

## “Enhanced Productivity Programme: 2001-02” Booklet

### Report on EPP Savings – Census and Statistics Department

Total value of EPP savings in 2001-02: **\$17.296m**, equivalent to **2.2%** 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 2001-02 on a **cumulative** basis is **3.0%**.

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
<b>PE/PRE</b>	1.479	<ul style="list-style-type: none"> <li>● Streamline the processing of trade declarations.</li> </ul> <p style="margin-left: 40px;"><i>Savings :</i> Deletion of the following posts in 2001-02 –</p> <p style="margin-left: 80px;">1 Statistics Supervisor 7 Assistant Clerical Officer</p>	Training will be provided to ensure that staff can adapt to the changes.
	1.256	<ul style="list-style-type: none"> <li>● Combine two land manifest units in Trade Statistics Processing Section into one unit.</li> </ul> <p style="margin-left: 40px;"><i>Savings :</i> Deletion of the following posts in 2001-02 –</p> <p style="margin-left: 80px;">1 Statistics Supervisor 1 Clerical Officer 4 Assistant Clerical Officer</p>	After the re-structuring of the two land manifest units, the administrative and supervising works are handled in a more effective way. Duplicate work is eliminated and saving in staff resources can be achieved.
	2.683	<ul style="list-style-type: none"> <li>● Streamline fieldwork procedures by implementing a number of productivity enhancement measures (including pooling field resources, one-officer contact approach and paying courtesy visits to respondents) in the Distribution and Services Statistics Section (1)C and Industrial Surveys Section.</li> </ul> <p style="margin-left: 40px;"><i>Savings :</i> Deletion of the following posts in 2001-02 –</p>	Comprehensive checks on the quality of data collected are employed. Field progress of each survey is under close monitoring to ensure that the target completion rate can be achieved by the survey cut-off date.

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
	0.171	<p>1 Senior Census &amp; Survey Officer 5 Census &amp; Survey Officer 2 Assistant Census &amp; Survey Officer</p> <p>● Simplify the editing and data input procedures for the quarterly survey conducted by the Distribution and Services Statistics Section (2)A.</p> <p><i>Savings :</i> Deletion of 1 Statistical Officer II/ Student Statistical Officer post in 2001-02.</p>	<p>More computer editing will be introduced to ensure the quality of data.</p>
	0.728	<p>● Streamline the office procedures and adopt more computerisation in office work in the Industrial Production Statistics Section.</p> <p><i>Savings:</i> Deletion of the following posts in 2001-02 –</p> <p>1 Statistical Officer I 2 Statistical Officer II/ Student Statistical Officer</p>	<p>The quality of the work will be closely monitored and sample checked. Computer systems will be thoroughly tested before production run.</p>
	2.790	<p>● Streamline data collection work of the Survey of External Claims, Liabilities and Income (SECLI) by introducing electronic data reporting and computer-aided validation checks of survey returns; and reducing sample size.</p> <p><i>Savings :</i> Deletion of the following posts in 2001-02 –</p> <p>5 Census &amp; Survey Officer 5 Assistant Census &amp; Survey Officer</p>	<p>With the well-established computer-aided validation checks, manual checks by outdoors staff on the spot can be minimised without sacrificing quality of data.</p> <p>Based on experience of implementing SECLI for two years, a more cost-effective sampling method can be introduced to attain the same precision with reduced sample size.</p>

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
	0.172	<ul style="list-style-type: none"> <li>● Streamline office operation of the combined Field Pool for the Wages and Labour Costs Statistics and the Manpower Statistics Sections in Labour Statistics Branch (2) so that less clerical support is required.</li> </ul> <p><i>Savings :</i> Deletion of 1 Assistant Clerical Officer post in 2001-02.</p>	Administrative procedures for fieldwork management will be enhanced to reduce the volume of clerical support involved.
	1.217	<ul style="list-style-type: none"> <li>● Review the clerical support to field pool and streamline the existing work of Labour Statistics Branch (1) to transfer some less difficult and non-core work could be taken up by existing contract staff.</li> </ul> <p><i>Savings :</i> Deletion of the following posts in 2001-02 –</p> <p style="padding-left: 40px;">1 Clerical Officer 3 Assistant Clerical Officer 2 Assistant Census &amp; Survey Officer</p>	There will be intensive training of contract staff using work manuals and standard instructions to safeguard the quality of work and efficiency of performance.
	1.307	<ul style="list-style-type: none"> <li>● Re-structure the organisation of and re-arrange the on-going tasks in Data Processing Branch (3) after completion of some computer projects.</li> </ul> <p><i>Savings :</i> Deletion of the following posts in 2001-02 –</p> <p style="padding-left: 40px;">1 Senior Systems Manager 1 Analyst/ Programmer II</p>	Based on an assessment on the anticipated workload against the staff capacity, it has been established that the remaining staff capacity would be sufficient to cater for the anticipated workload.
	0.205	<ul style="list-style-type: none"> <li>● Streamline the work procedures in the updating of quarters records.</li> </ul> <p><i>Savings :</i></p>	More reference to other sources of similar information will be made to ensure the accuracy of the quarters records.

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
	0.615	<p>Deletion of 1 Assistant Census &amp; Survey Officer post in 2001-02.</p> <ul style="list-style-type: none"> <li>Adopt a better design of the questionnaire of the General Household Survey, with pre-coded answer options provided for most questions so as to reduce fieldwork resources in data coding.</li> <li>Streamline the work procedures for returning completed questionnaires to the office.</li> </ul> <p><i>Savings :</i> Deletion of 3 Assistant Census &amp; Survey Officer posts in 2001-02.</p>	<p>Strict quality control measures will be implemented to ensure the quality of the data collected.</p> <p>We shall be able to accommodate all deletions of posts through internal redeployment or deletion of vacant posts. No staff redundancy will arise. Where redeployment outside of department is involved, we have already obtained the agreement of the relevant Heads of Grades.</p>
<i>Subtotal</i>	<i>12.623</i>		
<b>DE/OC</b>	4.673	<ul style="list-style-type: none"> <li>Adopt a better design of the questionnaires for the 2001 Population Census and streamline the procedures in the enumeration of non-residential buildings, leading to an increase in the productivity of the temporary field workers and a decrease in the requirements of field workers.</li> </ul>	<p>Strict quality control measures will be implemented to ensure the quality of the data collected.</p>
<i>Subtotal</i>	<i>4.673</i>		
<b>Total</b>	<b>17.296</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