

Legislative Council Panel on Commerce and Industry

**Enhancing the Co-operation Relations
between Hong Kong and the Mainland
– Manpower Arrangement for the
Constitutional and Mainland Affairs Bureau**

Purpose

This paper seeks Members' views on our proposal to create one permanent Administrative Officer Staff Grade B (AOSGB) (D3) post and extend one supernumerary Administrative Officer Staff Grade C (AOSGC) (D2) post for a period of three years under the Constitutional and Mainland Affairs Bureau (CMAB), with a view to co-ordinating the implementation of those 2013 Policy Address initiatives relating to the strengthening of the co-operation relations between the Hong Kong Special Administrative Region (HKSAR) and the Mainland, as well as deepening regional co-operation between the two places.

Background

2. CMAB is committed to promoting closer co-operation between the HKSAR and the Mainland, the Macao Special Administrative Region (Macao SAR) and Taiwan, and has been playing a co-ordinating and facilitating role in this regard. On Mainland affairs, CMAB acts as a focal point of contact between the HKSAR Government and the Mainland authorities. Also, through the HKSAR Government Offices in the Mainland (the Mainland Offices), CMAB strengthens liaison and communication with authorities at the central, provincial and municipal levels, as well as with other ministries; represents and promotes Hong Kong's trade and commercial interests in the Mainland; and supports Hong Kong residents and enterprises in the Mainland, etc.

3. As set out in the 2013 Policy Address, the HKSAR Government will enhance Government-to-Government (G2G) co-operation and our economic partnership with provinces and municipalities in the Mainland on all fronts. The Policy Address announced a series of initiatives to enhance the functions of the Mainland Offices. These include strengthening liaison with Hong Kong residents and groups in the Mainland and providing them with information and assistance as far as possible; setting up a new Immigration Division in the HKSAR Government Economic and Trade Office (ETO) in Chengdu; stepping up

efforts in conducting researches to analyse the opportunities and challenges for Hong Kong residents and enterprises arising from national policies, collecting and disseminating significant regional development and investment projects, and gathering data related to Hong Kong residents in the Mainland to better gauge their situation and service needs; and enhancing communication and publicity targeted at all sectors in the Mainland. The Policy Address also proposed to set up an ETO in Wuhan and look into the feasibility of setting up liaison units in other Mainland cities; broadening and deepening Guangdong-Hong Kong co-operation; and re-organising the Greater Pearl River Delta Business Council (GPRDBC) to form the “Hong Kong and Mainland Co-operation Advisory Committee”. CMAB is responsible for actively co-ordinating and implementing these Policy Address initiatives. It will also support the HKSAR Government in enhancing G2G co-operation and co-ordinating and promoting the deepening of regional co-operation with the Mainland.

The Proposed Manpower Arrangement for CMAB

4. In view of the key initiatives to strengthen “homeland relationship” in the Policy Address, we have critically reviewed the organisational structure and establishment of CMAB, as well as the responsibilities and division of work among the officers. The Deputy Secretary for Constitutional and Mainland Affairs (3) (AOSGB (D3)) (DS(CMA)3) and Principal Assistant Secretary for Constitutional and Mainland Affairs (8) (AOSGC (D2)) (PAS(CMA)8), who underpins DS(CMA)3, are two supernumerary posts approved for creation by the Legislative Council Finance Committee in June 2010 for a period of three years¹. These two supernumerary posts will lapse in end June 2013. We propose to convert the DS(CMA)3 post into a permanent post and extend the PAS(CMA)8 post for another three years until end of June 2016 in order to co-ordinate and implement the key initiatives to strengthen “homeland relationship”. We will review the arrangement for the post of PAS(CMA)8 at appropriate juncture before its expiry in end June 2016.

¹ The duties of these two posts then included co-ordinating the HKSAR’s participation in the Shanghai World Expo 2010, reconstruction in the Sichuan earthquake stricken areas, and strengthening Hong Kong’s regional co-operation with the Mainland. At present, the Shanghai Expo and the related follow up work have been completed. Furthermore, we are also wrapping up the HKSAR-funded Sichuan reconstruction work. Since 2012/13, DS(CMA)3 and PAS(CMA)8 have been taking up more duties in relation to enhancing co-operation with the Mainland.

5. The job description of DS(CMA)3 and PAS(CMA)8 are set out in Annex 1 and Annex 2 respectively. Their specific areas of responsibilities are elaborated in the ensuing paragraphs.

Enhancing the functions of the Mainland Offices

6. Under the leadership of DS(CMA)3, PAS(CMA)8 is responsible for implementing the 2013 Policy Address initiatives on enhancing the functions of the Mainland Offices. On the whole, he will formulate implementation plan, draw up work targets and guidelines, monitor the work progress and effectiveness, and review and refine the relevant work from time to time, with a view to better supporting Hong Kong residents and enterprises in the Mainland.

