

第三章
CHAPTER 03

行政總部

ADMINISTRATION BRANCH

職責

行政總部協助廉政專員履行《廉政公署條例》(第204章)所訂明的職責,負責廉政公署(廉署)的一般行政,包括:

- 修訂及執行《廉政公署常規》;
- 財政管理;
- 人力資源管理;
- 職員關係與福利;及
- 編製《廉政公署年報》。

此外,行政總部亦負責如下有關廉署機構及行政工作:

- 傳訊及傳媒事務;
- 國際聯絡培訓;
- 物料供應及採購;
- 辦公室策劃及管理;
- 總務;
- 翻譯服務;
- 檔案管理;及
- 環境管理。

策略

行政總部作為廉署的一員,為執行處、防止貪污處和社區關係處提供專業的支援,以履行其職責,同時確保廉署內部嚴格遵守政府的管理及行政規例和程序。

財務事宜

廉署的經費以一個獨立開支總目支付。廉署每年的開支預算,須由貪污問題諮詢委員會審核,然後根據《廉政公署條例》第14(1)條的規定呈交行政長官審批。廉署的帳目須按照一般政府的規例和程序辦理,並如其他政府部門的帳目一樣,受審計署署長審核。

DUTIES

The Administration Branch (ADM) assists the Commissioner in exercising his statutory duties under the Independent Commission Against Corruption (ICAC) Ordinance (Cap 204), including matters relating to:

- Revision and execution of the *Commission Standing Orders*;
- Control of finance and estimates of expenditure;
- Human resource management;
- Staff relations and welfare; and
- Publication of *ICAC Annual Report*.

ADM also performs the following corporate and administrative functions:

- Communications and media relations;
- International liaison and training;
- Procurement and supplies of goods and services;
- Office accommodation management;
- General office support;
- Translation;
- Records management; and
- Green management.

STRATEGIES

As the corporate arm of the ICAC, ADM provides professional support to the Operations, Corruption Prevention and Community Relations Departments in fulfilling their mandates and at the same time oversees the consistent application of and compliance with government regulations and procedures in processing management and administrative matters within the ICAC.

FINANCE MATTERS

The ICAC is financed from a single head of expenditure. Its annual estimates are considered by the Advisory Committee on Corruption, before submission to the Chief Executive for approval in accordance with section 14(1) of the ICAC Ordinance. The ICAC's accounts are administered according to government regulations and procedures and are subject to examination by the Director of Audit in the same way as the accounts of other government departments.

人力資源管理

廉署在二零二零年年底的編制及在職人數列載於圖表 3-1。年內，共有 43 位部門職系及 28 位一般及支援職系人員離職，總流失率為 5.0%。

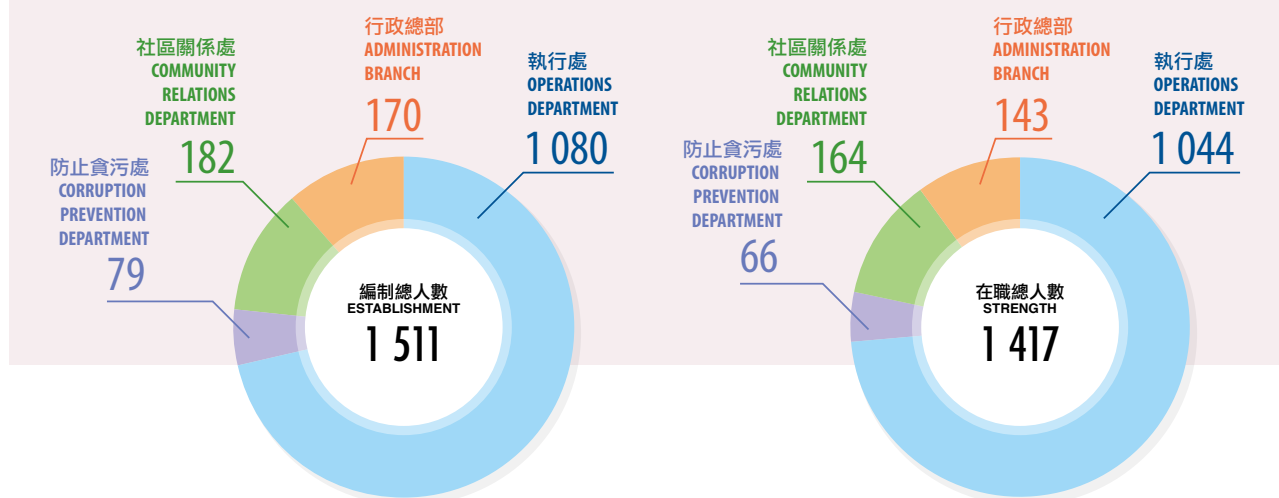
廉署人員通常以合約方式聘用，合約期滿後可獲約滿酬金，當中約 77% 屬廉署特有職系，按廉署人員薪級表支薪，他們的薪酬及服務條件都是根據紀律人員薪俸及服務條件常務委員會所提供的意見而訂定；其餘的人員則屬一般及支援職系，他們的薪酬與同等職級的公務員相同。

