

“Enhanced Productivity Programme: 2000-01” Booklet

Report on EPP savings -- Registration and Electoral Office

Total value of EPP Savings: **\$2.812m**, equivalent to **4.8%** of total Recurrent Baseline Expenditure in 2000-01 which is subject to EPP.

Category	\$m	EPP Measures	Safeguards for Quality Service
PE	0.240	<ul style="list-style-type: none"> • Restructure the voter registration teams and redistribute their duties to reduce the requirement for supervisory staff in the Operation Division <p><i>Savings :</i> Deletion of 1 Executive Officer I post in October 2000</p>	<p>Where there are changes to the process of operations, we will ensure that the staff concerned understand and accept them. We will also provide suitable training to the staff to ensure that they can adapt to the new mode of operations and also to undertake additional responsibilities if necessary.</p> <p>The Director of General Grades has agreed on the proposed deletion of post. The affected officer will be redeployed to another department.</p>
DE/OC	1.383	<ul style="list-style-type: none"> • Save postage and printing expenditure by installing an Interactive Voice Response System (IVRS) to handle public enquiries. The public can obtain registration forms and guidance notes via IVRS by fax. • Save postage and printing expenditure by participating in the Government’s Electronic Service Delivery Scheme to enable the public to submit their applications for registration as electors and change of address notices via the Internet. 	<p>The public will have a wider choice of means (in person, by mail, fax or through internet) for submitting their applications or change of particulars.</p> <p>The other initiatives enhance work efficiency.</p>

Category	\$m	EPP Measures	Safeguards for Quality Service
	0.849	<ul style="list-style-type: none"> <li data-bbox="418 206 940 472">• Save expenditure on computer software and applications (compare with standalone personal computers) by installing Local Area Computer Network in the Registration and Electoral Office's sub-offices. <li data-bbox="418 562 940 949">• Reduce expenditure on stores and equipment and contract maintenance by using computer-aided system to better monitor and control the procurement, delivery, distribution and maintenance schedule of office equipment, computer hardware and software, etc. <li data-bbox="418 1039 940 1272">• Save printing and copying charges by the recent introduction of the on-line updating of change of voters' address information provided by the Housing Department. <li data-bbox="418 1361 940 1547">• Save printing cost by conducting periodic reviews and centralised control of printing requests from various sections. <li data-bbox="418 1637 940 1787">• Reduce expenditure on hire of services by better co-ordination in the hire of services required by various sections. 	

Category	\$m	EPP Measures	Safeguards for Quality Service
	0.265	<ul style="list-style-type: none"> Save postage and printing costs following the enactment of amendment that allows the acceptance of the registration and notification of change of voters' registered address by fax. Reduce subsistence allowance. There will be less overtime work by staff as a result of the above re-design of workflow and procedures. 	
	0.075	<ul style="list-style-type: none"> Reduce cost by hiring lettershopping services from private contractors instead of employing temporary workers for sending out poll cards, publicity leaflets etc. to voters during any by-election. 	For hire of service, we will stipulate the service standards in the service contract, select experienced contractors and closely monitor the contractors' performance accordingly.
	2.572		
Total	2.812		

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