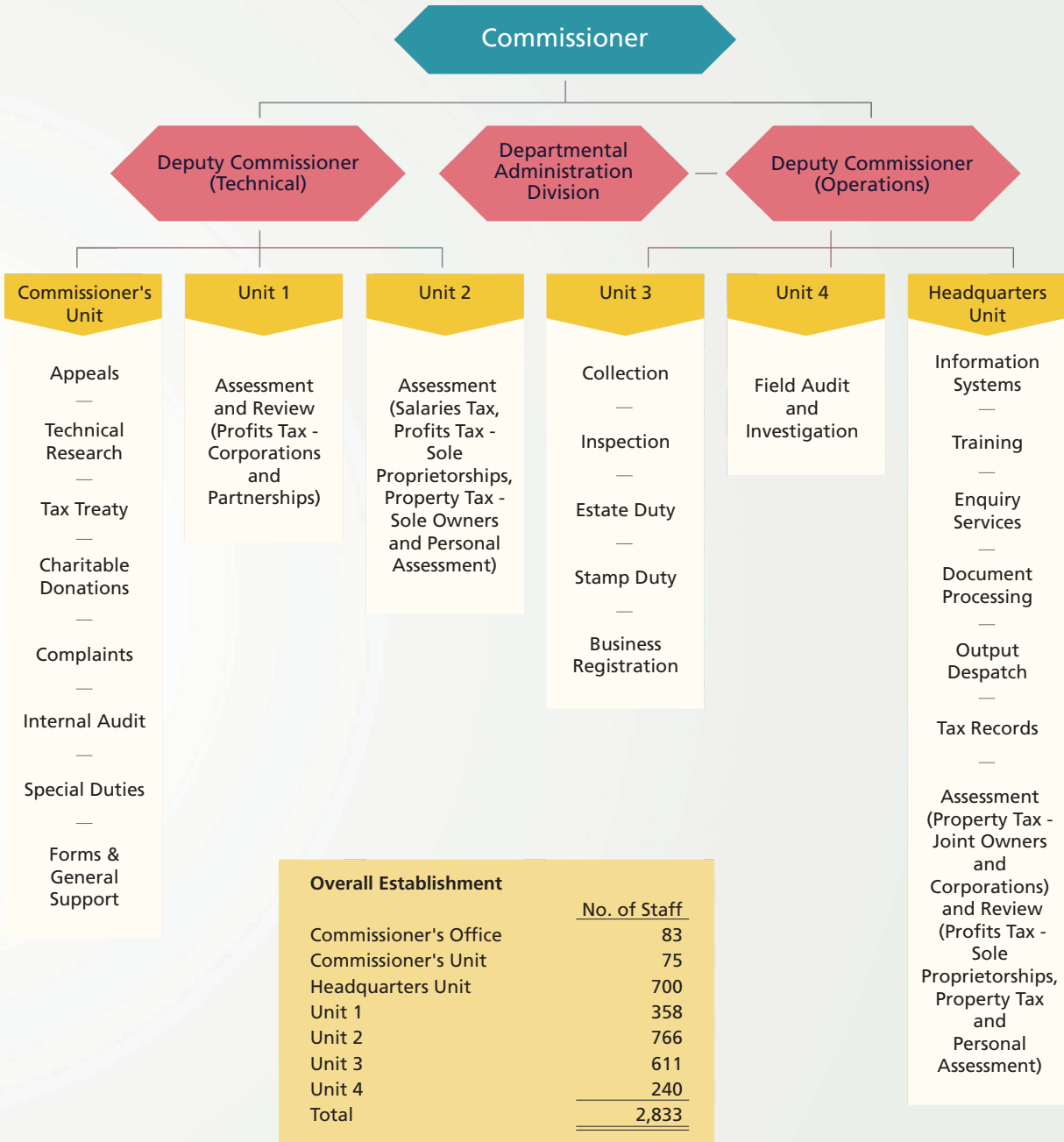


Organisation Chart of the Inland Revenue Department as at 31.3.2016



Establishment

The Commissioner, the two Deputy Commissioners and the five Assistant Commissioners, together with the Departmental Secretary, form the top management of the Inland Revenue Department.

