

The acting or covering arrangement made during the temporary absence of POs under the accountability system due to their taking leave or duty visit, together with the number of days absent from duty on these occasions, for the period 1 July 2002 to 30 April 2004¹

	Month	Number of days ²	Acting appointments made
CS	July 2002	13.5	SHPL
	Aug 2002	7	SCS
	Sep 2002	3	SHPL
	Nov 2002	7	SHPL
	Feb 2003	4	SHPL
	Aug 2003	8	SCS and SHPL
	Sep 2003	8.5	SHPL
	Oct 2003	3	SHPL
	Dec 2003	8	SHPL ³
	Feb 2004	4.5	SHPL ³
	March 2004	1.5	SHPL
	April 2004	2.5	SHPL
FS	July 2002	5	SEDL
	Aug 2002	1.5	SFST
	Sep–Oct 2002	5.5	SEDL ⁴
	Nov 2002	9	SEDL
	Dec 2002	1	SEDL
	Aug 2003	7.5	SFST and SEDL
	Sep 2003	8.5	SFST

¹ Acting or covering arrangements are not necessary if attendance at full LegCo meetings is not required during the absence of POs. This Annex does not include the occasions where acting or covering arrangements were not made due to the above reason. Also, two acting or covering arrangements which fall outside the scope of this question have not been included in this Annex. One is the occasion where SEDL acted as FS in July and August 2003 between the departure of the outgoing FS and the arrival of the incumbent FS. The other is SCA covering for S for S in July and August 2003 for the period between the departure of the outgoing S for S and the arrival of the incumbent S for S.

SJ and SCS do not appear in this Annex as the existing arrangement is for a designated Law Officer and the Permanent Secretary for the Civil Service respectively, not POs, to cover for them during their temporary absence.

² In determining the number of days absent from duties, working days are counted in case of leave while calendar days are counted in case of duty visits.

³ There were two separate occasions during this month where SHPL acted as CS.

⁴ This acting arrangement straddled over two months.

Oct 2003	4	SFST and SEDL
Nov 2003	8.5	SEDL ⁵
Dec 2003	5	SFST and SEDL
Jan 2004	5	SEDL
Feb 2004	1.5	SEDL
April 2004	11.5	SEDL ⁶ and SCIT

⁵ There were three separate occasions during this month where SEDL acted as FS.

⁶ There were two separate occasions during this month where SEDL acted as FS.

	Month	Number of days ²	Covering arrangements made for attendance at full LegCo meetings
SCIT	Sep 2002	9	SEDL
	Oct 2002	11.5	SEDL ⁷
	Nov 2002	4	SEDL
	Jan 2003	7	SEDL
	March 2003	7	SEDL
	Nov 2003	8	SEDL ⁸
	March 2004	8	SEDL
SCA	Aug 2002	9.5	S for S
SEDL	July 2002	6	SCIT and SFST
	Aug 2002	2.5	SCIT ⁹
	Sep 2002	6	SCIT ⁹
SEM	July 2002	31	SCS ¹⁰
	Oct-Nov 2003	8	SCS ¹¹
	April-May 2004	16	SCS ¹¹
SETW	July 2002	31	SCA ¹²
SFST	Sep 2002	6	SEDL
SHA	July 2002	17	SHPL ¹³
	Aug 2002	3	SHPL
	Dec 2002	5	SCS
	Dec 2003	3	SEM
	March 2004	2	SCS
SHPL	Aug 2002	5	SHA
	Nov 2002	0.5	SETW

⁷ There were three separate occasions during this month where SEDL covered for SCIT.

⁸ There were two separate occasions during this month where SEDL covered for SCIT.

⁹ There were two separate occasions during this month where SCIT covered for SEDL.

¹⁰ This covering arrangement was made prior to SEM taking up office.

¹¹ This covering arrangement straddled over two months.

¹² This covering arrangement was made prior to SETW taking up office.

¹³ This covering arrangement was made prior to SHA taking up office.

	April 2003	4	SETW
	March 2004	1	SETW

S for S	July-Aug 2002	20	SCA ¹⁴
	Feb 2004	9	SCA

Note

CS = Chief Secretary for Administration

FS = Financial Secretary

SJ = Secretary for Justice

SCS = Secretary for the Civil Service

SCIT = Secretary for Commerce, Industry and Technology

SCA = Secretary for Constitutional Affairs

SEDL = Secretary for Economic Development and Labour

SEM = Secretary for Education and Manpower

SETW = Secretary for the Environment, Transport and Works

SFST = Secretary for Financial Services and the Treasury

SHA = Secretary for Home Affairs

SHPL = Secretary for Housing, Planning and Lands

S for S = Secretary for Security

¹⁴ This covering arrangement straddled over two months.