

Head 115 — OFFICIAL LANGUAGES AGENCY

Controlling officer: the Commissioner for Official Languages will account for expenditure under this Head.

Estimate 2001–02	\$121.8m
Establishment ceiling 2001–02 (notional annual mid-point salary value) representing an estimated 226 non-directorate posts at 31 March 2001 reducing by one post to 225 posts at 31 March 2002.....	\$110.0m
In addition there will be an estimated three directorate posts at 31 March 2001 and at 31 March 2002.	
Capital Account commitment balance	\$0.5m

Controlling Officer's Report

Programmes

Programme (1) Translation and interpretation services	These programmes contribute to Policy Area 26: Central Management of the Civil Service (Secretary for the Civil Service).
Programme (2) Use of official languages	

Detail

Programme (1): Translation and interpretation services

	1999–2000 (Actual)	2000–01 (Approved)	2000–01 (Revised)	2001–02 (Estimate)
Financial provision (\$m)	95.3	96.3 (+1.0%)	103.1 (+7.1%)	104.3 (+1.2%)

Aim

2 The aim is to ensure the efficient and effective provision of translation and interpretation services to government bureaux and departments.

Brief Description

3 The Official Languages Agency's main responsibilities under this programme are to:

- provide translation and interpretation services;
- advise civil servants on the use of Chinese by, inter alia, vetting Chinese drafts upon request; and
- manage the Chinese Language Officer, Interpreter (Simultaneous Interpretation) and Calligraphist grades.

4 In 2000, the demand for Putonghua interpretation and vetting services increased. The demand for simultaneous interpretation and translation services dropped slightly.

5 The key performance measures in respect of translation and interpretation services are:

Indicators

	1999 (Actual)	2000 (Actual)	2001 (Estimate)
Putonghua interpretation service provided (no. of man-days).....	274	319	320
simultaneous interpretation service provided (no. of meetings).....	1 761	1 631	1 700
translation service provided (no. of words).....	16 726 930	15 887 248	16 523 000
vetting service provided in respect of Chinese drafts prepared by civil servants (no. of words).....	3 490 400	4 083 471	4 267 000

Matters Requiring Special Attention in 2001–02

6 During 2001–02, the Agency will continue to ensure the delivery of an efficient and effective translation and interpretation service to government bureaux and departments and vet Chinese drafts prepared by civil servants upon request.

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Programme (2): Use of official languages

	1999–2000 (Actual)	2000–01 (Approved)	2000–01 (Revised)	2001–02 (Estimate)
Financial provision (\$m)	21.3	20.9 (–1.9%)	19.2 (–8.1%)	17.5 (–8.9%)

Aim

7 The aim is to develop a civil service which is able to communicate effectively in both Chinese and English and is generally conversant in Cantonese, Putonghua and English by spearheading and co-ordinating efforts in promoting the wider use of Chinese and enhancing the ability of civil servants in using Chinese in their work.

Brief Description

8 The Official Languages Agency's main responsibilities under this programme are to:

- develop the institutional arrangements for the use of official languages. These include setting of guidelines and standards for the civil service, review of civil service language practices and provision of support and advisory services to bureaux and departments;
- foster a favourable environment for the wider use of Chinese within the civil service by providing input into language training programmes, arranging for supporting facilities, paying promotional visits to bureaux and departments, compiling reference materials and producing writing aids; and
- monitor progress on the use of Chinese by bureaux and departments and the implementation of language policies and practices.

9 In 2000, the Agency organised two workshops and a seminar on official Chinese writing for civil servants and produced a publication on official Chinese writing samples in daily administrative and personnel matters. The Agency continued to encourage and help departments set up a mechanism to chart and review progress in using Chinese in official business. It compiled a new glossary of terms commonly used in the Government, updated two printed and three electronic glossaries and edited models of official Chinese writing for two departments. It also assisted in maintaining the Hong Kong Supplementary Character Set to facilitate the interchange of Chinese data electronically.

Matters Requiring Special Attention in 2001–02

10 During 2001–02, the Agency will:

- continue to help departments maintain the mechanism set up to chart and review progress in using Chinese in official business;
- continue to develop guidelines and reference materials to promote the wider use of Chinese within the civil service;
- continue to update the existing 20 volumes of glossaries of terms commonly used in the Government and compile new ones; and
- develop an Internet version of the electronic glossaries of terms commonly used in the Government.

