

## “Enhanced Productivity Programme : 2000-01” Booklet

### Report on EPP Savings -- Census & Statistics Department

Total value of EPP Savings: **\$6.414m**, equivalent to **1.01%** of total Recurrent Baseline expenditure in 2000-01 which is subject to EPP.

Category	\$m	EPP Measures	Safeguards for Quality Service
<b>PE/PRE</b>	0.372	<ul style="list-style-type: none"> <li>• Enhance productivity by streamlining existing work process in the Industrial Production Statistics Section and simplifying data input and editing procedures for the quarterly surveys conducted by the Distribution and Services Section 2A.</li> </ul> <p><i>Savings:</i> Deletion of 2 Statistical Officer II posts on 1.4.2000.</p>	<p>We shall manage to maintain the quality of service by adopting the following measures-</p> <ul style="list-style-type: none"> <li>• To optimise the sample size of some survey operations while maintaining the same level of statistical standards.</li> <li>• To closely monitor the field progress of surveys to ensure that the targets can be met.</li> <li>• To step up validation checks and sample quality checks by supervisors through computer systems so as to ensure that the data quality is up to standard.</li> <li>• Where delegation of work to contract staff is involved, there will be intensive training and close supervision for them. In addition, we will monitor their level of output and work quality by various control measures.</li> </ul>

Category	\$m	EPP Measures	Safeguards for Quality Service
	0.569	<ul style="list-style-type: none"> <li>● Review and streamline existing work process in the Labour Statistics Branch(1) so that some simple work can be taken up by existing contract staff.</li> </ul> <p><i>Savings:</i> Deletion of the following posts on 1.4.2000-</p> <p style="padding-left: 40px;">1 Assistant Census and Survey Officer 2 Assistant Clerical Officer</p>	<p>We shall be able to accommodate all deletions of posts through natural wastage or internal redeployment. No staff redundancy will arise. Where redeployment outside of department is involved, we have also obtained the agreement of the relevant Head of Grade.</p> <p>Where there are changes to the process of operations and procedures, training and regular meetings will be conducted for staff to ensure that they can adapt to the changes.</p>
	0.182	<ul style="list-style-type: none"> <li>● Review and re-organise existing duties of the editing team of the Labour Earnings Survey so that some simple work can be taken up by existing contract staff.</li> </ul> <p><i>Savings:</i> Deletion of 1 Assistant Clerical Officer post on 1.4.2000.</p>	
	0.888	<ul style="list-style-type: none"> <li>● Streamline trade declaration checking procedures and re-organise working units in the Trade Classification Section.</li> </ul> <p><i>Savings:</i> Deletion of the following posts on 1.4.2000-</p> <p style="padding-left: 40px;">1 Statistical Supervisor 1 Assistant Clerical Officer</p> <p>Reduction in overtime allowance</p>	

Category	\$m	EPP Measures	Safeguards for Quality Service
	0.400	<ul style="list-style-type: none"> <li>● Reduce overtime allowance by streamlining procedures in checking manifests for complete lodgement of declarations.</li> </ul>	
	2.232	<ul style="list-style-type: none"> <li>● Streamline fieldwork operations of the Survey of External Claims, Liabilities and Income, resulting in overall reduction in sample size and enhancement in efficiency of survey operation.</li> </ul> <p><i>Savings:</i> Deletion of the following posts on 1.4.2000 -</p> <p>4 Census and Survey Officer 4 Assistant Census and Survey Officer</p>	
	0.911	<ul style="list-style-type: none"> <li>● Enhance fieldwork productivity for economic surveys by one-stop approach whereby data collection in respect of some large establishments is handled by one or two designated officers instead of being undertaken by multiple sections. In addition, use more telephone interviews for enumerating simple surveys so that the requirements for fieldwork manpower can be reduced.</li> </ul> <p><i>Savings:</i> Deletion of the following posts on 1.4.2000-</p> <p>2 Census and Survey Officer 1 Assistant Census and Survey Officer</p>	

Category	\$m	EPP Measures	Safeguards for Quality Service
	0.660	<ul style="list-style-type: none"> <li>Re-distribute duties so that the duties for planning and implementing the publicity campaign for the 2001 Population Census can be taken up by the existing personnel.</li> </ul> <p><i>Savings:</i> Non-creation of 1 Senior Information Officer post in 2000-01</p>	
	6.214		
<b>DE/OC</b>	0.200	<ul style="list-style-type: none"> <li>Streamline procedures in checking manifests for complete lodgement of declarations</li> </ul> <p><i>Savings:</i> Reduction in the employment of temporary staff</p>	In respect of EPP initiatives relating to DE/OC expenditure, the effect is minimal. The quality of service will not be affected.
<b>Total</b>	<b>6.414</b>		

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