

“Enhanced Productivity Programme: 2001-02” Booklet

Report on EPP Savings – Overseas Offices

Total value of EPP savings in 2001-02: **\$5.344 m**, equivalent to **2.2%** of total recurrent baseline expenditure in that year which is subject to EPP. Total EPP savings (as a percentage of recurrent baseline expenditure that is subject to EPP) achieved by 2001-02 on a **cumulative** basis is **3.3%**. EPP savings quoted above cover the share of EPP savings to be delivered by the following subvented accounts/organisations : Subscription to the World Trade Organisation, the Asian & Pacific Development Centre, the Hong Kong-Japan Business Co-operation Committee, the World Customs Organisation and the United Nations Development Programme.

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
PE/PRE	0.985	<ul style="list-style-type: none"> ● Rationalise the staff support for one-off promotion projects. <p><i>Savings :</i> Deletion of 1 Chief Information Officer (CIO) post in 2000-01.</p>	The initiative is a result of a review with due regard to the staffing requirements of the Information Officer grade. No redundancy will arise as the post deleted is vacant. We have obtained the agreement of the Head of Grade for the deletion of the post.
	0.393	<ul style="list-style-type: none"> ● Rationalise the provision of secretarial services in the London Economic and Trade Office. <p><i>Savings :</i> Deletion of 2 Personal Secretary posts (locally engaged staff) in 2000-01.</p>	The two Personal Secretary posts are deleted through streamlining of work among secretarial staff. No redundancy will arise as the posts deleted are vacant.
<i>Subtotal</i>	<i>1.378</i>		

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
DE/OC	0.850	<ul style="list-style-type: none"> • Corresponding reduction of rent allowance for the deleted CIO post. Please refer to the 1st bullet under PE/PRE above. 	<p>The EPP measures, other than the 1st bullet, 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 ten Economic and Trade Offices (ETOs) overseas. We shall keep these measures under review to ensure that the standard of performance and quality of service expected of the ETOs is not in any way affected.</p>
	0.700	<ul style="list-style-type: none"> • Reduce operational costs by the following measures: <ul style="list-style-type: none"> - identify more suppliers, vendors and service providers which offer more competitive pricing of office equipment, stores, stationery and services; and - strict control in employing temporary helpers by sharing out ad hoc duties among staff. 	
	0.500	<ul style="list-style-type: none"> • Reduce costs on entertaining expenses and organising events by the following measures: <ul style="list-style-type: none"> - reduce the number of official entertainment by grouping guests to same functions as far as possible; - increase the use of office premises and official residences for official entertainment; and - 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. 	

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
	0.400	<ul style="list-style-type: none"> • Maximise the use of information technology by the following measures: <ul style="list-style-type: none"> - make more use of electronic means for communication and dissemination of information about Hong Kong; and - reduce expenditure on overseas telephone calls/fax, postage and paper consumption by maximising the use of internet and electronic mail. 	
	0.400	<ul style="list-style-type: none"> • Reduce expenses on duty visits through the following measures: <ul style="list-style-type: none"> - scale down the number of officers attending conferences/meetings etc. to the absolute minimum; - reduce costs by more prudent choice of airlines, hotels and inland transport; and - make more use of cheaper fares offered for advanced booking of tickets. 	
	0.200	<ul style="list-style-type: none"> • Reduce electricity consumption by the following measures: <ul style="list-style-type: none"> - modify light switches to control individual zones; 	

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
	0.916	<ul style="list-style-type: none"> - make more use of energy-saving electrical appliances/devices; and - promote an energy conservation culture among staff. • Economise on the use of other departmental expenses. 	
<i>Subtotal</i>	3.966		
Total	5.344		

- 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