

**The 29th Report on
the Work of
the Advisory Committee on
Post-service Employment of Civil Servants**

(1 January – 31 December 2017)

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INTRODUCTION

The Government exercises control over the taking up of post-service outside work by civil servants in accordance with two guiding principles, namely protection of public interest and protection of an individual's right to work. The particular public interest to be protected is public trust in the Government, good governance, and integrity and impartiality of the Civil Service. Protection of public interest will only take precedence over protection of an individual's right to work where there is compelling reason justifying so doing in a particular case.

CONTROL OF POST-SERVICE OUTSIDE WORK BY DIRECTORATE CIVIL SERVANTS

2. The degree of control exercised over post-service outside work by directorate civil servants is greater than that over non-directorate civil servants because of the former's seniority and influence on policy formulation and decision-making. Directorate civil servants are subject to either the old control regime which came into effect on 1 January 2006¹ or the new control regime which came into effect on 1 September 2011². A brief description of the key features under each of the control regimes is set out in **Annex A**.

3. The policy objective of both regimes is similar, namely to ensure that –

- (a) directorate civil servants on final leave or former directorate civil servants will not take up work during the prescribed restriction periods which may –

¹ Arrangements under the old control regime apply to directorate civil servants on pensionable/new permanent terms who ceased active service from 1 January 2006 to 31 August 2011, and directorate civil servants on agreement terms who entered into new or renewal agreements from 1 January 2006 to 31 August 2011.

² Arrangements under the new control regime apply to directorate civil servants on pensionable/new permanent terms who ceased/cease active service on or after 1 September 2011, and directorate civil servants on agreement terms who entered/enter into new or renewal agreements on or after 1 September 2011.

- (i) constitute real or potential conflict of interest with their former government duties, or
 - (ii) cause well-founded negative public perception embarrassing the Government and undermining the image of the Civil Service, or give rise to reasonable apprehension of deferred reward or benefit by a fair-minded and informed observer after having considered the relevant facts;
- (b) the said individuals' right to work after ceasing government service will not be unduly restricted; and
- (c) the attractiveness of the Civil Service as a career will not be adversely affected and that limited human resources will be put to good use.

4. Under both the old and new control regimes, directorate civil servants who leave the Government on retirement ground are subject to a minimum sanitisation period of six months (for those below Directorate Pay Scale Point D4 or equivalent) or 12 months (for those at D4 or above or equivalent) counting from cessation of active government service. During the minimum sanitisation period, outside work of a commercial nature is normally not permitted. Directorate civil servants who leave the Government on non-retirement ground are not subject to any pre-determined minimum sanitisation period. Where appropriate, a sanitisation period on an application-specific basis may be imposed, having regard to concerns over conflict of interest and public perception. Separately, all directorate civil servants are normally not permitted to take up outside work of a commercial nature or full-time remunerated work, other than part-time or notionally remunerated work with specified non-commercial organisations³, for the whole duration of their final leave period (even if it exceeds the afore-stated minimum sanitisation period).

³ The specified non-commercial organisations are -

- (a) charitable, academic or other non-profit making organisations not primarily engaged in commercial operations;
- (b) non-commercial regional or international organisations; and
- (c) the Central Authorities of the People's Republic of China.

5. Under both control regimes, directorate civil servants who leave the Government on retirement ground or who have served the Government continuously for six years or more are subject to a control period of two years (for those below D8 or equivalent) or three years (for those at D8 or equivalent), counting from departure from the Civil Service (i.e. after exhaustion of final leave if any). Those who leave the Government on non-retirement ground with less than six years of continuous service are subject to half of the control period of their peers who retire from the Government. During the control period, directorate civil servants need to seek and obtain prior approval before they take up outside work. The authority will consider and decide on all applications for taking up outside work, having regard to the guiding principles and policy objective of the control regimes (ref. paragraphs 1 and 3 above), the assessment criteria (ref. paragraph 6 below), the views of the relevant parties within the Government, and the advice of the Advisory Committee on Post-service Employment of Civil Servants (hereafter referred to as “the Advisory Committee”)⁴.

