

To: PASS Secretariat
23/F, West Wing
Central Government Offices
2 Tim Mei Avenue
Tamar, Hong Kong
Email: pass@cedb.gov.hk

(Official Use Only)

Date of receipt: _____
Reference no.: PS _____

Application Form for Professional Services Advancement Support Scheme (“PASS”)

Please read the “Guide to Application for Professional Services Advancement Support Scheme” (the “Guide”) before completing the application form. A sample of a completed application form is available at the PASS website (www.pass.gov.hk). Enquiry hotline is at 3655 5418.

Section A – Project Overview

1. Applicant¹

Name in English: Association of Hong Kong Electrical Engineers (AHKEE)

Name in Chinese: 香港電機工程師協會

2. Project Title

English: Latest Trends in Technological Developments for Electrical Engineering Professional Services: Challenges and Opportunities in the Mainland and ASEAN Countries

Chinese: 電機工程專業服務技術發展最新趨勢: 在內地與東盟國家的挑戰與機遇

(Please put a “√” in the appropriate box.)

First submission

Resubmission (reference no. of previous application: _____)

3. Project Objective(s)

(a) Please state the objective(s) of the Project in about 50 words. The description should be in clear and concise terms and in point form.

- Enhance Hong Kong’s electrical engineers’ professional knowledge through exploring the latest trends in technological developments and downstream applications; and
- Examine the challenges and opportunities for Hong Kong’s electrical engineering professional services in the Mainland and ASEAN countries.

(b) The Project is expected to meet the following PASS’ objective(s):

(The proposed project must meet at least one of PASS’ objectives. Please put a “√” in the appropriate box(es).)

Increasing the exchanges and co-operation of Hong Kong’s professional services with their counterparts in external markets

Promoting relevant publicity activities

Enhancing the standards and external competitiveness of Hong Kong’s professional services

¹ The Applicant must be a non-profit-distributing organisation operating as a trade and industrial organisation, professional body, research institute, etc. Please provide a copy of the Applicant’s Constitution and Memorandum and Articles of Association or other official document(s) to prove that the Applicant is non-profit-distributing in nature.

There should be only one Applicant and it must be a statutory organisation or an organisation formed or registered under the laws of the Hong Kong Special Administrative Region.

4. Target Beneficiary Sector(s)²

The Project aims to benefit the following professional services sector(s) –
(May be more than one sector. Please put a “√” in the appropriate box(es).)

(a) Accounting-related services

Accounting, auditing, book-keeping and tax services

(b) Legal services

Legal services
 Arbitration and mediation services

(c) Building and construction-related services

Architecture and landscape architectural services
 Engineering services
 Integrated engineering services
 Planning services
 Project development and project finance services
 Real estate services (including agency services, facilities management and valuation and surveying services)
 Surveying services

(d) Health-related services

Medical services
 Dental services
 Chinese medicine services
 Services provided by midwives, nurses, physiotherapists and paramedical personnel

(e) Other services

Information and communications technology services
 Company secretary services

- Design services (graphic product interior fashion design)
- Business consultancy services (human resource management consultancy services
 management consultancy services financial consultancy services)

Waste management and environmental consultancy services
 Technical testing and analysis services
 Veterinary services

5. Project Duration³

| <u>Commencement date</u> (dd/mm/yyyy) | <u>Completion date</u> (dd/mm/yyyy) | <u>Project duration</u> (No. of months) |
|--|--|--|
| 01/07/2021 | 31/12/2022 | 18 months |

6. Grant Applied under PASS⁴

(i.e. Total Project Cost (I) minus Total Contribution (II) under Section D “Project Budget”)

HKS : 850,000 (Rounded down to the nearest thousand)

² Eligible beneficiaries under PASS refer to Hong Kong professionals from eligible professional services sectors listed at Annex I of the Guide.

³ Projects should normally be completed within three years. Applicants for projects containing deliverables that are intended to be operated on a long-term basis should explain the projects’ sustainability upon the cessation of funding support from PASS in Section C4.

⁴ The maximum amount of PASS grant for an approved project is 90% of the total eligible Project Cost, or HK\$3 million, whichever is lower. Breakdown of the Project Budget should be provided in Section D.

Section B – Particulars of the Applicant

1. Applicant

(Please put a “√” in the appropriate box.)

