on behalf of the Government, gives recognition to selected civil servants for their consistently outstanding performance. Nominations are made by Permanent Secretaries or Heads of Department/Grade (HoD/G). Each year, recipients of awards are selected by SCS on the recommendation of an award committee. An award recipient should be an exceptionally meritorious officer who has a track record of outstanding performance for at least five consecutive years. Each recipient is awarded a certificate and a gold pin, and granted a travel award if he/she satisfies the length of service required under the Long and Meritorious Service Travel Award Scheme (i.e. a continuous service of 20 years or more) set out in item (ii) below

and has not received any Government travel award before. Since the launching of the Scheme in 2004, the number of recipients per annum was targeted at 80. To refine the Scheme, we will increase the target number of awards to 100 annually commencing from 2016-17. The estimated expenditure for this Scheme in 2016-17 is about \$3.9 million.

(ii) Long and Meritorious Service Travel Award Scheme

The objective of this Scheme is to recognise and reward long and meritorious service of civil servants. All local non-directorate civil servants with a continuous service of 20 years or more, who have track records of consistently very good performance and have not received any Government travel award before, are eligible for consideration. Awards are granted on a one-off basis and in the form of an accountable travel allowance. If the selected officer is married and will be travelling with his/her spouse, the same travel allowance will be provided to the spouse. The number of awards is determined on the basis of one award for every 27 officers meeting the length of service requirement. Permanent Secretaries and HoD/G will appoint selection committees to recommend suitable officers for the awards. In 2016-17, the estimated number of awards is 2 500 and the estimated expenditure for this Scheme is about \$120 million.

(iii) Commendation Letter Scheme

Heads of Bureau/Department (HoB/D) may issue a commendation letter to an officer who has provided consistently outstanding service for at least three years; made a substantial contribution towards enhancing the efficiency or the image of his/her department; or performed an exceptionally meritorious act warranting special recognition. HoB/D will issue commendation letters to selected officers after considering the recommendations of their bureau/departmental commendation committees. In the past five years, on average around 2 400 commendation letters were issued by bureaux and departments annually. This Scheme is administered and the incurred costs are borne at the bureau/departmental level.

(iv) Civil Service Outstanding Service Award Scheme

The objective of this Scheme is to encourage the pursuit of excellence in service delivery and to give recognition to departments and teams of civil servants for their outstanding achievements in providing quality service to the public. Awards are presented at the department level (including the Inter-departmental Partnership Award, the Departmental Service Enhancement Award and the Best Public Image Award) and at the team level (including the General Public Service Award, the Specialised Service Award, the Regulatory/ Enforcement Service Award, the Crisis/Incident Support Service Award and the Internal Support Service Award). Selection criteria (except for the Best Public Image Award) include service strategy and objectives, service design and implementation, customer feedback and results. The Best Public Image Award is presented to the government department with the most impressive public image as voted by the general public and Members of the Legislative Council and District Councils. The Scheme is organised on a biennial basis and the last one was held in September 2015. In 2016-17, we will start the planning and promotion for the 2017 Award Scheme and have earmarked \$0.65 million for these preparatory work.

In addition, departments organise their own award schemes to recognise the contributions of their staff and bear the expenses involved.

- End -

CONTROLLING OFFICER'S REPLY

(Question Serial No. 0527)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

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

Director of Bureau: Secretary for the Civil Service

Question:

Regarding the employment of persons with disabilities, will the Government inform this Committee of the followings:

- (a) the number of persons with disabilities employed by the Government in the past 5 years, broken down by disability types; lower, middle and higher ranks (i.e. the banding used in salary adjustment); and the percentage they accounted for in the strength of the civil service;
- (b) the number of persons with disabilities newly recruited by the Government in the past 5 years, broken down by disability types; lower, middle and higher ranks (i.e. the banding used in salary adjustment); and the percentage they accounted for in the strength of the civil service; and
- (c) whether the Government will consider according priority to employing persons with disabilities and setting a percentage recruitment target for them?

Asked by: Hon KWOK Wai-keung (Member Question No. 25)

Reply:

- (a)&(b) According to the statistics compiled by the Government as at 31 March each year^{Note 1}, the numbers of persons with disabilities employed in and newly recruited to the civil service in the past 5 years^{Note 2} with breakdown by types of disability and groups of rank, as well as the percentages they accounted for in the strength of the civil service, are set out in Tables 1-4 below.

**Table 1 Persons with disabilities in the civil service in 2010-11 to 2014-15
(by types of disability)**

Type of Disability	Year				
	2010-11	2011-12	2012-13	2013-14	2014-15
Visual impairment	456	462	456	439	412
Hearing impairment	302	320	320	335	352
Physical disability	1 739	1 750	1 729	1 696	1 626
Intellectual disability	18	19	19	17	15
Ex-mentally ill persons	309	330	348	366	352
Visceral disability	481	494	511	546	544
Others, e.g. autism, speech impairment, specific learning difficulties, etc.	12	16	18	16	18
Total	3 317	3 391	3 401	3 415	3 319
Percentage of strength of civil service*	2%	2%	2%	2%	2%

*According to the *Special Topics Report No. 62: Persons with Disabilities and Chronic Diseases* published by the Census and Statistics Department in 2014, some 76 200 of the persons aged 15 and over with disabilities were employed in the labour market, constituting 2% of the total employed population of Hong Kong.

**Table 2 Persons with disabilities in the civil service in 2010-11 to 2014-15
(by groups of rank)**

	Year and Group									
	2010-11		2011-12		2012-13		2013-14		2014-15	
	Lower and Middle ranks	Upper ranks	Lower and Middle ranks	Upper ranks	Lower and Middle ranks	Upper ranks	Lower and Middle ranks	Upper ranks	Lower and Middle ranks	Upper ranks
No. of persons with disabilities in the civil service	3 162	155	3 230	161	3 232	169	3 241	174	3 152	167

Table 3 Persons with disabilities newly recruited to the civil service in 2010-11 to 2014-15 (by types of disability)

Type of disability	Year				
	2010-11	2011-12	2012-13	2013-14	2014-15
Visual impairment	8	12	7	7	11
Hearing impairment	10	15	8	28	20
Physical disability	12	8	5	14	7
Intellectual disability	0	0	0	1	1
Ex-mentally ill persons	4	1	3	7	2
Visceral disability	6	12	5	21	15
Others, e.g. autism, speech impairment, specific learning difficulties, etc.	0	2	2	2	2
Total	40	50	30	80	58
Percentage of new recruits in the civil service	0.7%	0.6%	0.4%	0.9%	0.8%

Table 4 Persons with disabilities newly recruited to the civil service in 2010-11 to 2014-15 (by groups of rank)

	Year and Group									
	2010-11		2011-12		2012-13		2013-14		2014-15	
	Lower and Middle ranks	Upper ranks	Lower and Middle ranks	Upper ranks	Lower and Middle ranks	Upper ranks	Lower and Middle ranks	Upper ranks	Lower and Middle ranks	Upper ranks
No. of persons with disabilities newly recruited in the civil service	39	1	48	2	29	1	78	2	51	7

Note :

1. The statistics are compiled on the basis of information available to the management of bureaux/departments (e.g. through the requests of applicants during the recruitment process for special arrangements for selection interview/test having regard to their disabilities, or applications from serving officers with disabilities for financial assistance to purchase technical aids to assist in their performance of duties).
 2. Persons with colour blindness or defective colour perception are excluded.
 3. The group of lower and middle ranks covers ranks with maximum salary below Master Pay Scale (MPS) Point 34 or equivalent, while the group of upper ranks includes ranks with maximum salary between MPS Point 34 to 49 and on Directorate Pay Scale or equivalent. We do not collect separate breakdown figures for the lower and middle ranks respectively.
- (c) The Government has been implementing suitable policy and facilitating measures to ensure that persons with disabilities have equal access, like other applicants, to job opportunities in the Government. The facilitating measures include allowing applicants with disabilities who meet the basic entry requirements to attend selection interview/test direct without being subject to any shortlisting criteria.

According to overseas experience, a mandatory employment quota system is not the best way to promote employment of persons with disabilities. The prevailing international trend is to formulate anti-discrimination legislation, enhance support measures for persons with disabilities, and promote equal opportunities. On this basis, we will sustain our efforts in providing assistance for persons with disabilities who are interested in joining the Government.

- End -

CONTROLLING OFFICER'S REPLY

(Question Serial No. 2655)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

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

Director of Bureau: Secretary for the Civil Service

Question:

Under this programme, one of the main responsibilities is to recruit and retain persons of integrity and of a high calibre. In this connection, will the Government inform this Committee of the followings in respect of the past 3 years:

- (a) the respective numbers of vacancies in various departments;
- (b) the lengths of time taken by various departments to complete open recruitment exercises and their average;
- (c) the number of vacancies filled within a year and the percentage it accounted for in the total number of vacancies; and
- (d) the respective wastage figures of various departments and the percentage they accounted for in the strength of the department?

Asked by: Hon KWOK Wai-keung (Member Question No. 23)

Reply:

- (a) The vacancy figures as at 31 March for the years of 2013, 2014 and 2015 are set out at Annex I.
- (b)&(c) According to the information available to the Civil Service Bureau (CSB), for the open recruitment exercises launched by bureaux/departments (B/Ds) in 2013-14, the average time taken was about six months. Over 97% of these exercises were completed within one year. CSB has promulgated guidelines to B/Ds with a view to ensuring fairness, openness, due process and efficiency of the recruitment process. We will continue to work with B/Ds to ensure that they will take early action to formulate manpower plans (including anticipated number of vacancies) and conduct recruitment exercises to fill vacancies in a timely manner.
- (d) The wastage figures for the Civil Service in the past three years are at Annex II.

Establishment, Strength and Vacancy of the Civil Service

Bureau/Department/ Organisation	31 March 2013			31 March 2014			31 March 2015		
	Establishment Note 1	Strength Note 2	Vacancy	Establishment Note 1	Strength Note 2	Vacancy	Establishment Note 1	Strength Note 2	Vacancy
Agriculture, Fisheries and Conservation Department	2 008	1 777	231	2 017	1 822	195	2 042	1 786	256
Architectural Services Department	1 789	1 729	60	1 796	1 750	46	1 810	1 756	54
Audit Commission	187	186	1	187	186	1	191	190	1
Auxiliary Medical Service	96	92	4	96	92	4	99	98	1
Buildings Department	1 232	1 197	35	1 322	1 294	28	1 537	1 513	24
Census and Statistics Department	1 218	1 202	16	1 225	1 217	8	1 298	1 237	61
Chief Executive's Office	101	99	2	103	99	4	104	101	3
Civil Aid Service	103	102	1	103	98	5	103	98	5
Civil Aviation Department	756	713	43	756	702	54	756	701	55
Civil Engineering and Development Department	1 746	1 701	45	1 760	1 721	39	1 814	1 752	62
Companies Registry	292	284	8	309	310	- 1	308	295	13
Correctional Services Department	6 849	6 777	72	6 864	6 725	139	6 904	6 759	145
Customs and Excise Department	5 740	5 564	176	5 831	5 738	93	5 954	5 884	70
Department of Health	5 787	5 675	112	5 912	5 811	101	6 016	5 836	180
Department of Justice	1 202	1 109	93	1 245	1 144	101	1 279	1 171	108
Drainage Services Department	1 856	1 739	117	1 862	1 727	135	1 883	1 735	148
Electrical and Mechanical Services Department	3 900	3 776	124	3 910	3 753	157	3 920	3 792	128

Bureau/Department/ Organisation	31 March 2013			31 March 2014			31 March 2015		
	Establishment Note 1	Strength ^{Note 2}	Vacancy	Establishment Note 1	Strength ^{Note 2}	Vacancy	Establishment Note 1	Strength ^{Note 2}	Vacancy
Environmental Protection Department	1 713	1 691	22	1 731	1 694	37	1 818	1 787	31
Fire Services Department	9 946	9 840	106	10 042	9 865	177	10 174	9 929	245
Food and Environmental Hygiene Department	11 142	10 073	1 069	11 153	9 941	1 212	11 183	10 014	1 169
Government Flying Service	227	210	17	227	217	10	229	218	11
Government Laboratory	453	441	12	459	445	14	474	456	18
Government Logistics Department	712	681	31	708	682	26	703	680	23
Government Property Agency	204	197	7	211	209	2	213	202	11
Government Secretariat : Offices of the Chief Secretary for Administration and the Financial Secretary	506	472	34	530	496	34	549	499	50
Government Secretariat : Civil Service Bureau	965	860	105	972	821	151	975	908	67
Government Secretariat : Commerce and Economic Development Bureau (CEDB)	337	329	8	344	340	4	348	338	10
Innovation and Technology Commission (within CEDB)	190	186	4	190	191	- 1	205	199	6
Office of the Government Chief Information Officer (within CEDB)	627	604	23	633	606	27	633	595	38
Government Secretariat : Constitutional and Mainland Affairs Bureau	147	147	0	163	165	- 2	172	171	1
Government Secretariat : Development Bureau	361	350	11	360	355	5	374	367	7
Government Secretariat : Education Bureau	5 447	4 923	524	5 403	4 933	470	5 497	4 925	572

Bureau/Department/ Organisation	31 March 2013			31 March 2014			31 March 2015		
	Establishment Note 1	Strength ^{Note 2}	Vacancy	Establishment Note 1	Strength ^{Note 2}	Vacancy	Establishment Note 1	Strength ^{Note 2}	Vacancy
Government Secretariat : Environment Bureau	41	41	0	46	45	1	50	49	1
Government Secretariat : Financial Services and the Treasury Bureau	342	330	12	350	343	7	353	341	12
Government Secretariat : Food and Health Bureau	158	152	6	161	160	1	161	157	4
Government Secretariat : Home Affairs Bureau	234	234	0	246	246	0	246	241	5
Government Secretariat : Labour and Welfare Bureau	104	104	0	105	106	- 1	117	114	3
Government Secretariat : Security Bureau	189	189	0	190	191	- 1	193	191	2
Government Secretariat : Transport and Housing Bureau	178	178	0	179	175	4	178	173	5
Highways Department	2 107	2 043	64	2 119	2 072	47	2 125	2 074	51
Home Affairs Department	1 912	1 842	70	1 935	1 906	29	1 972	1 909	63
Hong Kong Monetary Authority ^{Note 3}	30	22	8	25	19	6	23	17	6
Hong Kong Observatory	298	290	8	301	296	5	301	302	- 1
Hong Kong Police Force	33 067	32 754	313	33 160	32 848	312	33 307	32 841	466
Hospital Authority ^{Note 3}	2 083	2 083	0	1 904	1 904	0	1 715	1 715	0
Housing Department	8 243	7 809	434	8 487	8 162	325	8 688	8 209	479
Immigration Department	6 813	6 723	90	6 969	6 924	45	7 101	6 906	195
Information Services Department	430	426	4	432	425	7	432	412	20
Inland Revenue Department	2 818	2 801	17	2 826	2 834	- 8	2 832	2 804	28
Intellectual Property Department	122	119	3	129	126	3	139	132	7

Bureau/Department/ Organisation	31 March 2013			31 March 2014			31 March 2015		
	Establishment Note 1	Strength ^{Note 2}	Vacancy	Establishment Note 1	Strength ^{Note 2}	Vacancy	Establishment Note 1	Strength ^{Note 2}	Vacancy
Invest Hong Kong	35	34	1	35	33	2	35	34	1
Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service	34	34	0	34	34	0	34	34	0
Judiciary	1 490	1 407	83	1 529	1 494	35	1 577	1 483	94
Labour Department	2 191	2 102	89	2 239	2 177	62	2 284	2 175	109
Land Registry	489	461	28	517	479	38	518	462	56
Lands Department	3 913	3 775	138	3 948	3 849	99	4 042	3 871	171
Legal Aid Department	542	522	20	542	542	0	542	523	19
Leisure and Cultural Services Department	8 731	8 202	529	8 976	8 403	573	9 090	8 339	751
Marine Department	1 372	1 247	125	1 382	1 266	116	1 392	1 281	111
Office of the Communications Authority	360	328	32	381	362	19	382	358	24
Official Receiver's Office	233	227	6	235	231	4	242	237	5
Planning Department	798	776	22	808	798	10	847	821	26
Post Office	5 214	4 960	254	5 234	5 158	76	5 204	5 089	115
Public Service Commission	27	27	0	27	29	- 2	28	29	- 1
Radio Television Hong Kong	560	524	36	664	545	119	700	609	91
Rating and Valuation Department	856	817	39	859	855	4	861	844	17
Registration and Electoral Office	160	142	18	139	138	1	208	197	11

Bureau/Department/ Organisation	31 March 2013			31 March 2014			31 March 2015		
	Establishment Note 1	Strength ^{Note 2}	Vacancy	Establishment Note 1	Strength ^{Note 2}	Vacancy	Establishment Note 1	Strength ^{Note 2}	Vacancy
Secretariat, Commissioner on Interception of Communications and Surveillance	20	20	0	20	18	2	20	20	0
Social Welfare Department	5 466	5 326	140	5 610	5 459	151	5 743	5 566	177
Working Family and Student Financial Assistance Agency ^{Note 4}	582	530	52	667	651	16	675	647	28
Trade and Industry Department	499	475	24	497	473	24	499	472	27
Transport Department	1 381	1 340	41	1 419	1 398	21	1 519	1 487	32
Treasury	487	458	29	486	463	23	486	462	24
University Grants Committee	59	57	2	61	58	3	64	63	1
Water Supplies Department	4 396	4 006	390	4 396	3 991	405	4 408	3 963	445
	166 903	160 663	6 240 (3.7% of the establishment)	168 693	162 835	5 858 (3.5% of the establishment)	170 898	163 645	7 253 (4.2% of the establishment)

Note 1 Establishment figures include permanent posts, and supernumerary posts approved by the Finance Committee of the Legislative Council, but exclude Judges and Judicial Officers, Independent Commission Against Corruption officers and locally engaged staff working in Hong Kong Economic and Trade Offices.

2 Strength figures include officers on final leave and hence the strength may be larger than the establishment in certain departments.

3 These organisations have posts to accommodate staff who have remained in the Civil Service.

4 Student Financial Assistance Agency was renamed Working Family and Student Financial Assistance Agency on 1 March 2015.

Wastage of Civil Servants

Bureau/Department/Organisation	2012-13		2013-14		2014-15	
	Wastage^{Note 1}	Wastage Rate	Wastage^{Note 1}	Wastage Rate	Wastage^{Note 1}	Wastage Rate
Agriculture, Fisheries and Conservation Department	101	5.6%	87	4.9%	101	5.5%
Architectural Services Department	67	3.8%	53	3.1%	64	3.7%
Audit Commission	4	2.2%	6	3.2%	6	3.2%
Auxiliary Medical Service	5	5.2%	4	4.3%	7	7.6%
Buildings Department	31	2.7%	32	2.7%	38	2.9%
Census and Statistics Department	37	3.1%	43	3.6%	36	3.0%
Chief Executive's Office	5	5.1%	4	4.0%	6	6.1%
Civil Aid Service	5	4.8%	10	9.8%	6	6.1%
Civil Aviation Department	30	4.0%	44	6.2%	39	5.6%
Civil Engineering and Development Department	66	3.9%	55	3.2%	71	4.1%
Companies Registry	10	3.4%	6	2.1%	13	4.2%
Correctional Services Department	266	4.0%	294	4.3%	301	4.5%
Customs and Excise Department	134	2.5%	157	2.8%	200	3.5%
Department of Health	196	3.6%	245	4.3%	240	4.1%
Department of Justice	33	3.1%	37	3.3%	40	3.5%
Drainage Services Department	53	3.0%	72	4.1%	62	3.6%

Bureau/Department/Organisation	2012-13		2013-14		2014-15	
	Wastage ^{Note 1}	Wastage Rate	Wastage ^{Note 1}	Wastage Rate	Wastage ^{Note 1}	Wastage Rate
Electrical and Mechanical Services Department	150	4.1%	165	4.4%	175	4.7%
Environmental Protection Department	27	1.6%	47	2.8%	44	2.6%
Fire Services Department	325	3.3%	358	3.6%	423	4.3%
Food and Environmental Hygiene Department	653	6.5%	633	6.3%	720	7.2%
Government Flying Service	7	3.3%	8	3.8%	12	5.5%
Government Laboratory	6	1.4%	9	2.0%	12	2.7%
Government Logistics Department	34	4.9%	38	5.6%	34	5.0%
Government Property Agency	9	4.5%	9	4.6%	13	6.2%
Government Secretariat : Offices of the Chief Secretary for Administration and the Financial Secretary	20	4.2%	11	2.3%	22	4.4%
Government Secretariat : Civil Service Bureau	28	3.2%	30	3.5%	26	3.2%
Government Secretariat : Commerce and Economic Development Bureau (CEDB)	15	4.6%	9	2.7%	5	1.5%
Government Secretariat : Innovation and Technology Commission (within CEDB)	6	3.6%	8	4.3%	10	5.2%
Government Secretariat : Office of the Government Chief Information Officer (within CEDB)	16	2.7%	13	2.2%	17	2.8%
Government Secretariat : Constitutional and Mainland Affairs Bureau	1	0.7%	4	2.7%	7	4.2%

Bureau/Department/Organisation	2012-13		2013-14		2014-15	
	Wastage ^{Note 1}	Wastage Rate	Wastage ^{Note 1}	Wastage Rate	Wastage ^{Note 1}	Wastage Rate
Government Secretariat : Development Bureau	10	2.9%	10	2.9%	6	1.7%
Government Secretariat : Education Bureau	230	4.6%	188	3.8%	216	4.4%
Government Secretariat : Environment Bureau	1	2.6%	0	0.0%	0	0.0%
Government Secretariat : Financial Services and the Treasury Bureau	9	2.7%	8	2.4%	11	3.2%
Government Secretariat : Food and Health Bureau	4	3.0%	3	2.0%	3	1.9%
Government Secretariat : Home Affairs Bureau	4	1.8%	6	2.6%	5	2.0%
Government Secretariat : Labour and Welfare Bureau	3	3.0%	0	0.0%	2	1.9%
Government Secretariat : Security Bureau	2	1.1%	6	3.2%	4	2.1%
Government Secretariat : Transport and Housing Bureau	6	3.7%	3	1.7%	7	4.0%
Highways Department	63	3.1%	65	3.2%	81	3.9%
Home Affairs Department	55	3.0%	52	2.8%	53	2.8%
Hong Kong Monetary Authority ^{Note 2}	1	4.3%	3	13.6%	2	10.5%
Hong Kong Observatory	9	3.1%	7	2.4%	7	2.4%
Hong Kong Police Force	1 355	4.1%	1 643	5.0%	1 675	5.1%
Hospital Authority ^{Note 2}	194	8.4%	173	8.3%	180	9.5%

Bureau/Department/Organisation	2012-13		2013-14		2014-15	
	Wastage ^{Note 1}	Wastage Rate	Wastage ^{Note 1}	Wastage Rate	Wastage ^{Note 1}	Wastage Rate
Housing Department	271	3.6%	324	4.1%	367	4.5%
Immigration Department	152	2.3%	194	2.9%	196	2.8%
Information Services Department	19	4.4%	21	4.9%	18	4.2%
Inland Revenue Department	94	3.3%	91	3.2%	119	4.2%
Intellectual Property Department	1	0.9%	5	4.2%	8	6.3%
Invest Hong Kong	1	2.9%	1	2.9%	1	3.0%
Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service	1	3.4%	0	0.0%	0	0.0%
Judiciary	53	3.8%	45	3.2%	64	4.3%
Labour Department	63	3.0%	51	2.4%	59	2.7%
Land Registry	13	2.8%	14	3.0%	12	2.5%
Lands Department	138	3.7%	156	4.1%	166	4.3%
Legal Aid Department	9	1.7%	9	1.7%	28	5.2%
Leisure and Cultural Services Department	317	4.0%	347	4.2%	361	4.3%
Marine Department	59	4.7%	61	4.9%	81	6.4%
Office of the Communications Authority	10	3.1%	12	3.7%	11	3.0%
Official Receiver's Office	15	6.6%	8	3.5%	6	2.6%
Planning Department	17	2.2%	27	3.5%	33	4.1%

Bureau/Department/Organisation	2012-13		2013-14		2014-15	
	Wastage ^{Note 1}	Wastage Rate	Wastage ^{Note 1}	Wastage Rate	Wastage ^{Note 1}	Wastage Rate
Post Office	156	3.1%	181	3.6%	207	4.0%
Public Service Commission	1	3.7%	0	0.0%	2	6.9%
Radio Television Hong Kong	20	4.6%	33	6.3%	23	4.2%
Rating and Valuation Department	32	3.8%	19	2.3%	27	3.2%
Registration and Electoral Office	1	0.6%	3	2.1%	4	2.9%
Secretariat, Commissioner on Interception of Communications and Surveillance	4	20.0%	1	5.0%	0	0.0%
Social Welfare Department	163	3.2%	140	2.6%	167	3.1%
Working Family and Student Financial Assistance Agency ^{Note 3}	15	3.5%	13	2.5%	21	3.2%
Trade and Industry Department	11	2.4%	19	4.0%	26	5.5%
Transport Department	38	3.0%	50	3.7%	48	3.4%
Treasury	14	3.0%	23	5.0%	19	4.1%
University Grants Committee	1	1.9%	1	1.8%	0	0.0%
Water Supplies Department	205	5.1%	187	4.7%	224	5.6%
Total	6 180	3.9%	6 694	4.2%	7 300	4.5%

Note 1 Judges and Judicial Officers, Independent Commission Against Corruption officers and locally engaged staff working in Hong Kong Economic and Trade Offices are excluded.

