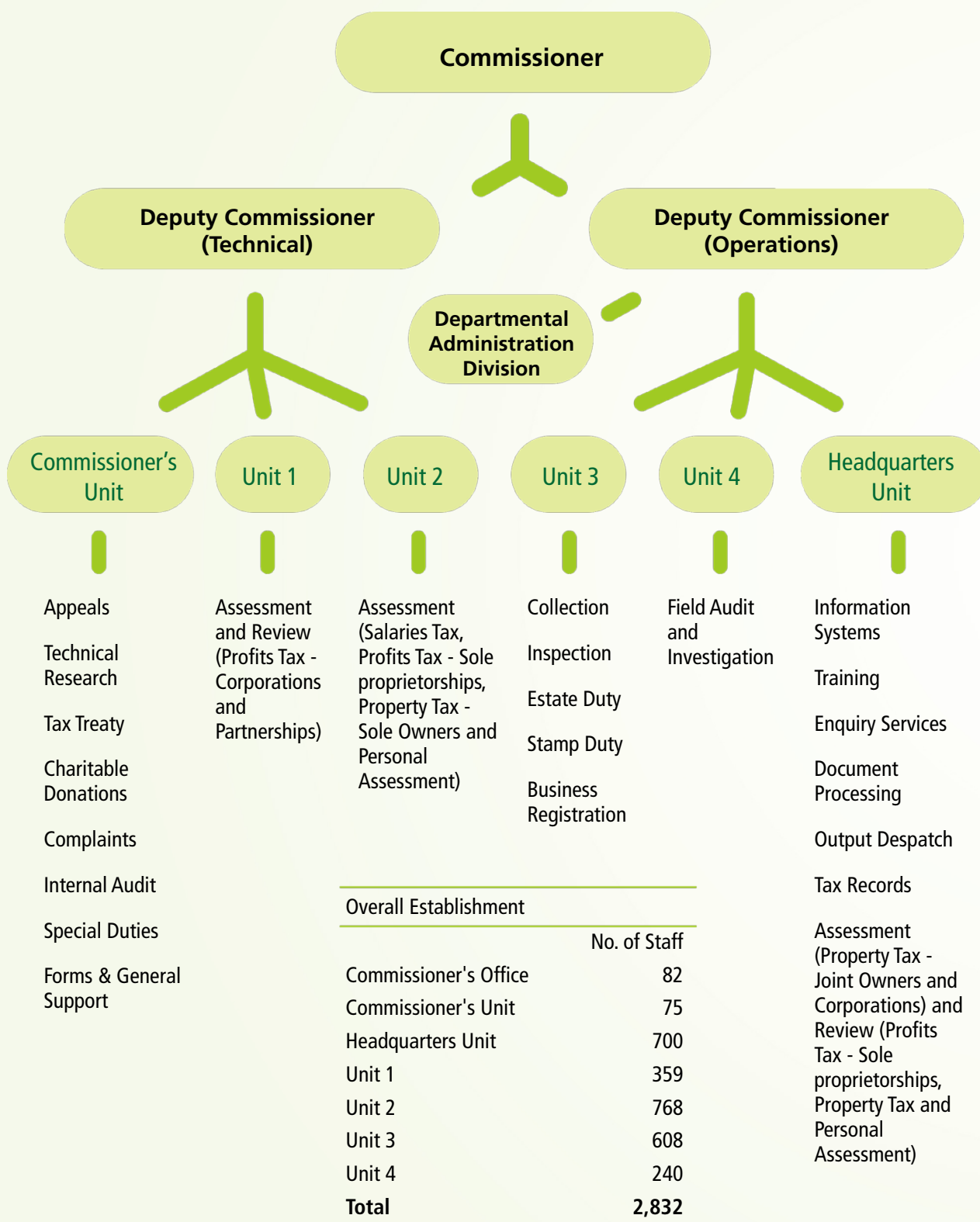


Organisation Chart of the Inland Revenue Department as at 31.3.2015





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 31.3.2015)