6. An application for post-service outside work from a directorate civil servant will be assessed by the relevant parties within the Government, including the Civil Service Bureau (CSB), against the following key considerations –

- (a) the duties and responsibilities of the applicant during a specified period of time (three years or more) before cessation of his/her active government service;
- (b) whether the applicant, while in the above specified period of government service, had been involved in the formulation of any policies or decisions, the effects of which directly or specifically benefited or could directly or specifically benefit his/her own business or his/her prospective employer;
- (c) whether the applicant or his/her prospective employer might gain an unfair advantage over competitors concerned because of the applicant’s access to sensitive information while in the above specified period of government service;

⁴ Please refer to paragraph 7 of this Report.

- (d) whether the applicant, while in the above specified period of government service, had been involved in any contractual or legal dealings to which the prospective employer was a party;
- (e) whether the applied-for work would have any connection with the assignments/projects and/or regulatory/enforcement duties in which the applicant had been involved while in the above specified period of government service;
- (f) whether the applicant's taking up of the applied-for work would give rise to public suspicion of conflict of interest or other impropriety;
- (g) whether any aspects of the applied-for work would cause embarrassment to the Government or bring disgrace to the Civil Service; and
- (h) whether a fair-minded and informed observer, having considered the relevant facts, would conclude that the applied-for work might give rise to reasonable apprehension of deferred reward or benefit (this consideration is only applied to applications from directorate civil servants who are subject to the new control regime).

7. Upon completion of assessment of an application, CSB will submit the application, together with its preliminary views and those of the parties consulted within the Government, to the Advisory Committee for advice. Upon receipt of the Advisory Committee's advice, CSB will submit the application with the Advisory Committee's advice and the views of all the parties within the Government for a decision by the authority, namely the Secretary for the Civil Service (SCS).

8. Under both control regimes, all approved post-service outside work applications by directorate civil servants will be subject to the following standard work restrictions, unless SCS, having regard to the Advisory Committee's recommendations and other relevant considerations, decides otherwise –

- (a) directorate civil servants will not directly or indirectly be involved in the bidding for any government land, property, projects, contracts or franchises;
- (b) directorate civil servants will not directly or indirectly undertake or represent any person in any work including any litigation or lobbying activities that are connected in any way with formulation of any policies or decisions, sensitive information, contractual or legal dealings, assignments or projects, and enforcement or regulatory duties in which they had been involved or to which they had access during their last three years of service; and
- (c) directorate civil servants will not directly or indirectly engage in any activities which will cause embarrassment to the Government or bring disgrace to the Civil Service.

In addition to the above, SCS may, where necessary, impose additional conditions on an application-specific basis.

9. Under the old control regime, an approved and taken-up post-service outside work application by a senior directorate civil servant (at D4 or above or equivalent) will be included in a register until expiry of the control period applicable to the said civil servant or receipt by CSB of notification of cessation of the approved and taken-up work, whichever occurs first. The register is available for public inspection. Under the new control regime, the public register arrangement has been extended to all approved and taken-up post-service outside work applications by any directorate civil servant. The register is posted on CSB's website (<http://www.csb.gov.hk>).

THE ADVISORY COMMITTEE

10. The Advisory Committee (formerly known as the Advisory Committee on Post-retirement Employment) was established in October 1987. Its terms of reference are –

- (a) to advise the Government on the principles and the criteria to be adopted in formulating policy and arrangements to control post-service employment;
- (b) to consider and advise on all applications to take up post-service employment from directorate officers; and
- (c) to consider and advise on other applications which may be referred by SCS.

