

Head 143 — GOVERNMENT SECRETARIAT: CIVIL SERVICE BUREAU

Controlling officer: the Permanent Secretary for the Civil Service will account for expenditure under this Head.

Estimate 2022–23 **\$745.1m**

Establishment ceiling 2022–23 (notional annual mid-point salary value) representing an estimated 650 non-directorate posts as at 31 March 2022 and as at 31 March 2023..... **\$494.5m**

In addition, there will be an estimated 23 directorate posts as at 31 March 2022 and as at 31 March 2023.

Controlling Officer's Report

Programmes

Programme (1) Director of Bureau's Office	This programme contributes to Policy Area 27: Intra-Governmental Services (Secretary for the Civil Service).
Programme (2) Human Resource Management	These programmes contribute to Policy Area 26: Central Management of the Civil Service (Secretary for the Civil Service).
Programme (3) Translation and Interpretation Services and Use of Official Languages	
Programme (4) Civil Service Training and Development	

Detail

Programme (1): Director of Bureau's Office

	2020–21 (Actual)	2021–22 (Original)	2021–22 (Revised)	2022–23 (Estimate)
Financial provision (\$m)	8.5	8.5	8.6 (+1.2%)	8.8 (+2.3%)
				(or +3.5% on 2021–22 Original)

Aim

- 2 The aim is to ensure the smooth operation of the Office of the Secretary for the Civil Service.

Brief Description

3 The Office of the Secretary for the Civil Service is responsible for providing administrative support to the Secretary for the Civil Service in carrying out his duties. The work includes the planning, co-ordination and implementation of all arrangements for the Secretary's public, media and community functions.

Programme (2): Human Resource Management

	2020–21 (Actual)	2021–22 (Original)	2021–22 (Revised)	2022–23 (Estimate)
Financial provision (\$m)	373.6	486.9	442.6 (–9.1%)	415.4 (–6.1%)
				(or –14.7% on 2021–22 Original)

Aim

- 4 The aim is to foster a dynamic, visionary and knowledge-based civil service which delivers quality service to the community through a clean, trustworthy and fulfilled work-force.

Brief Description

- 5 The main responsibilities of the Bureau under this programme are to:
- recruit and retain persons of integrity and of a high calibre;
 - adopt and promote good human resource management practices to improve efficiency and quality of service; and
 - foster stable and amicable relations between management and staff.
- 6 In 2021–22, the Bureau:
- implemented the arrangements for requiring civil servants and government staff appointed on non-civil service terms to take an oath or make a declaration that they will uphold the Basic Law of the Hong Kong Special Administrative Region of the People's Republic of China, bear allegiance to the Hong Kong Special Administrative Region of the People's Republic of China (HKSAR), be dedicated to their duties and be responsible to the HKSAR Government;
 - provided support to the Standing Commission on Civil Service Salaries and Conditions of Service (SCCS) for the conduct of the Pay Level Survey (PLS);
 - followed up the recommendations of the Standing Committee on Disciplined Services Salaries and Conditions of Service and the Standing Committee on the Directorate Salaries and Conditions of Service upon completion of the Grade Structure Review for the Disciplined Services Grades in consultation with the relevant bureau/departments and staff sides;
 - commissioned the civil service PLS and provided support to the SCCS for the conduct of the PLS;
 - completed the exercise of refining the arrangements concerning defence representatives and making other improvements to the disciplinary proceedings under the subsidiary regulations on discipline to the Disciplined Services Legislation, with the commencement of the relevant amendment regulations in October 2021; and
 - organised experience sharing seminars, workshops and visits to consolidate and reinforce departmental efforts in the promotion of occupational safety and health in the civil service.

