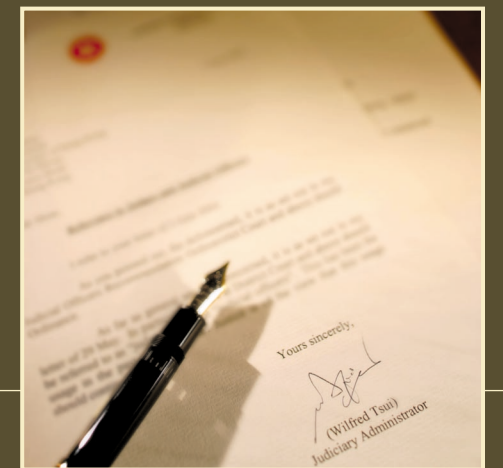


司法機構的行政  
JUDICIARY  
ADMINISTRATION







終審法院首席法官、司法機構政務長、各級法院的領導及職能組別主管合照  
The Chief Justice, the Judiciary Administrator with court leaders and Functional Section Heads

### 司法機構的行政

司法機構政務處由司法機構政務長統領。他協助終審法院首席法官處理司法機構的整體行政事務，並監控司法機構的一切公帑支出。



司法機構政務長徐志強先生  
Mr Wilfred Tsui, the Judiciary Administrator

### 組織架構

司法機構政務處分為四部：

- (i) 發展部負責檢討、統籌及推動有關法庭架構、常規、規則和程序的政策，處理傳媒和公共關係事務，並負責司法培訓的支援工作；
- (ii) 運作部提供必要的支援服務以配合法庭運作，包括為案件排期、調派並訓練人員以協助法官、管理法院登記處的運作、執行法庭命令、提供翻譯及傳譯服務和法律參考資料、管理司法機構圖書館的運作、安排家事調解服務及處理投訴等；

### JUDICIARY ADMINISTRATION

The Judiciary Administration is headed by the Judiciary Administrator who assists the Chief Justice in the overall administration of the Judiciary. He is also the controlling officer for all public funds expended by the Judiciary.

### ORGANISATION STRUCTURE

The Judiciary Administration is organised into four Divisions:

- (i) Development Division is responsible for reviewing, coordinating and developing policy on court system, practices, rules and procedures. Its portfolio also covers media and public relations, as well as support to judicial training;
- (ii) Operations Division provides essential support services for the operation of courts including the listing function, deployment and training of staff in assisting judges, operation of registries, execution of court orders, translation and interpretation services, provision of legal reference, operation of Judiciary libraries, mediation service on matrimonial cases and handling of complaints;
- (iii) Corporate Services Division is responsible for managing human and financial resources, planning and implementing the accommodation strategy as well as the general administration of the Judiciary; and

- (iii) 支援部負責管理人力資源和財政資源，設計及落實辦公室場地使用策略，並處理司法機構的一般行政事務；及
- (iv) 優質服務部負責計劃及統籌各項措施的效率檢討和改善方案，制訂並執行與資訊科技有關的建議，以及監察資訊系統的管理工作。

## 機構的發展

### 使命和主要工作範疇

司法機構政務處在員工積極參與下，集思廣益，訂立以下的使命：

- 維護司法公正
- 提供優質服務
- 發揮團隊精神
- 致力創新求進

為了實踐部門的使命，我們已就司法機構政務處的各项職能界定了共64個主要工作範疇，讓同事在了解本身工作功能和意義方面有基準可循。透過同事的參與，我們為每個主要工作範疇制定了主要成效指標。有了這些指標，我們便可制定工作方針，評定我們工作的成效。在2002年底，我們已發展了一套全面性的工作表現管理制度。

- (iv) Quality Division works on the planning and coordination of efficiency reviews and improvement initiatives, development and implementation of information technology proposals, and overseeing the management information system.



司法機構政務處高層  
Top Management of the Judiciary Administration

## ORGANISATION DEVELOPMENT

### Mission and Key Result Areas

The Judiciary Administration has developed the following mission through extensive staff participation and consultation:

- To support the upholding of justice and the rule of law
- To provide quality services
- To maximise synergy through teamwork
- To strive for creativity and improvements

### 三年策略性規劃

我們的首長級人員對環境和利害關係進行分析，經研究部門的能力資源後，為2002至2005年制定了三年策略大計如下：

- 透過提供足夠的資料及適時回應，使訴訟各方，包括沒有律師代表的人士，得到最大的司法保障及權利
- 提倡以服務使用者為本的機構文化，並着重培養員工的主動性、個人發展及持續學習態度
- 建立能愉快地工作的團隊
- 精簡工序，以提高成效及舒緩工作壓力
- 改善設施以配合法官、員工及法庭使用者的要求
- 收集法官、員工及法庭使用者的意見
- 促進民事司法制度改革的發展

In pursuit of the mission, a total of 64 Key Result Areas (KRAs) have been defined for individual functions in the Judiciary Administration to provide staff with a framework for understanding the significance of their work. Key Performance Indicators under each KRA have been developed through staff participation, for setting objectives and benchmarking results. By the end of 2002, a comprehensive performance management system had been built.

