

## Head 143 — GOVERNMENT SECRETARIAT: CIVIL SERVICE BUREAU

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

**Estimate 2021–22** ..... **\$822.5m**

**Establishment ceiling 2021–22** (notional annual mid-point salary value) representing an estimated 654 non-directorate posts as at 31 March 2021 reducing by three posts to 651 posts as at 31 March 2022..... **\$494.4m**

In addition, there will be an estimated 22 directorate posts as at 31 March 2021 and as at 31 March 2022.

### Controlling Officer's Report

#### Programmes

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

#### Detail

##### Programme (1): Director of Bureau's Office

	2019–20 (Actual)	2020–21 (Original)	2020–21 (Revised)	2021–22 (Estimate)
Financial provision (\$m)	8.4	8.5	8.5 (—)	<b>8.5</b> (—)
				(or same as 2020–21 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

	2019–20 (Actual)	2020–21 (Original)	2020–21 (Revised)	2021–22 (Estimate)
Financial provision (\$m)	342.3	454.0	384.2 (–15.4%)	<b>486.9</b> (+26.7%)
				(or +7.2% on 2020–21 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 2020–21, the Bureau:
- oversaw the implementation of the option taken by serving civil servants who joined the Government between 1 June 2000 and 31 May 2015 to choose to retire at the age of 65 (for civilian grades) or 60 (for disciplined services grades), upon the close of the option period on 16 September 2020;
  - followed up the recommendations of the Standing Commission on Civil Service Salaries and Conditions of Service (SCCS) on the grade structure review (GSR) for the Veterinary Laboratory Technician and Medical Laboratory Technician grades in consultation with the relevant bureau/departments;
  - commissioned the civil service Pay Level Survey (PLS) and provided support to the SCCS for the conduct of the PLS; 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 2021–22*

- 7 During 2021–22, the Bureau will:
- continue to implement the arrangements for requiring civil servants 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) and be responsible to the HKSAR Government;
  - continue to monitor the implementation of the option for serving civil servants who joined the Government between 1 June 2000 and 31 May 2015 to choose to retire at the age of 65 (for civilian grades) or 60 (for disciplined services grades) and other 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 the stability of the civil service;
  - continue to work with the management and staff sides of the disciplined services to refine the arrangements concerning defence representatives in the subsidiary regulations on discipline to the Disciplined Services Legislation (DSL) and other improvements to the disciplinary proceedings under DSL;
  - 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;
  - 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
  - follow 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 GSR for the disciplined services grades in consultation with the relevant bureau/departments.

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

	2019–20 (Actual)	2020–21 (Original)	2020–21 (Revised)	<b>2021–22 (Estimate)</b>
Financial provision (\$m)	147.3	154.2	149.4 (–3.1%)	<b>156.4</b> (+4.7%)
				(or +1.4% on 2020–21 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 2020, 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*

	2019 (Actual)	2020 (Actual)	<b>2021 (Estimate)</b>
simultaneous interpretation service provided (no. of meetings) .....	1 068	1 171	<b>1 160</b>
translation service provided (no. of words).....	9 996 790	9 148 410	<b>9 600 000</b>
vetting service provided in respect of drafts, mostly in Chinese, prepared by civil servants (no. of words) .....	6 832 280	5 795 780	<b>6 300 000</b>

#### *Matters Requiring Special Attention in 2021–22*

12 During 2021–22, 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

	2019–20 (Actual)	2020–21 (Original)	2020–21 (Revised)	<b>2021–22 (Estimate)</b>
Financial provision (\$m)	155.5	170.4	117.5 (–31.0%)	<b>170.7</b> (+45.3%)
				(or +0.2% on 2020–21 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 The key performance measures in respect of civil service training and development are:

#### *Indicators*

	2019 (Actual)	2020 (Actual)	<b>2021 (Estimate)</b>
E-learning Programmes			
no. of learning resources .....	2 450	2 490	<b>2 550</b>
no. of page views .....	4 733 600	6 609 300	<b>5 000 000</b>
visits to Cyber Learning Centre Plus (CLC Plus) .....	627 500	730 000	<b>637 500</b>
Classroom Training and Follow-up@			
senior leadership development			
trainees .....	2 900	1 000	<b>2 900</b>
trainee-days .....	7 200	2 400	<b>7 000</b>
national studies			
trainees .....	22 000	7 100	<b>22 200</b>
trainee-days .....	18 300	3 100	<b>18 500</b>
management courses			
trainees .....	38 200	11 900	<b>38 200</b>
trainee-days .....	46 400	15 800	<b>44 700</b>
languages courses			
trainees .....	18 600	7 800	<b>18 600</b>
trainee-days .....	23 100	10 500	<b>23 100</b>
Departmental Services			
consultancies conducted.....	270	240	<b>250</b>
advice rendered to departments.....	1 500	1 510	<b>1 500</b>
Learning projects and schemes‡ .....	21	21	<b>20</b>

@ 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 number of trainees and trainee-days in 2020 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 number of trainees and trainee-days in 2021 is subject to the actual development of the epidemic.

