

“Enhanced Productivity Programme: 2002-03” Booklet

Report on EPP Savings - Electrical and Mechanical Services Trading Fund

Total value of EPP Savings in 2002-03: **\$25.157 m**, equivalent to **0.8%** of total extrapolated operating expenditure* in that year that is subject to EPP. Total EPP savings (as a percentage of extrapolated operating expenditure in 2002-03 that is subject to EPP) achieved by 2002-03 on a **cumulative** basis is **14.9%**.

Category	Savings (\$m)	EPP Measures	Safeguards for Quality Service
PE/PRE	1.999	<ul style="list-style-type: none"> ● Cope with increased workload with no increase in staff. <p><i>Savings :</i></p> <p style="padding-left: 40px;">Savings in various ranks of staff from Assistant Electronics Inspector to Work Supervisor.</p>	<p>We shall be able to accommodate all deletions of posts through natural wastage or internal redeployment. Some motor drivers' posts deleted are handed back to Government Land Transport Agency. No staff redundancy will arise. Where redeployment outside of department is involved, we have also obtained the agreement of relevant Heads of Grade.</p> <p>Staff under Voluntary Retirement Scheme will be released by phases to ensure smooth transition and work quality. A working group has been formed in the department to review organization to enhance work quality and efficiency.</p> <p>We implement human resources management initiatives and training to enhance staff mindset, competence and work effectiveness and efficiency. Where there are changes to the mode or process of service delivery, (e.g. condition based monitoring and maintenance practice), we promote these changes and provide suitable training within the organization to ensure that staff can adapt to the transition. Sufficient briefing sessions and consultation with management are provided to staff before reorganization and change process. Staff can also voice their feedback and proposals on EPP through the department's staff relations officers.</p> <p>The Electrical and Mechanical Services Trading Fund has obtained ISO9001 and OHSAS 18001 Corporate Certificates. The quality and safety standards of all our services are managed and delivered according to respective quality systems. Also closer supervision and internal inspection safety tests are carried out to ensure compliance with equipment manufacturers' instructions.</p>
	10.458	<ul style="list-style-type: none"> ● Streamline and standardize works procedure and restructure of workshops process. <p><i>Savings :</i></p> <p style="padding-left: 40px;">Savings in various ranks of staff from Assistant Electronics Inspector to Workman.</p>	
<i>Subtotal</i>	12.457		

* Extrapolated operating expenditure means projected recurrent expenditure for 2002-03 to meet the expected increases/decreases in business volume since 1998-99.

Category	Savings (\$m)	EPP Measures	Safeguards for Quality Service
			The quality of our services are also safeguarded by compliance with the performance targets of engineering system agreed with clients.
DE/OC	0.500	● Use of bulk contracts and contract staff.	For maintenance and supply contracts, we have stipulated the maintenance standard and quality in the contracts and will closely monitor the contractors' performance accordingly. The Electrical and Mechanical Services Trading Fund has obtained ISO9001 and OHSAS 18001 Corporate Certificates and the quality and safety standards of all our services are managed and delivered according to respective quality systems.
	8.500	● Streamline contract conditions and works requirement. Grouping of maintenance contracts to save costs.	
	1.200	● Take back contract maintenance work by in-house staff.	
	2.500	● Undertaking additional works on indoor air quality measurement with less contractor cost	
<i>Subtotal</i>	<i>12.700</i>		
Total	25.157		

- 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