

“Enhanced Productivity Programme: 2000-01” Booklet

Report on EPP Savings -- Information Services Department

Total value of EPP Savings: **\$3.665m**, 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	1.074	<ul style="list-style-type: none"> • Reduce overtime and acting allowances by reviewing and streamlining existing work process. 	We will maintain the same level of service; and will keep the streamlined work process under constant review to ensure that the quality of service is maintained.
DE/OC	2.591	<ul style="list-style-type: none"> • Reduce expenditure on IDD fax, photocopying paper, equipment maintenance, etc., through wider use of information technology including the use of Internet and the set-up of an Intranet Web Page. • Achieve savings through wider use of advanced technology, e.g. CD ROM and Internet in publicity activities. • Achieve savings through better utilisation of departmental transport. Reduce the need for car rental service and for conveying VIP guests. 	<p>The wider use of information technology will lead to more effective and efficient dissemination of information and hence reduce cost.</p> <p>Production cost for CD ROM or other electronic format is more economical than the use of paper.</p> <p>Regular reviews will be conducted to ensure that the same level of service is maintained.</p>

Category	\$m	EPP Measures	Safeguards for Quality Service
		<ul style="list-style-type: none"> Achieve savings through reducing free distribution within government and better estimations of the stock required for all saleable publications. 	Close liaison will be maintained with all user bureaux/departments with a view to keeping surplus stock of Government saleable publications to the minimum and hence reducing cost and minimising waste.
Total	3.665		

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