- A Government-subvented organisation⁵
 Not a Government-subvented organisation

| | <u>Corporate</u> | <u>Individual</u> |
|--|--|---|
| Date of establishment: | <u>29/06/1993</u> | Number of members: <u>50</u> <u>3 000</u> |
| Ordinance under which the Applicant is formed or registered ⁶ : | <u>AHKEE is registered under the Companies Ordinance, Cap. 622. A copy of the Certificate of Incorporation and Audited Accounts of the latest financial year is attached.</u> | |
| Aim/Objective of the organisation: | <u>Promote the development of electrical engineering technology for the benefit of the community, and advance the professional standards of Hong Kong’s electrical engineering services.</u> | |
| Registered address: | <u>c/o Level 1, ABC Building, ABC Road, Hong Kong</u> | |
| Correspondence address: (if different from above) | <u>N.A.</u> | |
| Tel no.: | <u>xxxx xxxx</u> | Fax no.: <u>xxxx xxxx</u> |
| Email address: | <u>info@ahkee.org.hk</u> | Website: <u>www.ahkee.org.hk</u> |

2. Collaborating Organisation(s)⁷, if any

- (a) Name in English: The Electrical Engineering Society of China (Supporting letter is attached)
Name in Chinese: 中國電機工程師學會

| | <u>Corporate</u> | <u>Individual</u> |
|------------------------------------|---|---|
| Date of establishment: | <u>20/05/1987</u> | Number of members: <u>800</u> <u>50 000</u> |
| Aim/Objective of the organisation: | <u>Promotion of the electrical engineering profession in the Mainland and the Asia-pacific region</u> | |
| Email address: | <u>general@eesa.org.cn</u> | Website: <u>www.eesa.org.cn</u> |

3. Proposed Implementation Agent(s)⁸, if any

Name in English: Nil
Name in Chinese: _____
Email address: _____ Website: _____

⁵ A Government-subvented organisation is defined as an organisation in receipt of direct government subvention. Examples include University Grants Committee-funded institutions and organisations such as the Hong Kong Trade Development Council and Hong Kong Productivity Council.

⁶ Please provide a copy of the Applicant’s Certificate of Incorporation or other official document(s) to illustrate the Applicant’s legal status. Please also provide a copy of the Applicant’s audited accounts (or management accounts if audited accounts are not available) of the latest financial year.

⁷ There is no limit on the number of collaborating organisations. Government departments are not eligible for funding under PASS, but they may act as collaborating organisations or supporting bodies.

⁸ There is no limit on the number of proposed implementation agents. The Grantee, after securing funding support, must go through tendering/quotation exercise(s) to appoint implementation agent(s), if any, instead of appointing the proposed implementation agent(s) direct.

Section C – Project Details

1. Justifications for the Project

- (a) Please state the justifications for the Project in about 200 words. The Project's expected benefits and contributions to the objective(s) of PASS should be listed out. Evidence of the practical use of the expected deliverables to the professional services concerned, if any, should be provided. The description should be presented in clear and concise terms and in point form.

A survey on professional development for electrical engineering services was conducted by AHKEE in April 2018. The survey findings (extract of the report is attached) reveal a strong need for –

- (i) continuous enhancement of the Hong Kong's electrical engineering services sector's professional knowledge in light of the latest trends in technological developments and downstream applications; and
- (ii) more in-depth understanding of the challenges and opportunities for electrical engineering services in the Mainland and ASEAN countries.

As a follow up, we plan to conduct a conference and a series of seminars in Hong Kong. The conference targets to enhance local professionals' knowledge in electrotechnology and its downstream applications. The seminars will enhance local professionals' understanding of the challenges and opportunities in tapping the market for electrical engineering services in the Mainland and ASEAN countries.

The proposed deliverables will be shared among Hong Kong's electrical engineers, which will help enhance their understanding of the challenges and opportunities in the Mainland and ASEAN market, as well as their professional knowledge, thereby uplifting the service standards and external competitiveness of the sector. There are about 5 000 electrical engineers in Hong Kong. It is expected that they will be benefited from the proposed conference and seminars as the videos and relevant materials on the project outcome will be uploaded onto AHKEE's website.

- (b) Please describe similar project(s) in the market or organised by the Applicant in the past, and explain why the proposed Project and funding requirements are justified and may bring added value despite such similar projects. Information on why the proposed Project cannot be delivered by the Applicant as part of its normal business activities without funding support from PASS should be provided.

A number of local universities have organised academic seminars on electrotechnology, but with a limited focus on downstream applications. AHKEE has also invited experts to give presentations on the latest trends in technological developments and the external market challenges and opportunities at different events as part of its normal business. However, the presentations were relatively short, fragmented and did not allow for detailed discussion.

The proposed conference would provide an opportunity for local electrical engineers to discuss on the latest trends in technological developments, in particular the practical implications, which will help enhance the capability of local electrical engineers. In the meantime, the proposed seminars would examine different challenges and opportunities (including regulatory and licensing requirements) for electrical engineering services arising from the Mainland and ASEAN countries. Such findings are considered important for the future development of the sector, especially when huge market opportunities are expected to exist in these places.

