

APPENDIX VIII(2)

19 May 1987

His Excellency Sir David Wilson, K.C.M.G.,
Governor of Hong Kong.

Your Excellency,

The Trade Officer Grade

In our review of the Trade Officer grade in our First Report on Civil Service Pay (Report No. 2) in October 1979, we considered that the Assistant Trade Officers should be 'generalists' rather than 'specialists' and could be replaced by Executive Officers, and that the existing Trade Officer rank should become the first recruitment rank with a pay scale equated with that of Administrative Officers.

2. We were subsequently given to understand that, in view of our advice, and as a result of a major re-organization of the then Department of Trade, Industry and Customs, where most members of the Trade Officer grade were deployed, recruitment to the Trade Officer grade at the Assistant Trade Officer rank was discontinued in 1982, pending a review of the structure of the Trade Officer grade. In the meantime, Assistant Trade Officer vacancies arising from wastage and workload increase have been filled temporarily by the secondment of Executive Officer IIs.

3. We have recently been informed that the Civil Service Branch, in consultation with the Trade and Industry Branch, the Trade Department and the Industry Department, has completed a review of the structure of the Trade Officer grade and has recommended the retention of the Assistant Trade Officer rank as part of the Trade Officer grade. It has further recommended that the Assistant Trade Officer rank should be split into two new ranks, namely, Assistant Trade Officer II and Assistant Trade Officer I, as a means of rationalizing the structure of the Trade Officer grade and raising the efficiency of the operation of the Trade Department and the Industry Department.

4. The Trade Officer grade is classified into Group III of the Professional, Degree and Related grades. The present structure, establishment and pay scale of the grade are as follows :

<u>Rank</u>	<u>Pay Scale</u>	<u>Omitted Points</u>	<u>Establishment</u> (as at 1 March 1987)
Assistant Trade Officer	MPS 20 - 37	MPS 24 - 30 (in addition MPS 22 and 23 may be regarded as de facto omitted points since an Assistant Trade Officer proceeds to MPS 31 on confirmation after two years, as approved by the Establishment Sub-Committee of Finance Committee in 1975)	48
Trade Officer	MPS 38 - 47	MPS 41	39
Principal Trade Officer	MPS 48 - 51	-	23
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5. The work of the Trade Officer grade focuses on four main areas : assistance in formulating policy and strategy in the promotion of Hong Kong's trade and industry, trade negotiation, operation of licensing and control systems, and provision of support and services for industrial development and investment promotion.

6. In its review, the Administration concluded that, because of the specialist nature of the Trade Officer grade, members of the grade would need to prepare themselves for the full responsibilities of the Trade Officer rank by starting from and learning on the job in the Assistant Trade Officer rank. Moreover, the review concluded that the duties of the Assistant Trade Officer rank were of a more specialist nature than had been realized. Filling Assistant Trade Officer posts with Executive Officer IIs has proved to be an unsatisfactory arrangement because the training and experience gained by officers in order to discharge competently their responsibilities even at the Assistant Trade Officer level is largely wasted due to the regular and frequent transfer of Executive Officers. This has affected the continuity of departmental operations.

7. In addition, while the recent review has concluded that the existing pay scales and duties of Trade Officer and Principal Trade Officer remain appropriate and require no

change, it has also identified a need to split the Assistant Trade Officer rank into two functional levels : a junior level to provide assistance in the research and analysis of less complex subjects and to provide general support in industrial investment promotion and in the implementation of export control systems; a senior level to exercise supervision over Industry Officers, Clerical Officers and other staff in the operation of textile quota allocation schemes and export control arrangements, to conduct research on local and foreign trade and industry and to implement trade and industrial policies. The overall structure and pay scales of the Trade Officer grade would then be as follows :

<u>Rank</u>	<u>Proposed Pay Scale</u>	<u>Establishment</u>
Assistant Trade Officer II	MPS 20 - 31	15
Assistant Trade Officer I	MPS 32 - 37	33
Trade Officer*	MPS 38 - 47 (with one omitted point at MPS 41)	39
Principal Trade Officer*	MPS 48 - 51	23
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*No change from the existing pay scale.

The Administration proposed that the above structure of the Trade Officer grade and the pay scale be accepted and implemented as soon as possible.

