

**List of Information/Records by Category and Subject
kept by the Trade and Industry Department**

AMERICAS DIVISION

COMMERCIAL RELATIONS BRANCH

1. Office Instructions and Circulars
2. Personnel
3. Organisation and Office Administration
4. Computer Matters
5. Draft Estimates of Expenditure
6. Code on Access to Information
7. Performance Pledge
8. Personal Data (Privacy) Ordinance
9. Contributions to Publications, Speeches and Events
10. Facts and Figures Folders
11. Briefs for Meeting
12. WTO Trade Policy Review
13. Miscellaneous Statistics on Textiles & Clothing
14. Visitors to Hong Kong
15. Consultations, Conferences and Committees
16. Correspondence
17. Enquiries
18. Revision of the “Hong Kong Imports and Exports Classification List” including Hong Kong Harmonized System
19. Monitoring of Overseas Commercial Relations Activities
20. Hong Kong’s Trade Relations with Countries/Territories in Americas (An alphabetical list of countries/territories is at Annex A.)
21. Industrial Support to the Fashion and Textiles Industries

STRATEGIC TRADE CONTROLS BRANCH

1. Administration
2. Accommodation
3. Equipment and Supplies
4. Finance
5. Personnel
6. Information Systems and Services
7. Import and Export (Strategic Commodities) Classification and Licensing System (IESCCLS) & E-Application System for Strategic Commodities Licensing (E-SC) Related
8. Import & Export Licensing
9. Licensable Items
10. Licensing Policy and Procedure for Specific Countries

EUROPE DIVISION

I. General Administration

1. Office Instructions and Procedures
2. Organization and Establishment
3. Draft Estimates of Annual Expenditure and other Financial Matters
4. Personnel
5. Office Administration
6. Computerization and Information Technology Application
7. Office Accommodation

II. General Commercial Relations Issues

1. General Policy and Strategy in Conducting Commercial Relations
2. Hong Kong's Trade Relations with Countries/Territories in Europe, Africa and Middle East *
3. Divisional/Branch Meeting and Minutes
4. Reports and Liaison with Overseas Offices
5. Liaison with Other Government Departments
6. Liaison with Trade Associations and Chambers of Commerce
7. Publicity and Liaison with the TDC
8. Visitors to Hong Kong
9. Outgoing Visits by Government Officials
10. Contributions to Publications, Speeches and Events
11. Fact sheet and Other Market Data
12. Circulars
13. Briefs
14. Public Enquiries
15. Miscellaneous Correspondences

III Multilateral Issues and Others

1. Anti-dumping
2. Rules of Origin
3. Safeguards
4. Subsidies and Countervailing Measures

5. Trade and Competition
6. Trade and Investment
7. Trade Facilitation
8. Investment Promotion and Protection Agreement
9. Government Procurement
10. Tariff and Non-Tariff Measures
11. Market Access

IV. Others

1. Rice Control Scheme

* An Alphabetical List of Countries/Territories is at Annex B.

INDUSTRIES SUPPORT DIVISION

I. General Administration

1. Administrative Matters
2. Circulars
3. Establishment
4. Finance
5. General Subjects
6. Stores, Furniture and Office Equipment

II. Committee and Development Section – Small and Medium Enterprises Committee

1. Small and Medium Enterprises Committee
2. Recommendations of Small and Medium Enterprises Committee

III. Committee and Development Section – SME Development Fund

1. Applications from SMEs/Industry and Trade Organisations
2. Management Reports on Funding Schemes
3. Computer System of the Funding Schemes
4. Statistics on Funding Schemes
5. SME Development Fund Vetting Committee
6. Public Enquiries
7. Publicity Matters
8. Policy/Administrative matters
9. Personnel

IV. Funding Schemes Section – SME Loan Guarantee Scheme, SME Export Marketing Fund and SME Training Fund

1. Applications from SMEs
2. Management Reports on Funding Schemes
3. Computer System of the Funding Schemes
4. Statistics on Funding Schemes
5. Information on activities and organisers under the SME Export Marketing Fund

6. Information on currency exchange rate under the SME Export Marketing Fund
7. Policy Enquiries
8. Publicity Matters
9. Policy/Administrative matters
10. Personnel