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ANALYSIS OF FINANCIAL PROVISION

Programme	1999–2000 (Actual) (\$m)	2000–01 (Approved) (\$m)	2000–01 (Revised) (\$m)	2001–02 (Estimate) (\$m)
(1) Translation and interpretation services.....	95.3	96.3	103.1	104.3
(2) Use of official languages	21.3	20.9	19.2	17.5
	116.6	117.2 (+0.5%)	122.3 (+4.4%)	121.8 (–0.4%)

Analysis of Financial and Staffing Provision

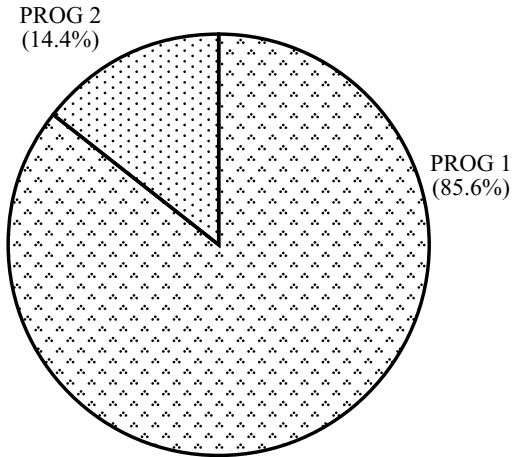
Programme (1)

Provision for 2001–02 is \$1.2 million (1.2%) higher than the revised estimate for 2000–01. This is mainly due to the expansion of translation units by redeployment of staff from Programme (2), partly offset by the deletion of a short-term post and four vacant posts under the Enhanced Productivity Programme.

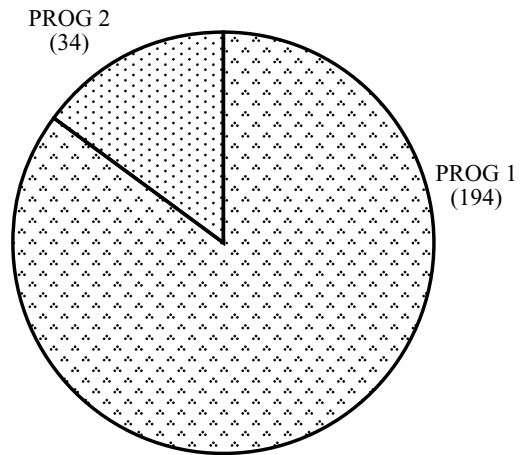
Programme (2)

Provision for 2001–02 is \$1.7 million (8.9%) lower than the revised estimate for 2000–01. This is mainly due to redeployment of staff from Programme (2) to Programme (1) to meet the growing demand for translation and vetting services.

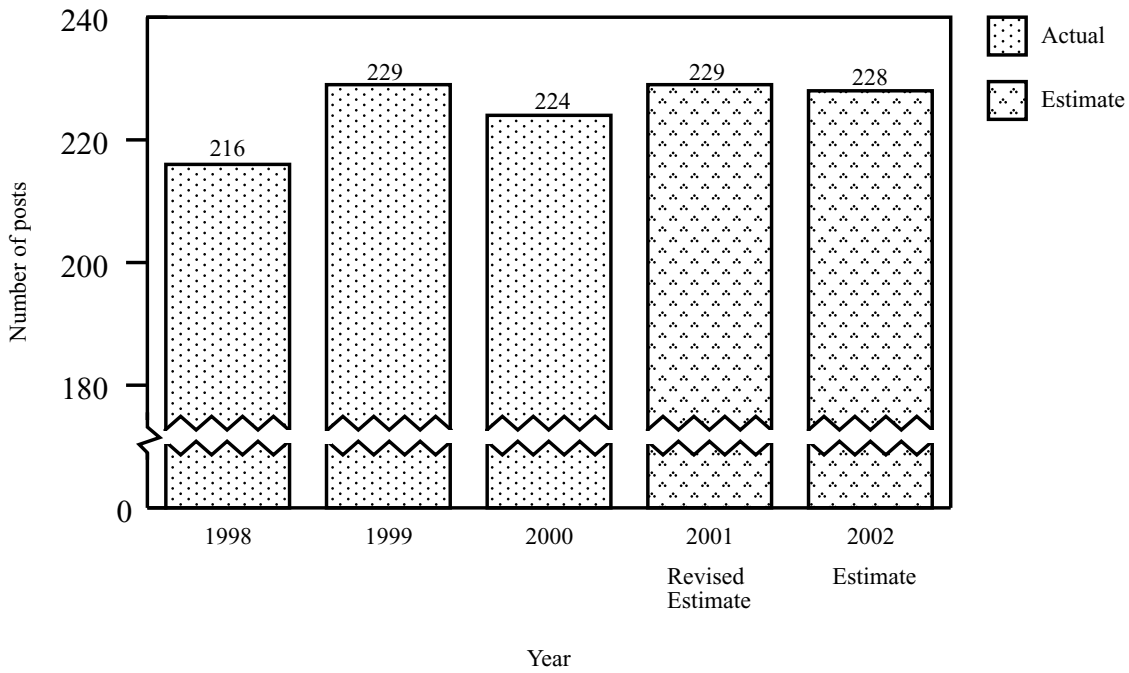
*Allocation of provision
to programmes
(2001-02)*



