

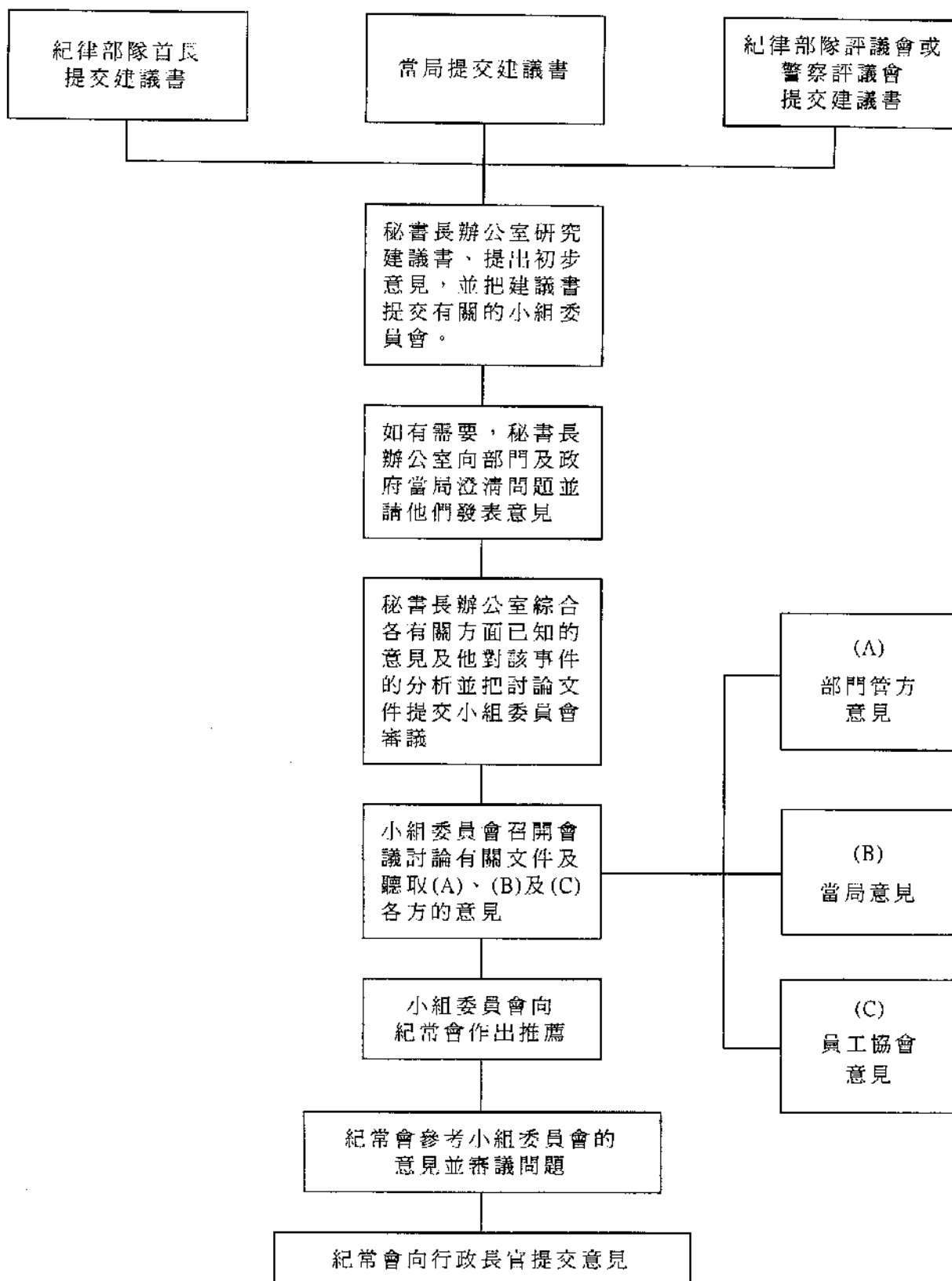
**處理建議書的基本程序**  
(請同時參閱附錄D(ii)的流程圖)

