

“Enhanced Productivity Programme : 2002-03” Booklet

Report on EPP Savings – Management Services Agency

Total value of EPP savings in 2002-03: **\$1.165 m**, 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 2002-03 on a **cumulative** basis is **5.0%**.

Category	Savings (\$m)	EPP Measures in 2002-03	Safeguards for Quality Service
PE/PRE	0.264	<ul style="list-style-type: none"> Control over the acting appointments for officers on leave-relieving so as to reduce acting allowance. 	The quality of service will be maintained through effective deployment of duties among the officers acting in the posts.
<i>Subtotal</i>	<i>0.264</i>		
DE/OC	0.901	<ul style="list-style-type: none"> Reduce expenditure on maintenance and support services for Bar-coding File Management System, through implementing more cost-effective maintenance and replacement programmes. Reduce expenditure on office equipment, machine, stationery and consumables. 	<p>The maintenance and support services to bureaux/departments will be sustained through application of modern communication technology and adoption of risk-based equipment replacement strategy.</p> <p>The quality of service will be maintained through wider use of information technology, streamlining operational procedures, optimising the use of machine and economising the use of consumables.</p>
<i>Subtotal</i>	<i>0.901</i>		
Total	1.165		

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