HUMAN RESOURCE MANAGEMENT

The establishment and staff strength of the ICAC as at 31 December 2020 are shown in Figure 3-1. During the year, 43 departmental grades officers and 28 general and support grades officers ceased service with the ICAC, resulting in an overall wastage rate of 5.0 per cent.

ICAC staff are normally appointed on gratuity-bearing agreements. Some 77 per cent of the staff are employed in grades special to the ICAC and are remunerated on the ICAC Pay Scale. Their pay and conditions of service are subject to the advice of the Standing Committee on Disciplined Services Salaries and Conditions of Service. The remaining staff members belong to general and support grades and are paid the same salaries as their counterparts in the Civil Service.

圖表 3-1：編制及在職人數
Figure 3-1: Establishment and staff strength

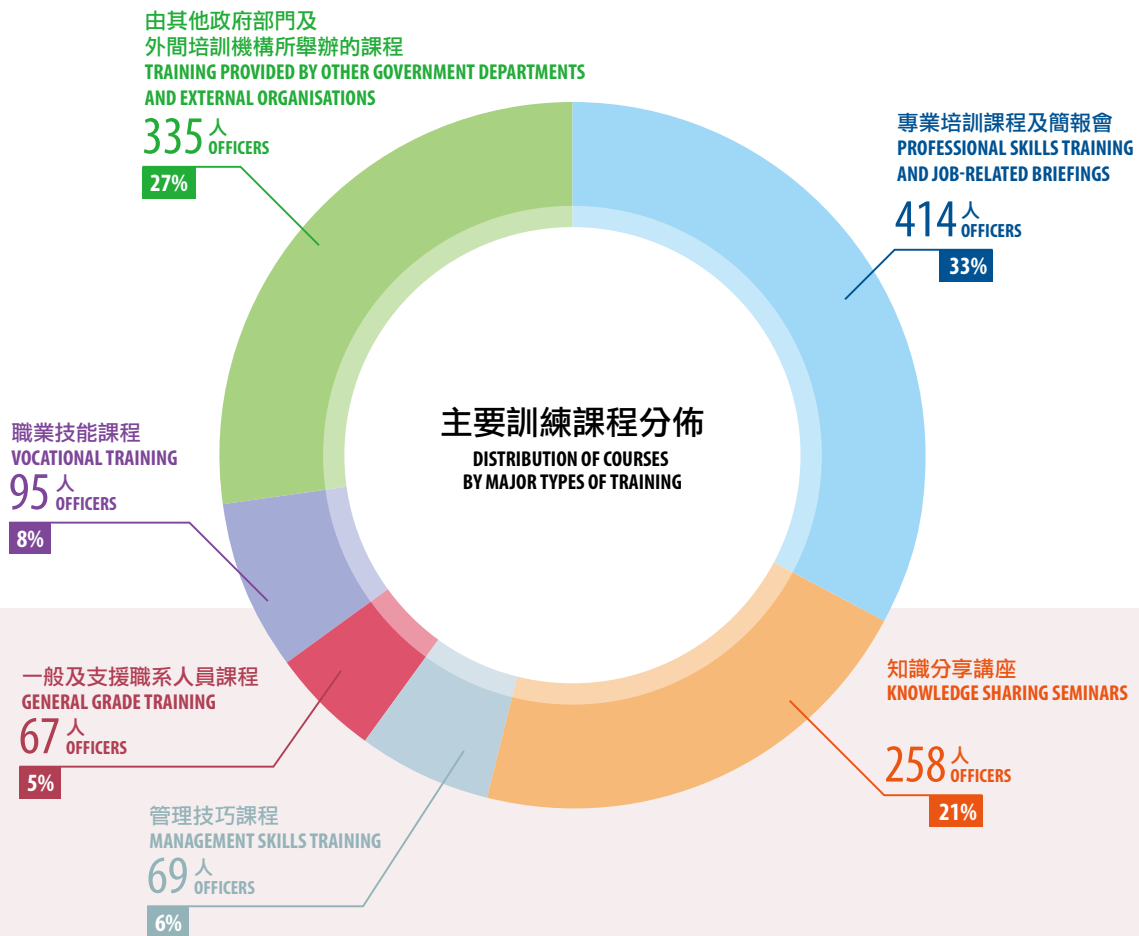


培訓及發展

人力資源發展小組負責為防止貪污處、社區關係處和行政總部部門職系人員，以及署內所有一般和支援職系人員提供培訓及發展課程，亦為執行處人員安排一般培訓；並且負責管理各項培訓設施，包括學習資源中心、網上學習中心、訓練營、多用途訓練館及健身室。

TRAINING AND DEVELOPMENT

The Human Resource Development Section is responsible for the training and development of officers from the Corruption Prevention Department, the Community Relations Department, ADM and the General and Support Grades, as well as arranging general training for officers of the Operations Department. The Section also manages the training facilities of the ICAC, including its Learning Resources Centre, Cyber Learning Centre, Training Camp, multi-purpose hall and gymnasium.



課程內容 Course Content

跨文化溝通及國際商務禮儀、大型活動管理、防貪管理體系及內部審計、政府採購政策、保險行業及行政事宜	Cross-cultural Communications and International Business Etiquette, Event Management, Anti-bribery Management Systems, Internal Auditing, Government Procurement Policy, Insurance Industry and Administrative Matters