Mr WONG Kuen-fai

Commissioner

Mr TAM Tai-pang

Deputy Commissioner
(Operations)

Mr CHIU Kwok-kit

Deputy Commissioner
(Technical)

Ms TSE Yuk-yip

Assistant Commissioner
(Unit 3)

Mr CHIU Sai-ming

Assistant Commissioner
(Headquarters Unit)

Ms CHAN Fung-kuen

Assistant Commissioner
(Unit 4)

Miss TSUI Siu-fong, Maria

Assistant Commissioner
(Unit 2)

Ms LEE Kit-yee, Fion

Departmental Secretary

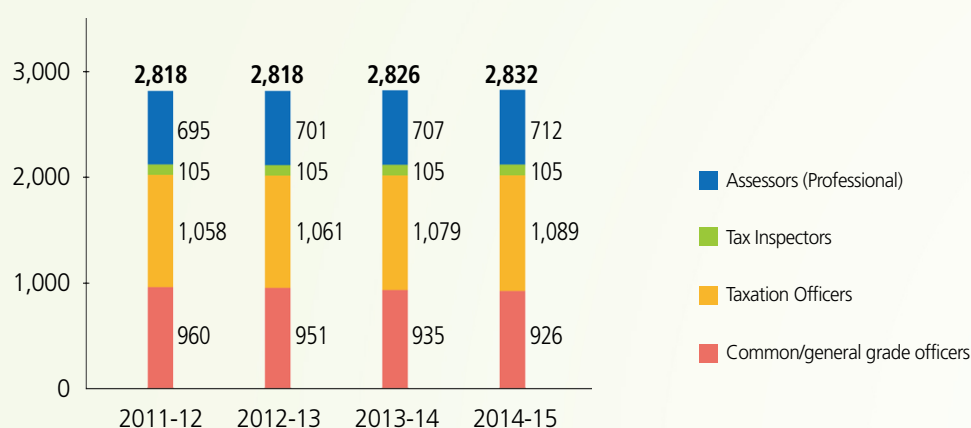
Ms LEE Kong-chun, Doris

Assistant Commissioner
(Unit 1)



As at 31 March 2015, the Department had an establishment of 2,832 permanent posts (including 27 directorate posts) in the Commissioner's Office and the 6 Units of the Department. Of the total, 1,906 posts were in departmental grades (namely Assessor, Tax Inspector and Taxation Officer grades), performing duties directly concerned with taxation. The remaining 926 posts were in common / general grades, providing administrative, information technology and clerical support services (**Figure 36**).

Figure 36 Staff establishment



Most of the professional officers serving in the Department were below the age of 45 (**Figure 37**). The ratio of male to female professional officers was 1:1.6.

Figure 37 Age profile of professionals (on strength basis)

Age Group	Male		Female		Total	
Below 25	9	(3%)	16	(4%)	25	(4%)
25 to below 35	46	(17%)	132	(31%)	178	(25%)
35 to below 45	63	(23%)	106	(24%)	169	(24%)
45 to below 55	115	(42%)	142	(33%)	257	(36%)
55 and over	43	(15%)	36	(8%)	79	(11%)
Total	276	(100%)	432	(100%)	708	(100%)



Staff Promotions and Turnover

In 2014-15, a total of 56 departmental grade officers and 20 common / general grade officers were promoted. Among them, 5 were in directorate rank. 128 officers joined the Department, of which 82 were new appointees and 46 were officers transferred from other grades / departments. A total of 160 officers (including 41 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, etc. are offered to staff members. In 2014-15, our staff received training for a total of 9,166 man-day, which was equivalent to about 3.24 man-days per officer.