Members of the Top Management of the Inland Revenue Department (as at 31.3.2016)



Mr CHIU Sai-ming
Assistant Commissioner
(Headquarters Unit)



Mr TAM Tai-pang
Deputy Commissioner
(Operations)



Mr WONG Kuen-fai
Commissioner



Mr CHIU Kwok-kit
Deputy Commissioner
(Technical)



**Miss LEUNG Shun-chee,
Evelyn**
Departmental Secretary



Ms LEE Kong-chun, Doris
Assistant Commissioner
(Unit 1)



Miss TSUI Siu-fong, Maria
Assistant Commissioner
(Unit 2)



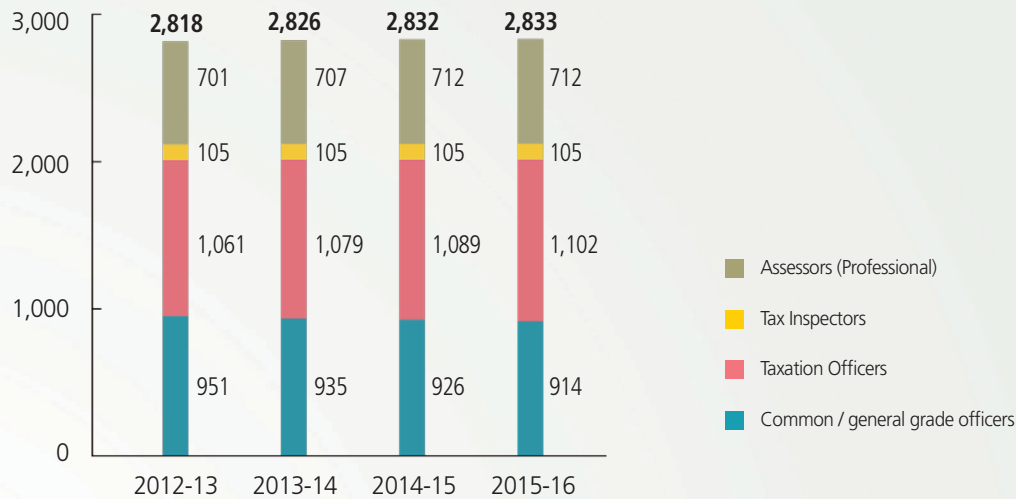
Ms TSE Yuk-yip
Assistant Commissioner
(Unit 3)



Ms CHAN Fung-kuen
Assistant Commissioner
(Unit 4)

As at 31 March 2016, the Department had an establishment of 2,833 permanent posts (including 27 directorate posts) in the Commissioner's Office and the 6 Units of the Department. Of the total, 1,919 posts were in departmental grades (namely Assessor, Tax Inspector and Taxation Officer grades), performing duties directly concerned with taxation. The remaining 914 posts were in common / general grades, providing administrative, information technology and clerical support services (**Figure 35**).

Figure 35 Staff establishment



Most of the professional officers serving in the Department were below the age of 45 (**Figure 36**). The ratio of male to female professional officers was 1:1.6.

Figure 36 Age and gender profiles of professional staff (on strength basis)

Age Group	Male		Female		Total	
	Count	Percentage	Count	Percentage	Count	Percentage
Below 25	7	(3%)	20	(5%)	27	(4%)
25 to below 35	56	(21%)	141	(32%)	197	(28%)
35 to below 45	54	(20%)	98	(22%)	152	(21%)
45 to below 55	115	(42%)	138	(32%)	253	(36%)
55 and over	38	(14%)	39	(9%)	77	(11%)
Total	270	(100%)	436	(100%)	706	(100%)

Staff Promotions and Turnover

In 2015-16, a total of 45 departmental grade officers and 17 common / general grade officers were promoted. Among them, 2 were in directorate rank. 206 officers joined the Department, of which 133 were new appointees and 73 were officers transferred from other grades / departments. A total of 156 officers (including 49 transferred to other departments) left the Department.

