

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

### Report on EPP Savings -- Trade and Industry Bureau

Total value of EPP Savings: **\$0.843m**, equivalent to **1.09%** of total Recurrent Baseline Expenditure in 2000-01 which is subject to EPP, made up of \$0.843m savings already achieved in 1999-2000 through advance implementation of EPP.

Category	\$m	EPP Measures	Safeguards for Quality Service
<b>DE/OC</b>	0.743	<ul style="list-style-type: none"> <li>• Continue to critically examine the size of delegation and the duration of attendance for each overseas visit. Encourage staff to claim flight awards arising from duty travels and to use the awards for redemption of air tickets in subsequent duty trips.</li> </ul>	In implementing the measures to achieve savings, due considerations have been given and will continue to be given to ensure that Hong Kong's participation and level of representation in the activities of regional or international fora are maintained.
	0.100	<ul style="list-style-type: none"> <li>• Economise on the use of departmental expenses by reducing electricity and paper consumption and optimising the use of E-mail for internal and external communication.</li> </ul>	Staff have been encouraged to economise by turning off office lighting when it is not needed as well as switching off computers/equipment when they are not in use. Staff are also asked to make use of both sides of the paper and optimise the use of E-mail to cut down paper consumption and overseas call/facsimile charges.
<b>Total</b>	<b>0.843</b>		

#### Note

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| 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                             |