

## “Enhanced Productivity Programme: 2002-03” Booklet

### Report on EPP Savings – Commerce and Industry Bureau

Total value of EPP savings in 2002-03 : **\$1.993 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
<b>PE/PRE</b>	0.827	<ul style="list-style-type: none"> <li>• Rationalise the executive support.  <i>Savings:</i> Creation of 1 Executive Officer II post to be offset by the deletion of 1 Executive Officer I post in 2001-02.</li> <li>• Rationalise the provision of secretarial and clerical services.  <i>Savings:</i> Deletion of the following posts in 2001-02 –  1 PS I 1 ACO 1 Typist</li> </ul>	<p>The downgrading of the post Executive Officer I is a result of a ranking review with due regard to the operational requirements of the post.</p> <p>The initiative is a result of a review with due regard to the requirements of the secretarial and clerical services in the Bureau.</p>
	<i>Subtotal</i> 0.827		
<b>DE/OC</b>	0.300	<ul style="list-style-type: none"> <li>• Reduce expenditure on overseas duty visits through downsizing the delegation and minimising the duration of visits where possible. Encourage staff to claim flight awards for redemption of air tickets or upgrading of passage in subsequent duty visits.</li> </ul>	<p>We will give due consideration to ensure that Hong Kong's participation and level of representation at regional and international fora will not deteriorate.</p>
	0.200	<ul style="list-style-type: none"> <li>• Reduce expenditure on postage, overseas telephone calls/ facsimile transmission, photocopying, paper, etc. through wider use of e-mail in internal</li> </ul>	<p>We will make wider use of e-mail to more efficiently and effectively disseminate information and to lower operating costs.</p>

Category	Savings (\$m)	EPP Measures in 2002-03	Safeguards for Quality Service
	0.666	and external communication. • Economise on the use of other departmental expenses.	
<i>Subtotal</i>	<i>1.166</i>		
<b>Total</b>	<b>1.993</b>		

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