7. On stepping up efforts in conducting policy research, he will work with the Census and Statistics Department (C&SD) to conduct a thematic household survey in Hong Kong to collect aggregate data of Hong Kong residents in the Mainland. Relevant work in this regard includes engaging a contractor to carry out the survey, defining the scope of the survey, and consolidating the survey results with the existing data of C&SD in order to gauge the situation and service needs of Hong Kong residents in the Mainland. He will also explore with the relevant bureaux and the Mainland Offices ways to provide better service to Hong Kong residents in the Mainland, taking into account the findings of the work in data collection.

8. As regards the strengthening of liaison with and the provision of information and assistance to Hong Kong residents and groups in the Mainland, he will oversee the work in providing practical information to Hong Kong residents in the Mainland. He will work out the basic information (such as legal services, medical and healthcare and education, etc.) to be provided by the Mainland Offices, having regard to the overall situation and needs of Hong Kong residents living in the Mainland. He will also supervise the production of the booklets on practical information by the Mainland Offices, so as to ensure that the contents are not only consistent but also cater for the local circumstances and the needs of the Hong Kong people in the respective areas covered by the Mainland Offices. Moreover, he will supervise the Mainland Offices' work in revamping their homepage, in order to facilitate Hong Kong people in the Mainland in obtaining information. He will also co-ordinate the Mainland Offices to update information on their homepage in a timely manner in light of the latest development in the two places.

9. The HKSAR Government, the Hong Kong Trade Development Council (HKTDC) and the Hong Kong Tourism Board (HKTB) have established offices in a number of cities in the Mainland. The functions of the three parties' offices in the Mainland are complementary. They also co-organise promotional activities from time to time. In collaboration with the Commerce and Economic Development Bureau, we will convene regular meetings to study ways to rationalise the working relationship between the offices of the HKSAR Government, HKTDC and HKTB in the Mainland, with a view to increasing the synergy and work effectiveness of these offices. PAS(CMA)8 is responsible for taking forward the study and recommend ways to rationalise the working relationship of the offices concerned. He will also provide policy co-ordination and secretariat support for the regular meetings at headquarter level among the three parties to be held in Hong Kong, including drafting meeting papers and following up with the relevant parties to implement the decisions of the meetings.

Setting up more HKSAR Government Offices in the Mainland

10. In his address to the Legislative Council last October, the Chief Executive announced that the HKSAR Government would study the setting up of a new office of in the Central Region of the Mainland. PAS(CMA)8 assisted in the process of identifying the city where the new Central Region office would locate by looking into the development of the provinces in the Central Region² and conducting visits to major cities in the Region (such as Wuhan and Changsha).

11. The 2013 Policy Address announced that an ETO would be set up in Wuhan. PAS(CMA)8 will take forward the preparatory work for setting up the Wuhan ETO. Our target is that the Wuhan ETO would commence operation in 2014. In the coming year, PAS(CMA)8 will take part in working level discussion with the Central and relevant provincial and municipal governments to thrash out the detailed arrangements for setting up the Wuhan ETO, including its roles and functions and work facilitation arrangements. In addition, he will assess the manpower and financial requirements for the Wuhan ETO and seek the necessary resources in accordance with established procedures. Where necessary, he will also arrange to consult this Panel and seek the approval by the Establishment Sub-committee and the Finance Committee on any proposal to create directorate civil service posts in the Wuhan ETO. Thereafter, he will identify suitable office accommodation

² Including Shanxi, Jiangxi, Henan, Hubei and Hunan.

for the Wuhan ETO, draw up specifications for renovation and furniture and equipment, and engage and supervise contractors to carry out the related works. He will also assist the relevant authorities in identifying suitable officers among the Civil Service to take up the posts in the Wuhan ETO and supervise the recruitment of locally engaged staff.

12. In the early stage upon the establishment of the Wuhan ETO, PAS(CMA)8 will work closely with the Wuhan ETO staff such that the new office can effectively perform its roles and functions. Through the Wuhan ETO, he will assist in strengthening liaison between the HKSAR and the provinces in the Central Region and reach out to the Hong Kong residents and enterprises in these provinces, with a view to opening up more development opportunities for Hong Kong residents and enterprises. He will formulate co-operation strategies with the provinces in the Central Region taking into account the complementarity between Hong Kong and the Central Region, the positioning of the two places and the development needs of Hong Kong. He will also co-ordinate relevant bureaux and departments in taking forward co-operation in various areas between Hong Kong and the Central Region.

13. At the same time, PAS(CMA)8 will review the network of the Mainland Offices of the HKSAR Government in light of the establishment of the Wuhan ETO. Having regard to the national strategy in achieving co-ordinated regional development as well as the development situation of different provinces, municipalities and economic zones in the Mainland, he will rationalise the coverage of all Mainland Offices and study the feasibility of setting up liaison units in other cities in the Mainland. In doing so, he will consult relevant stakeholders, so as to strengthen the network of Mainland Offices to better serve the Hong Kong residents and enterprises.

