

Head 142 — GOVERNMENT SECRETARIAT: OFFICES OF THE CHIEF SECRETARY FOR ADMINISTRATION AND THE FINANCIAL SECRETARY

Controlling officer: the Director of Administration will account for expenditure under this Head.

Estimate 2004–05	\$542.8m
Establishment ceiling 2004–05 (notional annual mid-point salary value) representing an estimated 432 non-directorate posts as at 31 March 2004 reducing by three posts to 429 posts as at 31 March 2005.....	\$146.4m
In addition there will be an estimated 28 directorate posts as at 31 March 2004 reducing by one post to 27 posts as at 31 March 2005.	
Commitment balance.....	\$117.5m

Controlling Officer's Report

Programmes

<p>Programme (1) Efficiency Unit</p> <p>Programme (2) Government Records Service</p> <p>Programme (3) CSO-Administration Wing</p> <p>Programme (4) Protocol Division</p> <p>Programme (5) Hong Kong Guangdong Cooperation Coordination Unit</p>	<p>These programmes contribute to Policy Area 27: Intra-Governmental Services (Director of Administration).</p>
<p>Programme (6) Subvention: Duty Lawyer Service, Legal Aid Services Council</p>	<p>This programme contributes to Policy Area 20: Legal Aid (Director of Administration).</p>

Detail

Programme (1): Efficiency Unit

	2002–03 (Actual)	2003–04 (Original)	2003–04 (Revised)		2004–05 (Estimate)
Financial provision# (\$m)	99.8	151.0	128.5 (–14.9%)		137.1 (+6.7%)
					(or –9.2% on 2003–04 Original)

All figures include the provision for appointment of management consultants transferred from Head 106—Miscellaneous Services to Head 142 with effect from 2004–05.

Aim

2 The aim of the Efficiency Unit is to help bureaux and departments transform the management and delivery of public services so that the community's needs are met in the most effective and efficient manner.

Brief Description

3 In pursuing this aim, the Efficiency Unit seeks to provide bureaux and departments with high quality management consultancy services that identify opportunities for performance enhancement, design practical solutions, develop compelling business cases, and secure effective implementation. Key areas of focus are:

- re-engineering—to achieve overall improvements in public sector productivity and service quality;
- outsourcing and public private partnerships—to harness the flexibility, innovation and resources of the private sector to achieve greater flexibility and cost effectiveness;
- organisational restructuring—to support bureaux and departments in reviewing organisation structures and implementing changes to improve the performance of the organisation;
- application of technology—to identify business applications for new technology to drive productivity and service improvements; and
- performance measurement—to support bureaux and departments to develop clear objectives and targets, and to measure performance.

Head 142 — GOVERNMENT SECRETARIAT: OFFICES OF THE CHIEF SECRETARY FOR ADMINISTRATION AND THE FINANCIAL SECRETARY

4 To-date, the Efficiency Unit has played a major role in many important reform initiatives: the creation of trading funds; customer service improvements including performance pledges; and the design and implementation of an integrated call centre (ICC). In pursuing these initiatives, the Efficiency Unit adopts a progressive approach by:

- focusing on practical results;
- offering a cross-departmental perspective;
- challenging current ways of working;
- developing practical tools and techniques; and
- providing speedy access to expertise and resources.

5 The ICC has taken over the enquiry hotline services of 12 departments. In the year 2003, it handled over 1 200 000 calls and 60 000 emails. The key performance measures of the ICC are:

Targets

	Target	2002 (Actual)†	2003 (Actual)	2004 (Plan)
calls that can be answered within 12 seconds (%).....	80	70	82	80
callers that have their cases resolved at the first time of calling (%).....	90	90	90	90

† These represent the performance of the ICC since its full operation in October 2002.

Matters Requiring Special Attention in 2004–05

6 During 2004–05, the Efficiency Unit will continue to pursue the aim of this programme with special emphasis on helping bureaux and departments enhance the quality of public services delivery and achieve greater efficiency in the use of limited public resources.

