

## “Enhanced Productivity Programme: 2001-02” Booklet

### Report on EPP Savings – Security Bureau

Total value of EPP savings in 2001-02 : **\$2.321m**, equivalent to **2.0%** 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 **3.0%**.

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
<b>PE/PRE</b>	0.142	<ul style="list-style-type: none"> <li>Re-structure and streamline existing work process in order to give up creation of a funded post in Bureau Administration Unit.</li> </ul> <p><i>Savings :</i> Non-creation of 1 Clerical Assistant post in 2000-01.</p>	We shall ensure the restructuring will not affect the quality of services.
	0.833	<ul style="list-style-type: none"> <li>Review and streamline existing work process in the Bureau Administration Unit, Statistics Unit, C Division and Narcotics Division.</li> </ul> <p><i>Savings :</i> Deletion of the following posts in 2000-01 -:</p> <p style="padding-left: 40px;">1 Confidential Assistant 1 Personal Secretary II 1 Clerical Assistant 1 Clerical Officer</p>	<p>We shall be able to accommodate all deletion of posts through internal redeployment, Voluntary Retirement Scheme or deletion of vacant posts. No staff redundancy will arise.</p> <p>When there are postings of staff to new offices, staff will be consulted and they can also voice their feedback. Suitable training will be provided where necessary.</p>
<i>Subtotal</i>	<i>0.975</i>		
<b>DE/OC</b>	0.346	<ul style="list-style-type: none"> <li>Economise on the use of resources by reducing electricity and paper consumption through green measures, and wider use of information technology such as e-mail, for internal and external communication.</li> </ul>	The economic use of electricity and paper through green measures will not affect the quality of services. The wider use of information technology will lead to more effective and efficient dissemination of information and hence reduce cost.

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
	0.700	<ul style="list-style-type: none"> <li>Reduce expenditure on the purchase of office stationery, furniture &amp; equipment and other general departmental expenses by searching for a more competitive price, and by extending the life-span of furniture and equipment through maintenance and better usage.</li> </ul>	Efforts will be made to ensure that the same quality of goods and services are provided at a lower cost.
	0.300	<ul style="list-style-type: none"> <li>Continue to critically examine the size of delegation and the duration of attendance of each duty visit.</li> </ul>	The size of delegation and the duration of attendance of each duty visit will be optimised that Hong Kong's participation and level of representation in the international activities can be maintained.
<i>Subtotal</i>	<i>1.346</i>		
<b>Total</b>	<b>2.321</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