

“Enhanced Productivity Programme : 2000-01” Booklet

Report on EPP Savings -- Planning and Lands Bureau and Works Bureau

Total value of EPP Savings : **\$2.781m**, equivalent to **1%** of total Recurrent Baseline Expenditure in 2000-01 which is subject to EPP, made up of \$2.316m savings already achieved in 1999-2000 through advance implementation of EPP and \$0.465m additional savings in 2000-01.

Category	\$m	EPP Measures	Safeguards for Quality Service
PE/PRE	0.284	<ul style="list-style-type: none"> Share typing duties by subject officers and clerks. <p><i>Savings :</i> Deletion of the following posts in 1999-2000 -</p> <p>1 Typist 1 Clerical Assistant</p>	We have allowed sufficient time for proper training of officers using personal computers for various purposes including typing. We have accommodated the deletion of the Clerical Assistant post through internal redeployment. The typist post was vacant before its deletion. No staff redundancy will arise.
DE/OC	2.000	<ul style="list-style-type: none"> Achieve savings in recurrent costs of a major computer system by using in-house training resources based on ‘train-the trainers’ approach in lieu of external training resources; and adopting other economy measures, e.g. eliminating less essential software modifications. 	We have staff manuals and will provide adequate training to ensure that all related staff understand the operational requirements of the computer system.
	0.497	<ul style="list-style-type: none"> Save other general departmental expenses, e.g. on overseas duty visits. 	
	2.497		
Total	2.781		

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