Programme (2): Government Records Service

	2002–03 (Actual)	2003–04 (Original)	2003–04 (Revised)	2004–05 (Estimate)
Financial provision (\$m)	33.2	35.0	32.5 (–7.1%)	32.2 (–0.9%)
				(or –8.0% on 2003–04 Original)

Aim

7 The aim of the Government Records Service is to administer government records efficiently by formulating and implementing policies and plans for records management and archives administration.

Brief Description

8 The Government Records Service's main responsibilities under this programme are to:

- formulate and implement government records management policies and programmes;
- advise and support bureaux and departments on issues and solutions related to records management;
- provide storage and disposal services for inactive records;
- identify and preserve records of archival value, including valuable government publications and printed materials; and
- enhance public awareness of Hong Kong's documentary heritage and provide research and reference services.

9 The key performance measures are:

Head 142 — GOVERNMENT SECRETARIAT: OFFICES OF THE CHIEF SECRETARY FOR ADMINISTRATION AND THE FINANCIAL SECRETARY

Targets

	Target	2002 (Actual)	2003 (Actual)	2004 (Plan)
departmental records management studies..	7φ	7	7	7
training for departmental records managers and their assistants on records management (no. of government officers trained)	2 400	2 556	2 534	2 600

φ Following re-prioritisation of study mode, the Government Records Service has focused on revising the subject classification schemes for administrative records in government bureaux and departments. As a result, the target will be revised from three to seven studies as from 2004 to reflect better performance under the re-prioritised study mode.

Indicators

	2002 (Actual)	2003 (Actual)	2004 (Estimate)
archival records acquired (linear meters)	384	413	300
reference and research services rendered to the public			
no. of visitors.....	5 953	3 685	3 700
no. of written and telephone enquiries.....	7 072	8 989	6 000
records management manuals, handbooks and newsletters published.....	1	0	1
intermediate storage facilities for inactive government records in terms of			
storage capacity (linear meters).....	118 000	118 000	118 000
% utilised.....	96.2	96.3	97.0
records microfilmed for other government departments (no. of images)	3 890 035	4 380 000	4 200 000

Matters Requiring Special Attention in 2004–05

10 During 2004–05, the Government Records Service will give attention to:

- studying the feasibility and implications of applying electronic records keeping system for managing government records;
- enhancing the integrated information access system to provide on-line and remote access to archival and library holdings;
- continuing the public education and publicity programme on Hong Kong’s documentary heritage; and
- reviewing business processes to realise quality and efficiency opportunities.

Programme (3): CSO-Administration Wing

	2002–03 (Actual)	2003–04 (Original)	2003–04 (Revised)	2004–05 (Estimate)
Financial provision (\$m)	237.1	220.3	211.8 (–3.9%)	218.6 (+3.2%)
				(or –0.8% on 2003–04 Original)

Aim

11 The aim of the Administration Wing is to ensure that policies and services within the purview of the Chief Secretary for Administration’s Office and the Financial Secretary’s Office are delivered effectively, to maintain effective communication between the Administration and the Legislature, and to ensure that the legislative programme is taken forward in an orderly manner and that government business in the Legislature is conducted efficiently.

Brief Description

12 The Administration Wing’s main responsibilities under this programme are to:

- provide support to the Chief Secretary for Administration and the Financial Secretary in monitoring progress in the development and implementation of government policies and programmes;

Head 142 — GOVERNMENT SECRETARIAT: OFFICES OF THE CHIEF SECRETARY FOR ADMINISTRATION AND THE FINANCIAL SECRETARY

- co-ordinate legal aid policy matters, including reviewing the law, policy and practice related to the provision of publicly-funded legal aid services, carrying out house-keeping functions for the Legal Aid Department, and acting as the Administration's contact point with the Duty Lawyer Service and the controlling officer for the Duty Lawyer Service's publicly-funded expenditure in respect of legal aid services;
- provide administrative support to the Chief Secretary for Administration and the Financial Secretary in co-ordinating the Administration's dealings with the Legislature;
- steer and monitor initiatives related to sustainable development;
- act as the contact point between the Judiciary and the Administration;
- act as the contact point between the Consular Corps and the Administration on issues related to the Hong Kong Special Administrative Region (HKSAR);
- act as the contact point in the Administration for the Office of The Ombudsman;
- process appeals against administrative decisions which come before the Administrative Appeals Board and the Municipal Services Appeals Board;
- administer and co-ordinate the Justices of the Peace system;
- act as the contact point in the Administration for the Independent Commission Against Corruption; and
- provide centralised support for common services and accommodation for the Government Secretariat.

