

**“Enhanced Productivity Programme: 2002-03” Booklet**  
**Report on EPP Savings – Environment and Food Bureau**

Total value of EPP savings in 2002-03: **\$0.819 m**, equivalent to **1.3%** 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	0.150	• ☐ Reduce expenditure on the printing of publications by wider use of office automation	Savings in the general departmental expenses will have no adverse effect on the quality of service provided by the Bureau. It reflects the efforts of staff in EFB in optimising use of resources.
	0.175	• ☐ Reduce expenditure on repairs and maintenance of equipment	
	0.350	• ☐ Reduce expenditure on stores and equipment	
	0.044	• ☐ Tighten control of expenses on official entertainment	
	0.100	• ☐ Review the schedule of duty visits to optimise use of resources	
<i>Subtotal</i>	<i>0.819</i>		
<b>Total</b>	<b>0.819</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