

‘Enhanced Productivity Programme: 2001-02’ Booklet

Report on EPP Savings – Economic Services Bureau

Total value of EPP savings in 2001-02: **\$1.416 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 |
|-----------------|---------------|---|--|
| PE/PRE | 0.787 | <ul style="list-style-type: none"> ● Review and streamline existing work processes and procedures. ● Reshuffle the duties of staff in the Port and Maritime Division, Resource Management Unit, Travel Agents Registry and the Administration Unit. <p><i>Savings :</i> Deletion of the following posts in 2001-02 –</p> <p style="margin-left: 40px;">1 Clerical Officer 1 Assistant Clerical Officer 1 Clerical Assistant 1 Personal Secretary II</p> | <p>We have obtained the agreement of the Director of General Grades in the deletion of posts. No staff redundancy will result.</p> <p>Suitable guidance and training will continue to be provided to ensure that staff can adapt to the changes.</p> |
| <i>Subtotal</i> | 0.787 | | |
| DE/OC | 0.629 | <ul style="list-style-type: none"> ● Reduce expenditure on IDD fax, photocopying, postage, paper, telephone line rental, etc. through wider use of information technology. ● Economise on the use of consumables. ● Review the schedule of duty visit to optimise use of resources. | <p>Use of information technology will enhance dissemination of information and reduce cost.</p> <p>Duty visits are rescheduled and combined as far as possible to reduce the cost of air passages.</p> |
| <i>Subtotal</i> | 0.629 | | |
| Total | 1.416 | | |

PE : Personal Emoluments

PRE : Personnel Related Expenses

DE: Departmental Expenses

i.e. Staff salaries and allowances

i.e. Costs related to the employment of staff other than pay and allowances e.g. pensions, staff housing

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