

Head 35 — GOVERNMENT SECRETARIAT: BEIJING OFFICE

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

Estimate 2001–02..... **\$52.1m**

Establishment ceiling 2001–02 (notional annual mid-point salary value) representing an estimated 17 non-directorate posts at 31 March 2001 and at 31 March 2002..... **\$11.1m**

In addition there will be an estimated three directorate posts at 31 March 2001 and at 31 March 2002.

Capital Account commitment balance..... **\$11.9m**

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

	1999–2000 (Actual)	2000–01 (Approved)	2000–01 (Revised)	2001–02 (Estimate)
Financial provision (\$m)	33.5	40.0 (+19.4%)	34.3 (–14.3%)	36.5 (+6.4%)

Aim

2 The aim is to enhance liaison and communication with the Central People's Government (CPG) and other Mainland provincial/municipal 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 provincial/municipal 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 various CPG authorities and municipal/provincial 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 2000, the Beijing Office continued to broaden its liaison network with the CPG and other Mainland authorities, and established more contacts with local governments. It used this network to promote the exchange of information

Head 35 — GOVERNMENT SECRETARIAT: BEIJING OFFICE

between the Mainland authorities and the Government of the HKSAR. It provided input and support to facilitate the discussion of substantive issues between the CPG and the Government of HKSAR. It monitored closely the progress of China's accession into the World Trade Organisation (WTO), formulation of the Tenth Five-year Plan and the CPG's plan to develop the western region. It also collected information on policies and regulations on market opening initiatives and trade issues promulgated by the CPG and provincial governments for onward transmission to the relevant Hong Kong bureaux and departments so that they could notify the trade to facilitate their business planning and the identification of new business opportunities for Hong Kong.

6 In 2000, the Beijing Office organised three major promotional campaigns in Tianjin, Hebei and Shaanxi. Through these campaigns, which were participated by both the local communities and business groups from Hong Kong, the Office publicised Hong Kong's latest developments and promoted bilateral trade and economic co-operation between Hong Kong and the provinces. It also maintained close contacts with the Hong Kong business community and non-governmental organisations operating in the Mainland. In addition, it organised meet-the-media sessions for visiting senior officials of the Government of the HKSAR, as well as disseminated information about Hong Kong's developments and the HKSAR Government's policies and initiatives through the Mainland's media. It handled over 390 public enquiries and requests for assistance.

Matters Requiring Special Attention in 2001–02

7 In 2001–02, the Beijing Office will:

- monitor closely China's WTO accession and the consequential opening-up of the domestic market;
- keep in view the promulgation and implementation of the CPG's Tenth Five-year Plan and the strategy to develop the western region;
- provide input and support for Hong Kong's participation in Asia-Pacific Economic Cooperation activities to be held in the Mainland; and
- make more use of the Mainland's media to enhance Mainland residents' awareness and understanding of Hong Kong's social, economic and political developments.

Programme (2): HKSAR Immigration-related Matters

	1999–2000 (Actual)	2000–01 (Approved)	2000–01 (Revised)	2001–02 (Estimate)
Financial provision (\$m)	14.3	17.3 (+21.0%)	14.5 (–16.2%)	15.6 (+7.6%)

Aim

8 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

9 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.

10 In 2000, the Beijing Office met the performance targets. It offered practical assistance to Hong Kong residents in distress in the Mainland, including handling of cases involving the detention of Hong Kong residents in the Mainland.

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

Head 35 — GOVERNMENT SECRETARIAT: BEIJING OFFICE

Targets

	Target	1999 (Actual) % within target working days	2000 (Actual)	2001 (Plan)
average processing time per case				
unreferred visas/entry permits				
within three working days (%).....	95†	97	99	95
referred visas/entry permits within				
six weeks upon receipt of				
supporting documents (%).....	75†	76	79	75

† The performance target for unreferred and referred visas/entry permits will be increased from 90% and 70% in 1999 and 2000 to 95% and 75% in 2001 respectively.

Indicators

	1999 (Actual)	2000 (Actual)	2001 (Estimate)
unreferred visas/entry permits			
received	7 370#	9 024	9 115
processed	7 149#	8 992	9 115
referred visas/entry permits			
received	3 666#	5 258	5 920
processed	2 786#	4 860	5 920

The Immigration Section of the Beijing Office started to receive applications on 2 March 1999. The statistics for 1999 covered the period from March to December.