2 These organisations have posts to accommodate staff who have remained in the Civil Service.

3 Student Financial Assistance Agency was renamed Working Family and Student Financial Assistance Agency on 1 March 2015.

- End -

CONTROLLING OFFICER'S REPLY

(Question Serial No. 2479)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (4) Civil Service Training and Development

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

Director of Bureau: Secretary for the Civil Service

Question:

In 2016-17, the Civil Service Bureau (CSB) will provide national studies training programmes for civil servants at different levels and make national studies part and parcel of the development plans for senior civil servants. For civil servants who attended such training programmes over the past 3 years and those who will do so in the coming year, what are the details including their posts, ranks, numbers and the expenditure involved? What are the contents of the national studies training programmes for civil servants at different levels? Are civil servants required to travel to the Mainland for such training programmes or attachment?

Asked by: Dr Hon LAM Tai-fai (Member Question No. 63)

Reply:

About 12 700, 13 000 and 13 200 civil servants at various ranks participated in national studies programmes in 2013, 2014 and 2015 respectively. In 2016, it is estimated that about 15 200 civil servants will attend these programmes. The actual expenditure for organising national studies programmes in 2013-14 and 2014-15 was \$19.3 million and \$18.6 million respectively. The revised estimate in 2015-16 is \$18.5 million and the estimated expenditure in 2016-17 is \$18.8 million. Every year, the Civil Service Bureau (CSB) organises over 100 training programmes and activities for civil servants of more than 1 000 ranks from all bureaux/departments. Given the large number of civil servants involved, we are unable to break down the number of trainees by their posts and ranks.

CSB works with renowned institutions and universities in the Mainland to run national studies programmes which include classroom lectures and site visits, while in Hong Kong, a series of national studies thematic seminars are held. Topics covered include the National 13th Five-Year Plan, development of the Belt and Road Initiative, international affairs, economic policies, geopolitics, regional culture and legal system, etc. In addition, we organise thematic visits to the Mainland, and a staff exchange programme with Beijing, Shanghai, Chongqing, Hangzhou and Wuhan.

- End -

CONTROLLING OFFICER'S REPLY

(Question Serial No. 2159)

Head: (143) Government Secretariat: Civil Service Bureau

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

Programme: (1) Director of Bureau's Office, (2) Human Resource Management, (4) Civil Service Training and Development

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

Director of Bureau: Secretary for the Civil Service

Question:

Please advise the Committee, in tabular form, on the estimated expenditure in respect of the following units in 2016-17, with information on staff establishment, ranks, salaries, relevant allowances and the amount of personnel related expenses:

1. Office of the Secretary for the Civil Service
2. Administrative Service Division
3. Civil Service Training and Development Institute and its six units (Human Resources Management Advisory Unit 1, Human Resources Management Advisory Unit 2, Divisional Administration Unit, Senior Management Development Unit, National Studies and Training Services Unit and E-learning Unit)
4. Conduct and Discipline Division and Conduct and Discipline Registry
5. Housing and Establishment Division and its three sections
6. Management Division and its three units
7. Pensions and Provident Fund Section
8. Secretariat on Civil Service Discipline
9. Staff Relations Division

Asked by: Hon LEUNG Kwok-hung (Member Question No. 2016)

Reply:

Information on staff establishment, ranks, salaries, allowances and personnel related expenses in respect of the Civil Service Bureau is shown in the Annex.

Unit	Rank	Total staff establishment of the Programme	Total amount of salaries of the Programme (\$'000)	Total amount of allowances of the Programme (\$'000)	Total amount of personnel related expenses of the Programme (\$'000)
Programme (1) Director of Bureau's Office : Office of the Secretary for the Civil Service	Administrative Officer Staff Grade C, Personal Assistant, Personal Secretary I and Personal Chauffeur	4	3,426	162	0
Programme (2) Human Resource Management: Administrative Service Division Conduct and Discipline Division (including Conduct and Discipline Registry) Housing and Establishment Division (including its three sections) Management Division (including its three units) Pensions and Provident Fund Section Secretariat on Civil Service Discipline	Administrative Officer Staff Grade A1, Administrative Officer Staff Grade B1, Administrative Officer Staff Grade B, Director of General Grades, Administrative Officer Staff Grade C, Senior Administrative Officer, Senior Principal Executive Officer, Principal Executive Officer, Chief Executive Officer, Senior Executive Officer, Executive Officer I, Executive Officer II, Senior Systems Manager, Systems Manager, Analyst/Programmer I, Analyst/Programmer II, Computer Operator II, Senior Clerical Officer, Clerical Officer, Assistant Clerical Officer, Senior Personal Secretary, Personal Secretary I, Personal Secretary II, Senior Confidential Assistant, Confidential Assistant, Statistical Officer I, Statistical Officer II, Clerical Assistant, Office Assistant, Chauffeur and Supplies Supervisor II	326	231,273	3,639	5,985

Unit	Rank	Total staff establishment of the Programme	Total amount of salaries of the Programme (\$'000)	Total amount of allowances of the Programme (\$'000)	Total amount of personnel related expenses of the Programme (\$'000)
<p>Staff Relations Division</p> <p>Other divisions (including Appointments Division, Pay and Leave Division, Conditions of Service Division, General Grades Office, Manpower Division and Complaints Unit)</p>					
<p>Programme (4) Civil Service Training and Development :</p> <p>Civil Service Training and Development Institute (including its six units: Human Resources Management Advisory Unit 1, Human Resources Management Advisory Unit 2, Divisional Administration Unit, Senior Management Development Unit, National Studies and Training Services Unit and E-learning Unit)</p>	<p>Principal Training Officer, Assistant Principal Training Officer, Chief Training Officer, Senior Training Officer, Training Officer I, Senior Executive Officer, Executive Officer I, Executive Officer II, Clerical Officer, Assistant Clerical Officer, Personal Secretary I, Personal Secretary II, Clerical Assistant, Office Assistant, Typist, Supplies Supervisor I and Motor Driver</p>	111	67,761	714	2,798

- End -

CONTROLLING OFFICER'S REPLY

(Question Serial No. : 3103)

Head: (143) Government Secretariat: Civil Service Bureau

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

Programme: (4) Civil Service Training and Development

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

Director of Bureau: Secretary for the Civil Service

Question:

Provision for 2016–17 is \$6.9 million (5.0%) higher than the revised estimate for 2015–16. This is mainly due to the creation of 4 posts in 2016–17 and a projected increase in training expenses. Please advise on the pay scale and job nature of the posts to be created and the reasons for the increase in training expenses.

Asked by: Hon LEUNG Kwok-hung (Member Question No. 44)

Reply:

Under Programme (4), the provision for 2016-17 is \$6.9 million (5.0%) higher than the revised estimate for 2015-16. This is mainly due to:

- (a) the creation of 3 Training Officer Grade posts, including 1 Chief Training Officer (Master Pay Scale (MPS) Point 45-49), 1 Senior Training Officer (MPS Point 34-44) and 1 Training Officer I (MPS Point 28-33); and 1 Assistant Clerical Officer post (MPS Point 3-15) to strengthen induction training on the Basic Law; and
- (b) the increased expenditure on training programmes and activities involve programme and trainers' fees, and expenses for additional e-learning resources.

- End -

CONTROLLING OFFICER'S REPLY

(Question Serial No. 0342)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

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

Director of Bureau: Secretary for the Civil Service

Question:

According to the Financial Secretary, the civil service establishment is expected to expand by 2 223 posts in 2016-17 to enable government departments to implement new policies and improve existing services. I have repeatedly reflected to the Government the requests from the professional staff of the works-related bureaux/departments for manpower expansion to cope with the increasing workload. In this regard, please advise on the followings:

1. Among the new civil service posts created, what are the respective numbers of engineering professionals to be employed by the relevant government departments (including the Planning Department, Housing Department, Civil Engineering and Development Department, Drainage Services Department, Water Supplies Department, Electrical and Mechanical Services Department, Transport Department, Highways Department and Environmental Protection Department)?
2. Apart from creating more civil service posts of the relevant professions, has the Government considered improving the remuneration packages for such professionals to retain talents, with a view to enhancing the planning, implementation and monitoring standards of the various projects? If yes, what are the details? If no, what are the reasons?
3. Has the Government put in place a mechanism to review the manpower requirements and employment packages for the professional grades in the aforesaid government departments on a regular basis? If yes, what are the details? If no, what are the reasons?

Asked by: Ir Dr Hon LO Wai-kwok (Member Question No. 1)

Reply:

1. According to the information provided by the departments mentioned in the question, among the new civil service posts to be created in relevant departments in 2016-17, 156 posts are of engineering professional grades. Details are as follows

(see Note for the relevant professional grades) -

Department	Number of posts
Planning Department	6
Housing Department	24
Civil Engineering and Development Department	57
Drainage Services Department	1
Water Supplies Department	12
Electrical and Mechanical Services Department	7
Transport Department	8
Highways Department	23
Environmental Protection Department	18
Total	156

Note:

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

- 2.&3. The Government's guiding principles for considering the creation of additional civil service posts are as follows: when the operational need is fully justified; and the work involved cannot be handled by streamlining the procedures, re-organisation, re-deployment of existing staff or any other means. The above principles are applicable across all the civil service grades, including relevant professional grades. Under such principles, additional manpower will be provided for the relevant professional grades where there is a justified need to maintain operational effectiveness and to address the manpower requirements arising from new and improved services, including enhancement of the planning and supervision work for various works projects.

As regards the remuneration packages for civil service posts, the Government will continue to implement the established civil service pay policy, which is to offer sufficient remuneration to attract, retain and motivate staff of suitable calibre to provide the public with effective and efficient service; and to maintain broad comparability between civil service and private sector pay. This arrangement is applicable to relevant professional grades. Bureaux/departments and Heads of Grades are responsible for monitoring the situation.

- End -

CONTROLLING OFFICER'S REPLY

(Question Serial No. 2237)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (4) Civil Service Training and Development

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

Director of Bureau: Secretary for the Civil Service

Question:

It is stated in Matters Requiring Special Attention in 2016-17 that the Civil Service Bureau will provide national studies training programmes for civil servants at different levels and make national studies part and parcel of the development plans for senior civil servants.

Will the Government provide a list of the speakers invited by various departments for such training programmes in 2015-16, the programme contents, the numbers of participants and the revised estimate?

Asked by: Hon Martin LIAO Cheung-kong (Member Question No. 40)

Reply:

In 2015, the Civil Service Bureau (CSB) arranged national studies and the Basic Law training for civil servants at various ranks. These programmes included training programmes held in the Mainland, thematic visits to the Mainland and a series of thematic seminars held locally. Topics covered include policies and development of the Mainland on political, economic, social and cultural aspects, etc. Speakers were mainly scholars, experts and government officials in Hong Kong and from the Mainland. CSB also co-organised a staff exchange programme with Beijing, Shanghai, Chongqing, Hangzhou and Wuhan. In 2015, a total of about 13 200 civil servants at various ranks participated in the above national studies training. The revised estimate in 2015-16 is \$18.5 million. In addition, individual departments, taking into account their business needs, would also arrange national studies programmes and visits to the Mainland for related civil servants. CSB does not have details of these programmes.

- End -

CONTROLLING OFFICER'S REPLY**CSB027****(Question Serial No. 3297)**

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (-) Not Specified

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

Director of Bureau: Secretary for the Civil Service

Question:

Please set out the following information in table form:

- (1) The expenditure incurred by the Civil Service Bureau on publicity on the Internet/social media in 2015-16, the manpower involved and the percentage this item accounts for in the total expenditure. Please provide a breakdown by publicity channel.
- (2) The means to be adopted by the Bureau to assess the effectiveness and value for money of the above initiatives.
- (3) The estimated expenditure to be incurred by the Bureau on the above initiatives in 2016-17 and the manpower to be involved.

Asked by: Hon Michael TIEN Puk-sun (Member Question No. 52)

Reply:

- (1)&(2) The expenditure incurred by the Civil Service Bureau on publicity on the Internet/social media in 2015-16, the manpower involved and the related information are as follows:

Name	Publicity Channel	Expenditure in 2015-16	Manpower in 2015-16	Percentage in the total expenditure of 2015-16	Means to assess effectiveness and value for money
Administrative Service Internship Programme	Facebook	No additional cost was incurred	Managed by an Executive Officer I as part of his regular duties	N/A	The Administration updates the relevant content from time to time and reviews the effectiveness as appropriate

- (3) We at this stage have no plan to increase our publicity activities on social media in 2016-17.

- End -

CONTROLLING OFFICER'S REPLY

(Question Serial No. 1723)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

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

Director of Bureau: Secretary for the Civil Service

Question:

Please list the figures of the following for the past 3 years:

1. staff working on five-day week and six-day week respectively in each department;
2. staff working on five-day week and six-day week respectively in each grade;
3. staff working 44 hours gross per week and 45 hours net per week respectively in each department; and
4. staff working 44 hours gross per week and 45 hours net per week respectively in each grade.

Asked by: Hon POON Siu-ping (Member Question No. 1)

Reply:

1.&2. The five-day week initiative has been implemented in the Government in phases since July 2006. The overall position of its implementation has remained steady. The Civil Service Bureau conducts biennial surveys on the implementation of five-day week in bureaux/departments. According to the results of the last two surveys, as at 30 September 2012 and 30 September 2014, there were around 106 800 and 112 600 civil servants working on a five-day week work pattern respectively, representing about 70.5% and 72.4% of the total number of civil servants by that time. The overall position of the implementation of five-day week varies across bureaux/departments. Whether individual civil servants of different grades could work on a five-day week work pattern depends on the operational and service needs of their respective departments and positions. The Civil Service Bureau has not compiled statistics on the implementation of five-day week for individual grades.

Whether individual bureaux/departments could implement five-day week depends on whether they could comply with the four basic principles of no additional staff

resources, no reduction in the conditioned hours of service of individual staff, no reduction in emergency services and continued provision of some essential counter services on Saturdays/Sundays.

- 3.&4. There are two systems of conditioned hours of work for civil servants: gross and net. The gross conditioned hours system incorporates the time for meal breaks in the stipulated conditioned hours of work, whereas the net system excludes the time for meal breaks in the stipulated conditioned hours of work.

We have not compiled breakdown statistics in respect of individual departments or individual grades/ranks. Regarding the overall position of the civil service, as at 31 December 2015, around 23 100 civil servants (i.e. around 14%) out of the 164 900 civil servants were on a net conditioned hours system, working 45 hours per week; while around 141 800 civil servants (i.e. around 86%) were on a gross conditioned hours system, working 44, 48 or 54 hours per week.

- End -

CONTROLLING OFFICER'S REPLY

(Question Serial No. 1727)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

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

Director of Bureau: Secretary for the Civil Service

Question:

Please inform this Committee of the followings, with actual figures for the past two years (i.e. 2014-15 and 2015-16) and estimates for 2016-17 in respect of various departments:

- a) the numbers of non-civil service contract (NCSC) staff;
- b) the numbers of NCSC staff converted to civil servants; and
- c) the numbers of NCSC staff having been working in the same department for less than 5 years, 5 to 10 years, and more than 10 years respectively.

Asked by: Hon POON Siu-ping (Member Question No. 2)

Reply:

- a) & c) The number of full-time^(Note 1) non-civil service contract (NCSC) staff employed by bureaux/departments (B/Ds) as at 30 June 2014 and 30 June 2015 is set out at Annex A.

The breakdown of the number of full-time NCSC staff by B/Ds and by length of continuous service^(Note 2) as at 30 June 2014 and 30 June 2015 is set out at Annexes B and C respectively.

Under the NCSC Staff Scheme, Heads of Bureaux/Departments may employ NCSC staff to meet changing operational and service needs. They include those: (a) which may be time-limited, seasonal, or subject to market fluctuations; or (b) which require staff to work less than the conditioned hours; or (c) which require tapping the latest expertise in a particular area; or (d) where the mode of service delivery is under review or likely to be changed. In view of the nature of the service needs, B/Ds are unable to project the number of NCSC staff to be employed in the 2016-17 financial year nor their years of service.

- b) It is the Government's policy to select the most suitable persons to fill civil service vacancies through an open, fair and competitive process. Since there is no direct appointment of NCSC staff as civil servant, we are not able to provide such information.

That said, we welcome serving NCSC staff to apply for civil service posts through an open and fair recruitment process if they are interested in such posts. Since relevant working experience is one of the factors considered in the recruitment of civil servants, NCSC staff who meet the basic entry requirements of civil service ranks should generally enjoy a competitive edge over other applicants because of their working experience in the Government.

Note 1 : “Full-time” means the employment is on a “continuous contract” as defined by the Employment Ordinance, namely an employee who works continuously for the same employer for four weeks or more, with at least 18 hours in each week.

Note 2 : “Continuous service” means service in the same NCSC position, as well as service in different NCSC positions in the same department but without a break in service.

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

Bureau/Department/Office	Number of NCSC Staff	
	30 June 2014	30 June 2015
Agriculture, Fisheries and Conservation Department	252	269
Architectural Services Department	46	45
Buildings Department	358	236
Census and Statistics Department	178	306
Chief Executive's Office	7	6
Chief Secretary and Financial Secretary's Offices	42	38
Civil Aviation Department	20	18
Civil Engineering and Development Department	71	62
Commerce and Economic Development Bureau	33	32
Companies Registry	64	75
Constitutional and Mainland Affairs Bureau	8	6
Correctional Services Department	2	21
Customs and Excise Department	127	114
Department of Health	581	508
Department of Justice	60	69
Development Bureau	43	48
Drainage Services Department	63	87
Education Bureau	1 178	1 137
Efficiency Unit	436	431
Electrical and Mechanical Services Department	1 009	889
Environment Bureau	6	5
Environmental Protection Department	100	73
Financial Services and the Treasury Bureau	78	83
Fire Services Department	31	41

Bureau/Department/Office	Number of NCSC Staff	
	30 June 2014	30 June 2015
Food and Environmental Hygiene Department	273	229
Food and Health Bureau	18	14
Government Flying Service	10	8
Government Laboratory	26	22
Government Logistics Department	42	39
Government Property Agency	1	2
Highways Department	55	55
Home Affairs Bureau	52	50
Home Affairs Department	499	439
Hong Kong Observatory	15	17
Hong Kong Police Force	73	46
Hongkong Post	1 971	1 906
Immigration Department	36	52
Information Services Department	19	22
Inland Revenue Department	176	259
Innovation and Technology Commission	34	33
Intellectual Property Department	13	13
Invest Hong Kong	59	57
Judiciary	74	86
Labour and Welfare Bureau	30	24
Labour Department	179	170
Land Registry	127	111
Lands Department	243	188
Legal Aid Department	7	7
Leisure and Cultural Services Department	1 776	1 688
Marine Department	11	23
Office of the Communications Authority	131	131

Bureau/Department/Office	Number of NCSC Staff	
	30 June 2014	30 June 2015
Office of the Government Chief Information Officer	19	19
Official Receiver's Office	40	34
Planning Department	30	36
Radio Television Hong Kong	287	250
Rating and Valuation Department	62	52
Registration and Electoral Office	75	536
Security Bureau	17	18
Social Welfare Department	137	137
Trade and Industry Department	91	69
Transport and Housing Bureau	3	8
Transport Department	73	64
Treasury	30	15
University Grants Committee Secretariat	26	23
Water Supplies Department	111	96
Working Family and Student Financial Assistance Agency ^{Note}	403	389
Total	12 147	12 036

Note : The figure as at 30 June 2014 refers to the then Student Financial Assistance Agency. Working Family and Student Financial Assistance Agency was established on 1 March 2015. It comprises the original Student Financial Assistance Agency (renamed as the Student Finance Office) and the new Working Family Allowance Office.