Matters Requiring Special Attention in 2004–05

13 During 2004–05, the Administration Wing will continue to give attention to the integration of sustainable development concept by both the Administration and the community, and the provision of effective support to the Council for Sustainable Development.

Programme (4): Protocol Division

	2002–03 (Actual)	2003–04 (Original)	2003–04 (Revised)	2004–05 (Estimate)
Financial provision (\$m)	41.9	48.4	46.4 (–4.1%)	45.6 (–1.7%)
				(or –5.8% on 2003–04 Original)

Aim

14 The aim of the Protocol Division is to maintain an efficient protocol service for the Government.

Brief Description

15 The Protocol Division's main responsibilities under this programme are to:

- maintain close liaison with the Office of the Commissioner of the Ministry of Foreign Affairs of the People's Republic of China (PRC) in the HKSAR in respect of the day-to-day management of the Consular Corps;
- liaise with and provide host government services to the Consular Corps in the HKSAR;
- extend courtesies to national and international dignitaries;
- advise on the display of flags, protocolaire matters and etiquette;
- ensure the provision of an efficient and cost-effective government VIP service at the Hong Kong International Airport;
- administer the local honours and awards system; and
- plan and co-ordinate visits to the HKSAR by national leaders and overseas senior officials and arrange delivery of their visit programmes.

Matters Requiring Special Attention in 2004–05

16 During 2004–05, the Protocol Division will continue to give attention to the maintenance of quality services in respect of liaison with the Office of the Commissioner of the Ministry of Foreign Affairs of the PRC in the HKSAR; visit programmes for national leaders and overseas senior officials; monitoring of the government VIP service by the Airport Authority Hong Kong; and administration of the local honours and awards system.

**Head 142 — GOVERNMENT SECRETARIAT: OFFICES OF THE CHIEF
SECRETARY FOR ADMINISTRATION AND THE FINANCIAL SECRETARY**

Programme (5): Hong Kong Guangdong Cooperation Coordination Unit

	2002–03 (Actual)	2003–04 (Original)	2003–04 (Revised)	2004–05 (Estimate)
Financial provision (\$m)	6.5	6.4	6.0 (–6.3%)	7.8 (+30.0%)
				(or +21.9% on 2003–04 Original)

Aim

17 The aim of the Hong Kong Guangdong Cooperation Coordination Unit is to foster closer links between Hong Kong and Guangdong and to facilitate joint development of the Pearl River Delta (PRD).

Brief Description

18 The Hong Kong Guangdong Cooperation Coordination Unit's main responsibilities under this programme are to:

- oversee the implementation of agreements reached at the Hong Kong Guangdong Cooperation Joint Conference (Joint Conference); and
- assist the Chief Secretary for Administration in setting the vision for Hong Kong-Guangdong co-operation as well as co-ordinating interdepartmental efforts to enhance the breadth and depth of the co-operation.

Matters Requiring Special Attention in 2004–05

19 During 2004–05, the Hong Kong Guangdong Cooperation Coordination Unit will give attention to co-ordinating efforts within the Administration to further the co-operation between Hong Kong and Guangdong, and in particular the PRD, through:

- overseeing the work of the 15 Expert Groups formed under the Joint Conference in taking forward the various co-operation initiatives, such as implementation of the Mainland and Hong Kong Closer Economic Partnership Arrangement, control point operation, infrastructure, investment promotion, tourism, notification mechanism on infectious diseases, innovation and technology, education, intellectual property rights and environmental protection, etc.; and
- participating in the work of the Hong Kong Guangdong Strategic Development Research Group and the Business Committee set up under the aegis of the Joint Conference.