PASS funding is vital for the implementation of the proposed large-scale project, which is much beyond the scope of AHKEE's day-to-day normal activities.

- (c) Please provide details on any self-funded activities organised by the Applicant that are similar or related in nature, content, timing or target participants to the Project, within a period of six months before or after the Project Duration.

Not applicable

- (d) If applicable: If the application is proposed to be processed urgently, i.e. outside the general application and assessment cycle⁹, please provide justifications, including problems arising from the deferred implementation of the Project.

Not applicable

2. Project Deliverable(s)

| Project Deliverable <i>(Please list out all deliverable(s).)</i> | Quantity <i>(Please specify the quantity for each deliverable where applicable.)</i> | Description/Purpose(s) <i>(Please provide details of each deliverable, e.g. tentative topics, speakers for seminars and itinerary for visits, and explain how each deliverable can help achieve the project objective(s).)</i> | Target Participants/Users¹⁰ and Estimated No. |
|--|--|--|---|
| <p>(a) Two-day conference</p> <p>(A video will be produced and a feedback survey will be conducted at the end of the conference)</p> | <p>1</p> | <ul style="list-style-type: none"> • Theme: Advance Technologies and Applications in the New Era (<i>tentative</i>) • Planned discussion topics: the latest trends in technological developments in wireless communications, traffic optimisation, electric vehicle technology, robotics, big data and e-payment, etc. and their applications in global market (<i>tentative</i> rundown at Appendix I) • Date and location: Two consecutive days in <u>January 2022</u> in Hong Kong • Speakers: Six renowned speakers, including academics and experts from the Mainland, ASEAN countries and the overseas, will be invited (proposed invitation list at Appendix II), and initial contacts have been established. • Three speakers will present on each day. • Contribution to project objective: Attendees may enhance their standards through exploring the latest trends in technological developments and downstream applications. The conference may serve as a platform for knowledge transfer. | <p>500 participants (including 400 Hong Kong electrical engineers and 100 non-local electrical engineers)</p> |
| <p>(b) One-day seminar</p> <p>(A video will be produced and a feedback survey will be conducted at the end of each seminar)</p> | <p>10</p> | <ul style="list-style-type: none"> • Theme: Advance Technologies, Challenges and Opportunities in the Mainland and ASEAN Countries (<i>tentative</i>) • Areas of discussion: Analysing the latest market trends, challenges and opportunities for electrical engineering services in the Mainland and ASEAN countries, with a focus on regulatory and licensing requirements (<i>tentative</i> rundown at Appendix III) • Date and location: 10 seminars <u>from March 2022 to October 2022</u> in Hong Kong • Speakers: 20 renowned academics and experts in electrical engineering services from the Mainland, ASEAN countries and Hong Kong (proposed invitation list at | <p>2 000 Hong Kong electrical engineers (200 per seminar)</p> |

⁹ Information on the general application and assessment cycle is available at the PASS website.

¹⁰ Majority of the target beneficiaries must be Hong Kong professionals falling within the eligible professional services sectors of PASS. For the avoidance of doubt, students and the general public are generally not considered eligible beneficiaries under PASS. Please also indicate whether the Project can benefit the society significantly through the professional services sector concerned.

| Project Deliverable (Please list out all deliverable(s).) | Quantity (Please specify the quantity for each deliverable where applicable.) | Description/Purpose(s) (Please provide details of each deliverable, e.g. tentative topics, speakers for seminars and itinerary for visits, and explain how each deliverable can help achieve the project objective(s).) | Target Participants/Users¹⁰ and Estimated No. |
|--|---|--|---|
| | | <p>Appendix IV) will be invited to present at seminars; two speakers foreach seminar and initial contacts have been established with the proposed speakers, including three speakers from the Mainland, two from ASEAN countries and 15 from Hong Kong.</p> <ul style="list-style-type: none"> Contribution to project objective: Attendees may gain a more in-depth understanding of the latest market trends, challenges and opportunities for electrical engineering services in the Mainland and ASEAN countries, with a view to expanding market in these places. | |
| (c) Final report on the project outcome to be published on AHKEE's website | 1 | <ul style="list-style-type: none"> A final report (in English only) on the outcome of the proposed conference and seminars will be produced. It will be uploaded onto AHKEE's website, as well as the videos of the proposed conference and seminars. The table content of the final report is proposed at Appendix V. Emails will be sent to notify AHKEE's members (all Hong Kong electrical engineers) and organisations on the release of the videos and final report. | Browsers on internet |

3 Implementation Plan

Please describe in detail the implementation plan, methodology and marketing strategy to be applied in the Project.