Training and Development

Staff are the Department's valuable assets. We recognise the importance of providing opportunities of continuous learning to our staff to keep them abreast of the changing environment and to acquire the necessary knowledge to perform their duties. A variety of training courses in taxation, accounting, interpersonal skills, management, languages, computer, etc. are offered to staff members. In 2015-16, our staff received training for a total of 10,414 man-days, which was equivalent to about 3.68 man-days per officer.

The major training activities conducted for our staff during 2015-16 were as below:

Training Courses

- Induction courses for all grades of staff upon joining the Department
- Two-year taxation law and practice course for newly appointed Assistant Assessors
- Briefing sessions on legislative amendments and new services
- Refresher courses on professional knowledge
- Courses on Hong Kong Accounting Standards
- Written and spoken English courses
- Putonghua courses
- Computer courses

Workshops

- Leadership and teamwork workshop
- Mentorship workshop
- Performance appraisal workshops on English writing and interviewing skills
- Workshop on Chinese writing
- Workshop on effective communication in the workplace
- Workshop on essential supervisory skills
- Workshop on how to handle difficult taxpayers
- Workshop on interviewing and negotiation skills
- Workshop on leading innovation and change
- Workshop on performance management
- Workshop on problem solving and decision making
- Workshop on stress management
- Workshop on supervisory management

Continuing Professional Education

11 seminars were held by the Training Committee under the in-house Continuing Professional Education (CPE) Programme on the following subjects for professional officers:

- Understanding the Work of the Office of the Ombudsman
- Implementing Automatic Exchange of Financial Account Information in Tax Matters and Tackling Base Erosion and Profit Shifting (BEPS) in Hong Kong
- International Financial Reporting Standard No. 9 – Financial Instruments
- Cross-border Service Arrangement and the Related Tax Compliance Procedures in the PRC
- An Introduction to Venture Capital and Private Equity
- An Introduction to Anti-money Laundering Enforcement in Hong Kong
- International Tax Avoidance and Action Plan on BEPS
- Stamp Duty on Stock Transactions – Shanghai-Hong Kong Stock Connect and Uncertificated Securities Market
- Update on the Mainland's Tax Development – BEPS and Transfer Pricing
- Mediation and Arbitration
- Annual Update of Appeals Cases

Speakers for 4 of the seminars were staff members and others were experts from various fields. A total of 1,209 staff members attended these seminars. The video files of the CPE seminars were uploaded onto the Department's Intranet and a total of 599 staff members had viewed these video files.

Overseas and China Training

In order that our professional officers may broaden their horizons and acquire the necessary knowledge to cope with new and complex global issues, they are sent to participate in overseas training programmes. In 2015-16, 29 officers went to China, Korea, Malaysia and Philippines to attend training courses on different issues, 16 to universities in China for national studies courses and 2 to cities in China for thematic study programmes.

Continuous Learning

Besides the conventional classroom training, the Department employs various means to promote continuous self-learning. These include encouraging staff to take the web courses provided by the CLC Plus of CSTDI and providing financial support to officers to attend seminars and courses organised by academic and professional institutes. In 2015-16, 5 officers were sponsored by the Department to attend the relevant courses. Training materials and information are uploaded onto our Intranet for officers to study in their own time and at their own pace. This provides an effective way for the staff to acquire new knowledge and refresh what they have learnt.

Mentorship Scheme

A Mentorship Scheme for Assistant Assessors has been set up since 2008. Under this scheme, experienced officers (the mentors) will guide newly recruited Assistant Assessors (the mentees) to broaden their perception about the Department such as the organisation structure, work, connection and culture, and help them integrate into the civil service.

Staff Relations and Welfare

The Department attaches great importance to staff relations and welfare. We strive to maintain effective communication, and promote co-operation and mutual trust between the management and staff at all levels which help enhance the Department's operational efficiency and productivity.

The Departmental Consultative Committee

The Departmental Consultative Committee provides a formal and effective platform for the management and staff to exchange views on matters of mutual concern such as recruitment, promotion, career posting, training, working environment, staff welfare, office security and safety. The Committee is chaired by the Deputy Commissioner (Operations) and composed of representatives from all staff unions / associations and staff groups in the Department.

