

Head 115 — OFFICIAL LANGUAGES AGENCY

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

Estimate 2003–04 **\$122.8m**

Establishment ceiling 2003–04 (notional annual mid-point salary value) representing an estimated 217 non-directorate posts as at 31 March 2003 reducing by one post to 216 posts as at 31 March 2004..... **\$106.7m**

In addition there will be an estimated three directorate posts as at 31 March 2003 reducing by one post to two posts as at 31 March 2004.

Controlling Officer's Report

Programmes

<p>Programme (1) Translation and Interpretation Services</p> <p>Programme (2) Use of Official Languages</p>	<p>These programmes contribute to Policy Area 26: Central Management of the Civil Service (Secretary for the Civil Service).</p>
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Detail

Programme (1): Translation and Interpretation Services

	2001–02 (Actual)	2002–03 (Approved)	2002–03 (Revised)	2003–04 (Estimate)
Financial provision (\$m)	107.4	110.2 (+2.6%)	105.6 (–4.2%)	105.6 (0.0%)

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 Agency's main responsibilities under this programme are to:

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

4 In 2002, the demand for simultaneous interpretation service remained steady and was met. The demand for Putonghua interpretation service dropped as a result of fewer interpretation assignments for major conferences. The demand for translation service dropped due to the change in the timeframe of the Policy Address translation exercise. The demand for vetting service continued to increase and was met.

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

Indicators

	2001 (Actual)	2002 (Actual)	2003 (Estimate)
Putonghua interpretation service provided (no. of man-days).	386	182	200
simultaneous interpretation service provided (no. of meetings).....	1 669	1 671	1 600
translation service provided (no. of words).....	15 566 776	14 818 039	15 000 000
vetting service provided in respect of Chinese drafts prepared by civil servants (no. of words).....	4 013 440	4 747 975	5 300 000

Matters Requiring Special Attention in 2003–04

6 During 2003–04, 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

	2001-02 (Actual)	2002-03 (Approved)	2002-03 (Revised)	2003-04 (Estimate)
Financial provision (\$m)	17.9	18.1 (+1.1%)	17.5 (-3.3%)	17.2 (-1.7%)

Aim

7 The aim is to develop a civil service which is able to communicate effectively in both written Chinese and English, and generally conversant in Cantonese, Putonghua and spoken English.

Brief Description

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

- set guidelines and standards on the use of official languages for the civil service. This includes providing advice to bureaux and departments on the use of Chinese, reviewing civil service language practices and providing input into language training programmes;
- foster a favourable environment for the wider use of Chinese within the civil service by providing a wide range of support services. These include manning telephone hotlines to answer enquiries on the use of Chinese, including Putonghua; producing writing aids and reference materials; compiling both printed and electronic versions of glossaries of government terms; organising seminars for civil servants to enhance their interests in language and culture; and
- assist in the implementation of language policies and practices.

9 In 2002, the Agency continued to help civil servants maintain the momentum in using Chinese in official business. It compiled a new glossary of terms commonly used in the Government, published four issues of Word Power, its thematic newsletter on language and produced a set of samples of Legislative Council papers. It organised a seminar on official Chinese writing for civil servants and issued lists of variant forms of Chinese characters and words for their reference. The Agency also took part in the work related to the Hong Kong Supplementary Character Set and ISO 10646 to facilitate accurate electronic communication in Chinese. An Internet version of the electronic glossaries of terms commonly used in the Government was maintained for use by civil servants and the public alike. To encourage the use of Putonghua within the civil service, the Agency organised a service-wide Putonghua Quiz and seminars on Chinese culture in Putonghua. It also provided support to departments in organising Putonghua-speaking events and other related activities.