| Key Stage | Period (dd/mm/yyyy to dd/mm/yyyy) | Project Milestones (Please include Project Deliverables, if any, to be completed in each key stage.) | Implementation Plan, Methodology and Marketing Strategy (Please describe how the Project will be carried out, list out channels/means for promotion, dissemination of Project Deliverables ¹¹ , conduct survey, etc. The description should be presented in clear and concise terms and in point form.) |
|-----------------------|---|--|---|
| (1) Preparation stage | 01/07/2021 to 30/11/2021 | <ul style="list-style-type: none"> Setting up the Project Team Confirmation of themes for the conference and seminars Confirmation of invitation list of speakers | <ul style="list-style-type: none"> To redeploy existing staff and recruit additional manpower for setting up the Project Team To confirm the themes of the conference and seminars To confirm the invitation list of speakers for the conference and seminars, after discussion with the collaborating organisation To provide logistical support, such as venue bookings for the conference and seminars, flight and accommodation arrangements for the Mainland and overseas speakers To prepare publicity materials for the conference and seminars |

¹¹ Where appropriate, the Grantee will be required to widely disseminate its Project Deliverables within the professional services sector and allow the Project Deliverables be used for non-commercial purposes. Therefore, please publish the deliverables online as far as practicable. Please also state other channels/means to be used for dissemination, if any, e.g. reporting project activities in the Applicant's newsletters and organising dissemination seminars.

| Key Stage | Period (dd/mm/yyyy to dd/mm/yyyy) | Project Milestones (Please include Project Deliverables, if any, to be completed in each key stage.) | Implementation Plan, Methodology and Marketing Strategy (Please describe how the Project will be carried out, list out channels/means for promotion, dissemination of Project Deliverables ¹ , conduct survey, etc. The description should be presented in clear and concise terms and in point form.) |
|--------------------------|---|---|--|
| (2) Promotion stage | 01/12/2021 to 31/01/2022 | <ul style="list-style-type: none"> Promoting the conference | <ul style="list-style-type: none"> To place advertisements in the Hong Kong Engineers Journal for the conference and seminars To prepare articles for AHKEE's newsletter (features without charge) on the conference and seminars To issue invitations and distribute promotion leaflets for the conference and seminars to local electrical engineers by email To invite local press to the conference and seminars |
| | 01/02/2022 to 30/09/2022 | <ul style="list-style-type: none"> Promoting the seminar series | |
| (3) Implementation stage | 01/01/2022 to 28/02/2022 | <ul style="list-style-type: none"> Conducting a two-day conference Feedback survey Video recording | <ul style="list-style-type: none"> To conduct the conference and seminars as scheduled To conduct a feedback survey at the end of the conference and each seminar for assessing the effectiveness To provide video recording services for the conference and seminars To compile an online final report on the conference and seminars. The online final report will comprise – <ul style="list-style-type: none"> (i) all video recording, proceedings and speeches delivered during conference and seminars; and (ii) feedback outcome from the participants of the conference and seminars |
| | 01/03/2022 to 31/10/2022 | <ul style="list-style-type: none"> Conducting ten 1-day seminars Feedback survey Video recording | |
| | 01/11/2022 to 30/11/2022 | <ul style="list-style-type: none"> Compiling an online final report | |
| (4) Dissemination stage | 01/12/2022 to 31/12/2022 | <ul style="list-style-type: none"> Producing an online final report of the proposed conference and seminars | <ul style="list-style-type: none"> To upload of all photos, video recordings, final report on the findings of the proposed visits and speeches delivered during the project etc. onto AHKEE's website. To send the hyperlink to members of AHKEE and all collaborating/supporting organisations. |

4. Other Supporting Information

Please provide other information in support of the application that is not covered elsewhere in the form, e.g. resources to be put in by the Applicant, other parties in support of the Project and sustainability after the completion of the Project (or upon the cessation of funding support from PASS if the Project will not be completed within three years).

Nil

5. Other Government Funding Sources

Please indicate whether you have applied for or received or will receive funding support for this or similar project(s) from other government funding sources. Projects which are or will be funded by other government sources will **NOT** be considered by PASS.

(Please put a “√” in the appropriate box.)

- Yes, we have received or will receive other government funding for this or similar project(s).
- Yes, application has been submitted and result is pending. Please specify –

Other government funding sources:

Funding scheme: _____

Amount applied: HK\$ _____

- No, we have not received or will not receive any other government funding for this or similar project(s).

SAMPLE

Section D – Project Budget

Notes to Applicant:

All figures in the sample Project Budget are for illustration only. They do not represent the range of suggested/ acceptable costs.

