

“Enhanced Productivity Programme: 2002-03” Booklet

Report on EPP Savings – Hong Kong Economic and Trade Offices

Total value of EPP savings in 2002-03 : **\$5.561 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 that is subject to EPP) achieved by 2002-03 on a **cumulative** basis is **5.0%**. EPP savings quoted above cover the share of EPP savings to be delivered by the following subvented accounts/organisations : Subscription to the World Trade Organisation, the Asian & Pacific Development Centre, the Hong Kong-Japan Business Co-operation Committee, the World Customs Organisation and the United Nations Development Programme.

Category	Savings (\$m)	EPP Measures in 2002-03	Safeguards for Quality Service
DE/OC	1.000	<ul style="list-style-type: none"> • Reduce operational costs by the following measures: <ul style="list-style-type: none"> - identify more suppliers, vendors and service providers which offer more competitive pricing of office equipment, stores, stationery and services; and - strict control in employing temporary helpers by sharing out ad hoc duties among staff. 	<p>We shall keep these measures under review to ensure that the standard of performance and quality of service expected of the ETOs is not in any way affected.</p>
	1.000	<ul style="list-style-type: none"> • Reduce costs on entertainment expenses and organising events by the following measures : <ul style="list-style-type: none"> - increase the use of office premises for official entertainment; - organise joint events and functions with the Hong Kong Trade Development Council and the Hong Kong Tourism Board with a view to reducing organising costs; and 	

Category	Savings (\$m)	EPP Measures in 2002-03	Safeguards for Quality Service
	0.800	<ul style="list-style-type: none"> - reduce the number of official entertainment by grouping guests to same functions as far as possible. • Maximise the use of information technology by the following measures: <ul style="list-style-type: none"> - make more use of electronic means for communication and dissemination of information about Hong Kong; and - reduce expenditure on overseas telephone calls/fax, postage and paper consumption by maximising the use of internet and electronic mail. 	
	0.800	<ul style="list-style-type: none"> • Reduce expenses on duty visits through the following measures: <ul style="list-style-type: none"> - scale down the number of officers attending conferences/ meetings etc. to the absolute minimum; - reduce costs by more prudent choice of airlines, hotels and in-land transport; and - make more use of cheaper fares offered for advanced booking of tickets. 	
	1.961	<ul style="list-style-type: none"> • Economise on the use of other departmental expenses. 	
<i>Subtotal</i>	<i>5.561</i>		
Total	5.561		

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