V. *SME Services Section*

1. SME Mentorship Programme
2. Business Advisory Service
3. SUCCESS Website
4. Business Start-up Information Service
5. SUCCESS Reference Library
6. Business Electronic Databases
7. Visit to SUCCESS
8. Statistics on Service Industries
9. Asia-Pacific Economic Cooperation (APEC) SMEs Ministerial and Related Meetings
10. SME Seminar/Workshop
11. SME Newsletter
12. SUCCESS E-newsletter/E-mail Alert Service

VI. *Industries Liaison Branch*

1. Trade and Industrial Organisations
2. Visit to Industrial Enterprises
3. Industrial Land
4. Federation of Hong Kong Industries
5. Hong Kong Productivity Council
6. Vocational Training Council
7. Environmental Support
8. Hong Kong Awards for Industries
9. Hong Kong Weeks
10. Working Group on Industrial, Commercial and Professional Sectors, Basic Law Promotion Steering Committee

MAINLAND DIVISION

MAINLAND BRANCH (I)

I. General Administration

1. Office Administration
2. Office Accommodation
3. Equipment and Supplies
4. Finance
5. Personnel
6. Information Systems and Services

II. Commercial Relations with China (the Mainland of China)

1. China's WTO Commitments and Implementation
2. Implementation of Zero Import Tariff under the Mainland and Hong Kong Closer Economic Partnership Arrangement (CEPA)
3. Laws and Regulations
4. Visits to the Mainland of China
5. Visitors to Hong Kong
6. Conferences and Seminars
7. Enquiries
8. Reports and Publications

MAINLAND BRANCH (II)

I. General Administration

1. Administration
2. Accommodation
3. Equipment and Supplies
4. Finance
5. Personnel
6. Information Systems and Services

II. CEPA

1. Development of CEPA
2. Implementation of CEPA

MAINLAND BRANCH (III)

I. General Administration

1. Administration
2. Accommodation
3. Equipment and Supplies
4. Finance
5. Personnel
6. Information Systems and Services

II. CEPA

1. Media Reports
2. Enquiries
3. Publicity and Promotional Activities
4. Publications
5. Website
6. Statistics
7. Information of Mainland Rules and Regulations
8. Liaison with Provincial/Municipal Government
9. Survey

**GENERAL LICENSING AND HONG KONG SERVICE SUPPLIER (HKSS)
CERTIFICATION BRANCH**

1. General Administration
2. Accommodation and Facilities
3. Procurement and Supplies
4. Finance and Accounting
5. Personnel
6. Information System and Services
7. Non-Textiles Import & Export Licensing
8. Non-Textiles Licensable Items

9. Non-Textiles – Miscellaneous
10. Government Electronic Trading Services (GETS) Consultancy and Other GETS Related Computerization Documents
11. GETS – Computer Operations and Maintenance
12. Procedure and Implementation of EMAN
13. Procedure and Implementation of Road Manifest (ROMAN)
14. Administration for Computer Systems
15. Implementation of CEPA
16. HKSS Certification Scheme
17. Enquiries on HKSS Certification Scheme
18. Website on HKSS Certification Scheme
19. Statistics on Application for HKSS Certification

MULTILATERAL DIVISION

I. General Administration

1. Organization and Procedures
2. Office Administration
3. Working Group on Green Management
4. Staff Establishment
5. Personnel
6. Serving the Community Scheme
7. Staff Training
8. Training of TO Grade Officers
9. Staff Social Functions
10. Estimates of Expenditure
11. Overtime Allowance
12. Office Accommodation
13. Furniture and Equipment
14. Printing and Publications
15. Computerization
16. Contributions to Speeches and Publications
17. Contributions to Annual Report and Fact Sheet
18. Contributions to Calendar of Major Events
19. Contributions to Facts & Figures Folder
20. Library News
21. Liaison with Geneva Office
22. Liaison with other Divisions in the Department, Commerce and Economic Development Bureau (CEDB) and Overseas Offices
23. Liaison with other Government Bureaus and Departments
24. Visitors to Hong Kong
25. Correspondence with Non-Governmental Organisations and Public

