

“Enhanced Productivity Programme: 2000-01” Booklet

Report on EPP Savings -- Industry Department

Total value of EPP Savings: **\$3.493m**, equivalent to **2.3%** of total Recurrent Baseline Expenditure in 2000-01 which is subject to EPP. All savings were already achieved in 1999-2000 through advance implementation of EPP.

Category	\$m	EPP Measures	Safeguards for Quality Service
PE/PRE	0.766	<ul style="list-style-type: none"> Streamline secretarial support for directorate officers (i.e. one Personal Secretary to support two directorate officers). <p><i>Savings :</i> Deletion of the following posts in 1999-2000 -</p> <p>2 Personal Secretary I 1 Personal Secretary II</p>	<p>With the agreement of the relevant Heads of Grades, we shall be able to effect all deletions through redeployment within the government. No staff redundancy will arise.</p> <p>We have deliberated EPP initiatives at meetings of the Departmental Consultative Committee as a means to gauge staff's views on the issue.</p>
	0.218	<ul style="list-style-type: none"> Streamline the workload of the Confidential Registry by reducing the number of classified files that should be maintained by the Registry. <p><i>Savings :</i> Deletion of 1 Confidential Assistant post in 1999-2000.</p>	
	1.092	<ul style="list-style-type: none"> Streamline and rationalise clerical support through re-distribution of work. <p><i>Savings :</i> Deletion of 6 Assistant Clerical Officer posts in 1999-2000.</p>	

Category	\$m	EPP Measures	Safeguards for Quality Service
	1.081	<ul style="list-style-type: none"> ● Review the service need of departmental operations, resulting in discontinuation of some activities which are no longer necessary. <p><i>Savings :</i> Deletion of the following posts in 1999-2000 -</p> <p style="padding-left: 40px;">1 Executive Officer I 1 Statistical Officer I 1 Statistical Officer II</p>	<p>We have taken a pro-active approach in identifying the service areas which are no longer necessary and have no effect on our services to the public.</p>
	0.337	<ul style="list-style-type: none"> ● Hire temporary contract translator instead of creating an additional Chinese Language Officer II post. <p><i>Savings :</i> Non-creation of one Chinese Language Officer II post in 1999-2000.</p> <p><i>Additional requirements :</i> Nil. The remuneration of the temporary staff (\$0.18m/year) is met by existing resources from DE vote.</p>	<p>We have employed a temporary translator on a contract basis. The staff is supervised by 1 Chinese Language Officer I and 1 Chinese Language Officer II. This arrangement ensures that the translation service provided by the temporary staff will meet the required standard.</p> <p>Such arrangement provides flexibility in the use of staff resources.</p>
Total	3.493*		

* Figures not exactly correspond with the sum of individual items due to rounding.

Note

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