

Legislative Council Panel on Development

**Hong Kong Special Administrative Region's Post-quake
Reconstruction Support Work in Sichuan**

In July 2008, the Legislative Council (LegCo) approved the funding of \$2 billion as Hong Kong Special Administrative Region's financial commitment to the reconstruction support work in Sichuan at the initial stage and the establishment of the Trust Fund in Support of Reconstruction in the Sichuan Earthquake Stricken Areas as a vehicle to receive the HKSAR Government's funding and public donation. As a follow-up, the HKSAR Government signed a cooperation arrangement with the Sichuan Provincial Government on 11 October 2008 setting out the project management and funding arrangements on HKSAR's support work in the Sichuan quake-stricken areas. A LegCo Brief (ref: CMAB081011) was issued on the same day updating Members on the latest progress.

2. As noted in the LegCo Brief, we will report to the relevant panel of the LegCo the latest progress in due course. Accordingly, we will brief the Development Panel of the LegCo on 28 October 2008. Members are invited to refer to the LegCo Brief issued on 11 October 2008 (copy attached).

Development Bureau
Constitutional and Mainland Affairs Bureau
October 2008

LEGISLATIVE COUNCIL BRIEF

Hong Kong Special Administrative Region's Post-quake Reconstruction Support Work in Sichuan

Introduction

At the meeting of the Finance Committee of the Legislative Council (LegCo) on 18 July 2008, Members approved the creation of a new commitment of \$2 billion as Hong Kong Special Administrative Region (HKSAR)'s financial commitment to the reconstruction support work in Sichuan at the initial stage and the establishment of the Trust Fund in Support of Reconstruction in the Sichuan Earthquake Stricken Areas (The Fund) as a vehicle to receive the HKSAR Government's funding and public donation. As a follow-up, the HKSAR Government has signed a "Cooperation Arrangement on the Support of Restoration and Reconstruction in the Sichuan Earthquake Stricken Areas" with the Sichuan Provincial Government in Chengdu today; and will begin to accept funding applications from non-government organizations (NGOs). This information note seeks to report on the latest situation.

The Latest Situation

"Cooperation Arrangement on the Support of Restoration and Reconstruction in the Sichuan Earthquake Stricken Areas" (the Arrangement)

2. Subsequent to obtaining funding approval from the LegCo, we have been actively following up with the Sichuan Government to work out the detailed operation and funding arrangements for the reconstruction support work. On 1 August 2008, Mr Henry Tang Ying-yen, Chief Secretary for

Administration convened the first meeting of "HKSAR's Participation in Restoration and Reconstruction Coordination Mechanism" jointly with Mr Wei Hong, Executive Vice-governor of Sichuan Provincial Government. Thereafter, officials at the working level of the two governments have met and conducted site visits on many occasions and have reached consensus on the basic principles, the first stage reconstruction projects, the project management and funding arrangements, as well as the liaison and coordination mechanism. The relevant provisions are set out in the Arrangement signed by the Sichuan and Hong Kong sides today (see Annex), the content of which are summarized as follows:

Basic Principles

3. Projects directly funded by donations from Hong Kong will be identified by the Sichuan and Hong Kong sides through consultation. Hong Kong's assistance in taking forward the agreed projects should be on project basis and by phases. Both sides have agreed that each funded project will be a separate project item, the funding for which should follow the principle that disbursement of funds will be made in accordance with the progress of work and the funds required will be released by installment having regard to the progress of work and in accordance with the relevant financial regulations and rules of the HKSAR, and technical standards for the work projects should comply with the rules and regulations of the Mainland and should be subject to appropriate monitoring mechanism.

First Stage Reconstruction Projects

4. After deliberation, we have agreed to a total of 20 reconstruction projects (Annex 3 to the Arrangement) for implementation at the first stage. These include projects on infrastructural facilities, medical services, education,

social welfare services etc. with an estimated financial commitment of HK\$1,897 million.

5. The first stage reconstruction projects are identified with reference to the list of pre-selected projects provided by the Sichuan side drawn up in accordance with the "Overall Planning for the Post-Wenchuan Earthquake Restoration and Reconstruction". In selecting the projects, priorities have been given to basic living and public services facilities affecting victims' livelihood and to include as many projects of different nature as possible. According to the Sichuan side, the victims' need for residential premises and other basic necessities before the arrival of winter have been largely met, and thus our first stage reconstruction projects will focus on other urgent items, including the setting up of a "Sichuan Hong Kong Rehabilitation Centre" in the Sichuan Provincial People's Hospital, the reconstruction of medical facilities, schools and social welfare facilities in other areas of the province. We will also assist in the construction of a section of 303 Provincial Road from Yingxiu to Wolong to provide an access road to Wolong, so that full-scale reconstruction of the disaster-stricken areas in Wolong can be taken forward as soon as possible.

Project and Fund Management

6. The technical standards for the work projects funded by the Hong Kong side should comply with the legislation and regulation of the Mainland, and should be subject to the appropriate monitoring mechanism. The Hong Kong funded projects in the Mainland and the related technical standards should comply with the relevant legislation, regulations and policies of the Mainland. The Sichuan side would like to take advantage of this opportunity to bring in HKSAR's experience and technical know-how in planning, design

and management and to draw references from the expertise of the professional agencies/personnel assigned by the Hong Kong side on the planning, design, implementation, consultancy, management, monitoring, accounting and auditing of the funded projects provided on a need basis within the parameters of the relevant State requirements and policies.

7. For projects directly funded by donations from the Hong Kong side, the Sichuan side should be responsible for the actual implementation, as well as the daily management and supervision of the projects. Tendering of these projects should be conducted in accordance with the relevant legislation, regulations and institutional procedures of the Mainland and may call for contracting enterprises with a higher level of qualification as appropriate to ensure that the contractors have the competence and quality to complete the projects. The Sichuan and Hong Kong sides will jointly examine the actual progress of the projects, organize regular or irregular inspections and conduct site inspections of the works to check on the progress, quantity and quality of the materials used as well as the use of the allocated funds. In case of need, the Hong Kong side may consider appointing professional agencies/personnel to take part in the inspection work. To ensure proper implementation of the projects, any problems identified in the process will be discussed and addressed by both sides in a timely manner.

8. To ensure efficient and effective use of the funds appropriated for construction support work, both sides have agreed that each funded project will be a separate project item. Each phase of the funded programme will be clearly defined, setting out the nature, contents, scope, estimates, and beneficiaries for each and every project covered by the programme. Disbursement of project funds will be made in accordance with the progress of work. Funds required will be released by installment having regard to the

actual progress of each phase. The Sichuan side will set up a "Dedicated Account for the HKSAR's Trust Fund in Support of Reconstruction Works in Sichuan" (the Dedicated Account) to handle cross-boundary fund transfers and disbursement under the Fund. To meet the funding needs of the projects, the Hong Kong side will, as far as possible, work with the Sichuan side and transfer funds required from the Fund to the Dedicated Account basically for each 12-month period.

9. The Sichuan and Hong Kong sides will work out by agreement the milestones for each project. Except for projects of a special nature, the works milestones will be divided into four phases: completion of foundation works, completion of 50% of the superstructure, completion of the superstructure and completion of building services, internal fitting and any other works remaining. Both sides will agree on the funding requirement and timing of each milestone before the projects are taken forward. The first installment should be paid out by the Hong Kong side in the form of advance payment, the amount of which will be determined by the Sichuan side's projection of works milestones to be completed in the first 12 months and the total expenditures of all projects thus incurred. Nearing to the end of the 12-month period, the Sichuan and Hong Kong sides will jointly examine the actual progress of the each project, confirm the works completed and conduct site inspections. The project implementation unit of the Sichuan side should submit documents such as report by an independent notary, project programme/photos/plans showing the progress of works, notes of meetings and records of test as proof. Before proceeding with the second phase, the Sichuan side will work out the project cost required for the next 12-month period in the light of the actual progress of work, the remaining volume of work (on the basis of the works milestones) and the construction period for each project and will discuss with the Hong Kong side the funds for the next phase.

Liaison and coordination Mechanism

10. To take forward the reconstruction support work, the Sichuan and Hong Kong sides have agreed to set up a three-tier coordination mechanism to facilitate the HKSAR's liaison with its Sichuan counterparts. The coordination mechanism includes a high-level coordination group convened by the Chief Secretary of Administration of the HKSAR Government and Vice-governor of the Sichuan Provincial Government, a coordination group formed by representatives from the relevant bureaux/departments of the HKSAR Government and representatives from relevant departments of the Sichuan Provincial Government, and dedicated project groups for individual projects/areas of work (such as medical services, education and Wolong Natural Reserve Projects). The second and third tiers of the liaison mechanism have started operation in the past few months.