Programme (6): Subvention: Duty Lawyer Service, Legal Aid Services Council

	2002–03 (Actual)	2003–04 (Original)	2003–04 (Revised)	2004–05 (Estimate)
Financial provision# (\$m)				
Duty Lawyer Service	96.9	101.6	101.3 (–0.3%)	96.6 (–4.6%)
Legal Aid Services Council	4.9	5.2	5.2 (—)	4.9 (–5.8%)
Total	101.8	106.8	106.5 (–0.3%)	101.5 (–4.7%)
				(or –5.0% on 2003–04 Original)

The provisions for the Duty Lawyer Service and Legal Aid Services Council are transferred to Head 142 from the former Head 176—Subventions: Miscellaneous and Head 177—Subventions: Non-Departmental Public Bodies respectively with effect from 2004–05.

Aim

20 The aims are to enable the Duty Lawyer Service to implement legal assistance schemes to complement the legal aid services provided by the Legal Aid Department (LAD) and to enable the Legal Aid Services Council to carry out its statutory duties of overseeing the provision of legal aid services by the LAD and advising the Chief Executive on legal aid policy.

Head 142 — GOVERNMENT SECRETARIAT: OFFICES OF THE CHIEF SECRETARY FOR ADMINISTRATION AND THE FINANCIAL SECRETARY

Duty Lawyer Service (DLS)

Brief Description

21 The DLS implements three legal assistance schemes to complement the legal aid services provided by the LAD. These schemes are the Duty Lawyer Scheme, Legal Advice Scheme and Tel-Law Scheme. The DLS, which was known as the Law Society Legal Advice and Duty Lawyer Schemes until its incorporation in August 1993, is managed by the Hong Kong Bar Association and Law Society of Hong Kong through a governing council and is administered by an administrator who is a legally qualified person.

22 The LAD provides legal representation in both civil and criminal cases heard in the District Court and above under the Legal Aid Ordinance and Legal Aid in Criminal Cases Rules. To ensure access to justice on matters outside the jurisdiction of the LAD, the Duty Lawyer Scheme provides legal representation to any defendant in Magistrates' Courts where the interests of justice require, and without payment by the defendant in any such case if he does not have sufficient means to pay for it. The Scheme also provides, either with the agreement or at the request of the Government, other forms of legal assistance and advice. These at present include assigning lawyers to advise defendants facing extradition and to represent hawkers upon their appeals to the Municipal Services Appeals Board and any person who is at risk of criminal prosecution as a result of giving incriminating evidence in Coroner's inquest.

23 The Legal Advice Scheme provides free legal advice without means testing at nine evening centres at Sha Tin, Tsuen Wan, Wan Chai, Central and Western, Yau Tsim Mong, Kwun Tong, Eastern, Islands and Wong Tai Sin District Offices. Members of the public can make appointments to see volunteer lawyers through one of the 122 referral agencies which include all district offices and many voluntary agencies. The DLS has generally met its target of arranging a client of the Scheme to see volunteer lawyers within two weeks upon receipt of an application.

24 The Tel-Law Scheme is a 24-hour free telephone enquiry service which provides members of the public with basic information on the legal aspects of everyday problems. There are 78 tapes available in Cantonese, English and Putonghua, covering matrimonial, landlord and tenant, criminal, financial, employment and administrative law. The website of the DLS, launched in 2002, provides comprehensive information on the DLS's services to members of the public, including an on-line version of the Tel-Law service.

25 The key performance measures of the DLS are:

Indicators

	2002 (Actual)	2003 (Actual)	2004 (Estimate)
persons who received legal advice and representation from			
the Duty Lawyer Scheme	46 593	50 172	54 167
cost per defendant under the Duty Lawyer Scheme (\$)	2,137.8	1,860.3	1,821.4
cases handled by the Legal Advice Scheme	6 084	6 036	6 036
cost per case under the Legal Advice Scheme (\$)	148.9	93.1	95.4
cases handled by the Tel-Law Scheme	51 058	44 145	44 145
cost per call under the Tel-Law Scheme (\$)	0.5	0.5	0.5

Matters Requiring Special Attention in 2004–05

26 During 2004–05, the Administration Wing will continue to monitor the performance of the DLS to ensure a high level of usage of the services while maintaining quality of service and cost-effectiveness.

