

**Preparation for Setting up the Chief Executive-elect's Office –
Responsibilities of Departments**

Department	Scope of responsibilities
Administration Wing	Providing housekeeping and resource management for the Chief Executive-elect's Office ("CEEEO"), co-ordinating bureaux and departments to deploy civil servants of the grades under their purview to work at the CEEEO.
Architectural Services Department	Carrying out fitting-out works for the CEEEO.
Civil Service Bureau	Deploying civil servants of the grades under its purview to work at the CEEEO.
Government Logistics Department	Deploying cars and civil servants of the grades under its purview to serve the CEEEO.
Government Property Agency	Identifying vacant government properties/commercial premises for office use according to the operational needs of the CEEEO.
Information Services Department	Deploying civil servants of the grade under its purview to work at the CEEEO.
Hong Kong Police Force	Advising the CEEEO on security matters, and providing security services to the CE-elect.