

“Enhanced Productivity Programme: 2001-02” Booklet

Report on EPP Savings -- Finance Bureau

Total value of EPP savings in 2001-02: **\$2.415 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 **3.7%**.

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
PE/ PRE	0.172	<ul style="list-style-type: none"> ● Streamline procedures of the Estimates Central Support Team. <p><i>Savings:</i> Deletion of 1 Assistant Clerical Officer post in 2000-01.</p>	No staff redundancy will arise as the post deleted is vacant.
	0.425	<ul style="list-style-type: none"> ● Office automation and sharing of typing duties among general grades staff in line with the multi-tasking development of the grades. <p><i>Savings:</i> Deletion of 4 Typist posts in 2000-01.</p> <p><i>Additional Requirements:</i> Creation of 1 Clerical Assistant post.</p>	No staff redundancy will arise as the posts deleted are vacant. We have conducted staff consultation briefings and organised training workshops on typing skills for the concerned general grades staff.
	0.509	<ul style="list-style-type: none"> ● Streamline procedures and re-distribute duties among Resource Divisions. <p><i>Savings:</i> Deletion of 1 Management Services Officer I post in 2000-01.</p>	No staff redundancy will arise as the post deleted is vacant.

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
	0.292	<ul style="list-style-type: none"> ● Cease unnecessary and duplicated financial reporting work and re-distribute duties within H Division. <p><i>Savings:</i> Deletion of 1 Clerical Officer post in 2000-01.</p>	No staff redundancy will arise as the surplus staff will be released through the Voluntary Retirement Scheme. We have obtained the agreement of the concerned Head of Grade for the proposed deletion of the post.
	0.117	<ul style="list-style-type: none"> ● Better use of electronic means for communication and reduce manual despatch work through office automation. <p><i>Savings:</i> Deletion of 1 Office Assistant post in 2000-01.</p>	No staff redundancy will arise as the surplus staff will be released through the Voluntary Retirement Scheme. We have obtained the agreement of the concerned Head of Grade for the proposed deletion of the post.
<i>Subtotal</i>	<i>1.515</i>		
DE/OC	0.900	<ul style="list-style-type: none"> ● Reduce expenditure on the printing of publications by adopting more cost-effective design and lower-cost materials; simplifying the proof-reading procedures; cutting unnecessary hard copies; and utilising electronic distribution through the Local Area Network, the Government Communication Network, and the Internet. 	Distribution of publications by electronic means will enhance the efficiency of information dissemination while reducing costs. The wider use of networks, such as the Internet, will also widen the scope of recipients.
<i>Subtotal</i>	<i>0.900</i>		
Total	2.415		

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