Matters Requiring Special Attention in 2003-04

10 During 2003-04, the Agency will:

- continue to help departments maintain the momentum in using Chinese, including Putonghua, in official business;
- continue to develop guidelines and reference materials to promote wider use of Chinese within the civil service;
- develop a new electronic glossary programme with enhanced functions to facilitate the use and updating of the 22 volumes of glossaries already published, and the compilation of new ones; and
- continue to update the Internet version of the electronic glossaries of terms commonly used in the Government.

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ANALYSIS OF FINANCIAL PROVISION

Programme	2001-02 (Actual) (\$m)	2002-03 (Approved) (\$m)	2002-03 (Revised) (\$m)	2003-04 (Estimate) (\$m)
(1) Translation and Interpretation Services	107.4	110.2	105.6	105.6
(2) Use of Official Languages	17.9	18.1	17.5	17.2
	<u>125.3</u>	<u>128.3</u> (+2.4%)	<u>123.1</u> (-4.1%)	<u>122.8</u> (-0.2%)

Analysis of Financial and Staffing Provision

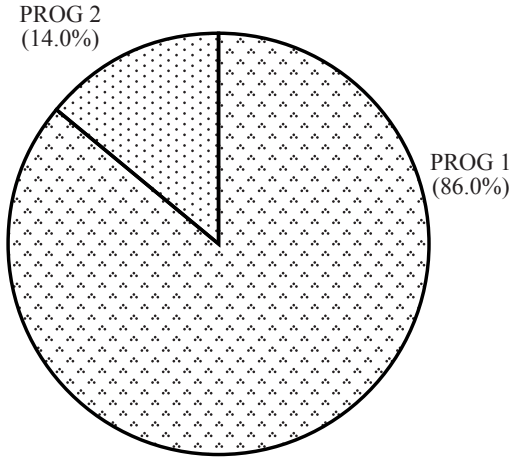
Programme (1)

Provision for 2003-04 is the same as the revised estimate for 2002-03.

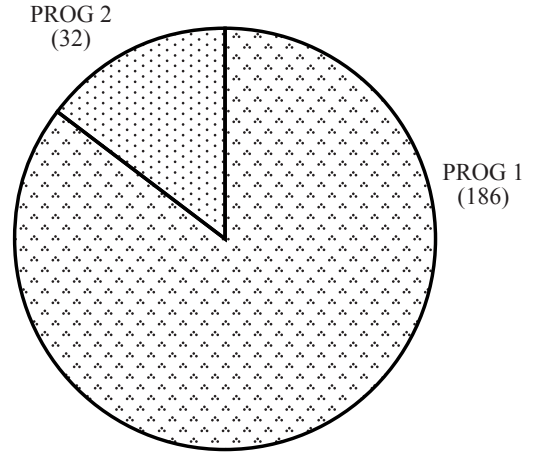
Programme (2)

Provision for 2003-04 is \$0.3 million (1.7%) lower than the revised estimate for 2002-03. This is mainly due to reduced expenditure upon the lapse of two time-limited posts by the end of 2002-03.

