

“Enhanced Productivity Programme: 2001-02” Booklet

Report on EPP Savings -- Information Services Department

Total value of EPP savings in 2001-02: **\$6.999m**, 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	3.964	<ul style="list-style-type: none"> ● Delete unnecessary vacant posts through re-deployment of staff and re-distribution of duties. <p><i>Savings :</i> Deletion of the following posts in 2000-01–</p> <ul style="list-style-type: none"> 1 Senior Information Officer 3 Information Officer 1 Property Attendant 1 Calligraphist 1 Administrative Officer, Staff Grade C 1 Assistant Clerical Officer 1 Projectionist <p><i>Additional Requirements:</i> Creation of 1 Supplies Supervisor I post in 2000-01.</p>	Existing services will not be affected. No staff redundancy had arisen. Agreement of the relevant Heads of Grades had already been sought for the deletions.
	1.381	<ul style="list-style-type: none"> ● Streamline systems and procedures and re-distribute duties and responsibilities. <p><i>Savings :</i> Deletion of the following posts in 2000-01–</p> <ul style="list-style-type: none"> 1 Chief Executive Officer 1 Senior Executive Officer 1 Personal Secretary II 	The deletions resulted from a review of manpower requirement. Systems and procedures are streamlined to ensure the same level of service is maintained.

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
	0.117	<p><i>Additional Requirements:</i> Creation of 1 Executive Officer I post in 2000-01.</p> <ul style="list-style-type: none"> Review of arrangements regarding acting appointments. 	All acting appointments will be critically examined. Existing service will not be affected.
<i>Subtotal</i>	5.462		
DE/OC	1.537	<ul style="list-style-type: none"> Proportional reduction has been applied to all expenditure items under DE and OC to inculcate a more positive culture in better utilization of resources. Savings to be achieved by, among others, wider use of information technology including the use of internet and intranet. This will lead to reduced expenditure on IDD fax, photocopying and equipment maintenance. Other measures include better utilization of departmental transport for conveying VIP guests and better control on printing requirement on saleable and non-saleable publications. 	Close monitoring and regular reviews will be conducted to ensure that the same level of service is maintained.
<i>Subtotal</i>	1.537		
Total	6.999		

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