Regional Co-operation

14. DS(CMA)3 is responsible for the overall planning of the regional co-operation between the HKSAR and different provinces and municipalities in the Mainland, and formulate co-operation strategies having regard to the principle of complementarity and the development needs of Hong Kong. He also represents the HKSAR Government in discussing with the provincial and municipal governments in the Mainland on specific co-operation matters. Under the leadership of DS(CMA)3, PAS(CMA)8 is responsible for strengthening co-operation with the Pan-Pearl River Delta (PPRD) Region, the Municipalities of

Shanghai and Beijing, the Sichuan Province and the Chongqing Municipality (paragraphs 17 to 22 below). Principal Assistant Secretary for Constitutional and Mainland Affairs (6) (PAS(CMA)6) is responsible for Guangdong-Hong Kong co-operation and the development of Qianhai and Nansha (paragraphs 23 to 27 below).

15. In particular, PAS(CMA)8 is responsible for formulating co-operation plans in conjunction with relevant bureaux and departments, supervising the progress of promoting co-operation in various areas, conducting working level meetings with officials from relevant provinces and municipalities to explore direction for future co-operation, and overseeing arrangements for senior officials of the HKSAR Government to participate in various activities relating to regional co-operation (including the PPRD Region Development and Co-operation Forum, the Hong Kong/Shanghai Economic and Trade Co-operation Conference and the Hong Kong/Beijing Economic and Trade Co-operation Conference, etc.). These arrangements include planning for and executing the logistic arrangements for high level meetings and visits, co-ordinating publicity arrangements and drafting meeting papers, etc.

16. We will outline the co-operation progress and future co-operation direction between the HKSAR and the major provinces and municipalities in the following paragraphs.

Strengthening co-operation with provinces/autonomous region in PPRD Region

17. The PPRD Region Co-operation and Development Forum (PPRD Forum) is an important regional co-operation platform comprising nine provinces/autonomous region³, the HKSAR and the Macao SAR, and representing around one-third of the population and GDP of the Mainland. It is a development hinterland and market of vast potential. For many years, the Chief Executive led the HKSAR Government and trade delegations to participate in the annual PPRD Forum, in order to open up business opportunities for various sectors in Hong Kong.

18. With its extensive and close international connections, Hong Kong can perform the role as a conduit for international funds, talents and technology in helping the PPRD provinces/region to implement the development strategy of encouraging two-way flow of investment. The

³ Including Fujian, Jiangxi, Hunan, Guangdong, Guangxi, Hainan, Sichuan, Guizhou and Yunnan.

9th PPRD Forum this year would be hosted by the Guizhou Province. We will actively co-ordinate participation by the HKSAR in the Forum to explore room for further co-operation and business opportunities. We will also consider applying to host the 10th PPRD Forum and commence the related preparatory work.

Co-operation with the Municipalities of Shanghai and Beijing

19. In January last year, the Chief Executive and the Financial Secretary led a delegation to Shanghai to convene the Hong Kong/Shanghai Economic and Trade Co-operation Conference with the Mayor and Vice-Mayor of Shanghai. The two sides reached consensus on nine areas of co-operation⁴ involving 28 co-operation projects. The HKSAR and Shanghai governments and the relevant organisations also signed four co-operation agreements covering commerce and trade, culture, civil service exchange, and hospital management at the Conference. In the next few years, we will co-ordinate relevant bureaux and departments to implement the co-operation projects and agreements, deepen co-operation in such key areas as financial services and taking forward cultural and sports exchange activities.

20. On the other hand, in November last year, the Chief Executive and the acting Mayor of Beijing met to exchange views on further co-operation between the places, and witnessed the signing of three co-operation agreements covering culture, food safety and hospital management. Beijing is the cultural centre of the country. It is also a focal place where there are many headquarters of enterprises, top tier research institutes and talents from across the country. These provide Beijing with an environment that is conducive to the development of innovation technology. There is large potential for Beijing and Hong Kong to strengthen in co-operation in the areas of culture and creative industries as well as innovation technology. In future, we will step up efforts to promote bilateral co-operation in these two areas and foster exchange of talents.

Co-operation with the Sichuan Province

21. Building on the solid foundation of co-operation arising from work to reconstruct the Sichuan earthquake stricken areas, Sichuan and

⁴ Including commerce, trade and investment; financial services; civil aviation, maritime transport and logistics; tourism, convention and exhibition industries; innovation and technology; cultural and creative industries and sports; exchange of professionals; education, medical and health care; and youth and social development.

