

## Annex B

**Progress on utilisation of the 46 work stations  
on the fifth floor of the Central Mail Centre (CMC)**

<b>Item</b>	<b>Planned utilisation as reported in paragraph 5.11 of the Director of Audit's Report No. 65</b>	<b>Updated status</b>
(a)	<ul style="list-style-type: none"> <li>● 14 work stations were intended for use by record staff of various operation units of the CMC and some supervisory staff.</li> <li>● 2 work stations are reserved for vacant posts currently under review.</li> </ul>	<ul style="list-style-type: none"> <li>● 4 work stations were taken up in December 2015.</li> <li>● 10 work stations originally planned for use by record staff will be assigned to staff of the expanded Productivity Service Section (PSS) from February 2016 for taking forward the review on standard time for workload assessment for delivery postmen and for conducting beat surveys.</li> <li>● 2 work stations are reserved for vacant posts which are subject to review.</li> </ul>
(b)	<ul style="list-style-type: none"> <li>● 8 work stations would be taken up by staff of the Information System Services Division (ISSD) by December 2015.</li> <li>● 2 work stations were taken up by the staff of the Management Services Division (MSD).</li> <li>● 6 work stations were reserved for use by staff of other Divisions who needed to work at the CMC from time to time.</li> </ul>	<ul style="list-style-type: none"> <li>● 2 work stations were taken up by ISSD staff in December 2015 while the remaining 6 work stations are expected to be taken up by new ISSD recruits subject to successful completion of the ongoing recruitment exercise.</li> <li>● 2 work stations continue to be taken up by MSD staff.</li> <li>● 4 of the 6 reserved work stations will be assigned to staff of the expanded PSS from February 2016 and the remaining 2 stations will continue to be reserved by staff of other Divisions who need to work at the CMC from time to time.</li> </ul>
(c)	<ul style="list-style-type: none"> <li>● 5 work stations were reserved for handling extra mail items during seasonal peaks.</li> </ul>	<ul style="list-style-type: none"> <li>● 5 work stations continue to be reserved for handling extra mail items during seasonal peaks.</li> </ul>

<b>Item</b>	<b>Planned utilisation as reported in paragraph 5.11 of the Director of Audit's Report No. 65</b>	<b>Updated status</b>
(d)	<ul style="list-style-type: none"> <li>• 5 work stations were intended to meet the future growth.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 work stations will be assigned to staff of the expanded PSS from February 2016.</li> </ul>
(e)	<ul style="list-style-type: none"> <li>• 4 work stations were reserved for the project team of the reprovisioning of the General Post Office (GPO) Building</li> </ul>	<ul style="list-style-type: none"> <li>• 4 work stations continue to be reserved for the project team of the reprovisioning of the GPO Building</li> </ul>