

**Key Elements of the ‘Old’ and ‘New’ Arrangements  
Governing the Post-service Outside Work of Directorate Civil Servants**

‘Old Arrangement’	‘New Arrangement’
<b>1. Coverage</b>	
<ul style="list-style-type: none"> <li>* Directorate civil servants on pensionable terms who retired and ceased active service before 1 January 2006.</li> <li>* Directorate civil servants on agreement terms at D3 or above (or equivalent) whose last agreement with the Government was entered into before 1 January 2006.</li> </ul>	<ul style="list-style-type: none"> <li>* Directorate civil servants on pensionable or new permanent terms who cease active service on or after 1 January 2006.</li> <li>* Directorate civil servants on agreement terms upon their entering into agreements, including renewal of agreements, on or after 1 January 2006.</li> </ul>
<b>2. Sanitisation period</b>	
<ul style="list-style-type: none"> <li>* Minimum sanitisation period for directorate civil servants retired on pensionable terms – 6 months.</li> <li>* No minimum sanitisation period for directorate civil servants on agreement terms at D3 or above (or equivalent). Such requirement may be imposed on a case-by-case basis.</li> </ul>	<ul style="list-style-type: none"> <li>* Minimum sanitisation period for directorate civil servants retired or retiring on pensionable or new permanent terms – D4 or above (or equivalent) – 12 months Others – 6 months.</li> <li>* No minimum sanitisation period is specified for directorate civil servants leaving the civil service on grounds other than retirement (e.g. agreement civil servants and resignees). Each case will be considered on its own merits.</li> </ul>
<b>3. Final leave period</b>	
<ul style="list-style-type: none"> <li>* Subject to prior permission.</li> </ul>	<ul style="list-style-type: none"> <li>* Directorate civil servants are not permitted to take up any full-time paid work or any work</li> </ul>

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	of a commercial nature (including self-employment) during the final leave period, unless there are special considerations. Directorate civil servants on final leave may, upon approval, take up part-time or notionally paid work with specified non-commercial organisations, subject to there being no problem of dual identity.
<b>4. Control period</b>	
<ul style="list-style-type: none"> <li>* Directorate civil servants retired on pensionable terms D8 or equivalent – 3 years Others – 2 years.</li> <li>* Directorate civil servants on agreement terms at D3 and above – 1 year (only in respect of outside work in the same field and where there is a possible conflict of interest).</li> </ul>	<ul style="list-style-type: none"> <li>* Directorate civil servants retired on pensionable or new permanent terms D8 or equivalent – 3 years Others – 2 years.</li> <li>* Directorate civil servants who left the service on grounds other than retirement after six or more years of continuous service D8 or equivalent – 3 years Others – 2 years.</li> <li>* Directorate civil servants who left the service on grounds other than retirement after less than six years of continuous service D8 or equivalent – 1.5 years Others – 1 year.</li> </ul>
<b>5. Restrictions on scope of work</b>	
<ul style="list-style-type: none"> <li>* Work-specific restrictions may be imposed on a case-by-case basis.</li> </ul>	<ul style="list-style-type: none"> <li>* Standard restrictions will be imposed on all approved cases of outside work. The applicants should not – <ul style="list-style-type: none"> <li>(a) be personally involved, directly or indirectly, in the bidding for any</li> </ul> </li> </ul>

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	<p>government land, property, projects, contracts or franchises;</p> <p>(b) undertake, or represent any person in, any work including any litigation or lobbying activities that are connected in any way with –</p> <ul style="list-style-type: none"> <li>(i) the formulation of any policy or decision;</li> <li>(ii) sensitive information;</li> <li>(iii) contractual or legal dealings;</li> <li>(iv) assignments or projects; and/or</li> <li>(v) enforcement or regulatory duties,</li> </ul> <p>in which he had been involved or to which he had access during his last three years of service; or</p> <p>(c) engage in any activities which would cause embarrassment to the Government or bring disgrace to the civil service.</p> <p>* Further specific restrictions on scope of work may be imposed on a case-by-case basis.</p>
<b>6. Transparency</b>	
<p>* Information pertaining to individual cases of outside work is not disclosed, unless with the prior consent of the civil servants concerned.</p>	<p>* For approved outside work taken up by directorate civil servants at D4 or above (or equivalent), the basic information (limited to the name of the applicant, his last civil service post title, date of cessation of active service, restrictions/sanitisation imposed on</p>

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	<p>the approved work, commencement date of the approved work, and where applicable, identity of outside employer, the applicant’s position in the outside organisation and a brief description of his main duties in the outside organisation) will be included in a register for public inspection on request. An entry will be kept until the expiry of the applicant’s control period or after he has notified the Civil Service Bureau of the cessation of the outside work, whichever happens earlier.</p> <p>* For approved outside work taken up by directorate civil servants below D4 (or equivalent), where there is public concern about the propriety of the work, the basic information may be disclosed on a case-by-case basis.</p> <p>* As regards unpaid outside work in specified non-commercial organisations performed under the blanket permission for all directorate civil servants, the relevant information may be disclosed on a case-by-case basis where there is public concern.</p>