‡ Include projects and schemes to promote human resource management, understanding of the Basic Law, and continuous learning, as well as publications issued.

### *Matters Requiring Special Attention in 2021–22*

**16** In 2021–22, the Bureau will:

- press ahead with the preparatory work for the establishment of a new civil service college, and 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 college;
- enhance national studies training programmes for civil servants by 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 Greater Bay Area, and continuing to enhance the contents of the thematic visits to the Mainland municipalities in the Greater Bay Area;
- 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

	2019–20 (Actual) (\$m)	2020–21 (Original) (\$m)	2020–21 (Revised) (\$m)	2021–22 (Estimate) (\$m)
<b>Programme</b>				
(1) Director of Bureau’s Office .....	8.4	8.5	8.5	<b>8.5</b>
(2) Human Resource Management .....	342.3	454.0	384.2	<b>486.9</b>
(3) Translation and Interpretation Services and Use of Official Languages .....	147.3	154.2	149.4	<b>156.4</b>
(4) Civil Service Training and Development .....	155.5	170.4	117.5	<b>170.7</b>
	653.5	787.1	659.6 (–16.2%)	<b>822.5</b> <b>(+24.7%)</b>
				<b>(or +4.5% on 2020–21 Original)</b>

#### Analysis of Financial and Staffing Provision

##### Programme (1)

Provision for 2021–22 is the same as the revised estimate for 2020–21.

##### Programme (2)

Provision for 2021–22 is \$102.7 million (26.7%) higher than the revised estimate for 2020–21. This is mainly due to the increased provision for salaries in 2021–22, and a projected increase in departmental expenses.

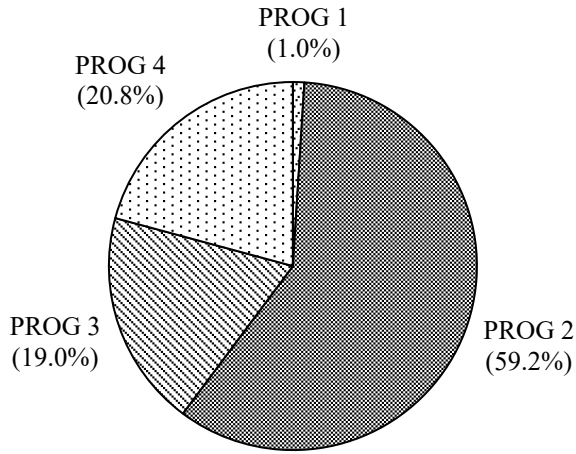
##### Programme (3)

Provision for 2021–22 is \$7.0 million (4.7%) higher than the revised estimate for 2020–21. This is mainly due to the increased provision for salaries in 2021–22. There will be a decrease of three posts in 2021–22.

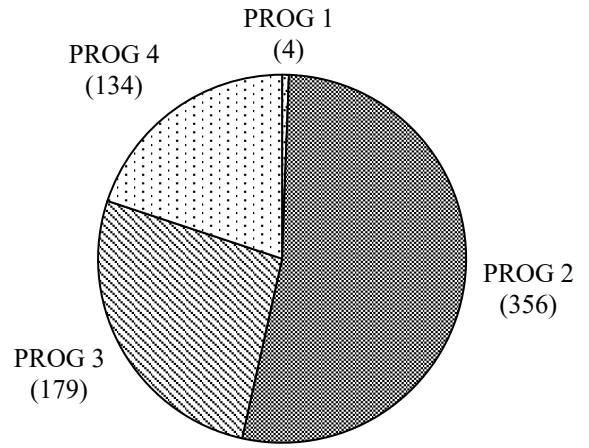
##### Programme (4)

Provision for 2021–22 is \$53.2 million (45.3%) higher than the revised estimate for 2020–21. This is mainly due to the plan to resume in 2021–22 a number of training programmes which had to be deferred or cancelled in 2020–21 due to the COVID-19 epidemic, and the increased provision for salaries in 2021–22.