Participation of NGOs

11. In regard to NGO participation, we understand that many NGOs have expressed interest to participate in the post-quake reconstruction support work. In this regard, we have earlier noted that the Hong Kong NGOs may participate in the reconstruction support work in the following three different ways:

- (a) For those Hong Kong voluntary organizations which have already started relief programmes in stricken areas in Sichuan Province and have accumulated certain experience, the Sichuan Provincial Government, guided by the overall planning framework for the reconstruction and the relevant requirements in the Mainland, will allow them to continue with their work subject to the relevant vetting procedures.

- (b) For those Hong Kong NGOs (including professional bodies and voluntary organizations) which intend to apply to the HKSAR Government for grants from the Trust Fund to take forward reconstruction work in the Sichuan stricken areas, they are required to form partnership with the approved government departments or organizations in Sichuan and consent should be obtained from the relevant Sichuan provincial authorities for the reconstruction projects to ensure that the projects can tie in with the overall planning and needs of the stricken areas.

- (c) For Hong Kong NGOs which take forward reconstruction support work in Sichuan with their own resources, they can directly contact the designated government departments in Sichuan without routing through the HKSAR Government. The Sichuan side will process the application in accordance with the relevant Mainland legislation and needs arisen.

12. On the basis of paragraph 11(b) above, we have worked out the Guidelines for Grants to NGOs. Given that Sichuan Province is the most hard-hit area in the Wenchuan earthquake, the Fund will focus on providing resources for the stricken areas in Sichuan, with reference to the overall National planning framework for the post-quake reconstruction work. The proposed beneficiaries of the projects under application should be located mainly in the Sichuan stricken areas. The reconstruction work should be on a project basis. The proposed projects may be in the form of hardware or software of the reconstruction support work or both. The former includes reconstruction of social services facilities and the latter includes support services such as medical and rehabilitation services and vocational training.

13. The first round of invitation for application will start next Monday (13 October). The Guide to Application and application form will be uploaded to the relevant website on www.gov.hk. The applicant should be a non-profit-making organisation legally incorporated in Hong Kong with charitable status under section 88 of the Inland Revenue Ordinance (Cap. 112). The applicant is required to form partnership with a government department or organization in Sichuan approved by the Sichuan Provincial Government and consent should be obtained from the relevant Sichuan provincial authorities for the reconstruction projects to ensure that the projects can tie in with the overall planning and needs of the stricken areas. In order to accommodate more applicants, the general financial limit of the first round applications is set at HK\$10 million per project, but the Government may consider applications of grant for over HK\$10 million, having regard to the special circumstances of individual cases.

14. In assessing an application, we will consider whether the proposed project can tie in with the overall reconstruction planning and the needs of the stricken area in Sichuan and the overall direction and priorities of the HKSAR participation, whether the projects is technically viable, whether the project is financially viable (including the sources of funds other than the Fund and the operating and funding arrangements upon the completion of project, if any), as well as the objectives, main services provided, sources of fund, organisation, management and track record of the applicant. We aim to carry out assessment of the applications received in the first round by end November and to release the results as soon as possible.

Publicity

15. The HKSAR Government has signed the Arrangement mentioned above with the Sichuan Provincial Government in Chengdu this morning. A press release will be issued. The relevant information will also be uploaded to the related website.

The Next Step

16. We will continue to maintain close liaison with the Sichuan Provincial Government and other stakeholders with a view to taking forward the reconstruction support work as soon as possible. We will also report to the relevant panels of the LegCo the latest progress in due course.

Constitutional and Mainland Affairs Bureau

11 October 2008

(Translation)

Cooperation Arrangement on Support of Restoration and Reconstruction
in the Sichuan Earthquake Stricken Areas
between the Hong Kong Special Administrative Region Government and
the People's Government of Sichuan Province

1. Preamble

To facilitate the Hong Kong Special Administrative Region (HKSAR)'s post-quake restoration and reconstruction support work in Sichuan, the HKSAR Government (the Hong Kong side) and the People's Government of Sichuan Province (the Sichuan side) have, after deliberation, reached a consensus on the basic principles and implementation details of the reconstruction support work as set out below.

2. Background

- 2.1 The massive earthquake measuring 8.0 on the Richter scale that hit Wenchuan County in Sichuan Province on 12 May 2008 has caused serious destruction to the Sichuan Province - the quake's epicentre and its neighbouring areas. Tens of thousands of fellow countrymen were killed. Damage to the Sichuan Province was particularly serious with the quake-stricken area over 250 000 km², of which 100 000 km² was hard-hit. Post-quake restoration and reconstruction is a colossal and urgent task, it needs the support of all sides. Subscribing to the concepts of "When one place suffers misfortune, aids come from all sides", "People-based" and "Blood is thicker than water", the Hong Kong side will make every effort to work with, and assist the Sichuan side to implement post-quake restoration and reconstruction works with a view to rebuilding the homeland of the victims and allowing them to restore their normal lives soonest possible.
- 2.2 After the earthquake in Wenchuan, Sichuan, all sectors of the HKSAR actively engaged in providing disaster relief. On 14 May 2008, the HKSAR Legislative Council (LegCo) approved a provision of HK\$350 million for injection to the Disaster Relief Fund, for the purpose of emergency disaster relief. The Hong Kong community had donated generously to support the disaster relief work for the earthquake victims. A total of 136 officers from the HKSAR's Fire Services Department, Department of Health, Government Flying Services, Food and

Environmental Hygiene Department, Water Supplies Department, and Hospital Authority were deployed to the stricken areas to provide support in rescue operations, environmental hygiene control, and medical support services such as surgical procedures, psychological counseling and rehabilitation treatment.

- 2.3 Mr Donald Tsang Yam-kuen, Chief Executive of the HKSAR, led a delegation to visit the disaster-stricken areas in Sichuan from 27 to 29 June 2008, and to exchange views with top leaders including Mr Liu Qibao, Secretary of Sichuan Province, Mr Jiang Jufeng, Governor of Sichuan Province, and representatives from relevant government departments of the Sichuan side on the mechanism and related arrangements regarding HKSAR's participation in restoration and reconstruction works, and on the scope and mode of assistance. As a follow-up, Mr Henry Tang Ying-yen, Chief Secretary for Administration of the Hong Kong side, and Mr Wei Hong, Executive Vice-governor of the Sichuan side, convened the first meeting of "HKSAR's Participation in Restoration and Reconstruction Coordination Mechanism" on 1 August 2008 at which both sides had a constructive exchange of views on the HKSAR's preparation in post-quake restoration and reconstruction works and reached an initial consensus on the scope and mode of the reconstruction support work, and the participation of Hong Kong non-government organisations in such work. Close liaison has been maintained between the Hong Kong and Sichuan sides to work on the relevant details.

3. Basic Principles

- 3.1 Support to the Sichuan side in implementing post-quake restoration and reconstruction works from the Hong Kong side shall be provided in accordance with the "One Country Two Systems" principle, "The Basic Law of the Hong Kong Special Administrative Region of the People's Republic of China", "Regulations on Post-Wenchuan Earthquake Restoration and Reconstruction" promulgated by the State Council and "State Overall Planning for the Post-Wenchuan Earthquake Restoration and Reconstruction", as well as under the framework of other rules and regulations, plans and policies of the Mainland on post-Sichuan earthquake restoration and reconstruction.
- 3.2 Projects directly funded by the Hong Kong side will be identified by the Sichuan and Hong Kong sides through consultation. The nature, contents, scope, estimates, and beneficiaries for these projects will be confirmed by both sides

before implementation. According to initial assessment, projects undertaken by the Hong Kong side will take about three to five years to complete. During this period, the HKSAR will use its best endeavors to provide financial support to the agreed projects, and will consider offering assistance in necessary support services, such as medical and rehabilitation services, professional training and supply of materials, in the light of the nature of individual projects and the actual needs of the stricken areas subject to the agreement of both sides.

3.3 The Hong Kong side shall assist the Sichuan side in taking forward the reconstruction support work which will be undertaken on a project basis and in phases. Both sides have agreed on the following basic principles:

- (1) Each funded project will be a separate project item;
- (2) Project fund management shall follow the principle that disbursement of funds will be made in accordance with the progress of work. Funds required will be released by installment having regard to the progress of work and in accordance with relevant financial legislation and rules of the HKSAR; and
- (3) Technical standards for the work projects should comply with Mainland rules and regulations, and should be subject to appropriate monitoring mechanism.

4. Reconstruction projects implemented by the Hong Kong side

4.1 The Hong Kong side will use its best endeavors to provide funding support to the reconstruction projects in the three to five years reconstruction period. The aim is that the overall financial commitment of the HKSAR will not exceed HK\$10 billion. The actual amount of the funding will depend on the provisions approved by the HKSAR LegCo and the amount of public donations. The scope of the reconstruction projects concerned shall include those directly funded by the Hong Kong side and those jointly funded through coordination between the Hong Kong side and Hong Kong public/non-government organisations, as well as projects undertaken by Hong Kong non-government organisations with funds received from the Trust Fund in Support of Reconstruction in the Sichuan Earthquake Stricken Areas (the Fund).

