

“Enhanced Productivity Programme: 2000-01” Booklet

Report on EPP savings -- Trade Department

Total value of EPP Savings: **\$11.932m**, equivalent to **4.1%** of total Recurrent Baseline Expenditure in 2000-01 which is subject to EPP, made up of \$8.453m savings already achieved in 1999-2000 through advance implementation of EPP and \$3.479m additional savings in 2000-01.

Category	\$m	EPP Measures	Safeguards for Quality Service
PE/PRE	1.565	<ul style="list-style-type: none"> • Simplify checking arrangement in the computer verification and shipment verification processes of textiles licences. <p><i>Savings :</i> Deletion of the following posts in Systems & Common Services Branch and Trade Licensing Branch in 1999-2000 -</p> <p style="padding-left: 40px;">1 Clerical Officer 7 Assistant Clerical Officer</p>	<p>We will maintain suitable level of control. In regard to the simplification of checking arrangement in the verification processes of textiles licences, advice and agreement from the Audit Commission and the Independent Commission Against Corruption have been obtained to ensure that there are adequate safeguards against malpractice.</p> <p>We maintain close monitoring of our services to ensure that our performance pledge is met.</p>
	2.837	<ul style="list-style-type: none"> • Streamline licensing procedures. <p><i>Savings :</i> Downgrading of the following posts in 1999-2000-</p> <p><u>Americas (Textiles Control) Branch and Europe (Textiles Control) Branch</u></p> <p style="padding-left: 40px;">15 Clerical Officer to Assistant Clerical Officer 2 Assistant Clerical Officer to Clerical Assistant</p>	<p>Where downgrading /deletion of a large number of posts is involved, we have drawn up phasing out plans in consultation with the relevant Heads of Grades to ensure that sufficient time is allowed for smooth transition and training of new staff.</p> <p>We are/shall be able to implement all the deletion and downgrading of posts through natural wastage or internal/external redeployment.</p>

Category	\$m	EPP Measures	Safeguards for Quality Service
	3.377	<p>Downgrading of the following posts in 2000-01-</p> <p><u>Americas (Textiles Control) Branch and Europe (Textiles Control) Branch</u></p> <p>11 Clerical Officer to Assistant Clerical Officer</p> <p>• Reduce workload as a result of a decrease in licence applications and computerisation of operations.</p> <p><i>Savings :</i> Deletion of the following posts in 1999-2000 -</p> <p><u>Systems & Common Services Branch, Europe (Textiles Control) Branch and Certification Branch</u></p> <p>4 Clerical Officer 2 Assistant Clerical Officer 1 Photographer II</p> <p>Deletion of the following posts in 2000-01 -</p> <p><u>Systems & Common Services Branch, Trade Licensing Branch and Europe (Textiles Control) Branch</u></p> <p>3 Inspector (Telecommunications) 1 Assistant Clerical Officer 2 Clerical Assistant</p>	<p>Where external redeployment is involved, we have obtained the agreement from the relevant Heads of Grades.</p> <p>Staff have been kept informed of the department's EPP plan through the Departmental Consultative Committee. Briefing session has been arranged to answer questions and address concern from the staff affected by the re-ranking exercise.</p> <p>Deletion of the Photographer II post will give rise to a surplus staff who will be redeployed to another department through the central Clearing House Mechanism</p>

Category	\$m	EPP Measures	Safeguards for Quality Service
	1.696	<ul style="list-style-type: none"> ● Redistribute duties for optimal utilisation of manpower. <p><i>Savings :</i> Deletion of the following posts in 1999-2000 -</p> <p><u>Americas (Textiles Control) Branch and Europe (Textiles Control) Branch</u></p> <p>1 Trade Officer 1 Clerical Officer 1 Assistant Clerical Officer</p> <p>Deletion of the following posts in 2000-01 -</p> <p><u>Trade Licensing Branch and Americas (Textiles Control) Branch</u></p> <p>3 Assistant Clerical Officer</p>	
	1.912	<ul style="list-style-type: none"> ● Merge common services. <p><i>Savings :</i> Deletion of the following posts in 1999-2000 -</p> <p><u>Trade Licensing Branch, Europe (Textiles Control) Branch and Systems & Common Services Branch</u></p> <p>3 Clerical Officer 4 Assistant Clerical Officer 1 Photographer II</p> <p>Deletion of the following post in 2000-01-</p> <p><u>Americas (Textiles Control) Branch</u></p> <p>1 Assistant Clerical Officer</p>	

Category	\$m	EPP Measures	Safeguards for Quality Service
	0.152	<ul style="list-style-type: none"> ● Merge three separate registration offices, viz. Textiles Control Registration, Textiles Traders Registration and Factory Registration to form a Central Registration Office. <p><i>Savings :</i> Deletion of the following posts in 1999-2000 -</p> <p style="padding-left: 40px;">1 Assistant Clerical Officer 1 Clerical Assistant</p> <p><i>Additional requirements :</i> Upgrading of an Assistant Trade Officer II post to Assistant Trade Officer I due to increased responsibility required of the post.</p>	
	0.284	<ul style="list-style-type: none"> ● Achieve savings through office automation. Reduce demand for typing services after the expansion of the Local Area Network. <p><i>Savings :</i> Deletion of 2 Typist posts in Administration Branch in 1999-2000.</p>	
	(0.391)	<ul style="list-style-type: none"> ● Part of the savings achieved in 1999-2000 was used to fund the creation of the following posts in Trade Licensing Branch to cope with additional workload arising from new data inputting requirements under the strategic commodities computer system. 	

Category	\$m	EPP Measures	Safeguards for Quality Service
		<p><i>Additional requirements:</i> Creation of the following posts-</p> <p>1 Data Preparation Supervisor 1 Data Processor</p>	
	<i>11.432</i>		
DE/OC	0.500	<ul style="list-style-type: none"> Strictly control departmental expenditure. 	
Total	11.932		

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