II. Multilateral Issues

1. Marrakesh Agreement Establishing the World Trade Organization (WTO)
2. General Agreement on Tariffs and Trade (GATT)
3. Agreement on Agriculture
4. Agreement on the Application of Sanitary and Phytosanitary Measures (SPS)

5. Agreement on Textiles and Clothing (ATC)
6. Agreement on Technical Barriers to Trade (TBT)
7. Agreement on Trade-Related Investment measures (TRIMs)
8. Agreement on Implementation of Article VI of the GATT 1994 (Anti-dumping)
9. Agreement on Implementation of Article VII of the GATT 1994 (Customs Valuation)
10. Agreement on Preshipment Inspection (PSI)
11. Agreement on Rules of Origin
12. Agreement on Import Licensing Procedures
13. Agreement on Subsidies and Countervailing Measures (SCVM)
14. Agreement on Safeguards
15. General Agreement on Trade in Services
16. Agreement on Trade-Related Aspects of Intellectual Property Rights (TRIPS)
17. Understanding on Rules and Procedures Governing the Settlement of Disputes (DSU)
18. Trade Policy Review Mechanism (TPRM)
19. Agreement on Trade in Civil Aircraft
20. Agreement on Government Procurement (GPA)
21. International Dairy Agreement
22. International Bovine Meat Agreement
23. Trade and Environment

III. Trade and Industry Advisory Board

1. Policy, Terms of Reference and Composition
2. Membership
3. Agenda and Notice of Meetings
4. Minutes of Meetings
5. Memoranda for Advice
6. Memoranda for Information
7. Distribution of Papers
8. Miscellaneous Correspondence
9. Matters raised outside the Board's Terms of Reference

REGIONAL COOPERATION DIVISION

I. APEC

1. Senior Officials' Meetings (SOM)
2. Ministerial Meetings
3. Sectoral Ministerial Meetings
 - APEC Environment Ministers' Meeting
 - Education Ministerial Meeting
 - Energy Ministerial Meeting
 - Environment Sustainable Development Ministerial Meeting
 - Finance Ministers' Meeting
 - Health Ministerial Meeting
 - Human Resources Ministers' Meeting
 - Mining Ministerial Meeting
 - Meeting of Ministers Responsible for Trade
 - Small and Medium Enterprise Ministers' Meeting
 - Telecommunications and Information Industry Ministers' Meeting
 - Transportation Ministers' Meeting
 - Tourism Ministerial Meeting
4. Economic Leaders' Meetings
5. Miscellaneous Meetings N.E.S.
6. Committee on Trade and Investment
 - Business Mobility Group
 - Electronic Commerce Steering Group
 - Group on Services
 - Government Procurement Experts' Group
 - Investment Experts' Group
 - Intellectual Property Rights Experts' Group
 - Market Access Group
 - Sub-Committee on Customs Procedure
 - Sub-Committee on Standards and Conformance
 - Automotive Dialogue
 - Chemical Dialogue
7. Economic Committee
 - Competition Policy and Law Group
 - Strengthening Economic Legal Infrastructure Coordination Group

8. Budget and Management Committee
9. SOM Steering Committee on Economic and Technical Cooperation
10. Task Groups/Working Groups
 - Agricultural Technical Cooperation Working Group
 - Anti-Corruption and Transparency Experts Task Force
 - Counter-terrorism Task Force
 - Energy Working Group
 - Fisheries Working Group
 - Gender Focal Point Network
 - Health Working Group
 - Human Resources Development Working Group
 - Industrial Science and Technology Working Group
 - Marine Resources Conservation Working Group
 - Mining Task Force
 - Task Force For Emergency Preparedness
 - Small and Medium Enterprises Working Group
 - Telecommunications and Information Working Group
 - Tourism Working Group
 - Transportation Working Group
11. Other Groups/Initiatives
 - APEC Food System
 - APEC Study Centres Consortium
 - Free Trade Agreements and Regional Trading Agreements
 - High Level Policy Dialogue on Agricultural Biotechnology
 - Life Science and Innovation Forum
 - New Economy – e-APEC Strategy
 - Sustainable Development
12. APEC Leaders' Initiatives
 - APEC Agenda for Science and Technology Industry Cooperation into the 21st century
 - APEC CEO Summit
 - Business Volunteer Programme
 - Education Programme
 - Energy, Environment and Economic Growth
 - Engagement of the Civil Society
 - Finance Ministers' Process

