

“Enhanced Productivity Programme: 2001-02” Booklet

Report on EPP Savings – Offices of the Chief Secretary for Administration and the Financial Secretary

Total value of EPP savings in 2001-02: **\$7.515 m**, equivalent to **2.7%** 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	3.572	<ul style="list-style-type: none"> ● Review staffing and streamline existing work process in the Administration Wing. <p><i>Savings :</i> Deletion/Non-creation of the following posts in 2000-01-</p> <ul style="list-style-type: none"> 1 Archivist 1 Senior Executive Assistant 5 Confidential Assistant 2 Assistant Clerical Officer 2 Clerical Assistant 1 Foreman <p>Downgrading of 1 Senior Executive Officer post to Executive Officer I in 2000-01.</p>	<p>The streamlining has eliminated unnecessary work and achieved greater efficiency. The reduction of staff will not affect the quality of service.</p>
	0.705	<ul style="list-style-type: none"> ● Tighten up by-hand delivery of paper-based documents. <p><i>Savings :</i> Deletion of 6 Office Assistant posts in 2000-01.</p>	
	0.488	<ul style="list-style-type: none"> ● Hire private security service for the Central Government Offices instead of providing the service with in-house staff. <p><i>Savings :</i> Deletion of the following posts in 2000-01-</p> <ul style="list-style-type: none"> 3 Property Attendant 1 Lift Operator 	

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
	1.237	<ul style="list-style-type: none"> ● Restructure the Records Management Office (RMO) of the Government Records Service Division by closing down the Aberdeen Records Centre (RC) to achieve more cost-effective operation. <p><i>Savings:</i> Deletion of the following posts in 2000-01 –</p> <p>1 Clerical Officer 2 Assistant Clerical Officer 1 Motor Driver 4 Workman II</p> <p>Corresponding reduction in DE of \$0.342m for savings in electricity and maintenance (see first bullet under DE/OC below).</p>	To maintain the quality of records storage service provided to government departments, the YKK RC of the RMO has absorbed the duties of the Aberdeen RC and taken over the concerned records stock.
	2.426	<ul style="list-style-type: none"> ● Delete temporary posts in the Efficiency Unit on project completion. <p><i>Savings:</i> Deletion/Non-creation of the following posts in 2000-01–</p> <p>1 Principal Executive Officer 1 Chief Land Surveyor</p>	Posts were created for a temporary period of time on a project-based task. Deletion of the posts will not affect the quality of service.

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
	0.661	<ul style="list-style-type: none"> ● Plan and control the utilisation of consumables and acquisition of services in a better way. 	<p>The initiative will be implemented with due regard to the operational and resource requirements of respective Units/Offices to ensure that there is no deterioration in the quality of service.</p>
	1.400	<ul style="list-style-type: none"> ● Rationalise the use of official transports in receiving national and international dignitaries visiting Hong Kong and in delivering other protocol services. 	<p>Vehicles with more seating capacity are used as far as possible. Protocol officers are encouraged to share cars and to use their own cars and claim mileage allowance for duty journeys.</p>
	2.000	<ul style="list-style-type: none"> ● Enhance the efficiency and productivity of the Government VIP service at the Hong Kong International Airport. 	<p>We adopt flexible shift deployment and multi-skilling. Through management reporting, we will ensure that both the quantity and the quality of the service will not be compromised.</p>
	0.336	<ul style="list-style-type: none"> ● Reduce number of part-time members in the Central Policy Unit and the corresponding spending on honoraria. 	<p>We encourage more active participation of part-time members in activities of the Central Policy Unit as well as develop more new contacts to tap the views of the private sector.</p>
	0.259	<ul style="list-style-type: none"> ● Reduce expenditure on attendance at overseas conferences. 	<p>Wider use of Internet will lead to greater efficiency in getting information from international research agencies.</p>
<i>Subtotal</i>	4.998		
Total	7.515		

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