Hong Kong have embarked on multi-faceted co-operation. The two places have signed co-operation agreements in six areas including medical and healthcare, education, construction and engineering, tourism, sports and conservation in the Wolong Nature Reserve. The Chief Secretary for Administration visited Sichuan this March and met with the Governor of Sichuan. Both sides agreed to deepen bilateral co-operation upon the conclusion of the reconstruction work. We plan to arrange a high level meeting shortly to discuss and formulate medium term co-operation plan of the two places.

Co-operation with the Municipality of Chongqing

22. Chongqing is the only municipality under the direct jurisdiction of the Central Government in the Western Region and inland area of the Mainland. The Chongqing Liangjiang New Area is the third state-level area set up with the approval of the State Council after the Shanghai Pudong New Area and the Tianjin Binhai New Area. We have been actively liaising with various stakeholders in Chongqing, including the municipal government and Hong Kong enterprises in Chongqing, through the Chongqing Liaison Unit (CQLU) established in January last year. Through participation in a series of activities, we helped promote the economic and trade ties as well as exchanges in different areas between Hong Kong and Chongqing. The Chief Executive met with the Party Secretary and Mayor of Chongqing this March and reiterated consensus in promoting bilateral co-operation in a number of areas. We will, via the CQLU, hold and participate in trade fairs at suitable time to promote Hong Kong brands, and will continue to co-ordinate relevant bureaux and departments to take forward bilateral exchanges and co-operation in a number of areas.

Strengthening co-operation with Guangdong Province, implementation of the Hong Kong/Guangdong Co-operation Framework Agreement (Framework Agreement)

23. The HKSAR Government will continue to strengthen co-operation with the Guangdong Province and implement the various co-operation initiatives under the Framework Agreement. The HKSAR Government will complement important measures introduced by Guangdong.

Taking forward the development Qianhai and Nansha

24. In June 2012, the Central Government announced in Hong Kong the “Supporting Policies of the Development and Opening up of Qianhai”. The HKSAR Government will continue to collect and reflect to the Shenzhen authorities and relevant ministries views from the various sectors on the development policies of Qianhai and the related implementation details. We will also actively complement the Shenzhen authorities’ efforts to lobby for more favourable policies to be implemented in Qianhai

25. The State Council endorsed the “Nansha Development Plan” in September 2012, which sets out the macro development directions for Nansha. We will actively complement the work of the governments of the Guangdong Province and Guangzhou Municipality to create more development opportunities in Nansha for various sectors of Hong Kong.

Co-operation with the Macao SAR

26. Hong Kong and Macao have been promoting exchanges and co-operation in areas such as tourism, culture and environmental protection through the Hong Kong Macao Co-operation High Level Meeting. We will continue to co-ordinate the HKSAR Government’s effort to maintain close exchange and co-operation with the Macao SAR.

Re-organising GPRDBC

27. The Policy Address announced that the GPRDBC would be re-organised to form the “Hong Kong and Mainland Co-operation Advisory Committee”. The new “Hong Kong and Mainland Co-operation Advisory Committee” will have expanded roles and functions covering economic and trade co-operation matters between Hong Kong and all regions in the Mainland. DS(CMA)3 will lead the re-organisation effort and guide the formulation of related proposals. Furthermore, he will provide steer to the work of the secretariat and tender policy advice in relation to the matters discussed by the Committee.

Alternatives Considered

28. A key area of work for CMAB in the coming few years is to implement a series of new initiatives in the 2013 Policy Address to enhance the functions of the Mainland Offices in order to support Hong Kong residents and enterprises in the Mainland. These include strengthening liaison with Hong Kong residents and groups, setting up new Immigration Division, stepping up policy research, and enhancing communication and publicity. On the other hand, as the HKSAR Government strengthens co-operation with major provinces, municipalities and economic zones in the Mainland, we also need to take forward work relating to regional co-operation continuously. The foregoing involves work on policy formulation, facilitation and implementation. It also involves high level co-ordination and close liaison with the Mainland authorities. We have considered but do not find it feasible to absorb the duties of DS(CMA)3 and PAS(CMA)8 upon the lapse of the two supernumerary posts in end June this year by internal redeployment of existing manpower.

29. At present, there are three Deputy Secretaries (DSs) in CMAB responsible for co-ordinating and taking forward a full range of important duties under CMAB (the organisation chart of CMAB is at [Annex 3](#)). Division 1 is headed by the Deputy Secretary for Constitutional and Mainland Affairs (1) (Administrative Officer Staff Grade B1 (D4)) and underpinned by four Principal Assistant Secretaries (PASs). Their policy portfolios include electoral affairs, constitutional development, development of the Political Appointment System, and matters relating to the rights of individual and access to information. They are already heavily engaged by various reviews and policy work related to electoral affairs, and duties pertaining to the rights of individual. They have no room to absorb the duties on Mainland co-operation.