Matters Requiring Special Attention in 2022–23

- 7 During 2022–23, the Bureau will:
- review and update the assessment content of the Basic Law Test for civil service recruitment, and include the National Security Law in the scope of assessment to render the test better-suited to the requirements of the relevant civil service posts;
 - continue to monitor the implementation of various flexible measures for extending the service of civil servants, including the Post-retirement Service Contract Scheme, the adjusted further employment mechanism, and the revised arrangements for final extension of service;
 - continue to keep the size of the civil service establishment under control, while maintaining effectiveness to support the Government in taking forward initiatives and ensuring steady development of the civil service;
 - continue to collaborate with the Independent Commission Against Corruption in sustaining and strengthening an ethical culture in the civil service under the Ethical Leadership Programme;
 - continue to promote occupational safety and health in the civil service;
 - continue to maintain and enhance the morale of the civil service, and encourage fuller use of various commendation schemes to recognise and motivate exemplary performance;
 - continue to provide support to the SCCS for the conduct of the PLS and keep in view the progress of the PLS; and
 - follow up the recommendations of the SCCS upon completion of the GSR for the Medical and Health Officer grade in consultation with the relevant bureau/department and staff sides.

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Programme (3): Translation and Interpretation Services and Use of Official Languages

	2020–21 (Actual)	2021–22 (Original)	2021–22 (Revised)	2022–23 (Estimate)
Financial provision (\$m)	147.1	156.4	150.8 (–3.6%)	144.4 (–4.2%)
				(or –7.7% on 2021–22 Original)

Aim

8 The aim is to support the Government's official languages policy by ensuring the efficient and effective provision of translation and interpretation services to bureaux and departments, and by providing other language-related support to facilitate the effective use of both official languages within the civil service.

Brief Description

9 The main responsibilities of the Bureau under this programme are to:

- provide translation and interpretation services to bureaux and departments;
- advise civil servants on the use of the two official languages and vet drafts in Chinese and English;
- manage the Official Languages Officer, Simultaneous Interpreter and Calligraphist grades;
- advise bureaux and departments on the use of official languages in the civil service. This includes giving advice on language usage and providing input into language training programmes; and
- facilitate the effective use of both official languages within the civil service by providing a wide range of support services. These include operating telephone hotlines to answer enquiries on language usage; compiling reference materials such as writing aids and electronic glossaries; and organising activities for civil servants to enhance their interest in language and culture.

10 In 2021, the demand for simultaneous interpretation, translation and draft-vetting services was met. The Bureau continued to facilitate the effective use of Chinese and English in official business. It compiled reference materials such as writing aids and electronic glossaries; published Word Power, a quarterly thematic publication on language and culture; took part in the work related to the Hong Kong Supplementary Character Set and ISO 10646 Standard to facilitate accurate electronic communication in Chinese; and organised language-related activities for civil servants.

11 The key performance measures in respect of interpretation, translation and draft-vetting services are:

Indicators

	2020 (Actual)	2021 (Actual)	2022 (Estimate)
simultaneous interpretation service provided (no. of meetings)	1 171	1 098	1 150
translation service provided (no. of words).....	9 148 410	8 764 370	9 300 000
vetting service provided in respect of drafts, mostly in Chinese, prepared by civil servants (no. of words)	5 795 780	6 404 600	6 600 000

Matters Requiring Special Attention in 2022–23

12 During 2022–23, the Bureau will continue to:

- ensure the delivery of efficient and effective interpretation, translation and draft-vetting services to bureaux and departments;
- facilitate the effective use of Chinese and English in official business by providing a wide range of support services; and
- advise on the use of official languages in the civil service.

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Programme (4): Civil Service Training and Development

	2020–21 (Actual)	2021–22 (Original)	2021–22 (Revised)	2022–23 (Estimate)
Financial provision (\$m)	119.0	170.7	147.7 (–13.5%)	176.5 (+19.5%)
				(or +3.4% on 2021–22 Original)

Aim

13 The aim is to formulate training policies and to render support to bureaux and departments in training matters so that civil servants will be equipped with the necessary knowledge, skills and abilities to serve the community.

Brief Description

14 The main responsibilities of the Bureau under this programme are to:

- formulate and implement training policies which support central policy and human resource management initiatives;
- formulate training regulations which facilitate both management of and participation in training activities;
- provide and co-ordinate training programmes to civil servants in areas such as national studies and senior management development;
- provide consultancy and advisory services to departments on human resource development; and
- promote a culture of continuous learning in the civil service.

