

## “Enhanced Productivity Programme: 2000-01” Booklet

### Report on EPP savings -- Management Services Agency

Total value of EPP Savings: **\$0.549m**, equivalent to **1%** of total Recurrent Baseline Expenditure in 2000-01 which is subject to EPP, made up of \$0.06m savings already achieved in 1999-2000 through advance implementation of EPP and \$0.489m additional savings in 2000-01.

Category	\$m	EPP Measures	Safeguards for Quality Services
<b>PE/PRE</b>	0.466	<ul style="list-style-type: none"> <li>• Review the secretarial support service upon deletion of a directorate post.  <i>Savings:</i> Deletion of 1 Personal Secretary II post providing secretarial service to the directorate post concerned with effective from 1.12.1999.</li>   <li>• Streamline existing work processes.  <i>Savings :</i> Deletion of 2 Clerical Assistant posts in 2000-01.</li> </ul>	<p>Directorate officers will share secretaries. The agreement from the Director of General Grades for deletion of these posts has been sought. The staff will be redeployed to other departments to undertake some time-limited projects.</p> <p>There will be redistribution of duties and streamlining of existing work processes. We shall brief the staff of the proposed changes and provide suitable training to them so that they can adapt to the transition.</p>
<b>DE/OC</b>	0.083	<ul style="list-style-type: none"> <li>• Review comprehensively the replacement schedule of computer and office equipment. The new schedule takes into account the actual wear and tear of the equipment and reduce the replacement frequency.</li> </ul>	<p>We will ensure that equipment are regularly inspected and well maintained in order to improve their life span.</p>
<b>Total</b>	<b>0.549</b>		

## 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