

“Enhanced Productivity Programme: 2002-03” Booklet

Report on EPP Savings – Television and Entertainment Licensing Authority

Total value of EPP savings in 2002-03 : **\$1.753 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	0.673	<ul style="list-style-type: none"> • <input type="checkbox"/> Re-engineer and streamline existing procedures in various sections of the department so as to achieve better resources utilization and enhance effectiveness <p><i>Savings:</i> Deletion of the following posts in 2002-03 –</p> <p style="padding-left: 20px;">3 Assistant Clerical Officers</p> <p style="padding-left: 20px;">1 Clerical Assistant</p>	<p>We will maintain service quality through wider use of information technology and more flexible use of human resources.</p> <p>The proposal is implemented through release of surplus staff under the Voluntary Retirement Scheme. The support of Director of General Grades has been obtained. No staff redundancy will arise.</p>
<i>Subtotal</i>	<i>0.673</i>		
DE/OC	0.380	<ul style="list-style-type: none"> • <input type="checkbox"/> Reduce expenditure on maintenance of equipment and computer hardware through more careful usage and sourcing of additional suppliers for more competitive quotations. 	<p>We will keep close monitoring of the performance of these equipment to ensure that service quality is maintained and established safety standards are complied with.</p>
	0.700	<ul style="list-style-type: none"> • <input type="checkbox"/> Economise on the use of Departmental Expenses by – <ul style="list-style-type: none"> - restricting purchase of supplies, office furniture and equipment - curtailing general expenditure as a result of deletion of posts - more extensive use of electronic mail for communication to save papers and reduce the need for fax and telephone lines 	<p>Reviews will be conducted periodically to ensure that the reduction in expenditure will not affect the quality of the services.</p>
<i>Subtotal</i>	<i>1.080</i>		
Total	1.753		

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