

## “Enhanced Productivity Programme: 2000-01” Booklet

### Report on EPP Savings -- Overseas Offices

Total value of EPP Savings: **\$2.611m**, equivalent to **1.08%** of total Recurrent Baseline Expenditure in 2000-01 which is subject to EPP, made up of \$2.573m savings already achieved in 1999-2000 through advance implementation of EPP. However, it should be noted that the additional 0.08% EPP savings quoted above is to cover the share of EPP saving to be delivered by the following subvented organisations: the Asian & Pacific Development Centre, the Hong Kong-Japan Business Co-operation Committee, the World Customs Organisation and the United Nations Development Programme.

Category	\$m	EPP Measures	Safeguards for Quality Service
<b>DE/OC</b>	1.121	<ul style="list-style-type: none"> <li>• Reduce expenses on duty visits through the following measures:                             <ul style="list-style-type: none"> <li>- Combine duty visits for different purposes in one trip whenever possible.</li> <li>- Scale down the number of officers attending conferences/ meetings etc. to the absolute minimum.</li> <li>- Reduce costs by choice of airlines, class of tickets, hotels and in-land transport.</li> </ul> </li> </ul>	<p>The measures have been and will continue to be implemented to optimise the use of resources with a view to enhancing the operational efficiency and cost-effectiveness of the running of the Economic and Trade Offices (ETOs). We shall keep these measures under review to ensure the standard of performance and quality of service expected of the ETOs is not in any way affected.</p>
	0.620	<ul style="list-style-type: none"> <li>• Reduce operation costs by the following measures:                             <ul style="list-style-type: none"> <li>- Share the operating costs of the office through subletting surplus office space.</li> <li>- Acquire equipment or services which offer a lower rate of contract maintenance.</li> </ul> </li> </ul>	

Category	\$m	EPP Measures	Safeguards for Quality Service
	0.320	<ul style="list-style-type: none"> <li>- Combine maintenance contracts to achieve discounts in contract prices.</li> <li>- Replace office equipment with reference to actual wear and tear.</li> <li>- Reduce costs on office security by rescheduling and reducing the working hours of the security guards.</li> <li>- Arrange in-house group training sessions which are usually less expensive for staff.</li> </ul> <ul style="list-style-type: none"> <li>● Reduce costs on entertaining expenses and organising events by the following measures: <ul style="list-style-type: none"> <li>- Reduce the number of official entertainment by grouping guests to same function as far as possible.</li> <li>- Increase the use of office premises and official residences for official entertainment so as to reduce costs.</li> <li>- Reduce official entertainment expenses by identifying new and lower costs catering companies and restaurants.</li> </ul> </li> </ul>	

Category	\$m	EPP Measures	Safeguards for Quality Service
	0.300	<ul style="list-style-type: none"> <li>- Organise joint events and functions with the Hong Kong Trade Development Council and the Hong Kong Tourist Association with a view to reducing organising cost.</li> <li>• Maximise the use of information technology by the following measures:               <ul style="list-style-type: none"> <li>- Make more use of electronic means for communication and dissemination of information about Hong Kong.</li> <li>- Reduce overseas telephone calls, postage and paper consumption by maximising the use of internet and electronic mail.</li> </ul> </li> </ul>	
	0.100	<ul style="list-style-type: none"> <li>• Reduce costs on publicity by the following measures:               <ul style="list-style-type: none"> <li>- Minimise the engagement of public relations consultants by making greater use of in-house staff.</li> <li>- Reduce costs on producing newsletters by doing layout design work in-house.</li> </ul> </li> </ul>	

<b>Category</b>	<b>\$m</b>	<b>EPP Measures</b>	<b>Safeguards for Quality Service</b>
	0.150	<ul style="list-style-type: none"> <li>● Reduce electricity and paper consumption by the following measures: <ul style="list-style-type: none"> <li>– Turn off office lighting when it is not needed and switch off other equipment whenever they are not in use.</li> <li>– Adjust the timer/ temperature of the central heating system to save energy.</li> <li>– Cut paper usage through recycling and revising the distribution lists of publicity materials to the absolute minimum.</li> <li>– Reduce paper usage and copying costs by setting up electronic filing.</li> </ul> </li> </ul>	Staff have been encouraged to economise on power and paper consumption. ETOs are also encouraged to set up electronic filing systems.
<b>Total</b>	<b>2.611</b>		

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