15 During 2021–22, the Bureau established the Civil Service College (CSC) in December 2021 to further enhance training for civil servants in terms of both quality and quantity, deepen civil servants' understanding of the country's development and the HKSAR's constitutional order, strengthen training in leadership development and innovation and technology application, and broaden their international horizons and global outlook.

16 The key performance measures in respect of civil service training and development are:

Indicators

	2020 (Actual)	2021 (Actual)	2022 (Estimate)
E-learning Programmes			
no. of learning resources	2 490	2 320§	2 400
no. of page views	6 609 300	6 289 800	6 300 000
visits to Cyber Learning Centre Plus (CLC Plus)	730 000	844 300	845 000
Classroom Training and Follow-up@			
senior leadership development			
trainees	1 000	2 400	2 500
trainee-days	2 400	4 400	4 600
national studiesΔ			
trainees	7 100	24 500	28 000
trainee-days	3 100	11 300	30 600
management courses			
trainees	11 900	35 300	37 000
trainee-days	15 800	39 600	40 500
languages courses			
trainees	7 800	18 900	18 900
trainee-days	10 500	22 100	22 500
Departmental Services			
consultancies conducted.....	240	250	250
advice rendered to departments.....	1 510	1 580	1 600
Learning projects and schemes‡	21	21	20

§ With the establishment of the CSC in December 2021, the Cyber Learning Centre Plus has been revamped. Some e-learning resources have been consolidated to enhance user-friendliness, with some obsolete items removed, leading to a net drop in the number of learning resources on the revamped platform in 2021 when compared with 2020.

- @ Include training for general grades staff by the General Grades Office, the financial provision for which is included under Programme (2). For classroom training, the numbers of trainees and trainee-days in 2020 and 2021 were affected by the COVID-19 epidemic, with some of the training affected delivered by way of e-learning programmes instead. The delivery of the estimated numbers of trainees and trainee-days in 2022 is subject to the actual development of the epidemic.
- Δ Include training in the country's Constitution, the Basic Law of the HKSAR, and national security, to meet the service-wide training needs of civil servants.
- ‡ Include projects and schemes to promote human resource management, understanding of the constitutional order of HKSAR, and continuous learning, as well as publications issued.

Matters Requiring Special Attention in 2022–23

17 In 2022–23, the Bureau will:

- take forward the various initiatives as set out in the 2021 Policy Address to enhance training for the civil service, particularly as the backbone of the Government in ensuring the accurate and comprehensive implementation of “One Country, Two Systems”;
- enhance national studies training programmes for civil servants by putting in place a more systematic training framework and designating training programmes for mandatory attendance, further increasing the number of training places in these programmes to allow more civil servants to attend training in the Mainland, extending the Civil Service Staff Exchange Programme to cover the Mainland municipalities in the Guangdong-Hong Kong-Macao Greater Bay Area (Greater Bay Area), commencing the Master Programme in Public Policy run by the Peking University for senior civil servants nominated by their departments, continuing to sponsor senior civil servants nominated by their departments to attend the Project of Hong Kong Public Administrative Talents, Executive Master of Public Administration Programme run by the Tsinghua University and continuing to enhance the contents of the thematic visits to the Mainland municipalities in the Greater Bay Area;
- review the manpower requirements of the CSC, including that at the directorate level, to enable a healthy and ongoing development of the College;
- continue to work closely with other relevant bureaux and departments to take forward the Kwun Tong composite development project which will, among others, provide the long-term accommodation for the CSC;
- continue to enhance the provision of e-learning resources on CLC Plus and promote a more extensive use of online learning;
- continue to provide civil servants at different ranks with a variety of training opportunities to better equip the civil service for delivery of public service to keep pace with the rising aspirations of the community;
- continue to work closely with bureaux and departments to engender greater synergy between the training programmes provided by them and those provided by the Bureau to meet the training needs of civil servants; and
- continue to work closely with bureaux and departments to provide consultancy services and support on human resource management and development.