Matters Requiring Special Attention in 2001-02

12 During 2001-02, the Immigration Section of the Beijing Office will:

- maintain our high standard of service to the public by processing 95% of unreferred visa/entry permit applications within three working days and 75% 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, and follow up cases which have been referred to the appropriate Mainland authorities.

Head 35 — GOVERNMENT SECRETARIAT: BEIJING OFFICE

ANALYSIS OF FINANCIAL PROVISION

Programme	1999–2000 (Actual) (\$m)	2000–01 (Approved) (\$m)	2000–01 (Revised) (\$m)	2001–02 (Estimate) (\$m)
(1) Liaison.....	33.5	40.0	34.3	36.5
(2) HKSAR Immigration-related Matters	14.3	17.3	14.5	15.6
	<u>47.8</u>	<u>57.3</u> (+19.9%)	<u>48.8</u> (–14.8%)	<u>52.1</u> (+6.8%)

Analysis of Financial and Staffing Provision

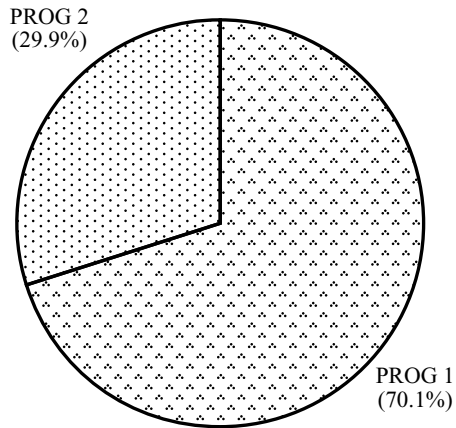
Programme (1)

Provision for 2001–02 is \$2.2 million (6.4%) higher than the revised estimate for 2000–01. This is mainly due to the increase in activities to strengthen the liaison work and to promote Hong Kong in various parts of the Mainland, the full-year effect of office rental due to the cessation of a rent-free period, as well as the provision required to pay one-off allowances to staff on transfer and to allow for increase in the number of staff eligible for higher married/family rates of allowances, partly offset by reduced cashflow requirements for the setting up expenses for the office.

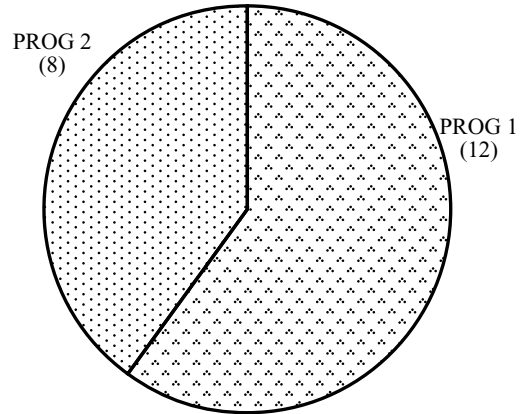
Programme (2)

Provision for 2001–02 is \$1.1 million (7.6%) higher than the revised estimate for 2000–01. This is mainly due to the full-year effect of office rental due to the cessation of a rent-free period, as well as the provision required to pay one-off allowances to staff on transfer and to allow for increase in the number of staff eligible for higher married/family rates of allowances, partly offset by reduced cashflow requirements for the setting up expenses for the office.

