

## Head 35 — GOVERNMENT SECRETARIAT: BEIJING OFFICE

**Controlling officer:** Director, Beijing Office will account for expenditure under this Head.

**Estimate 2002–03** ..... **\$50.9m**

**Establishment ceiling 2002–03** (notional annual mid-point salary value) representing an estimated 17 non-directorate posts at 31 March 2002 and at 31 March 2003 ..... **\$11.5m**

In addition there will be an estimated three directorate posts at 31 March 2002 and at 31 March 2003.

**Capital Account commitment balance** ..... **\$13.5m**

### Controlling Officer's Report

#### Programmes

**Programme (1) Liaison** This programme contributes to Policy Area 28: Constitutional Affairs (Director, Beijing Office).

**Programme (2) HKSAR Immigration-related Matters** This programme contributes to Policy Area 10: Immigration Control (Secretary for Security).

#### Detail

##### Programme (1): Liaison

	2000–01 (Actual)	2001–02 (Approved)	2001–02 (Revised)	2002–03 (Estimate)
Financial provision (\$m)	30.3	36.5 (+20.5%)	34.8 (–4.7%)	36.1 (+3.7%)

#### Aim

2 The aim is to enhance liaison and communication with the Central People's Government (CPG) and other Mainland authorities.

#### Brief Description

3 The Beijing Office's role is to further enhance liaison and communication between the Government of the Hong Kong Special Administrative Region (HKSAR) and the CPG and other Mainland authorities. This will enable the Government of the HKSAR to have a better understanding of the policies and practices in the Mainland and to evaluate their possible implications on Hong Kong. Further, as the implementation of "One Country, Two Systems" is unprecedented, it is important that we provide an accurate and up-to-date picture of the HKSAR to the CPG, other Mainland authorities and Mainland residents so that they fully understand how the provisions of the Basic Law, in particular "One Country, Two Systems" and "Hong Kong people running Hong Kong" with "a high degree of autonomy", are being put into practice.

4 The Beijing Office's main responsibilities under this programme are to:

- provide information about the HKSAR to the CPG, other Mainland authorities and non-governmental bodies;
- keep the relevant bureaux and departments of the Government of the HKSAR informed about the latest developments in the Mainland;
- take necessary action with the Mainland authorities on specific issues on the basis of the instructions of the relevant bureaux and departments of the Government of the HKSAR;
- liaise with the CPG and other Mainland authorities;
- liaise with HKSAR non-governmental bodies in the Mainland;
- provide logistical support to visiting delegations of the Government of the HKSAR;
- provide information on Hong Kong to, and handle enquiries and requests for assistance from, the general public; and
- promote Hong Kong in the Mainland with a view to enhancing the Mainland residents' understanding of Hong Kong's systems and latest developments, strengthening trade and economic links, and facilitating exchanges between Hong Kong and the Mainland.

5 In 2001, the Beijing Office maintained close contact with the CPG and other Mainland authorities. Through its liaison network, the Beijing Office enhanced and promoted exchanges and mutual understanding between the Mainland

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authorities and the Government of the HKSAR. It facilitated the discussion of substantive issues between various government bureaux and departments and their counterparts in the Mainland. It also monitored closely major developments in the Mainland, including World Trade Organization (WTO) accession, implementation of the Tenth Five-year Plan, development of the western region, as well as changes in legislation and policies, and kept relevant bureaux and departments in the Government of the HKSAR informed of these developments so that they could assess the implications on Hong Kong and disseminate the information to the business community and other parties as appropriate.

6 The promotion of Hong Kong's businesses and professional services continued to be a major task of the Beijing Office in 2001. For example, the Office actively planned and assisted in the implementation of the HKSAR Delegation visit to the western region and carried on with the follow-up activities on the visit. In November it organised a large scale campaign in Chongqing to promote Hong Kong's financial services, professional services, and small and medium enterprises. It also maintained close contacts with the preparatory office of the 2008 Olympic Games in Beijing with a view to keeping Hong Kong up-dated of the business opportunities arising from the Games.

7 In addition, the Beijing Office assisted in the organising of visits by delegations of the Government of the HKSAR to the Mainland. It provided logistical support for these visits, as well as Hong Kong's participation in Asia-Pacific Economic Cooperation activities held in the Mainland. During the year, it launched a weekly radio programme to keep the residents in Guangdong, in particular the Pearl River Delta area, abreast of the latest developments in Hong Kong. The programme has been well received by the local audience. It also handled 632 public enquiries and requests for assistance.

