

“Enhanced Productivity Programme : 2000-01” Booklet

Report on EPP Savings -- Customs & Excise Department

Total value of EPP Savings: **\$17.861m**, equivalent to **1%** of total Recurrent Baseline Expenditure in 2000-01 which is subject to EPP.

Category	\$m	EPP Measures	Safeguards for Quality Service
PE/PRE	2.733	<ul style="list-style-type: none"> • Re-distribute duties to allow for re-ranking of posts and right-sizing of divisions in the Office of Management Services (OMS), Marine & Land Enforcement Command (MLEC), Control Points Command (CPC) and Trading Standards Investigation Bureau (TSIB). <p><i>Savings :</i> Downgrading of the following posts on 1.4.2000 -</p> <p><u>Prosecution Group, OMS</u> 5 Senior Inspector to Inspector</p>	<p>Downgrading of five Senior Inspector posts to Inspector without compromising the quality of prosecution work is made possible through re-distribution of responsibilities to make Senior Inspectors responsible for complex court cases and Inspectors for cases of simple nature. For filling of the Inspector posts, only experienced officers who are well conversant with the ordinances enforced by the department and with good academic qualification will be selected. In addition to on-the-job training, we shall organise Customs Prosecutors’ Training Course to equip the selected candidates with basic legal knowledge.</p>

Category	\$m	EPP Measures	Safeguards for Quality Service
		<p><u>Trade Controls Prosecution Division, TSIB</u> 1 Trade Controls Officer to Assistant Trade Controls Officer</p> <p>Deletion of the following posts on 1.4.2000 –</p> <p><u>Harbour Launch Unit, Marine Enforcement Division, MLEC</u> 4 Senior Customs Officer</p> <p><u>Office Management & Support Unit, CPC</u> 3 Customs Officer</p> <p><i>Additional requirements :</i> Upgrading of the following post on 1.4.2000 –</p>	<p>Upon downgrading of one Trade Controls Officer to Assistant Trade Controls Officer (ATCO) post, the current duties relating to the forfeiture proceedings are to be absorbed by the existing prosecutors in the Trade Controls Prosecution Division while the remaining duties will be taken up by the newly created ATCO. The ATCO will also assist the office manager, Senior Prosecutor of Trade Controls Prosecution Unit 1, in handling general administrative work, IT management duties to ensure the smooth running of various computer systems and other prosecution support duties. The present level of quality service will not be affected by the re-ranking of the post.</p> <p>) After a thorough examination) of the existing workload and) manpower support of the two) units, we will be able to) maintain the existing level of) service with reduced) manpower of the Units) concerned through) re-distribution of duties) among the staff.</p>

Category	\$m	EPP Measures	Safeguards for Quality Service
	1.154	<p><u>Trade Controls Prosecution Division, TSIB</u> 1 Typist to Senior Typist</p> <ul style="list-style-type: none"> • Re-adjust the manpower of the Office of Dutiable Commodities Administration (ODCA) and Trade Licensing Investigation Bureau (TLIB) because of reduced workload. <p><i>Savings :</i> Deletion of the following posts on 1.4.2000 –</p> <p><u>Valuation and Verification Division, ODCA</u> 1 Senior Customs Officer</p>	<p>The upgrading of a Typist to Senior Typist post will enhance the productivity of the typing pool in the Bureau where the supervision work is now undertaken by the Senior Trade Controls Officer and Trade Controls Officer in the Trade Controls Prosecution Unit 1. We need a Senior Typist to supervise the typing pool to provide effective and efficient typing services to Bureau officers, in particular to Prosecutors in typing court documents and inputting data into ‘CASEMAN’ system, which is linked up with the Judiciary for the issue of summonses.</p> <p>As a result of the decrease in import and export of left-hand-drive vehicles, we can manage to reduce the manpower complement of the Licence Processing of Hydrocarbon Oil and Licence Unit (2) while maintaining the same level of effective and efficient performance.</p>

