

工商及科技局
通訊及科技科

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14 February 2004

Miss Polly Yeung
Clerk to Information Technology
and Broadcasting Panel
Legislative Council Secretariat
3/F Citibank Tower
3 Garden Road
Hong Kong

Dear *Miss Yeung*,

I refer to the draft notes of the meeting of the Panel on Information Technology and Broadcasting held on 12 January 2004. The Administration undertook, as recorded in para 30 of the notes, to provide further information on the savings achieved as a result of the business process re-engineering (BPR) study conducted on the Tree Inventory System. The supplementary information is provided in the following paragraphs.

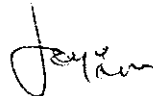
The objective of the Tree Inventory System is to make use of the Internet technology to enable public access to the green information held in the Leisure and Cultural Services Department (LCSD) and to provide LCSD a Geographical Information System (GIS) for the centralized tree database. The GIS can combine information such as electronic maps and digital tree photos in a single database and allow multiple users to perform efficient search and analysis on green information. In addition, mobile handheld devices will be used to facilitate the day-to-day work of field staff in locating, recording and updating tree inventory.

A BPR study was conducted, resulting in recommendations for enhancement of productivity in tree inspection, delayering of staff deployment on tree maintenance duties and progressive outsourcing of tree maintenance work. Please refer to the Annex for a summary of the savings achieved.

Apart from the above tangible savings, the project will also bring intangible benefits, including more accurate and accessible information, shorter processing time, improved management information, better public access to tree information, faster response in handling enquiries and improved public education on tree preservation and greening.

We will, as recorded in paragraph 31 of the notes of the meeting, include information on realizable and notional benefits/savings arising from E-government initiatives in future progress reports to the Panel on E-government development.

Yours sincerely,



(Ms Joyce Tam)
for Secretary of Commerce, Industry
and Technology

Encl

Tree Inventory System

Summary of Savings Arising from the BPR Study Recommendations

	Realisable Savings (\$'M)	Cost Avoidance (\$'M)	Notional Savings (\$'M)
I PROJECT SAVINGS			
Reduction in Project Development Cost	1.185		
Saving in Recurrent Consequences (per annum)		0.210	
Total Non-recurrent Savings	1.185	0	0
II RECURRENT SAVINGS			
Staff Savings for redeployment to other core business duties (17 posts - 2 Senior Amenities Assistants, 6 Amenities Assistants II and 9 Amenities Assistants III)	5.607		
Other Realisable Savings (2 temporary Clerical Officers and paper consumption)	0.353		
<i>Sub-total - Realisable Recurrent Savings (per annum)</i>	5.960		
Notional Staff Savings			5.978
Notional Accommodation Cost			
Staff (for the 17 posts)			0.203
Paper records			0.122
<i>Sub-total - Notional Recurrent Savings (per annum)</i>			6.303
Total Recurrent Savings (per annum)	5.960	0.210	6.303