香港與內地刑事司法制度比較及與年輕人溝通	Comparison of the Judicial Systems between Hong Kong and Mainland and Communication with Young Generation
演說、教練及輔導技巧	Presentation Skills, Coaching and Counselling
誠信管理、督導技巧及溝通能力	Integrity Management, Supervisory and Communication Skills
入職課程、電腦軟件應用及語文運用	Induction Course, Software Applications, Language courses
由其他政府部門及外間培訓機構所舉辦的課程	Various trainings provided by other government departments and external training organisations

於二零二零年，小組共舉辦了 20 個內部課程及研討會，累積參加人數為 903 人，同時安排了 335 位同事參加由政府部門及外間培訓機構所舉辦的各項訓練課程。課程涵蓋專業發展、工作技巧、專業知識分享講座、管理技巧、語文和資訊科技等，以協助同事了解其專業領域內最新的發展，提升其專業技能、管理及工作技巧。為配合網上學習及持續進修的趨勢，在實施特別工作安排期間，小組藉機推介各項網上資源及學習課程。與二零一九年比較，廉署的網上學習平台的課程登記及瀏覽人次，分別增加了約四倍和七倍。

In 2020, 20 in-house courses and seminars with an accumulated attendance of 903 officers were conducted, while 335 officers were placed to training courses organised by government departments or external organisations. A wide range of professional development courses, job-related briefings, knowledge sharing seminars, management skills courses, language and information technology training, etc. were organised to help officers keep abreast of the latest trend in their related fields and further enhance their professional, management and job skills. Running alongside the trend of e-learning and continuous learning, the Section exploited the opportunity arising from the special work from home arrangement to promote training and the use of learning resources online. Almost four-fold and more than seven-fold increase in course registration and access to the Cyber Learning Centre were recorded respectively, compared to 2019.