8. We have examined the Administration's proposals, and we endorse them. We are now satisfied that there is a need to retain the Assistant Trade Officer rank in the Trade Officer grade. This has been borne out by the experience gained from the secondment of Executive Officer IIs to fill Assistant Trade Officer posts. We are also satisfied that the proposed split of the Assistant Trade Officer rank into two levels is based on functional considerations which would reflect more clearly the different levels of responsibility within the rank and which should enhance efficiency in the operation of the departments concerned. We believe that the proposed structure of the Trade Officer grade will provide a satisfactory career structure for members of the grade.

9. We welcome the proposal for Assistant Trade Officers I and Assistant Trade Officer II because their new pay scales are consistent with the norm for Group III degree

grades and would remove anomalies in the existing pay scale for Assistant Trade Officers, in which seven points are omitted from the scale. This is out of line with the norm for Group III degree grades and has in the past given rise to internal relativity problems.

10. As to the omitted point at MPS 41 in the pay scale of the Trade Officer rank, the Administration has indicated that this omitted point should be temporarily retained pending an overall review of the system of omitted points now existing in various pay scales in the civil service. For this reason we accept its temporary retention.

11. We understand that the Trade Officer Grade Association does not support the Administration's proposals which in its opinion downgrade the status of the Trade Officer grade in the civil service. However, we agree with the Administration that the proposals are in the best interests of the grade and of the service and that there are insufficient grounds in the Trade Officer Grade Association's argument to reject the proposals.

12. If our recommendations are accepted, we recommend that they should be implemented from a current date.

We have the honour to be
Your Excellency's obedient servants,

(S.Y. Chung)
Chairman

Kim Y.S. Cham

Therese H.C. Chan

Stanley G. Elliott

Victor K.K. Fung

Vincent H.C. Ko

Alice Lam

Gordon M. Macwhinnie

Poon Chi-fai

Andrew K.W. So

APPENDIX VIII(3)

3 August 1987

His Excellency the Honourable D.R. Ford,
L.V.O., O.B.E., J.P.,
Acting Governor of Hong Kong.

Your Excellency,

Review of the Surveillance Grade of the
Independent Commission Against Corruption

We were recently invited by the Administration to advise whether proposals relating to the restructuring of the Surveillance grade of the Independent Commission Against Corruption should be approved.

2. The Surveillance grade was established in 1976 with responsibilities for performing surveillance work which had previously been undertaken by the Commission Against Corruption Officer grade.

3. Staff of the Surveillance grade are employed in the Operations Department, and are supervised by Members of the Commission Against Corruption Officer grade. The present structure, establishment and pay scale of the grade are as follows :

<u>Rank</u>	<u>Establishment</u>	<u>Pay Scale</u>
Senior Commission Against Corruption Controller	3	MPS 28 - 33
Commission Against Corruption Controller	13	MPS 23 - 26
Commission Against Corruption Team Leader	19	MPS 19 - 21
Assistant Commission Against Corruption Investigator	76 (Main Stream)	MPS 11 - 18
	9 (Attendant Stream)	MPS 11 - 16

4. There are at present two streams of officers in the rank of Assistant Commission Against Corruption Investigator. Officers in the Main Stream are investigators trained in surveillance duties, whereas officers in the Attendant Stream are responsible for looking after the security of the headquarters safe area and the control centres, and providing support office services. There are separate salary scales for the officers in the two streams to take account of the difference in job nature and level of responsibility. Officers in the two streams are not normally inter-transferrable.

5. The existing organisation structure of the grade is attached at the Annex.

6. We last considered the Surveillance grade in June 1980 at which time improvements to the pay scales for the grade were proposed and have since been implemented. However, we also noted at that time that the structure of the Independent Commission Against Corruption Departmental grades was not entirely satisfactory, and that our recommendations did not assist in resolving that situation.

7. Since then, partly as a result of our comments, and partly because there was an awareness within the Independent Commission Against Corruption that the nature of the grade's work was becoming increasingly specialised and that the need to retain specialised surveillance staff was not adequately reflected in the pay structure, the Commissioner, I.C.A.C., has conducted a full review of the grade. As a result of the review, a number of problems were identified.