MEMBERSHIP OF THE ADVISORY COMMITTEE

11. The Chairman and Members of the Advisory Committee are appointed by the Chief Executive on an *ad personam* basis. In 2017, the membership of the Advisory Committee comprised –

Chairman

Mr Vincent Lo Wing-sang, BBS, JP

Members

Prof Paul Lam Kwan-sing, SBS, JP (*up to 31 August 2017*)

Mr Lee Ming-kwai, GBS (*up to 31 August 2017*)

Mrs Jean Au Yeung Lui Miu-kwan, IDS

Mr Francis Mok Gar-lon

Ms Melissa Wu

Mr Herbert Tsoi Hak-kong, BBS, JP

Prof Wong Sze-chun, BBS, JP

Mr Stanley Wong Yuen-fai, SBS, JP

Mr Walter Chan Kar-lok, SBS, JP (*from 1 September 2017*)

Mrs Ava Ng Tse Suk-ying, SBS (*from 1 September 2017*)

Secretary

Chief Executive Officer (Committee) of JSSCS⁵

⁵ JSSCS stands for the Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service.

12. The Chairman and Members are subject to a set of rules on declaration of interest. We are required to disclose general pecuniary and other interest on appointment and annually thereafter, in addition to reporting conflicts of interest as and when they arise. We are also required to keep confidential the applications considered and the discussions held.

WORK OF THE ADVISORY COMMITTEE IN 2017

A. Mode of Operation

13. Information on the Advisory Committee's mode of operation is available to the public through the JSSCS' website (<http://www.jsscs.gov.hk>). Briefly, the Advisory Committee will consider an application received from CSB having regard to the guiding principles and policy objective described in paragraphs 1 and 3 above, the key considerations set out in paragraph 6 above, and the views of the assessment parties within the Government. Upon deliberation, it will tender its advice to SCS via CSB.

14. Depending on the nature and contents of applications, and subject to the guiding principles established from time to time by the Advisory Committee to facilitate more efficient consideration of the applications, the Advisory Committee may convene meetings or circulate papers for considering them. Applications like those involving part-time teaching work with non-profit making academic institutions or outside work in the applicant's own profession (e.g. doctor, engineer, lawyer) may be processed by circulation of papers if there are no unusual circumstances as assessed by all the relevant parties in the Government. Where a meeting is to be held, the quorum is six, i.e. two-thirds of the total membership.

15. The Advisory Committee may invite outside experts in the relevant fields to assist in its consideration of individual applications where necessary. Every effort will be made to ensure that the selection process of outside experts is fair and impartial (e.g. inviting the relevant professional bodies for nominations). Sensitive information will not

normally be disclosed to the invited outside experts (e.g. an applicant's identity, his/her prospective employer, the remuneration for his/her applied-for appointment, etc.). The invited outside experts will have to undertake to respect the confidentiality of the discussions at meetings. The Advisory Committee may also invite government officials who have participated in the assessment of applications to its meetings to explain or clarify their views. Views expressed by invitees will be for the Advisory Committee's reference only.

16. Where the Advisory Committee supports an application for post-service outside work, it may, based on the specific circumstances of the application, recommend subjecting the applicant to a sanitisation period different from the prescribed applicable minimum duration (ref. paragraph 4 above). It may recommend the imposition of a sanitisation period on an applicant who is not subject to a pre-determined minimum sanitisation period, having regard to the specific circumstances of the application. It may recommend imposing the standard work restrictions (ref. paragraph 8 above) or modified and/or additional restrictions on an applicant, having regard to the specific circumstances of the application.

17. The Advisory Committee's advice on an approved and taken-up post-service outside work application by a directorate civil servant subject to the new control regime is included in the register posted on CSB's website (ref. paragraph 9 above).

B. Applications Considered

18. During 2017, the Advisory Committee considered a total of 74 applications for post-service outside work from 51 directorate civil servants (all of whom were subject to the new control regime). Six applications were deliberated at meetings, while the remainder were considered by way of paper circulation.

19. The Advisory Committee recommended approval of 69 applications with work restrictions and rejection of five applications. Of the recommended applications, the Advisory Committee considered that 66 should be subject to additional restrictions on top of the standard work restrictions. More details of the 74 applications considered,

including the rank of applicants when in government service, the business nature of the prospective employers and the functional nature of the approved post-service work, are set out in **Annex B**. The Advisory Committee's recommendation on each of the 74 applications was accepted by SCS. The Advisory Committee noted that applications for post-service outside work from directorate civil servants were processed smoothly under the new control regime.