**Breakdown of full-time non-civil service contract (NCSC) staff
by years of continuous service
(position as at 30 June 2014)**

Bureau / Department / Office	No. of NCSC staff			Total
	with less than five years of continuous service	with five years to less than ten years of continuous service	with ten years or more of continuous service	
Agriculture, Fisheries and Conservation Department	200	13	39	252
Architectural Services Department	45	1	-	46
Buildings Department	230	77	51	358
Census and Statistics Department	167	11	-	178
Chief Executive's Office	4	1	2	7
Chief Secretary and Financial Secretary's Offices	39	1	2	42
Civil Aviation Department	17	2	1	20
Civil Engineering and Development Department	58	3	10	71
Commerce and Economic Development Bureau	28	5	-	33
Companies Registry	57	7	-	64
Constitutional and Mainland Affairs Bureau	6	2	-	8
Correctional Services Department	2	-	-	2
Customs and Excise Department	127	-	-	127
Department of Health	178	381	22	581
Department of Justice	58	2	-	60
Development Bureau	42	1	-	43
Drainage Services Department	49	11	3	63
Education Bureau	925	196	57	1 178
Efficiency Unit	298	99	39	436
Electrical and Mechanical Services Department	321	435	253	1 009
Environment Bureau	5	1	-	6

Bureau / Department / Office	No. of NCSC staff			Total
	with less than five years of continuous service	with five years to less than ten years of continuous service	with ten years or more of continuous service	
Environmental Protection Department	86	14	-	100
Financial Services and the Treasury Bureau	70	6	2	78
Fire Services Department	21	9	1	31
Food and Environmental Hygiene Department	191	46	36	273
Food and Health Bureau	16	2	-	18
Government Flying Service	6	4	-	10
Government Laboratory	21	4	1	26
Government Logistics Department	29	13	-	42
Government Property Agency	1	-	-	1
Highways Department	51	1	3	55
Home Affairs Bureau	47	5	-	52
Home Affairs Department	433	57	9	499
Hong Kong Observatory	15	-	-	15
Hong Kong Police Force	40	18	15	73
Hongkong Post	694	706	571	1 971
Immigration Department	7	22	7	36
Information Services Department	10	4	5	19
Inland Revenue Department	158	17	1	176
Innovation and Technology Commission	19	11	4	34
Intellectual Property Department	11	-	2	13
Invest Hong Kong	19	18	22	59
Judiciary	39	29	6	74
Labour and Welfare Bureau	27	3	-	30
Labour Department	104	52	23	179

Bureau / Department / Office	No. of NCSC staff			Total
	with less than five years of continuous service	with five years to less than ten years of continuous service	with ten years or more of continuous service	
Land Registry	61	46	20	127
Lands Department	242	1	-	243
Legal Aid Department	7	-	-	7
Leisure and Cultural Services Department	1 330	158	288	1 776
Marine Department	11	-	-	11
Office of the Communications Authority	76	22	33	131
Office of the Government Chief Information Officer	16	3	-	19
Official Receiver's Office	26	10	4	40
Planning Department	24	4	2	30
Radio Television Hong Kong	180	62	45	287
Rating and Valuation Department	46	13	3	62
Registration and Electoral Office	61	5	9	75
Security Bureau	11	6	-	17
Social Welfare Department	99	21	17	137
Student Financial Assistance Agency	233	120	50	403
Trade and Industry Department	64	19	8	91
Transport and Housing Bureau	2	1	-	3
Transport Department	40	26	7	73
Treasury	22	5	3	30
University Grants Committee Secretariat	18	7	1	26
Water Supplies Department	74	12	25	111
Total	7 614	2 831	1 702	12 147

**Breakdown of full-time non-civil service contract (NCSC) staff
by years of continuous service
(position as at 30 June 2015)**

Bureau / Department / Office	No. of NCSC staff			Total
	with less than five years of continuous service	with five years to less than ten years of continuous service	with ten years or more of continuous service	
Agriculture, Fisheries and Conservation Department	223	16	30	269
Architectural Services Department	45	-	-	45
Buildings Department	157	42	37	236
Census and Statistics Department	296	10	-	306
Chief Executive's Office	4	-	2	6
Chief Secretary and Financial Secretary's Offices	34	4	-	38
Civil Aviation Department	16	2	-	18
Civil Engineering and Development Department	45	6	11	62
Commerce and Economic Development Bureau	25	7	-	32
Companies Registry	65	10	-	75
Constitutional and Mainland Affairs Bureau	5	-	1	6
Correctional Services Department	21	-	-	21
Customs and Excise Department	114	-	-	114
Department of Health	152	326	30	508
Department of Justice	66	3	-	69
Development Bureau	43	5	-	48
Drainage Services Department	75	9	3	87
Education Bureau	921	168	48	1 137
Efficiency Unit	298	94	39	431
Electrical and Mechanical Services Department	291	377	221	889
Environment Bureau	4	1	-	5

Bureau / Department / Office	No. of NCSC staff			Total
	with less than five years of continuous service	with five years to less than ten years of continuous service	with ten years or more of continuous service	
Environmental Protection Department	65	8	-	73
Financial Services and the Treasury Bureau	73	8	2	83
Fire Services Department	33	6	2	41
Food and Environmental Hygiene Department	147	42	40	229
Food and Health Bureau	9	5	-	14
Government Flying Service	4	4	-	8
Government Laboratory	16	4	2	22
Government Logistics Department	28	7	4	39
Government Property Agency	2	-	-	2
Highways Department	52	1	2	55
Home Affairs Bureau	44	5	1	50
Home Affairs Department	372	60	7	439
Hong Kong Observatory	17	-	-	17
Hong Kong Police Force	40	6	-	46
Hongkong Post	767	585	554	1 906
Immigration Department	25	19	8	52
Information Services Department	15	2	5	22
Inland Revenue Department	243	15	1	259
Innovation and Technology Commission	19	9	5	33
Intellectual Property Department	10	1	2	13
Invest Hong Kong	19	10	28	57
Judiciary	48	34	4	86
Labour and Welfare Bureau	22	2	-	24
Labour Department	97	41	32	170

Bureau / Department / Office	No. of NCSC staff			Total
	with less than five years of continuous service	with five years to less than ten years of continuous service	with ten years or more of continuous service	
Land Registry	45	43	23	111
Lands Department	184	4	-	188
Legal Aid Department	7	-	-	7
Leisure and Cultural Services Department	1 262	157	269	1 688
Marine Department	21	2	-	23
Office of the Communications Authority	81	26	24	131
Office of the Government Chief Information Officer	16	3	-	19
Official Receiver's Office	24	8	2	34
Planning Department	29	5	2	36
Radio Television Hong Kong	166	43	41	250
Rating and Valuation Department	40	9	3	52
Registration and Electoral Office	522	7	7	536
Security Bureau	9	9	-	18
Social Welfare Department	99	22	16	137
Trade and Industry Department	40	23	6	69
Transport and Housing Bureau	8	-	-	8
Transport Department	40	18	6	64
Treasury	11	3	1	15
University Grants Committee Secretariat	14	8	1	23
Water Supplies Department	63	7	26	96
Working Family and Student Financial Assistance Agency	232	107	50	389
Total	7 980	2 458	1 598	12 036

- End -

CONTROLLING OFFICER'S REPLY

(Question Serial No. 1729)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

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

Director of Bureau: Secretary for the Civil Service

Question:

The Government has raised the retirement age of new recruits joining the Civil Service since June 2015 and employed retired civil servants on contract terms since November the same year. In this connection, please inform this Committee of the figures of the followings in respect of civil servants in various departments, including the disciplined services:

1. staff applying for “final extension of service” and those approved; and
2. staff applying for “Post-retirement Service Contract Scheme” and those approved.

Asked by: Hon POON Siu-ping (Member Question No. 4)

Reply:

1. We just promulgated in end February 2016 the revised arrangements for handling applications for final extension of service, including raising the maximum period of final extension to 120 days and relaxing suitably the approval criteria. We do not have the number of applications under the revised arrangements at the moment.
2. As at 31 January 2016, bureaux/departments (B/Ds) in total employed 136 full-time^(Note 1) and 3 part-time^(Note 2) Post-retirement Service Contract (PRSC) staff. Since under the PRSC Scheme, B/Ds may, having regard to their needs, decide on the employment of PRSC staff and related matters, including recruitment and selection, Civil Service Bureau does not collect information on the number of applicants for the PRSC Scheme.

Note 1 : “Full-time” means the employment is on a “continuous contract” as defined by the Employment Ordinance (EO), namely an employee who works continuously for the same employer for four weeks or more, with at least 18 hours in each week.

Note 2 : “Part-time” PRSC staff refers to those PRSC staff whose number of working hours is less than the “continuous contract” as defined by the EO. The number of part-time PRSC staff mentioned above refers to those with employment contractual relations with the user B/Ds as at 31 January 2016.

- End -

CONTROLLING OFFICER'S REPLY

(Question Serial No. 2816)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

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

Director of Bureau: Secretary for the Civil Service

Question:

The Civil Service Bureau (CSB) needs to retain persons of a high calibre and adopt good human resource management practices to improve service quality. In this connection, please advise this Committee on the followings:

1. What are the latest figures relating to non-civil service contract (NCSC) staff?
2. Further to the above, what is the number of NCSC staff who have been working in various bureaux/departments (B/Ds) continuously for 3 years or more?
3. What is the number of NCSC positions that can be replaced by civil service posts in financial year 2016-17? What is the estimated financial commitment involved?

Asked by: Hon Mrs Regina IP LAU Suk-yee (Member Question No. 27)

Reply:

1. The number of full-time^(Note 1) non-civil service contract (NCSC) staff employed by bureaux/departments (B/Ds) as at 30 June 2015 is 12 036.
2. The number of full-time NCSC staff with continuous service^(Note 2) of three years or more as at 30 June 2015 is 5 504.
3. The 2016-17 Draft Estimates of Expenditure provide for 2 223 additional civil service posts in various B/Ds, including some 540 posts for replacing NCSC positions the long-term need for which has been established. To allow flexibility in meeting their staffing needs, B/Ds may create or delete posts in existing non-directorate ranks provided that their respective establishment ceiling is not exceeded. They may also, having regard to the operational need and other considerations, decide on their own the number and grade of civil servants to be recruited. In view of the above, the Civil Service Bureau does not have information on B/Ds' estimated expenditure of creating civil service posts for replacing NCSC positions in 2016-17.

Note 1: “Full-time” means the employment is on a “continuous contract” as defined by the Employment Ordinance, namely an employee who works continuously for the same employer for four weeks or more, with at least 18 hours in each week.

Note 2: “Continuous service” means service in the same NCSC position, as well as service in different NCSC positions in the same department but without a break in service.

- End -

CONTROLLING OFFICER'S REPLY

(Question Serial No. 2817)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

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

Director of Bureau: Secretary for the Civil Service

Question:

In 2016-17, the Civil Service Bureau (CSB) will continue to keep the size of the civil service establishment under control, while maintaining effectiveness and allowing a justified increase to address manpower needs including those arising from new and improved services. In this connection, please advise this Committee on the followings:

1. What is the estimated wastage rate of civil servants in 2016-17? Among those leaving the civil service, how many will be retirees?
2. What does the Government see as a justified increase in the civil service establishment in 2016-17?
3. Apart from increasing the establishment, what are the Government's specific measures to meet the civil service manpower needs? What is the estimated financial commitment in this regard for 2016-17?

Asked by: Hon Mrs Regina IP LAU Suk-ye (Member Question No. 28)

Reply:

1. Retirement has always been the primary reason for departure of civil servants from the Civil Service. The estimated number of officers retiring in 2016-17 is around 6 600, representing a wastage rate of about 4% of the strength as at end January 2016.
2. To address the manpower need for implementing new policies and improving existing services, the Government will create 2 223 additional civil service posts in 2016-17. This represents an increase of about 1.3% over the 2015-16 Revised Estimate. Over the past nine financial years, the annual growth of the civil service establishment had been in the range of 1% to 1.5%.

Before making any decision on the creation of additional civil service posts, the Government has to assess whether the operational need is fully justified, and the work

involved cannot be absorbed through streamlining the procedures, re-organisation or re-deployment of resources, etc.

3. Apart from creation of new civil service posts, bureaux/departments will continue to provide suitable training and support to staff to enhance efficiency. In 2016-17, bureaux/departments may also make use of the Post-retirement Service Contract Scheme and final extension of service of civil servants for employing serving civil servants who have reached retirement age or retired civil servants to meet short-term operational needs.

- End -

CONTROLLING OFFICER'S REPLY

(Question Serial No. 2818)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not specified

Programme: (2) Human Resource Management

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

Director of Bureau: Secretary for the Civil Service

Question:

In this financial year, the Civil Service Bureau will consider and follow up as appropriate the recommendations to be made by the Standing Commission on Civil Service Salaries and Conditions of Service (the Standing Commission) following the 2015 Starting Salaries Survey. In this connection, will the Government advise this Committee of the following:

1. What are the current details regarding the implementation of the measures recommended by the Standing Commission?
2. What measures has the Government taken in response to the staff side representatives' withdrawal from the Pay Trend Survey Committee?
3. When will the Government conduct the grade structure review of the disciplined services? What is the financial commitment involved?

Asked by: Hon Mrs Regina IP LAU Suk-yee (Member Question No. 29)

Reply:

1. Upon receiving the 2015 Civil Service Starting Salaries Survey Report from the Standing Commission on 26 February 2016, the Government has invited the staff sides, departmental management, tertiary institutions and the Standing Committee on Disciplined Services Salaries and Conditions of Service to provide their views on the recommendations of the Report. We have also reported the Standing Commission's recommendations to the Legislative Council Panel on Public Service. The Civil Service Bureau will seek a decision from the Chief Executive-in-Council (CE-in-C) on how to take forward the recommendations of the Report after completing the relevant consultation.
2. Although some staff side representatives have decided not to participate in the Pay Trend Survey (PTS) Committee temporarily after the 2013-14 Civil Service Pay Adjustment exercise, the Government has maintained communication with the relevant

staff bodies to discuss civil service-related matters (including issues related to pay adjustment) with them through various channels. Efforts have also been made to persuade them to return to the PTS Committee. Meanwhile, the Secretariat of the PTS Committee has continued to send meeting invitations, papers and minutes of meetings to the staff side representatives who have announced withdrawal from the Committee. Their views on discussion items, if any, have always been welcomed.

The PTS mechanism has worked well over the years. A well-established and credible survey mechanism and methodology have been developed with on-going efforts of the PTS Committee. Over the years, the PTS has objectively reflected the year-on-year pay adjustments in the private sector, which is one of the factors considered by the CE-in-C in making annual pay adjustment decisions. In 2016-17, the PTS Committee and the Government will continue to follow the established mechanism to conduct the PTS and the annual civil service pay adjustment exercise.

3. The Government has put in place a clear policy on the criteria for conducting grade structure reviews (GSRs) for the disciplined services. The CE-in-C decided in October 2009 that GSRs should only be conducted for the disciplined services as and when necessary in view of significant changes in the job nature, responsibilities, proven recruitment and retention problems of the disciplined services. We have no plan to conduct GSRs for the disciplined services at this moment as such circumstances have not arisen. The Government will continue to consider the need for conducting GSRs for the disciplined services based on the above criteria.

- End -

CONTROLLING OFFICER'S REPLY

(Question Serial No. 0192)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

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

Director of Bureau: Secretary for the Civil Service

Question:

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

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

Asked by: Hon TANG Ka-piu (Member Question No. 31)

Reply:

- (a) The number of full-time^(Note 1) and part-time^(Note 2) non-civil service contract (NCSC) staff employed by bureaux/departments (B/Ds) as at 30 June 2015 is set out at Annex A.
- (b) The breakdown of the number of full-time NCSC staff by B/Ds and by length of continuous service^(Note 3) as at 30 June 2015 is set out at Annex B.
- (c) For NCSC staff with continuous service of less than five years, Civil Service Bureau does not collect information on whether they had been in the same or different positions. The number of full-time NCSC staff with continuous service of five years or more in the same position with breakdown by B/Ds and by length of continuous service as at 30 June 2015 is set out at Annex C.

Note 1 : “Full-time” means the employment is on a “continuous contract” as defined by the Employment Ordinance, namely an employee who works continuously for the same employer for four weeks or more, with at least 18 hours in each week.

Note 2 : “Part-time” NCSC staff refers to those NCSC staff whose number of working hours is less than the “continuous contract” as defined by the EO. The number of part-time NCSC staff set out at Annex refers to those with employment contractual relations with the user B/Ds as at 30 June 2015 and only some of them were called upon to perform duty on that date.

Note 3 : “Continuous service” means service in the same NCSC position, as well as service in different NCSC positions in the same department but without a break in service.

**Employment of full-time and part-time non-civil service contract (NCSC) staff
in Bureaux / Departments / Offices
(as at 30 June 2015)**

Bureau / Department / Office	No. of full-time NCSC staff	No. of part-time NCSC staff
Agriculture, Fisheries and Conservation Department	269	113
Architectural Services Department	45	19
Buildings Department	236	-
Census and Statistics Department	306	-
Chief Executive's Office	6	-
Chief Secretary and Financial Secretary's Offices	38	1
Civil Aviation Department	18	64
Civil Engineering and Development Department	62	2
Civil Service Bureau	-	6
Commerce and Economic Development Bureau	32	7
Companies Registry	75	-
Constitutional and Mainland Affairs Bureau	6	1
Correctional Services Department	21	35
Customs and Excise Department	114	21
Department of Health	508	251
Department of Justice	69	4
Development Bureau	48	-
Drainage Services Department	87	-
Education Bureau	1 137	63
Efficiency Unit	431	92
Electrical and Mechanical Services Department	889	-
Environment Bureau	5	-
Environmental Protection Department	73	118
Financial Services and the Treasury Bureau	83	1

Bureau / Department / Office	No. of full-time NCSC staff	No. of part-time NCSC staff
Fire Services Department	41	279
Food and Environmental Hygiene Department	229	-
Food and Health Bureau	14	-
Government Flying Service	8	4
Government Laboratory	22	1
Government Logistics Department	39	-
Government Property Agency	2	-
Highways Department	55	-
Home Affairs Bureau	50	1
Home Affairs Department	439	793
Hong Kong Observatory	17	-
Hong Kong Police Force	46	1
Hongkong Post	1 906	-
Immigration Department	52	-
Information Services Department	22	1
Inland Revenue Department	259	8
Innovation and Technology Commission	33	1
Intellectual Property Department	13	7
Invest Hong Kong	57	-
Judiciary	86	6
Labour and Welfare Bureau	24	1
Labour Department	170	2
Land Registry	111	-
Lands Department	188	-
Legal Aid Department	7	-
Leisure and Cultural Services Department	1 688	5 703
Marine Department	23	15

Bureau / Department / Office	No. of full-time NCSC staff	No. of part-time NCSC staff
Office of the Communications Authority	131	-
Office of the Government Chief Information Officer	19	-
Official Receiver's Office	34	-
Planning Department	36	1
Radio Television Hong Kong	250	466
Rating and Valuation Department	52	-
Registration and Electoral Office	536	-
Security Bureau	18	-
Social Welfare Department	137	155
Trade and Industry Department	69	2
Transport and Housing Bureau	8	1
Transport Department	64	24
Treasury	15	-
University Grants Committee Secretariat	23	-
Water Supplies Department	96	-
Working Family and Student Financial Assistance Agency	389	2
Total	12 036	8 272

**Breakdown of full-time non-civil service contract (NCSC) staff
by years of continuous service
(position as at 30 June 2015)**

Bureau / Department / Office	No. of NCSC staff				Total
	with less than three years of continuous service	with three years to less than five years of continuous service	with five years to less than ten years of continuous service	with ten years or more of continuous service	
Agriculture, Fisheries and Conservation Department	183	40	16	30	269
Architectural Services Department	35	10	-	-	45
Buildings Department	90	67	42	37	236
Census and Statistics Department	290	6	10	-	306
Chief Executive's Office	4	-	-	2	6
Chief Secretary and Financial Secretary's Offices	26	8	4	-	38
Civil Aviation Department	10	6	2	-	18
Civil Engineering and Development Department	37	8	6	11	62
Commerce and Economic Development Bureau	16	9	7	-	32
Companies Registry	55	10	10	-	75
Constitutional and Mainland Affairs Bureau	3	2	-	1	6
Correctional Services Department	20	1	-	-	21
Customs and Excise Department	113	1	-	-	114
Department of Health	55	97	326	30	508
Department of Justice	56	10	3	-	69
Development Bureau	28	15	5	-	48

Bureau / Department / Office	No. of NCSC staff				Total
	with less than three years of continuous service	with three years to less than five years of continuous service	with five years to less than ten years of continuous service	with ten years or more of continuous service	
Drainage Services Department	65	10	9	3	87
Education Bureau	744	177	168	48	1 137
Efficiency Unit	252	46	94	39	431
Electrical and Mechanical Services Department	113	178	377	221	889
Environment Bureau	2	2	1	-	5
Environmental Protection Department	56	9	8	-	73
Financial Services and the Treasury Bureau	52	21	8	2	83
Fire Services Department	32	1	6	2	41
Food and Environmental Hygiene Department	101	46	42	40	229
Food and Health Bureau	9	-	5	-	14
Government Flying Service	4	-	4	-	8
Government Laboratory	4	12	4	2	22
Government Logistics Department	21	7	7	4	39
Government Property Agency	2	-	-	-	2
Highways Department	49	3	1	2	55
Home Affairs Bureau	37	7	5	1	50
Home Affairs Department	310	62	60	7	439
Hong Kong Observatory	14	3	-	-	17
Hong Kong Police Force	31	9	6	-	46
Hongkong Post	590	177	585	554	1 906
Immigration Department	22	3	19	8	52

Bureau / Department / Office	No. of NCSC staff				Total
	with less than three years of continuous service	with three years to less than five years of continuous service	with five years to less than ten years of continuous service	with ten years or more of continuous service	
Information Services Department	12	3	2	5	22
Inland Revenue Department	242	1	15	1	259
Innovation and Technology Commission	17	2	9	5	33
Intellectual Property Department	9	1	1	2	13
Invest Hong Kong	10	9	10	28	57
Judiciary	37	11	34	4	86
Labour and Welfare Bureau	16	6	2	-	24
Labour Department	53	44	41	32	170
Land Registry	38	7	43	23	111
Lands Department	157	27	4	-	188
Legal Aid Department	6	1	-	-	7
Leisure and Cultural Services Department	1 189	73	157	269	1 688
Marine Department	20	1	2	-	23
Office of the Communications Authority	61	20	26	24	131
Office of the Government Chief Information Officer	9	7	3	-	19
Official Receiver's Office	20	4	8	2	34
Planning Department	27	2	5	2	36
Radio Television Hong Kong	142	24	43	41	250
Rating and Valuation Department	33	7	9	3	52
Registration and Electoral Office	514	8	7	7	536
Security Bureau	7	2	9	-	18

Bureau / Department / Office	No. of NCSC staff				Total
	with less than three years of continuous service	with three years to less than five years of continuous service	with five years to less than ten years of continuous service	with ten years or more of continuous service	
Social Welfare Department	80	19	22	16	137
Trade and Industry Department	31	9	23	6	69
Transport and Housing Bureau	8	-	-	-	8
Transport Department	26	14	18	6	64
Treasury	6	5	3	1	15
University Grants Committee Secretariat	11	3	8	1	23
Water Supplies Department	38	25	7	26	96
Working Family and Student Financial Assistance Agency	182	50	107	50	389
Total	6 532	1 448	2 458	1 598	12 036

**Number of full-time non-civil service contract (NCSC) staff
with continuous service of five years or more in the same position
(position as at 30 June 2015)**

Bureau / Department / Office	No. of full-time NCSC staff in the same position	
	with five years to less than ten years of continuous service	with ten years or more of continuous service
Agriculture, Fisheries and Conservation Department	15	30
Buildings Department	27	25
Census and Statistics Department	6	-
Chief Executive's Office	-	2
Chief Secretary and Financial Secretary's Offices	3	-
Civil Aviation Department	2	-
Civil Engineering and Development Department	6	11
Commerce and Economic Development Bureau	7	-
Companies Registry	10	-
Constitutional and Mainland Affairs Bureau	-	1
Department of Health	319	26
Department of Justice	3	-
Development Bureau	5	-
Drainage Services Department	6	2
Education Bureau	115	21
Efficiency Unit	44	6
Electrical and Mechanical Services Department	105	30
Environment Bureau	1	-
Environmental Protection Department	6	-
Financial Services and the Treasury Bureau	8	2
Fire Services Department	6	2

Bureau / Department / Office	No. of full-time NCSC staff in the same position	
	with five years to less than ten years of continuous service	with ten years or more of continuous service
Food and Environmental Hygiene Department	31	31
Food and Health Bureau	5	-
Government Flying Service	3	-
Government Laboratory	4	2
Government Logistics Department	6	4
Highways Department	-	2
Home Affairs Bureau	4	1
Home Affairs Department	50	6
Hong Kong Police Force	6	-
Hongkong Post	535	517
Immigration Department	2	-
Information Services Department	2	5
Inland Revenue Department	1	-
Innovation and Technology Commission	7	3
Intellectual Property Department	1	-
Invest Hong Kong	9	24
Judiciary	5	-
Labour and Welfare Bureau	2	-
Labour Department	19	8
Land Registry	43	23
Lands Department	4	-
Leisure and Cultural Services Department	103	126
Office of the Communications Authority	20	16
Office of the Government Chief Information Officer	3	-
Official Receiver's Office	8	-

Bureau / Department / Office	No. of full-time NCSC staff in the same position	
	with five years to less than ten years of continuous service	with ten years or more of continuous service
Planning Department	5	-
Radio Television Hong Kong	34	21
Rating and Valuation Department	5	3
Registration and Electoral Office	7	7
Security Bureau	6	-
Social Welfare Department	20	8
Trade and Industry Department	19	2
Transport Department	12	4
Treasury	3	-
University Grants Committee Secretariat	7	1
Water Supplies Department	7	23
Working Family and Student Financial Assistance Agency	91	42
Total	1 783	1 037

- End -

CONTROLLING OFFICER'S REPLY

(Question Serial No. 2286)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

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

Director of Bureau: Secretary for the Civil Service

Question:

In respect of occupational safety and health, will the Government advise this Committee on:

- a. the details of the promotional and educational activities organised by the Government for the civil service for this purpose in the past 3 years;
- b. the manpower and expenditure involved in such promotional activities; and
- c. the numbers of accident cases causing injuries/deaths in each department and the percentages they accounted for in the total in the past 3 years, broken down by cause of injuries/deaths?

Asked by: Hon TANG Ka-piu (Member Question No. 29)

Reply:

- a. From 2013-14 to 2015-16, the Civil Service Bureau (CSB) organised a total of 57 seminars on occupational safety and health (OSH) for civil servants to promote OSH messages among government employees. About 10 900 officers attended these seminars which covered a wide range of topics, including "Safety at Work under Inclement and Hot Weather", "Work Stress Management", "Prevention of Musculoskeletal Disorders", "Prevention of Upper and Lower Limb Disorders", "Health Hints on the Use of Display Screen Equipment", "First Aid Care in the Workplace", "Air Quality Health Index", "Indoor Air Quality and Occupational Health", "Chemical Safety in the Workplace and Personal Protective Equipment", "Occupational Health for Office Workers" and "Occupational Safety Management System", etc. We also organised 2 roving exhibitions on "Prevention of Musculoskeletal Disorders" and "Occupational Safety Management System" respectively in various government office buildings.