### *Matters Requiring Special Attention in 2002–03*

8 In 2002–03, the Beijing Office will:

- assist in the implementation of the Government's overall plan to foster closer economic co-operation between the Mainland and Hong Kong;
- further its promotional activities in selected provinces, autonomous regions and municipalities;
- monitor closely the opening-up of the Mainland market following China's accession to the WTO;
- keep concerned parties in Hong Kong up-dated of the preparatory work of the 2008 Olympic Games;
- hold promotional activities in the Mainland to mark the fifth anniversary of the HKSAR; and
- implement the project to acquire permanent accommodation for the Office.

### **Programme (2): HKSAR Immigration-related Matters**

	2000–01 (Actual)	2001–02 (Approved)	2001–02 (Revised)	2002–03 (Estimate)
Financial provision (\$m)	12.3	15.6 (+26.8%)	14.1 (–9.6%)	14.8 (+5.0%)

### *Aim*

9 The aim is to facilitate the application of foreign nationals in the Mainland for entry visas to the HKSAR and to maintain close liaison with relevant CPG departments as well as foreign diplomatic corps in Beijing on immigration matters.

### *Brief Description*

10 The Immigration Section of the Beijing Office deals with the following HKSAR immigration-related matters:

- processing applications for entry to Hong Kong for visit, employment, investment, training, residence and education in accordance with approved immigration policies and procedures;
- conducting negotiations on visa-free access with foreign diplomatic missions which have embassies only in Beijing but do not have representation in the HKSAR;
- liaising with diplomatic corps in Beijing on HKSAR immigration matters;
- liaising and maintaining contacts with counterparts in relevant CPG departments on immigration and nationality matters; and
- providing practical assistance to Hong Kong residents in distress in the Mainland.

11 In 2001, the Beijing Office met all of its performance targets.

12 The key performance measures in respect of HKSAR immigration-related matters are:

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### *Targets*

	Target	2000 (Actual)	2001 (Actual)	<b>2002 (Plan)</b>
average processing time per case unreferred visas/entry permits within three working days (%).....	95	99	98	<b>98</b>
referred visas/entry permits within six weeks upon receipt of supporting documents (%) .....	75	79	82	<b>85</b>
normal response time per case assistance to HK residents in distress in the Mainland within same day upon request (%)† .....	95	96	96	<b>95</b>

† New target as from 2002

### *Indicators*

	2000 (Actual)	2001 (Actual)	<b>2002 (Estimate)</b>
unreferred visas/entry permits received .....	9 024	12 000	<b>8 290†</b>
processed .....	8 992	11 977	<b>8 290†</b>
referred visas/entry permits received .....	5 258	6 154	<b>7 160</b>
processed .....	4 860	5 800	<b>7 160</b>
provide practical assistance to Hong Kong residents in distress in the Mainland, including handling of cases involving the detention of Hong Kong residents§ .....	168	224	<b>200</b>

† Under the new arrangements implemented from 1 November 2001, it is estimated that about 30% of the unreferred applications currently submitted to the Beijing Office will be submitted directly to the Hong Kong Immigration Department. A drop in the number of unreferred visa/entry permit applications is expected.

§ New indicator as from 2002

### *Matters Requiring Special Attention in 2002–03*

**13** During 2002–03, the Immigration Section of the Beijing Office will:

- improve its standard of service to the public by processing 98% of unreferred visa/entry permit applications within three working days and 85% of referred visa/entry permit applications within six weeks upon receipt of supporting documents; and
- continue to provide practical assistance to Hong Kong residents in distress in the Mainland, including handling of cases involving detention of Hong Kong residents and follow-up cases which have been referred to the appropriate Mainland authorities.

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### ANALYSIS OF FINANCIAL PROVISION

<b>Programme</b>	2000-01 (Actual) (\$m)	2001-02 (Approved) (\$m)	2001-02 (Revised) (\$m)	<b>2002-03 (Estimate) (\$m)</b>
(1) Liaison .....	30.3	36.5	34.8	<b>36.1</b>
(2) HKSAR Immigration-related Matters.....	12.3	15.6	14.1	<b>14.8</b>
	<hr/>	<hr/>	<hr/>	<hr/>
	42.6	52.1 (+22.3%)	48.9 (-6.1%)	<b>50.9 (+4.1%)</b>