The major training activities conducted for our staff during 2014-15 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
- Transfer pricing workshop
- Workshop on Chinese writing
- Workshop on interviewing and negotiation skills
- Workshop on performance management
- Workshop on problem solving and decision making
- Workshop on stress management
- Workshop on supervisory management

Continuing Professional Education

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

- Know more about E-business
- Update on Hong Kong Accounting Standards
- Update on PRC Enterprises and Individual Income Tax
- Double Taxation Relief
- Forensic Accounting
- Internet Security Risks and Mitigation
- Update on PRC Enterprise Income Tax and Transfer Pricing
- Mode, Legal and Regulatory Requirements for Setting Up Foreign-based Manufacturing Enterprises in China
- Buyer's Stamp Duty and Ad Valorem Stamp Duty – Legal Aspects and Implementation
- New Hong Kong Companies Ordinance and Revised Small and Medium-sized Entity Financial Reporting Framework and Financial Reporting Standard
- Appeals Cases Update 2015 (2 seminars)

Speakers for 4 of the seminars were staff members and others were experts from various fields. A total of 1,562 staff members attended these seminars. The video files of the CPE seminars were uploaded onto the Department's Intranet and a total of 690 staff members had viewed these video files.

Seminars

In July 2014, the Department organised a joint seminar on "International Trend on Tax Transparency and Hong Kong's Treaty Network" with the Centre for Tax Policy and Administration of the Organisation for Economic Co-operation and Development (OECD) in Hong Kong. An expert from OECD and the Commissioner of Inland Revenue were speakers in the seminar. Besides professional officers in the Department, the seminar was also open to representatives of chambers of commerce and professional bodies, making the total attendance 100.

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 2014-15, 40 officers went to China, Korea, Malaysia and New Zealand to attend training courses on different issues, 17 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 2014-15, 3 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 enhancing 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 2014-15, 2 out of 5 suggestions made through the IRD Staff Suggestions Scheme were granted cash awards and certificates of commendation in recognition of their contributions to enhancing operational efficiency and quality of services of the Department.

The Inland Revenue Department Newsletter

Another channel of communication between staff and the management is the quarterly Departmental Newsletter which serves to promote a sense of belonging in the Department. Service-related issues, staff movement, staff welfare, information technology, environmental protection, occupational and safety matters are disseminated through articles contributed by staff and unit management. The Newsletter also provides a regular roundup on the recreational activities organised by the IRD Sports Association as well as volunteer activities organised 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 2014-15, 42 officers who had provided outstanding service for a long period of time and one officer who had made a substantial contribution towards enhancing the image of the Department were awarded the Commissioner's Commendation Letter. The presentation ceremony was held in March 2015.



Secretary for the Civil Service Commendation Award 2014

In 2014, a Chief Assessor 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 February 2015.

The Long and Meritorious Service Travel Award Scheme

In 2014-15, 28 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. It helps foster better relationship and sense of belonging among colleagues. Throughout the year, the Association organised a wide range of activities including interest classes, workshops, luncheon talks, Chinese Orchestra, sports competition, outings, cross-border trip and annual dinner. All the activities were well received by colleagues, their family members and friends.

Apart from carrying out the Association's mission through offering a wide variety of fascinating activities to its members, the Association adopted various new attempts in formulation of its work plans, including the use of a main theme "稅" ("tax") coherently throughout the year which was applied to the design of membership card, backdrop of annual dinner, etc. Besides, several renowned speakers were invited to give presentations on novelty subjects in luncheon talks.



The IRD Volunteer Team under the auspices of the Association continues to participate actively in numerous charitable and community works. Throughout the year, 170 colleagues participated in a variety of events recording a total of 1,312 service hours. In recognition of our continuous efforts in caring the community, the Hong Kong Council of Social Service awarded the "10 Years Plus Caring Organisation Logo" to the Department in March 2015. This marked the 10th consecutive year in which the Department was granted the award. To show his support to the Association as well as the Volunteer



Team, the Commissioner in the capacity of President of the Association, attended the award presentation ceremony to receive the award.

On the charity front, the Association actively took part in various fund-raising activities, like "Medecins Sans Frontieres Day", "ORBIS Pin Campaign". With generous support by our colleagues, the Department won the championship of the "Organisation with the Most Participants" and the "Top Five Fundraising Organisations" in "ORBIS Pin Campaign".