To enhance the understanding of the responsible staff and frontline management staff in bureaux/departments (B/Ds) on OSH, CSB organised training courses on OSH

management system for them from 2013-14 to 2015-16, which included “General Training on OSH” and “Specialised Training on Safety Review”. In 2015-16, we organised a new “Workshop on OSH Implementation” to introduce the key elements of OSH management to frontline management staff and enhance their knowledge about OSH. Besides, we arranged an annual experience sharing seminar for departmental OSH personnel to share their experience in OSH.

To enable officers responsible for OSH in B/Ds to learn and draw on the successful experience of other organisations, visits are arranged from time to time to the public and private organisations that are effective in implementing OSH measures. In 2014-15 and 2015-16, CSB arranged visits to the Hong Kong Jockey Club and the MTR Corporation Limited respectively.

In 2013-14 and 2014-15, CSB, the Labour Department and the staff side representatives of the Working Group on OSH in the Civil Service paid goodwill visits to the Department of Health and the Education Bureau to understand their latest efforts in promoting and implementing OSH measures, and to share experience and exchange views with their OSH personnel.

- b. CSB has appointed a Principal Executive Officer to develop and implement OSH promotion initiatives. In addition, a Chief Executive Officer, a Senior Executive Officer, an Executive Officer I and an Assistant Clerical Officer have been assigned to organise various OSH promotional activities. In the past 3 years, the expenditure involved in implementing OSH initiatives by CSB is as follows:

2013-14 about \$190,000

2014-15 about \$470,000 ^{Note}

2015-16 about \$220,000

Note: including expenditure on commissioning the Occupational Safety and Health Council to conduct “Organisational Safety Culture and Departmental Safety and Health Surveys in the Civil Service” (about \$210,000).

- c. A breakdown of the number of occupational injuries by department and by type of accident reported by government departments from 2013 to 2015 is at Annex.

**Number of Occupational Injuries
Reported by Government Departments (Breakdown by Department)
in 2013, 2014 and the First Half of 2015**

Bureau/Department	2013		2014		First Half of 2015	
Agriculture, Fisheries and Conservation Department	39	2.2%	56	3.2%	14	1.9%
Architectural Services Department	1	0.1%	4	0.2%	-	-
Audit Commission	-	-	1	0.1%	-	-
Auxiliary Medical Service	4	0.2%	5	0.3%	5	0.7%
Buildings Department	1	0.1%	5	0.3%	6	0.8%
Census and Statistics Department	5	0.3%	3	0.2%	3	0.4%
Chief Executive's Office	1	0.1%	1	0.1%	-	-
Chief Secretary and Financial Secretary's Offices	3	0.2%	3	0.2%	-	-
Civil Aid Service	8	0.5%	10	0.6%	3	0.4%
Civil Aviation Department	3	0.2%	1	0.1%	1	0.1%
Civil Engineering and Development Department	11	0.6%	5	0.3%	5	0.7%
Civil Service Bureau	3	0.2%	1	0.1%	1	0.1%
Commerce and Economic Development Bureau (Commerce, Industry and Tourism Branch)	-	-	1	0.1%	-	-
Correctional Services Department	50	2.8%	41	2.4%	15	2.0%
Customs and Excise Department	23	1.3%	22	1.3%	11	1.5%
Department of Health	64	3.6%	76	4.4%	28	3.8%
Department of Justice	2	0.1%	-	-	-	-
Development Bureau (Works Branch)	-	-	1	0.1%	-	-
Drainage Services Department	15	0.9%	11	0.6%	3	0.4%
Education Bureau	58	3.3%	43	2.5%	27	3.6%
Efficiency Unit	2	0.1%	-	-	2	0.3%
Electrical and Mechanical Services Department	28	1.6%	25	1.4%	7	0.9%
Environmental Protection Department	2	0.1%	5	0.3%	-	-

Bureau/Department	2013		2014		First Half of 2015	
Financial Services and the Treasury Bureau (Financial Services Branch)	1	0.1%	1	0.1%	1	0.1%
Fire Services Department	135	7.7%	134	7.7%	62	8.4%
Food and Environmental Hygiene Department	305	17.3%	271	15.6%	109	14.7%
Government Flying Service	6	0.3%	2	0.1%	2	0.3%
Government Laboratory	4	0.2%	1	0.1%	3	0.4%
Government Logistics Department	9	0.5%	12	0.7%	6	0.8%
Government Property Agency	-	-	1	0.1%	-	-
Highways Department	4	0.2%	6	0.3%	2	0.3%
Home Affairs Bureau	-	-	2	0.1%	-	-
Home Affairs Department	3	0.2%	8	0.5%	1	0.1%
Hong Kong Observatory	1	0.1%	2	0.1%	2	0.3%
Hong Kong Police Force	337	19.1%	323	18.6%	147	19.8%
Hospital Authority	49	2.8%	43	2.5%	14	1.9%
Housing Authority	4	0.2%	-	-	-	-
Housing Department	27	1.5%	26	1.5%	7	0.9%
Immigration Department	33	1.9%	36	2.1%	16	2.2%
Independent Commission Against Corruption	5	0.3%	2	0.1%	2	0.3%
Inland Revenue Department	5	0.3%	10	0.6%	4	0.5%
Innovation and Technology Commission	-	-	1	0.1%	1	0.1%
Judiciary	6	0.3%	9	0.5%	5	0.7%
Labour Department	8	0.5%	12	0.7%	1	0.1%
Land Registry	1	0.1%	1	0.1%	1	0.1%
Lands Department	12	0.7%	17	1.0%	13	1.8%
Legal Aid Department	3	0.2%	1	0.1%	-	-
Leisure and Cultural Services Department	214	12.2%	206	11.9%	81	10.9%
Marine Department	8	0.5%	15	0.9%	1	0.1%
Office of the Communications Authority	-	-	1	0.1%	-	-
Office of the Government Chief Information Officer	-	-	1	0.1%	2	0.3%
Official Receiver's Office	-	-	1	0.1%	-	-
Planning Department	2	0.1%	2	0.1%	-	-
Post Office	176	10.0%	194	11.2%	93	12.6%
Radio Television Hong Kong	8	0.5%	3	0.2%	6	0.8%

Bureau/Department	2013		2014		First Half of 2015	
Rating and Valuation Department	2	0.1%	1	0.1%	-	-
Registration and Electoral Office	1	0.1%	-	-	1	0.1%
Social Welfare Department	28	1.6%	28	1.6%	12	1.6%
Transport Department	4	0.2%	7	0.4%	4	0.5%
Treasury	-	-	-	-	1	0.1%
Water Supplies Department	34	1.9%	26	1.5%	8	1.1%
Working Family and Student Financial Assistance Agency	2	0.1%	6	0.3%	2	0.3%
Total	1 760	100%	1 732	100%	741	100%

Note:

- a. Occupational injuries (including industrial accidents) are injury cases arising from work accidents, resulting in death or incapacity for work of over 3 days, and reported under the Employees' Compensation Ordinance (Cap. 282).
- b. Bureaux/Departments which have not recorded occupational injuries between 2013 and the first half of 2015 are not included in the above table.
- c. The percentage may not add up to 100% due to rounding.
- d. The latest available statistics are up to the first half of 2015. The statistical work for the number of full-year occupational injuries in 2015 will be completed in May 2016.

**Number of Occupational Injuries
Reported by Government Departments (Breakdown by Type of Accident)
in 2013, 2014 and the First Half of 2015**

Type of Accident	2013	2014	First Half of 2015
Trapped in or between objects	45	44	26
Injured whilst lifting or carrying	319	319	111
Slip, trip or fall on same level	592	572	263
Fall of person from height	29	24	14
Striking against fixed or stationary object	112	108	41
Striking against or struck by moving object	122	147	65
Stepping on object	3	2	1
Exposure to or contact with harmful substance	5	7	4
Contact with electricity or electric discharge	1	-	-
Trapped by collapsing or overturning object	-	-	-
Struck by falling object	4	4	4
Struck by moving vehicle	157	141	71
Contact with moving machinery or object being machined	5	10	2
Drowning	-	1	-
Exposure to fire	3	1	-
Exposure to explosion	1	9	-
Injured by hand tool	18	27	9
Injured by fall of ground	-	-	-
Asphyxiation	-	-	-
Contact with hot surface or substance	13	5	8
Injured by animal	53	41	17
Injured in workplace violence	186	157	59
Others	92	113	46
Total	1 760	1 732	741

Note:

- a. Occupational injuries (including industrial accidents) are injury cases arising from work accidents, resulting in death or incapacity for work of over 3 days, and reported under the Employees' Compensation Ordinance (Cap. 282).
- b. The latest available statistics are up to the first half of 2015. The statistical work for the number of full-year occupational injuries in 2015 will be completed in May 2016.

- End -

CONTROLLING OFFICER'S REPLY

(Question Serial No. 2287)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (4) Civil Service Training and Development

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

Director of Bureau: Secretary for the Civil Service

Question:

It is mentioned in Matters Requiring Special Attention in 2016-17 under this Programme that the Government will “work closely with bureaux and departments to provide consultancy services and support on human resource management and development”. Will the Government advise on the specific details of the consultancy services and support to be provided? What are the manpower and expenditure involved? What criteria does the Government use in according priority to various departments for the provision of consultancy services and support?

Asked by: Hon TANG Ka-piu (Member Question No. 33)

Reply:

The consultancy services and support provided by the Civil Service Training and Development Institute (CSTDI) mainly include assisting bureaux/departments (B/Ds) in conducting training need analysis, formulating training and development plans, organising customised courses and training activities, hosting workshops and retreats for B/Ds to crystallise their vision and mission, drawing up business strategy, forging team spirit and strengthening internal communication.

The above services are provided by two Human Resource Management Advisory Units in CSTDI with a total of 20 Training Officers. As these officers are not responsible only for the above area of work, it would be difficult to break down the manpower and financial resources involved.

CSTDI maintains close liaison with B/Ds to understand their needs, and provides them with appropriate consultancy services and support, taking into account CSTDI's resources and the priorities of services as indicated by B/Ds.

- End -

CONTROLLING OFFICER'S REPLY

(Question Serial No. 2289)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

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

Director of Bureau: Secretary for the Civil Service

Question:

It is mentioned under the Brief Description of the Programme that the Civil Service Bureau “followed up the recommendations of the Standing Commission on Civil Service Salaries and Conditions of Service (the Standing Commission) on 2013 Pay Level Survey and provided support to the Standing Commission for conducting the 2015 Starting Salaries Survey in accordance with the Improved Civil Service Pay Adjustment Mechanism”. What is the progress of the follow-up actions? Please elaborate in detail.

Asked by: Hon TANG Ka-piu (Member Question No. 30)

Reply:

To follow up the recommendations of the Standing Commission on the 2013 Pay Level Survey, the Government has raised the dollar value of points 45 to 49 on the Master Pay Scale, pay points on the Directorate Pay Scale and other equivalent pay points by 3% upon obtaining the Legislative Council Finance Committee's approval in July 2015. The pay adjustment has taken retrospective effect from 1 October 2014.

As regards the 2015 Starting Salaries Survey, the Government has, upon receiving the 2015 Civil Service Starting Salaries Survey Report from the Standing Commission on 26 February 2016, invited the staff sides, departmental management, tertiary institutions and the Standing Committee on Disciplined Services Salaries and Conditions of Service to provide their views on the recommendations of the Report. We have also reported the Standing Commission's recommendations to the Legislative Council Panel on Public Service. The Civil Service Bureau will seek a decision from the Chief Executive-in-Council on how to take forward the recommendations of the Report after completing the relevant consultation.

- End -

CONTROLLING OFFICER'S REPLY

(Question Serial No. 2942)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

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

Director of Bureau: Secretary for the Civil Service

Question:

The Government has introduced new measures in recent years for departments to employ eligible retired civil servants to undertake routine duties. In this connection, will the Government provide resources for bureaux and departments in the 2016-17 financial year to cover expenses arising from employing the retired civil servants? If yes, please provide a detailed breakdown by bureaux and departments of the financial provisions and numbers of staff involved. If no, what are the reasons?

Asked by: Hon Tony TSE Wai-chuen (Member Question No. 1)

Reply:

The Post-retirement Service Contract Scheme was launched in November 2015. Under the Scheme, bureaux/departments (B/Ds) may, having regard to their needs, engage retired/retiring civil servants on contract terms to undertake ad hoc, time-limited, seasonal or part-time tasks that require specific civil service expertise/experience. The employment cost as well as related operating expenditure are met by B/Ds from their own resources.

- End -

CONTROLLING OFFICER'S REPLY

(Question Serial No. 2943)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

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

Director of Bureau: Secretary for the Civil Service

Question:

In 2016-17, the Civil Service Bureau (CSB) will continue to keep the size of the civil service establishment under control, while maintaining effectiveness and allowing a justified increase to address manpower needs including those arising from new and improved services. In this connection, please advise this Committee on the followings:

- (1) Please provide a breakdown of the number of additional posts by department and by the professional grades and ranks involved, and among them, listing the respective numbers of those permanent civil service posts which are to be converted from non-civil service contract positions.
- (2) As the consultation process for land planning and development becomes increasingly long, causing ever more controversies, the workload of various departments has been on the rise. Apart from expanding the civil service establishment, will the Government take other initiatives to alleviate the workload and pressure on the civil service? If yes, what are the specific details, the estimates of expenditure, the manpower arrangements and the implementation timetables of these initiatives? If no, what are the reasons?

Asked by: Hon Tony TSE Wai-chuen (Member Question No. 19)

Reply:

- (1) The 2016-17 Draft Estimates of Expenditure provide for 2 223 additional civil service posts in various bureaux and departments (B/Ds). The additional civil service posts are for implementing new policies or improving existing services. The changes in civil service establishment of B/Ds in 2016-17 are set out at Annex A. The growth in civil service establishment includes 544 posts approved for replacing non-civil service contract positions for which the long term need has been established. A breakdown of these posts by B/Ds is at Annex B. To allow flexibility in meeting their staffing needs, B/Ds may create or delete posts in existing non-directorate ranks provided that their respective establishment ceiling is not exceeded. They may also, having regard to the

operational need and other considerations, decide on their own the number and grade of civil servants to be recruited. Hence, CSB does not have information on the grades and ranks of the civil servants to be recruited by individual B/Ds in 2016-17.

- (2) Apart from increasing the civil service establishment, CSB also encourages B/Ds to cope with increasing workload through measures such as re-prioritisation, re-engineering, etc. To alleviate pressure on the civil servants, CSB has commissioned professional bodies to provide hotline counselling service on stress management to help staff cope with stress from work and other personal problems. Such service, available to staff from some 60 B/Ds, includes telephone and face-to-face counselling and referral services. The estimated expenditure in 2016-17 is about \$0.5 million. Separately, 11 departments provide their own counselling services to their staff. In addition, CSB has been organising training programmes on managing stress, managing change, building resilience, etc. for civil servants at various ranks so as to enhance individuals' and teams' abilities to handle stress. These programmes are part of the overall training for civil servants. We do not have breakdown on the manpower and expenditure incurred.

Change in Civil Service Establishment by Bureaux/Departments in 2016-17

Bureau / Department / Organisation	Change in Establishment
Agriculture, Fisheries and Conservation Department	72
Architectural Services Department	24
Audit Commission	1
Auxiliary Medical Service	-
Buildings Department	86
Census and Statistics Department	- 38
Chief Executive's Office	- 1
Chief Secretary and Financial Secretary's Offices	14
Civil Aid Service	-
Civil Aviation Department	9
Civil Engineering and Development Department	77
Civil Service Bureau	8
Commerce and Economic Development Bureau (Commerce, Industry and Tourism Branch)	23
Commerce and Economic Development Bureau (Communications and Creative Industries Branch)	10
Companies Registry	6
Constitutional and Mainland Affairs Bureau	14
Correctional Services Department	44
Customs and Excise Department	19
Department of Health	116
Department of Justice	37
Development Bureau (Planning and Lands Branch)	3
Development Bureau (Works Branch)	17
Drainage Services Department	20
Education Bureau	133
Electrical and Mechanical Services Department	9
Environment Bureau	2
Environmental Protection Department	36
Financial Services and the Treasury Bureau (Financial Services Branch)	- 4
Financial Services and the Treasury Bureau (The Treasury Branch)	-
Fire Services Department	61
Food and Environmental Hygiene Department	3
Food and Health Bureau (Food Branch)	5
Food and Health Bureau (Health Branch)	2
Government Flying Service	32

Bureau / Department / Organisation	Change in Establishment
Government Laboratory	3
Government Logistics Department	-
Government Property Agency	-
Highways Department	59
Home Affairs Bureau	42
Home Affairs Department	51
Hong Kong Monetary Authority	- 3
Hong Kong Observatory	4
Hong Kong Police Force	87
Hospital Authority	- 135
Housing Authority	188
Immigration Department	183
Independent Commission Against Corruption	12
Information Services Department	2
Inland Revenue Department	9
Innovation and Technology Bureau	12
Innovation and Technology Commission	21
Intellectual Property Department	15
Invest Hong Kong	1
Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service	- 2
Judiciary	53
Labour and Welfare Bureau	2
Labour Department	6
Land Registry	2
Lands Department	33
Legal Aid Department	-
Legal Aid Services Council	-
Leisure and Cultural Services Department	271
Marine Department	28
Office for Film, Newspaper and Article Administration	-
Office of the Communications Authority	4
Office of the Government Chief Information Officer	26
Official Receiver's Office	-
Overseas Economic and Trade Offices	5
Planning Department	18
Post Office	-
Public Service Commission Secretariat	4
Radio Television Hong Kong	19
Rating and Valuation Department	2
Registration and Electoral Office	6

Bureau / Department / Organisation	Change in Establishment
Secretariat, Commissioner on Interception of Communications and Surveillance	-
Security Bureau	18
Social Welfare Department	108
Trade and Industry Department	9
Transport and Housing Bureau (Transport Branch)	8
Transport Department	78
Treasury	7
University Grants Committee	3
Vocational Training Council	- 2
Water Supplies Department	45
Working Family and Student Financial Assistance Agency	81
TOTAL	2 223

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

Bureau / Department / Organisation	Number of posts
Agriculture, Fisheries and Conservation Department	42
Architectural Services Department	5
Buildings Department	35
Census and Statistics Department	4
Civil Engineering and Development Department	1
Constitutional and Mainland Affairs Bureau	2
Department of Health	21
Development Bureau (Works Branch)	10
Department of Justice	14
Drainage Services Department	1
Education Bureau	23
Electrical and Mechanical Services Department	3
Environment Bureau	1
Environmental Protection Department	9
Food and Environmental Hygiene Department	45
Food and Health Bureau (Food Branch)	1
Food and Health Bureau (Health Branch)	2
Fire Services Department	13
Home Affairs Bureau	3
Home Affairs Department	16
Hong Kong Police Force	7
Immigration Department	10
Intellectual Property Department	6
Innovation and Technology Commission	2
Labour and Welfare Bureau	1
Labour Department	22
Land Registry	2
Lands Department	10
Leisure and Cultural Services Department	97
Marine Department	4
Office of the Communications Authority	3
Office of the Government Chief Information Officer	4

Bureau / Department / Organisation	Number of posts
Radio Television Hong Kong	13
Rating and Valuation Department	2
Security Bureau	2
Social Welfare Department	10
Transport Department	9
Transport and Housing Bureau	1
Treasury	6
University Grants Committee Secretariat	1
Water Supplies Department	6
Working Family and Student Financial Assistance Agency	75
TOTAL	544

- End -

CONTROLLING OFFICER'S REPLY

(Question Serial No. 0300)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

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

Director of Bureau: Secretary for the Civil Service

Question:

The Government has introduced the "Post-retirement Service Contract Scheme" to extend the service of civil servants. In this connection, will the Government advise this Committee on the followings:

- a. What are the current and projected numbers of retired/retiring civil servants employed by various government departments? Please provide a breakdown by the categories of ad hoc, time-limited, seasonal and part-time duties.
- b. The Government promulgated a set of guidelines on the "Post-retirement Service Contract Scheme" in November 2015. What are the details?
- c. What are the expenditure and estimates involved in employing the above-mentioned retired/retiring civil servants?

Asked by: Hon WONG Kwok-hing (Member Question No. 23)

Reply:

- (a) Since the launch of the Post-retirement Service Contract (PRSC) Scheme in November 2015, bureaux/departments (B/Ds) in total employed 136 full-time(Note 1) and 3 part-time(Note 2) PRSC staff under the Scheme as at end January 2016. We plan to collect relevant data from B/Ds for analysis after the Scheme has operated for a longer period of time, by then the data will be more representative. As such, we are unable to provide the required information at this juncture. As regards the estimated number of staff to be employed and their duties, such data is not available now as they will vary according to the changing service needs of B/Ds (e.g. to cater for contingencies).
- (b) The guidelines issued by CSB cover the objectives, scope, approval authority, funding arrangements and employment package etc. of the PRSC Scheme. As regards the scope, B/Ds may, having regard to their needs, engage retired/retiring civil servants on contract terms under the Scheme to undertake ad hoc, time-limited, seasonal or part-

time tasks that require specific civil service expertise/experience. The arrangements for the employment of PRSC staff should be personally approved by a directorate officer not below the deputy head level or equivalent with delegated authority from the head of department concerned. B/Ds have the discretion to determine the employment package for their PRSC staff, provided that it should be no less favourable than those provided for under the Employment Ordinance (Cap. 57) and the Minimum Wage Ordinance (Cap. 608), and no more favourable than that for civil servants in comparable civil service ranks. The package must meet the provisions of employment legislation that binds the Government. The guidelines also cover the “No Double Benefits” rule in respect of fringe benefits, including retirement benefits, for retiring civil servants on final leave employed as contract staff. B/Ds are required to meet from their own resources the entire cost as well as related operating expenditure.

- (c) In view of the reasons stated in (a) above, we are not able to provide the relevant information.

Note 1 : “Full-time” means the employment is on a “continuous contract” as defined by the Employment Ordinance, namely an employee who works continuously for the same employer for four weeks or more, with at least 18 hours in each week.

Note 2 : “Part-time” PRSC staff refers to those PRSC staff whose number of working hours is less than the “continuous contract” as defined by the EO. The number of part-time PRSC staff mentioned above refers to those with employment contractual relations with the user B/Ds as at 31 January 2016.

- End -

CONTROLLING OFFICER'S REPLY

(Question Serial No. 0306)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (4) Civil Service Training and Development

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

Director of Bureau: Secretary for the Civil Service

Question:

The estimated number of trainees attending national studies programmes in 2016 is 15 200, representing an increase of 2 000 from the actual number last year. In this regard, will the Government inform this Committee of the following:

- a. the specific arrangements for the national studies programmes in the coming year;
- b. the reason for the estimated increase in the number of trainees;
- c. the provision for this item in 2016; and
- d. for the Mainland programmes and visits, which are currently targeted at directorate civil servants and civil servants on Master Pay Scale Point 34 or above (or equivalent), whether the Government has plans to open them up for participation by other civil servants?

Asked by: Hon WONG Kwok-hing (Member Question No. 21)

Reply:

- a. In 2016, the Civil Service Bureau (CSB) continues to arrange national studies and the Basic Law training for civil servants at various ranks, including training programmes and thematic visits in the Mainland and seminars held locally. Topics covered include the National 13th Five-Year Plan, development of the Belt and Road Initiative, international affairs, economic policy, geopolitics, regional culture and the rule of law, etc. CSB also organises a staff exchange programme with Beijing, Shanghai, Chongqing, Hangzhou and Wuhan.
- b. In 2016-17, CSB will strengthen induction training on the Basic Law for new recruits, and organise more local seminars on national studies. The number of trainees is expected to increase by 2 000.
- c. The estimated expenditure for national studies training in 2016-17 is \$18.8 million.