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ANALYSIS OF FINANCIAL PROVISION

Programme	2020–21 (Actual) (\$m)	2021–22 (Original) (\$m)	2021–22 (Revised) (\$m)	2022–23 (Estimate) (\$m)
(1) Director of Bureau's Office	8.5	8.5	8.6	8.8
(2) Human Resource Management	373.6	486.9	442.6	415.4
(3) Translation and Interpretation Services and Use of Official Languages	147.1	156.4	150.8	144.4
(4) Civil Service Training and Development	119.0	170.7	147.7	176.5
	648.2	822.5	749.7 (–8.9%)	745.1 (–0.6%)
				(or –9.4% on 2021–22 Original)

Analysis of Financial and Staffing Provision

Programme (1)

Provision for 2022–23 is \$0.2 million (2.3%) higher than the revised estimate for 2021–22. This is mainly due to the increased provision for personal emoluments.

Programme (2)

Provision for 2022–23 is \$27.2 million (6.1%) lower than the revised estimate for 2021–22. This is mainly due to a projected decrease in departmental expenses and the decreased provision for salaries in 2022–23.

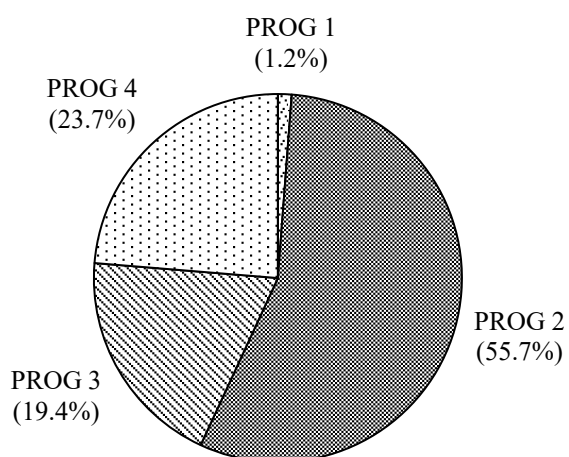
Programme (3)

Provision for 2022–23 is \$6.4 million (4.2%) lower than the revised estimate for 2021–22. This is mainly due to the decreased provision for salaries in 2022–23.

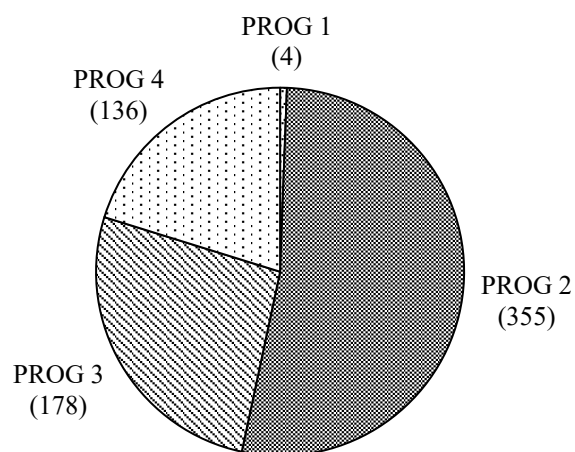
Programme (4)

Provision for 2022–23 is \$28.8 million (19.5%) higher than the revised estimate for 2021–22. This is mainly due to the plan to resume a number of training programmes which had to be deferred or cancelled in 2021–22 due to the COVID-19 epidemic, and the initiatives to enhance training for civil servants on different fronts with the establishment of the CSC in December 2021.