1. Project Cost¹²

| Project Cost (Please itemise as appropriate.) | Amount (HK\$) | Remarks (Please show calculation of each item as far as possible and indicate if the item is a contribution listed in Section D2 below. Please also provide justification and/or supporting information for the estimated amount of the item.) |
|---|------------------|---|
| (A) Manpower¹³ | | |
| (1) Existing manpower of Applicant | | |
| Deputy Project Co-ordinator [In-kind contribution] | 36,000 | \$40,000 per month (including MPF) x 5% x 18 months [Latest salary statement is attached] |
| (2) Additional manpower | | |
| (a) Project Officer | 360,000 | \$20,000 per month (including MPF) x 18 months [Reference salary proof of existing staff of the same rank is attached] |
| (b) Part-time helpers | 12,000 | <u>Conference:</u> \$50 per hour x 8 hours per day x 2 days x 5 staff = \$4,000 <u>Seminars:</u> \$50 per hour x 8 hours per day x 1 days per seminar x 10 seminars x 2 staff = \$8,000 [\$4,000 + \$ 8,000 = \$12,000] |
| Service fees charged by implementation agent(s)¹⁴ | | |
| Nil | | |
| External consultancy fees / honorarium for guest speakers¹⁴ | | |
| Nil | | |
| Subtotal (A) | 408,000 | |

¹² All Project Cost items must be incurred between the commencement and completion dates of the Project. Project must not commence before the Project Agreement is signed.

¹³ With reference to the lists of typical allowable and unallowable costs set out in the Guide –

- (a) Salary (including employer's contributions to the Mandatory Provident Fund, but excluding annual increment, allowances, fringe benefits, gratuity, year-end double-payment, etc.) of additional manpower directly incurred for the Project may be included. Please state clearly the number of staff to be recruited, their respective ranks, the number of man-hours/man-months to be contributed by each of them, their hourly rates/monthly salary, as well as the total salary for each staff. Please also provide benchmark reference to substantiate the proposed salary level of additional staff.
- (b) Salary (including employer's contributions to the Mandatory Provident Fund, but excluding annual increment, allowances, fringe benefits, gratuity, year-end double-payment, etc.) of existing staff deployed for the Project may be included only if the deployment is considered necessary for the Project. Calculation on a pro-rata/hourly basis should be made if a certain percentage of the working time of the staff is deployed for the Project. Please also provide the salary proof for existing staff.
- (c) To avoid double subvention, PASS grant cannot be used to pay any emolument to a person who is already on the payroll of a Government-subvented organisation, but the salary of existing staff may be included in the Project Cost and considered as a contribution in-kind by the Government-subvented organisation.

¹⁴ If external consultancy services or the services of implementation agent(s) are required, please provide details of the services (including how they are related to the proposed Project Deliverables) together with cost breakdown to facilitate assessment. Detailed supporting documents to substantiate the consultancy fees and service fees charged by the implementation agent(s) may also be required.

If honorarium for guest speakers is proposed, please provide benchmark references to facilitate assessment of the proposed amount of honorarium.

| Project Cost <i>(Please itemise as appropriate.)</i> | Amount <i>(HK\$)</i> | Remarks <i>(Please show calculation of each item as far as possible and indicate if the item is a contribution listed in Section D2 below. Please also provide justification and/or supporting information for the estimated amount of the item.)</i> |
|---|--------------------------------|---|
| (B) Equipment ¹⁵ | | |
| Nil | | |
| Subtotal (B) | | 0 |
| (C) Other Direct Costs ¹⁶ | | |
| (3) External audit fees ¹⁷ | | |
| External audit fees | 20,000 | 2 audits |
| (4) Travel cost ¹⁸ | | |
| (a) Flight tickets for non-local speakers at 2-day conference in Hong Kong | 50,000 | Economy class tickets: \$5,000 per head x 2 speakers from the Mainland = \$10,000 \$6,000 per head x 2 speakers from Southeast Asia = \$12,000 \$14,000 per head x 2 speakers from Europe = \$28,000 [\$10,000 + \$12,000 + \$28,000 = 50,000] |
| (b) Flight tickets for non-local speakers at ten 1-day seminars in Hong Kong | 37,000 | Economy class tickets: \$5,000 per head x 5 speakers from the Mainland = \$25,000 \$6,000 per head x 2 speakers from Southeast Asia = \$12,000 [\$25,000 + \$12,000 = 37,000] |
| (5) Accommodation cost ¹⁸ | | |
| (a) Hotel rooms for non-local speakers at 2-day conference in Hong Kong | 27,000 | \$1,500 per room per night x 6 speakers x 3 nights |
| (b) Hotel rooms for non-local speakers at ten 1-day seminars in Hong Kong | 21,000 | \$1,500 per room per night x 7 speakers x 2 nights |
| (6) Event venue and set up cost | | |
| (a) Venue rentals ¹⁹ with facilities for 2-day conference in Hong Kong | 16,000 | Venue for 500 participants: \$8,000 per day x 2 days [Reference quotation is attached] |
| (b) Backdrop for 2-day conference | 5,000 | 1 backdrop [Reference quotation is attached] |
| (c) Venue with facilities for ten 1-day seminars in Hong Kong | 50,000 | Venue for 200 participants \$5,000 per day x 1 day per seminar x 10 seminars [Reference quotation is attached] |