### Three-Year Strategic Plan

The Directorate team went through a process of environmental scanning and stakeholder analysis. Having also examined the capacity of the organisation, they arrived at a strategic plan for 2002-05 as follows:



司法機構政務長於「主要工作範疇」研討會上聆聽職員之間的討論  
The Judiciary Administrator listens to staff discussion at the Seminar on Key Result Areas

- To maximise access to justice, in particular in information dissemination and timely response to court users, and to cater for increasing needs from unrepresented litigants
- To develop a user-oriented organisation culture and staff with a proactive mindset, focusing on personal growth and continuous learning
- To build happy teams of staff
- To conduct continuous improvements in work processes to enhance efficiency and reduce work pressure
- To provide better facilities to meet stakeholders' needs
- To collect feedback from stakeholders
- To contribute to the development of Civil Justice Reform



為了實現我們策略性的目標，司法機構四大分部透過集體參與形式，為2002至2003年制定了114個改進計劃，積極配合法官、法庭使用者和同事們日益增加的需求。

### 國際標準化組織 ISO 認證計劃

2002年3月，小額錢債審裁處登記處獲頒 ISO 9001:2000認可證書，顯示該登記處的服務，已達到國際水平。繼小額錢債審裁處登記處後，土地審裁處登記處亦參加是項計劃，預期在2003年9月或10月期間也會取得質素認可證書。

To achieve these strategic objectives, the four Divisions have drawn up, in a participatory manner, 114 improvement plans for 2002-03 as proactive steps to meet the increasing needs of judges, court users and staff.

### ISO ACCREDITATION

The Registry of the Small Claims Tribunal was successfully accredited with ISO 9001:2000 in March 2002, signifying the attainment of international recognition of its quality performance. The Registry of the Lands Tribunal is undergoing a similar process, with accreditation expected in September/October 2003.

### APPLYING INFORMATION TECHNOLOGY

#### Technology Court

The first Technology Court in the High Court Building was completed in December 2002. It is equipped with facilities for digitised document handling, multi-media presentation of evidence, video conferencing for witness testimony, and on-line access to legal reference.



司法機構政務長出席為職員而設的重整工序工作坊  
The Judiciary Administrator attends the Workshop on Business Process Re-engineering for staff

### 資訊科技應用

#### 科技法庭

高等法院大樓第一個科技法庭於2002年12月落成。科技法庭裝置了先進的資訊科技設施，以便法庭使用者可以處理數碼化文件、透過多媒體提證、透過視像會議作證、以及在線檢索法律參考資料等。

#### 雙語法律文書語素系統

電子法律文書語素系統已在2001年6月投入服務，並在2002年加以擴充。系統內的資料庫收集了雙語判決書中的雙語法律詞語、詞組和詞彙，讓法官和支援人員隨時查閱，以便在擬備中文判決書及其他法律文書時作參考之用。

#### 稅務局稅項申索電子入稟系統試驗計劃

稅務局稅項申索電子入稟系統試驗計劃是司法機構資訊系統策略第三期計劃下其中一個正在發展的項目。此系統可使稅務局以電子方式向區域法院入稟令狀，亦可透過數碼簽署和加密科技，鑑定使用者的身份及將資料保密。該計劃的籌備工作已接近完成，預期此系統的試驗計劃可於2003年展開。

Bilingual Legal Document/Corpus System  
The Electronic Legal Document/Corpus System, put into operation in June 2001, was expanded in 2002. It provides a searchable database of bilingual legal terms, phrases and glossary from bilingual judgments, which can be used by judges and support staff in preparing Chinese judgments and other legal documents.

Pilot Scheme on Electronic Filing of Inland Revenue Department Tax Claims  
A pilot scheme on filing Inland Revenue Department (IRD) tax claims electronically is being developed under the Judiciary Information Systems Strategy Phase III. The system allows for IRD's filing of writs at the District Court through electronic means, employing digital signature and encryption technology for user authentication and data security purposes. The preparation is at an advanced stage, and the pilot scheme is expected to come into operation in 2003.