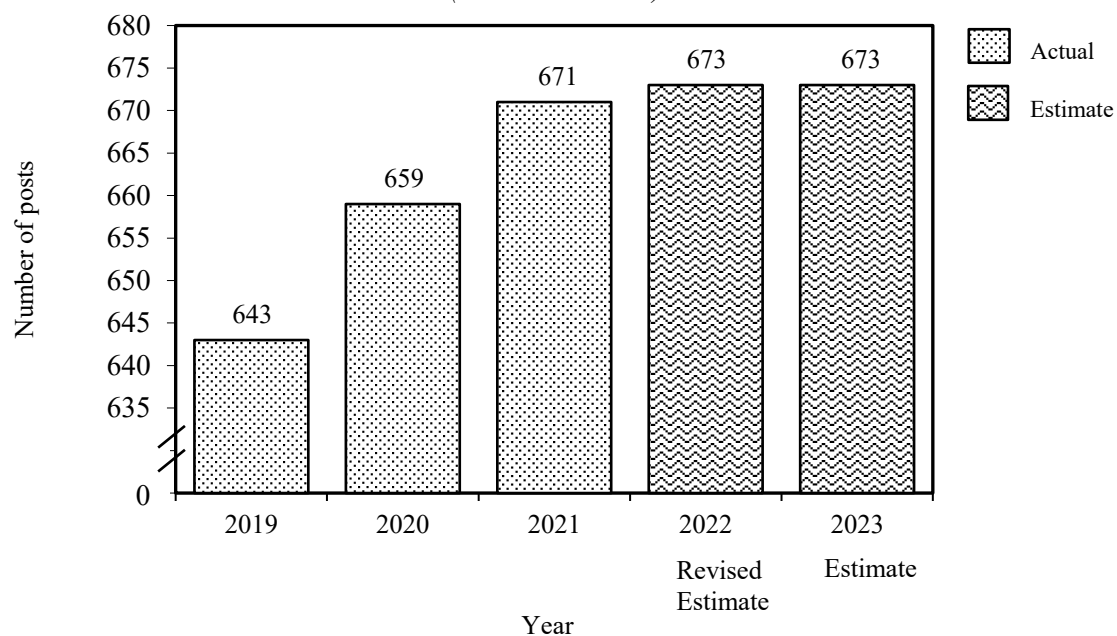
*Allocation of provision
to programmes
(2022-23)*



*Staff by programme
(as at 31 March 2023)*



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



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Sub-head (Code)	Actual expenditure 2020–21	Approved estimate 2021–22	Revised estimate 2021–22	Estimate 2022–23
	\$'000	\$'000	\$'000	\$'000
Operating Account				
Recurrent				
000 Operational expenses	648,151	822,450	749,705	745,093
Total, Recurrent.....	648,151	822,450	749,705	745,093
Total, Operating Account	648,151	822,450	749,705	745,093
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Total Expenditure	648,151	822,450	749,705	745,093
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Details of Expenditure by Subhead

The estimate of the amount required in 2022–23 for the salaries and expenses of the Civil Service Bureau is \$745,093,000. This represents a decrease of \$4,612,000 against the revised estimate for 2021–22 and an increase of \$96,942,000 over the actual expenditure in 2020–21.

Operating Account

Recurrent

2 Provision of \$745,093,000 under *Subhead 000 Operational expenses* is for the salaries, allowances and other operating expenses of the Civil Service Bureau.

3 The establishment as at 31 March 2022 will be 673 permanent posts. No change in establishment is expected in 2022–23. Subject to certain conditions, the controlling officer may under delegated power create or delete non-directorate posts during 2022–23, but the notional annual mid-point salary value of all such posts must not exceed \$494,486,000.

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

	2020–21 (Actual) (\$'000)	2021–22 (Original) (\$'000)	2021–22 (Revised) (\$'000)	2022–23 (Estimate) (\$'000)
Personal Emoluments				
- Salaries	487,742	527,049	507,023	492,442
- Allowances	11,955	11,175	13,650	13,903
- Job-related allowances.....	2	2	66	2
Personnel Related Expenses				
- Mandatory Provident Fund contribution	786	750	822	729
- Civil Service Provident Fund contribution	22,755	27,028	25,249	28,566
Departmental Expenses				
- Training expenses.....	32,462	78,396	52,015	88,019
- General departmental expenses	92,449	178,050	150,880	121,432
	648,151	822,450	749,705	745,093