C. Notifications / Applications Noted

20. Blanket permission is given to all directorate civil servants to take up unpaid outside work with specified non-commercial organisations during the restriction periods. They are required, before commencement of such work, to notify CSB by completing a prescribed notification form. In 2017, a total of 99 notifications from 42 directorate civil servants were received by CSB. The Advisory Committee was presented with the statistics on these notifications as set out in **Annex C** for information.

21. Applications for post-service outside work from non-directorate civil servants who retire on pensionable terms are considered and decided by the relevant Permanent Secretary/Head of Department/Head of Grade⁶. In 2017, a total of 714 applications from 540 non-directorate civil servants were considered. Among them, six were rejected, 77 were approved with conditions, and the remainder were approved without any sanitisation requirement or work restriction. The Advisory Committee was also presented with the details of these 714 applications, including the rank of applicants when in government service, the business nature of the prospective employers and the functional nature of the approved post-service work, as set out in **Annex D** for information. With regard to notification, a total of 347 notifications from 312 civil servants were received.

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⁶ With effect from 1 September 2015, blanket permission is given to 157 specified ranks of non-directorate civil servants whose maximum pay points do not exceed Master Pay Scale Point 20 or equivalent for taking up post-service outside work after retirement.

**Key Elements of the Old and New Control Regimes
Governing Post-service Employment of Directorate Civil Servants**

Old Control Regime	New Control Regime
<i>(I) Underlying principles</i>	
<p>1. Protection of the public interest and protection of an individual's right are the two underlying principles of the control regime on post-service outside work by directorate civil servants.</p>	<p>1. Protection of the public interest (namely public trust in the Government, good governance, and integrity and impartiality of the Civil Service) and protection of an individual's right will be the underlying principles of the control regime. Protection of the public interest will only take precedence over protection of an individual's right, where there is compelling reason justifying so doing in a particular case.</p>
<i>(II) Policy objective</i>	
<p>1. The policy objective of the control regime is to ensure that directorate civil servants on final leave or who have left the Government will not take up any work outside the Government which may constitute real or potential conflict of interest with their former government duties or cause negative public perception embarrassing the Government and undermining the image of the Civil Service, without at the same time unduly restricting the said individuals' right to pursue employment or other work after ceasing government service.</p>	<p>1. The policy objective of the control regime is to ensure that –</p> <ul style="list-style-type: none"> (a) directorate civil servants on final leave or former directorate civil servants will not take up work during the prescribed restriction periods which may – <ul style="list-style-type: none"> (i) constitute real or potential conflict of interest with their former government duties, or (ii) cause well-founded negative public perception embarrassing the Government and undermining the image of

Old Control Regime	New Control Regime
	<p>the Civil Service, or give rise to reasonable apprehension of deferred reward or benefit by a fair-minded and informed observer after having considered the relevant facts;</p> <p>(b) the said individuals' right to work after ceasing government service will not be unduly restricted; and</p> <p>(c) the attractiveness of the Civil Service as a career will not be adversely affected and that limited human resources will be put to good use.</p>
<i>(III) Coverage</i>	
<ol style="list-style-type: none"> 1. Directorate civil servants who were on pensionable/new permanent terms and ceased active service from 1 January 2006 to 31 August 2011. 2. Directorate civil servants who were on agreement terms and entered into new or renewal agreements from 1 January 2006 to 31 August 2011. 	<ol style="list-style-type: none"> 1. Directorate civil servants who are on pensionable/new permanent terms and cease active service on or after 1 September 2011. 2. Directorate civil servants who are on agreement terms and enter into new or renewal agreements on or after 1 September 2011.
<i>(IV) Sanitisation period (counting from cessation of active service during which outside work is normally not permitted)</i>	
<ol style="list-style-type: none"> 1. Minimum sanitisation period for directorate civil servants retired or retiring on pensionable or new permanent terms – <ul style="list-style-type: none"> D4 or above (or equivalent) – 12 months; Others – 6 months. 	<ol style="list-style-type: none"> 1-5. Same as Section (IV) items 1 to 5 under the Old Control Regime.