Legal Aid Services Council (LASC)

Brief Description

27 The LASC Ordinance, enacted in May 1996, provides for the establishment of an independent LASC. The LASC, formally established in September 1996, comprises a chairman and eight other members, with the Director of Legal Aid as an *ex-officio* member. The main functions of the LASC are to oversee the provision of legal aid services by the LAD, and to advise the Chief Executive on legal aid policy. In discharging its statutory duties, the LASC may:

- formulate policies governing the provision of services by the LAD and give advice on its policy direction;
- review the work of the LAD and make arrangements for the efficient and economical discharge of its functions and its provision of legal aid services;
- keep under review the services provided by the LAD and its plans for development;
- consider and advise on the estimates of expenditure of the LAD;
- advise on the eligibility criteria, scope of services, mode of service delivery, future plans for improvements, funding requirements and future development of legal aid policy;

Head 142 — GOVERNMENT SECRETARIAT: OFFICES OF THE CHIEF SECRETARY FOR ADMINISTRATION AND THE FINANCIAL SECRETARY

- advise on the feasibility and desirability of the establishment of an independent legal aid authority; and
- advise on any other aspects of legal aid which the Chief Executive may refer to the LASC.

28 In 2003–04, the LASC carried out its functions satisfactorily.

Matters Requiring Special Attention in 2004–05

29 During 2004–05, the LASC will give attention to:

- continuing the review of the various components of legal aid services provided by the LAD having regard to its work plan in 2004–05;
- continuing the implementation and review of the scheme to provide counsel's certificate under Section 26A of the Legal Aid Ordinance for reviewing legal aid refusals in respect of appeals to the Court of Final Appeal;
- continuing the cost control and monitoring mechanism of legal aid cases handled by the LAD; and
- measures needed to enhance the independence and operational efficiency of the LASC.

**Head 142 — GOVERNMENT SECRETARIAT: OFFICES OF THE CHIEF
SECRETARY FOR ADMINISTRATION AND THE FINANCIAL SECRETARY**

ANALYSIS OF FINANCIAL PROVISION

Programme	2002-03 (Actual) (\$m)	2003-04 (Original) (\$m)	2003-04 (Revised) (\$m)	2004-05 (Estimate) (\$m)
(1) Efficiency Unit.....	99.8	151.0	128.5	137.1
(2) Government Records Service	33.2	35.0	32.5	32.2
(3) CSO-Administration Wing	237.1	220.3	211.8	218.6
(4) Protocol Division.....	41.9	48.4	46.4	45.6
(5) Hong Kong Guangdong Cooperation Coordination Unit	6.5	6.4	6.0	7.8
(6) Subvention: Duty Lawyer Service, Legal Aid Services Council	101.8	106.8	106.5	101.5
	520.3	567.9	531.7 (-6.4%)	542.8 (+2.1%)
				(or -4.4% on 2003-04 Original)

Analysis of Financial and Staffing Provision

Programme (1)

Provision for 2004-05 is \$8.6 million (6.7%) higher than the revised estimate for 2003-04. This is mainly due to the increased provision for the expanded operation of the ICC and increased cashflow requirement for non-recurrent items, partly offset by the reduced salary provision resulted from staff changes, effect of the 2004 and 2005 civil service pay cut as well as deletion of two posts.

Programme (2)

Provision for 2004-05 is \$0.3 million (0.9%) lower than the revised estimate for 2003-04. This is mainly due to the effect of the 2004 and 2005 civil service pay cut, reduced cashflow requirement for non-recurrent items and deletion of one post, partly offset by the increased provision for maintaining the integrated information access system which provides on-line and remote access to archival and library holdings.

