

“Enhanced Productivity Programme: 2000-01” Booklet

Report on EPP Savings -- Intellectual Property Department

Total value of EPP Savings: **\$0.809m** equivalent to **1%** of total Recurrent Baseline Expenditure in 2000-01 which is subject to EPP.

Category	\$m	EPP Measures	Safeguards for Quality Service
PE/ PRE	0.165	<ul style="list-style-type: none"> ● Reduce acting allowance by deploying duties more flexibly. 	We will be able to reduce the acting allowance by more flexible deployment of duties with the agreement of the staff concerned.
	0.172	<ul style="list-style-type: none"> ● Reduce overtime allowance by improving efficiency and deploying staff flexibly. 	The overtime allowances will be reduced by increased efficiency through workload review and deployment of staff and duties.
	<i>0.337</i>		
DE/OC	0.084	<ul style="list-style-type: none"> ● Minimise the upgrading of air passages for long flights through better scheduling and cooperation of staff. 	We will avoid upgrading of air passages as far as possible with the support of staff concerned.
	0.388	<ul style="list-style-type: none"> ● Minimise the upgrading/ changing of office equipment as far as possible through regular reviews of the service need. 	The condition of office equipment will be kept under constant review to achieve economical use of resources.
	<i>0.472</i>		
Total	0.809		

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