Old Control Regime	New Control Regime
<p>2. No minimum sanitisation period is specified for directorate civil servants leaving the Civil Service on grounds other than retirement (e.g. agreement officers and resignees). Each case will be considered on its own merits.</p> <p>3. The minimum sanitisation period is normally shortened or waived for notionally remunerated work and may be shortened for remunerated work taken up with the following organisations (the specified organisations) –</p> <ul style="list-style-type: none">(a) charitable, academic or other non-profit making organisations not primarily engaged in commercial operations;(b) non-commercial regional or international organisations; or(c) the Central Authorities of the People’s Republic of China, <p>where the work would not give rise to conflict of interest and is unlikely to cause negative public perception.</p> <p>4. For all other outside work (in particular work of a commercial nature), the minimum sanitisation period would only be shortened where there are special considerations, and provided that the work would not give rise to conflict of interest or negative public perception.</p> <p>5. Having regard to the circumstances of a particular case, a longer sanitisation period may be imposed if so required to more fully forestall</p>	

Old Control Regime	New Control Regime
conflict of interest or negative public perception.	
<i>(V) Final leave period</i>	
<p>1. The taking up of outside work during the final leave period is subject to the rules governing sanitisation.</p> <p>2. Directorate civil servants are not permitted to take up any full-time paid work or any work of a commercial nature (including self-employment) during the final leave period, unless there are special considerations. Directorate civil servants on final leave may, upon approval, take up part-time or notionally paid work with specified non-commercial organisations, subject to there being no problem of dual identity.</p>	<p>1-2. Same as Section (V) items 1 to 2 under the Old Control Regime.</p>
<i>(VI) Control period (counting from formal departure from the Government during which prior permission is required for taking up outside work)</i>	
<p>1. Directorate civil servants retired on pensionable or new permanent terms –</p> <p style="padding-left: 40px;">D8 or equivalent – 3 years;</p> <p style="padding-left: 40px;">Others – 2 years.</p> <p>2. Directorate civil servants who left the service on grounds other than retirement after six or more years of continuous service –</p> <p style="padding-left: 40px;">D8 or equivalent – 3 years;</p> <p style="padding-left: 40px;">Others – 2 years.</p>	<p>1-3. Same as Section (VI) items 1 to 3 under the Old Control Regime.</p>

Old Control Regime	New Control Regime
<p>3. Directorate civil servants who left the service on grounds other than retirement after less than six years of continuous service –</p> <p style="padding-left: 40px;">D8 or equivalent – 1.5 years;</p> <p style="padding-left: 40px;">Others – 1 year.</p>	
<i>(VII) Assessment criteria</i>	
<p>1. The key factors of consideration are as set out in the policy objective under Section (II) of the Old Control Regime.</p> <p>2. The specific considerations of an application include –</p> <p style="padding-left: 40px;">(a) whether the applicant was involved in the formulation of any policies or decisions, the effects of which directly or specifically benefited or could directly or specifically benefit his/her own business or his/her prospective employer;</p> <p style="padding-left: 40px;">(b) whether the applicant or his/her prospective employer might gain an unfair advantage over its competitors because of the applicant’s access to sensitive information while in government service;</p> <p style="padding-left: 40px;">(c) whether the applicant was involved in any contractual or legal dealings to which the prospective employer was a party;</p> <p style="padding-left: 40px;">(d) whether the proposed work would have any connection with the assignments and/or</p>	<p>1. The key factors of consideration are as set out in the policy objective under Section (II) of the New Control Regime.</p> <p>2. The specific considerations of an application include –</p> <p style="padding-left: 40px;">(a) the duties and responsibilities of the applicant during his/her last six years (for a D4 to D8 (or equivalent) civil servant) or three years (for a D1 to D3 (or equivalent) civil servant) of government service. Where necessary, a longer period of service history will be considered;</p> <p style="padding-left: 40px;">(b) - (f) same as Section (VII) items 2(a)-(e) under the Old Control Regime;</p> <p style="padding-left: 40px;">(g) whether a fair-minded and informed observer, having considered the relevant facts, would conclude that the applied-for work might give rise to reasonable apprehension of deferred reward or benefit; and</p> <p style="padding-left: 40px;">(h) whether any aspects of the applied-for work would cause</p>