**Basic Procedures for  
Processing Submissions**  
(See also Flowchart at Appendix D (ii))

- (a) 各紀律部隊的首長及政府當局應按工作計劃所定的時間表提交建議。此外，警察評議會和紀律部隊評議會也可向紀常會提出有關紀律部隊薪酬及服務條件的事宜。
- (a) The heads of the disciplined services and the Administration are expected to make submissions according to the time frame set out in the Work Programmes. In addition, the Police Force Council and the Disciplined Services Consultative Council may refer matters relating to pay and conditions of service to the Standing Committee.
- (b) 紀常會秘書長辦公室收到建議書後，會加以研究並提出初步的意見，把建議書副本送交有關小組委員會委員，然後再進一步作出研究和分析。如果未知政府對建議的立場，會同時徵詢政府的意見。
- (b) When a submission is received, the Office of the Secretary General examines it, makes preliminary observations, sends a copy of the submission to Members of the relevant Sub-Committee, carries out further research and analysis and, in parallel, seeks the views of the Administration on the issue, if these are not already known.
- (c) 秘書長辦公室會就有關事項擬備討論文件，交由小組委員會開會討論；倘若是簡單的事項，則會以傳閱方式提交委員考慮。(如有需要，會安排委員往部門探訪，讓他們實地了解情況。)如需要開會，會邀請部門管方、員工協會和當局出席小組委員會的會議，讓各方發表意見、澄清建議書的內容和消除可能發生的誤會。
- (c) A discussion paper is then presented to the Sub-Committee for consideration at a meeting or, in straightforward cases, by circulation. (If considered necessary, visits by Members are arranged to enable them to familiarise themselves with the background to the issue beforehand). If a meeting is held, representatives of the departmental management, staff associations and the Administration will be invited to attend, to give them an opportunity to express their views in person, to clarify points made in the submission and to iron out any possible misunderstandings.
- (d) 小組委員會考慮部門管方、員工協會代表和政府當局的意見，審慎研究有關事項，然後向紀常會提出建議。
- (d) The Sub-Committee, taking into account the views of the departmental management and staff associations and those of the Administration, makes its recommendation to the Standing Committee.

- (e) 紀常會作出審議，其中會考慮各方，包括部門管方、員工協會、政府當局的意見，以及小組委員會的提議，然後向行政長官提交意見；如屬對整個公務員隊伍有影響的事項，則會向公務員事務局提交意見。
- (f) 紀常會透過信件向行政長官提交意見，信中載述紀常會的建議，如有需要更會闡述其中的理據。
- (g) 紀常會是一個諮詢組織，不會就紀律部隊的建議作出決定。如果有關組織人對政府根據紀常會的意見而作的決定而提出上訴，這類上訴並非由紀常會處理。然而，倘政府認為某紀律部隊的上訴具有充分理由，應予重新考慮，則會以慣常方法將事項提交紀常會考慮，徵詢紀常會的意見。
- (h) 如建議書是有關開設新職系、新職級及常額首長級職位的事宜，有關的紀律部隊會直接將建議書提交政府當局及將副本送交秘書長辦公室。爲了節省時間及與其他政府部門採用一致的程序，當局會處理建議書並將他的建議提交紀常會。
- (i) 如果建議書是簡單的話，又或者遇上緊急個案的情況下，這些程序可以簡縮，而改以傳閱方式提交各委員考慮。
- (c) The Standing Committee then considers the issue, taking into account the views expressed by the departmental management, staff associations, the Administration, and the recommendation of the Sub-Committee, and formulates its advice to the Chief Executive (or to Civil Service Bureau on certain matters bearing on the whole Civil Service).
- (f) The advice to the Chief Executive is presented in the form of a letter setting out the Standing Committee's recommendation and, where necessary, the reasons which led to it.
- (g) The Standing Committee is an advisory body and does not decide on proposals from the disciplined services. Hence, it does not deal with appeals against decisions taken by the Administration on the basis of its advice. However, if the Administration considers that an appeal from a disciplined service constitutes sufficient grounds for reconsideration, it may submit the case to the Standing Committee for advice in the normal way.
- (h) In the case of submissions seeking the creation of new grades and ranks, and permanent directorate posts, the disciplined services concerned direct their submissions to the Administration and copy them to the Office of the Secretary General. In order to save time and to maintain consistency with the procedures adopted for the rest of the Civil Service, the Administration will process the submissions and submit its recommendations to the Standing Committee.
- (i) These procedures can be telescoped in the case of straightforward submissions, which are normally handled by circulation, or in especially urgent cases.

處理建議書的程序：流程圖



***Procedures for Processing Submissions : Flowchart***