- d. CSB provides relevant national studies training to meet the development needs of civil servants at various ranks and ensures optimal use of resources. Currently, we organise local seminars on different topics and have a dedicated website for civil servants at various ranks to enable them to understand the latest national developments. As for middle and senior ranking civil servants, they are provided with opportunities to attend national studies programmes and thematic visits in the Mainland. Such programmes and visits allow officers to share experience and help strengthen cooperation between Hong Kong and the Mainland. In addition, individual departments, according to their business needs, also organise national studies programmes and visits to the Mainland for related civil servants.

- End -

CONTROLLING OFFICER'S REPLY

(Question Serial No. 0307)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

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

Director of Bureau: Secretary for the Civil Service

Question:

Regarding civil service establishment, will the Government inform this Committee of the followings:

- a. Among the 2 223 additional posts to be created in the civil service establishment as mentioned in the Budget Speech, how many will be filled by open recruitment and how many by conversion of non-civil service contract (NCSC) staff? Please provide the information in table form.
- b. Will the Government consider giving additional score to NCSC staff when assessing their application for established civil service posts?

Asked by: Hon WONG Kwok-hing (Member Question No. 22)

Reply:

The additional 2 223 civil service posts to be created includes some 540 posts for replacing non-civil service contract (NCSC) positions for which the long-term need has been established. Bureaux and departments have to follow the Government's established policy to select the most suitable persons to fill civil service vacancies through an open, fair and competitive process, regardless of whether the civil service posts to be created are for conversion of NCSC positions or not. Since the open recruitment processes have yet to commence, we do not have the data in respect of serving NCSC staff among the successful candidates at present.

Generally speaking, since relevant working experience is one of the factors considered in the recruitment of civil servants, NCSC staff who meet the basic entry requirements of civil service ranks should enjoy a competitive edge over other applicants because of their working experience in the Government.

- End -

CONTROLLING OFFICER'S REPLY

(Question Serial No. 2827)

Head: (46) General Expenses of the Civil Service

Subhead (No. & title): (-) Not Specified

Programme: (-) Not specified

Controlling Officer: Permanent Secretary for the Civil Service (Thomas Chow)
Director of Accounting Services (Martin M.T. SIU)

Director of Bureau: Secretary for the Civil Service

Question:

With regard to the substantial increase of \$337 million in the general expenses of the civil service in the coming year, please provide a breakdown of the additional expenditure items, the reasons for adding such items and the number of civil servants involved in each of the items.

Asked by: Hon Christopher CHEUNG Wah-fung (Member Question No. 49)

Reply:

Provision for 2016-17 is \$337.0 million higher than the revised estimate for 2015-16. This is mainly due to the projected increase in the expenditure on housing allowances, education allowances, passages and the Long and Meritorious Service Travel Award Scheme, which amounts to about \$325.0 million (about 96% of the total increase in expenses under Head 46). Relevant information is shown in the Annex.

Subhead/Item	2016-17 Estimated expenditure (\$'000)	2016-17 Estimated number of civil servants involved	Increase in 2016-17 estimated expenditure (\$'000)	Reason for increased estimated expenditure
Controlling Officer : Director of Accounting Services				
013 Personal allowances (Note)	652,000	28 270	10,110	It is mainly due to the projected increase in the average amount of local education allowance per student.
014 Home purchase allowance	822,000	13 950	30,000	It is mainly due to the projected increase in the average amount of allowance claimed through salary progression.
022 Passages	160,000	4 425	9,500	It is mainly due to the projected increase in the average amount of allowance claimed and the number of eligible officers claiming the leave passage allowance.
032 Accommodation allowance	13,000	28	500	It is mainly due to the projected increase in the average amount of allowance claimed through salary progression.
033 Home financing allowance	394,000	1 615	22,000	
038 Private tenancy allowance	162,000	455	5,000	

Subhead/Item	2016-17 Estimated expenditure (\$'000)	2016-17 Estimated number of civil servants involved	Increase in 2016-17 estimated expenditure (\$'000)	Reason for increased estimated expenditure
039 Rent allowance	900	4	370	It is mainly due to the projected increase in the number of recipients.
040 Non-accountable cash allowance	1,046,000	5 220	239,000	It is mainly due to the projected increase in the number of recipients arising from the increasing number of officers attaining eligibility for the scheme through salary progression, promotion and new appointment.
Controlling Officer : Permanent Secretary for the Civil Service				
025 Long and Meritorious Service Travel Award Scheme	120,441	2 500	8,395	The number of officers meeting the service requirement for the Long and Meritorious Service Travel Award Scheme would increase; and the rate of travel allowance is estimated to adjust upwards.

Note: Include local and overseas education allowances.

- End -

CONTROLLING OFFICER'S REPLY

(Question Serial No. 0775)

Head: (46) General Expenses of the Civil Service

Subhead (No. & title): (040) Non-accountable Cash Allowance

Programme: (-) Not Specified

Controlling Officer: Director of Accounting Services (Martin M.T. SIU)

Director of Bureau: Secretary for the Civil Service

Question:

1. Regarding the non-accountable cash allowance, the estimate for 2016-17 sees an increase of \$239 million, or more than 23%, over last year. What are the reasons?
2. Regarding the non-accountable cash allowance, what are the numbers of recipients, actual and estimated, in 2014-15, 2015-16 and 2016-17?

Asked by: Hon Emily LAU Wai-hing (Member Question No. 28)

Reply:

Non-accountable cash allowance is payable to eligible officers offered appointment on or after 1 June 2000. Eligible officers who join the scheme will receive a monthly non-accountable cash allowance at specified rates appropriate to their salary points for a maximum period of 120 months. Officers are not required to join the scheme immediately upon attaining the eligibility. They may join the scheme at anytime of their choice according to individual's preference. As the number of officers attaining eligibility for the scheme through salary progression, promotion and new appointment will increase with time, the number of recipients for non-accountable cash allowance is expected to continue to increase in 2016-17.

The actual number of recipients of non-accountable cash allowance for 2014-15 is 3 116 and the estimated numbers of recipients for 2015-16 and 2016-17 are 4 035 and 5 220 respectively.

- End -

CONTROLLING OFFICER'S REPLY

(Question Serial No. 0231)

Head: (46) General Expenses of the Civil Service

Subhead (No. & title): (-) Not Specified

Programme: General Expenses of the Civil Service

Controlling Officer: Director of Accounting Services (Martin M.T. SIU)

Director of Bureau: Secretary for the Civil Service

Question:

Will the Government provide details of each of the allowances under the Home Purchase, Home Financing, Private Tenancy Allowance, Accommodation Allowance, Rent Allowance and Non-accountable Cash Allowance Schemes, including the salary points covered, eligibility criteria, number of eligible officers, number of recipients and the expenditure involved?

Asked by: Hon Jeffrey LAM Kin-fung (Member Question No. 19)

Reply:

Details of the allowance schemes raised in the question and the estimated number of recipients and expenditure in 2016-17 are as follows –

Scheme	Salary points covered and eligibility criteria	2016-17 Estimate	
		No. of recipients	Expenditure (\$'000)
Home Purchase	<p>The allowance is payable to officers who were offered appointment before 1.6.2000, and -</p> <p>(a) with salary between Master Pay Scale Point (MPS Pt) 22 and 33 (or equivalent) and who have been confirmed to the permanent establishment or have completed one agreement; or</p> <p>(b) with salary on or below MPS Pt 33 (or equivalent) with 20 years' continuous service.</p> <p>The allowance is given out upon application according to a quota system to eligible officers in the order of their priority on a priority list.</p>	13 950	822,000

Scheme	Salary points covered and eligibility criteria	2016-17 Estimate	
		No. of recipients	Expenditure (\$'000)
Home Financing	The allowance is payable to officers who were offered appointment before 1.6.2000 (excluding officers offered appointment on overseas terms on or after 1.10.1990) and with salary on or above MPS Pt 34 (or equivalent).	1 615	394,000
Private Tenancy Allowance	The allowance is payable to officers who were offered appointment on local terms before 1.10.1990 and with salary on or above MPS Pt 34 (or equivalent), or officers who were offered appointment on overseas terms before 1.10.1990.	455	162,000
Accommodation Allowance	The allowance is payable to officers who were offered appointment on overseas terms between 1.10.1990 and 31.12.1998.	28	13,000
Rent Allowance	The allowance is payable to agreement officers who were offered appointment on common terms between 1.1.1999 and 31.5.2000 and with salary on or above MPS Pt 34 (or equivalent).	4	900
Non-accountable Cash Allowance	<p>The allowance is payable to officers who were offered appointment on new terms on or after 1.6.2000. For officers -</p> <p>(a) on or above MPS Pt 34 (or equivalent), they are eligible for the allowance as a condition of service; or</p> <p>(b) below MPS Pt 34 (or equivalent), they are eligible for the allowance subject to the same quota system under the Home Purchase Scheme upon meeting the specified service requirements i.e. officers with salary between MPS Pt 22 and 33 (or equivalent) meeting the three-year service requirement and officers below MPS Pt 22 (or equivalent) with 20 years' continuous service.</p> <p>Officers who were offered appointment before 1.6.2000 and eligible for the Accommodation Allowance may opt to switch to receive the allowance subject to the specified conditions.</p>	5 220	1,046,000

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

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

- End -

CONTROLLING OFFICER'S REPLY

(Question Serial No. 2236)

Head: (46) General Expenses of the Civil Service

Subhead (No. & title): (028) Legal Assistance

Programme: General Expenses of the Civil Service

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

Director of Bureau: Secretary for the Civil Service

Question:

The revised estimate for legal assistance to civil servants in 2015-16 is \$460,000, almost double the actual expenditure in 2014-15. What are the number of applications, the expenditure involved in each application, the departments of the applicants, the nature of cases, and the number of cases for which legal proceedings have yet to be concluded?

Asked by: Hon Martin LIAO Cheung-kong (Member Question No. 39)

Reply:

Expenditure on legal assistance in 2015-16 has been incurred from 7 cases involving 10 applications. The relevant information is appended below –

	Nature of the case	Legal Proceedings (As at 8.3.2016)	Expenditure (As at 8.3.2016) (\$'000)
Hong Kong Police Force			
1 officer	Criminal proceedings	Completed	10
1 officer	Criminal proceedings	Completed	14
3 officers	Criminal proceedings	Completed	5
1 officer	Civil proceedings	In progress	59
Independent Commission Against Corruption			
2 officers	Criminal proceedings	One completed and one in progress	33
Marine Department			
1 officer	Criminal proceedings	Completed	190
1 officer	Criminal proceedings	In progress	43
Total Amount			354

- End -

CSB047

CONTROLLING OFFICER'S REPLY

(Question Serial No. 0284)

Head: (120) Pensions

Subhead (No. & title): (015) Public and judicial service pension benefits and compensation

Programme: (1) Public and Judicial Service Pension Benefits

Controlling Officer: Director of Accounting Services (Martin M. T. SIU)

Director of Bureau: Secretary for the Civil Service

Question:

Please provide information regarding pension payment to public and judicial officers in 2016-17:

A) the number of retired public and judicial officers and the amount of pension involved

Amount of monthly pension	Estimated no. of pensioners	Estimated average annual amount of pension per pensioner	Estimated total expenditure in 2016-17
Below \$5,000			
\$5,000 – \$10,000			
\$10,001 – \$30,000			
\$30,001 – \$50,000			
\$50,001 – \$100,000			
Above \$100,000			

B) the age of retired public and judicial officers

Age of retired public and judicial officers at present	Estimated no. of pensioners				
	Monthly pension below \$10,000	Monthly pension from \$10,001 to \$30,000	Monthly pension from \$30,001 to \$50,000	Monthly pension from \$50,001 to 100,000	Monthly pension above \$100,000
Below 50					
50-54					
55-59					
60-64					
65-69					

70-74					
75-79					
80-84					
85-89					
90-94					
95 or above					

Asked by: Hon Jeffrey LAM Kin-fung (Member Question No. 35)

Reply:

A) The estimated number of public and judicial service pensioners and the estimated amount of pension payment for 2016-17 are provided below :

Amount of monthly pension	Estimated no. of pensioners	Estimated average annual amount of pension per pensioner	Estimated total expenditure in 2016-17
		\$	\$ Million
Below \$5,000	42 597	34,567	1,472.5
\$5,000–\$10,000	27 560	87,308	2,406.2
\$10,001–\$30,000	47 240	202,365	9,559.7
\$30,001–\$50,000	8 375	445,338	3,729.7
\$50,001–\$100,000	2 550	736,774	1,878.8
Above \$100,000	68	1,403,478	95.4

B) The estimated number of public and judicial service pensioners receiving monthly pension in 2016-17 by age groups is provided below :

Age of retired public and judicial officers at present	Estimated no. of pensioners				
	Monthly pension below \$10,000	Monthly pension from \$10,001 to \$30,000	Monthly pension from \$30,001 to \$50,000	Monthly pension from \$50,001 to \$100,000	Monthly pension above \$100,000
Below 50	811	96	3	1	-
50-54	1 846	781	55	5	-
55-59	8 345	11 912	1 308	271	7
60-64	18 320	14 236	2 270	606	13
65-69	15 428	10 215	2 025	827	29
70-74	8 370	4 247	1 302	466	16
75-79	6 479	3 101	740	199	3
80-84	5 562	2 016	417	110	-
85-89	3 277	517	198	47	-
90-94	1 400	97	46	15	-
95 or above	319	22	11	3	-

- End -

CONTROLLING OFFICER'S REPLY**CSB048****(Question Serial No. 0285)**Head: (120) PensionsSubhead (No. & title): (015) Public and judicial service pension benefits and compensationProgramme: (1) Public and Judicial Service Pension BenefitsControlling Officer: Director of Accounting Services (Martin M.T. SIU)Director of Bureau: Secretary for the Civil ServiceQuestion:

Please provide the number of civil servants receiving pension gratuities in 2016-17:

Amount of pension gratuity	Estimated no. of new retiring officers		Estimated total Expenditure in 2016-17
	Total no. of retiring officers	No. of retiring directorate officers	\$ Million
Below \$500,000			
\$500,000 – \$1,000,000			
\$1,000,001 – \$3,000,000			
\$3,000,001 – \$5,000,000			
Above \$5,000,000			

Asked by: Hon Jeffrey LAM Kin-fung (Member Question No. 36)Reply:

The estimated number of new retiring officers in 2016-17 analysed by the estimated amount of pension gratuity payable is shown in the table below.

Amount of pension gratuities	Estimated no. of new retiring officers		Estimated total expenditure in 2016-17
	Total no. of retiring officers	No. of retiring directorate officers	\$ Million
Below \$500,000	541	-	220.8
\$500,000 – \$1,000,000	1 730	8	1,263.2
\$1,000,001 – \$3,000,000	3 403	1	6,112.9
\$3,000,001 – \$5,000,000	728	22	2,688.7
Above \$5,000,000	268	147	1,742.2

- End -

CONTROLLING OFFICER'S REPLY

(Question Serial No. 0776)

Head: (174) Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service

Subhead (No. & title): (-) Not Specified

Programme: Secretariat services for the following advisory bodies: Standing Commission on Civil Service Salaries and Conditions of Service, Standing Committee on Disciplined Services Salaries and Conditions of Service, Standing Committee on Directorate Salaries and Conditions of Service, Standing Committee on Judicial Salaries and Conditions of Service, Advisory Committee on Post-service Employment of Civil Servants

Controlling Officer: Secretary General, Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service (Ms Winnie NG)

Director of Bureau: Secretary for the Civil Service

Question:

Regarding the Advisory Committee on Post-service Employment of Civil Servants, how many meetings have been held in 2015-16 and how many applications have been discussed? What are the numbers of applications approved and disapproved respectively?

Asked by: Hon Emily LAU Wai-hing (Member Question No. 29)

Reply:

In 2015, the Advisory Committee on Post-service Employment of Civil Servants (the Advisory Committee) considered a total of 68 applications for post-service outside work. 5 applications were deliberated through 3 meetings, while the remainder were considered by way of paper circulation.

The Advisory Committee recommended approval of 63 applications and rejection of 5 applications. The Advisory Committee's recommendations on each of the 68 applications were accepted by the Secretary for the Civil Service.

Note: Data are prepared on the basis of the date of approval/rejection of an application by the Secretary for the Civil Service after taking into account the recommendation of the Advisory Committee.

- End -

CONTROLLING OFFICER'S REPLY

(Question Serial No. 2238)

Head: (174) Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service

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

Programme: Secretariat services for the following advisory bodies: Standing Commission on Civil Service Salaries and Conditions of Service, Standing Committee on Disciplined Services Salaries and Conditions of Service, Standing Committee on Directorate Salaries and Conditions of Service, Standing Committee on Judicial Salaries and Conditions of Service, Advisory Committee on Post-service Employment of Civil Servants

Controlling Officer: Secretary General, Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service (Ms Winnie NG)

Director of Bureau: Secretary for the Civil Service

Question:

How many applications from directorate civil servants were received by the Advisory Committee on Post-service Employment of Civil Servants in 2015? What were the organisations and nature of job involved in these applications? What were the numbers of applications approved with work restrictions, rejected (and the reasons for rejection), and voluntarily withdrawn? How many of these cases were deliberated through meeting or by way of paper circulation respectively?

Asked by: Hon Martin LIAO Cheung-kong (Member Question No. 41)

Reply:

In 2015, the Advisory Committee on Post-service Employment of Civil Servants (the Advisory Committee) considered a total of 68 applications for post-service outside work. There was no withdrawal of application. The applications mainly involved taking up work in education, management and consultancy service with non-commercial organisations (including academic institutions and charitable organisations) and commercial organisations. The Advisory Committee recommended approval of 63 applications with work restrictions and rejection of 5 applications. The reasons for rejection include the applicant's outside work constituting real or potential conflict of interest with his former government duties, or causing well-founded negative public perception, etc.

5 applications were deliberated through meetings, while the remainder were considered by way of paper circulation.

Note: Data are prepared on the basis of the date of approval/rejection of an application by the Secretary for the Civil Service after taking into account the recommendation of the Advisory Committee.

- End -

CONTROLLING OFFICER'S REPLY

(Question Serial No. 0552)

Head: (37) Department of Health

Subhead (No. & title): (-) Not Specified

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

Controlling Officer: Director of Health (Dr Constance CHAN)

Director of Bureau: Secretary for the Civil Service

Question:

Under this Programme, provision for 2016-17 is \$283.7 million (24.8%) higher than the revised estimate for 2015-16 for meeting the increasing demand for payment and reimbursement of medical fees and hospital charges in respect of civil service eligible persons and for enhancing the medical and dental services for civil service eligible persons. Please provide the details. Apart from the uses mentioned above, will the Government make use of the additional resources for government dental clinics to improve the emergency dental services for the public so that other basic dental treatments, such as scaling and polishing, fillings and dentures, will be provided in addition to pain relief and extraction of tooth? If so, what are the details? If not, why?

Asked by: Prof Hon Joseph LEE Kok-long (Member Question No. 28)

Reply:

Details of the additional provision of \$283.7 million for 2016-17 are as follows:

- (a) for meeting the anticipated increase in demand arising from applications for reimbursement of medical fees and hospital charges in respect of civil service eligible persons (CSEPs);
- (b) for meeting the full-year expenditure of Fanling Families Clinic for 2016-17 which commences operation in March 2016 to enhance the out-patient services for CSEPs; and
- (c) for preparing for the setting up of seven prosthodontic dental surgeries to enhance the specialised dental services for CSEPs and shorten their waiting time for the services.

Dental clinics under the Department of Health are funded by the Civil Service Bureau for the Government to fulfill its obligation as an employer to provide dental benefits for CSEPs. The service targets of these dental clinics are therefore civil servants/pensioners and their eligible dependants.

We shall continue our efforts in providing promotion and education activities in accordance with the Government's dental care policies to improve oral health of the public.

- End -

CONTROLLING OFFICER'S REPLY

(Question Serial No. 0627)

Head: (37) Department of Health

Subhead (No. & title): (-) Not Specified

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

Controlling Officer: Director of Health (Dr Constance CHAN)

Director of Bureau: Secretary for the Civil Service

Question:

Regarding the expenditure on “contracting out of dental prostheses”, please list the following in detail for 2013-14, 2014-15 and 2015-16:

- (a) the breakdown of the expenditure on major materials;
- (b) the target clients of the programme;
- (c) the average cost per attendance;
- (d) the number of attendees and their median age, as well as the number of attendances at non-public clinics and dental clinics; and
- (e) the median, 10th, 25th, 75th and 90th percentiles waiting time for new cases at non-public clinics and dental clinics. (Broken down by dental clinics in various districts).

Asked by: Dr Hon LEUNG Ka-lau (Member Question No. 38)

Reply:

- (a) The actual expenditures of “contracting out of dental prostheses” for civil service eligible persons (CSEPs) for 2013-14 and 2014-15 were around \$7.2 million and \$8.9 million respectively, and the estimated expenditure for 2015-16 is \$8.6 million. The Department of Health (DH) does not keep further breakdown of these expenditure figures.
- (b) Dental prostheses services are available for CSEPs, including monthly paid civil servants and their eligible dependants; retired civil servants living in Hong Kong and in receipt of a pension or an annual allowance and their eligible dependants living in Hong Kong; eligible dependants of civil servants killed on duty and living in Hong Kong; eligible dependants living in Hong Kong and in receipt of a pension under the Widows and Orphans Pension Scheme or the Surviving Spouses’ and Children’s Pension Scheme following the death of civil servants while in service or after

retirement; and other persons who are eligible for civil service medical benefits by way of their terms of appointment.

- (c) Depending on its complexity, each case involving dental prostheses services normally requires more than one attendance and different types of dental prostheses may be used. DH does not keep statistics on the average cost per attendance.
- (d) While DH does not keep statistics on the number of attendees and their median age at non-public clinics and dental clinics, the attendances of CSEPs at these clinics from 2013 to 2015 were as follows:

	Non-public Clinics	Dental Clinics
2013	229 760	632 000
2014	246 120	675 000
2015	253 400	716 000

- (e) DH does not keep statistics on the waiting time of new cases at non-public clinics. As for dental service, DH was able to meet its target in 2015 by giving appointment to 93% of new dental cases within six months.

- End -

CONTROLLING OFFICER'S REPLY

(Question Serial No. 1728)

Head: (37) Department of Health

Subhead (No. & title): (-) Not Specified

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

Controlling Officer: Director of Health (Dr Constance CHAN)

Director of Bureau: Secretary for the Civil Service

Question:

- 1) Please list the following for the past three years:
 - a) attendances at each Families Clinic; and
 - b) attendances at each dental clinic (excluding general public sessions).
- 2) Please list the disc issuing time for the provision of medical services to eligible persons at non-public clinics, and the average waiting time and longest waiting time for appointment for dental follow-up treatment and elective consultation for specialised dental service for the past three years and 2016-17. When were the performance measures mentioned in paragraph 30 on p.162 last reviewed? How will they be improved in the future? If they were not reviewed, please give the reasons.
- 3) Regarding "Payment and reimbursement of medical fees and hospital charges" under "Other Charges" on p.168, please list all the items included under "reimbursement of medical expenses" and "hospital fees" separately; and the amount of "hospital fees" involved under that item.
- 4) The Government will set up a new Families Clinic in Sai Kung. Please list the posts and the number of staff to be recruited for this Families Clinic.
- 5) Please list the number of civil servants working 45 hours net per week in the hospitals under the Hospital Authority for the past three years.

Asked by: Hon POON Siu-ping (Member Question No. 3)

Reply:

1(a) The attendances of civil service eligible persons (CSEPs) at each Families Clinic for the past three years were as follows -

Year	2013	2014	2015
Number of attendances ^			
Chai Wan Families Clinic	62 000	63 000	64 000
Hong Kong Families Clinic	64 000	67 000	68 000
Kowloon Families Clinic	62 000	69 000	75 000
New Territories Families Clinic	41 000	48 000	46 000

^ The number of attendances is rounded to the nearest thousand.