- 4.2 Hong Kong's support of reconstruction work shall be undertaken on a project basis and in phases. In July 2008, the LegCo approved the creation of a new commitment of HK\$2 billion for injection into the Fund as the HKSAR's financial commitment to the reconstruction support work at the initial stage.
- 4.3 On 9 September 2008, the Sichuan side submitted a Revised List of Pre-selected Post-Sichuan Earthquake Restoration and Reconstruction Projects to be funded by the HKSAR (first batch) with information on 31 selected individual projects (**Annex 1**) and a List of Pre-selected Post-quake Reconstruction Projects for Wolong Natural Reserve with information on 26 selected projects (**Annex 2**) to the Hong Kong side for consideration. After discussions, both sides have identified a total of 20 projects for implementation in the first stage. According to initial assessment, the estimated costs of these projects amount to RMB\$1.665 billion (equivalent to around HK\$1.897 billion¹). Basic information and preliminary estimates of these projects are summarised in the HKSAR First Stage Post-quake Restoration and Reconstruction Projects in Sichuan (**Annex 3**). More detailed estimates will be prepared by the Sichuan side and will be finalized after deliberation and confirmation by both sides.
- 4.4 On the basis of compliance with the relevant financial legislation and regulation of the HKSAR, the Hong Kong side agrees in principle to the funding of 12 other reconstruction projects listed in **Annex 1** and 25 other projects for Wolong Natural Reserve listed in **Annex 2**.² For these projects that cannot be implemented in the first stage, the Hong Kong side will put forward funding applications to the HKSAR LegCo in due course, so as to continue to take forward the implementation of reconstruction work.
- 4.5 To allow for a more comprehensive planning of reconstruction support work, the Sichuan side is now preparing more projects for consideration by the Hong Kong side as soon as possible.

¹ The exchange rate of HK\$100 to RMB\$87.766 on 6 October 2008 is applied.

² In respect of some of the other items in **Annex 1** and **Annex 2**, the Hong Kong side is discussing with the Hong Kong Jockey Club (HKJC) to explore the possibility of using part of the HK JC's previously pledged HK\$1 billion fund for joint efforts with the Hong Kong side in some of the projects in the first stage.

5. Project Management

5.1 The Hong Kong side shall assist Sichuan in taking forward the reconstruction support work on a project basis and in phases. Both sides agree to implement the reconstruction support work in accordance with the principles and arrangements set out as follows:

- (1) The technical standards for the works projects funded by the Hong Kong side should comply with the legislation and regulations of the Mainland, and should be subject to the appropriate monitoring mechanism. The Hong Kong funded projects in the Mainland and the related technical standards should comply with the relevant legislation, regulations and policies of the Mainland. The Sichuan side would like to take advantage of this opportunity to bring in the HKSAR's experience and technical know-how in planning, design and management, and to draw references from the expertise of the professional agencies/personnel assigned by the Hong Kong side on the planning, design, implementation, consultancy, management, monitoring, accounting and auditing of the funded projects provided on a need basis within the parameters of the relevant State requirements and policies.
- (2) For projects directly funded by the Hong Kong side, the Sichuan side should be responsible for the actual implementation, as well as the daily management and supervision of the projects. Tendering of these projects should be conducted in accordance with the relevant legislation, regulations and institutional procedures of the Mainland and may call for contracting enterprises with a higher level of qualification.
- (3) The Sichuan and Hong Kong sides will jointly examine the actual progress of the projects, organize regular or irregular inspections and conduct site inspections of the works to check on the progress, quantity and quality of the materials used as well as the use of the allocated funds. In case of need, the Hong Kong side may consider appointing professional agencies/personnel to take part in the inspection work. To ensure proper implementation of the projects, any problems identified in the process will be discussed and addressed by both sides in a timely manner.
- (4) As a fund provider, the Hong Kong side shall not carry any legal

responsibilities arising from the reconstruction support projects. These include for example any contractual, civil and other legal responsibilities arising from the planning, design, construction and the subsequent uses, operation and maintenance of the projects concerned.

5.2 Following the commencement of the reconstruction support projects, both sides could amend, add/delete or supplement the project management arrangement as set out in Section 5.1 above if necessary, in the light of the implementation experience and actual needs.

6. Funding Management

6.1 Both sides will cooperate with each other to ensure that the reconstruction support funds of the Hong Kong side will be used effectively and efficiently. Both sides agree to manage the reconstruction support funds in accordance with the following principles and arrangements:

- (1) Each funded project will be a separate project item. Each phase of the funded programme will be clearly defined, setting out the nature, contents, scope, estimates and beneficiaries for each and every projects covered by the programme.
- (2) Disbursement of project funds will be made in accordance with the anticipated progress of work. Funds required will be released by installment having regard to the progress of each phase. The Sichuan side will set up a “Dedicated Account for the HKSAR’s Trust Fund in Support of Reconstruction Works in Sichuan” (the Dedicated Account) to handle cross-boundary fund transfer and disbursement of the Reconstruction Support Fund. To meet the funding needs of the projects, the Hong Kong side will, as far as possible, transfer funds required from the Reconstruction Support Fund to the Dedicated Account during every 12-month period.
- (3) Both sides will work out the milestones for each project. Except projects with a special nature, the works milestones will be divided into four phases: completion of foundation works, completion of 50 per cent of the superstructure, completion of the superstructure and completion of the building services, internal fitting and any other remaining works. Both sides will agree on the funding requirement and timing of each milestone

before the projects are taken forward.

- (4) The first installment should be paid out by the Hong Kong side in the form of advance payments, the amount of which will be determined by the Sichuan side's projection of works milestones to be completed in the first 12 months and the total expenditure of all projects thus incurred.
- (5) Nearing the end of the 12 months period, the Sichuan and Hong Kong sides will jointly examine the progress of each project, confirm the works completed and conduct site inspections. The project implementation unit of the Sichuan side should submit documents such as report by an independent notary, project programme/photos/plans showing the progress of works, notes of meetings and records of test as proof. Before proceeding with the second milestone, the Sichuan side will work out the project cost required for the next 12 month period in the light of actual progress of work, the remaining volume of work (on the basis of the works milestones) and the construction period for each project and will discuss with the Hong Kong side the funds for the next installment.
- (6) The Sichuan side will strictly control the construction scale, the works standards and estimates. The overall expenditure of the projects in the relevant phase should not exceed the financial commitments agreed by the Hong Kong side. If the scale and estimates of the project need to be adjusted due to unforeseen circumstances, both sides must achieve consensus through consultation and to handle such cases in accordance with the relevant financial legislation and regulations.
- (7) If there are still funds remaining after the completion of all reconstruction support projects of the Hong Kong side, both sides will agree on the arrangement of such funds after consultation.

6.2 Following the commencement of the reconstruction support projects, both sides could amend, add/delete or supplement the project management arrangement as set out in Section 6.1 above if necessary, in the light of the implementation experience and actual needs.

7. Liaison and Coordination mechanism

- 7.1 Both sides agree to set up the “Hong Kong-Sichuan Liaison and Coordination Group on Post-quake Reconstruction Meeting” (the liaison mechanism) as a forum on a regular or irregular basis to ensure efficient liaison and coordination of the reconstruction support work between the two sides. The liaison mechanism comprises of three-tiers.
- 7.2 The first tier shall be a high-level coordination group formed by senior officials of both sides with meetings convened on a regular or irregular basis. The Hong Kong side Convenor shall be the Chief Secretary for Administration of HKSAR and that for the Sichuan side, a Vice-governor of Sichuan Province. The members shall be representatives from the relevant government departments of the two sides. The main objectives are: to endorse the funding and projects of the annual plan for the reconstruction support work, to coordinate and resolve major issues in the course of implementation of the projects and to examine the use of the annual funding and the progress of the project implementation.
- 7.3 The second tier shall be a coordination working group with meetings convened on a regular or irregular basis. The Hong Kong side shall consist of a Convenor who shall be a representative of the Constitutional and Mainland Affairs, with relevant government department representatives as its members. The Convenors of the Sichuan side shall be the representatives of the Sichuan Development and Reform Commission (DRC) and the Sichuan Hong Kong and Macau Affairs Office (HKMAO). Members comprise representatives from the relevant government departments of Sichuan. The Sichuan side will set up a “Coordination Office of HKSAR Participation in Post-quake Reconstruction in Sichuan” led by the Sichuan DRC and the Sichuan HKMAO to liaise with their Hong Kong counterparts. The coordination working group shall report to the high-level coordination group. Its main duty is to manage and follow up on the post-quake reconstruction support work in which the HKSAR organisations/departments are involved in the Sichuan stricken-areas. This includes the coordination of reconstruction support funding and projects, the organisation of implementation and monitoring of the projects and any other duties assigned by the high-level coordination group.
- 7.4 The third tier shall be the dedicated project groups with meetings convened on a regular or irregular basis. The Convenors shall be the lead department

representatives and their members shall include representatives from the relevant government departments as well as from the participating organisations from both sides. The main duties of the dedicated project groups shall be to manage projects under their specific areas of work with HKSAR participation (e.g. infrastructure facilities, public services facilities, Wolong Natural Reserve projects and medical and rehabilitation services), to assist the coordination working group in its work e.g. funding arrangements, preliminary planning and budgeting, professional and technical support and any other duties assigned by the coordination working group. The membership and the number of project groups to be formed may be varied by both sides from time to time taking into account the progress of the reconstruction support work by HKSAR Government and depending on the needs arisen and the actual situation.

