

Appendix 3.1 –

Composition and Terms of Reference of RSS Establishment Committee (RSSEC)

Composition

Chairman	:	an officer of D3 rank
Secretary	:	an officer of senior professional rank or above
Members	:	at least an officer of D2 rank and an officer of D1 rank or above an officer of chief land surveyor rank or above (for CEDD, DSD, HyD and WSD only)

Terms of Reference

1. To scrutinize and endorse RSS establishment proposals and monitor the overall departmental expenditure on RSS;
2. To vet proposals for granting incremental credit for experience (ICE) to New Recruits of RSS;
3. To promulgate departmental guidelines for size and composition of RSS establishment suitable for the projects of the department as appropriate;
4. To review unsatisfactory or poor performance records of RSS before submission to the RSS Database to be maintained by the Development Bureau (Works Branch) or equivalent;
5. To monitor the forecast demand of RSS for on-going and planned works contracts; and
6. To provide comments or advice for overseeing and aligning the practice for the management of RSS-related matters within the department as appropriate.