

“Enhanced Productivity Programme: 2002-03” Booklet
Report on EPP Savings – Hong Kong Productivity Council

Total value of EPP savings in 2002-03: **\$3.775m**, 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 2002-03 on a **cumulative** basis is **5.0%**.

| Category | Savings (\$m) | EPP Measures in 2002-03 | Safeguards for Quality Service |
|--------------------|---------------|--|---|
| Subventions | 0.578 | <ul style="list-style-type: none"> • Streamline the work processes of financial services (such as Accounts Payables, Accounts Receivables, Financial Reporting, Payroll, etc.) to reduce the time and administration cost incurred. | These are measures to streamline and improve HKPC’s internal management practices and procedures which will enhance HKPC’s own productivity and achieve saving in costs but will not affect the quality of HKPC’s services. |
| | 0.500 | <ul style="list-style-type: none"> • Set up a marketing database supported by a computer software system and an operation practice, which will reduce the staff cost in arranging the logistics of training activities, and help increase the annual net sales of training activities. | |
| | 0.550 | <ul style="list-style-type: none"> • Set up a Computer Aided Project Management System in the Precision Manufacturing Workshop for better control and monitoring of the precision tooling manufacturing activities. This will result in savings in cost of the precision tooling design and manufacturing activities. | |
| | 0.742 | <ul style="list-style-type: none"> • Revise the logistic arrangements for training activities including the design of training pamphlet, translation, proof-reading processes, and technical support to achieve savings in project expenses and reduce the lead time for courses. | |

| Category | Savings (\$m) | EPP Measures in 2002-03 | Safeguards for Quality Service |
|-----------------|---------------|---|--------------------------------|
| | 0.336 | <ul style="list-style-type: none"> Apply industrial engineering techniques (such as feasibility analysis, test run, statistical process control), identify manufacturing defects in production and reduce inventory to increase the overall efficiency and optimise the resources of manufacturing support services. | |
| | 1.069 | <ul style="list-style-type: none"> Enhance the performance, reliability and security of the computer system and network infrastructure of HKPC to facilitate data transfer and internet access, and hence minimise the cost and time incurred in system failure rescue. | |
| <i>Subtotal</i> | <i>3.775</i> | | |
| Total | 3.775 | | |

- 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