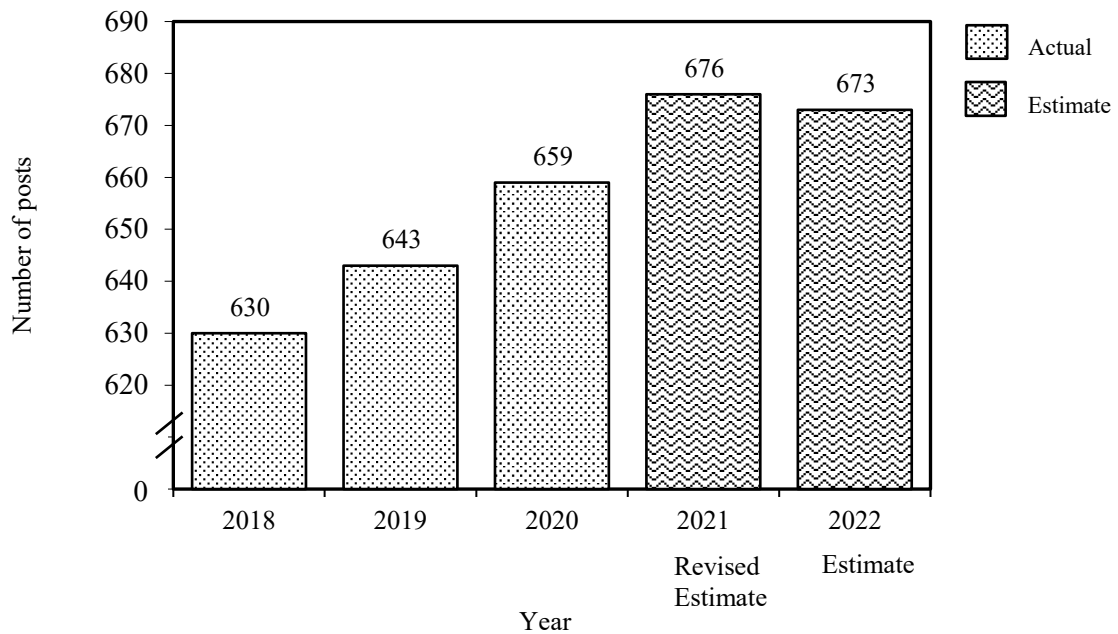
*Allocation of provision to programmes (2021-22)*



*Staff by programme (as at 31 March 2022)*



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



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Sub-head (Code)	Actual expenditure 2019–20	Approved estimate 2020–21	Revised estimate 2020–21	<b>Estimate 2021–22</b>	
	\$'000	\$'000	\$'000	<b>\$'000</b>	
<b>Operating Account</b>					
Recurrent					
000	Operational expenses .....	653,488	787,054	659,596	<b>822,450</b>
	Total, Recurrent.....	653,488	787,054	659,596	<b>822,450</b>
	Total, Operating Account .....	653,488	787,054	659,596	<b>822,450</b>
<hr/>					
	Total Expenditure .....	653,488	787,054	659,596	<b>822,450</b>
		<u>653,488</u>	<u>787,054</u>	<u>659,596</u>	<u><b>822,450</b></u>



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### Details of Expenditure by Subhead

The estimate of the amount required in 2021–22 for the salaries and expenses of the Civil Service Bureau is \$822,450,000. This represents an increase of \$162,854,000 over the revised estimate for 2020–21 and \$168,962,000 over the actual expenditure in 2019–20.

#### *Operating Account*

#### Recurrent

2 Provision of \$822,450,000 under *Subhead 000 Operational expenses* is for the salaries, allowances and other operating expenses of the Civil Service Bureau. It represents an increase of \$162,854,000 (24.7%) over the revised estimate for 2020–21. This is mainly due to a projected increase in departmental expenses.

3 The establishment as at 31 March 2021 will be 676 permanent posts. It is expected that there will be a net decrease of three posts in 2021–22. Subject to certain conditions, the controlling officer may under delegated power create or delete non-directorate posts during 2021–22, but the notional annual mid-point salary value of all such posts must not exceed \$494,361,000.

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

	2019–20 (Actual) (\$'000)	2020–21 (Original) (\$'000)	2020–21 (Revised) (\$'000)	<b>2021–22 (Estimate) (\$'000)</b>
Personal Emoluments				
- Salaries .....	486,504	513,356	492,568	<b>527,049</b>
- Allowances .....	11,412	12,105	11,084	<b>11,175</b>
- Job-related allowances.....	1	1	2	<b>2</b>
Personnel Related Expenses				
- Mandatory Provident Fund contribution .....	833	767	783	<b>750</b>
- Civil Service Provident Fund contribution .....	19,634	25,112	22,494	<b>27,028</b>
Departmental Expenses				
- Training expenses.....	72,562	84,289	36,143	<b>78,396</b>
- General departmental expenses .....	62,542	151,424	96,522	<b>178,050</b>
	653,488	787,054	659,596	<b>822,450</b>