

**“Enhanced Productivity Programme: 2001-02” Booklet**

**Report on EPP Savings – Television and Entertainment Licensing Authority**

Total value of EPP savings in 2001-02: \$ **1.647 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 2001-02 on a **cumulative** basis is **3.0%**.

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
PE/PRE	0.683	<ul style="list-style-type: none"> <li>Generalise typing duties through office automation and streamline secretarial service.</li> </ul> <p><i>Savings:</i> Non-creation of 1 Personal Secretary II post in 2000-01</p> <p>Deletion of the following posts in 2001-02–</p> <p>1 Senior Typist 2 Typist</p>	The officers and clerical staff have been given adequate training and equipment for office automation, thereby reducing the requirements for typing and secretarial support
	0.235	<ul style="list-style-type: none"> <li>Re-engineer the despatch service through cessation of by-hand delivery of paper-based documents and the increase of staff productivity.</li> </ul> <p><i>Savings:</i> Deletion of 2 Officer Assistant posts in 2001-02.</p>	The duties of the deleted posts will be shared among the remaining three Office Assistants through increased productivity. Paper based documents will be delivered by normal despatch, facsimile transmission, e-mail or by post. Staff have been briefed on the change to ensure they can adapt to the new arrangements.
	0.172	<ul style="list-style-type: none"> <li>Review and streamline existing work process in the Broadcasting Division registry.</li> </ul> <p><i>Savings:</i> Deletion of 1 Assistant Clerical Officer post in 2001-02.</p>	The workload of the deleted post will be shared out by the existing staff in the same section. The office operations will not be affected due to enhanced productivity and office automation.

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
	0.557	<ul style="list-style-type: none"> <li>Reduce the staffing level corresponding to the decrease in workload of film classification.</li> </ul> <p><i>Savings:</i> Deletion of 1 Entertainment Standards Control Officer post in 2000-01.</p> <p>Deletion of 1 Senior Projectionist post in 2001-02.</p>	<p>We will be able to accommodate all deletion through natural wastage or staff redeployment. The support of Director of General Grades to the proposed deletion/non-creation of posts has been obtained. No staff redundancy will arise.</p> <p>We shall be able to accommodate all deletion of posts through natural wastage and deletion of vacant post. No staff redundancy will arise.</p>
<i>Subtotal</i>	<i>1.647</i>		
<b>Total</b>	<b>1.647</b>		

- 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