

“Enhanced Productivity Programme : 2000-01” Booklet

Report on EPP Savings -- Constitutional Affairs Bureau

Total value of EPP Savings: **\$2.014m**, equivalent to **5%** of total Recurrent Baseline Expenditure in 2000-01 which is subject to EPP.

Category	\$m	EPP Measures	Safeguards for Quality Service
PE/PRE	0.400	<ul style="list-style-type: none"> ● Redistribute duties and right-size the Confidential Registry and secretarial support team. <p><i>Savings :</i> Deletion of the following posts on 1.4.2000 –</p> <p>1 Confidential Assistant 1 Personal Secretary II</p>	<p>We will be able to accommodate all deletions of posts through internal redeployment. No staff redundancy will arise. Where redeployment out of the bureau is necessary, we have obtained the agreement of the relevant Heads of Grades.</p> <p>Where there are changes to the existing duties of some members of staff, we will provide suitable training and guidance to ensure that they can adapt to the transition. Staff will be given clear guidelines on the new division of labour under the restructured system.</p>
	0.292	<ul style="list-style-type: none"> ● Streamline operational procedures and right-size the Administration Section. <p><i>Savings :</i> Deletion of 1 Clerical Officer post on 1.4.2000.</p>	
	(0.214)	<ul style="list-style-type: none"> ● Re-rank 1 Chinese Language Officer I post to Senior Chinese Language Officer in 2000-01 to upgrade the in-house translation service. 	

Category	\$m	EPP Measures	Safeguards for Quality Service
	1.569	<ul style="list-style-type: none"> Other streamlining of the manpower resources of the Bureau. <p><i>Savings :</i> Deletion of the following posts on 1.4.2000 –</p> <p>1 Senior Administrative Officer 2 Personal Secretary I</p>	
	2.047*		
Total	2.014		

* Out of the net savings of \$2.047m derived, \$2.014m are quoted as EPP savings. The remainder is for internal redeployment.

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