Programme (3)

Provision for 2004-05 is \$6.8 million (3.2%) higher than the revised estimate for 2003-04. This is mainly due to the increased cashflow requirement for non-recurrent items, partly offset by the effect of the 2004 and 2005 civil service pay cut as well as lapse of one supernumerary post.

Programme (4)

Provision for 2004-05 is \$0.8 million (1.7%) lower than the revised estimate for 2003-04. This is mainly due to the reduced departmental expenses as well as effect of the 2004 and 2005 civil service pay cut.

Programme (5)

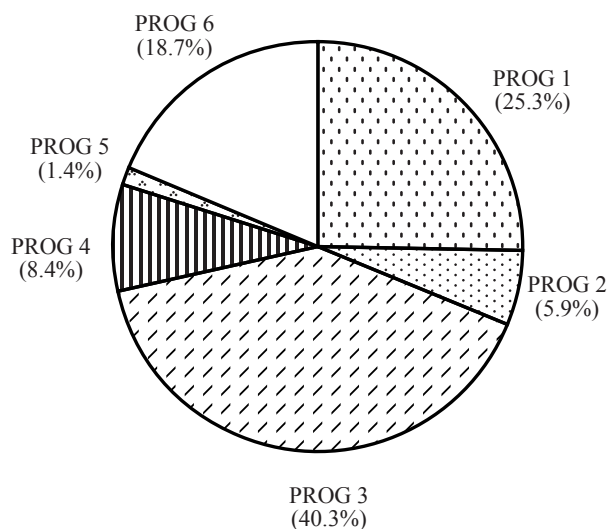
Provision for 2004-05 is \$1.8 million (30.0%) higher than the revised estimate for 2003-04. This is mainly due to the increased salary provision resulted from staff changes, partly offset by the effect of the 2004 and 2005 civil service pay cut.

Programme (6)

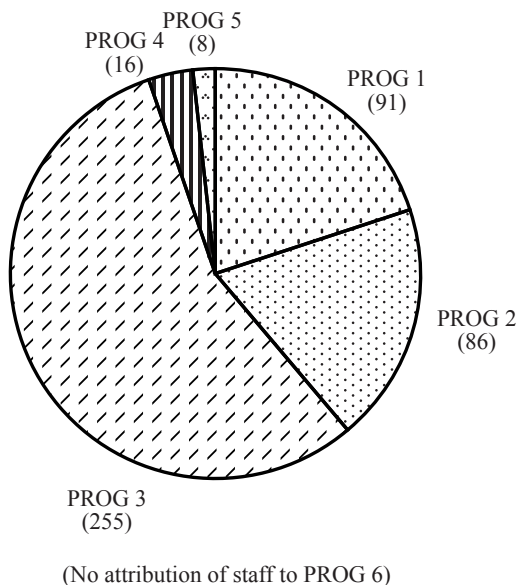
Provision for 2004-05 is \$5.0 million (4.7%) lower than the revised estimate for 2003-04. This is mainly due to the effect of the 2004 and 2005 civil service pay cut as well as reduced subventions for the DLS and LASC having regard to their efficiency savings measures.

