

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

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

Total value of EPP savings in 2002-03 : **\$7.384m**, equivalent to **1.4%** 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 **5.9%**.

Category	Savings (\$m)	EPP Measures in 2002-03	Safeguards for Quality Service
<b>PE/PRE</b>	0.583	<ul style="list-style-type: none"> <li>• Combine two air manifest units in Trade Statistics Processing Section into one unit.</li> </ul> <p><i>Savings:</i></p> <p>Deletion of the following posts in 2002-03 –</p> <p style="padding-left: 20px;">1 Statistics Supervisor 1 Clerical Officer</p>	Combining two separate units involved in processing air manifests into one will streamline supervisory functions and reduce administrative overheads.
	0.176	<ul style="list-style-type: none"> <li>• Implement an interactive response system to enhance productivity in the handling of notice replies.</li> </ul> <p><i>Savings:</i></p> <p>Deletion of the following post in 2002-03 –</p> <p style="padding-left: 20px;">1 Assistant Clerical Officer</p>	The interactive response system will be thoroughly tested before production run.
	0.351	<ul style="list-style-type: none"> <li>• Implement a computerised data retrieval system to enhance productivity in customer services on trade statistics.</li> </ul> <p><i>Savings:</i></p> <p>Deletion of the following posts in 2002-03 –</p> <p style="padding-left: 20px;">2 Assistant Clerical Officer</p>	Quality of service will be enhanced as it will be more efficient and convenient for users to obtain trade statistics. To ensure quality of the data, the computerised data retrieval system will be thoroughly tested before live run, and consistency checking of trade statistics retrieved from the system will be conducted regularly.

Category	Savings (\$m)	EPP Measures in 2002-03	Safeguards for Quality Service
	1.169	<ul style="list-style-type: none"> <li>Streamline work procedures and adopt more computerisation in various sections to increase efficiency.</li> </ul> <p><i>Savings:</i></p> <p>Deletion of the following posts in 2002-03 –</p> <p>5 Assistant Clerical Officer 2 Clerical Assistant</p>	<p>Supervisors will pay more attention to the workflow design. The quality of work will be closely monitored and sample-checked.</p>
	1.400	<ul style="list-style-type: none"> <li>Develop new interviewing mechanism for Computer Assisted Telephone Interviews so that less manpower input is required for conducting surveys.</li> </ul> <p><i>Savings:</i></p> <p>Deletion of the following posts in 2002-03 –</p> <p>5 Assistant Census &amp; Survey Officer 2 Statistical Officer II / Student Statistical Officer</p>	<p>The system will be fully tested before the production run. The quality of survey data will be closely monitored.</p>
	0.361	<ul style="list-style-type: none"> <li>Streamline data collection work of the Survey of External Claims, Liabilities and Income.</li> </ul> <p><i>Savings:</i></p> <p>Deletion of the following post in 2002-03 –</p> <p>1 Census &amp; Survey Officer</p>	<p>More computer-aided validation checks will be introduced to minimise manual checks by outdoor staff on the spot.</p>

Category	Savings (\$m)	EPP Measures in 2002-03	Safeguards for Quality Service
	0.527	<ul style="list-style-type: none"> <li>• Improve quality of data on declarations submitted by traders through educational measures so as to save manpower required for checking and correcting data submitted.</li> </ul> <p><i>Savings:</i></p> <p>Deletion of the following posts in 2002-03 –</p> <p>3 Assistant Clerical Officer</p>	<p>Computer programs will be developed to monitor the quality of data on declarations.</p>
	0.299	<ul style="list-style-type: none"> <li>• Streamline and redistribute the clerical work in the Balance of Payments Section(2)3.</li> </ul> <p><i>Savings:</i></p> <p>Deletion of the following post in 2002-03 –</p> <p>1 Clerical Officer</p>	<p>More computer training will be provided for clerical staff to safeguard the quality of work and efficiency of performance.</p>
	0.595	<ul style="list-style-type: none"> <li>• Streamline and re-engineer work processes and procedures for General Household Survey Sections (e.g. through re-scheduling of work plan, more intensive use of telephone for following up with survey respondents).</li> </ul> <p><i>Savings:</i></p> <p>Deletion of the following posts in 2002-03 –</p> <p>2 Assistant Census &amp; Survey Officer 1 Statistical Officer II/ Student Statistical Officer</p>	<p>Data quality control measures will be strengthened.</p>

Category	Savings (\$m)	EPP Measures in 2002-03	Safeguards for Quality Service
	0.697	<ul style="list-style-type: none"> <li>• Re-organise field teams and re-distribute duties amongst teams to render better utilisation of manpower resources.</li> </ul> <p><i>Savings:</i></p> <p>Deletion of the following posts in 2002-03 –</p> <p>1 Senior Census &amp; Survey Officer 1 Assistant Clerical Officer</p>	Fieldwork performance indicators such as enumeration rate and error rate will be closely monitored.
	0.210	<ul style="list-style-type: none"> <li>• Streamline work procedures in the updating of quarters records.</li> </ul> <p><i>Savings:</i></p> <p>Deletion of the following post in 2002-03 –</p> <p>1 Assistant Census and Survey Officer</p>	More reference to other sources of information will be made to ensure the accuracy of the quarters records.
	1.016	<ul style="list-style-type: none"> <li>• Review the clerical support and re-engineer the fieldwork procedures of Labour Statistics Branch (1).</li> </ul> <p><i>Savings:</i></p> <p>Deletion of the following posts in 2002-03 –</p> <p>1 Assistant Clerical Officer 4 Assistant Census and Survey Officer</p>	Intensive training will be given to temporary staff to safeguard the quality of work and efficiency of performance.

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			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.
<i>Subtotal</i>	7.384		
<b>Total</b>	<b>7.384</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