¹⁵ Please use existing equipment of the organisation or lease additional equipment as far as possible, instead of purchasing new equipment. If more than one unit of the same equipment is required, please set out its unit cost, quantity required and the total cost. If additional equipment is to be shared among different projects, the cost should be charged on a pro-rata basis. General office equipment (e.g. computers, projectors and fax machines) and mobile devices (e.g. mobile phones and tablets) will not be funded.

¹⁶ This includes all other costs directly incurred for delivery of the Project during the Project Duration. Please refer to the lists of typical allowable and unallowable costs set out in the Guide.

¹⁷ The maximum funding for each audit is HK\$10,000.

¹⁸ Travel and accommodation costs for the following individuals may be funded under PASS –

(a) Project Team members and/or other individuals approved by the Government (e.g. non-local guest speakers travelling to/from Hong Kong); and

(b) Participants with active roles (e.g. speakers and panellists) in events outside Hong Kong under PASS projects or participants of relatively longer professional internship/attachment programmes (say, six weeks or above).

For flight charges, normally only cost of economy class fare is covered. Grantees may provide justifications and seek exceptional approval from the Government to top up the travel and accommodation arrangements at their own expenses.

¹⁹ Venue insurance may be included if charged by venue holder(s).

| Project Cost <i>(Please itemise as appropriate.)</i> | Amount <i>(HK\$)</i> | Remarks <i>(Please show calculation of each item as far as possible and indicate if the item is a contribution listed in Section D2 below. Please also provide justification and/or supporting information for the estimated amount of the item.)</i> |
|--|--------------------------------|---|
| (7) Refreshments | | |
| (a) Refreshment for 2-day conference | 100,000 | \$50 per head x 500 participants x 2 breaks per day x 2 days |
| (b) Refreshment for ten 1-day seminars | 80,000 | \$20 per head x 200 participants x 2 breaks per day x 1 day per seminar x 10 seminars |
| (6) Production cost | | |
| (a) Production of conference kits | 25,000 | \$50 per kit x 500 kits [Reference quotation is attached] |
| (b) Production of seminar kits | 40,000 | \$20 per kit x 200 kits per seminar x 10 seminars [Reference quotation is attached] |
| (7) Promotion cost | | |
| Design of e-leaflets | 6,000 | \$3,000 per design x 2 leaflets (1 for conference and 1 for seminars) [Reference quotation is attached.] |
| (8) Other services | | |
| Photo and video services for 2-day conference and ten 1-day seminars | 60,000 | \$5,000 per day x 12 days in total [Reference quotation is attached.] |
| Subtotal (C) | 537,000 | |
| (I) Total Project Cost (A) + (B) + (C) | 945,000 | |

2. Contribution²⁰

| Contribution Item <i>(Please itemise as far as possible.)</i> | Cash²¹ <i>(HK\$)</i> | In-kind²² <i>(HK\$)</i> | Remarks <i>(Please show calculation of each item as far as possible.)</i> |
|---|---|--|--|
| (1) Applicant's contribution | | | |
| (a) Deputy Project Co-ordinator | | 36,000 | \$40,000 per month (including MPF) x 5% x 18 months |
| (b) Cash contribution | 4,000 | | |
| (2) Expected project income²³ | | | |
| (a) Registration fee for conference | 15,000 | | \$50 per participant x 300 participants (complimentary tickets for 200 participants) |
| (b) Registration fee for seminars | 40,000 | | \$20 per participant x 2 000 participants in total |
| (3) Third party sponsorship | | | |
| Nil | | | |
| (4) Other means | | | |
| Nil | | | |
| (II) Total Contribution | 59,000 (Cash) | 36,000 (In-kind) | 95,000 [Cash + In-kind] |

²⁰ The Grantee is required to contribute to the Project Cost through self-financing and/or through third party sponsorship, project income or other means. The aggregate amount of such contribution must be equivalent to at least 10% of the total eligible Project Cost. Contributions can either be in cash or in-kind.

²¹ For an application submitted by a Government-subvented organisation, the Applicant must secure cash contribution from non-subvented organisation(s) or company(ies) in the private sector and the amount must not be less than 5% of the Project Cost.

Manpower cost of existing staff in a Government-subvented organisation can be included in the Project Cost and considered as a contribution in-kind by the Government-subvented organisation. However, any grant approved under PASS must not be used to finance such manpower cost.