30. Division 2 is headed by Deputy Secretary for Constitutional and Mainland Affairs (2) (AOSGB(D3)) and underpinned by two PASs. Their policy portfolios include matters relating to the exchange and co-operation mechanism with Taiwan, external affairs, co-ordination of the HKSAR's work to complement the National Five-Year Plans, promotion of the Basic Law, and providing housekeeping support (such as administrative, personnel and resource management matters) to the Mainland Offices and the Hong Kong Economic, Trade and Cultural Office (HKETCO) in Taiwan. The exchange and co-operation between Hong Kong and Taiwan on public policies, such as economic and trade,

cultural and livelihood issues, is being institutionalised. The Hong Kong-Taiwan Economic and Cultural Cooperation and Promotion Council (ECCPC) and the Taiwan-Hong Kong Economic and Cultural Co-operation Council (THEC) have made significant progress on various fronts, including setting up of the HKETCO by Hong Kong in Taipei; signing of an air services arrangement by the two sides, which increased the flight frequency, number of destinations, and passenger and cargo capacities between Hong Kong and Taiwan; both sides entering into a memorandum of understanding for banking supervisory co-operation by Hong Kong and Taiwan to enhance supervisory co-operation in relation to cross-border banking matters between Hong Kong and Taiwan; and rolling out a number of measures to facilitate visitors for leisure and business from both places. Much work is still needed of the ECCPC and the THEC to take forward the other co-operation areas to bring about further benefits for the people of the two places. Furthermore, the Division is also tasked to assist in the co-ordination of relevant bureaux to follow up on the implementation of the various policy initiatives under the National 12th Five-Year Plan, and to proceed with preparatory work to complement the drafting of the National 13th Five-Year Plan. Having regard to the continuous duties on further enhancing the Basic Law promotion and housekeeping matters of the Mainland Offices and the HKETCO, there is no room for Division 2 to absorb the work of Division 3.

31. Division 3 is headed by DS(CMA)3 (AOSGB(D3)) and underpinned by two PASs. They are responsible for co-ordinating the effort to strengthen co-operation with the Mainland in economic and trade and other areas, including the relevant initiatives in the 2013 Policy Address; and co-ordinating and promoting regional co-operation between the HKSAR and relevant provinces and municipalities in the Mainland and the Macao SAR (the work set out in paragraphs 6 to 27 above). PAS(CMA)6 (AOSGC (D2)) is responsible for the work set out in paragraphs 23 to 27, which mainly includes Guangdong-Hong Kong co-operation; promoting the development of Qianhai and Nansha; and implementing the re-organisation of the GPRDBC into the “Hong Kong and Mainland Co-operation Advisory Committee”, etc.

32. The existing duties of the abovementioned DSs and PASs are set out in Annex 4.

Non Directorate Support

33. To provide necessary support to the abovementioned two proposed directorate posts, we will redeploy staff from the existing establishment of CMAB and create four non-directorate posts, including one permanent Administrative Officer post, one permanent Executive Officer I post, one permanent Personal Secretary I (PS I) post (to support DS(CMA)3) and one supernumerary PS I post for three years (to support PAS(CMA)8).

Financial Implication

34. The proposed creation of one permanent AOSGB post and extension of one AOSGC post require an additional notional salary cost at mid-point of \$1,968,600 and \$1,696,200 respectively, and the full annual average staff cost (including salaries and staff on-costs) is \$2,802,456 and \$2,427,132 respectively. As for the non-directorate posts to be created to provide support to the said two directorate posts, the total annual salary cost and full annual average staff cost is \$2,038,560 and \$2,503,008 respectively.

35. We have earmarked sufficient provision in the 2013-14 Estimates and will include the necessary provision in the Estimates of subsequent years to meet the requirements of this proposal.

Advice Sought

36. Members' views are sought on the proposed creation of one permanent AOSGB post and extension of one AOSGC supernumerary post in CMAB as set out in paragraph 4 above. Subject to Members' views, we plan to submit the proposal to the Establishment Sub-committee of the Finance Committee at its meeting on 15 May 2013.

Constitutional and Mainland Affairs Bureau
March 2013

Job Description

Post Title : Deputy Secretary for Constitutional and Mainland Affairs (3)

Rank : Administrative Officer Staff Grade B (D3)

