

11th October 1996

Mr Michael V Stone, JP
Deputy Secretary for the Civil Service
Civil Service Branch
Government Secretariat
Hong Kong

Secretarial Services in Government

At the Commission's 290th meeting held on 3rd October 1996, Members noted your letter of 29th July 1996 in which you presented an update on the progress of the Government Office Automation (GOA) Programme, its impact on the provision of secretarial services and action being taken by the Administration to improve productivity of and reduce reliance on secretarial staff.

This is your second report to the Commission on the review of the secretarial services in Government since your first report in August 1995.

I have been asked by the Commission to convey to you their decision that -

- (a) The Commission would like to receive a brief updating report, in a year's time, on the progress of the review, with particular reference to the interface between the various studies and the GOA Programme; and
- (b) the Administration should aim to submit a comprehensive report to the Commission before the end of 1998, after the full implementation of the GOA Programme, with firm recommendations on how the secretarial and clerical grades should be reorganised.

A copy of the relevant extract of the minutes of the Commission's 290th meeting is attached for your information.

Your attention to this matter will be much appreciated.

(Angus Miu)
Secretary General (Acting)

cc Director of General Grades
(Attn: Mr Cletus Lau)