Category	\$m	EPP Measures	Safeguards for Quality Service
	2.821	<p><u>General and Transshipment Fraud Investigation Division, TILB</u> 1 Trade Controls Officer 2 Assistant Trade Controls Officer</p> <ul style="list-style-type: none"> Change the investigation strategies in the Customs Drug Investigation Bureau (CDIB), Ship Search & Cargo Command (SSCC), and Customs Intelligence & Liaison Bureau (CILB). <p><i>Savings :</i> Deletion of the following posts on 1.4.2000 -</p> <p><u>Chemical Investigation, Intelligence & Support Division, CDIB</u> 1 Customs Officer</p>	<p>We can afford to delete three posts in the General and Transshipment Fraud Investigation Division because of reduced workload arising from the declining trend of cases involving goods with false origin labels. The same level of effective and efficient enforcement performance could be maintained through re-distribution of work among officers in the same Division.</p> <p>Given the established chemical licensing system and the accumulated experience to conduct investigations, the Controlled Chemicals Group should continue to perform in an effective and efficient way, even with the deletion of the Customs Officer (CO) post.</p>

Category	\$m	EPP Measures	Safeguards for Quality Service
	5.431	<p><u>Cargo Research Division, SSCC</u> 1 Senior Inspector</p> <p>6 Customs Officer</p> <p><u>Intelligence Collection Division, CILB</u> 1 Senior Inspector</p> <p><u>General Investigation Division, CILB</u> 1 Customs Officer</p> <ul style="list-style-type: none"> • Re-prioritise work in the Airport Command (APC), and Control Points Command (CPC) to rationalise manpower deployment. 	<p>With the deletion of one Senior Inspector post, the two cargo examination teams in the Cargo Research Division will be merged and supervised by the remaining Senior Inspector. The Senior Inspector can effectively monitor the work of the cargo examination teams through the use of a mobile telephone beyond normal office hours.</p> <p>As a result of the enhancement of intelligence collection and development on smuggling activities relating to river trade vessels, we can manage to reduce the manpower complement of the Ship Search Team while maintaining the same level of detection rate with less search.</p> <p>) With a shift from labour intensive operation mode to intelligence-based operation mode, we can manage to give up the two posts in the Units concerned without affecting our quality of investigation and operation.</p>

Category	\$m	EPP Measures	Safeguards for Quality Service
		<p><i>Savings :</i> Deletion of the following posts on 1.4.2000 -</p> <p><u>Apron Division, APC</u> 15 Customs Officer</p> <p><u>Lok Ma Chau Division, CPC</u> 2 Customs Officer</p> <p><u>Lowu Division, CPC</u> 5 Customs Officer</p>	<p>Eight of the 15 CO posts are to be deleted from the Interline Baggage Facilities Team. The additional workload in inspection and control of transit baggage at the Central Transfer System will be absorbed by other COs of the Interline Baggage (Tarmac) Team of the same Division. The remaining seven CO posts are to be deleted from the Strike and Search Team. The additional workload in performing strike and search duties at Apron areas will be absorbed by other COs of the same Team. Quality of service will not be compromised by these arrangements.</p> <p>We have examined the workload of the Outgoing Passenger Processing Teams and come to the conclusion that one CO post can be deleted from each of the am and pm shifts, while maintaining the same level of service.</p> <p>In view of the lower than expected utilisation rate of the new extension arrival hall (stage III) of the Lowu Terminal, we could afford to re-arrange the work of Lowu Division with less manpower in order to achieve a gainful deployment of staff.</p>

Category	\$m	EPP Measures	Safeguards for Quality Service
	1.346	<p><u>HK-Macau Ferry Division, CPC</u> 4 Customs Officer</p> <p><u>China Ferry & Kowloon-Canton Railway Division, CPC</u> 2 Customs Officer</p> <ul style="list-style-type: none"> Streamline work to allow for merging of the two Trade Declaration Assessment Units into one and the replacement of Trade Controls Officer posts with Assistant Trade Controls Officer posts for assessment work in Trade Licensing Investigation Bureau (TLIB). 	<p>We have reviewed the existing workload and re-prioritized the work of the Division to allow for the deletion of two CO posts from the Passenger Processing Unit of Departure Hall and two CO posts from the Hall Patrol Unit of Arrival Hall without undermining the existing level of service. The additional workload will be absorbed by officers of Wharf Patrol Unit.</p> <p>With the deletion of two CO posts from the Exit Guard at Arrival Hall of China Ferry Terminal, the duty to guard against unauthorized entries into the Customs Arrival Hall will be taken up by the Senior CO in addition to his duty of supervising the processing of incoming passengers. Quality of service will not be compromised by this arrangement.</p>

