

## “Enhanced Productivity Programme: 2002-03” Booklet

### Report on EPP Savings – Official Languages Agency

Total value of EPP savings in 2002-03: **\$2.305 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
<b>PE/PRE</b>	2.258	<ul style="list-style-type: none"> <li>• Reduce the number of central reserve posts for the Chinese Language Officer Grade and the number of leave relief posts for the Calligraphist Grade</li> </ul> <p style="margin-left: 40px;"><i>Savings:</i> Deletion of the following posts in 2002-03:</p> <ul style="list-style-type: none"> <li>1 Senior Chinese Language Officer</li> <li>1 Chinese Language Officer I</li> <li>2 Chinese Language Officers II</li> <li>2 Calligraphists</li> </ul>	The Agency will ensure adequate translation and support services through more effective deployment of staff.
<i>Subtotal</i>	2.258		
<b>DE/OC</b>	0.047	<ul style="list-style-type: none"> <li>• Reduce general expenses by promoting green measures at the workplace, implementing an Intranet project and optimising the use of existing equipment and furniture</li> </ul>	
<i>Subtotal</i>	0.047		
<b>Total</b>	<b>2.305</b>		

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|-------|----------------------------|--|
| 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