<p style="text-align: center;">Old Control Regime</p>	<p style="text-align: center;">New Control Regime</p>
<p>projects and/or regulatory/enforcement duties in which the applicant had been involved while in government service;</p> <p>(e) whether the applicant’s taking up of the proposed work would give rise to public suspicion of conflict of interest or other impropriety; and</p> <p>(f) whether any aspects of the proposed work would cause embarrassment to the Government or bring disgrace to the Civil Service.</p> <p>3. The application will normally be assessed with reference to the applicant’s last three years of active government service. Where the applicant is a D4 to D8 (or equivalent) civil servant or if the work handled is of particular sensitivity, duties prior to the three-year period may also be taken into account.</p>	<p>well-founded negative public perception embarrassing the Government and undermining the image of the Civil Service.</p>
<p><i>(VIII) Standard work restrictions</i></p>	
<p>1. Standard work restrictions will be imposed on all approved cases of outside work. The applicants should not –</p> <p>(a) be personally involved, directly or indirectly, in the bidding for any government land, property, projects, contracts or franchises;</p> <p>(b) undertake or represent any person in any work including</p>	<p>1. Standard work restrictions will be imposed on all approved cases of outside work. The applicants will not –</p> <p>(a) directly or indirectly be involved in the bidding for any government land, property, projects, contracts or franchises;</p> <p>(b) directly or indirectly undertake or represent any person in any</p>

Old Control Regime	New Control Regime
<p>any litigation or lobbying activities that are connected in any way with –</p> <ul style="list-style-type: none"> (i) the formulation of any policy or decisions; (ii) sensitive information; (iii) contractual or legal dealings; (iv) assignments or projects; and/or (v) enforcement or regulatory duties <p>in which they were involved or to which they had access during their last three years of government service; or</p> <p>(c) engage in any activities which will cause embarrassment to the Government or bring disgrace to the Civil Service.</p>	<p>work including any litigation or lobbying activities that are connected in any way with the formulation of any policy or decisions, sensitive information, contractual or legal dealings, assignments or projects, and enforcement or regulatory duties in which they had been involved or to which they had access during their last three years of service; and</p> <p>(c) directly or indirectly engage in any activities which will cause embarrassment to the Government or bring disgrace to the Civil Service.</p>
<i>(IX) Blanket approval</i>	
<p>1. Blanket permission is given for unremunerated work with the specified organisations throughout the entire period from cessation of active service to the expiry of control period.</p>	<p>1. Same as Section (IX) item 1 under the Old Control Regime.</p>
<i>(X) Transparency</i>	
<p>1. For approved outside work taken up by directorate civil servants at D4 or above (or equivalent), the basic information (limited to the name of the applicant, his/her last civil service post title, date of cessation of active service, restrictions/</p>	<p>1. For approved outside work taken up by directorate civil servants, the basic information (limited to the name of the applicant, his/her last civil service post title, date of cessation of active service, restrictions/sanitisation imposed on</p>

Old Control Regime	New Control Regime
<p>sanitisation imposed on the approved work, commencement date of the approved work, and where applicable, identity of outside employer, the applicant's position in the outside organisation and a brief description of his/her main duties in the outside organisation) will be included in a register for public inspection on request. An entry will be kept until the expiry of the applicant's control period or after he/she has notified the Civil Service Bureau (CSB) of the cessation of the outside work, whichever happens earlier.</p> <p>2. For approved outside work taken up by directorate civil servants below D4 (or equivalent), where there is public concern about the propriety of the work, the basic information may be disclosed on a case-by-case basis.</p> <p>3. As regards unpaid outside work performed under the blanket permission for all directorate civil servants, the relevant information may be disclosed on a case-by-case basis where there is public concern.</p>	<p>the approved work, commencement date of the approved work, and where applicable, identity of outside employer, the applicant's position in the outside organisation and a brief description of his/her main duties in the outside organisation) as well as the advice of the Advisory Committee will be included in a register maintained by CSB for public inspection. The register is posted on CSB's website (http://www.csb.gov.hk).</p> <p>2. Same as Section (X) item 3 under the Old Control Regime.</p>

