

CIRCULAR MEMORANDUM No. 383/2002

From: Director of Education
Ref: ED(EST)10/12/01 IV
Tel: 2892 6128
Fax: 2574 1128
Date: 23 December 2002

To: Heads of Schools

Merger of Education and Manpower Bureau with Education Department

Summary

This circular memorandum announces that the Education and Manpower Bureau and the Education Department will be merged.

Details

2. With effect from 1 January 2003, the Education and Manpower Bureau (EMB) and the Education Department (ED) will be merged. The new organization will retain the nomenclature of Education and Manpower Bureau (EMB).

3. The merger of the two existing organizations will ensure better synergy between policy formulation and implementation and reduce duplication of efforts. The hierarchy of the merged organization will be flattened to enable better integration of efforts and avoid double-handling of work. It will also provide strong professional leadership and expertise required for the delivery of support services to the education sector which is of paramount importance at this critical stage of the education reform.

4. Mrs Fanny LAW, the Permanent Secretary for Education and Manpower will oversee the operation of the new organization and report to the Secretary for Education and Manpower. She will be underpinned by six deputies. Each of the deputies, designated as Deputy Secretary, will head a Branch and take responsibility for two or three Divisions, each headed by a directorate officer of the appropriate grade and rank. An organization chart and the revised schedule of responsibilities of the new EMB are at Annexes A and B respectively.

5. The organizational changes and new structure should largely be put in place on 1 January 2003. We do not expect major changes in our daily contact with schools, which remain the responsibilities of the respective School Development Teams in our Regional Education Offices under the School Development Division. Moreover, the existing circular memoranda issued by the Education Department will be deemed to be issued by the new EMB and remain effective until they are superseded. Users can still search for these circulars by their old classifications, numbers and key words in the new EMB Homepage

Enquiry

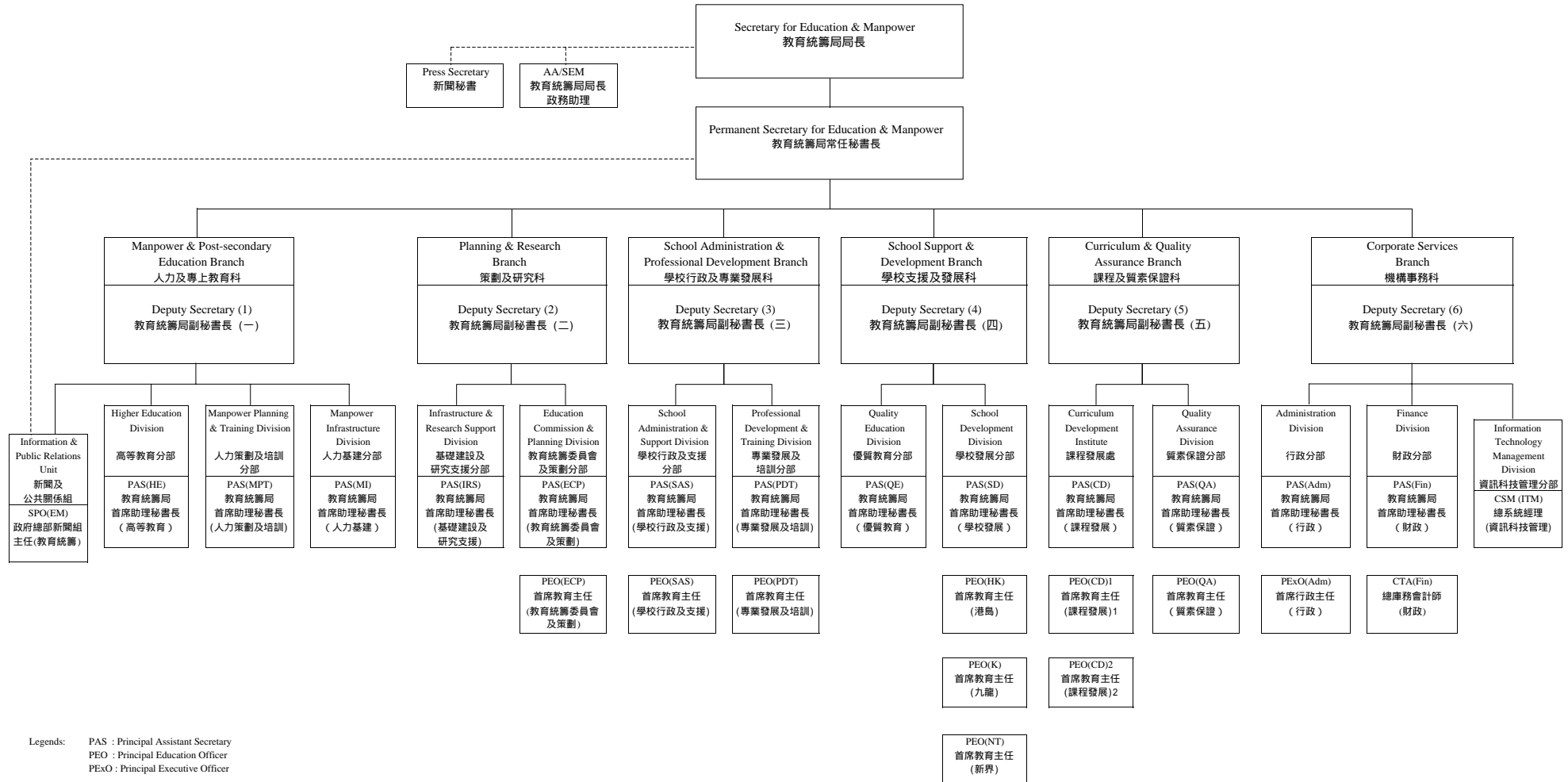
6. Enquiries concerning this circular memorandum should be directed to the respective School Development Officers.