1(b) The attendances of CSEPs at each dental clinic (excluding general public sessions) (including Oral Maxillofacial Surgery & Dental Units (OMS&DUs) in hospitals) for the past three years were as follows -

Dental Clinics	Attendances ^		
	2013	2014	2015
Aberdeen Jockey Club Dental Clinic	9 000	10 000	10 000
Argyle Street Government Dental Clinic #	3 000	-	-
Castle Peak Hospital Dental Clinic	11 000	12 000	11 000
Chai Wan Government Dental Clinic	19 000	20 000	20 000
Cheung Chau Dental Clinic	1 000	1 000	1 000
Cheung Sha Wan Government Offices Dental Clinic	68 000	72 000	74 000
Fanling Health Centre Dental Clinic	27 000	28 000	27 000
Ha Kwai Chung Government Dental Clinic	14 000	14 000	14 000
Harbour Building Dental Clinic	26 000	29 000	29 000
Harbour Building Orthodontic Clinic	12 000	16 000	16 000
Hong Kong Police College Dental Clinic	2 000	2 000	2 000
Kennedy Town Community Complex Dental Clinic	19 000	19 000	21 000
Kowloon City Dental Clinic	9 000	29 000	39 000
Kwai Chung Hospital Dental Clinic	3 000	3 000	3 000
Kwun Tong Dental Clinic	9 000	7 000	11 000
Kwun Tong Yung Fung Shee Dental Clinic	5 000	13 000	16 000
Lee Kee Government Dental Clinic #	6 000	-	-
Li Po Chun Dental Clinic	16 000	17 000	17 000
Ma On Shan Dental Clinic	14 000	14 000	14 000
MacLehose Dental Clinic 2/F	12 000	11 000	11 000
MacLehose Dental Clinic 6/F	36 000	37 000	36 000
Madam Yung Fung Shee Dental Clinic	14 000	15 000	15 000
Mona Fong Dental Clinic	4 000	4 000	4 000
Pamela Youde Government Dental Clinic	22 000	25 000	26 000
Queensway Government Offices Dental Clinic	30 000	30 000	31 000
Sai Ying Pun Dental Clinic 3/F	4 000	4 000	4 000
Sai Ying Pun Dental Clinic 8/F	4 000	6 000	9 000
Sheung Kwai Chung Government Dental Clinic ♦	-	-	6 000
Tai O Dental Clinic	< 1 000	< 1 000	<1 000
Tai Po Wong Siu Ching Dental Clinic	15 000	16 000	16 000

Dental Clinics	Attendances [^]		
	2013	2014	2015
Tang Shiu Kin Dental Clinic	16 000	19 000	22 000
Tseung Kwan O Dental Clinic	21 000	23 000	22 000
Tsuen Wan Dental Clinic ^{♦♦}	14 000	13 000	9 000
Tsuen Wan Government Offices Dental Clinic	18 000	16 000	18 000
Tung Chung Dental Clinic	8 000	9 000	8 000
Victoria Road Dental Clinic	2 000	2 000	3 000
Wan Chai Dental Clinic	40 000	40 000	38 000
Western Dental Clinic	4 000	4 000	4 000
Yan Oi Dental Clinic	10 000	10 000	9 000
Yau Ma Tei Dental Clinic	34 000	34 000	38 000
Yau Ma Tei Orthodontic Clinic	19 000	23 000	25 000
Yuen Long Jockey Club Dental Clinic	9 000	9 000	8 000

Argyle Street Government Dental Clinic and Lee Kee Government Dental Clinic were closed in June and August 2013 respectively.

♦ Sheung Kwai Chung Government Dental Clinic commenced service on 31 August 2015.

♦♦ Tsuen Wan Dental Clinic has been temporarily closed for renovation since 31 August 2015.

[^] The number of attendances is rounded to the nearest thousand except those specified as < 1 000.

OMS&DUs in Hospitals	Attendances [^]		
	2013	2014	2015
North District Hospital OMS&DU	2 000	2 000	4 000
Pamela Youde Nethersole Eastern Hospital OMS&DU	4 000	4 000	3 000
Prince of Wales Hospital OMS&DU	3 000	4 000	6 000
Princess Margaret Hospital OMS&DU	3 000	3 000	3 000
Queen Elizabeth Hospital OMS&DU	3 000	3 000	6 000
Queen Mary Hospital OMS&DU	4 000	3 000	5 000
Tuen Mun Hospital OMS&DU	2 000	2 000	2 000

[^] The number of attendances is rounded to the nearest thousand.

2) Families Clinics providing non-public medical services to CSEPs answered/will answer calls for appointment booking during the following periods for the past three years and 2016-17 –

Monday

8:00 a.m. to 1:00 p.m.

2:00 p.m. to 5:00 p.m.

Tuesday to Friday

8:00 a.m. to 1:00 p.m.

2:00 p.m. to 4:45 p.m.

In addition, the Automated Telephone Booking System for Families Clinics was launched on 15 September 2015 to provide round-the-clock telephone booking service.

The waiting times of CSEPs for appointment for dental follow-up treatment and elective consultation for specialised dental service for the past three years were as follows –

As at	Dental Follow-up Treatment	Elective Consultation for Specialised Dental Service
31 December 2013	3 to 29 months	5 to 46 months
31 December 2014	2 to 20 months	5 to 47 months
31 December 2015	2 to 19 months	5 to 41 months

It is expected that the situation of 2016 will be similar to that of 2015.

For the past three years, the Department of Health (DH) could meet its performance target of giving an appointment for consultation within six months for more than 90% of the new dental cases. DH will review the demand of CSEPs for dental services from time to time and formulate appropriate measures so as to meet the performance target continually and further improve its services.

- 3) The actual expenditures on payment and reimbursement of medical fees and hospital charges for 2015-16 (as at end of February 2016) were \$383.3 million and \$3.5 million respectively with the latter accounting for 0.9% of the total amount. The breakdown of the expenditures is as follows -

	\$ million
I. Medical Fees	
(a) Drugs	276.5
(b) Medical equipment and treatment	82.6
(c) Medical tests and imaging services	21.9
(d) Others (e.g. medical expenses for officers on duty outside Hong Kong)	2.3
II. Hospital Charges	3.5
Total	<u><u>386.8</u></u>

- 4) The new Families Clinic in Sai Kung will be staffed by two Medical and Health Officers, one Nursing Officer, three Registered Nurses, one Assistant Clerical Officer, two Clerical Assistants and two Workmen II.
- 5) The numbers of civil servants working 45 hours net per week in the hospitals under the Hospital Authority for the past three years were as follows –

As at	Number of civil servants
1 April 2013	572
1 April 2014	483
1 April 2015	385

- End -

CONTROLLING OFFICER'S REPLY

(Question Serial No. 0301)

Head: (37) Department of Health

Subhead (No. & title): (-) Not Specified

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

Controlling Officer: Director of Health (Dr Constance CHAN)

Director of Bureau: Secretary for the Civil Service

Question:

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

- a. how many serving and retired civil servants were benefited from the medical and dental services for civil servants in the past year? Please provide a breakdown by each families clinic;
- b. how many serving and retired civil servants are expected to be benefited from the medical and dental services for civil servants in the coming year? Please provide a breakdown by each families clinic;
- c. will the Government consider extending the coverage of medical and dental benefits to non-civil service contract staff?

Asked by: Hon WONG Kwok-hing (Member Question No. 24)

Reply:

a. & b.

While the Department of Health ("DH") does not keep statistics on the number of civil service eligible persons ("CSEPs") receiving medical and dental services at Families Clinics and Dental Clinics under DH (including oral maxillofacial surgery & dental units ("OMS&DUs") in hospitals), the attendances of CSEPs at these clinics in 2015 and the estimated attendances for 2016 are as follows -

- (i) The overall attendances of CSEPs at Families Clinics and Dental Clinics under DH (including OMS&DUs in hospitals) in 2015 and the estimated overall attendances for 2016 are as follows -

	Families Clinics	Dental Clinics
2015	253 400	716 000
2016 (Estimate)	258 700	730 000

- (ii) The attendances of CSEPs at each Families Clinic under DH in 2015 and the estimated attendances for 2016 are as follows -

Families Clinics	Attendances	
	2015	2016 (Estimate)
Chai Wan Families Clinic	63 500	60 700
Hong Kong Families Clinic	68 500	60 700
Kowloon Families Clinic	75 400	75 500
New Territories Families Clinic	46 000	48 500
Fanling Families Clinic*	--	13 300

* Fanling Families Clinic will commence service on 30 March 2016.

- (iii) The attendances of CSEPs at each Dental Clinic under DH (including OMS&DUs in hospitals) in 2015 and the estimated attendances for 2016 are as follows -

Dental Clinics	Attendances[^]	
	2015	2016 (Estimate)
Aberdeen Jockey Club Dental Clinic	10 000	10 000
Castle Peak Hospital Dental Clinic	11 000	11 000
Chai Wan Government Dental Clinic	20 000	20 000
Cheung Chau Dental Clinic	1 000	1 000
Cheung Sha Wan Government Offices Dental Clinic	74 000	74 000
Fanling Health Centre Dental Clinic	27 000	27 000
Ha Kwai Chung Government Dental Clinic	14 000	14 000
Harbour Building Dental Clinic	29 000	29 000
Harbour Building Orthodontic Clinic	16 000	16 000
Hong Kong Police College Dental Clinic	2 000	2 000
Kennedy Town Community Complex Dental Clinic	21 000	21 000
Kowloon City Dental Clinic	39 000	40 000
Kwai Chung Hospital Dental Clinic	3 000	3 000
Kwun Tong Dental Clinic	11 000	12 000
Kwun Tong Yung Fung Shee Dental Clinic	16 000	16 000
Li Po Chun Dental Clinic	17 000	17 000
Ma On Shan Dental Clinic	14 000	14 000
MacLehose Dental Centre 2/F	11 000	11 000

Dental Clinics	Attendances [^]	
	2015	2016 (Estimate)
MacLehose Dental Centre 6/F	36 000	36 000
Madam Yung Fung Shee Dental Clinic	15 000	15 000
Mona Fong Dental Clinic	4 000	4 000
Pamela Youde Government Dental Clinic	26 000	26 000
Queensway Government Offices Dental Clinic	31 000	31 000
Sai Ying Pun Dental Clinic 3/F	4 000	4 000
Sai Ying Pun Dental Clinic 8/F	9 000	12 000
Sheung Kwai Chung Government Dental Clinic [♦]	6 000	20 000
Tai O Dental Clinic	< 1 000	< 1 000
Tai Po Wong Siu Ching Dental Clinic	16 000	16 000
Tang Shiu Kin Dental Clinic	22 000	26 000
Tseung Kwan O Dental Clinic	22 000	22 000
Tsuen Wan Dental Clinic ^{♦♦}	9 000	< 1 000
Tsuen Wan Government Offices Dental Clinic	18 000	18 000
Tung Chung Dental Clinic	8 000	8 000
Victoria Road Dental Clinic	3 000	3 000
Wan Chai Dental Clinic	38 000	38 000
Western Dental Clinic	4 000	4 000
Yan Oi Dental Clinic	9 000	9 000
Yau Ma Tei Dental Clinic	38 000	38 000
Yau Ma Tei Orthodontic Clinic	25 000	25 000
Yuen Long Jockey Club Dental Clinic	8 000	8 000

[♦] Sheung Kwai Chung Government Dental Clinic commenced service on 31 August 2015.

^{♦♦} Tsuen Wan Dental Clinic has been temporarily closed for renovation since 31 August 2015.

[^] The number of attendances is rounded to the nearest thousand except those specified as < 1 000.

OMS&DUs in Hospitals	Attendances [^]	
	2015	2016 (Estimate)
North District Hospital OMS&DU	4 000	4 000
Pamela Youde Nethersole Eastern Hospital OMS&DU	3 000	3 000
Prince of Wales Hospital OMS&DU	6 000	6 000
Princess Margaret Hospital OMS&DU	3 000	3 000
Queen Elizabeth Hospital OMS&DU	6 000	6 000
Queen Mary Hospital OMS&DU	5 000	5 000
Tuen Mun Hospital OMS&DU	2 000	2 000

[^] The number of attendances is rounded to the nearest thousand.

- c. Civil service and non-civil service contract (“NCSC”) appointments are two distinct types of employment. Their purposes and circumstances of employment are entirely different, so are their terms of employment. Direct comparison between them would not be appropriate. NCSC staff are employed on an all-inclusive remuneration package. As such, no separate medical and dental benefits are provided.

- End -

CONTROLLING OFFICER'S REPLY

(Question Serial No. 4411)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (1) Director of Bureau's Office

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

Director of Bureau: Secretary for the Civil Service

Question:

- (1) Please set out in table form the duty visits made by the politically appointed officials of the Bureau since the current-term Government took office, including the destination, purpose and programme of each visit, a list of the politically appointed officials in the entourage, the number of civil servants in the entourage and the total expenditure.
- (2) Please set out in table form the dates of vacation leave taken by the politically appointed officials of the Bureau since the current-term Government took office, and whether they were outside Hong Kong during their leave.

Asked by: Hon Alan LEONG Kah-kit (Member Question No. 74)

Reply:

- (1) Information on official duty visits made by the Secretary for the Civil Service since the current-term Government took office is provided below –

Date of duty visit	Location	Number of civil servants in the entourage	Purpose and programme of duty visit	Total expenses
2012-13 (1 trip, 2 days in total)	Beijing	3	To attend meetings and visits/to have exchange of views	About \$43,000
2013-14 (1 trip, 6 days in total)	Beijing and Jiangsu Province	2	To lead a delegation to attend programmes and visits/to have exchange of views	About \$52,000

Date of duty visit	Location	Number of civil servants in the entourage	Purpose and programme of duty visit	Total expenses
2014-15 (2 trips, 3 days in total)	Beijing	3	To attend commemorative events and visits/to have exchange of views	About \$42,000
	Macao	--		
2015-16 (2 trips, 6 days in total)	Shanghai	1	To attend meetings and visits/to have exchange of views	About \$18,000
	Singapore	1	To attend meetings and visits/to have exchange of views	Accounts to be finalised

- (2) The Secretary for the Civil Service is entitled to paid vacation leave of 22 working days per year of service.

- End -

CONTROLLING OFFICER'S REPLY

(Question Serial No. 5371)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (1) Director of Bureau's Office

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

Director of Bureau: Secretary for the Civil Service

Question:

What is the estimated expenditure on remuneration and allowances for the Secretary for the Civil Service and his Administrative Assistant?

Asked by: Hon CHAN Chi-chuen (Member Question No. 129)

Reply:

For budgetary purposes, the provisions for the salary for the posts of the Secretary for the Civil Service (SCS) and Administrative Assistant to SCS (AA/SCS) are \$3.58 million and \$1.97 million respectively.

In 2016-17, no expenditure or estimate has been made by the Civil Service Bureau for regularly-paid allowances, job-related allowances and non-accountable entertainment allowance payable to SCS and AA/SCS.

- End -

CONTROLLING OFFICER'S REPLY

(Question Serial No. 5279)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (-) Not Specified

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

Director of Bureau: Secretary for the Civil Service

Question:

Would the Government inform this Committee of the following:

- (1) How many additional civil service Information Technology (IT) posts were applied by the Civil Service Bureau (CSB) over the past 3 years? How many of these posts applied were approved (please list by department, year and post title)?
- (2) What were the justifications if application requests of such IT posts were revised or rejected?

Asked by: Hon Charles Peter MOK (Member Question No. 53)

Reply:

In the past three years, there has been no change in the civil service establishment of IT staff in CSB. This Bureau now employs a total of 12 civil servants of the IT grades. Manpower in the IT grades will be increased as and when the operational need is fully justified in accordance with established mechanism.

- End -

CONTROLLING OFFICER'S REPLY

(Question Serial No. 5293)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (-) Not Specified

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

Director of Bureau: Secretary for the Civil Service

Question:

In respect of the public relations expenditure of government departments, please inform this Committee of the following:

- (1) the total expenditure of the Civil Service Bureau for publishing advertisements, sponsored content or advertorials in newspapers registered under the Registration of Local Newspapers Ordinance in the past year as well as the relevant details:

Date of publish (Day/Month/Year)	Status (one-off/ ongoing/done) (as at 29 February 2016)	Government or public organisation (including policy bureau/ department/ public organisation/ government advisory body)	Name and purpose of advertisement	Name of media organisation and newspaper	Frequency (as at 29 February 2016)	Expenditure (as at 29 February 2016)

- (2) the expenditure of the Civil Service Bureau for sponsoring local free-to-air television stations, paid television stations and radio stations to provide information and produce programmes or materials in the past year as well as the relevant details:

Date of broadcast (Day/Month/Year)	Status (one-off/ ongoing/ done) (as at 29 February 2016)	Government or public organisation (including policy bureau/ department/ public organisation/ government advisory body)	Name and purpose of advertisement	Media organisation	Frequency (as at 29 February 2016)	Expenditure (as at 29 February 2016)

- (3) the media organisations which published or broadcasted advertisements/sponsored content of the Civil Service Bureau in the past 3 years, as well as the frequency and the total expenditure involved (in descending order of amount spent):

Name of media organisation	Frequency	Total expenditure (\$)

- (4) the websites/network platforms on which the Civil Service Bureau published online advertisements/sponsored content in the past 3 years, as well as the frequency, the duration (days) and the total expenditure involved (tabulated in descending order of amount spent):

Website/ network platform	Content of advertisement	Frequency	Duration (days)	Hit rate, frequency of exposure and number of viewers	Total expenditure (\$)

Asked by: Hon Charles Peter MOK (Member Question No. 67)

Reply:

- (1) The total expenditure spent by Civil Service Bureau (CSB) for publishing advertisements, sponsored content or advertorials in newspapers registered under the Registration of Local Newspapers Ordinance in 2015-16 and the relevant details are as follows:

Date of publish (Day/Month/Year)	Status (one-off/ ongoing/ done) (as at 29 February 2016)	Government or public organisation (including policy bureau/ department/public organisation/ government advisory body)	Name and purpose of advertisement	Name of media organisation and newspaper	Frequency (as at 29 February 2016)	Expenditure (as at 29 February 2016)
7 September 2015	Done	Civil Service Bureau	The title was “Civil Service Outstanding Service Award Scheme 2015”; its purpose was to publish the list of awardees.	<ol style="list-style-type: none"> 1. Ming Pao 2. Headline Daily 3. The Standard 	Once	\$146,000
16 November 2015	Done	Civil Service Bureau	The title was “Secretary for the Civil Service’s Commendation Award Scheme 2015”; its purpose was to give recognition to the awarded civil servants for their exemplary performance and enhance the public’s understanding of the work of civil servants.	<ol style="list-style-type: none"> 1. Ming Pao 2. Headline Daily 3. The Standard 	Once	\$160,080

- (2) CSB did not sponsor any local free-to-air television stations, paid television stations or radio stations to provide information and produce programmes or materials in 2015-16.
- (3) The media organisations which published or broadcasted advertisements/sponsored content of CSB from 2013-14 to 2015-16, the frequency and the total expenditure involved (in descending order of amount spent) are as follows:

Name of media organisation	Frequency	Total expenditure (\$)
Headline Daily	3	188,160
Ming Pao	3	162,520
The Standard	3	81,000

- (4) CSB did not publish any online advertisements or sponsored content in local websites/network platforms from 2013-14 to 2015-16.

- End -

CONTROLLING OFFICER'S REPLY

CSB059

(Question Serial No. 5314)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (-) Not Specified

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

Director of Bureau: Secretary for the Civil Service

Question:

- (1) Please tabulate the details concerning the social media platforms set up and run by the Civil Service Bureau and agencies under its commission (including outsourced contractors or consultants) in 2015-16 (as at 29 February 2016).

Commencement date (month/year)	Status (updating in progress/ceased updating)	Bureau/agencies under its commission	Name	Social media platforms	Purpose of establishment and contents	No. of "likes"/subscribers/average monthly visits	Regular compilation of summary of comments and follow-up (yes/no)	Average no. of posts per day and average no. of interactions per post (total no. of "likes", comments and shares)	Ranks and no. of officers responsible for running the platforms	Expenditure for setting up the platforms and daily operational expenses

- (2) Please provide the number of deleted messages and blocked accounts on the above social media platforms.

Asked by: Hon Charles Peter MOK (Member Question No. 88)

Reply:

- (1) Information on the social media platform set up and operated by the Civil Service Bureau (CSB) in 2015-16 is at Annex 1. The CSB has not subsidised any agencies to set up and operate social media platforms.
- (2) The CSB did not delete any messages or block any accounts on the social media platform at Annex 1.

Annex 1

Commencement date (month/year)	Status (updating in progress/ ceased updating)	Bureau/ agencies under its commission	Name	Social media platforms	Purpose of establishment and contents	No. of “likes”/ subscribers/ average monthly visits	Regular compilation of summary of comments and follow-up (yes/no)	Average no. of posts per day and average no. of interactions per post (total no. of “likes”, comments and shares)	Ranks and no. of officers responsible for running the platforms	Expenditure for setting up the platforms and daily operational expenses
12/2011	Updating in progress	Civil Service Bureau	Administrative Service Summer Internship Programme (ASSIP)	Facebook	To promote ASSIP; the CSB updates the page from time to time to provide latest information, such as progress of processing applications and highlights of the relevant activities	Number of “likes”: about 7 800	No (The page is for promoting ASSIP. The CSB will follow up on any enquiry relating to the Programme)	Average no. of posts per day: less than 1 Average no. of interactions per post: around 30	1 Executive Officer I	N/A

- End -

CONTROLLING OFFICER'S REPLY

(Question Serial No. 5333)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (4) Civil Service Training and Development

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

Director of Bureau: Secretary for the Civil Service

Question:

Regarding national studies programmes and Basic Law training for civil servants, please state in table form the number of participants, the number of activities organised, contents and nature, venues and the expenditures involved in 2015-16. For the estimated increase in the number of trainees by 2 000 to 15 200 in 2016-17, please advise on the expenditure involved and the percentage of increase.

Asked by: Hon Charles Peter MOK (Member Question No. 119)

Reply:

In 2015, the Civil Service Bureau (CSB) arranged national studies and the Basic Law training for civil servants at various ranks. These programmes included training programmes held in the Mainland, thematic visits to the Mainland and a series of thematic seminars held locally. Topics covered include policies and development of the Mainland on political, economic, social and cultural aspects, etc. In 2015, a total of about 13 200 civil servants at various ranks participated in the above national studies training. Given the large number of programmes involved, we are unable to list the details of each programme.

The revised estimate on national studies training organised by CSB in 2015-16 is \$18.5 million. In 2016-17, the estimated expenditure is \$18.8 million which is 1.6% higher than the revised estimate in 2015-16.

- End -

CONTROLLING OFFICER'S REPLY

(Question Serial No. 5337)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (4) Civil Service Training and Development

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

Director of Bureau: Secretary for the Civil Service

Question:

Please inform this Committee of the followings:

- (1) What is the amount of learning resources relating to topics such as use of information technology, public data management and analysis, user-centric designs, etc. provided on the Cyber Learning Centre Plus (CLC plus) and in classroom training?
- (2) The Government has indicated that it would pursue “the adoption of innovation and technology in tackling social issues”. To this end, does the Government have any plan to allocate more resources to the topic of innovation and technology on the CLC Plus and in classroom training in 2016-17 so as to equip civil servants with up-to-date knowledge in technology? If yes, what are the details and expenditures involved?
- (3) It is mentioned under Programme (4) that the provision for 2016-17 is \$6.9 million (5%) higher than the revised estimate for 2015-16, which is mainly due to the creation of 4 posts and a projected increase in training expenses. What are the reasons for creating new posts?

Asked by: Hon Charles Peter MOK (Member Question No. 124)

Reply:

- (1) Every year, the Civil Service Bureau (“CSB”) provides civil servants at various ranks with training programmes and e-learning resources covering various topics, many of which are related to innovation and technology. The modes of training include e-learning, classroom training, seminars, workshops and field trips, etc. Given the diversity of training modes and topics, it would be difficult to give breakdowns of such training.
- (2) In 2016, CSB will continue to enhance training in innovation and technology through classroom training and the Cyber Learning Centre Plus, covering topics such as innovation strategy, innovative service design and trends and applications in using big

data. Such training helps equip civil servants with the necessary skills and knowledge for providing quality service to the public. For the same reason mentioned in (1) above, it would be difficult to break down the expenditure involved.