廉政公署人員參與各類培訓課程

ICAC officers attending different training courses

職員關係與福利

職員關係小組負責處理廉署人員的職員關係和福利事宜。小組與廉署職員康樂會不時合辦康體及福利活動，向廉署人員及其家屬提倡建立健康的生活模式，以平衡工作與生活。小組亦負責增強管理人員與同事之間就員工關注事宜的溝通，照顧同事的福祉，並就員工的需要作出支援。年內，小組在遵守社交距離及在家工作安排防疫措施之餘，舉辦多項面對面項目和活動。

STAFF RELATIONS AND WELFARE

Staff Relations Section is responsible for overseeing staff relations and welfare matters in the ICAC. It supports the ICAC Staff Club to organise sporting, recreational and social activities regularly for staff and their family members to promote healthy life style and work-life balance. The Section is also responsible for enhancing communication between management and staff members on subjects of staff concerns, looking after the staff's wellness and providing support to staff in need. In the year, while following strictly the work from home arrangements and social distancing measures for fighting the coronavirus pandemic, the Section had organised various face-to-face events and activities.

舉行九次職員協商委員會會議

9 Staff consultative committee meetings

透過定期會議，員工可就有關服務條件、福利及共同關注的事宜表達意見

To allow staff to directly express their views on matters relating to conditions of service, welfare and issues of common concern

職員康樂會共舉辦 17 項康體及聯誼活動

17 Sporting, recreational and social activities organised by Staff Club

向同事推廣健康生活模式，促進工作與生活間的平衡

To promote a healthy life style and work-life balance among staff

職員建議書計劃收到 27 份建議，當中 8 份獲獎

27 Staff proposals received via Staff Suggestions Scheme resulting in 8 awards

鼓勵同事就善用資源、改善工作效率及保護環境等範圍提出建議

To encourage staff to contribute improvement suggestions on making the best use of resources, enhancing work efficiency and promoting green management, etc.

儲蓄互助社擁 825 名社員，1.6 億元存款

Credit Union registering 825 members and total savings of \$160 million

根據《儲蓄互助社條例》(第 119 章)鼓勵社員儲蓄，並為社員提供貸款服務

To promote thrift and provide credit facilities to its members in accordance with the Credit Unions Ordinance (Cap 119)



廉政專員、部門首長、廉政公署人員、退休人員及家人出席於二零二零年一月舉辦的廉政公署長跑競賽

The Commissioner, Heads of Departments, ICAC officers, retired staff and family members joining the ICAC Road Race held in January 2020

充滿活力的廉政公署新一代開始長跑競賽

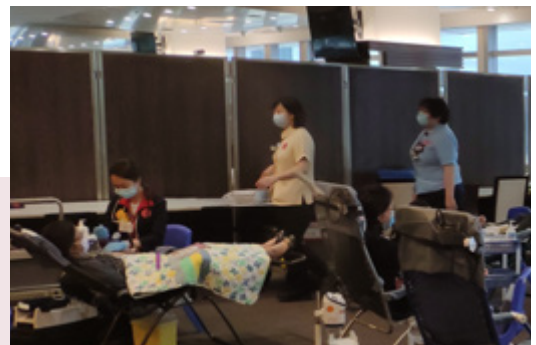
The next generation of ICAC colleagues starting their race with full energy



一位退休廉政公署人員即席揮毫，透過吉祥揮春為廉政公署人員帶來新春祝福

A retired officer delivering her blessings to ICAC officers through her Chinese New Year couplets writing

廉政公署人員踴躍參與在廉政公署大樓內舉行的捐血日
ICAC officers joining blood donation day in the ICAC Building



職業安全健康

廉署致力為員工提供安全健康的工作間，署內有 93 名職安健主任，負責在其所屬部門內，支援各項有關職安健的計劃和措施，包括顯示屏幕設備評估和工作間安全檢查計劃。

年內，廉署安排了各種職安健培訓課程，包括消防安全、處理可疑物品及建築地盤和密閉空間工作的安全，以配合廉署人員的工作需要。

為推廣職安健，廉署不時安排了相關主題的展板在廉署大樓內展出，並定期透過內聯網更新及發放職安健的資訊。

OCCUPATIONAL SAFETY AND HEALTH

The ICAC is committed to providing and maintaining a safe and healthy work environment for all staff. There are 93 officers serving as occupational safety and health (OSH) managers in different units to assist in the implementation of various OSH initiatives and measures, such as Display Screen Equipment Assessment and Office Safety Inspection.

During the year, training courses on fire safety, handling of suspicious objects, and safety in construction sites and confined spaces operation were arranged to meet operational needs of our staff.

To promote the awareness of OSH, thematic panels were displayed from time to time. We also updated and disseminated OSH information through intranet regularly.