Head 142 — GOVERNMENT SECRETARIAT: OFFICES OF THE CHIEF SECRETARY FOR ADMINISTRATION AND THE FINANCIAL SECRETARY

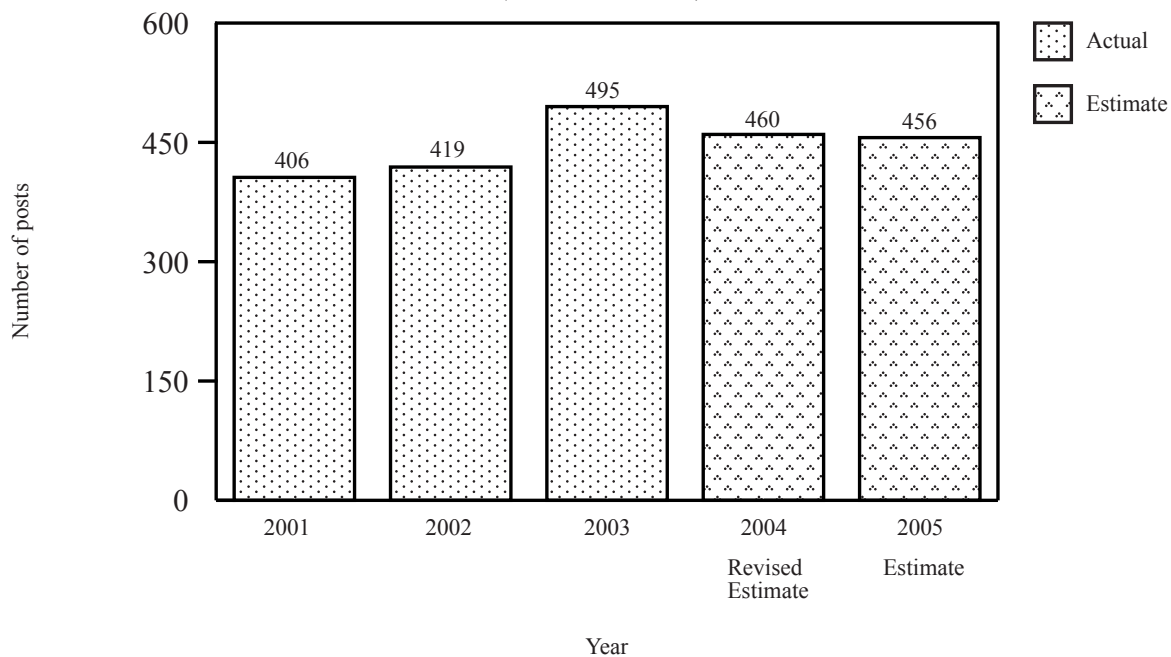
Allocation of provision to programmes (2004-05)



Staff by programme (as at 31 March 2005)



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



**Head 142 — GOVERNMENT SECRETARIAT: OFFICES OF THE CHIEF
SECRETARY FOR ADMINISTRATION AND THE FINANCIAL SECRETARY**

Sub-head (Code)	Actual expenditure 2002-03	Approved estimate 2003-04	Revised estimate 2003-04	Estimate 2004-05	
	\$'000	\$'000	\$'000	\$'000	
Operating Account					
Recurrent					
000	Operational expenses.....	—	402,100	381,603	503,324
	Salaries	194,590	—	—	—
	Allowances	7,550	—	—	—
	Job-related allowances	87	—	—	—
	Remuneration for special appointments	45,984	—	—	—
	Honoraria for members of committees	1,262	—	—	—
	Hire of services and professional fees	46,566	—	—	—
	General departmental expenses	88,760	—	—	—
	Total, Recurrent	384,799	402,100	381,603	503,324
Non-Recurrent					
700	General non-recurrent.....	10,029	16,214	6,975	20,995
838	Minor consultancy studies (block vote).....	8,210	14,555	14,555	14,555
	Total, Non-Recurrent	18,239	30,769	21,530	35,550
	Total, Operating Account.....	403,038	432,869	403,133	538,874
Capital Account					
Plant, Equipment and Works					
661	Minor plant, vehicles and equipment (block vote).....	858	3,322	3,322	3,953
	Total, Plant, Equipment and Works	858	3,322	3,322	3,953
	Total, Capital Account	858	3,322	3,322	3,953
	Total Expenditure.....	403,896	436,191	406,455	542,827

Head 142 — GOVERNMENT SECRETARIAT: OFFICES OF THE CHIEF SECRETARY FOR ADMINISTRATION AND THE FINANCIAL SECRETARY

Details of Expenditure by Subhead

The estimate of the amount required in 2004–05 for the salaries and expenses of the Offices of the Chief Secretary for Administration and the Financial Secretary is \$542,827,000. This represents an increase of \$136,372,000 over the revised estimate for 2003–04 and of \$138,931,000 over actual expenditure in 2002–03.

