

“Enhanced Productivity Programme” 2001-02” Booklet

Report on EPP Savings – Civil Aid Service

Total value of EPP savings in 2001-02: **\$1.560 m**, equivalent to **2.0%** 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
PE/PRE	0.356	<ul style="list-style-type: none"> ● Hire commercial security and general duties services instead of employing civil servants . <p>Savings: Deletion of the following posts in 2001-02:</p> <p style="padding-left: 40px;">1 Property Attendant 1 Workman I 1 Workman II</p> <p><i>Additional requirements:</i> DE of \$0.255m for the outsourcing services (see entry under DE below).</p>	<p>We shall be able to accommodate all deletion of posts by natural wastage and through the Voluntary Retirement Scheme. The Director of general grades has given approval to the departure of the officers concerned. No redundancy will therefore arise.</p> <p>For hire of services, we have stipulated the service standards in the service contracts and will closely monitor the contractors' performance accordingly.</p>
<i>Subtotal</i>	0.356		
DE/OC	(0.255)	<ul style="list-style-type: none"> ● Outsourcing Please refer to the bullet under PE/PRE above. 	
	1.139	<ul style="list-style-type: none"> ● Reduce expenditure on equipment maintenance and maintenance materials. 	<p>With the completion of the radio telephone replacement project and campsite development projects in 2000-01, it is expected that relevant maintenance costs will be reduced.</p> <p>We have concluded a Service Level Agreement with the Electrical and Mechanical Services Department, our major maintenance service provider, who will ensure the serviceability level of our equipment and vehicle.</p>

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
	0.020	<ul style="list-style-type: none"> Reduce expenditure on postage through wider use of information technology including the use of electronic mail. 	The wider use of information technology through our Government Office Automation system will lead to more effective and efficient dissemination of information and hence reduce costs.
	0.300	<ul style="list-style-type: none"> Reduce expenditure on Civil Aid Service (CAS) volunteer pay and allowances through centralisation of training activities . 	<p>We require that the centralisation of mass training activities will not affect adversely the requirement in individual practical training, the established training evaluation standards, and therefore our performances pledges and operational effectiveness.</p> <p>In drafting this policy, we have conducted series of seminars and consultations with CAS members to obtain their feedback and to ensure that all members understand the objectives and contents of this policy.</p>
<i>Subtotal</i>	<i>1.204</i>		
Total	1.560		

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