The General Grades Consultative Committee

The General Grades Consultative Committee, chaired by the Departmental Secretary, allows staff members of the common and general grades to discuss with the management issues of specific interest to their grades.

The "Meet-the-Staff Programme"

First launched in 1996-97, the "Meet-the-Staff Programme" enables the senior management of each Unit and staff of different sections / groups to exchange ideas face to face on departmental and service-wide issues in an open and relaxed manner. It serves to supplement the formal consultative channel and effectively enhances communication between staff and the management.

The IRD Staff Suggestions Scheme

In 2015-16, 2 out of 7 suggestions made through the IRD Staff Suggestions Scheme were granted cash awards and certificates of commendation in recognition of their contributions on enhancing operational efficiency and quality of services of the Department.

The Inland Revenue Department Newsletter

The Departmental Newsletter, issued quarterly, is another channel of communication between staff and the management and serves to promote a sense of belonging in the Department. Articles are contributed by unit management for disseminating service-related issues, staff movement, staff welfare, information technology, environmental and green issues, occupational and safety matters, etc.. Staff are also keen to share their leisure activities and hobbies. The Newsletter further provides a regular roundup on the recreational activities organised by the IRD Sports Association as well as volunteer activities arranged by the IRD Volunteer Team.



The Inland Revenue General Staff Welfare Fund

Established in 1972, the Inland Revenue General Staff Welfare Fund operates on funds donated by staff on a voluntary basis. It aims to provide within a short time small amount of interest free loan, as an additional and quick emergency relief, to help staff in unexpected financial hardship. The Fund is managed by a Governing Committee, chaired by the Departmental Secretary and composed of staff representatives from the Departmental Consultative Committee, the General Grades Consultative Committee and the IRD Sports Association. The Claims Subcommittee, formed under the Governing Committee, considers and approves applications for financial assistance submitted by staff.

Commissioner's Commendation Letter Scheme

In 2015-16, 39 officers who had provided outstanding service for a long period of time were awarded the Commissioner's Commendation Letter. The presentation ceremony was held in April 2016.



Secretary for the Civil Service's Commendation Award 2015

In 2015, a Senior Taxation Officer was awarded the Secretary for the Civil Service's Commendation in recognition of her exceptionally meritorious and consistently outstanding performance. The presentation ceremony was held in November 2015.



The Long and Meritorious Service Travel Award Scheme

In 2015-16, 27 officers with long and meritorious service were granted awards of overseas travel under the Long and Meritorious Service Travel Award Scheme.

The IRD Sports Association



The mission of Sports Association is to promote the intellectual, social and athletic interests of its members. During the year, the Association arranged various interest classes, workshops and luncheon talks to enrich members' leisure time and promote healthy lifestyle. Social functions like outings, cross-border trip, lantern festival riddles

and annual dinner also provided a perfect platform for members to foster better relationship. All the activities were well received by colleagues, their family members and friends.

To further promote health and enhance bonding among members, the Association also organised a wide range of sports activities across the year. Members could demonstrate their talents in sports through participating in different sports competitions. In June 2015, the Association was invited to participate in the badminton competition organised by the Hong Kong Institute of Certified Public Accountants. Our team won the first runner-up in the competition.



On the charity front, the Association actively took part in various fund-raising activities, like "Medecins Sans Frontieres Day", "ORBIS World Sight Day Pin Campaign" and "World Vision – Skip-A-Meal". With generous support by colleagues, the results in terms of the amounts of fund raised and the numbers of donors in all events were very encouraging. The Department also won the championship of the "Organisation with the Most Participants" and the "Top Five Fundraising Organisations" in the "ORBIS World Sight Day Pin Campaign".

Furthermore, the IRD Volunteer Team under the auspices of the Association continued to actively devote to numerous community works. In 2015-16, 326 colleagues participated in a variety of voluntary services, recording a total of 2,601 service hours. In recognition of the Department's continuous efforts in caring the community, the Hong Kong Council of Social Service awarded the "10 Years Plus Caring Organisation Logo" to the Department. This marked the 11th consecutive year in which the Department was granted the award.