Responsible to: Permanent Secretary for Constitutional and Mainland Affairs

Main Duties and Responsibilities

1. To lead the Mainland Offices to implement the 2013 Policy Address initiatives to enhance the functions of the Mainland Offices so as to better support Hong Kong residents and enterprises in the Mainland, and to supervise the implementation progress of various initiatives.
2. To carry out overall planning on the Hong Kong Special Administrative Region (HKSAR)'s regional co-operation strategies with relevant provinces and municipalities in the Mainland and the Macao SAR, and to maintain close liaison with governments of the relevant provinces, municipalities and SAR.
3. To provide policy steer on the overall strategies on co-operation with Guangdong under the Hong Kong/Guangdong Co-operation Joint Conference, to provide strategic guidance on the implementation of the Framework Agreement on Hong Kong/Guangdong Co-operation and to co-ordinate and spearhead HKSAR's work in complementing the development of Nansha.
4. To provide policy input in and co-ordinate HKSAR Government's co-operation initiatives with Shenzhen under the frameworks of Hong Kong/Guangdong Co-operation Joint Conference and the Hong Kong/Shenzhen Co-operation Meeting, and to spearhead HKSAR Government's co-operation with Shenzhen on the development of modern service industries in Qianhai.
5. To provide policy steer on the overall strategies on co-operation with the Pan-Pearl River Delta (PPRD) Region under the PPRD Region Co-operation and Development Forum.

6. To provide policy steer on the overall strategies on co-operation with the Municipalities of Shanghai and Beijing under the Hong Kong/Shanghai Economic and Trade Co-operation Conference and Hong Kong/Beijing Economic and Trade Co-operation Conference.
7. To provide policy input to the Hong Kong and Mainland Economic Co-operation Advisory Committee, and to reach out to various sectors to tap into their views on co-operation between Hong Kong and the Mainland.

Job Description

Post Title : Principal Assistant Secretary for Constitutional and Mainland Affairs (8)

Rank : Administrative Officer Staff Grade C (D2)

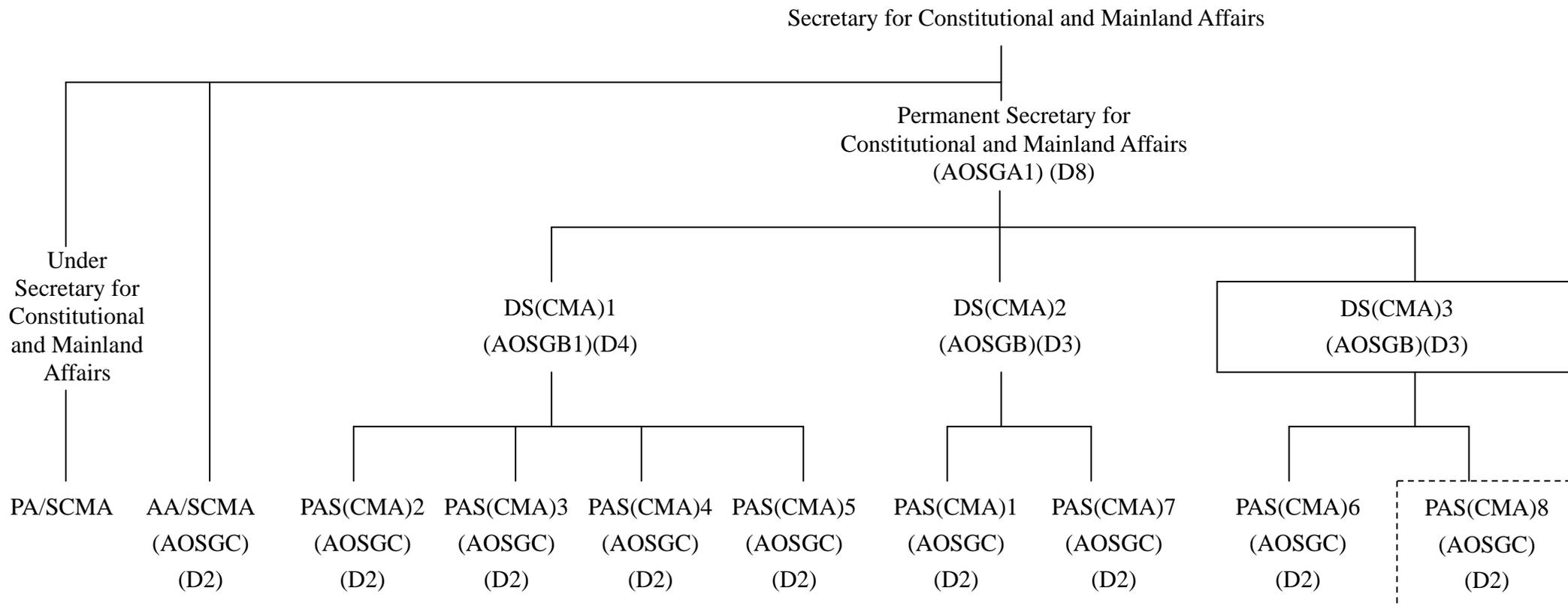
Responsible to: Deputy Secretary for Constitutional and Mainland Affairs (3)

