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

**Report on EPP Savings – Commerce and Industry Bureau**

Total value of EPP savings in 2001-02: \$1.835 m, equivalent to 2.0% of total recurrent baseline expenditure in that year which 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	0.474	<ul style="list-style-type: none"> <li>Rationalise the provision of secretarial services.</li> </ul> <p><i>Savings :</i> Deletion of the following posts in 2000-01-</p> <p style="padding-left: 40px;">1 Personal Secretary I 1 Personal Secretary II</p>	The initiative is a result of review with due regard to the requirements of the secretarial services in the Bureau. No redundancy will arise as the posts are vacant. We have obtained the agreement of the Head of Grade for the deletion of the posts.
<i>Subtotal</i>	0.474		
DE/OC	0.585	<ul style="list-style-type: none"> <li>Reduce expenditure on overseas duty visits through downsizing the delegation and minimising the duration of visits where possible. Encourage staff to claim flight awards for redemption of air tickets or upgrading of passage in subsequent duty visits.</li> </ul>	We will give due consideration to ensure that Hong Kong's participation and level of representation at regional and international fora will not deteriorate.
	0.200	<ul style="list-style-type: none"> <li>Reduce expenditure on postage, overseas telephone calls/facsimile transmission, photocopying, paper, etc. through wider use of e-mail in internal and external communication.</li> </ul>	We will make wider use of e-mail to more efficiently and effectively disseminate information and lower operating costs.
	0.576	<ul style="list-style-type: none"> <li>Economise on the use of other departmental expenses.</li> </ul>	
<i>Subtotal</i>	1.361		
<b>Total</b>	<b>1.835</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