

“Enhanced Productivity Programme : 2000-01” Booklet

Report on EPP Savings -- Beijing Office

Total value of EPP Savings: **\$1.768m**, equivalent to **3%** of total Recurrent Baseline Expenditure in 2000-01 which is subject to EPP.

Category	\$m	EPP Measures	Safeguards for Quality Services
DE/OC	0.750	<ul style="list-style-type: none"> • Reduce the per head rate of entertainment costs. 	The level and extent of liaison activities will be maintained.
	0.898	<ul style="list-style-type: none"> • Minimise the number of staff in duty trips to cities outside Beijing for organising activities to promote Hong Kong’s image. 	The level and scope of promotional activities will be maintained.
	0.120	<ul style="list-style-type: none"> • Rent vehicles of a lower class, (i.e. cheaper rent) for daily office use. 	
Total	1.768		

Note

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| PE : | Personal Emoluments | i.e. Staff salaries and allowances |
| PRE : | Personnel Related Expenses | i.e. Costs related to the employment of staff other than pay and allowances e.g. pensions, staff housing |
| DE : | Departmental Expenses | i.e. The day to day operating expenses of departments e.g. fuel, travelling expenses and furniture |
| OC : | Other Charges | i.e. Significant expenditure peculiar to a particular department’s operation |