Main Duties and Responsibilities

1. To formulate strategies and plans to implement the 2013 Policy Address initiatives to enhance functions of the Mainland Offices so as to better support Hong Kong residents and enterprises in the Mainland, including drawing up work targets and guidelines, monitoring the work progress and effectiveness, and reviewing and refining the relevant work from time to time.
2. To take forward the preparatory work for setting up the Hong Kong Special Administrative Region (HKSAR) Government Economic and Trade Office in Wuhan (Wuhan ETO), including liaising with the Central Government and provincial and municipal governments, and handling related administrative work such as application for and deployment of manpower and resources, and arranging for office accommodation, etc.
3. To supervise the operation of the Wuhan ETO, carry out study in and co-ordinate the implementation of the co-operation between Hong Kong and the Central Region.
4. To review the network of the HKSAR Government in the Mainland, study the feasibility of setting up of liaison units in other cities in the Mainland, and consult relevant stakeholders on related matters.
5. To carry out study in rationalising the work of the offices of the HKSAR Government, the Hong Kong Trade Development Council and the Hong Kong Tourism Board in the Mainland, and to provide support to the forum for regular meetings among the three parties.

6. To co-ordinate relevant bureaux and departments to follow up on the co-operation projects in various areas with the Pan-Pearl River Delta (PPRD) Region, provide support to HKSAR Government's participation in the annual PPRD Region Co-operation and Development Forum (PPRD Forum), and explore and make preliminary preparation for applying to host the 10th PPRD Forum.
7. To co-ordinate relevant bureaux and departments to follow up on the co-operation projects in various areas with the Municipalities of Shanghai and Beijing under the Hong Kong/Shanghai Economic and Trade Co-operation Conference and Hong Kong/Beijing Economic and Trade Co-operation Conference respectively, and support the convening of the said two Conferences.
8. To study and formulate co-operation plan with the Sichuan Province in the medium term taking into account existing bilateral co-operation in a number of areas, and co-ordinate the implementation of the relevant co-operation projects.
9. To study and formulate co-operation plan with the Municipality of Chongqing, and co-ordinate the implementation of the relevant co-operation projects.
10. To support the co-operation activities between Hong Kong and other provinces and municipalities in the Mainland, including planning and participating in high level meetings, visits and fora, etc.
11. To handle the follow up actions on cases of seeking assistance by Hong Kong residents in the Mainland.

Organisation Chart of Constitutional and Mainland Affairs Bureau (March 2013)



Legend

- Supernumerary post created from July 2010 to June 2013 and proposed to be converted to a permanent post.
- Supernumerary post created from July 2010 to June 2013 and proposed to be extended for three years up to end-June 2016.

AOSGA1 – Administrative Officer Staff Grade A1

AOSGA – Administrative Officer Staff Grade A

AOSGB1 –Administrative Officer Staff Grade B1

AOSGB – Administrative Officer Staff Grade B

AOSGC – Administrative Officer Staff Grade C

DS(CMA) 輸入 Deputy Secretary for Constitutional and Mainland Affairs

PAS(CMA) – Principle Assistant Secretary for Constitutional and Mainland Affairs

AA/SCMA – Administrative Assistant to Secretary for Constitutional and Mainland Affairs

PA/SCMA – Political Assistant to Secretary for Constitutional and Mainland Affairs

Note

The Mainland Offices, namely Beijing Office (BJO), and the Economic and Trade Offices in Guangdong (GDETO), Shanghai (SHETO) and Chengdu (CDETO) under CMAB's purview are not shown in the chart. The directorate establishment of the four Mainland Offices is as follows:

BJO: Director/BJO (AOSGA)(D6), Deputy Director/BJO (AOSGB1)(D4), Assistant Director/BJO (AOSGB)(D2)

GDETO: Director/GDETO (AOSGB)(D3)

SHETO: Director/SHETO (AOSGB)(D3)

CDETO: Director/CDETO (AOSGB)(D3)

Furthermore, the Director of the Hong Kong Economic, Trade and Cultural Office in Taiwan is currently an AOSGB1(D4).

**Duties and Responsibilities of Existing Divisions of
Constitutional and Mainland Affairs Bureau (CMAB)**

There are three divisions in CMAB, each headed by a respective Deputy Secretary (DS), namely the Deputy Secretary for Constitutional and Mainland Affairs (1) (DS(CMA)1), Deputy Secretary for Constitutional and Mainland Affairs (2) (DS(CMA)2), and Deputy Secretary for Constitutional and Mainland Affairs (3) (DS(CMA)3), all of whom are responsible to the Permanent Secretary for Constitutional and Mainland Affairs. The areas of responsibilities of the three divisions are as follows.