- Food, Energy and Population
 - Implementation of APEC's Agreed Transparency Provisions
 - Investment Code
 - Leaders' Agenda to Implement Structural Reform
13. APEC Reform
 14. Trade Facilitation
 15. Contribution to the WTO
 16. Trade Policy Dialogue
 17. APEC Actions Reporting and Monitoring System
 18. Gender and Youth Issues
 19. Sectoral Trade Liberalisation
 20. Information on APEC Economies and ASEAN
 - Australia
 - Brunei Darussalam
 - Canada
 - Chile
 - People's Republic of China
 - Indonesia
 - Japan
 - Republic of Korea
 - Malaysia
 - Mexico
 - New Zealand
 - Papua New Guinea
 - Peru
 - The Republic of the Philippines
 - Russia
 - Singapore
 - Chinese Taipei
 - Thailand
 - United States
 - Viet Nam
 - ASEAN
 21. Non-member Participation in APEC activities
 22. APEC Business Advisory Council
 23. Calendar of Major APEC Activities/Contact List/Participant's List

24. Administrative Matters
25. Paper Cuttings
26. Miscellaneous
 - Correspondence
 - Briefs
 - Speeches

II. Other Major Tasks

1. Asia Commercial Relations
2. Pacific Economic Cooperation Council (PECC)
3. Hong Kong Committee for Pacific Economic Cooperation (HKCPEC)
4. United Nations Economic and Social Commission for Asia and the Pacific (ESCAP)

An Alphabetical List of Countries/Territories is at Annex C.

SYSTEMS DIVISION

FACTORY REGISTRATION AND ORIGIN CERTIFICATION BRANCH

I. General Administration

1. Administration
2. Personnel
3. Organisation
4. Publications
5. Statistics
6. Circulars
7. Reports
8. Legislations
9. Fees and Charges
10. Forecast and Estimates
11. Serving the Community

II. Branch Policy & Procedure

1. Certificates of Hong Kong Origin – CEPA (“CO(CEPA)”)
2. Certificates of Origin
 - Policy and procedures
 - Enquiries on origin criteria for specific product
 - Generalised System of Preference Schemes
 - Certification Coordination Committee and Government Approved Certification Organizations
 - CO Computerization cum Electronic Data Interchange
3. Factory Registration
4. Outward Processing Arrangement

TEXTILES LICENSING BRANCH

I. Textiles Control

1. Textiles Import and Export Licensing
2. Textiles Trader Registration Scheme (TTRS)
3. Product Notification

II. Computer Systems

1. Procedure and Implementation of EDI RTEL
2. Procedure and Implementation of e-TTRS
3. Phase III Computerization of the Textiles Exports Control System
4. Computerized Textiles Control System in General (Comprehensive Licence)
5. EDI Consultancy and Other EDI Related Computerization Documents
6. Procedure and Implementation of CO Electronic Service
7. Trade-related EDI System (TEDIS) - Computer Operations and Maintenance

III. General Administration

1. Office Administration
2. Accommodation and Facilities
3. Procurement and Supplies
4. Finance
5. Personnel
6. Information System and Services

TEXTILES SYSTEMS BRANCH

I. General Administration

1. Administration
2. Accommodation
3. Equipment and Supplies
4. Finance
5. Personnel
6. Information Systems and Services

II. Textiles Systems

1. Textiles Advisory Board
2. Textiles Controls Arrangement (Policies and General Principles)
3. Textiles-related Trade Documents (Fees and Charges)
4. Textiles Licence Forms (General Principles)

III. Others

1. Commercial Relations on Textiles Matters with the European Union
2. Mainland Cereals and Grain Flour : Registration Arrangement for Local Importers

ADMINISTRATION BRANCH

I. Accounts

1. Accounts General
2. Advance and Deposits
3. Cheques
4. Estimates
5. Expenditure
6. Fees and Charges
7. Imprest Accounts
8. Queries
9. Revenue
10. Salary
11. Allowance
12. Vote of Allocation
13. Vouchers and Demand Notes
14. Duty Visit

