

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

### Report on EPP Savings -- Civil Service Training and Development Institute

Total value of EPP Savings : **\$3.17m**, equivalent to **2%** of total Recurrent Baseline Expenditure in 2000-01 which is subject to EPP.

Category	\$m	EPP Measures	Safeguards for Quality Service
<b>DE/OC</b>	1.670	<ul style="list-style-type: none"> <li>● Commission outside institutes or part-time trainers to conduct more training courses where it is feasible and less expensive.</li> </ul>	We will ensure that the service quality of the commissioned courses and the performance of part-time trainers is up to the standard through frequent liaison with the institutes concerned, close monitoring of the course manuals, regular sitting in on classes and making reference to course evaluation and assessments.
	1.500	<ul style="list-style-type: none"> <li>● Optimise the use of existing equipment to avoid wastage. As the department was equipped with a certain amount of new furniture, equipment and computer hardware when it was moved into its present accommodation two years ago, the need for purchasing such new items will be greatly reduced. Due to market trend, the cost of purchasing computer equipment will also be reduced.</li> </ul>	We will keep close monitoring to ensure adequate furniture, equipment and computer hardware are provided to ensure that service quality is maintained and established safety standards are complied with.
<b>Total</b>	<b>3.170</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