

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

### Report on EPP Savings – Innovation and Technology Commission

Total value of EPP savings in 2002-03 : **\$0.896 m**, equivalent to **0.6%** 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 **5.0%**.

Category	Savings (\$m)	EPP Measures in 2002-03	Safeguards for Quality Service
<b>DE/OC</b>	0.400	<ul style="list-style-type: none"> <li>• Reduce expenditure on overseas duty visits through examining more critically the service need for conducting the visits, minimising the size of the delegation and the duration of attendance of each visit and considering other suitable alternatives such as conducting video conferencing.</li> </ul>	The size of the delegation and the duration of attendance of each duty visit will be optimised and we shall give due consideration to ensure that Hong Kong's participation and level of representation in the international activities can be maintained.
	0.300	<ul style="list-style-type: none"> <li>• Reduce expenditure on the purchase of stationery, furniture, office equipment and laboratory equipment by searching for a more competitive price; optimising their use to avoid wastage; and to extend their life span through better maintenance and usage.</li> </ul>	We will make every effort to ensure that the same quality of goods and services are obtained at a lower cost.
	0.100	<ul style="list-style-type: none"> <li>• Reduce expenditure on postage, overseas telephone calls / facsimile transmission, printing, photocopying etc. through wider use of information technology.</li> </ul>	We will make wider use of electronic distribution through the Local Area Network, the Government Communication Network, and the Internet in order to more efficiently and effectively disseminate information at a lower cost.
	0.096	<ul style="list-style-type: none"> <li>• Economise on the use of resources by reducing electricity and paper consumption through actively enhancing staff's awareness on green management.</li> </ul>	The economic use of electricity and paper through green measures will not affect the quality of services.

Category	Savings (\$m)	EPP Measures in 2002-03	Safeguards for Quality Service
<i>Subtotal</i>	<i>0.896</i>		
<b>Total</b>	<b>0.896</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