(K. F. CHAN)
for Director of Education

EDUCATION AND MANPOWER BUREAU

Organization Chart
(with effect from 1 January 2003)

**教育統籌局
組織架構**
(二零零三年一月一日起生效)



Legends: PAS : Principal Assistant Secretary
 PEO : Principal Education Officer
 PExO : Principal Executive Officer
 CSM : Chief Systems Manager
 CTA : Chief Treasury Accountant
 SPO : Secretariat Press Officer

EDUCATION AND MANPOWER BUREAU

Schedule of Responsibilities

(with effect from 1 January 2003)

Secretary for Education and Manpower	<input type="checkbox"/> Head of Education and Manpower Bureau
Permanent Secretary for Education and Manpower	<input type="checkbox"/> Management of the Bureau <input type="checkbox"/> Direct overview of both policies and operational matters relating to the delivery of education in Hong Kong
Deputy Secretary for Education and Manpower (1)	Manpower and Post-secondary Education Branch <input type="checkbox"/> Supervision of Higher Education Division, Manpower Planning & Training Division and Manpower Infrastructure Division <input type="checkbox"/> Corporate public relations strategies <input type="checkbox"/> Policy matters relating to University Grants Committee
Deputy Secretary for Education and Manpower (2)	Planning and Research Branch <input type="checkbox"/> Supervision of Infrastructure & Research Support Division, Education Commission & Planning Division <input type="checkbox"/> Formulation and implementation of education policies arising from the education reform <input type="checkbox"/> Planning and building of schools
Deputy Secretary for Education and Manpower (3)	School Administration and Professional Development Branch <input type="checkbox"/> Supervision of School Administration & Support Division and Professional Development & Training Division <input type="checkbox"/> Taking charge of teaching grade review and review of subventions to schools; and steering a process re-engineering exercise to enhance the delivery of education services <input type="checkbox"/> Head of grade for all education grades
Deputy Secretary for Education and Manpower (4)	School Support and Development Branch <input type="checkbox"/> Supervision of Quality Education Division and School Development Division

Deputy Secretary for Education and Manpower (5)

Curriculum and Quality Assurance Branch
 Supervision of Curriculum Development Institute and Quality Assurance Division

Deputy Secretary for Education and Manpower (6)

Corporate Services Branch
 Supervision of Administration Division, Finance Division and Information Technology Management Division
 Policy matters relating to Student Financial Assistance Agency

Principal Assistant Secretary (Higher Education)