II. General Administration

1. Accommodation and Facilities
2. Departmental Committees and Meetings
3. Green Management
4. Information Services and Publications
5. Intellectual Property Rights
6. Office Administration and Equipment
7. Official Language and Translation
8. Records Management
9. Social, Community and Charity Services
10. Statistics
11. Transportation and Vehicles
12. Recorded Conversations of Trade and Industry Department's Enquiry Hotlines

III. *Supplies*

1. Stores General
2. Furniture
3. Office Equipment
4. Printed Matters & Stationery
5. Uniforms
6. Stores Sundries

IV. *Personnel*

1. Appointment
2. Leave and Passages
3. Termination of Service
4. Conduct and Discipline
5. Salaries and Allowances
6. Housing Benefits
7. Medical and Dental Facilities
8. Training and Development
9. Establishment Matters
10. Staff Relations, Welfare and Recreation
11. Human Resources Planning and Management
12. Electronic Data Processing Management
13. Employment and Recruitment
14. Pension Benefits
15. Occupational Safety and Health
16. Awards and Honours
17. Insurance Schemes
18. Performance Appraisal
19. Promotions and Examinations

List of Countries/Territories under Americas (Commercial Relations) Branch

Argentina	Guyana
Aruba	Haiti
Bahamas	Honduras
Barbados	Jamaica
Belize	Mexico
Bolivia	Nicaragua
Brazil	Panama
Canada	Paraguay
Chile	Peru
Colombia	Puerto Rico
Costa Rica	Suriname
Cuba	Trinidad & Tobago
Dominican Republic	United States
Ecuador	Uruguay
El Salvador	Venezuela
Grenada	Virgin Islands US
Guatemala	

Annex B

List of Countries/Territories under Europe Division

Albania	Ghana	Oman
Algeria	Greece	Poland
Andorra	Guinea	Portugal
Angola	Guinea-Bissau	Qatar
Armenia	Hungary	Romania
Austria	Iceland	Russia
Azerbaijan	Iraq	Rwanda
Bahrain	Ireland	San Marino
Belarus	Israel	Sao Tome and Principe
Belgium	Italy	Saudi Arabia
Benin	Jordan	Senegal
Bosnia and Herzegovina	Kazakhstan	Serbia
Botswana	Kenya	Seychelles
Bulgaria	Kuwait	Sierra Leone
Burkina Faso	Kyrgyzstan	Slovak Republic
Burundi	Latvia	Slovenia
Cameroon	Lebanon	Somalia
Cape Verde	Lesotho	South Africa
Central African Republic	Liberia	Spain
Chad	Libya	Sudan
Comoros	Liechtenstein	Swaziland
Congo (Republic of the)	Lithuania	Sweden
Cote d'Ivoire	Luxembourg	Switzerland
Croatia	Macedonia, The Former Yugoslav Republic of	Syria
Cyprus	Madagascar	Tajikistan
Czech Republic	Malawi	Tanzania
Democratic Republic of Congo	Mali	Togo
Denmark	Malta	Tunisia
Djibouti	Mauritania	Turkey
Egypt	Mauritius	Turkmenistan
Equatorial Guinea	Moldova	Uganda
Eritrea	Monaco	Ukraine
Estonia	Montenegro	United Arab Emirates
Ethiopia	Morocco	United Kingdom
Finland	Mozambique	Uzbekistan
France	Namibia	Vatican City State
Gabon	Netherlands	Yemen
Gambia	Niger	Zambia
Georgia	Nigeria	Zimbabwe
Germany	Norway	

List of Countries/Territories under Regional Cooperation Division

Afghanistan	Papua New Guinea
ASEAN	Philippines
Australia	Republic of Korea
Bangladesh	Samoa
Bhutan	Singapore
Brunei	Sri Lanka
Cambodia	Solomon Islands
Fiji	Taiwan (Chinese Taipei)
Hong Kong	Thailand
India	Tonga
Indonesia	Tuvalu
Iran	Vanuatu
Japan	Viet Nam
Kiribati	
Laos	
Macao	
Malaysia	
Maldives	
Mongolia	
Myanmar	
North Korea	
Nauru	
Nepal	
New Zealand	
Pakistan	
Palau	