- (3) The creation of four posts in 2016-17 is mainly for strengthening induction training on the Basic Law.

- End -

CONTROLLING OFFICER'S REPLY

CSB062

(Question Serial No. 5733)

Head: (143) Government Secretariat: Civil Service Bureau

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

Programme: (-) Not Specified

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

Director of Bureau: Secretary for the Civil Service

Question:

- (1) Please provide, in table form, the number of requests for information under the Code on Access to Information received by the Civil Service Bureau and its subvented organisations in 2015-16 as well as the relevant details:

Bureau/ Department/ Organisation	Number of requests received	Information involved (items)	Number of requests being handled	Number of requests in which all information was provided	Number of requests in 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 Charles Peter MOK (Member Question No. 168)

Reply:

- (1), (2)&(3) During the period from January to September 2015, the Civil Service Bureau (CSB) received a total of 19 requests for information under the Code on Access to Information. The information requested varies from case to case without duplication. As at early October 2015, CSB has completed the handling of all of the 19 requests received.

Of the requests handled, 17 requests were met in full, 1 was met in part and 1 was refused. The request was refused in accordance with paragraph 2.9 “Management and operation of the public service” of the Code on Access to Information. Of the 19 requests handled, 18 requests were completed in 21 days. The remaining one was completed in 41 days as the information requested involved policy areas of other Bureaux and it took time to seek the views of the relevant Bureaux.

- (4) During the above period, we have not received any requests for review of the cases handled.

- End -

CONTROLLING OFFICER'S REPLY

CSB063

(Question Serial No. : 5600)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

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

Director of Bureau: Secretary for the Civil Service

Question:

Regarding the employment of ethnic minorities in the past 3 years, please provide information on the departments, the ethnic groups and the salary ranges in the following tables.

Numbers and percentages of ethnic minority employees in the Government broken down by department

Bureau / department	Year of appointment 2012-13 (No./Percentage)	Year of appointment 2013-14 (No./Percentage)	Year of appointment 2014-15 (No./Percentage)
Home Affairs Bureau			
Housing Department			
Hong Kong Police Force			
Immigration Department			
Social Welfare Department			
Correctional Services Department			
Education Bureau			
Department of Health			
Others (please specify)			

Numbers and percentages of ethnic minority employees in the Government broken down by ethnic group

Ethnic group	Year of appointment 2012-13 (No./Percentage)	Year of appointment 2013-14 (No./Percentage)	Year of appointment 2014-15 (No./Percentage)
Pakistanis			
Nepalese			
Indonesian			
Indian			
Thai			
Filipino			
Others (Please specify)			

Numbers and percentages of ethnic minority employees in the Government broken down by monthly salary range

Monthly salary range	Year of appointment 2012-13 (No./Percentage)	Year of appointment 2013-14 (No./Percentage)	Year of appointment 2014-15 (No./Percentage)
Below \$8,000			
\$8,000-\$11,999			
\$12,000-\$19,999			
\$20,000-\$29,999			
\$30,000-\$39,999			
\$40,000 and above			

Asked by: Hon CHEUNG Kwok-che (Member Question No. 761)

Reply:

In the recruitment process, individual bureaux and departments would select suitable candidates on an objective basis by taking into account their ability, performance, character, and the stipulated entry requirements (including language proficiency) set according to the job requirements. Race is not a relevant consideration for recruitment. Given that neither job applicants nor serving civil servants are required to declare their ethnic origins, we are not able to provide the relevant statistical information.

- End -

CONTROLLING OFFICER'S REPLY

(Question Serial No. 6864)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (-) Not Specified

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

Director of Bureau: Secretary for the Civil Service

Question:

Regarding the consultancy studies commissioned by the Civil Service Bureau and the departments under its purview for the purpose of formulating and assessing policies, please provide information about the studies in the following format.

- a. Please provide details of the public policy studies and strategic public policy studies commissioned with funds allocated from 2011-16.

Name of consultant	Mode of award (open auction/ tender/ quotation/ others (please specify))	Title, content and objective of project	Consultancy fee (\$)	Start date	Progress of study (under planning/ in progress/ completed (completion month and year))	The Administration's follow-ups to the study report and their progress (if any)	For completed studies, have they been made public? If yes, through what channels? If no, why?

- b. Regarding the consultancy studies commissioned by the Civil Service Bureau and the departments under its purview for the purpose of formulating and assessing policies, are there any such projects for which funds have been reserved in 2016-17? If yes, what are the details?

Name of consultant	Mode of award (open auction/ tender/ quotation/ others (please specify))	Title, content and objective of project	Consultancy fee (\$)	Start date	Progress of study (under planning/ in progress/ completed (completion month and year))	The Administration's follow-ups to the study report and their progress (if any)	For completed studies, have they been made public? If yes, through what channels? If no, why?

Asked by: Hon CHEUNG Kwok-che (Member Question No. 1092)

Reply:

a. Information on the consultancy study for the purpose of formulating and assessing public policy commissioned by the Civil Service Bureau from 2011-12 to 2015-16 is set out below -

Name of consultant	Mode of award (open auction/ tender/ quotation/ others (please specify))	Title, content and objective of project	Consultancy fee (\$)	Start date	Progress of study (under planning/in progress/ completed (completion month and year))	The Administration's follow-ups to the study report and their progress (if any)	For completed studies, have they been made public? If yes, through what channels? If no, why?
Towers Watson Hong Kong Limited	Quotation	Actuarial study on the financial implications on the Government's contributions under the Mandatory Provident Fund Scheme and the Civil Service Provident Fund (CSPF) Scheme arising from raising the retirement age of civil service new recruits	1.4 million	June 2014	Completed (completed in January 2015)	Having regard to the outcome of the actuarial study and other relevant factors, the Government has adjusted the CSPF contribution scale for new recruits joining the civil service on or after 1 June 2015. Study outcome was presented to the Legislative Council Panel on Public Service at its meeting on 19 January 2015.	The report on the actuarial study has been uploaded to the Civil Service Bureau's website.

b. We have not reserved funds for conducting consultancy studies in 2016-17.

- End -

CONTROLLING OFFICER'S REPLY

(Question Serial No. 5983)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

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

Director of Bureau: Secretary for the Civil Service

Question:

Please provide the number of employees with disabilities in various government departments in the past 5 years, broken down by disability types.

Asked by: Dr Hon Fernando CHEUNG Chiu-hung (Member Question No. 47)

Reply:

According to the statistics compiled by the Government as at 31 March each year^{Note 1}, the numbers of persons with disabilities employed in the civil service in the past 5 years^{Note 2}, with breakdown by types of disability, are set out below -

Type of Disability	Year				
	2010-11	2011-12	2012-13	2013-14	2014-15
Visual impairment	456	462	456	439	412
Hearing impairment	302	320	320	335	352
Physical disability	1 739	1 750	1 729	1 696	1 626
Intellectual disability	18	19	19	17	15
Ex-mentally ill persons	309	330	348	366	352
Visceral disability	481	494	511	546	544
Others, e.g. autism, speech impairment, specific learning difficulties, etc.	12	16	18	16	18
Total	3 317	3 391	3 401	3 415	3 319

Note :

1. The statistics are compiled on the basis of information available to the management of bureaux/departments (e.g. through the requests of applicants during the recruitment process for special arrangements for selection interview/test having regard to their disabilities, or applications from serving officers with disabilities for financial assistance to purchase technical aids to assist in their performance of duties).
2. Persons with colour blindness or defective colour perception are excluded.

- End -

CONTROLLING OFFICER'S REPLY

(Question Serial No. 4994)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

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

Director of Bureau: Secretary for the Civil Service

Question:

- (a) Please list out the total numbers of days of general sick leave and sick leave because of work-related injuries taken by civil servants in the past 3 years, specifying the highest, lowest and average figures and the related salary costs.
- (b) Please list out the 10 departments with the highest numbers of days of general sick leave and sick leave because of work-related injuries, specifying the numbers of days of sick leave taken by the staff of the departments concerned and the related salary costs.

Asked by: Hon IP Kin-yuen (Member Question No. 113)

Reply:

In 2012, 2013 and 2014¹, the total number of days of sick leave (including sick leave due to injuries on duty) taken by civil servants each year remained largely the same, i.e. around 950 000 days. It may be misleading to compute the average number of days of sick leave taken by each civil servant by using the total number of sick leave days, as not all civil servants took sick leave during the period, and the duration of sick leave taken by individual civil servants varied.

In 2014, the ten departments with the highest number of sick leave days were the Hong Kong Police Force, the Fire Services Department, the Food and Environmental Hygiene Department, the Leisure and Cultural Services Department, the Housing Department, the Immigration Department, the Correctional Services Department, the Department of Health, the Social Welfare Department and the Hong Kong Post. It should be noted that these ten departments employed a total of approximately 100 000 civil servants, accounting for about 60% of the total strength of the civil service in 2014, and their total number of sick leave days was generally proportional to the total number of sick leave days taken by all civil

¹ The statistics of sick leave of civil servants in 2015 are still being processed and should be available in the third quarter of 2016.

servants in that year. Due to the large number of civil servants involved, and that individual officers could be granted full-pay, half-pay or no-pay sick leave, it would require significant manpower resources and time in reviewing each and every sick leave record in the calculation of related salary costs, and therefore we are unable to provide such information.

- End -

CONTROLLING OFFICER'S REPLY

(Question Serial No. 4012)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

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

Director of Bureau: Secretary for the Civil Service

Question:

Regarding the expenses for recruitment and civil service examinations for ethnic minority, please provide:

- a) the list of civil service grades or posts for which the Chinese language requirement has been adjusted since 2012, when the requirement was adjusted and from which level of written and spoken Chinese to which level was it adjusted;
- b) the number of ethnic minority applicants employed for each of the posts in (a) since the Chinese language requirement was adjusted;
- c) the list of civil service grades or posts for which alternative Chinese language qualifications (e.g. the GCSE (Chinese)) are accepted;
- d) the list of civil service grades or posts for which Applied Learning Chinese (for non-Chinese speaking students) qualifications are accepted; and
- e) the number of ethnic minority civil servants recruited in each of the year from 2010 to 2016 disaggregated by ethnicity.

Asked by: Hon James TO Kun-sun (Member Question No. 85)

Reply:

Civil Service Bureau (CSB), together with bureaux/departments (B/Ds), review the language proficiency requirements (LPRs) for the purpose of civil service recruitment from time to time. More than 20 grades have relaxed LPRs since 2010. For example, the Aircraft Technician and Air Crewman Officer grades of the Government Flying Service have lowered the Chinese LPRs from “Level 2 in the Chinese Language subject in the Hong Kong Diploma of Secondary Education Examination / Hong Kong Certificate of Education Examination” and “a level of proficiency in Chinese language equivalent to Secondary 3 standard” respectively, to the level that candidates are only required to be able to

communicate in Chinese. In addition, the Dental Officer grade of the Department of Health has waived the prescribed Chinese LPRs (namely, Level 1 in the Use of Chinese paper in the Common Recruitment Examination) for certain posts that mainly carry out clinical duties, such that candidates who are able to speak fluent Cantonese may be considered for appointment.

In addition, noting that some civil service job applicants have learned Chinese as a second language or have studied abroad, B/Ds accept Chinese language results of non-local public examinations in assessing whether LPRs are met for the purpose of civil service recruitment. Specifically, Chinese language results in the United Kingdom International General Certificate of Secondary Education (IGCSE)/ General Certificate of Secondary Education (GCSE)/ General Certificate of Education (GCE) 'Ordinary' ('O') Level and GCE 'Advanced'/ 'Advanced Subsidiary' ('A'/ 'AS') Levels are accepted. With the introduction of the Applied Learning Chinese (for non-Chinese speaking students) subject by the Education Bureau in the 2014-15 school year, CSB has promulgated guidelines on the acceptance arrangement for this new subject for B/Ds to follow.

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

- End -

CONTROLLING OFFICER'S REPLY

(Question Serial No. 4461)

Head: (143) Government Secretariat: Civil Service Bureau

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

Programme: (4) Civil Service Training and Development

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

Director of Bureau: Secretary for the Civil Service

Question:

Regarding the organisation of national studies programmes in 2016-17, please advise on the followings:

1. the number and ranks of staff involved;
2. the salaries and staff-related expenses involved;
3. the operational expenditure and non-recurrent expenditure involved (if any); and
4. the course contents.

Asked by: Hon LEUNG Kwok-hung (Member Question No. 136)

Reply:

In 2016-17, the estimated expenditure on national studies programmes is \$18.8 million. There are two units in the Civil Service Training and Development Institute with a total of 19 Training Officers, including 2 Chief Training Officers, 8 Senior Training Officers and 9 Training Officer Is, responsible for organising national studies programmes. As these two units are not responsible only for a single area of work, it would be difficult to break down the expenses involved.

In 2016, the Civil Service Bureau (CSB) will continue to work with renowned institutions and universities in the Mainland to run national studies programmes which include classroom lectures and site visits, while in Hong Kong, a series of national studies thematic seminars will be held. Topics covered will include the National 13th Five-Year Plan, development of the Belt and Road Initiative, international affairs, economic policies, geopolitics, regional culture and legal system, etc. In addition, we will continue to organise thematic visits to the Mainland and a staff exchange programme with Beijing, Shanghai, Chongqing, Hangzhou and Wuhan.

CONTROLLING OFFICER'S REPLY

(Question Serial No. 4612)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

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

Director of Bureau: Secretary for the Civil Service

Question:

What are the respective numbers of supernumerary posts created by various bureaux in the past 3 years? Please provide a breakdown by post title, rank, project undertaken, length of term, and the manpower and expenditure involved.

Asked by: Hon Michael TIEN Puk-sun (Member Question No. 57)

Reply:

The details of the supernumerary posts approved by the Finance Committee for creation in the respective bureaux in the past 3 financial years are set out at the Annex.

**Supernumerary Posts Approved by the Finance Committee for Creation in the Various Bureaux
from the Years 2013-14 to 2015-16**

Bureau	Post Title	Rank	No.	Project Undertaken	Length of Term	Annual Expenditure (Calculated on the Basis of the Notional Annual Mid-point Salary Value of the Posts Concerned in the Respective Year) (\$)
Development Bureau (Works Branch)	Principal Assistant Secretary (Works) ⁵	Government Engineer (D2)	1	To take forward the Government's multi-pronged strategy to increase land supply through land production and site tracking.	Around 4 years and 8 months	1,739,400
Environment Bureau	Principal Assistant Secretary (Electricity Reviews)	Administrative Officer Staff Grade C (D2)	1	To review the future regulatory framework for the electricity market after the expiry of the current Scheme of Control Agreements.	2 years	1,739,400
Financial Services and the Treasury Bureau (Financial Services Branch)	Head, Event Coordination Team	Administrative Officer Staff Grade B (D3)	2	To oversee all relevant planning and implementation work in respect of the organisation of the Finance Ministers' Meeting of the Asia-Pacific Economic Cooperation in Hong Kong.	Around 4 months	2,019,000
	Deputy Head, Event Coordination Team	Senior Principal Executive Officer (D2)				1,739,400
	Principal Executive Officer (Preparatory Team)	Principal Executive Officer (D1)	1	To help set up an independent Insurance Authority (IIA), manage transitional issues and provide administrative support to IIA during its initial operation.	1 year and 6 months	1,465,200

Bureau	Post Title	Rank	No.	Project Undertaken	Length of Term	Annual Expenditure (Calculated on the Basis of the Notional Annual Mid-point Salary Value of the Posts Concerned in the Respective Year) (\$)
Food and Health Bureau (Health Branch) (FHB (HB))	Head (Healthcare Planning and Development Office) (HPDO)	Administrative Officer Staff Grade B (D3)	2	To provide support to HPDO under the HB of FHB.	3 years	2,019,000
	Deputy Head (HPDO)	Administrative Officer Staff Grade C (D2)				1,739,400
Home Affairs Bureau	Principal Assistant Secretary (Recreation and Sport) ²	Administrative Officer Staff Grade C (D2)	1	To provide support for the detailed planning of the Kai Tak Multi-purpose Sports Complex and the comprehensive policy review on Private Recreational Leases.	2 years	1,739,400
Labour and Welfare Bureau	Principal Assistant Secretary (Special Duties)	Administrative Officer Staff Grade C (D2)	1	To assist the Elderly Commission in formulating an Elderly Services Programme Plan and in exploring the feasibility of introducing a voucher scheme on residential care services for the elderly.	2 years	1,739,400
	Senior Principal Executive Officer (Special Assignment)	Senior Principal Executive Officer (D2)	1	To implement the Low-income Working Family Allowance Scheme.	Around 1 year and 8 months	1,739,400

Bureau	Post Title	Rank	No.	Project Undertaken	Length of Term	Annual Expenditure (Calculated on the Basis of the Notional Annual Mid-point Salary Value of the Posts Concerned in the Respective Year) (\$)
Security Bureau	Principal Assistant Secretary (Narcotics)2	Administrative Officer Staff Grade C (D2)	1	To combat drug abuse.	Around 2 years and 11 months	1,739,400
Transport and Housing Bureau (Transport Branch)	Principal Assistant Secretary (Transport) (Public Transport Strategy Study) (PTSS)	Administrative Officer Staff Grade C (D2)	1	To oversee and steer the Roles and Positioning Review of PTSS.	2 years and 6 months	1,843,200
	Principal Assistant Secretary (Transport)11	Administrative Officer Staff Grade C (D2)	1	To steer and oversee the promotion of the long-term development of the maritime industry in Hong Kong.	Around 4 years and 4 months	1,843,200

Bureau	Post Title	Rank	No.	Project Undertaken	Length of Term	Annual Expenditure (Calculated on the Basis of the Notional Annual Mid-point Salary Value of the Posts Concerned in the Respective Year) (\$)
Transport and Housing Bureau (Transport Branch)	Head (Airport Expansion Project Coordination Office) (AEPCO)	Principal Government Engineer (D3)	3	To head AEPCO for steering and coordinating the related work in taking forward the Three-Runway System project at the Hong Kong International Airport.	Around 2 years and 4 months	2,290,800
	Principal Assistant Secretary (AEPCO)	Administrative Officer Staff Grade C (D2)				1,973,400
	Chief Assistant Secretary (AEPCO)	Chief Engineer (D1)				1,663,200

- End -

CONTROLLING OFFICER'S REPLY

(Question Serial No. 4926)

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

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

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

Director of Bureau: Secretary for the Civil Service

Question:

It is stated in the Brief Description under this Programme that the Bureau “manage[s] the Official Languages Officer, Simultaneous Interpreter and Calligraphist grades”. In this connection, will the Government inform this Committee of the following:

- a. The current and estimated numbers of members of the Official Languages Officer, Simultaneous Interpreter and Calligraphist grades managed by the Bureau and the expenditure involved; and
- b. The percentage shares of different languages involved in the translation and interpretation services?

Asked by: Hon TANG Ka-piu (Member Question No. 32)

Reply:

- a. As at 31 March 2016, the Official Languages Officer (OLO), Simultaneous Interpreter (SI) and Calligraphist grades have an establishment of 468, 14 and 139 posts respectively. In the coming year, it is estimated that the OLO and SI grades will remain unchanged in their establishment, while the establishment of the Calligraphist grade will be reduced by 1 post. Management of these 3 grades is mainly undertaken by the Grade Management Section of the Official Languages Division (OLD) under the Bureau. The salary expenditure of the Section is about \$5.6 million in 2015-16, and no significant change is expected in the coming year. Although there are other staff in OLD who take part in grade management work, it is difficult to work out the expenditure involved since they are not engaged full-time in such duties.
- b. The percentage shares of different languages involved in the translation and interpretation (both consecutive and simultaneous interpretation) services in 2015 are tabulated below (Note: Percentages related to translation service are calculated by

number of words, and those for consecutive and simultaneous interpretation are counted by number of meetings):

OLO Grade	Translation		Consecutive Interpretation		
	English to Chinese	Chinese to English	Cantonese/ English	Putonghua/ English	Cantonese/ Putonghua
	77%	23%	52%	5%	43%
SI Grade	Simultaneous Interpretation				
	Cantonese/ English	Putonghua/ English	Cantonese/ Putonghua	Cantonese/ English/ Putonghua	
	94.2%	1.1%	0.1%	4.6%	

- End -

CONTROLLING OFFICER'S REPLY**CSB071****(Question Serial No. 5470)**Head: (46) General Expenses of the Civil ServiceSubhead (No. & title): (-) Not SpecifiedProgramme: General Expenses of the Civil ServiceControlling Officer: Director of Accounting Services (Martin M.T. SIU)Director of Bureau: Secretary for the Civil ServiceQuestion:

It is stated under this Programme that the Permanent Secretary for the Civil Service is responsible for overall resource control of the general expenses of the civil service, including passage expenses and personal allowances. In this connection, will the Government advise on the actual total expenditure of the allowances under the Home Purchase, Home Financing, Private Tenancy Allowance, Accommodation Allowance, Rent Allowance and Non-accountable Cash Allowance Schemes, as well as the leave passage allowance, school passage allowance, local education allowance and overseas education allowance; the highest and lowest amounts of allowance claimed; the numbers of claimants and the numbers of ineligible applicants in the past 3 financial years? Please provide the information using the following tables.

2012-2013 :

	Actual total expenditure	Highest amount of allowance claimed	Lowest amount of allowance claimed	Number of claimants	Number of ineligible applicants
Home Purchase Scheme					
Home Financing Scheme					
Private Tenancy Allowance Scheme					
Accommodation Allowance Scheme					
Rent Allowance Scheme					
Non-accountable Cash Allowance Scheme					
Leave Passage Allowance					

School Passage Allowance					
Local Education Allowance					
Overseas Education Allowance					

2013-2014 :

	Actual total expenditure	Highest amount of allowance claimed	Lowest amount of allowance claimed	Number of claimants	Number of ineligible applicants
Home Purchase Scheme					
Home Financing Scheme					
Private Tenancy Allowance Scheme					
Accommodation Allowance Scheme					
Rent Allowance Scheme					
Non-accountable Cash Allowance Scheme					
Leave Passage Allowance					
School Passage Allowance					
Local Education Allowance					
Overseas Education Allowance					

2014-2015 :

	Actual total expenditure	Highest amount of allowance claimed	Lowest amount of allowance claimed	Number of claimants	Number of ineligible applicants
Home Purchase Scheme					
Home Financing Scheme					
Private Tenancy Allowance Scheme					
Accommodation Allowance Scheme					
Rent Allowance Scheme					

Non-accountable Cash Allowance Scheme					
Leave Passage Allowance					
School Passage Allowance					
Local Education Allowance					
Overseas Education Allowance					

Asked by: Hon CHAN Chi-chuen (Member Question No. 229)

Reply:

Information on the expenditure, amount of allowance claimed and numbers of claimants of the allowance schemes raised in the question in the past three financial years is set out in the Annex.

We do not have information on the number of ineligible applicants as only eligible officers' applications are forwarded by bureaux/departments to the Treasury for processing.