*Staff by programme
(as at 31 March 2002)*



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



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Sub-head (Code)	Actual expenditure 1999–2000	Approved estimate 2000–01	Revised estimate 2000–01	Estimate 2001–02	
	\$ 000	\$ 000	\$ 000	\$ 000	
Recurrent Account					
I — Personal Emoluments					
001	Salaries.....	106,557	109,077	115,407	113,903
002	Allowances.....	2,551	2,904	1,730	2,250
007	Job-related allowances.....	396	400	450	450
	Total, Personal Emoluments	<u>109,504</u>	<u>112,381</u>	<u>117,587</u>	<u>116,603</u>
III — Departmental Expenses					
149	General departmental expenses.....	4,358	4,161	4,161	4,725
	Total, Departmental Expenses	<u>4,358</u>	<u>4,161</u>	<u>4,161</u>	<u>4,725</u>
	Total, Recurrent Account	<u>113,862</u>	<u>116,542</u>	<u>121,748</u>	<u>121,328</u>
Capital Account					
II — Other Non-Recurrent					
700	General other non-recurrent.....	2,723	700	600	481
	Total, Other Non-Recurrent.....	<u>2,723</u>	<u>700</u>	<u>600</u>	<u>481</u>
	Total, Capital Account.....	<u>2,723</u>	<u>700</u>	<u>600</u>	<u>481</u>
	Total Expenditure	<u><u>116,585</u></u>	<u><u>117,242</u></u>	<u><u>122,348</u></u>	<u><u>121,809</u></u>

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Details of Expenditure by Subhead

The estimate of the amount required in 2001–02 for the salaries and expenses of the Official Languages Agency is \$121,809,000. This represents a decrease of \$539,000 against the revised estimate for 2000–01 and an increase of \$5,224,000 over actual expenditure in 1999–2000.

Recurrent Account

Personal Emoluments

2 Provision of \$116,603,000 for personal emoluments represents a decrease of \$984,000 against the revised estimate for 2000–01.

3 The establishment at 31 March 2001 will be 229 permanent posts. It is expected that one post will be deleted in 2001–02.

4 Subject to certain conditions, the controlling officer may under delegated powers create or delete non-directorate posts during 2001–02, but the notional annual mid-point salary value of all such posts must not exceed \$110,026,000.

5 Provision of \$2,250,000 under *Subhead 002 Allowances* is for standard allowances. The increase of \$520,000 (30.1%) over the revised estimate for 2000–01 is mainly due to more acting appointments expected in 2001–02.

6 Provision of \$450,000 under *Subhead 007 Job-related allowances* is for standard job-related allowances.

Departmental Expenses

7 Provision of \$4,725,000 under *Subhead 149 General departmental expenses* represents an increase of \$564,000 (13.6%) over the revised estimate for 2000–01. This is mainly due to the employment of non-civil service contract staff.

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Capital Account

Commitments

Sub-head (Code)	Item (Code)	Ambit	Approved commitment	Accumulated expenditure to 31.3.2000	Revised estimated expenditure for 2000-01	Balance
			\$ 000	\$ 000	\$ 000	\$ 000
700		<i>General other non-recurrent</i>				
	003	Enhanced training for Chinese Language Officer grade.....	1,800	719	600	481
		Total.....	1,800	719	600	481