7.5 Hong Kong Economic and Trade Office in Chengdu of the Hong Kong side shall continue with its bridging role to assist in the daily liaison of HKSAR reconstruction support work in Sichuan.

This Arrangement was signed on the eleventh day of October in the year two thousand and eight.

For and on behalf of
People's Government of Sichuan
Province, People's Republic of China

For and on behalf of
Hong Kong Special Administrative
Region Government, People's
Republic of China

Date: October 2008

Date: October 2008

Hong Kong Special Administrative Region Government
Pre-selected Post-Sichuan Earthquake Restoration
and Reconstruction Projects (First Batch)

Item	Location	Project Title	Duration (month)	Estimated Project Cost (RMB 100m)
Infrastructure			Sub-total = 7.6560	
1	Wenchuan County, Aba Prefecture	A section of 303 Provincial Road from Yingxiu to Wolong	24	7.6560
Education facilities			Sub-total = 4.0981	
2	Wenchuan County, Aba Prefecture	Shuimo Secondary School in Wenchuan	24	0.5570
3	Cangxi County, Guangyuan	Sichuan Cangxi Secondary School	24	0.6523
4	Santai County, Mianyang	Number 1 Secondary School in Santai	24	0.7737
5	Jingyang District, Deyang	Number 1 Primary School in Deyang	24	0.1481
6	Jingyang District, Deyang	Huashan Road Primary School in Deyang	24	0.1604
7	Jingyang District, Deyang	Number 5 Secondary School Senior Secondary Section in Deyang	24	1.8066
Integrated social welfare facilities			Sub-total = 1.3826	
8	Chaotian District, Guangyuan	Integrated social welfare services centre in Chaotian	24	0.3384
9	Yuanba District, Guangyuan	Integrated social welfare services centre in Yuanba	24	0.3168
10	Youxian District, Mianyang	Integrated social welfare services centre in Youxian	24	0.2554
11	Jingyang District, Deyang	Integrated social welfare services centre in Deyang	24	0.4720

Item	Location	Project Title	Duration (month)	Estimated Project Cost (RMB 100m)
Integrated social welfare facilities (cont.)			Sub-total = 1.0269	
12	Wangcang County, Guangyuan	Integrated social welfare services centre in Wangcang	24	0.3744
13	Cangxi County, Guangyuan	Integrated social welfare services centre in Cangxi	24	0.3168
14	Luojiang County, Deyang	Integrated social welfare services centre in Luojiang	24	0.1657
15	Guanghan, Deyang	Integrated social welfare services centre in Guanghan	24	0.1700
Medical facilities			Sub-total = 2.6314	
16	Chaotian District, Guangyuan	Chinese medicine hospital of Chaotian	18	0.2378
17	Wangcang County, Guangyuan	People's hospital of Wangcang	24	0.3600
18	Yuanba District, Guangyuan	People's hospital of Yuanba	18	0.1343
19	Zitong County, Mianyang	People's hospital of Zitong	15	0.6228
20	Yanting County, Mianyang	Chinese medicine hospital of Yanting	24	0.1985
21	Jingyang District, Deyang	Number 2 people's hospital of Deyang	24	0.7701
22	Jingyang District, Deyang	Chinese medicine hospital of Jingyang (People's hospital)	24	0.3079

Item	Location	Project Title	Duration (month)	Estimated Project Cost (RMB 100m)
Medical facilities (cont.)			Sub-total = 5.7433	
23	Guanghan, Deyang	People's hospital of Guanghan	24	0.2460
24	Chengdu	Sichuan Hong Kong Rehabilitation Technology Complex of Sichuan People's Hospital (with the "Sichuan Hong Kong Rehabilitation Centre")	36	2.2454 (Estimated cost of Sichuan Hong Kong Rehabilitation Centre only)
25	Chaotian District, Guangyuan	People's hospital of Chaotian	24	0.5545
26	Wangcang County, Guangyuan	Chinese medicine hospital of Wangcang	24	0.6975
27	Yuanba District, Guangyan	Chinese medicine hospital of Yuanba	18	0.1249
28	Youxian District, Mianyang	Number 3 hospital of Mianyang	24	0.7724
29	Yanting County, Mianyang	People's hospital of Yanting	24	0.6978
30	Jingyang District, Deyang	Integrated Chinese and Western medicine hospital of Deyang	12	0.3149
31	Luojiang County, Deyang	Chinese medicine hospital of Luojiang	8	0.0899
			Total	22.5383

Note

1. Estimated costs of projects listed in this Annex are only rough estimates of costs calculated on the basis of preliminary information provided by the Sichuan side and have been agreed in principle by the Sichuan and Hong Kong sides. Both sides will further discuss the content, scale and project estimates of each project and may revise the project estimates in the light of actual circumstances as appropriate when need arises.

Hong Kong Special Administrative Region Government
Pre-selected Post-quake Restoration and
Reconstruction Projects for Wolong Natural Reserve

Item	Location	Project Title	Duration (month)	Estimated Project Cost (RMB 100m)
Wolong Natural Reserve			Sub-total = 9.263	
1	Aba Prefecture	Drawing up of plans	12	0.2000
2	Aba Prefecture	Dujiangyan Rescue and Disease Control Base of China Conservation and Research Centre for Giant Panda	24	0.6580
3	Aba Prefecture	Post-quake restoration and reconstruction of electrical and energy installations	36	2.0772
4	Aba Prefecture	Post-quake reconstruction of China Conservation and Research Centre for Giant Panda	33	2.3956
5	Aba Prefecture	Offices and Workplaces for staff of Administrative Bureau	24	0.1440
6	Aba Prefecture	Post-quake reconstruction of Gengda Centre Primary School	24	0.3767
7	Aba Prefecture	School in Wolong Centre	24	0.7468
8	Aba Prefecture	Post-quake reconstruction of medical and health care facilities	24	0.2160
9	Aba Prefecture	Wolong Institute of Social Welfare	12	0.0522
10	Aba Prefecture	Gengda Institute of Social Welfare	12	0.0522
11	Aba Prefecture	Post-quake reconstruction of refuse disposal and transfer systems	36	0.2330
12	Aba Prefecture	Post-quake reconstruction of water supply and drainage systems	36	0.8400
13	Aba Prefecture	Post-quake reconstruction of giant panda wildlife observation post in Wuyipeng	12	0.0428
14	Aba Prefecture	Post-quake reconstruction of Dengsheng sanctuary	12	0.0792
15	Aba Prefecture	Post-quake reconstruction of Mujiangping sanctuary	12	0.0757

Item	Location	Project Title	Duration (month)	Estimated Project Cost (RMB 100m)
16	Aba Prefecture	Post-quake reconstruction of Sanjiang sanctuary	12	0.0800
17	Aba Prefecture	Post-quake reconstruction of Wolong Giant Panda Museum	24	0.2196
18	Aba Prefecture	Restoration and reconstruction of road network to facilitate patrol duties	36	0.0552
19	Aba Prefecture	Purchase of testing instruments	5	0.0550
20	Aba Prefecture	Balang River hydroelectric power station in Dengsheng sanctuary	12	0.0238
21	Aba Prefecture	Restoration of vegetation cover in habitat of giant panda	48	0.6400
Wolong Natural Reserve (cont.)			Sub-total = 6.2592	
22	Aba Prefecture	Restoration of land transport	24	0.1236
23	Aba Prefecture	Reconstruction of calamity control and prevention facilities	51	1.8000
24	Aba Prefecture	Post-quake restoration and reconstruction of rural cultural heritage	24	0.1200
25	Aba Prefecture	Erection of signs and stakes	24	0.0156
26	Aba Prefecture	Setting up of 'Digital Wolong' System	48	4.2000
			Total	15.5222

Note

1. Estimated costs of projects listed in this Annex are only rough estimates of costs calculated on the basis of preliminary information provided by the Sichuan side and have been agreed in principle by the Sichuan and Hong Kong sides. Both sides will further discuss the content, scale and project estimates of each project and may revise the project estimates in the light of actual circumstances as appropriate when need arises.