2012-13

	Actual total expenditure (\$'000)	Highest amount of allowance claimed (\$)	Lowest amount of allowance claimed (\$)	Number of claimants	Number of ineligible applicants
		Per month			Not available
Home Purchase Allowance	755,931	12,900	1,400	14 644	
Home Financing Allowance	371,679	42,230	9,210	1 892	
Private Tenancy Allowance	169,090	32,130	13,120	580	
Accommodation Allowance	15,235	42,820	25,770	40	
Rent Allowance	356	19,750	17,420	2	
Non-accountable Cash Allowance	341,106	41,810	4,840	1 736	
		Per year			
Leave Passage Allowance	73,833	66,030	17,395	1 408	
		Per school year			
School Passage Allowance	70,763	23,600	11,800	4 011 ⁽¹⁾	
Local Education Allowance	433,271	53,025	220	18 254 ⁽¹⁾	
Overseas Education Allowance	240,068	112,760	15,310	2 538 ⁽¹⁾	

2013-14

	Actual total expenditure (\$'000)	Highest amount of allowance claimed (\$)	Lowest amount of allowance claimed (\$)	Number of claimants	Number of ineligible applicants
		Per month			Not available
Home Purchase Allowance	777,548	12,610	1,400	14 593	
Home Financing Allowance	350,671	42,230	9,210	1 711	
Private Tenancy Allowance	169,807	32,580	15,670	539	

	Actual total expenditure (\$'000)	Highest amount of allowance claimed (\$)	Lowest amount of allowance claimed (\$)	Number of claimants	Number of ineligible applicants
		Per month			Not available
Accommodation Allowance	14,700	43,420	25,770	36	
Rent Allowance	237	19,750	19,750	1	
Non-accountable Cash Allowance	463,245	43,510	4,840	2 328	
		Per year			
Leave Passage Allowance	84,962	70,320	18,525	1 452	
		Per school year			
School Passage Allowance	70,153	23,600	11,800	3 929 ⁽¹⁾	
Local Education Allowance	431,125	53,025	220	17 605 ⁽¹⁾	
Overseas Education Allowance	225,022	111,575	15,150	2 415 ⁽¹⁾	

2014-15

	Actual total expenditure (\$'000)	Highest amount of allowance claimed (\$)	Lowest amount of allowance claimed (\$)	Number of claimants	Number of ineligible applicants
		Per month			Not available
Home Purchase Allowance	791,368	12,810	1,590	14 431	
Home Financing Allowance	345,730	36,450	9,210	1 592	
Private Tenancy Allowance	165,901	33,560	17,160	507	
Accommodation Allowance	13,196	44,720	33,500	31	
Rent Allowance	326	20,380	16,500	2	
Non-accountable Cash Allowance	621,955	43,510	4,840	3 116	
		Per year			
Leave Passage Allowance	88,990	76,090	20,045	1 466	

	Actual total expenditure (\$'000)	Highest amount of allowance claimed (\$)	Lowest amount of allowance claimed (\$)	Number of claimants	Number of ineligible applicants
		Per school year			Not available
School Passage Allowance	63,985	23,600	11,800	3 681 ⁽¹⁾	
Local Education Allowance	427,953	53,025	220	16 982 ⁽¹⁾	
Overseas Education Allowance	214,138	115,140	15,640	2 253 ⁽¹⁾	

⁽¹⁾ The number of children of eligible officers receiving the relevant allowance.

- End -

CONTROLLING OFFICER'S REPLY

(Question Serial No. 4478)

Head: (46) General Expenses of the Civil Service

Subhead (No. & title): (040) Non-accountable cash allowance

Programme: General Expenses of the Civil Service

Controlling Officer: Director of Accounting Services (Martin M.T. SIU)

Director of Bureau: Secretary for the Civil Service

Question:

The 2016-17 estimate for non-accountable cash allowance is \$1.046 billion, which is 30% more than the previous year. Please explain.

Asked by: Hon LEUNG Kwok-hung (Member Question No. 154)

Reply:

Non-accountable cash allowance is payable to eligible officers offered appointment on or after 1 June 2000. Eligible officers who join the scheme will receive a monthly non-accountable cash allowance at specified rates appropriate to their salary point for a maximum period of 120 months. Officers are not required to join the scheme immediately upon attaining the eligibility. They may join the scheme at anytime of their choice according to individual's preference. The number of officers attaining eligibility for the scheme through salary progression, promotion and new appointment increases with time. The increased provision in the 2016-17 estimates is mainly to reflect the expected increase in the number of recipients for the allowance.

- End -

CSB073

CONTROLLING OFFICER'S REPLY**(Question Serial No. 4479)**Head: (46) General Expenses of the Civil ServiceSubhead (No. & title): (022) PassagesProgramme: General Expenses of the Civil ServiceControlling Officer: Director of Accounting Services (Martin M.T. SIU)Director of Bureau: Secretary for the Civil ServiceQuestion:

For 2016-17, a provision of \$160 million is earmarked for leave passage allowance for eligible civil servants and their dependants, as well as travelling expenses and related expenditure for eligible civil servants' children being educated overseas. Please provide the following information on leave passage allowance and school passage allowance in tabular form separately:

1. the total amounts of allowances and the year-on-year changes in the 6 years from 2011-12 to 2016-17;
2. the numbers and percentages of directorate civil servants/dependants and their children benefited in the same period; and
3. the total amounts and percentages of allowances for directorate civil servants/dependants and their children in the same period.

Asked by: Hon LEUNG Kwok-hung (Member Question No. 155)Reply:

1. The actual/estimated amount of leave passage allowance (LPA) and school passage allowance (SPA) and the annual rate of change from 2011-12 to 2016-17 are as follows-

Passage Allowances	2011-12 Actual Expenditure (\$m)	2012-13 Actual Expenditure (\$m)	2013-14 Actual Expenditure (\$m)	2014-15 Actual Expenditure (\$m)	2015-16 Revised Estimate (\$m)	2016-17 Estimate (\$m)
LPA	75.4	73.8	85.0	89.0	94.0	102.0
SPA	78.8	70.8	70.1	64.0	56.5	58.0
Total	154.2	144.6	155.1	153.0	150.5	160.0
Annual rate of change		-6.2%	+7.3%	-1.4%	-1.6%	+6.3%

2. & 3. The amount of allowance, the number of directorate civil servants and their eligible family members (including spouse and children) involved, as well as the respective percentages they accounted for during the period from 2011-12 to 2015-16 are set out in Annex^{Note}.

	<u>2011-12</u>		<u>2012-13</u>		<u>2013-14</u>		<u>2014-15</u>		<u>2015-16</u> (up to 29.2.2016)		
	% in respect of the total		% in respect of the total		% in respect of the total		% in respect of the total		% in respect of the total		
<u>LPA</u>											
Amount received by directorate officers	\$58.2m	77.2%	\$59.7m	80.9%	\$70.0m	82.4%	\$73.9m	83.0%	\$70.6m	84.3%	
<i>No. of directorate officers and their eligible family members involved</i>	2 999	81.4%	2 951	82.8%	3 009	83.5%	3 063	85.5%	2 964	86.1%	
<u>SPA</u>											
Amount received by directorate officers	\$3.1m	3.9%	\$1.9m	2.7%	\$2.0m	2.9%	\$1.8m	2.8%	\$1.3m	2.6%	
<i>No. of directorate officers' children involved</i>	152	3.6%	97	2.4%	94	2.4%	79	2.1%	71	2.3%	

Note: Estimated figures for 2016-17 are not available.

- End -

CONTROLLING OFFICER'S REPLY

(Question Serial No. 4480)

Head: (46) General Expenses of the Civil Service

Subhead (No. & title): (013) Personal allowances

Programme: General Expenses of the Civil Service

Controlling Officer: Director of Accounting Services (Martin M.T. SIU)

Director of Bureau: Secretary for the Civil Service

Question:

For 2016-17, a provision of \$636.1 million is earmarked for local and overseas education allowances for eligible civil servants' children being educated either locally or overseas. Please provide the following information on local and overseas education allowances in tabular form separately:

1. the total expenditures on allowances and the year-on-year changes in the past 5 years;
2. the number of beneficiaries and average amount of allowance per person in the same period;
3. the number and percentage of directorate civil servants' children benefited in the same period; and
4. the total amount and percentage of allowances for directorate civil servants' children in the same period.

Asked by: Hon LEUNG Kwok-hung (Member Question No. 156)

Reply:

- The total expenditures on local education allowance (LEA) and overseas education allowance (OEA) and the annual rate of change from 2011-12 to 2015-16 are as follows:

Education Allowances (EA)	2011-12 Actual Expenditure (\$m)	2012-13 Actual Expenditure (\$m)	2013-14 Actual Expenditure (\$m)	2014-15 Actual Expenditure (\$m)	2015-16 Revised Estimate (\$m)
LEA	443.2	433.3	431.1	428.0	436.0
OEA	268.0	240.1	225.0	214.1	190.0
Total	711.2	673.4	656.1	642.1	626.0
Annual rate of change		-5.3%	-2.6%	-2.1%	-2.5%

- The numbers of students and average amount (Avg amt) of LEA and OEA per student for the period from 2011-12 to 2015-16 are as follows:

EA	2011-12 Actual		2012-13 Actual		2013-14 Actual		2014-15 Actual		2015-16 Revised Estimate	
	Avg amt (\$)	No. of students	Avg amt (\$)	No. of students	Avg amt (\$)	No. of students	Avg amt (\$)	No. of students	Avg amt (\$)	No. of students
LEA	22,977	19 287	23,736	18 254	24,489	17 605	25,200	16 982	26,424	16 500
OEA	95,033	2 820	94,589	2 538	93,177	2 415	95,046	2 253	87,963	2 160

- & 4. For the period from 2011-12 to 2015-16, the amount of LEA and OEA received by directorate officers and number of directorate officers' children involved as compared to the overall figures are set out at Annex.

	<u>2011-12</u>		<u>2012-13</u>		<u>2013-14</u>		<u>2014-15</u>		<u>2015-16</u> <u>(up to 29.2.2016)</u>	
	% in respect of the total expenditure/ total no. of students		% in respect of the total expenditure/ total no. of students		% in respect of the total expenditure/ total no. of students		% in respect of the total expenditure/ total no. of students		% in respect of the total expenditure/ total no. of students	
<u>LEA</u>										
Total amount received by directorates officers	\$14.7m	3.3%	\$14.5m	3.3%	\$14.3m	3.3%	\$14.4m	3.4%	\$12.6m	3.3%
<i>No. of directorates officers' children involved</i>	401	2.1%	390	2.1%	371	2.1%	389	2.3%	415	2.6%
<u>OEA</u>										
Total amount received by directorates officers	\$13.8m	5.1%	\$11.5m	4.8%	\$12.4m	5.5%	\$10.5m	4.9%	\$8.0m	5.1%
<i>No. of directorates officers' children involved</i>	127	4.5%	118	4.6%	116	4.8%	106	4.7%	97	5.5%

- End -

CONTROLLING OFFICER'S REPLY**CSB075****(Question Serial No. 6742)**Head: (120) PensionsSubhead (No. & title): (015) Public and Judicial Service Pension Benefits and CompensationProgramme: (1) Public and Judicial Service Pension BenefitsControlling Officer: Director of Accounting Services (Martin M.T. SIU)Director of Bureau: Secretary for the Civil ServiceQuestion:

What is the total expenditure on civil service pensions by rank in each of the past 5 years? Please list in detail the calculations of pensions for existing civil servants at various ranks.

Asked by: Dr Hon Fernando CHEUNG Chiu-hung (Member Question No. 331)Reply:

The Treasury does not keep and hence cannot provide a breakdown of pension expenditure in respect of all pensioners by their former ranks. The Treasury can only provide the total expenditure on pension payments for all public and judicial service pensioners for the past 5 financial years, which is set out below -

Financial Year	Total expenditure on pension payments in the respective financial year
	\$ Million
2011-12	18,934.7
2012-13	20,917.5
2013-14	22,992.6
2014-15	25,455.0
2015-16 (revised estimate)	28,557.7

A civil servant's pension is calculated on the basis of his salary, length of service and pension factor under the respective pension schemes according to the prescribed formulae in the pension legislation. Regarding the calculation of pensions for civil servants, please refer to the Guide to the Calculation of Pensions under the New Pension Scheme and the Old Pension Scheme in the website of Civil Service Bureau (<http://www.csb.gov.hk/english/admin/retirement/185.html>).

- End -

CONTROLLING OFFICER'S REPLY

(Question Serial No. 6747)

Head: (120) Pensions

Subhead (No. & title): (015) Public and Judicial Service Pension Benefits and Compensation

Programme: (1) Public and Judicial Service Pension Benefits

Controlling Officer: Director of Accounting Services (Martin M.T. SIU)

Director of Bureau: Secretary for the Civil Service

Question:

Please advise on the average and median amounts of pension received by each retired civil servant by rank in each of the past 5 years.

Asked by: Dr Hon Fernando CHEUNG Chiu-hung (Member Question No. 339)

Reply:

The Treasury does not keep and hence cannot provide a breakdown of pension expenditure in respect of all pensioners by their former ranks. The Treasury can only provide the average monthly pension received by all public and judicial service pensioners for the past 5 financial years, which is set out below -

**Average monthly pension in the
respective financial year**

Financial Year	\$
2011-12	9,400
2012-13	10,100
2013-14	10,600
2014-15	11,300
2015-16 (revised estimate)	12,200

The amount of monthly pension that a pensioner actually receives hinges on a number of factors, including his salary and length of service. Therefore, the amount of monthly pensions that individual pensioners receive could vary considerably.

- End -

CONTROLLING OFFICER'S REPLY

(Question Serial No. 6749)

Head: (120) Pensions

Subhead (No. & title): (015) Public and Judicial Service Pension Benefits and Compensation

Programme: (1) Public and Judicial Service Pension Benefits

Controlling Officer: Director of Accounting Services (Martin M.T. SIU)

Director of Bureau: Secretary for the Civil Service

Question:

Please advise on the number of retired civil servants receiving pensions by rank in each of the past 5 years.

Asked by: Dr Hon Fernando CHEUNG Chiu-hung (Member Question No. 341)

Reply:

The Treasury does not keep and hence cannot provide a breakdown of the number of all pensioners receiving pensions by their former ranks. The Treasury can only provide the total number of public and judicial service pensioners for the past 5 years, which is set out below -

Year	Total number of public and judicial service pensioners in the respective year
2011	103 374
2012	107 138
2013	111 648
2014	116 497
2015	121 341

- End -

CONTROLLING OFFICER'S REPLY**CSB078****(Question Serial No. 6760)**Head: (120) PensionsSubhead (No. & title): (015) Public and judicial service pension benefits and compensationProgramme: (1) Public and Judicial Service Pension BenefitsControlling Officer: Director of Accounting Services (Martin M.T. SIU)Director of Bureau: Secretary for the Civil ServiceQuestion:

The Financial Secretary mentioned in paragraph 154 of his Budget Speech that \$800 billion will be reserved for statutory pension. Please set out in detail the Government's estimated future expenditure on pensions and provide a breakdown of the future estimated average monthly expenditure on pensions for each civil servant by ranks.

Asked by: Dr Hon Fernando CHEUNG Chiu-hung (Member Question No. 354)Reply:

The estimate of future pension payments in the long run hinges on a number of factors, including the number of new retirees every year and the total number of pensioners. The estimate beyond 2016-17 is outside the ambit of this estimate exercise. Furthermore, the Treasury does not keep and hence cannot provide a breakdown of pension expenditure in respect of all pensioners by their former ranks. The Treasury can only provide the estimated total expenditure on pension payments and the estimated average monthly pension received by all public and judicial service pensioners for 2015-16 and 2016-17, which are set out below -

Financial Year	Total expenditure on pension payments in the respective financial year (including gratuities and pensions)	Average monthly pension per head in the respective financial year
	\$ Million	\$
2015-16 (revised estimate)	28,557.7	12,200
2016-17 (estimate)	31,912.9	12,400

- End -

CONTROLLING OFFICER'S REPLY**CSB079****(Question Serial No. 6979)**Head: (120) PensionsSubhead (No. & title): (015) Public and judicial service pension benefits and compensationProgramme: (1) Public and Judicial Service Pension BenefitsControlling Officer: Director of Accounting Services (Martin M.T. SIU)Director of Bureau: Secretary for the Civil ServiceQuestion:

Please provide a breakdown of the expenditure on pension payments for all directorate posts of government departments for the past 5 years and a breakdown of the estimated expenditure for the next financial year.

Asked by: Dr Hon Fernando CHEUNG Chiu-hung (Member Question No. 583)Reply:

Breakdown of the expenditure on pension payments for all directorate officers retired in the past 5 financial years and estimated expenditure in this respect for 2016-17 are provided below –

Year of Retirement	Total pension gratuity payment for directorate officers retired in the respective year	Estimated expenditure on pension payments in 2016-17 for the directorate officers retired in the respective year
	\$ Million	\$ Million
2011-12	702.4	79.8
2012-13	705.7	96.3
2013-14	660.9	84.4
2014-15	626.7	84.8
2015-16 (revised estimate)	881.1	90.5

- End -

CONTROLLING OFFICER'S REPLY

(Question Serial No. 4540)

Head: (37) Department of Health

Subhead (No. & title): (-) Not Specified

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

Controlling Officer: Director of Health (Dr Constance CHAN)

Director of Bureau: Secretary for the Civil Service

Question:

Regarding this Programme, will the Government inform this Committee:

- (1) What are the operating expenses, staff establishment and estimated full-year expenditure of non-public clinics for 2016-17?
- (2) What are the operating expenses, staff establishment and estimated full-year expenditure of dental clinics for 2016-17?
- (3) Among the attendances of those aged 65 and above at dental clinics in 2015-16, please list the number of attendances which involved extractions, fillings and scaling.
- (4) Please list the number of attendances at each dental clinic in 2015-16.
- (5) It is stated there will be an increase of 11 posts under this Programme in 2016-17 to meet operational needs. Will the Government inform this Committee of the titles, functions and estimated full-year expenditure on salaries of these posts?

Asked by: Hon CHAN Wai-yip (Member Question No. 72)

Reply:

- (1) In 2016-17, the number of approved posts for supporting and the provision for non-public clinics under Programme (7) are 176 and \$138.4 million respectively.
- (2) In 2016-17, the number of approved posts for supporting and the provision for dental clinics under Programme (7) are 811 and \$670.8 million respectively.
- (3) The Department of Health does not keep statistics on attendances with breakdown by age or treatment at dental clinics.
- (4) The number of attendances at each dental clinic (excluding general public sessions) in 2015 is at **Annex I**.
- (5) Details of the 11 new posts are at **Annex II**.

**Attendances of Civil Service Eligible Persons at Dental Clinics
(including Oral Maxillofacial Surgery & Dental Units (OMS&DUs) in Hospitals)
under the Department of Health in 2015**

Dental Clinics	Attendances in 2015[^]
Aberdeen Jockey Club Dental Clinic	10 000
Castle Peak Hospital Dental Clinic	11 000
Chai Wan Government Dental Clinic	20 000
Cheung Chau Dental Clinic	1 000
Cheung Sha Wan Government Offices Dental Clinic	74 000
Fanling Health Centre Dental Clinic	27 000
Ha Kwai Chung Government Dental Clinic	14 000
Harbour Building Dental Clinic	29 000
Harbour Building Orthodontic Clinic	16 000
Hong Kong Police College Dental Clinic	2 000
Kennedy Town Community Complex Dental Clinic	21 000
Kowloon City Dental Clinic	39 000
Kwai Chung Hospital Dental Clinic	3 000
Kwun Tong Dental Clinic	11 000
Kwun Tong Yung Fung Shee Dental Clinic	16 000
Li Po Chun Dental Clinic	17 000
Ma On Shan Dental Clinic	14 000
MacLehose Dental Centre 2/F	11 000
MacLehose Dental Centre 6/F	36 000
Madam Yung Fung Shee Dental Clinic	15 000
Mona Fong Dental Clinic	4 000
Pamela Youde Government Dental Clinic	26 000
Queensway Government Offices Dental Clinic	31 000
Sai Ying Pun Dental Clinic 3/F	4 000
Sai Ying Pun Dental Clinic 8/F	9 000
Sheung Kwai Chung Government Dental Clinic [♦]	6 000
Tai O Dental Clinic	< 1 000
Tai Po Wong Siu Ching Dental Clinic	16 000
Tang Shiu Kin Dental Clinic	22 000
Tseung Kwan O Dental Clinic	22 000
Tsuen Wan Dental Clinic ^{♦♦}	9 000

Dental Clinics	Attendances in 2015[^]
Tsuen Wan Government Offices Dental Clinic	18 000
Tung Chung Dental Clinic	8 000
Victoria Road Dental Clinic	3 000
Wan Chai Dental Clinic	38 000
Western Dental Clinic	4 000
Yan Oi Dental Clinic	9 000
Yau Ma Tei Dental Clinic	38 000
Yau Ma Tei Orthodontic Clinic	25 000
Yuen Long Jockey Club Dental Clinic	8 000

♦ Sheung Kwai Chung Government Dental Clinic commenced service on 31 August 2015.

♦♦ Tsuen Wan Dental Clinic has been temporarily closed for renovation since 31 August 2015.

[^] The number of attendances is rounded to the nearest thousand except those specified as < 1 000.

OMS&DUs in Hospitals	Attendances in 2015[^]
North District Hospital OMS&DU	4 000
Pamela Youde Nethersole Eastern Hospital OMS&DU	3 000
Prince of Wales Hospital OMS&DU	6 000
Princess Margaret Hospital OMS&DU	3 000
Queen Elizabeth Hospital OMS&DU	6 000
Queen Mary Hospital OMS&DU	5 000
Tuen Mun Hospital OMS&DU	2 000

[^] The number of attendances is rounded to the nearest thousand.

**Posts proposed to be created in 2016-17 under
Programme (7) : Medical and Dental Treatment for Civil Servants**

<u>Function/Rank</u>	<u>Number of posts to be created</u>	<u>Annual recurrent cost of civil service posts (\$)</u>
Dental / Para-dental support		
Senior Dental Officer	1	1,309,080
Dental Officer	1	890,520
Senior Dental Surgery Assistant	2	861,360
Dental Surgery Assistant	2	549,600
Technical support		
Laboratory Attendant	1	202,680
Administrative and general support		
Assistant Clerical Officer	1	243,660
Clerical Assistant	1	190,140
Assistant Supplies Officer	1	372,240
Workman II	1	151,200
	<u>11</u>	<u>4,770,480</u>

- End -

CONTROLLING OFFICER'S REPLY

(Question Serial No. 4796)

Head: (37) Department of Health

Subhead (No. & title): (-) Not Specified

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

Controlling Officer: Director of Health (Dr Constance CHAN)

Director of Bureau: Secretary for the Civil Service

Question:

Regarding the Medical and Dental Treatment for Civil Servants Programme of the Department of Health, would the Government please provide the breakdown on the 24.8% increase in the estimated financial provisions for 2016-2017 over the 2015-2016 revised estimate?

Is there an anticipation in the large increase of the expected retiring civil servants demanding medical and dental services?

Asked by: Hon Kenneth LEUNG (Member Question No. 413)

Reply:

The Department of Health works out the provision required under the Programme "Medical and Dental Treatment for Civil Servants" for 2016-17 by making reference to the actual expenditure of the Programme over the years and the estimated expenditure of the additional services for 2016-17. The breakdown of the additional provision of \$283.7 million for 2016-17 is primarily as follows -

- (a) an additional provision of about \$230 million is earmarked for meeting an anticipated increase in demand arising from applications for reimbursement of medical fees and hospital charges in respect of civil service eligible persons (CSEPs);
- (b) Fanling Families Clinic commences operation in March 2016 to enhance the out-patient services for CSEPs and the full-year expenditure of the Clinic for 2016-17 is about \$28.3 million; and
- (c) preparatory work is underway for the setting up of seven prosthodontic dental surgeries to enhance the specialised dental services for CSEPs and shorten their waiting time for the services. The relevant expenditure for 2016-17 is about \$4.1 million.

- End -

CONTROLLING OFFICER'S REPLY**CSB082****(Question Serial No. 7019)**

Head: (37) Department of Health

Subhead (No. & title): (-) Not Specified

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

Controlling Officer: Director of Health (Dr Constance CHAN)

Director of Bureau: Secretary for the Civil Service

Question:

Regarding the medical services for civil servants, will the Government please advise on the number of cases of various groups of eligible persons (including monthly paid civil servants and their dependants; daily rated staff who are injured in the course of their duty; retired civil servants living in Hong Kong and in receipt of a pension or an annual allowance and their dependants living in Hong Kong; dependants of civil servants killed on duty and living in Hong Kong; and dependants of civil servants who died while in service or after retirement and living in Hong Kong) receiving the services and the resources involved for the past three years?

Asked by: Dr Hon KWOK Ka-ki (Member Question No. 609)

Reply:

While the Department of Health does not keep statistics on the number of cases of various groups of eligible persons receiving services at non-public clinics, the attendances of civil service eligible persons at these clinics for the past three years were as follows –

	Non-public Clinics
2013	229 760
2014	246 120
2015	253 400

The actual expenditures of non-public clinics for 2013-14 and 2014-15 were \$99.5 million and \$103.1 million respectively, and the revised estimate for 2015-16 is \$134.8 million.

- End -