

"Enhanced Productivity Programme: 2001-02" Booklet

Report on EPP Savings - Education & Manpower Bureau

Total value of EPP savings: **\$1.785 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 2001-02 on a **cumulative** basis is **3.0%**.

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
DE/OC	1.421	<ul style="list-style-type: none"> Economise on printing services and reduce consumption of paper through office automation . 	Use of information technology will facilitate the dissemination of information.
	0.226	<ul style="list-style-type: none"> Control and vet more stringently the replacement and procurement of office furniture and equipment. 	The conditions of existing furniture and equipment will be regularly examined to ensure that they are properly maintained.
	0.138	<ul style="list-style-type: none"> Apply more stringent control on the use of hired vehicles. 	We encourage staff to use public transport for duty travel and to share the use of hired transport whenever possible.
<i>Subtotal</i>	<i>1.785</i>		
Total	1.785		

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| 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 |