Hong Kong Special Administrative Region Government
First Stage Post-quake Restoration and
Reconstruction Projects in Sichuan

Item	Location	Project Title	Duration (month)	Estimated Project Cost (RMB 100m)
Infrastructure			Sub-total = 7.6560	
1*	Wenchuan County, Aba Prefecture	A section of 303 Provincial Road from Yingxiu to Wolong	24	7.6560
Education facilities			Sub-total = 2.2915	
2*	Wenchuan County, Aba Prefecture	Shuimo Secondary School in Wenchuan	24	0.5570
3	Cangxi County, Guangyuan	Sichuan Cangxi Secondary School	24	0.6523
4	Santai County, Mianyang	Number 1 Secondary School in Santai	24	0.7737
5	Jingyang District, Deyang	Number 1 Primary School in Deyang	24	0.1481
6	Jingyang District, Deyang	Huashan Road Primary School in Deyang	24	0.1604
Integrated social welfare facilities			Sub-total = 1.3826	
7	Chaotian District, Guangyuan	Integrated social welfare services centre in Chaotian	24	0.3384
8	Yuanba District, Guangyuan	Integrated social welfare services centre in Yuanba	24	0.3168
9	Youxian District, Mianyang	Integrated social welfare services centre in Youxian	24	0.2554
10	Jingyang District, Deyang	Integrated social welfare services centre in Deyang	24	0.4720
Medical facilities			Sub-total = 5.1228	
11	Chaotian District, Guangyuan	Chinese medicine hospital of Chaotian	18	0.2378
12	Wangcang County, Guangyuan	People's hospital of Wangcang	24	0.3600

Item	Location	Project Title	Duration (month)	Estimated Project Cost (RMB 100m)
13	Yuanba District, Guangyuan	People's hospital of Yuanba	18	0.1343
14	Zitong County, Mianyang	People's hospital of Zitong	15	0.6228
15	Yanting County, Mianyang	Chinese medicine hospital of Yanting	24	0.1985
16	Jingyang District, Deyang	Number 2 people's hospital of Deyang	24	0.7701
17	Jingyang District, Deyang	Chinese medicine hospital (people's hospital) of Jingyang	24	0.3079
18	Guanghan, Deyang	People's hospital of Guanghan	24	0.2460
19*	Chengdu	Sichuan Hong Kong Rehabilitation Technology Complex of Sichuan People's Hospital (with the Sichuan Hong Kong Rehabilitation Centre)	36	2.2454 (Estimated cost of Sichuan Hong Kong Rehabilitation Centre only)
Wolong Natural Reserve			Sub-total = 0.2000	
20*	Aba Prefecture	Drawing up of plans	12	0.2000
Total				16.6529

Note

1. Estimated costs of projects listed in this Annex are only rough estimates of costs calculated on the basis of preliminary information provided by the Sichuan side and have been agreed in principle by the Sichuan and Hong Kong sides. Both sides will further discuss the content, scale and project estimates of each project and may revise the project estimates in the light of actual circumstances as appropriate when need arises.
2. Projects marked with * are high priority projects.

**Guidelines for Grants to Non-government Organizations from
The Trust Fund in Support of Reconstruction
In the Sichuan Earthquake Stricken Areas**

Content

1. Preamble
2. Scope, Scale and Duration of Funded Projects
3. Eligibility
4. Application Procedures
5. Submission of Application
6. Date for Submission
7. Assessment of Projects
8. Assessment Criteria
9. Notification of Results
10. Withdrawal
11. Release of Funds
12. Books of Accounts and Records
13. Project Bank Account and Interest
14. Residual Funds
15. Project Monitoring, Regular Progress Reports and Final Evaluation Report
16. Audited Statement of Accounts
17. Tendering, Procurement and Employment of Additional Staff
18. Acknowledgement of Grant and Name-after Arrangements

19. Use of Information and Data

20. Notes about Personal Data

21. Enquiries

Note: The contents of this Guide will be reviewed and updated in the light of actual experience. Subsequent amendments will be promulgated via the Hong Kong Government website on <http://www.gov.hk>.

Guidelines for Grants to Non-government Organisations from The Trust Fund in Support of Reconstruction In the Sichuan Earthquake Stricken Areas

1 Preamble

- 1.1 A massive earthquake that measured 8.0 on the Richter scale struck Weichuan Prefecture of Sichuan Province on 12 May 2008, causing devastating and extensive damage in Sichuan, the earthquake's epicenter, and the neighbouring areas. Thousands of people died in the disaster and Sichuan was particularly hard hit. Post-quake reconstruction is an urgent and colossal task, and assistance from all sides is needed. In view of this, the Hong Kong Special Administrative Region Government (HKSARG) set up the "Trust Fund in Support of Reconstruction in the Sichuan Earthquake Stricken Areas" (the Fund), under a trust deed with the Secretary for Home Affairs Incorporated (SHAI) as the Trustee (the Trustee) in accordance with the Secretary for Home Affairs Incorporation Ordinance (Cap. 1044, laws of Hong Kong) (the Ordinance). This helps coordinate efforts from HKSARG and members of the public to take forward reconstruction support work in the Sichuan earthquake stricken areas under the principle of "One Country, Two Systems", and the overall reconstruction plan of the Mainland. The Fund's source of funding is mainly from funding injection as approved by the Legislative Council and public donation.
- 1.2 To oversee and coordinate HKSARG's overall reconstruction support work, the "Steering Committee on the Hong Kong Special Administrative Region's Support for Reconstruction in the Sichuan Earthquake Stricken Areas" (the Steering Committee) chaired by the Chief Secretary for Administration has been formed. Five working groups dedicated to specific areas of work and providing advice to the Steering Committee have been set up under the Steering Committee, namely the Working Group on Reconstruction Works led by the Development Bureau, Working Group on Medical Health and Rehabilitation Services led by the Food and Health Bureau, Working Group on Home Affairs led by the Home Affairs Bureau, Working Group on Social Work led by the Labour and Welfare Bureau, and the Working Group on Education and Training led by the Education Bureau.
- 1.3 After discussion between the Sichuan Provincial Government and the HKSARG, the Sichuan Government agreed that for those HKSAR Non-government

organizations (NGOs) intending to apply for grants from the Fund to take forward reconstruction work in the Sichuan stricken areas, they are required to form partnership with a government department or organization in Sichuan approved by the Sichuan Provincial Government, and consent should be obtained from the relevant Sichuan government department for the reconstruction projects to ensure that the projects can tie in with the overall planning and needs of the stricken areas.

2 Scope, Scale and Duration of Funded Projects

2.1 To complement the overall national planning of post-quake reconstruction, the Fund will focus on providing funding support for the stricken areas in Sichuan, the most hard-hit area of the Sichuan Wenchuan earthquake. The proposed beneficiaries of the projects under application should be located mainly in the Sichuan stricken areas.

2.2 Proposed reconstruction work should be on a project basis. The proposed project may be in the form of hardware or software, or a combination of both. The former includes reconstruction of community facilities, and the latter includes support services such as medical and rehabilitation services and professional training.

2.3 In order to accommodate more applicants, the general financial limit of the first round applications is set at **HK\$10 million** per project. However, the Steering Committee may consider application of grant for over HK\$10 million, having regard to the special circumstances of individual cases.

2.4 To tie in with the national overall reconstruction planning, in normal circumstances, the proposed project should be completed within 36 months after approval of grant.

3 Eligibility

3.1 The applicant should be a non-profit-making organisation legally incorporated in Hong Kong with charitable status under section 88 of the Inland Revenue Ordinance (Cap. 112, Laws of Hong Kong).

3.2 The applicant is required to form partnership with a government department or organization in Sichuan approved by the Sichuan Provincial Government, and consent should be obtained from the relevant Sichuan government department for the reconstruction projects to ensure that the projects tie in with the overall planning

and needs of the stricken areas. The responsible coordination authority of Sichuan Provincial Government is the Hong Kong and Macao Affairs Office of the People's Government of the Sichuan Province (the Sichuan HKMAO). The Applicant may submit its application after obtaining the consent of the Sichuan HKMAO.

- 3.3 The applicant should have the capabilities and abilities to take forward the proposed project.

4 Application Procedures

- 4.1 Application should be made to the Secretariat of the Fund (the Secretariat) in the prescribed application form. The application form can be obtained from the Secretariat or the Public Services Enquiry Centres of the District Offices, or downloaded from the Hong Kong Government website (<http://www.gov.hk>).

- 4.2 An applicant wishing to apply for grant for more than one project should complete one application form for each project. Each and every application will be processed individually. In case there is any connection between different proposed projects by the same applicant, and that a particular project cannot start unless and until another project has obtained the Fund's approval, such connection should be declared in the application forms of the related projects.

- 4.3 For joint applications involving two or more organizations, the relevant organizations should state clearly their respective roles and responsibilities, and agree among themselves one representing organization as the principal applicant.