#### Analysis of Financial and Staffing Provision

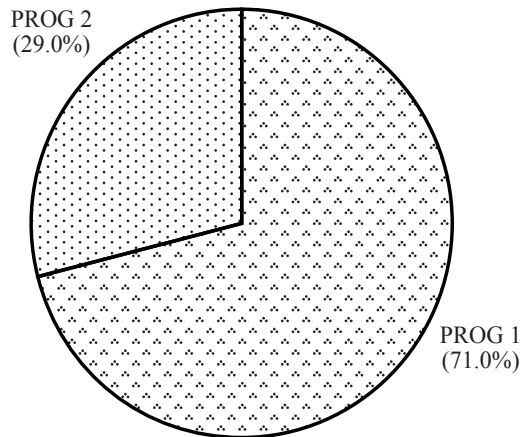
##### Programme (1)

Provision for 2002-03 is \$1.3 million (3.7%) higher than the revised estimate for 2001-02. This is mainly due to the provision required to pay one-off allowances to staff on transfer and to allow for an increase in the number of staff eligible for higher married/family rates of allowances, as well as for enhancing the e-mail system.

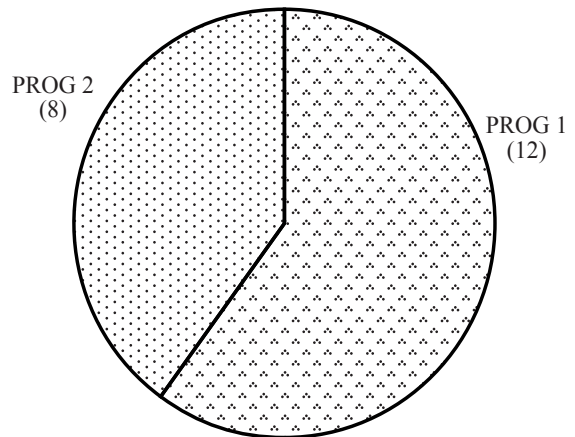
##### Programme (2)

Provision for 2002-03 is \$0.7 million (5.0%) higher than the revised estimate for 2001-02. This is mainly due to the provision required to pay one-off allowances to staff on transfer and to allow for an increase in the number of staff eligible for higher married/family rates of allowances, as well as for enhancing the e-mail system.

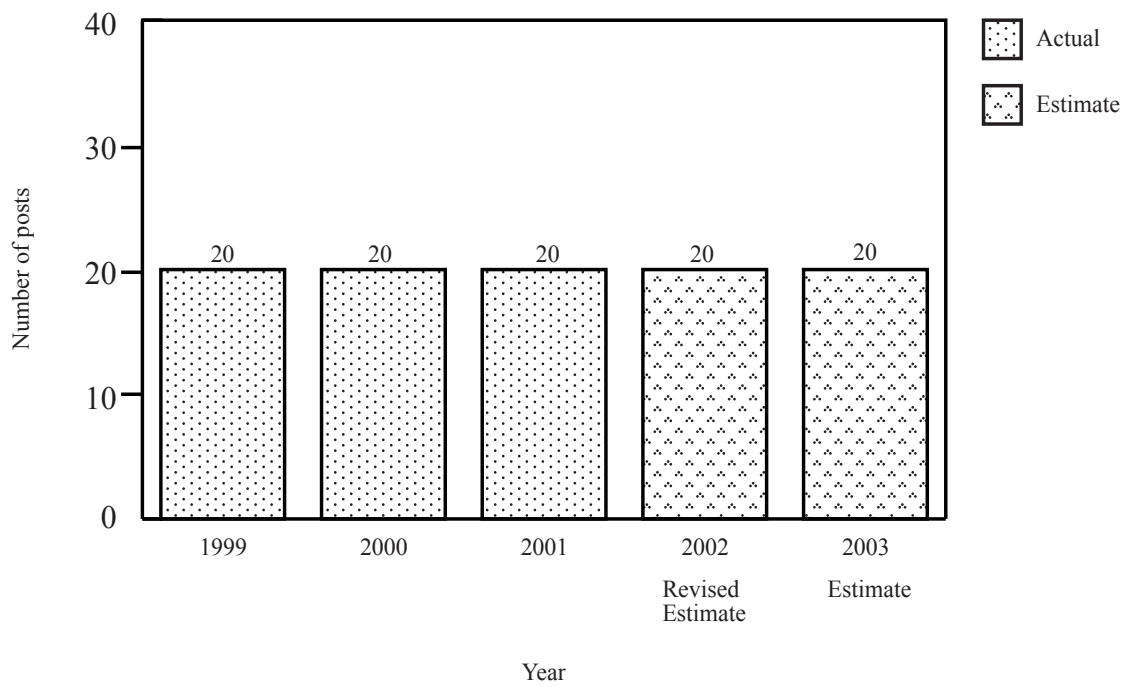
*Allocation of provision  
to programmes  
(2002-03)*



