

Head 115 —OFFICIAL LANGUAGES AGENCY

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

Estimate 2000–01..... **\$117.2m**

Establishment ceiling 2000–01 (notional annual mid-point salary value) representing an estimated 221 non-directorate posts at 31 March 2000 rising by 11 posts to 232 posts at 31 March 2001..... **\$116.0m**

In addition there will be an estimated three directorate posts at 31 March 2000 and at 31 March 2001.

Capital Account commitment balance..... **\$1.1m**

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

	1998–99 (Actual)	1999–2000 (Approved)	1999–2000 (Revised)	2000–01 (Estimate)
Financial provision (\$m)	89.0	90.5 (+1.7%)	90.9 (+0.4%)	96.3 (+5.9%)

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 1999, there was a growing demand for translation and simultaneous interpretation services. The demand for Putonghua interpretation services and vetting services however dropped. The Agency completed the translation of all widely used circulars into Chinese, and produced a module on official languages policy for the basic training package for civil servants.

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

Indicators

	1998 (Actual)	1999 (Actual)	2000 (Estimate)
Putonghua interpretation service provided (no. of man-days).....	307	274	300
simultaneous interpretation service provided (no. of meetings).....	1 543	1 761	1 720
translation service provided (no. of words).....	14 485 420	16 726 930	21 000 000
vetting service provided in respect of Chinese drafts prepared by civil servants (no. of words).....	4 439 955	3 490 400	3 400 000

Matters Requiring Special Attention in 2000–01

6 During 2000–01, 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

	1998–99 (Actual)	1999–2000 (Approved)	1999–2000 (Revised)	2000–01 (Estimate)
Financial provision (\$m)	49.3	25.4 (–48.5%)	21.3 (–16.1%)	20.9 (–1.9%)

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 departments and grades;
- 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 departments and grades and the implementation of language policies and practices.

9 In 1999, the Agency completed a full round of visits to all departments to encourage and help them set up a mechanism to chart and review progress in using Chinese in official business. The Agency also updated two volumes of glossaries of terms commonly used in the government and six electronic glossaries, compiled models of official Chinese writing for three departments, and assisted in developing the Hong Kong Supplementary Character Set to facilitate the interchange of Chinese data electronically.

Matters Requiring Special Attention in 2000–01

10 During 2000–01, the Agency will:

- continue to help departments set up a mechanism 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;
- compile departmental glossaries for five departments and continue to update the existing 19 volumes of glossaries of terms commonly used in the government;
- continue to liaise with the Civil Service Training and Development Institute to facilitate its development of training programmes aimed at improving civil servants' proficiency in the use of Chinese; and
- provide Chinese samples of frequently used documents in daily administrative and personnel matters to bureaux and departments.

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ANALYSIS OF FINANCIAL PROVISION

Programme	1998-99 (Actual) (\$m)	1999-2000 (Approved) (\$m)	1999-2000 (Revised) (\$m)	2000-01 (Estimate) (\$m)
(1) Translation and interpretation services.....	89.0	90.5	90.9	96.3
(2) Use of official languages	49.3	25.4	21.3	20.9
	138.3	115.9 (-16.2%)	112.2 (-3.2%)	117.2 (+4.5%)

Analysis of Financial and Staffing Provision

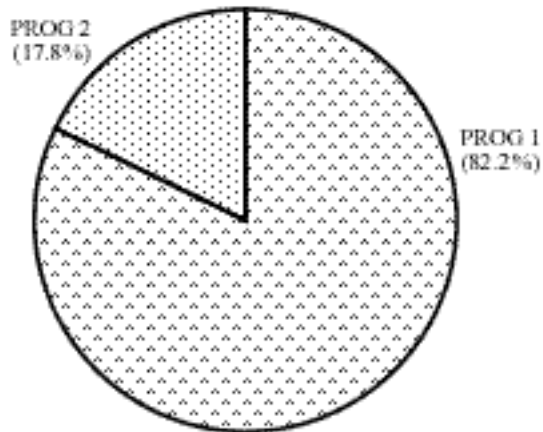
Programme (1)

Provision for 2000-01 is \$5.4 million (5.9%) higher than the revised estimate for 1999-2000. This is mainly due to the full-year provision for the transfer of three posts upon the re-organisation of municipal services and the creation of nine short-term posts in 2000-01, partly offset by the deletion of two posts under the Enhanced Productivity Programme and the completion of the project to produce a training module on official languages policy.

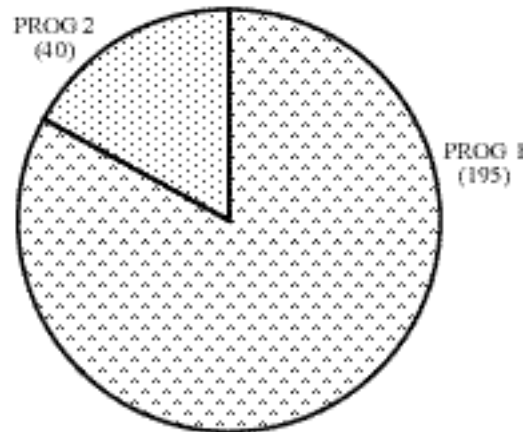
Programme (2)

Provision for 2000-01 is \$0.4 million (1.9%) lower than the revised estimate for 1999-2000. This is mainly due to the completion of payments for the three-year project to equip and train general grades staff in Chinese word processing, partly offset by the creation of four short-term posts in 2000-01 to compile and update glossaries.

