

“Enhanced Productivity Programme : 2001-02” Booklet

Report on EPP Savings – Immigration Department

Total value of EPP Savings in 2001-02: **\$42.187m**, 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
PE/PRE	0.937	<ul style="list-style-type: none"> ● Reduce the existing vacancies of training reserve owing to lower training needs for new recruits. The Department’s recruitment action has been scaled down attributable to the concerted efforts of staff to enhance productivity. <p style="margin-left: 20px;"><i>Savings :</i> Deletion of 5 Immigration Assistant posts in June 2000.</p> <p style="margin-left: 20px;">Corresponding post-related DE savings: \$34,500 (see first entry under DE/OC below).</p>	We shall regularly monitor and review the situation to ensure that all staff will be adequately trained to meet the operational requirement.
	2.217	<ul style="list-style-type: none"> ● Streamline the operating procedures and re-distribute duties so that staff at the Airport Division, Management Audit Division, the Births & Deaths General Register Office, the Computer Operations Section, the Entry Visa (Workers) Section, the Expenditure Section, the General Section, the Hung Hom Section, the Investigation Central Administration Section, the Recruitment Section, the Registration of Persons (Hong Kong Office) and the Visitors Section have the capacity to take on more duties. 	Regular reviews will be conducted to ensure the revised procedures are workable.

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
	4.360	<p><i>Savings :</i> Deletion of the following posts in 2000-01–</p> <p>3 Assistant Clerical Officer 2 Computer Operator II 1 Motor Driver</p> <p>Deletion of the following posts in 2001-02–</p> <p>1 Clerical Officer 1 Assistant Clerical Officer 4 Clerical Assistant 2 Workman II</p> <p>Corresponding post-related DE savings: \$33,300 (see first entry under DE/OC below).</p> <p>● Reduce the staffing level corresponding to the decreased demands for Hong Kong Identity Card, registration of births, deaths and marriages and microfilming of immigration records.</p> <p><i>Savings :</i> Deletion of the following posts in 2001-02 –</p> <p>1 Clerical Officer 8 Assistant Clerical Officer 19 Clerical Assistant</p> <p>Corresponding post-related DE savings: \$79,100 (see first entry under DE/OC below).</p>	We shall continue monitoring the staffing level in accordance with the trends of application intake.

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
	0.313	<ul style="list-style-type: none"> ● Trim the service that is no longer required, i.e. cessation of issuing Multiple Visit permits to Macau residents. <p><i>Savings :</i> Deletion of the following posts in 2001-02 –</p> <p style="padding-left: 40px;">1 Assistant Clerical Officer 1 Clerical Assistant</p> <p>Corresponding post-related DE savings: \$5,700 (see first entry under DE/OC below).</p>	<p>Since the Macau reunification in December 1999, Macau residents may obtain from the Macau SAR Government the “Visit Permit for Residents of Macau to the HKSAR”. Hence, it is no longer necessary to continue the issue of the Multiple Visit Permits by Hong Kong to Macau residents.</p>
	0.722	<ul style="list-style-type: none"> ● Delete project post upon the completion of its specific task (drawing up tender specifications of the HKSAR Identity Card project). <p><i>Savings :</i> Deletion of 1 Systems Manager post in 2000-01.</p> <p>Corresponding post-related DE savings: \$46,300 (see first entry under DE/OC below).</p>	<p>The service is no longer required.</p>
	0.734	<ul style="list-style-type: none"> ● Re-organise the structure of the Vietnamese Section as the Vietnamese population in Hong Kong dwindles. <p><i>Savings :</i> Deletion of the following posts in 2000-01–</p> <p style="padding-left: 40px;">1 Immigration Officer 1 Immigration Assistant 1 Clerical Assistant</p>	<p>The service requirement has decreased as the Widened Local Resettlement Scheme progresses.</p>
		<p>Corresponding post-related DE savings: \$21,000 (see first entry under DE/OC below).</p>	

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
	0.925	<ul style="list-style-type: none"> ● Streamline existing Receipt and Dispatch procedures in various offices through the installation of office equipment and re-routing. <p><i>Savings :</i> Deletion of the following posts in 2001-02 –</p> <p style="padding-left: 40px;">5 Office Assistant 3 Workman II</p> <p>Corresponding post-related DE savings: \$13,300 (see first entry under DE/OC below).</p>	Section heads will monitor the situation to ensure service standards are not affected.
	15.252	<ul style="list-style-type: none"> ● Redeploy manpower resources to be released from downsizing the Special Operations Section (through transferring the anti-illegal immigrant function to the Investigation Division) to meet new service demands. <p><i>Savings :</i> Non-creation of the following posts in 2000-01-</p> <p style="padding-left: 40px;">3 Chief Immigration Officer 6 Senior Immigration Officer 19 Immigration Officer 1 Chief Immigration Assistant 2 Assistant Clerical Officer 5 Clerical Assistant</p> <p>Corresponding post-related DE savings: \$428,900 (see first entry under DE/OC below).</p>	We shall regularly review the overall staffing situations to ensure the service rendered to the public is not affected.

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
	0.819	<ul style="list-style-type: none"> ● Use advanced information technology and office automation to replace labour-intensive work procedures. <p><i>Savings :</i> Deletion of the following posts in 2001-02 –</p> <p style="padding-left: 40px;">1 Senior Typist 1 Typist 1 Photographer I 2 Photographer II</p> <p>Corresponding post-related DE saving: \$23,100 (see first entry under DE/OC below).</p>	Advanced equipment and systems have been installed. Staff have been given adequate training on the use of the new equipment. Division heads constantly review the service quality to ensure no slackening in the work process.
	0.562	<ul style="list-style-type: none"> ● Delete the guard posts at the emergency gate of the China Ferry Terminal by improving the security equipment. <p><i>Savings :</i> Deletion of 3 Immigration Assistant posts in 2001-02.</p> <p>Corresponding post-related DE savings: \$20,700 (see first entry under DE/OC below).</p>	Closed-circuit televisions will be installed to assist in detecting unauthorised entrance and illegal activities.
	3.688	<ul style="list-style-type: none"> ● Reflect the full year effect of the EPP saving achieved in 2000-01 through phased deletion of posts. 	
<i>Subtotal</i>	30.529		
DE/OC	0.706	<ul style="list-style-type: none"> ● Achieve savings in post-related DE from the deletion of 105 posts. Please refer to the bullets under PE/PRE above. 	
	7.574	<ul style="list-style-type: none"> ● Reduce the expenditures on ‘Travelling Expenses’ due to lesser requirements on Home-to-Office travel subsidy. 	

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
	2.544	<ul style="list-style-type: none"> • Achieve savings in electricity payment and telephone rental charges by clarifying and confirming the areas for electricity payment in the Airport, and obtaining telephone services from cheaper service providers. 	
	0.834	<ul style="list-style-type: none"> • Reduce the maintenance cost for the Immigration premises at the Hong Kong International Airport by obtaining a more favourable maintenance contract with the Electrical and Mechanical Services Trading Fund. 	
<i>Subtotal</i>	<i>11.658</i>		
Total	42.187		

- 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