Higher Education Division
 Higher education
 Expansion of post-secondary education opportunities
 Legal education reform
 Reform of Prince Philip Dental Hospital
 Non-local Courses Registry

Principal Assistant Secretary (Manpower Planning & Training)

Manpower Planning and Training Division
 Manpower planning
 Vocational education and training framework
 Labour market analysis
 Funding for vocational and continuing education
 Continuing Education Fund and Skills Upgrading Scheme
 Construction Industry Training Authority and Clothing Industry Training Authority
 APEC Working Group on Human Resource Development

Principal Assistant Secretary (Manpower Infrastructure)

Manpower Infrastructure Division
 Manpower Development Committee
 Qualifications framework
 Quality assurance
 Provision of adult education and continuing education
 Project Yi Jin

Principal Assistant Secretary (Infrastructure & Research Support)

Infrastructure and Research Support Division
 Planning and building of schools for provision of school places
 School Allocation Committee
 Policy issues relating to privately-funded schools (excluding tutorial schools)
 School improvement programme
 Monitoring of and support services for education researches
 Information database

Principal Assistant Secretary
(Education Commission & Planning)

Education Commission and Planning Division

- Education Commission
- Co-ordination of implementation of education reform measures –
 - through train model
 - primary one admission
 - basic competency assessment
- Review of medium of instruction, secondary school places allocation and related researches
- School places allocation systems
- Development of secure Hong Kong Attainment Test

Principal Assistant Secretary (School Administration & Support)

School Administration and Support Division

- School administration policies for publicly funded schools, including direct subsidy schools and Caput schools
- Government school policy
- Special education policies and services –
 - audiological service
 - speech therapy service
 - referral and placement services
 - resource teaching and integrated education services
 - support services for students with special education needs

Principal Assistant Secretary
(Professional Development & Training)

Professional Development and Training Division

- Administration of principal/teacher training and development programme
- Advisory Committee on Teacher Education and Qualification
- Council on Professional Conduct in Education
- Language proficiency requirement
- Teacher database and registration
- Teachers' Centres and District Teacher Network Scheme
- Professional training and development of departmental staff

Principal Assistant Secretary (Quality Education)

Quality Education Division

- Quality Education Fund
- Dissemination of good practices
- IT in Education
- Textbook and curriculum resources
- Co-ordination of cross-divisional education issues including Legislative Council business
- Administrative support for the Permanent Secretary for Education & Manpower

Principal Assistant Secretary (School Development)

School Development Division

- Operation of Regional Education Offices
- Support services for schools
 - psychological services
 - student guidance and discipline
 - career education
 - placement services
 - home school co-operation
 - school-based management

Principal Assistant Secretary (Curriculum Development)

Curriculum Development Institute

- Curriculum Development Council
- Planning, coordination and review of basic and senior secondary education curricula
- Curriculum development and implementation of key learning areas
- Moral and civic education
- Gifted education strategy
- Curriculum development and implementation of languages education (including NET & Language Fund)
- Basic competency assessment
- School-based curriculum support
- Life-wide learning strategies
- Curriculum research, evaluation and assessment projects

Principal Assistant Secretary (Quality Assurance)

Quality Assurance Division

- Quality assurance including promotion of school self-evaluation and conduct of external school reviews
- Compliance issues including school registration and review of Education Ordinance
- Kong Kong Examinations and Assessment Authority
- Pre-primary education including kindergarten subsidy scheme and harmonisation of kindergartens and child care centres

Principal Assistant Secretary
(Administration)

Administration Division

- Human resources management strategy and programme
- Appointments and personnel services
- Establishment and administration support
- Staff complaints and staff performance management
- Mortgage Interest Subsidy Scheme
- Translation service
- Serving the community initiatives

Principal Assistant Secretary
(Finance)

Finance Division

- Strategic resources planning and management
- Development and maintenance of accounting and financial management systems
- Education subventions
- Costing services
- Advisory services on financial and procurement matters
- Inspection and audit of school accounts
- Internal audit

Chief Systems Manager
(Information Technology
Management)

Information Technology Management Division

- Planning, development and maintenance of information systems
- IT support services
- Providing technical advice on all IT-related issues