- 4.4 Save as provided in paragraph 4.5 below, failure to comply with the basic requirements in paragraph 3 above will result in the application being put aside until the applicant is able to provide further information/proofs to the effect that it has complied with the basic requirements. In case the assessment process has started and it is not possible to further process the application in question, the application will be processed in the next round of application, and there is no need for the applicant to apply again.

- 4.5 In cases where the applicant fails to comply with the requirement stated in paragraph 3.1 above but have documents attached proving that application for recognition as an approved charitable institution or trust is being made, its

application will still be processed. However, the application process will be deemed to be complete only after it has formally obtained the status.

- 4.6 An applicant may be asked to provide further information or supporting documents after the Secretariat has received its application.

5 Submission of Application

- 5.1 The following documents should be sent by hand or by post as soon as possible to the Secretariat (Address: Home Affairs Bureau, 31st floor, Southorn Centre, 130 Hennessy Road, Wan Chai , Hong Kong) :

- (a) the original plus two copies of the duly completed application form;
- (b) a disk copy or CD-ROM containing the soft copies of the duly completed application form;
- (c) copies of relevant company/corporation registration documents;
- (d) proofs of registration as a charitable organisation (see paragraph 3.1 above);
- (e) copies of the endorsement/approval documents from the Sichuan Provincial Government (see paragraph 3.2); and
- (f) supplementary information of the application, if any.

6 Date for Submission

- 6.1 The first round of invitation for application will start on 13 October 2008. The Steering Committee aims to carry out assessment of the applications received in the first round by end November 2008. Applications not submitted in time for assessment in the first round will be processed in the next round, and there is no need for the applicant to apply again.

7 Assessment of Projects

- 7.1 Relevant policy bureaux leading the five working groups under the Steering Committee will conduct initial assessment of projects under their respective

purview having regard to the nature of the individual projects, and consult the relevant working group(s). The Steering Committee will make recommendations on the application to the Trustee.

7.2 To facilitate the assessment work, the applicant may be invited to give presentations of its proposal(s) to the Steering Committee or its working groups.

8 Assessment Criteria

8.1 The assessment criteria include :

- (a) Whether the proposed project can tie in with the overall reconstruction planning, the needs of the stricken area in Sichuan, and the overall direction and priorities regarding HKSAR's reconstruction support work in the Sichuan stricken area.
- (b) Whether the project is technically viable;
- (c) Whether the project is financially viable (including the sources and use of funds other than those from the Fund, and the operational and recurrent expenditure arrangements during and after the implementation of the project (if applicable)); and
- (d) The objectives, main services provided, sources of fund, organisation, management and track record of the applicant.

9 Notification of Results

9.1 Upon completion of the assessment work, the Secretariat will inform the Applicants of the results as soon as possible.

9.2 The Secretariat will inform the applicant of the sum granted, and the terms and conditions of grant once its application is approved. With reasons, the Fund may withdraw any approvals already granted, and the organizations receiving grant are not entitled to any compensation.

9.3 The Fund is not obliged to accept any application. The Fund has the right to make public the outcome of the application and the names of the successful applicant(s)

without first seeking prior consent from the successful applicant(s) or other applicant(s). The applicant should not consider its application successful without a written notification from the Secretariat to this effect.

10 Withdrawal

10.1 Any applicant may write to the Secretariat to withdraw its application any time before confirming funding arrangements with the Fund.

11 Release of Funds

11.1 For projects not fully funded by the Fund, the applicant should exhaust its other sources of fund declared before using the grants from the Fund.

11.2 In case the project is a capital works project, funds will be released in the following manner :

- (a) The successful applicant shall submit a milestone timetable, as well as a proposed timetable of cash-flow requirement. Except for projects of a special nature, the milestones will generally be divided into four phases, namely completion of foundation, completion of 50% of the superstructure, completion of the superstructure, as well as completion of building services, internal fitting and any other remaining works.
- (b) The Trustee will, in accordance with the approved milestone and cash-flow requirement timetable, transfer funds to the successful applicant's designated bank account in Hong Kong, or designated bank account in the Mainland via the dedicated account set up by the Sichuan Provincial Government.
- (c) The first installment shall be released in the form of advance payment to the applicant in accordance with the estimates for the first milestone, and in the manner as stated in paragraph 11.2(b) above. After completion of the first milestone, the applicant shall submit a report by an independent certification entity to the Secretariat to confirm the completion of the works completed. Upon the Secretariat's confirmation of agreement, the Trustee will arrange release of funds for the second milestone installment in advance to the applicant in the same manner as stated in paragraph 11.2(b) above.

- 11.3 For non-works projects, funds will be released in the following manner :
- (a) The successful applicant shall submit a proposed timetable of cash-flow requirement.
 - (b) In normal circumstances, the Trustee will, in accordance with the approved cash-flow timetable, transfer funds to the successful applicant's designated bank account in Hong Kong, or designated bank account in the Mainland via the dedicated account set up by the Sichuan Provincial Government.
- 11.4 As a general rule, for funded capital works projects, not more than 1% of the construction costs may be used for indirect expenses or other administration expenses.
- 11.5 For funded non-works projects, in general, a maximum of 5% of the sum granted may be used for day-to-day operational and administration costs related to the implementation of the proposed project, such as office rental, electricity, and personal emolument and related allowance of dedicated administrative staff during the project's implementation. This does not include expenditures unrelated to day-to-day operational and administration costs, such as accommodation and transportation costs for volunteers (Note: these items of expenditures should be recorded as a separate entry in the overall project estimates).
- 11.6 Any overrun of the original estimates for whatever reason(s) shall be borne by the applicant with its own resources. As a general rule, the Fund will not grant additional funding to make up the shortfall.
- 11.7 If the successful applicant fails to commence and implement the approved project without any reasonable explanation, the Trustee reserves the right to terminate the grant and seek full repayment of the moneys already transferred to the successful applicant.

12 Books of Accounts and Records

- 12.1 The successful applicant should maintain separate proper books of accounts and records for each and every project. The books of accounts and records of the project will need to be kept for inspection, and may only be destroyed seven years after the end of the financial year in which the entry occurred.

13 Project Bank Account and Interest

- 13.1 The successful applicant should keep a separate interest-bearing account with a bank licensed in Hong Kong for any unused funds. All interest accrued should be ploughed back into the project. For funds transferred to designated Mainland bank account via the dedicated account set up by the Sichuan Provincial Government, the accounting arrangements should comply with the relevant rules and regulations of the Sichuan Provincial Government. Any interest accrued should also be ploughed back into the project.
- 13.2 Under no circumstances shall the interest accrued be used for purposes outside the project.

14 Residual Funds

- 14.1 Funds granted by the Fund unspent upon completion of the project shall be returned to the Fund within one month of the completion of the project, or disposed of in such manner as directed by the Secretariat.

15 Project Monitoring, Regular Progress Reports and Final Evaluation Report

- 15.1 The successful applicant will be required to submit the following reports on the project:
- (a) Upon confirmation of acceptance of grant, within 15 days following the end of each quarter, the successful applicant shall submit a quarterly progress report to report progress of the preceding quarter.
 - (b) In addition, for works projects, the successful applicant shall also submit milestone progress reports in accordance with the arrangements as stated in paragraph 11.2 (c) above.
 - (c) Annual reports (including annual audited accounting statements) shall be submitted within two months following the end of the accounting period.
 - (d) Final evaluation report (including the final audited accounts) shall be submitted within two months following completion of the project.

- 15.2 For the annual reports and the final evaluation report, they should contain audited accounts and the Auditor's Reports. If the successful applicant fails to submit reports in accordance with paragraphs 15.1(a), (b), (c) and (d) above, or submit report(s) containing insufficient, incomplete or false information, the Trustee reserves the rights to terminate the grant and seek full repayment of the moneys already granted to the successful applicant.
- 15.3 The successful applicant shall provide any necessary information required by the Secretariat or relevant government bureaux/departments for the purpose of project monitoring. The Secretariat and relevant government bureaux/departments, and their entrusted professional agencies/personnel may conduct project inspection work on a regular or ad hoc basis to check on the progress, quantity and quality of the materials used, as well as the use of the granted funds. During the course of the monitoring work, the Secretariat or relevant government bureaux/departments may need to liaise directly with the successful applicants.
- 15.4 On top of the requirements as set out in paragraphs 15.1 to 15.3 above, the successful applicant shall comply with any other guidelines and procedures as specified by the Fund.

16 Audited Statement of Accounts

- 16.1 The successful applicant is required to submit annual audited accounts. Audited accounts up to the end of the funding period should also be submitted. The accounts must contain the Auditor's Report (including an assurance that the funding was spent in accordance with the conditions of grant), Balance Sheet, Income and Expenditure Statement, Cash Flow Statement and Notes to Account. All such accounts must have been audited by an independent certified public accountant registered under section 22 of the Professional Accounts Ordinance (Cap. 50, Laws of Hong Kong). The form and content of the auditor's report should be in line with Hong Kong Standards on Auditing 700 issued by the Hong Kong Institute of Certified Public Accountants.
- 16.2 Audited accounts should be submitted within two months following the end of the accounting period, and the final audited statement of the project should be submitted no later than two months following the completion/termination of the project.