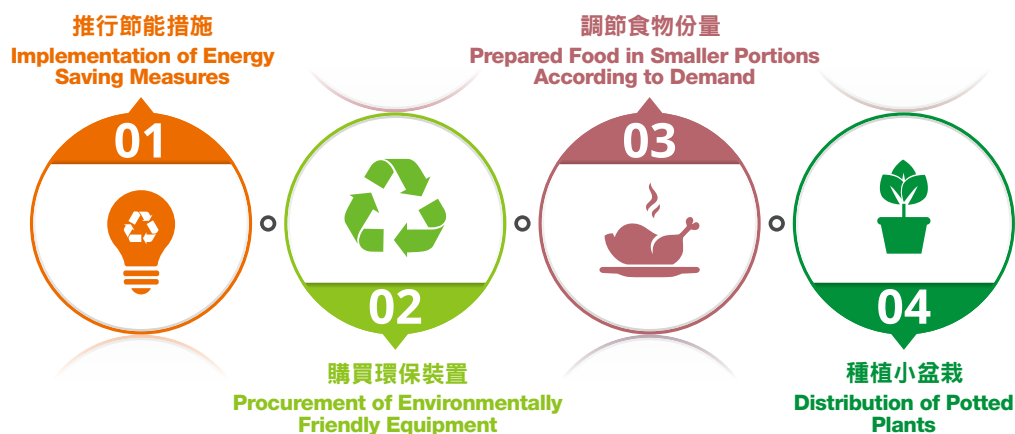


廉政公署人員參與處理可疑物品簡報會（左圖）及商業樓宇之消防安全課程（右圖）

Officers attending the Briefing on Handling Suspicious Objects (left) and Fire Safety for Commercial Buildings Course (right)

環境管理

廉署致力提倡及營造環保文化，確保辦公室環境和運作合乎環保原則。由助理處長（行政）領導的環境管理工作委員會在部門環保經理的協助下，專責檢討和監察廉署推行環保工作的進展。委員會除負責收集有關環境管理工作的意見和建議外，亦會積極研究各項新的環保措施。在二零二零年，委員會繼續推行以下各項環保措施及舉辦相關活動。



傳訊及傳媒事務

傳訊及傳媒事務組為廉署的高層管理人員就傳媒策略提供建議、落實媒體工作計劃，以及為署方提供傳媒支援服務。透過與傳媒保持良好溝通和聯繫，讓市民了解廉署的工作概況，提升廉署的透明度及透過不同媒體宣傳廉署各部門的最新工作。

該組年內發出共 168 份新聞稿，向市民大眾公布廉署的主要動向、法庭案件及防貪教育活動，並適時回應媒體關注的議題。除了與傳媒的日常聯繫外，該組年內處理約 120 項傳媒查詢。

GREEN MANAGEMENT

The ICAC is committed to promoting and creating an environmentally friendly culture and integrating green measures into our office operation and environment. A dedicated Environmental Management Committee, headed by the Assistant Director (Administration) and assisted by a team of Departmental Green Managers, is tasked to review and monitor ICAC's environmental performance. The Committee also analyses feedback and suggestions on green management and actively identifies new green initiatives. In 2020, the ICAC continued to implement and organise the following green measures and activities.

COMMUNICATIONS AND MEDIA RELATIONS

The Communications and Media Relations Office advises the senior management on the formulation of media strategies, implements the media plans and provides corporate media support service as required. Through maintaining effective communications and close rapport with the media, the Office strives to enhance the Commission's transparency and keep the public abreast of its anti-corruption initiatives through various media platforms.

During the year, the Office issued a total of 168 press releases on ICAC's major activities, court cases and preventive education initiatives. Timely responses were also delivered to address issues of media concern. Apart from regular day-to-day liaison, the Office handled about 120 enquiries from the media in 2020.

新聞簡報會介紹保險業防貪教育工作

The press briefing on preventive education work for insurance sector



該組年內先後舉行了六次新聞簡報會及媒體訪問，由廉署人員介紹不同範疇的廉政工作。此外，該組亦不時與本地報刊和網上媒體合作，為多項活動及計劃刊載專題文章及宣傳，例如廉署香港商業道德發展中心二十五周年活動、“童·閱·樂”繪本傳誡計劃和“反貪之旅”活動等。

該組亦協助負責監察廉署工作的四個諮詢委員會的主席舉行周年新聞簡報會，向傳媒闡釋委員會於年內的工作。

ICAC officers from different departments and units gave a total of six press briefings and interviews on various anti-corruption initiatives during the year. In addition, the Office regularly collaborated with local newspapers and online media to run feature articles and publicity campaigns, such as the 25th Anniversary campaign of ICAC's [Hong Kong Business Ethics Development Centre](#), the [“Reading for Integrity” moral education project](#) as well as the [Anti-corruption Walk](#) event.