*Staff by programme  
(as at 31 March 2003)*



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



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Sub-head (Code)	Actual expenditure 2000-01	Approved estimate 2001-02	Revised estimate 2001-02	<b>Estimate 2002-03</b>	
	\$'000	\$'000	\$'000	<b>\$'000</b>	
<b>Recurrent Account</b>					
I — Personal Emoluments					
001	Salaries .....	15,636	16,413	16,415	<b>16,457</b>
002	Allowances .....	12,154	15,563	13,733	<b>14,945</b>
	Total, Personal Emoluments .....	<u>27,790</u>	<u>31,976</u>	<u>30,148</u>	<b><u>31,402</u></b>
III — Departmental Expenses					
111	Hire of services and professional fees .....	1,208	1,500	1,500	<b>1,685</b>
149	General departmental expenses .....	8,078	13,403	12,383	<b>11,983</b>
	Total, Departmental Expenses .....	<u>9,286</u>	<u>14,903</u>	<u>13,883</u>	<b><u>13,668</u></b>
IV — Other Charges					
205	Publicity .....	3,990	4,000	4,000	<b>4,000</b>
	Total, Other Charges .....	<u>3,990</u>	<u>4,000</u>	<u>4,000</u>	<b><u>4,000</u></b>
	Total, Recurrent Account .....	<u>41,066</u>	<u>50,879</u>	<u>48,031</u>	<b><u>49,070</u></b>
<b>Capital Account</b>					
II — Other Non-Recurrent					
700	General other non-recurrent .....	1,503	1,252	901	<b>1,850</b>
	Total, Other Non-Recurrent .....	<u>1,503</u>	<u>1,252</u>	<u>901</u>	<b><u>1,850</u></b>
	Total, Capital Account .....	<u>1,503</u>	<u>1,252</u>	<u>901</u>	<b><u>1,850</u></b>
	Total Expenditure .....	<u><u>42,569</u></u>	<u><u>52,131</u></u>	<u><u>48,932</u></u>	<b><u><u>50,920</u></u></b>

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### Details of Expenditure by Subhead

The estimate of the amount required in 2002–03 for the salaries and expenses of the Beijing Office is \$50,920,000. This represents an increase of \$1,988,000 over the revised estimate for 2001–02 and of \$8,351,000 over actual expenditure in 2000–01.

#### *Recurrent Account*

##### Personal Emoluments

2 Provision of \$31,402,000 for personal emoluments represents an increase of \$1,254,000 over the revised estimate for 2001–02.

3 The establishment at 31 March 2002 will be 20 permanent posts. No change in establishment is expected in 2002–03.

4 Subject to certain conditions, the controlling officer may under delegated powers create or delete non-directorate posts during 2002–03, but the notional annual mid-point salary value of all such posts must not exceed \$11,519,000.

5 Provision of \$14,945,000 under *Subhead 002 Allowances* is for standard allowances and the following non-standard allowances—

	<i>Rate</i>
special posting allowance (for Hong Kong based staff)	rates for individual officers to be adjusted periodically on the basis of the inflation index for Beijing as published by the Worldwide Cost of Living Survey
rent allowance (for Hong Kong based staff)	rates for individual officers to be adjusted periodically by reference to the rental movements in Beijing as reflected in the Worldwide Cost of Living Survey

The increase of \$1,212,000 (8.8%) over the revised estimate for 2001–02 is mainly due to the provision required to pay one-off allowances to new staff and to allow for an increase in the number of staff eligible for higher married/family rates of allowances.

##### Departmental Expenses

6 Provision of \$1,685,000 under *Subhead 111 Hire of services and professional fees* is for the engagement of local personnel to undertake secretarial, clerical/messengerial and driving duties in the Beijing Office. The increase of \$185,000 (12.3%) over the revised estimate for 2001–02 is mainly due to salary increment and adjustments.

##### Other Charges

7 Provision of \$4,000,000 under *Subhead 205 Publicity* is for conducting promotional functions and publicity activities.

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### Capital Account

#### Commitments

Sub-head (Code)	Item (Code)	Ambit	Approved commitment	Accumulated expenditure to 31.3.2001	Revised estimated expenditure for 2001-02	Balance
			<u>          </u> \$'000	<u>          </u> \$'000	<u>          </u> \$'000	<u>          </u> \$'000
700		<i>General other non-recurrent</i>				
	001	One-off setting-up expenses.....	40,972	26,561	901	13,510
		Total.....	<u>          </u> 40,972	<u>          </u> 26,561	<u>          </u> 901	<u>          </u> 13,510