²² In-kind contribution can take the form of required manpower and resources (e.g. venue rentals) directly related to the implementation of the Project and be included in the Project Budget. Applicants are required to provide documentary proof on the valuation and supplementary information on the usage of in-kind contribution. In assessing the monetary value of manpower contribution, references will be made to the actual salary of the existing staff deployed for the Project or the prevailing market rates of the tasks undertaken by the staff involved.

In-kind sponsorship(s) can be sourced by phases.

²³ While only non-profit making projects are eligible under PASS, project income (e.g. admission fees and course enrolment fees) may be counted towards the Grantee's contribution to the Project Cost. Where appropriate, the Grantee may charge fees for the use of Project Deliverables. However, the fee level must not be higher than the cost. Please set out the basis or assumptions (and provide supporting document, if applicable) on which the project income figures are calculated (e.g. prevailing market prices).

In case the actual project income is lower than expected, the Grantee must cover the shortfall required for implementing the Project. PASS will not provide any additional funds. Nevertheless, in case the actual project income is higher than expected, the Grantee must return the surplus project income, but up to the amount of the PASS grant plus the interest generated from the Project Account.

Section E – Project Team

1. Particulars of the Project Team²⁴

Please list out **key members** of the Project Team and specify each of their roles.

(A) Project Co-ordinator (PC)

Name in English: Ir Vincent LAI
(Title/ Surname/ First Name)

Name in Chinese : 黎樂之

Position in Applicant organisation: Vice Chairman

Tel no. : (Mobile) xxxx xxxx

(Office) xxxx xxxx

Email Address: vincent@ahkee.org.hk

(B) Deputy Project Co-ordinator (DPC)

Name in English: Ir Jenny KONG
(Title/ Surname/ First Name)

Name in Chinese : 江卓敏

Position in Applicant organisation: Chief Project Director

Tel. no. : (Mobile) xxxx xxxx

(Office) xxxx xxxx

Email Address: jenny@ahkee.org.hk

| Name | | Position in the Project Team | Main Duties/Responsibilities |
|--|-----------|------------------------------|---|
| (English) | (Chinese) | | |
| <i>Applicant Organisation</i> | | | |
| Ir Vincent LAI | 黎樂之 | PC | Oversee project management, including monitoring the progress, budget, quality of project deliverables and preparing online final report. |
| Ir Jenny KONG | 江卓敏 | DPC | Assist Project Co-ordinator in overseeing project management, devising contingency plans and preparing online final report. |
| To be recruited | -- | Project Officer | Responsible for overall project planning and implementation of the conference and seminars, including co-ordinating meetings with relevant parties, providing logistical support (such as booking venues, air tickets and hotel accommodation for overseas speakers), processing registration and arranging promotional items and preparing online final report, etc. |
| <i>Collaborating Organisation, if any</i> | | | |
| The Electrical Engineering Society of China | | | Advise on the content development of the proposed project and assist in inviting overseas speakers. |
| <i>Proposed Implementation Agent, if any</i> | | | |
| Nil | | | |
| <i>Consultant(s), if any</i> | | | |
| Nil | | | |
| <i>Others, if any</i> | | | |
| Nil | | | |

²⁴ The Grantee must appoint two staff members/office bearers of the organisation as the Project Co-ordinator and the Deputy Project Co-ordinator respectively. They will be responsible for overseeing the implementation of the Project to ensure that all the terms and conditions laid down in the Project Agreement are complied with, monitoring the proper use of the project funds in accordance with the approved project proposal, liaising with the PASS Secretariat, reporting progress made on the Project in writing or at meetings, etc.

2. Capability of the Applicant and Project Team

Please explain how the Applicant and Project Team will contribute to the successful delivery of the Project, with reference to their experience, qualifications and track record in organising similar projects, etc. Please also provide the curriculum vitae of the **key members** of the Project Team at **Appendix**.

- Ir Vincent LAI has extensive experience in organising conferences and seminars. The latest conference under Ir Lai's supervision on wireless communication involved 200 participants, including local and overseas professionals. It was held successfully and highly appraised by the participants. A copy of the Curriculum Vitae of key members of the Project Team is at **Appendix VI**.
- AHKEE has a membership of over 3,000 and is one of the most representative electrical engineering associations in Hong Kong. It has rich experience in collaborating with various organisations such as tertiary education institutions and Mainland organisations in conducting seminars. A list of major activities organised by AHKEE in the past three years is at **Appendix VII**.
- Both AHKEE and the Electrical Engineering Society of China have established long-term relationship with many electrical engineering professional bodies in the Mainland and the overseas. This will significantly contribute to securing the attendance of renowned Mainland and overseas speakers for the conference and seminars.