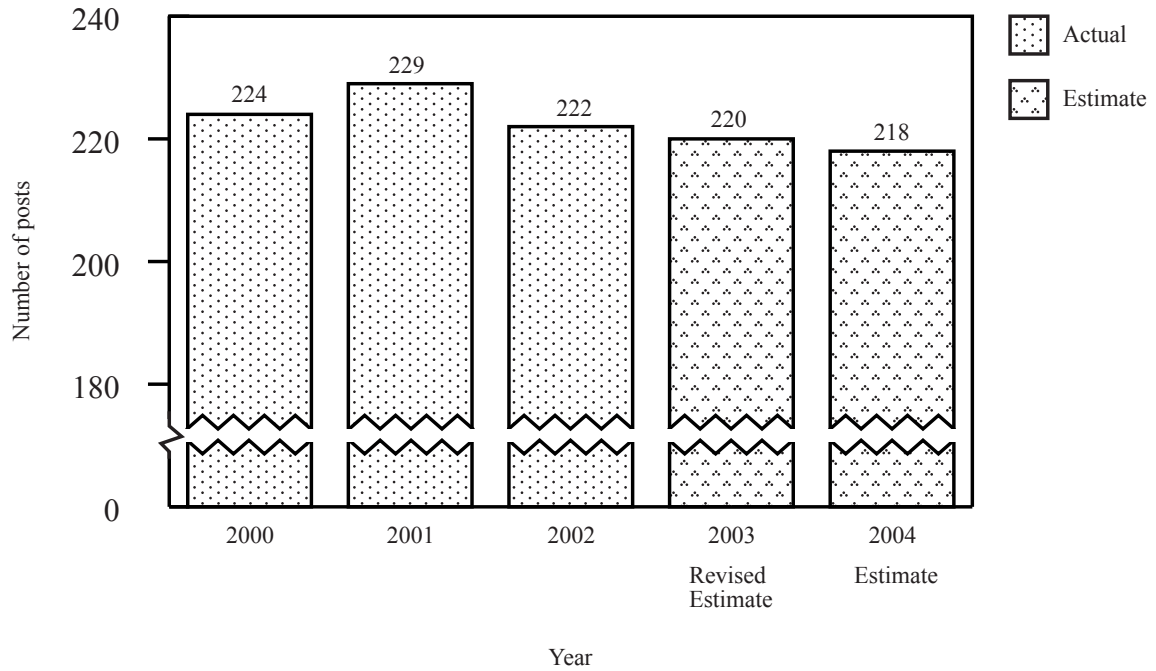
*Allocation of provision
to programmes
(2003-04)*



*Staff by programme
(as at 31 March 2004)*



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



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Sub-head (Code)	Actual expenditure 2001-02	Approved estimate 2002-03	Revised estimate 2002-03	Estimate 2003-04	
	\$'000	\$'000	\$'000	\$'000	
Recurrent Account					
000	Operational expenses.....	—	—	—	122,760
	Salaries	118,008	119,874	115,041	—
	Allowances	2,001	2,350	2,350	—
	Job-related allowances	378	380	—	—
	General departmental expenses	4,722	5,428	5,408	—
	Total, Recurrent Account	125,109	128,032	122,799	122,760
Capital Account					
II — Other Non-Recurrent					
	General other non-recurrent	253	295	295	—
	Total, Other Non-Recurrent	253	295	295	—
	Total, Capital Account	253	295	295	—
	Total Expenditure.....	125,362	128,327	123,094	122,760

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Details of Expenditure by Subhead

The estimate of the amount required in 2003–04 for the salaries and expenses of the Official Languages Agency is \$122,760,000. This represents a decrease of \$334,000 against the revised estimate for 2002–03 and of \$2,602,000 against the actual expenditure in 2001–02.

Recurrent Account

2 Provision of \$122,760,000 under *Subhead 000 Operational expenses* is for the salaries and allowances of staff of the Official Languages Agency and its other operating expenses.

3 The establishment as at 31 March 2003 will be 220 permanent posts. It is expected that a net of two posts will be deleted in 2003–04. Subject to certain conditions, the controlling officer may under delegated powers create or delete non-directorate posts during 2003–04, but the notional annual mid-point salary value of all such posts must not exceed \$106,661,000.

4 An analysis of financial provision under *Subhead 000 Operational expenses* is as follows:

	2001–02 (Actual) (\$'000)	2002–03 (Original Estimate) (\$'000)	2002–03 (Revised Estimate) (\$'000)	2003–04 (Estimate) (\$'000)
Personal Emoluments				
- Salaries.....	118,008	119,874	115,041	115,928
- Allowances.....	2,001	2,350	2,350	2,350
- Job-related allowances	378	380	—	—
Personnel Related Expenses				
- Mandatory Provident Fund contribution.....	—	—	—	36
Departmental Expenses				
- General departmental expenses.....	4,722	5,428	5,408	4,446
	125,109	128,032	122,799	122,760