

## “Enhanced Productivity Programme: 2002-03” Booklet

### Report on EPP savings – Government Secretariat: Beijing Office

Total value of EPP savings in 2002-03 : **\$1.103 m**, equivalent to **1.8%** of total recurrent baseline expenditure in that year that is subject to EPP. Total EPP savings (as a percentage of recurrent baseline expenditure subject to EPP) achieved by 2002-03 on a **cumulative** basis is **6.7%**.

Category	Savings (\$m)	EPP Measures in 2002-03	Safeguard for Quality Service
<b>DE/OC</b>	0.350	<ul style="list-style-type: none"> <li>• Reduce the number of staff involved for each duty visit and entertainment costs.</li> </ul>	The same quality of service will be ensured by improved efficiency.
	0.400	<ul style="list-style-type: none"> <li>• Replace hired vehicles by office-owned vehicles</li> </ul>	The quality of service will not be affected.
	0.353	<ul style="list-style-type: none"> <li>• Reduce expenditure by closer scrutiny of expenses and promoting more cost-effective use of resources in-house e.g. wider use of internet and reduce expenditure on paper, stationery and office furniture.</li> </ul>	The quality of service will not be affected.
<i>Subtotal</i>	<i>1.103</i>		
<b>Total</b>	<b>1.103</b>		

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

Subventions

i.e. Recurrent payment to non-government bodies in support of their on-going expenses