16.3 The fees charged by auditor(s) engaged by the applicant may be reimbursed as indirect expenses in the project estimates. The related charges should be included in the project estimates.

17 Tendering, Procurement and Employment of Additional Staff

17.1 The applicant should follow the relevant legislation, regulations and institutional procedures of the Mainland in conducting tendering in the Mainland, and may call for contracting enterprises with a higher level of qualification to ensure that the successful contractor has the requisite capability and quality to complete the project.

17.2 The successful applicants should exercise utmost prudence and care in procuring equipment, goods or services in relation to the project. They should ensure that all purchases of the equipment, goods or services of any value in relation to the project are made on an open and competitive basis, and only from those suppliers who are not their associates or associated persons, unless otherwise approved in writing by the Secretariat, in order to ensure openness, fairness and value for money.

17.3 All quotations and tendering documents in relation to the project should be kept for inspection by the Secretariat for at least seven years after completion of the project.

17.4 For additional staff to be employed for the project, the principles of openness, fairness and competitiveness should be strictly observed during the recruitment process and the employment terms should comply with any relevant legislation and regulations in HKSAR and the Mainland (for recruitment made in the Mainland).

17.5 Including but not limited to procurement and recruitment, the successful applicant should prevent any possible conflict of interest.

17.6 It is the responsibility of the successful applicant to ensure that its management and staff conform with the requirements of the Prevention of Bribery Ordinance (Cap. 201, Laws of Hong Kong).

18 Acknowledgement of Grant and Name-after arrangements

18.1 The successful applicant is required to make acknowledgement of the financial support it receives from the Fund to the general public and the Sichuan Provincial Government.

18.2 If an applicant wants to specify the name of a project after a particular donor/funding organization, irrespective of whether this takes place during the application stage, implementation stage or upon completion, prior approval from the Trustee and the Sichuan Provincial Government is required. In general, the donor/funding organization is expected to contribute a certain amount to the approved parts of the project as agreed by the Trustee.

19 Use of Information and Data

19.1 The Trustee and the HKSARG has the right to make use of/disclose information provided in the application form (as well as related information) as necessary for the purposes of assessing the proposal, reporting progress to the Legislative Council, working with monitoring authorities in the Mainland for project management purposes, conducting research, and sharing with other parties concerned.

20 Notes about Personal Data

20.1 The personal data provided by means of this application form will be used by the relevant departments of HKSARG, the Steering Committee and its working groups to process the application and any other directly related purposes. The provision of personal data by means of this form is voluntary.

20.2 The Secretariat may disclose to other relevant government bureaux, departments, or other authorized organizations personal data which the applicant provided for the application of grant for the purposes mentioned in paragraph 20.1 above.

20.3 The applicant has a right of access and correction with respect to personal data as provided for in Sections 18 and 22, and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance (Cap. 486, Laws of Hong Kong). The right of access includes the right to obtain a copy of the personal data provided in the application form. In addition, the applicant has the right to request for correction of the personal data provided.

21 Enquiries

21.1 Enquiries about the application and other matters should be addressed to the Constitutional and Mainland Affairs Bureau :

Address: Constitutional and Mainland Affairs Bureau, 3rd Floor, Central Government Offices, Lower Albert Road, Hong Kong

E-mail: ecmlau@cmab.gov.hk

Telephone: 2810 2197

Home Affairs Bureau
Constitutional and Mainland Affairs Bureau
October 2008

**香港非政府機構申請
支援四川地震災區重建工作信託基金**

**Applications by Hong Kong Non-Government Organizations
for the Trust Fund in Support of Reconstruction in the
Sichuan Earthquake Stricken Areas**

申請表格 Application Form

1. 填寫本申請表格前請先細閱**申請撥款指引**。
Please read the **Guide to Application** carefully before completing this application form.
2. 申請機構如欲申請超過一個援建項目，必須就每個項目分開填寫申請表格。
If an applicant wishes to apply for more than one reconstruction support work item, it should complete one application form in respect of each item.
3. 若有關援建項目由兩個或以上香港非政府機構合作推行，有關機構之間須指定其中一個機構為代表，以申請機構身份填寫本表格，並提供有關資料。
If the reconstruction support work is to be organized by more than one Hong Kong non-government organization, the organizations concerned should select among themselves one representing organization to complete this application form, and provide the required information in its capacity as the Applicant herein.
4. 此表格可用中文或英文填寫（建議申請機構盡量選擇以中文填寫，以方便基金與內地相關部門的溝通）。
This form may be completed in either Chinese or English. (We suggest that the application form be completed in Chinese as far as possible to facilitate communication with the concerned Mainland authorities.)
5. 如表格不敷應用，請另紙書寫。
Please attach additional sheet(s) if more space is required.

援建項目名稱 Reconstruction Support Work Item	
申請機構 Applicant	

I. 申請機構及內地合作夥伴資料**Particulars of the Applicant and Mainland Partner****A. 申請機構資料 Details of Applicant**

中文名稱 Name in Chinese

英文名稱 Name in English

地址 Address

通訊地址(如與上方不同)

Correspondence Address (if
different from the above)

網址 (如適用)

Website (if any)

傳真號碼 Fax no.

聯絡人 Contact person

姓名 Name:

職位 Post:

電話號碼 Tel. No:

電郵 E-mail address:

B. 申請機構內地夥伴資料 Details of Applicant's Mainland Partner

中文名稱 Name in Chinese

英文名稱 (如適用)

Name in English (if any)

地址 Address

通訊地址(如與上方不同)

Correspondence Address (if
different from the above)

網址 (如適用)

Website (if any)

傳真號碼 Fax no.

聯絡人 Contact person

姓名 Name

職位 Post

電話號碼 Tel. No.

電郵 E-mail address

C. 註冊資料 Registration Information

申請機構已根據《稅務條例》第 88 條獲認可為慈善機構及信託團體。請在合適方格內以“X”符號表示。

The Applicant is an approved charitable institution and trust of a public character under section 88 of the Inland Revenue Ordinance. Please indicate in the appropriate box with a cross “X” mark.

是* Yes *

申請中* Application in progress*

申請機構已根據以下條例註冊*：

The Applicant is registered under the following ordinance*：

《公司條例》 The Companies Ordinance

公司註冊編號 Company Registration Number: _____

《社團條例》 The Societies Ordinance

其他條例 Other Ordinances

請註明 Please specify: _____

* 請夾附有關的證明文件。 Please attach the related documentary proof.

- D. **四川省政府的同意** (請詳閱申請撥款指引第 3 及 4 段)。請在合適方格內以“X”符號表示。

Consent by Sichuan Provincial Government (Please read Paragraphs 3 and 4 of the Guide to Application carefully). Please indicate in the appropriate box with a cross “X” mark.

申請機構已就本申請表內建議，與四川省政府認可的部門或機構建立合作夥伴關係，並就建議的援建項目取得四川省政府港澳事務辦公室的同意。

The Applicant has established partnership relation with recognized authority or institute recognized by the Sichuan Provincial Government with regard to the proposed reconstruction support project, and the proposed project herein has been consented by the Hong Kong and Macao Affairs Office of the Sichuan Provincial Government.

是* Yes *

申請中* Application in progress*

* 請夾附有關的證明文件。 Please attach the related documentary proof.

此部分只適用於由兩個或以上香港非政府機構合作推行的項目。
This part only applies if the proposed project involves more than one Hong Kong non-government organization.

E. 其他合作的香港非政府機構
Information of other involved Hong Kong non-government organisations

如有需要，可自行複印下列表格。
 Please reproduce the following table if necessary.

中文名稱 Name in Chinese

英文名稱 Name in English

地址 Address

通訊地址(如與上方不同)
 Correspondence Address (if
 different from the above)

網址 (如適用)
 Website (if any)

傳真號碼 Fax no.

聯絡人 Contact person

姓名 Name

職位 Post

電話號碼 Tel. No.

電郵 E-mail address

與申請機構的合作性質和詳情
Nature and details of collaboration
with the applicant

--

II. 建議項目概要（工程項目）（備註：非工程項目請填寫第 III 部分）

Brief Description of Proposed Project (For building and construction project) (Note: for non-building and construction project, please fill in part III.)

A. 項目名稱 Name of Project**B. 建議項目建設地點 Location of proposed facility****C. 項目建設性質**(例如原址重建、維修加固、新建，如適用，請描述原有設施現狀)

Nature of Project (Such as in situ reconstruction, repairing and reinforcing existing facility, new construction. If applicable, please describe the existing condition of original facility.)

D. 建設內容 (請列出詳細內容。如適用，可採用以下圖表。如有需要，請延續此表。)

Scope of Works (Please set out the details. May adopt the following table if applicable. Extend it if necessary.)

