



<b>Category</b>	<b>\$m</b>	<b>EPP Measures</b>	<b>Safeguards for Quality Services</b>
	0.100	<ul style="list-style-type: none"> <li>Apply more stringent control on overtime work.</li> </ul>	By internal redeployment, additional work will be absorbed by existing staff.
	<i>11.706</i>		
<b>DE/OC</b>	4.450	<ul style="list-style-type: none"> <li>Economise on the purchase of equipment, stationery and other office facilities and re-deploy existing computer facilities such as servers and equipment for optimum usage.</li> </ul>	Various sections of the Education Department (ED) will share the use of existing computer equipment, thereby reducing the need for procurement of additional desktop/laptop computers. The utilization of each server will be monitored closely to ensure that office communication would be maintained in an effective way and service will not be affected.
	2.950	<ul style="list-style-type: none"> <li>Reduce consumption of paper, printing charges and incidental expenses by optimising the use of (a) electronic means of communication for issue of divisional circulars and educational issues between the Education Department (ED) and schools and (b) ED's Homepage/Intranet.</li> </ul>	
	0.100	<ul style="list-style-type: none"> <li>Arrange in-service training courses for teachers more cost-effectively</li> </ul>	According to the prevailing market conditions, the costs for commissioned training courses is expected to drop and opportunity will be taken to negotiate the most cost-effective courses with the course organisers.

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	0.100	<ul style="list-style-type: none"> <li>Contract out the maintenance service of existing web-sites in various divisions of ED and arrange updating of the structure and design (not information) of the web-sites by in-house staff.</li> </ul>	ED will post all new information within one week from the date of receipt to ensure that information on the web-sites is up-to-date. Staff will be trained to perform the updating and maintenance work.
0.100	<ul style="list-style-type: none"> <li>Develop the web-based teaching and learning materials for schools in the coming school year more cost effectively by utilising in-house computer professional staff instead of hiring outside contractors.</li> </ul>		
0.200	<ul style="list-style-type: none"> <li>Develop, using ED's professional staff rather than through out-sourcing, various curriculum models and teaching materials for schools for subjects such as Art and Design, Music and Physical Education. Savings can be achieved by making use of CD ROM's and / or web-sites in disseminating information.</li> </ul>		
0.700	<ul style="list-style-type: none"> <li>Re-design the workflow of certain business processes and re-locate the Tsuen Wan and Islands District Education Offices to achieve optimum usage of resources, thus reducing resources required for temporary clerical support.</li> </ul>		

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	0.740	<ul style="list-style-type: none"> <li>Re-schedule the class structure of evening Adult Education Courses to optimise the capacity and resources available for existing classes and phasing out under-utilised classes.</li> </ul>	
	0.110	<ul style="list-style-type: none"> <li>Achieve savings from rental fee by re-scheduling the venue from territory-wide basis to appropriate school premises on a regional basis for about 10 seminars.</li> </ul>	<p>The aggregate number of target participants and participating schools remain unchanged.</p>
	1.830	<ul style="list-style-type: none"> <li>Re-deploy existing staff flexibly to absorb additional workload such as manning the hotline support service for the School Administration Management System, and redistribution of duties in the Administration Section, instead of hiring additional contract staff.</li> </ul>	<p>The hotline support service will be closely supervised by Education Officers to ensure the quality and adequacy of service.</p> <p>The workload of individual staff and the office as a whole is reviewed and monitored regularly to facilitate redistribution of duties amongst staff, if necessary.</p>
	2.000	<ul style="list-style-type: none"> <li>Redeploy staff in the Planning and Research Division to develop the Core Competency Assessments to reduce cost in hiring outside services.</li> </ul>	<p>The quality of the test items in the Core Competency Assessments will not be affected as in-house expertise will be supplemented by outside contractor services.</p>
	1.500	<ul style="list-style-type: none"> <li>Reduce the maintenance requirement of IT equipment through better scheduling and replacing annual maintenance service by ad hoc on-call service which will be more cost-effective.</li> </ul>	

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	1.400	<ul style="list-style-type: none"> <li>Contract out the technical support for the Office System to reduce the staff cost for the service. The employment of four contract analyst programmers will be replaced by outside technical support service.</li> </ul>	The performance of the contract service will be carefully monitored to ensure the technical support service is maintained at a reasonable standard.
	1.000	<ul style="list-style-type: none"> <li>Conduct development programmes for principals in a more cost-effective manner by carefully reviewing the needs and contents of the programmes.</li> </ul>	The quality of the programmes will not be affected since the programmes are designed after extensive consultation with the school sector.
	<i>17.180</i>		
<b>Total</b>	<b>28.886</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