Operating Account

Recurrent

2 Provision of \$503,324,000 under *Subhead 000 Operational expenses* is for the salaries, allowances and other operating expenses of the Offices of the Chief Secretary for Administration and the Financial Secretary. The provision also includes non-accountable entertainment allowances of \$369,700 and \$283,300 for the Chief Secretary for Administration and the Financial Secretary respectively. The increase of \$121,721,000 (31.9%) over the revised estimate for 2003–04 is mainly due to the transfer of provisions for subventing the Duty Lawyer Service and Legal Aid Services Council, as well as for the appointment of management consultants to Head 142 with effect from 2004–05.

3 The establishment as at 31 March 2004 will be 458 permanent and two supernumerary posts. It is expected that a net three permanent posts will be deleted and one supernumerary post will lapse in 2004–05. Subject to certain conditions, the controlling officer may under delegated power create or delete non-directorate posts during 2004–05, but the notional annual mid-point salary value of all such posts must not exceed \$146,386,000.

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

	2002–03 (Actual) (\$'000)	2003–04 (Original) (\$'000)	2003–04 (Revised) (\$'000)	2004–05 (Estimate) (\$'000)
Personal Emoluments				
- Salaries.....	194,590	200,169	193,266	185,768
- Allowances.....	7,550	10,032	7,070	7,559
- Job-related allowances.....	87	51	15	19
Personnel Related Expenses				
- Mandatory Provident Fund contribution.....	—	140	184	200
Departmental Expenses				
- Remuneration for special appointments ...	45,984	19,267	18,642	19,594
- Honoraria for members of committees.....	1,262	2,193	1,458	2,049
- Hire of services and professional fees.....	46,566	56,095	55,164	74,399
- General departmental expenses.....	88,760	114,153	105,804	112,193
Subventions				
- Duty Lawyer Service.....	—	—	—	96,644
- Legal Aid Services Council	—	—	—	4,899
	384,799	402,100	381,603	503,324

Non-Recurrent

5 Provision of \$14,555,000 under *Subhead 838 Minor consultancy studies (block vote)* is for the Administration Wing, the Central Policy Unit and the Efficiency Unit to conduct minor consultancy studies each costing above \$100,000 but not exceeding \$3,000,000 on a wide variety of policy issues and issues related to transfer of public services.

Capital Account

Plant, Equipment and Works

6 Provision of \$3,953,000 under *Subhead 661 Minor plant, vehicles and equipment (block vote)* represents an increase of \$631,000 (19.0%) over the revised estimate for 2003–04. This is mainly due to the additional provision for scheduled replacement of minor plant and equipment.

**Head 142 — GOVERNMENT SECRETARIAT: OFFICES OF THE CHIEF
SECRETARY FOR ADMINISTRATION AND THE FINANCIAL SECRETARY**

Commitments

Sub-head (Code)	Item (Code)	Ambit	Approved commitment	Accumulated expenditure to 31.3.2003	Revised estimated expenditure for 2003-04	Balance
			\$'000	\$'000	\$'000	\$'000
<i>Operating Account</i>						
700	<i>General non-recurrent</i>					
	017	Employment of a Curator for GRS	3,239	2,021	1,000	218
	019	Acquisition of archival materials about Hong Kong	1,400	312	—	1,088
	020	Acquisition of acid free folders in GRS .	1,400	497	460	443
	027	Exercise on socio-economic-political development trends in the Mainland (with particular emphasis on Guangdong Province)	7,770	3,899	1,563	2,308
	028	Consultancy study on socio-economic- political development trends in the Mainland	10,000	9,749	—	251
	033	Managing for results at departmental level to support delivery of policy objectives	5,000	1,592	—	3,408
	034	Customer satisfaction model for use in departments	1,200	963	54	183
	035	Periodic surveys and reviews of satisfaction and needs of the community	3,200	801	—	2,399
	037	Purchase of equipment and making duplicates for Film Archives	400	254	—	146
	048	Consultancy studies and public consultation on sustainable development	2,900	—	255	2,645
	049	Publicity and community education activities on sustainable development	5,540	1,258	163	4,119
	052	Sustainable Development Fund	100,000	—	—	100,000
	053	Sustainable development leadership forum	2,550	—	2,280	270
		Total	144,599	21,346	5,775	117,478