The Office also coordinated an annual press briefing for chairmen of the four advisory committees overseeing ICAC's work to review their job during the year.



傳訊及傳媒事務組邀請傳媒採訪二零二零年一月初舉辦的廉署“反貪之旅”導賞活動

Media representatives being invited to report the ICAC's Anti-corruption Walk held in early January 2020

負責監察廉政公署工作的四個諮詢委員會主席舉行周年新聞簡報會，回顧年內的工作

Chairmen of the four advisory committees overseeing ICAC's work hosting an annual press briefing to review their job



國際聯絡及培訓

國際聯絡及培訓組主要負責統籌與執法行動無關的國際聯絡工作向國際社會宣傳廉署工作、為其他司法管轄區的反貪機構提供國際反貪能力提升和諮詢服務，以及進行反貪研究。

INTERNATIONAL LIAISON AND TRAINING

The International Liaison and Training Group is responsible for co-ordinating non-operational international liaison, promoting ICAC's work in the global arena, providing international anti-corruption capacity building and consultancy service to anti-corruption agencies of various jurisdictions, and conducting anti-corruption research and analysis.



廉政公署人員為“一帶一路”國家的反貪機構舉辦視像反貪培訓課程

ICAC officers conducting online capacity building programmes for anti-corruption agencies in Belt and Road countries



廉政公署人員與海外反貪人員（左）及內地企業（右）分享香港的反貪經驗

ICAC officers sharing Hong Kong's anti-corruption experience with overseas graft fighters (left) and Mainland enterprises (right)

就廉署向其他司法管轄區的反貪機構提供能力提升培訓課程和諮詢服務，國際聯絡培訓組已與近 60 個《聯合國反腐敗公約》締約國建立聯繫。二零二零年，由於新型冠狀病毒病全球肆虐，廉署與海外反貪機構的面對面交流無可避免受到影響。因應各地實施的入境限制，國際聯絡培訓組採取迅速行動，透過網上平台與海外機構保持密切聯繫，分別為波斯尼亞和黑塞哥維那、摩爾多瓦、蒙古國、緬甸、羅馬尼亞及泰國的反貪機構，舉辦共六個視像反貪培訓課程，共有 134 名反貪官員參與該課程。廉署資深人員亦透過網上平台，與愛沙尼亞、哈薩克斯坦及烏茲別克斯坦的反貪官員分享香港的反貪經驗及策略，以及探討培訓合作。

內地聯繫方面，國際聯絡培訓組一直與國家監察委員會、廣東省監察委員會及澳門廉政公署保持聯繫，以推進大灣區的反貪協作。廉署人員亦在國家監察委員會舉辦的研討會上，與參與“一帶一路”倡議的內地企業分享廉署在協助私營機構提升企業管治及守法合規的經驗。

On offering capacity building programmes and consultancy service to our counterparts of other jurisdictions, the Group has established connections with nearly 60 countries which are States Parties to the United Nations Convention against Corruption. In 2020, the Group's face-to-face exchanges with overseas agencies was disrupted by the global pandemic. To cope with worldwide travel restrictions, the Group took swift action to sustain close contacts with overseas agencies via online platforms and organised six online capacity building programmes for the anti-corruption agencies of Bosnia and Herzegovina, Moldova, Mongolia, Myanmar, Romania and Thailand, reaching a total of 134 graft fighters. Senior ICAC officers also shared Hong Kong's anti-corruption experience and strategies and discussed training collaborations with our counterparts of Estonia, Kazakhstan and Uzbekistan via online platforms.

On Mainland liaison, the Group maintained collaboration with the National Commission of Supervision, the Guangdong Provincial Commission of Supervision and the Commission Against Corruption of Macao with a view to taking forward the anti-corruption work in the Greater Bay Area. During a seminar organised by the National Commission of Supervision, ICAC's experience in fostering corporate governance and promoting quality compliance in the private sector was shared with Mainland enterprises participating in the Belt and Road Initiative.