Section F – Declaration by the Applicant

I, on behalf of, Association of Hong Kong Electrical Engineers, declare that –
(Name of Applicant)

- (A) all factual information provided in this application as well as the accompanying information are true and accurate and reflect the status of affairs as at the date of submission. I undertake to inform the PASS Secretariat immediately if there are any subsequent changes to the above information (in particular, subsequent approval of funds by other government funding sources after this application is submitted);
- (B) utmost dedication and determination will be given to complete and monitor the project according to the proposal stated in this application;
- (C) the Government, its authorised users, assigns and successors-in-title should not be restricted from doing any acts which are restricted by copyright under sections 22 to 29 of the Copyright Ordinance (Cap. 528) in respect of this application form and its accompanying documents submitted by the Applicant for the purposes including the evaluation of the Applicant's application, management of the PASS and all other purposes incidental thereto;
- (D) the application form and all the related materials submitted by the Applicant does not and will not infringe the Intellectual Property Rights of any person;
- (E) the Applicant undertakes to comply with all applicable laws (including the Law of the People's Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region), regulations and by laws of Hong Kong in carrying out the project;
- (F) the Applicant will indemnify the Government against all losses, liabilities and claims that it may suffer, incur or subject to in relation to this application or the Project;
- (G) no profit generated by the Applicant had been distributed in the past and no such profit will be distributed in future to any of its directors, members, shareholders, employees, or any other persons; and
- (H) the Applicant has not received or will not receive any other government funding for this or similar project(s).

I understand that any false declaration or withholding any material information would lead to termination of the Project Agreement, refund of any PASS grant plus the interest generated from the Project Account, and the possibility of being prosecuted.

I authorise the PASS Secretariat to handle the personal data/information provided in this form and other information relating to the application in accordance with the Guide, if applicable.

Authorised signature with organisation chop

Association of Hong Kong Electrical Engineers

Name of Applicant

28/02/2021

Date

Ir Peter LAI

Name of signatory

Chairman

Position

Notes for Applicant

1. Please read the “Guide to Application for Professional Services Advancement Support Scheme” carefully before completing the application form.
2. This application form is available in English and Chinese and only needs to be completed in either language. The completed form should be duly signed by the Applicant. All information provided should be concise. If the space provided is insufficient, please use additional sheets.
3. Information provided in the form will be used for processing the application and for related purposes. Such information may be disclosed to other government agencies or third parties if such disclosure is necessary for the purpose of processing the application and related purposes. You have the rights to access or correct your personal data provided in this form. If you wish to exercise such rights, please contact the PASS Secretariat.
4. Please note that the information of this application form may be made available for public information at the PASS website after funding approval is given. Members of the public can copy, distribute copies, or make use of the materials available at this website for non-commercial use.

5. Checklist of Required Supporting Documents

The Applicant is required to provide the following documents/items to the PASS Secretariat:

- Copy of the Applicant’s Constitution and Memorandum and Articles of Association or other official document(s) to prove that the Applicant is non-profit-distributing in nature
 - Copy of the Applicant’s Certificate of Incorporation or other official document(s) to prove the Applicant’s legal status
 - Copy of the Applicant’s audited accounts (or management accounts if audited accounts are not available) of the latest financial year
 - Letter(s) of support from the collaborating organisation(s), if applicable
 - Letter(s) from sponsoring organisation(s) pledging the sponsorship, if applicable
 - Supporting document for the basis on which the project income figures are calculated, if applicable
 - Documentary proof on the valuation and supplementary information on the usage of in-kind contribution, if applicable
 - Curriculum vitae of the **key members** of the Project Team as listed in Section E of the Application Form (please adopt the format at **Appendix** of the Application Form)
 - Soft copy of this Application Form (preferably in MS Word format)
6. The completed application form and supporting documents should be submitted to the PASS Secretariat by email, in person or by mail:

Address: 23/F, West Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong

Telephone no.: 3655 5418

Email: pass@cedb.gov.hk

Curriculum Vitae of the Key Members of the Project Team

Example: Project Co-ordinator, Deputy Co-ordinator, Consultant(s), if any.

The information provided will be used for processing your application under PASS. It may be disclosed to the members of the PASS Vetting Committee, relevant government agencies and relevant parties for the purpose of vetting your application. You have the rights of access to or correction of your personal data provided in the form. If you wish to exercise such rights, please contact the PASS Secretariat.

Personal Particulars

Name in English: _____
(Title / Surname / First name)

Name in Chinese: _____

Position held in the Applicant's organisation: _____

Position held in the Project Team: _____

Academic/Professional Qualifications *(in chronological order)*

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|--|
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|--|

Relevant Working Experience *(in chronological order)*

Project management experience, if any, should be included.

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Publications *(maximum of five publications relevant to the application)*

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