

“Enhanced Productivity Programme: 2001-02” Booklet

Report on EPP Savings – Trade and Industry Department

Total value of EPP savings in 2001-02: **\$4.718 m**, equivalent to **1.6%** 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 **5.4%**.

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
PE/PRE	0.343	<ul style="list-style-type: none"> ● Reduce workload due to completion of testing work for the Electronic Data Interchange for Production Notification. <p><i>Savings:</i> Deletion of 2 Assistant Clerical Officer posts in Certification Branch in 2000-01.</p>	<p>The deletion/non-creation of posts in this form will not give rise to any staff redundancy as eleven of these posts are vacant and the remaining one is a non-created post.</p> <p>We will continue to maintain close monitoring of our services to ensure that our performance pledge is met.</p>
	0.142	<ul style="list-style-type: none"> ● Streamline work procedures in the Non-Restrained Textiles/Textiles Import & Export Licensing Unit. <p><i>Savings:</i> Deletion of 1 Clerical Assistant post in Computers & General Licensing Branch in 2000-01.</p>	
	0.142	<ul style="list-style-type: none"> ● Reduce workload due to a decrease in licence applications for strategic commodities. <p><i>Savings:</i> Deletion of 1 Clerical Assistant post in Strategic Trade Controls Branch in 2000-01.</p>	
	0.567	<ul style="list-style-type: none"> ● Reduce workload through office automation and expansion of the Local Area Network. 	

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
	0.352	<i>Savings:</i> Deletion of 4 Typist posts in Administration Branch in 2000-01. • Merge common services.	
	0.172	<i>Savings:</i> Deletion of 3 Office Assistant posts in Administration Branch in 2000-01. • Simplify and rationalise workflow and licensing procedures.	
		<i>Savings:</i> Non-creation of 1 funded Assistant Clerical Officer post in Textiles Controls (Americas) Branch in 2000-01.	
<i>Subtotal</i>	1.718		
DE/OC	3.000	• Exercise strict control on use of departmental expenses.	
<i>Subtotal</i>	3.000		
Total	4.718		

- 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