

“Enhanced Productivity Programme: 2002-03” Booklet

Report on EPP Savings – Hong Kong Economic and Trade Offices

Total value of EPP savings in 2002-03 : **\$5.561 m**, 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 that is subject to EPP) achieved by 2002-03 on a **cumulative** basis is **5.0%**. 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 2002-03	Safeguards for Quality Service
DE/OC	1.000	<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. 	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.
	1.000	<ul style="list-style-type: none"> • Reduce costs on entertainment expenses and organising events by the following measures : <ul style="list-style-type: none"> - increase the use of office premises for official entertainment; - organise joint events and functions with the Hong Kong Trade Development Council and the Hong Kong Tourism Board with a view to reducing organising costs; and 	

Category	Savings (\$m)	EPP Measures in 2002-03	Safeguards for Quality Service
	0.800	<ul style="list-style-type: none"> - reduce the number of official entertainment by grouping guests to same functions as far as possible. • 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. 	
	0.800	<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 in-land transport; and - make more use of cheaper fares offered for advanced booking of tickets. 	
	1.961	<ul style="list-style-type: none"> • Economise on the use of other departmental expenses. 	
<i>Subtotal</i>	<i>5.561</i>		
Total	5.561		

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