Category	\$m	EPP Measures	Safeguards for Quality Service
		<p><i>Savings :</i> Deletion of the following posts on 1.4.2000 –</p> <p>1 Senior Trade Controls Officer 10 Trade Controls Officer</p> <p><i>Additional requirement :</i> Creation of 12 Assistant Trade Controls Officer posts on 1.4.2000.</p> <p>● Streamline existing work process in the General Registry of the Kowloon Inspection Division, Trade Inspection and Verification Bureau (TIVB).</p> <p><i>Savings :</i> Deletion of 1 Clerical Assistant post on 1.4.2000.</p> <p>● Achieve savings in allowance payment by streamlining work process and rationalising duties in the Accounts Section and Collection Office.</p> <p>● Transfer the Exhibit Store from CILB to CDIB.</p> <p><i>Savings :</i> Deletion of 1 Senior Customs Officer post in Investigation Support Unit of CILB on 1.4.2000.</p>	<p>) We shall organise refresher course for the 12 ATCOs taking up assessment work as a result of the re-shuffling of duties in the Trade Declaration Assessment Units and the merging of the two Trade Declaration Assessment Units to ensure that the same level of service will be maintained.</p> <p>We have reviewed the existing procedures and come to view that one Clerical Assistant post can be deleted through streamlining of work process in the General Registry. To maintain the existing level of service, we shall re-distribute the duties among the clerical staff in the General Registry.</p> <p>Upon streamlining of work in the Accounts Section and Collection Office, we can afford to cut overtime allowance and extraneous duties allowances.</p> <p>With the transfer of the Exhibit Store to CDIB, we intend to delete the Senior Customs Officer post, designated as the Exhibit Officer, in CILB while the duties of the Exhibit Officer would be absorbed by the existing staff of CDIB.</p>

Category	\$m	EPP Measures	Safeguards for Quality Service
	1.815	<ul style="list-style-type: none"> • Re-arrange work shifts in the Cargo Research Division of Ship Search & Cargo Command (SSCC) to achieve optimum utilization of manpower resources. <p><i>Savings :</i> Deletion of the following posts on 1.4.2000 –</p> <p><u>Management Support & Operational Relief Unit</u> 1 Senior Customs Officer 8 Customs Officer</p>	<p>) With re-arrangements of work shifts of various units to cope with the workload arising from the deletion of nine posts from the Management Support & Operational Relief Unit, we shall be able to maintain the service standard.</p> <p>We shall be able to accommodate all deletions and downgrading of posts through natural wastage or internal redeployment. No staff redundancy will arise. We have obtained the agreement of Director of General Grades on the deletion of one Clerical Assistant post and the upgrading of one Typist post to Senior Typist.</p>

Category	\$m	EPP Measures	Safeguards for Quality Service
	<i>16.298</i>		<p>In order to encourage our staff to voice their opinions on the EPP plan, we have held two separate consultation sessions with the Departmental Consultative Committee as well as the Hong Kong Chinese Civil Servants' Association – Customs Officer Grade Branch and the Hong Kong Customs and Excise Staff General Association separately to brief them of the Department's EPP plan and collect their views. All staff associations raised no objection to the Department's EPP plan in the consultation sessions, except for the Hong Kong Customs Officers Union which commented on the large number of CO posts to be deleted. The Union would inform the Civil Service Bureau and the Department of their views in writing. We shall monitor the sentiments among our staff and address their concerns in order to gain their co-operation in the implementation of the EPP plan.</p> <p>Where there are changes to the mode of operation or work procedures, we promote those changes and provide suitable training or refresher courses to ensure that staff can adapt to the changes.</p>

Category	\$m	EPP Measures	Safeguards for Quality Service
DE/OC	0.953	<ul style="list-style-type: none"> Strictly control the purchase of office equipment and other equipment. 	Shared use of available equipment will ensure that the quality of service will not be affected.
	0.610	<ul style="list-style-type: none"> Use contract service agreement for vehicle maintenance at discounted rates. 	We have stipulated the service standard in the service agreement and will closely monitor the contractor's performance accordingly.
	<i>1.563</i>		
Total	17.861		

Note

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