**Applications for Post-service Outside Work by Directorate Civil Servants
(1 January – 31 December 2017)¹**

(A) Applications

No. of applications considered by the Advisory Committee:	74 ²
No. of applications recommended for approval by the Advisory Committee:	69
No. of applications approved by SCS:	69
No. of applications recommended for rejection by the Advisory Committee:	5
No. of applications rejected by SCS:	5

(B) Break between government service and applied-for outside work recommended for approval by the Advisory Committee

No. of applications where the applicants were recommended to commence the applied-for outside work upon the end of the pre-determined minimum sanitisation period of 6/12 months	53 ³
No. of applications where the applicants were recommended to take up the applied-for outside work before end of the pre-determined minimum sanitisation period of 6/12 months	13 ⁴
No. of applications where the applicants were not subject to any pre-determined minimum sanitisation period ⁵	3 ⁶
Total	69

¹ Data are prepared on the basis of the date of approval/rejection of an application by SCS.

² All applications were subject to the new control regime. No application was subject to the old control regime.

³ In all cases, the approved date of commencement of the applied-for work was the same as that recommended by the Advisory Committee.

⁴ Twelve applications involved work with specified non-commercial/statutory organisations while one application involved work of a commercial nature with no real, potential or perceived conflict of interest with the applicant's former government duties. In all cases, the approved date of commencement of the applied-for work was the same as that recommended by the Advisory Committee.

⁵ There is no pre-determined minimum sanitisation period for directorate civil servants leaving the Civil Service on grounds other than retirement (e.g. on completion or termination of agreement, or resignation, etc.). Where appropriate, a sanitisation period on an application-specific basis may be imposed, having regard to concerns over conflict of interest and public perception.

⁶ One application involved work with a specified non-commercial organisation while two applications involved work of a commercial nature with no real, potential or perceived conflict of interest with the applicants' former government duties. The average break from cessation of active service for these cases was 12.7 months. In all cases, the approved date of commencement of the applied-for work was the same as that recommended by the Advisory Committee.

(C) Number of applicants by rank and applications

Directorate rank (or equivalent)	Number of applicants⁷	Number of applications
D1	19	25
D2	14	19
D3	10	17
D4	1	1
D5	2	4
D6	2	2
D8	3	6
Total	51	74

(D) Approved post-service outside work applications by nature of prospective employers

Work nature	Private commercial organisations	Non-commercial entities⁸	Total
Paid work	25	41	66
Unpaid work	2	1	3
Total	27	42	69

⁷ A directorate civil servant may submit more than one application for post-service outside work. Such applicants are counted only once.

⁸ Non-commercial entities include specified non-commercial organisations and other non-commercial organisations.

(E) Approved post-service outside work applications with private commercial organisations by nature of business of the organisations

Nature	Paid work			Unpaid work			Total
	Part-time	One-off project	Full-time	Part-time	One-off project	Full-time	
Banking / Finance	3		2				5
Catering	1						1
Entertainment	1						1
Information Technology			1				1
Legal Service	1		3				4
Management Consultancy		1	1				2
Media / Publishing / Broadcasting		2					2
Medical	1						1
Real Estate / Property Development			1	1			2
Security			2				2
Transport	1						1
Works / Works Consultancy	4						4
Others				1			1
Total	12	3	10	2	0	0	27

(F) Approved post-service outside work applications with non-commercial entities

Nature	Paid work			Unpaid work			Total
	Part-time	One-off project	Full-time	Part-time	One-off project	Full-time	
Academic institutions	19		2				21
Charitable organisations	2						2
Non-profit making organisations not primarily engaged in commercial operations	1	1	2				4
Regional / International organisations	2						2
Statutory organisations	3	3	6	1			13
Total	27	4	10	1	0	0	42