Division 1

2. DS(CMA)1 is assisted by four Principal Assistant Secretaries (PASs) whose duties and responsibilities are set out below –

- i. PAS(CMA)2 is responsible for policies and legislations relating to District Councils and Legislative Council elections; policy response in relation to judicial review cases concerning election systems and election petition cases; housekeeping of the Electoral Affairs Commission and the Registration and Electoral Office; and matters relating to the composition of District Councils.
- ii. PAS(CMA)3 is responsible for policies and legislations relating to constitutional development and voter registration, and co-ordinating related promotion campaigns; policies and legislations relating to Election Committee subsector elections and Chief Executive elections; and matters relating to the development of the Political Appointment System.
- iii. PAS(CMA)4 is responsible for matters relating to protection of privacy; housekeeping of the Office of the Privacy Commissioner for Personal Data; eliminating discrimination against people of different sexual orientation and sexual minorities; following up of relevant Law Reform Commission reports on privacy; and matters relating to Code on Access to Information.
- iv. PAS(CMA)5 is responsible for co-ordination of human rights policy; co-ordination of the United Nations reporting and follow up actions under the Universal Periodic Review mechanism and

relevant human rights treaties; housekeeping of the Equal Opportunities Commission; the overall policy relating to promotion of racial equality and the Race Discrimination Ordinance, including the implementation of the “Administrative Guidelines on Promotion of Racial Equality”; and promotion of children’s rights.

Division 2

3. DS(CMA)2 is assisted by two PASs whose duties and responsibilities are set out below –

- i. PAS(CMA)1 is responsible for co-ordinating and promoting exchange and co-operation between Hong Kong and Taiwan under the platform of Hong Kong – Taiwan Economic and Cultural Cooperation and Promotion Council and Taiwan – Hong Kong Economic and Cultural Co-operation Council, matters relating to Hong Kong and Taiwan relations, and liaison with Taiwan organisations in Hong Kong; matters relating to the conduct of external affairs of the Hong Kong Special Administrative Region (HKSAR) and liaison with the Office of the Commissioner of the Ministry of Foreign Affairs; and matters relating to the co-operation with the Fujian Province and the Economic Zone on the West Coast of the Taiwan Strait.
- ii. PAS(CMA)7 is responsible for the liaison policy and practical matters relating to the relationship between the Central People’s Government and the HKSAR Government; co-ordinating the relevant bureaux and departments of the HKSAR Government on the implementation of the relevant contents involving Hong Kong under the National 12th Five-Year Plan and participation in the drafting of the National 13th Five-Year Plan; Basic Law promotion, duties include promoting the Basic Law through production of television and radio programmes and applications for smartphones and the Internet, and holding district activities and handling applications by community organisations under the Promotion of the Basic Law Sponsorship Scheme; providing policy co-ordination and secretariat support to the Basic Law Promotion Steering Committee; providing policy co-ordination and secretariat support to regular meetings of the Steering Committee on Co-operation with the Mainland chaired by the Chief Secretary for Administration; overseeing housekeeping of the Mainland Offices and Hong Kong Economic, Trade and Cultural Office in Taiwan, including support on matters relating

to personnel, finance and office operation; and policies and legislation relating to the adaptation of laws.

Division 3

4. DS(CMA)3 is assisted by two PASs whose duties and responsibilities are set out below –

- i. PAS(CMA)6 is responsible for co-ordinating work relating to Hong Kong/Guangdong co-operation, including the implementation of the Framework Agreement on Hong Kong/Guangdong Co-operation and development of Nansha; co-ordinating Hong Kong/Shenzhen co-operation, including development of Qianhai; arranging the HKSAR Government to host, and organising relevant bureaux and departments to participate in, the Hong Kong/Guangdong Co-operation Joint Conference, Hong Kong/Shenzhen Co-operation Meeting and Hong Kong Macao Co-operation High Level Meeting; and providing secretariat support to the Hong Kong and Mainland Economic Co-operation Advisory Committee.
- ii. PAS(CMA)8 is responsible for co-ordinating the implementation of the 2013 Policy Address initiatives to enhance the functions of Mainland Offices; preparing for the setting up of the HKSAR Government Economic and Trade Office in Wuhan; planning and promoting the co-operation between Hong Kong and the Central Region; reviewing the network of Mainland Offices and studying the feasibility of setting up liaison units in other Mainland cities; promoting the co-operation with the Pan-Pearl River Delta (PPRD) Region, the Municipalities of Shanghai and Beijing, the Sichuan Province and the Chongqing Municipality, and co-ordinating arrangements for the Hong Kong/Shanghai Economic and Trade Co-operation Conference, the Hong Kong/Beijing Economic and Trade Co-operation Conference and the PPRD Region Co-operation and Development Forum; matters relating to exchanges and co-operation between the HKSAR and other provinces and municipalities in the Mainland; and handling the follow up actions on cases of seeking assistance by Hong Kong residents in the Mainland.

5. In addition to the above three divisions, the Administrative Assistant to Secretary for Constitutional and Mainland Affairs (SCMA) is responsible for providing administrative support to SCMA as well as handling the Bureau's liaison with the Legislative Council Secretariat.