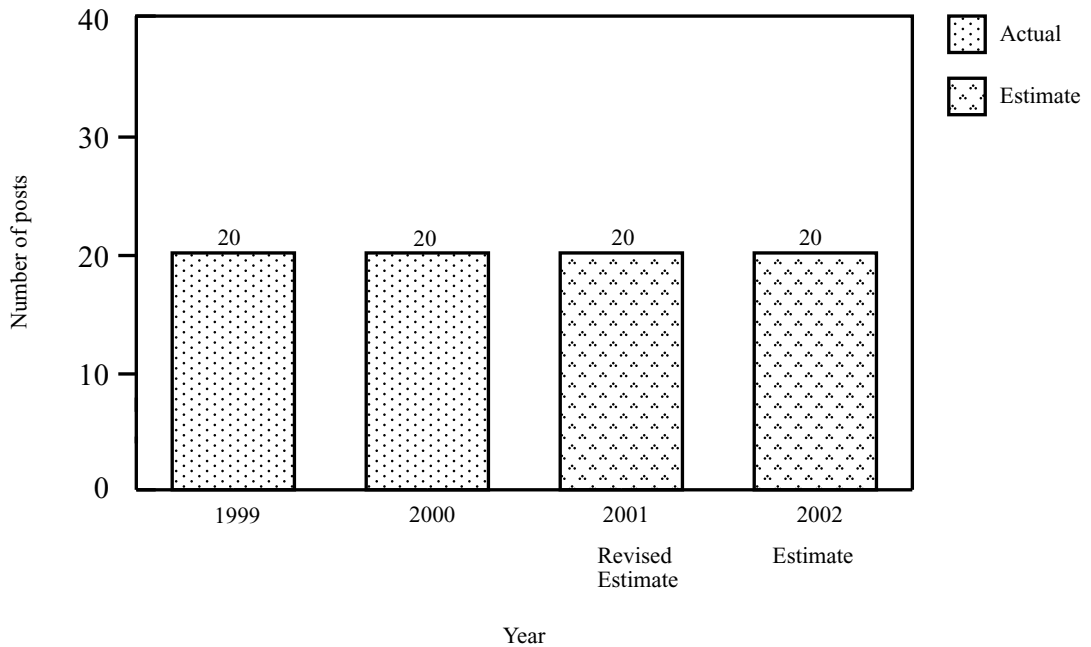
Allocation of provision to programmes (2001-02)



Staff by programme (as at 31 March 2002)



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



Head 35 — GOVERNMENT SECRETARIAT: BEIJING OFFICE

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.....	15,748	16,480	15,803	16,413
002	Allowances.....	12,771	16,100	12,999	15,563
	Total, Personal Emoluments	28,519	32,580	28,802	31,976
III — Departmental Expenses					
111	Hire of services and professional fees.....	1,289	1,440	1,300	1,500
149	General departmental expenses.....	7,668	15,078	10,747	13,403
	Total, Departmental Expenses	8,957	16,518	12,047	14,903
IV — Other Charges					
205	Publicity.....	3,476	4,000	4,000	4,000
	Total, Other Charges	3,476	4,000	4,000	4,000
	Total, Recurrent Account	40,952	53,098	44,849	50,879
Capital Account					
II — Other Non-Recurrent					
700	General other non-recurrent.....	6,809	4,246	4,000	1,252
	Total, Other Non-Recurrent.....	6,809	4,246	4,000	1,252
	Total, Capital Account.....	6,809	4,246	4,000	1,252
	Total Expenditure	47,761	57,344	48,849	52,131

Head 35 — GOVERNMENT SECRETARIAT: BEIJING OFFICE

Details of Expenditure by Subhead

The estimate of the amount required in 2001–02 for the salaries and expenses of the Beijing Office is \$52,131,000. This represents an increase of \$3,282,000 over the revised estimate for 2000–01 and of \$4,370,000 over actual expenditure in 1999–2000.

Recurrent Account

Personal Emoluments

2 Provision of \$31,976,000 for personal emoluments represents an increase of \$3,174,000 over the revised estimate for 2000–01.

3 The establishment at 31 March 2001 will be 20 permanent posts. No change in establishment is expected 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 \$11,122,000.

5 Provision of \$15,563,000 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 \$2,564,000 (19.7%) over the revised estimate for 2000–01 is mainly due to the provision required to pay one-off allowances to new staff and to allow for increase in the number of staff eligible for higher married/family rates of allowances.

Departmental Expenses

6 Provision of \$1,500,000 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 \$200,000 (15.4%) over the revised estimate for 2000–01 is mainly due to salary increments and filling of local staff posts.

7 Provision of \$13,403,000 under *Subhead 149 General departmental expenses* represents an increase of \$2,656,000 (24.7%) over the revised estimate for 2000–01. This is mainly due to the increase in activities to strengthen the liaison work and to promote Hong Kong in various parts of the Mainland, the full-year effect of office rental due to the cessation of a rent-free period, and the cost for improvement in telecommunication facilities.

Other Charges

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

Head 35 — GOVERNMENT SECRETARIAT: BEIJING OFFICE

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>				
	001	One-off setting-up expenses	40,972	25,058	4,000	11,914
		Total.....	<u>40,972</u>	<u>25,058</u>	<u>4,000</u>	<u>11,914</u>