

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

### Report on EPP Savings -- Finance Bureau

Total value of EPP savings in 2002-03: **\$2.258 m**, equivalent to **1.8%** 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 **5.4%**.

Category	Savings (\$m)	EPP Measures in 2002-03	Safeguards for Quality Service
<b>PE</b>	0.223	<ul style="list-style-type: none"> <li>• Office automation and sharing of typing duties among general grades staff in line with the multi-tasking development of the grades.</li> </ul> <p><i>Savings:</i> Deletion of the following posts in 2001-02 -</p> <p style="padding-left: 20px;">1 Senior Typist</p> <p style="padding-left: 20px;">1 Typist</p> <p style="padding-left: 20px;">Offset by the creation of 1 Clerical Assistant</p>	No redundancy of staff arose. Savings were achieved through deletion of vacant posts. We have also organised training workshops on typing skills for the concerned general grades staff.
	0.145	<ul style="list-style-type: none"> <li>• Streamline procedures of the Estimates Central Support Team.</li> </ul> <p><i>Savings:</i> Deletion of the following post in 2001-02 -</p> <p style="padding-left: 20px;">1 Clerical Assistant</p>	No staff redundancy will arise as savings will be achieved through deletion of vacant post.
	0.294	<ul style="list-style-type: none"> <li>• Streamline procedures and re-distribute duties among Resource Divisions.</li> </ul> <p><i>Savings:</i> Deletion of the following posts in 2001-02 -</p>	No staff redundancy will arise as savings will be achieved through deletion of vacant posts

Category	Savings (\$m)	EPP Measures in 2002-03	Safeguards for Quality Service
	0.521	<p>1 Clerical Assistant</p> <p>Downgrading of two Clerical Officer posts to Assistant Clerical Officer posts in 2001 - 02 (part of the savings is used for the upgrading of a Personal Secretary I post to a Senior Personal Secretary post) -</p> <p>2 Clerical Officers</p> <p>(2 Assistant Clerical Officers)</p> <p>1 Personal Secretary I</p> <p>(1 Senior Personal Secretary )</p> <ul style="list-style-type: none"> <li>● Contracting out translation and interpretation work</li> </ul> <p><i>Savings:</i> Deletion of the following post in 2001-2002 -</p> <p>1 Chinese Language Officer I</p>	<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.</p>
	0.598	<ul style="list-style-type: none"> <li>● Completion of special reviews initiated by the Advisory Committee on the New Broad-based Taxes and the Task Force on Review of Public Finances.</li> </ul> <p><i>Savings:</i> Deletion of the following posts which have been redeployed through streamlining procedures and re-distributing duties in other divisions in 2001-02 -</p> <p>1 Clerical Officer</p> <p>1 Personal Secretary I</p>	<p>No staff redundancy will arise as savings will be achieved through deletion of vacant posts. We have obtained the agreement of the concerned Head of Grade for the proposed deletion of the posts.</p>

Category	Savings (\$m)	EPP Measures in 2002-03	Safeguards for Quality Service
	0.477	<ul style="list-style-type: none"> <li>• Streamline procedures and re-distribute duties in G Division</li> </ul> <p><i>Savings:</i> Deletion of the following posts in 2001-02 -</p> <p>2 Clerical Assistants</p> <p>1 Personal Secretary II</p>	No staff redundancy will arise as savings will be achieved through deletion of vacant posts
<b>Total</b>	<b>2.258</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