廉政公署人員向國際社會闡述香港的穩健法治及最新的廉潔情況

ICAC officers updating international communities on Hong Kong's strong rule of law and latest probity situation

年內，國際聯絡培訓組繼續透過廉政公署網頁的“國際視點”網上平台向國際社會推廣香港最新的廉潔環境、有效的反貪制度及穩健的法治等競爭優勢。此外，資深廉署人員先後在不同國際場合分享廉署的反貪策略及最佳工作常規，包括在馬來西亞舉行的亞太經濟合作組織“性別主流化與女性賦權以打擊貪污”會議、由澳洲格里菲斯大學及透明國際亞洲支部合辦的首屆亞太誠信培訓課程網上開幕研討會，以及透明國際第十九屆國際反貪污會議中由 World Justice Project 主持的網上工作坊。

由國際聯絡培訓組管轄的廉政建設研究及國際培訓中心設有圖書館，藏書豐富，包括各類與廉政建設有關的學術和法律書籍及期刊，供海內外學者及反貪專家進行反貪研究時使用。國際聯絡培訓組亦開展了多項反貪研究，以支援國際反貪培訓及諮詢事宜。

獎章和嘉許狀

二零二零年，廉署有三名人員獲頒授香港廉政公署卓越獎章、三名人員獲頒授香港廉政公署榮譽獎章、一名人員獲頒授榮譽勳章、三名人員獲頒授行政長官社區服務獎狀和一名人員獲頒授行政長官公共服務獎狀。一百一十九名人員獲頒授長期服務獎項。此外，有一名人員獲頒授廉政專員嘉許狀，以及 20 名人員獲頒授部門首長嘉許狀。

In the year, the Group continued to update the international arena on Hong Kong's latest integrity environment, robust anti-corruption regime as well as the city's strong system based on the rule of law through the online platform "International Perspective" on ICAC's corporate website. ICAC senior officers shared the Commission's anti-corruption strategies and best practices in various international forums, including the Asia-Pacific Economic Cooperation Symposium on Gender Mainstreaming and Women Empowerment to Fight Corruption held in Malaysia, the Opening Symposium of the Inaugural Asia-Pacific Integrity School organised by Griffith University and Transparency International Australia, and a virtual workshop hosted by the World Justice Project in Transparency International's 19th International Anti-Corruption Conference.

The Group manages the Centre of Anti-Corruption Studies and International Training which houses a library with a collection of books, journals, literature and legal publications. With these useful resources, the Group continued to maintain mutual exchange with local and overseas academia and practitioners and conducted research projects on different subjects to support anti-corruption training and consultancy services.

AWARDS AND COMMENDATIONS

In 2020, three officers were awarded the Hong Kong ICAC Medal for Distinguished Service, three officers were awarded the Hong Kong ICAC Medal for Meritorious Service, one officer was awarded the Medal of Honour, three officers were awarded the Chief Executive's Commendation for Community Service and one officer was awarded the Chief Executive's Commendation for Government/Public Service. One hundred and nineteen officers also received long service awards. In addition, one officer received the ICAC Commissioner's Commendation and 20 officers received the ICAC Heads of Department's Commendations.

境外訪客

作為國際社會中具領先地位的反貪機構之一，廉署經常與各國機構分享打擊和預防貪污的經驗。二零二零年，受新型冠狀病毒病疫情、相關入境限制及檢疫措施的影響，大部分其他司法管轄區人員到訪廉署的計劃因而延期或取消，令境外訪客數字有相當大的跌幅。年內，廉署接待了來自一個國際組織及六個國家／地區的 56 名訪客，就廉政建設工作進行交流。

NON-LOCAL VISITORS

As one of the leading anti-corruption agencies in the world, the ICAC regularly shares its experience in fighting and preventing corruption with organisations from all over the world. Nevertheless, due to the coronavirus pandemic and the associated travel restrictions and quarantine measures, visits programmes by delegations from other jurisdictions have been postponed or cancelled causing a significant drop in the number of overseas visitors to the ICAC. In the year, 56 persons from one international organisation and six countries/territories visited the ICAC for experience sharing and mutual exchange.