

“Enhanced Productivity Programme: 2002-03” Booklet
Report on EPP Savings – Civil Aid Service

Total value of EPP savings in 2002-03: \$ **1.612 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 2002-03 on a **cumulative** basis is **5.0%**.

Category	Savings (\$m)	EPP Measures in 2002-03	Safeguards for Quality Service
PE/PRE	0.238	<ul style="list-style-type: none"> Hire commercial security and general duties services instead of employing civil servants. <p><i>Savings:</i></p> <ul style="list-style-type: none"> Deletion of the following posts in 2002-03: <p>1 Property Attendant 1 Workman II</p> <p><i>Additional requirements:</i></p> <ul style="list-style-type: none"> DE of \$0.17m for the outsourcing services (see entry under DE below) 	<p>We shall be able to accommodate all deletion of posts by natural wastage. 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>
	0.296	<ul style="list-style-type: none"> Reduce expenditure on overtime allowance work 	<p>The overtime work can be minimised through streamlining work processes.</p>
<i>Subtotal</i>	<i>0.534</i>		
DE/OC	(0.171)	<ul style="list-style-type: none"> Outsourcing Please refer to the bullet under PE/PRE above. 	
	0.521	<ul style="list-style-type: none"> Reduce expenditure on equipment maintenance and maintenance materials. 	<p>With the completion of further campsite development projects in 2001-02, it is expected that relevant maintenance costs can be reduced.</p>

Category	Savings (\$m)	EPP Measures in 2002-03	Safeguards for Quality Service
	0.728	<ul style="list-style-type: none"> Reduce expenditure on Civil Aid Service volunteer pay and allowances through centralisation of training. 	<p>We require that the centralisation of training 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 a series of seminars and consultations with Civil Aid Service members to obtain their feedback and to ensure that all members understand the objectives and contents of this policy.</p>
<i>Subtotal</i>	<i>1.078</i>		
Total	1.612		

- 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