

“Enhanced Productivity Programme : 2000-01” Booklet

Report on EPP Savings -- Hong Kong Tourist Association

Total value of EPP Savings: **\$5.541m**, equivalent to about **1.02%** of total Recurrent Baseline Expenditure in 2000-01 which is subject to EPP.

Category	\$m	EPP Measures	Safeguards for Quality Services
Subventions	1.325	<ul style="list-style-type: none"> ● Improve the design of information counters at the airport and encourage visitors to help themselves to promotional materials placed on racks or access information via computer kiosks or telephone hotline. <p><i>Savings:</i> Deletion of the following posts in 2000-01 -</p> <p style="padding-left: 40px;">5 Hong Kong Tourist Association (HKTA) staff members.</p> <p style="padding-left: 40px;">12 Part-time Information Assistants</p>	<p>There will not be any compromise in the range of promotional materials available to visitors after the change. Visitors will have additional channels to access information such as through computer kiosks and telephone hotline. Staff reduction has been achieved by natural attrition.</p>
	0.211	<ul style="list-style-type: none"> ● Engage freelance staff to handle familiarisation tour groups. <p><i>Savings:</i> Deletion of 2 Information Officer posts in 2000-01.</p> <p>Corresponding reduction in overtime allowance.</p>	<p>Tour groups hosted by the Hong Kong Tourist Association (HKTA) will continue to be well looked after and sufficiently briefed by qualified freelance staff. Staff reduction has been achieved by natural attrition.</p>

Category	\$m	EPP Measures	Safeguards for Quality Services
	0.409	<ul style="list-style-type: none"> ● Cease seconding Information Officers to the London Office and employ a part-time officer instead. <p><i>Savings:</i> Deletion of 1 Information Officer post in 2000-01 and reduction in secondment expenditure.</p>	<p>The service of providing information to visitors will continue to be performed by a part-time staff in London office. Management will ensure the quality of service will not be compromised. Staff reduction has been achieved through natural attrition.</p>
	0.083	<ul style="list-style-type: none"> ● Minimise distribution of hard copies of research reports by posting them on the Internet for members' access. Hard copies will be limited to those members who do not have access to the Internet. 	<p>The same range of research reports will be made available to members via internet. Members who do not have internet service will continue to receive hard copies of reports.</p>
	0.090	<ul style="list-style-type: none"> ● Cease extension of medical and dental benefits to family members of staff who joined the Association after April 1999. 	<p>Members of staff will continue to be provided with medical and dental benefits. The change should not affect their performance.</p>
	0.200	<ul style="list-style-type: none"> ● Reduce the employment of temporary and part-time staff. Staff are asked to put additional efforts to meet extra workload. 	<p>The work will be shared by other HKTA colleagues. There will not be any compromise in service to visitors.</p>

Category	\$m	EPP Measures	Safeguards for Quality Services
	2.050	<ul style="list-style-type: none"> ● Reduce staff headcount positions in Head Office. <p><i>Savings:</i> Deletion of the following posts in 1999-2000 -</p> <p style="padding-left: 40px;">1 Manager 1 Assistant Accountant 1 Administration Assistant 2 Office Assistants</p> <p><i>Additional requirement:</i> Severance payment of \$1.044m which has been deducted from the saving identified.</p>	Workload will be re-allocated among existing staff. There will not be any compromise of quality of performance.
	0.200	<ul style="list-style-type: none"> ● Reduce staff training and staff club activities. 	On-the-job training will continue to be provided. Reduction in staff club activities should not affect the quality of service to visitors.
	0.300	<ul style="list-style-type: none"> ● Search for more cost-effective means on office maintenance. 	Office will continue to be maintained through more vigilant use of resources. This should not affect the quality of service to visitors.
	0.254	<ul style="list-style-type: none"> ● Identify savings on IT support cost by closer management of network arrangements and more controllable purchasing. 	IT network will continue to be operated in an effective way and there should not be any effect on the quality of service to visitors.
	0.300	<ul style="list-style-type: none"> ● Reduce the administration budget of 13 worldwide offices in 2000-01 by more efficient use of resources and through a continuous process of identifying savings. 	The worldwide offices will exercise tight control to ensure essential office administrative support is provided in a cost effective manner. The quality of service to visitors will be maintained.

Category	\$m	EPP Measures	Safeguards for Quality Services
	0.119	<ul style="list-style-type: none"> • Reduce the need to hire outside venues for large group functions due to the availability of a 800 sq. ft function room at the new information centre in Central 	The quality of service, in terms of quality of information, provided to large group functions accommodated at HKTA's own venue would be at least the same if not better due to the convenience of having the necessary tools and equipment in presenting the information.
<i>Total</i>	5.541		

Note

Subventions i.e. Recurrent payment to non-government bodies in support of their on-going expenses