

“Enhanced Productivity Programme : 2000-01” Booklet

Report on EPP Savings -- Financial Services Bureau

Total value of EPP Savings: **\$1.395m**, equivalent to **1%** of total Recurrent Baseline Expenditure in 2000-01 which is subject to EPP.

Category	\$m	EPP Measures	Safeguards for Quality Service
DE/OC	1.395	<ul style="list-style-type: none"> • Bargain for the lowest quotation and special air fare. This has been made possible since the abolition of Air Passage Agreement between the Government and the designated airlines from 1 July 1998. Officers are also encouraged to fly Economy class despite their entitlement to upgrading to Business class, and to save on duty visit related costs. <p><i>Savings :</i> As the senior officers in the Financial Services Bureau are required to make duty trips quite frequently, substantial savings can be captured through procuring airtickets at lower prices. Duty related costs such as travelling to and from airport by public transport and cheaper rate of international calls is also expected to deliver savings.</p>	Savings in passage costs are achieved by obtaining the best market rate and voluntary option for economy class travel instead of reducing the number of trips. The quality of service provided by the Financial Services Bureau should not be affected.

Category	\$m	EPP Measures	Safeguards for Quality Service
		<ul style="list-style-type: none"> Replace the traditional verbatim reporting for case hearing with a more efficient “Livenote” computerised service for which we had also negotiated a lower service rate. Also exercise stringent control over expenditure in departmental expenses of the Insider Dealing Tribunal <p><i>Savings :</i> Expected to save \$0.5m per annum on the use of “Livenote”. Another \$0.37m savings is also expected to be achieved mainly by better deployment of surplus office furniture and equipment within the Bureau, printing less spare copies of the Tribunal Reports and reducing the expenses on overseas duty visits.</p>	The standard of “Livenote” service would be closely monitored.
Total	1.395		

Note

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