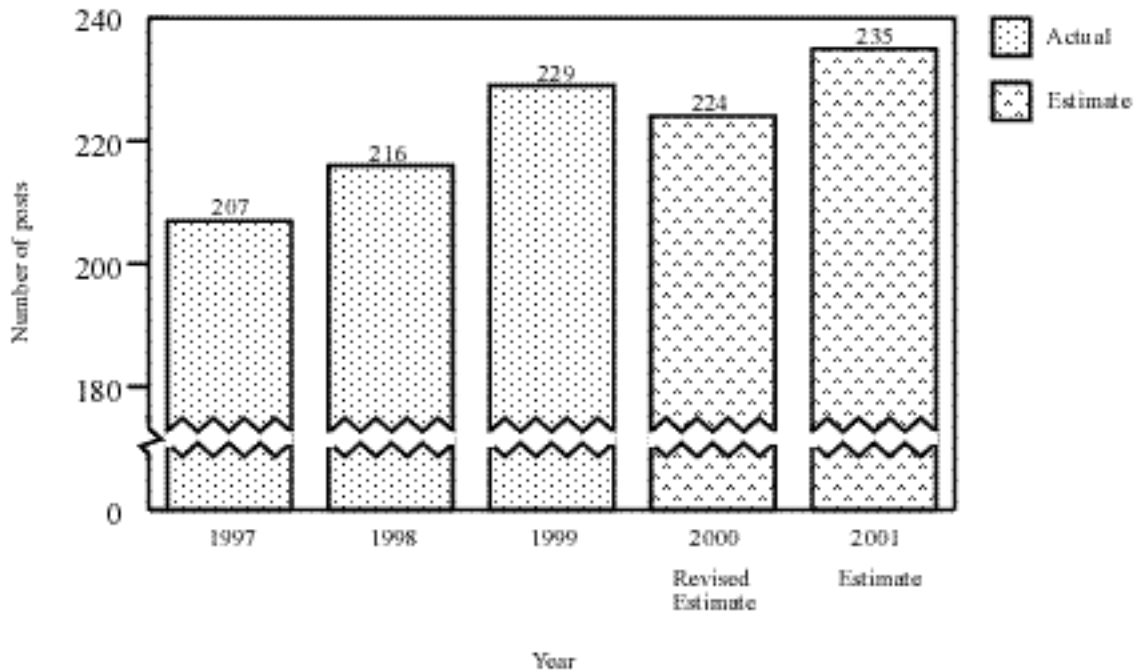
Allocation of provision to programmes (2000-01)



Staff by programme (as at 31 March 2001)



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



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Sub-head (Code)	Actual expenditure 1998-99	Approved estimate 1999-2000	Revised estimate 1999-2000	Estimate 2000-01	
	\$' 000	\$' 000	\$' 000	\$' 000	
Recurrent Account					
I — Personal Emoluments					
001	Salaries.....	101,726	101,569	102,734	109,077
002	Allowances.....	3,440	4,145	2,820	2,904
007	Job-related allowances.....	375	464	400	400
	Total, Personal Emoluments	<u>105,541</u>	<u>106,178</u>	<u>105,954</u>	<u>112,381</u>
III — Departmental Expenses					
149	General departmental expenses.....	3,361	3,575	3,575	4,161
	Total, Departmental Expenses	<u>3,361</u>	<u>3,575</u>	<u>3,575</u>	<u>4,161</u>
	Total, Recurrent Account	<u>108,902</u>	<u>109,753</u>	<u>109,529</u>	<u>116,542</u>
Capital Account					
II — Other Non-Recurrent					
700	General other non-recurrent.....	29,413	6,150	2,680	700
	Total, Other Non-Recurrent.....	<u>29,413</u>	<u>6,150</u>	<u>2,680</u>	<u>700</u>
	Total, Capital Account.....	<u>29,413</u>	<u>6,150</u>	<u>2,680</u>	<u>700</u>
	Total Expenditure	<u><u>138,315</u></u>	<u><u>115,903</u></u>	<u><u>112,209</u></u>	<u><u>117,242</u></u>

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Details of Expenditure by Subhead

The estimate of the amount required in 2000–01 for the salaries and expenses of the Official Languages Agency is \$117,242,000. This represents an increase of \$5,033,000 over the revised estimate for 1999–2000 and a decrease of \$21,073,000 against actual expenditure in 1998–99.

Recurrent Account

Personal Emoluments

2 Provision of \$112,381,000 for personal emoluments represents an increase of \$6,427,000 over the revised estimate for 1999–2000 and takes into account the creation and deletion of posts in 2000–01.

3 The establishment at 31 March 2000 will be 224 permanent posts. It is expected that a net 11 posts will be created in 2000–01.

4 Subject to certain conditions, the controlling officer may under delegated powers create or delete non-directorate posts during 2000–01, but the notional annual mid-point salary value of all such posts must not exceed \$115,951,000.

5 Provision of \$2,904,000 under *Subhead 002 Allowances* is for standard allowances.

6 Provision of \$400,000 under *Subhead 007 Job-related allowances* is for standard job-related allowances.

Departmental Expenses

7 Provision of \$4,161,000 under *Subhead 149 General departmental expenses* represents an increase of \$586,000 (16.4%) over the revised estimate for 1999–2000. This is mainly due to employment of a non-civil service contract Interpreter (Simultaneous Interpretation).

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Capital Account

Commitments

Sub-head (Code)	Item (Code)	Ambit	Approved commitment	Accumulated expenditure to 31.3.99	Revised estimated expenditure for 1999–2000	Balance
			\$ 000	\$ 000	\$ 000	\$ 000
700		<i>General other non-recurrent</i>				
	003	Enhanced training for Chinese Language Officer grade.....	1,800	376	300	1,124
		Total.....	<u>1,800</u>	<u>376</u>	<u>300</u>	<u>1,124</u>