8. These problems centre on the fact that with the increasing complexity of surveillance work, there is a need to use highly skilled and experienced staff, and that the limited posting opportunities for Surveillance grade officers are not being adequately offset by either pay scales or career prospects. Specifically, the review identified four main shortcomings :

- (i) the relativities between the Surveillance grade entry point (Assistant Commission Against Corruption Investigator (MPS 11 - 18)) and the Officer grade entry point (Assistant Commission Against Corruption Officer (MPS 11 - 21)) are unfairly weighted in favour of the latter, despite similar entry qualifications;
- (ii) work done by Commission Against Corruption Team Leaders and Commission Against Corruption Controllers (MPS 19 - 21 and MPS 23 - 26 respectively) is similar in terms of their levels of responsibility, despite the difference in pay scales;
- (iii) although Surveillance grade staff are, in theory, directly supervised by Commission Against Corruption Officers (Middle), in practice, because

of the specialised nature of the work, these posts are filled by Senior Commission Against Corruption Controllers receiving an acting allowance for undertaking the duties of a more senior rank; and

- (iv) the Assistant Commission Against Corruption Investigator (Attendant) rank is not an integral part of the main stream Surveillance grade, and should be considered as a separate entity.

9. In response to these findings the Administration has proposed revising the pay scale for the Assistant Commission Against Corruption Investigator rank from the present level of MPS 11 - 18 to MPS 11 - 21; abolishing the Commission Against Corruption Team Leader rank, and replacing all existing posts with Commission Against Corruption Controller posts; creating a new rank of Chief Commission Against Corruption Controller to assume responsibilities currently assigned to Commission Against Corruption Officers (Middle); and, formally designating the Commission Against Corruption Attendant rank as a separate grade. We are advised that the Administration considers that these measures will help to resolve the problems identified in the review without upsetting the pay scale relativities between the Independent Commission Against Corruption and the Police.

10. We have examined the Administration's proposals, and we are satisfied that they would, in the main, result in an improved and more appropriate structuring of the Surveillance grade, reflecting more accurately the level of responsibilities of each individual rank, and that they would remove some of the unsatisfactory features of the grade as identified in the review.

11. We agree that the creation of a new rank of Chief Commission Against Corruption Controller is necessary because of the need to have a high level of expertise at the supervisory level for the Surveillance grade and that the present arrangement of having Senior Commission Against Corruption Controllers acting in another grade is not satisfactory.

12. We also agree that the proposed revisions to the Commission Against Corruption Investigator and Team Leader ranks represent improvements to the present arrangements and that abolition of the latter rank is appropriate, bearing in mind that we are informed that its duties are more compatible with the Commission Against Corruption Controller rank.

13. However, we do not accept that the Assistant Commission Against Corruption Investigator (Attendant) rank should be formally designated as a grade. The proliferation of separate grades is not, we feel, desirable and since in this instance the justification is of a rather cosmetic nature, we would prefer to see this rank remain as an integral part of the Surveillance grade.

14. If our proposals are accepted, the pay scale and structure of the grade would be as follows :

<u>Rank</u>	<u>Existing Pay Scale</u>	<u>Proposed Pay Scale</u>
Chief Commission Against Corruption Controller	-	MPS 34 - 40
Senior Commission Against Corruption Controller	MPS 28 - 33	MPS 28 - 33 (no change)
Commission Against Corruption Controller	MPS 23 - 26	MPS 23 - 26 (no change)
Commission Against Corruption Team Leader	MPS 19 - 21	Rank deleted
Assistant Commission Against Corruption Investigator (Main Stream)	MPS 11 - 18	MPS 11 - 21
Assistant Commission Against Corruption Investigator (Attendant Stream)	MPS 11 - 16	MPS 11 - 16 (no change)

15. We consider however that the title of the rank of Assistant Commission Against Corruption Investigator is something of a misnomer since there is no rank of Investigator, and the impression is given that there is a missing rank between Assistant Investigator and the next senior rank. We therefore recommend that the rank of Assistant Commission Against Corruption Investigator be properly entitled Commission Against Corruption Investigator.

16. We note that there are two omitted points in the pay scale of the Surveillance grade. In our Report No. 1 : the First Report on Principles and Practices governing Civil Service Pay, published in July 1979, we have advised that the need for omitted points should be examined in the context of review of individual grades. We understand from the

Administration that an overall review on the need for omitted points in the pay scales of various grades and ranks in the whole civil service will be carried out, and that the pay scale of the Surveillance grade will form part of this review.

17. If our proposals are accepted we recommend that they should be implemented from a current date.

We have the honour to be
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(S.Y. Chung)
Chairman

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Encl.