(G) Approved post-service outside work applications by functional nature

Functional nature	Number of applications
Advisory Service	4
Consultancy / Management Consultancy	5
Corporate Governance	3
Education	26
Finance and Accounting	2
Legal Service	5
Management	11
Media / Publishing / Broadcasting	2
Medical	4
Security	4
Works	2
Others	1
Total	69

**Notification of Unpaid Outside Work
with Specified Non-commercial Organisations
(1 January – 31 December 2017)¹**

(A) Number of directorate civil servants by rank and notifications

Directorate rank (or equivalent)	Number of directorate civil servants²	Number of notifications
D1	10	14
D2	12	28
D3	10	23
D4	3	13
D5	1	9
D6	3	3
D8	3	9
Total	42	99

¹ Data are prepared on the basis of the date of CSB's receipt and acknowledgement of the notification.

² A directorate civil servant may submit more than one notification of unpaid outside work. Such directorate civil servants are counted only once.

(B) Notifications of unpaid outside work with specified non-commercial organisations by nature of organisations

Nature of organisations	Number of notifications
Academic institutions	22
Charitable organisations	32
Non-profit making organisations not primarily engaged in commercial operations	43
Regional / International organisations	2
Total	99

(C) Notifications of unpaid outside work by functional nature

Functional nature	Number of notifications
Advisory	43
Education	16
Management	23
Others	17
Total	99

Annex D

**Post-retirement Outside Work of Non-directorate Civil Servants
(1 January – 31 December 2017)**

(A) Applications

No. of applications considered by bureaux/departments:	714
No. of applications approved by bureaux/departments:	708
No. of applications rejected by bureaux/departments:	6

(B) Number of applicants by rank and applications

Master Pay Scale (MPS) (or equivalent)	Number of applicants¹	Number of applications
Below MPS Point 14	1	1
MPS Point 14 – 33	340	433
MPS Point 34 or above	199	280
Total	540	714

(C) Approved post-service outside work applications by nature of prospective employers

Work nature	Private commercial organisations	Non-commercial entities²	Total
Paid work	469	219	688
Unpaid work	20	0	20
Total	489	219	708

¹ A non-directorate civil servant may submit more than one application for post-service outside work. Such applicants are counted only once.

² Non-commercial entities include specified non-commercial organisations and other non-commercial organisations.

(D) Approved post-service outside work applications with private commercial organisations by nature of business of the organisations

Nature	Paid work			Unpaid work			Total
	Part-time	One-off project	Full-time	Part-time	One-off project	Full-time	
Accommodation and Food Service	4		5	1			10
Administrative / Support Service	6		7				13
Banking / Finance	2		26				28
Education	12	1	3			1	17
Entertainment / Recreation	11	1	5		2		19
Information Technology	1		2	1			4
Legal Service	3	2	9			2	16
Maintenance Management	8		34				42
Management Consultancy	4	3	12				19
Manufacturing / Trading / Retailing	6		12	3			21
Medical	15	3	10				28
Printed Media / Broadcasting / Publishing	3		2	4			9

Nature	Paid work			Unpaid work			Total
	Part-time	One-off project	Full-time	Part-time	One-off project	Full-time	
Real Estate / Property Development	4		16	2			22
Security	43	3	45	2			93
Transport and Logistics	42		27				69
Works	9		46				55
Others	12	1	9	2			24
Total	185	14	270	15	2	3	489

(E) Approved post-service outside work applications with non-commercial entities

Nature	Paid work			Total
	Part-time	One-off project	Full-time	
Academic institutions	42	12	5	59
Charitable organisations	13	1	11	25
Non-profit making organisations not primarily engaged in commercial operations	18	12	16	46
Regional / International organisations		1	2	3
Statutory organisations	33	9	44	86
Total	106	35	78	219

(F) Approved post-service outside work applications by functional nature

Functional nature	Number of applications
Consultancy Service	43
Driving	81
Education	85
Finance and Accounting	5
Legal Service	11
Management	50
Medical	75
Office Administration / Support	101
Sales / Marketing	12
Security	141
Works	71
Others	33
Total	708