設施 Facility	位置 Location	數量 Quantity	建築面積 CFA (平方米 M ²)
1. [例如：標準課室]	[教學大樓 xx 樓至 xx 樓]	[xx]	[xx 平方米]
2. [例如：圖書館]	[教學大樓 xx 樓]	[xx]	
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			

E. 理由（包括受惠人數和如何使目標對象受惠）

Justifications for the project (Including the number of target beneficiaries and how the target beneficiaries will be benefited.)

F. 建設工期及初步施工時間表（以主要工作里程碑為基礎，（如有需要，請延續此表）。

Duration of works and preliminary implementation timetable (With reference to key milestones. Please extend this table if necessary).

整體建設工期： xx 個月

Overall project duration: xx months

主要工作里程碑 Key Milestones	時間表 Timetable
1.	20xx 年 xx 月至 20xxx 年 xx 月 (month)/200x to (month)/20xx
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	

G. 建設標準 (例如按照國家標準 xxx 級建設)
Standard of facility (Such as xxx level in accordance with national standard.)

H. 技術顧問名單(如有) **Names of Technical Advisors (if any)**

I. 工程費用預算 (以當日價格標示。請盡可能提供細項估算。可參考以下圖表。如有需要，請延續此表。)
Total Project Estimate (In money-of-the-day prices. Please provide detailed breakdown as far as possible. May adopt the following table format as appropriate. Extend it if necessary)

細項 Items	詳情 Details	預計成本 Estimated Cost (HK\$ '000)
1. 拆卸工程及工地清理工作 Demolition and site clearance		
2. 建築工程 Building works		
3. 屋宇裝備 Building services		
4. 渠務和外部工程 Drainage and external works		
5. 家具及設備 Furniture and equipment		
6. 擬備招標文件及合約管理顧問費 Consultants' fee for tender documentation & contract administration		

7. 工地監管顧問費 Consultants' fee for site supervision		
8. 其他(例如保險費等), 請註明: Others (e.g. insurance premium, etc.), please specify:		
9. 應急費用 Contingencies		
總計 Total		

J. 財務可行性 (請註明擬向基金申請資助的款額, 以及其他已確定的資金來源或擬進行的財務安排)

Financial Viability (Please specify the amount of funding support from the Trust Fund applied for, other secured sources of funding support, and planned financial arrangements.)

K. 可持續性（請說明日後經常性開支的安排）

Sustainability (Please describe how the recurrent expenditure involved will be met after commencement of operation.)

K. 已進行的前期工作

Preparatory work done

L. 命名。如申請機構打算為此項目設施命名，請提供相關詳情（例如建議的項目命名名稱，捐款人士或機構資料及捐款金額等） **Name-after proposal.** (If the Applicant wishes to name-after the facility in question, please specify (e.g. the naming of the item after the donor, and the amount of contribution, etc.)

III. 建議項目概要（非工程項目）（備註：工程項目請填寫第 II 部分）

Brief Description of Proposed Project (non-building and construction project) (Note: for building and construction project, please fill in part II.)

A. 項目名稱 Name of Project

B. 項目的性質和內容（包括推行計劃、監察及評估機制、應變措施、機構可提供的管理支援及其他增值建議。請盡量提供詳細資料）

Nature and scope of project (Including implementation plans, monitoring and evaluation mechanism, contingency plans, management support and other value-added proposals. Please provide details as far as possible.)

C. 理由（包括受惠人數、如何使目標對象受惠）

Justifications for the project (Including the number of target beneficiaries and how the target beneficiaries will be benefited)

D. 實施時間表(如有需要，請延續此表)。**Implementation timetable** (Please extend this table if necessary.)

	整體實施時間：xx 個月 Overall project duration: xx months	
	工作 Action	時間表 Timetable
	1.	
	2.	
	3.	
	4.	
	5.	
	6.	
	7.	
	8.	
	9.	
	10.	
	11.	
	12.	

E. 費用預算（包括人手預算、資歷、薪酬及其他開支，以當日價格標示。請盡可能提供細項估算）

Total Project Estimate (Including staffing/manpower requirement, qualifications, remuneration and other cost in money-of-the-day prices. Please provide detailed breakdown as far as possible.)

<u>細項</u> Items	<u>詳情</u> Details	<u>預計成本</u> <u>Estimated Cost</u> (HK\$ '000)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
總計 Total		

F. 財務可行性（請註明擬向基金申請資助的款額，以及其他已確定的資金來源或擬進行的資金安排）

Financial Viability (Please specify the amount of funding support from the Trust Fund applied for, other secured sources of funding support, and planned financial arrangements.)

G. 可持續性（請說明項目完成後經常性開支的安排（如適用））

Sustainability (Please describe how the recurrent expenditure involved will be met after completion of the proposed project (if applicable).)

H. 已進行的前期工作

Preparatory work done.

IV. 申請機構資料

Information of the Applicant

- A. 歷史及宗旨** [請提交機構組織章程細則或典章] **History and objectives** [Please provide memorandum or constitution, if applicable.]

- B. 提供的主要服務** **Core services provided**

C. 主要經費來源 Major source(s) of funding support

--

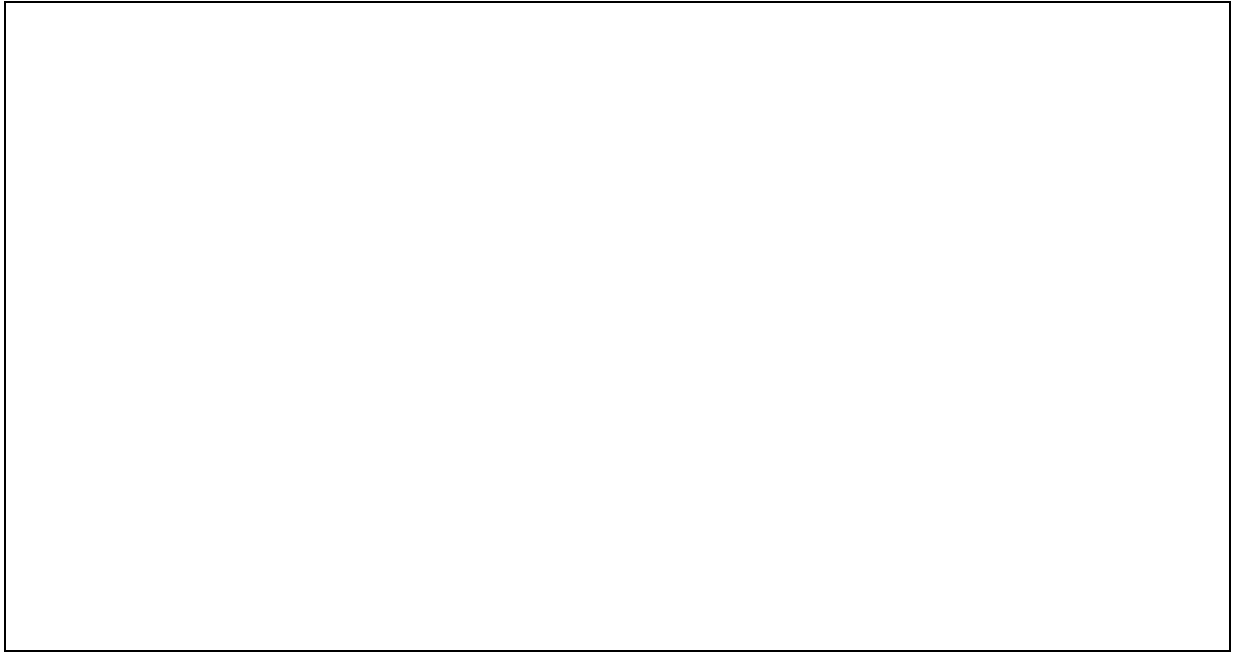
D. 組織體制及管理能力 Institutional set up and management capabilities

--

E. 過去推行同類型或相關計劃的經驗及成就 Past experience in organizing projects of similar or relevant nature and achievements.

--

- F. 其他附加資料(例如機構在香港及四川的支援網絡) **Other supplementary information** (Including support network and connection in Hong Kong and Sichuan.)



申請機構聲明及同意書

Declaration and Consent of the Applicant

本人保證在本申請表格填報的資料均屬真確無訛。本人明白如填報資料不確，申請將被當無效，同時，計劃的有關資助將會停止，已支付的款項亦須全數退還基金。

本人同意政府可使用本申請表格內的資料以審批該申請及作有關用途。本人同意若本申請被接納並得到資助，基金及香港特區政府如有需要可將申請表格內及日後所提交的資料公開，以供公眾瀏覽。

本人已經閱讀及明白「申請撥款指引」，並同意接受在「申請撥款指引」內的條款和條件。

I certify that all the information given in this application is true and accurate. I understand that any inaccurate information will render the application invalid, any grant approved will be withheld and any payment made must be refunded to the Fund.

I agree that information provided for this application form will be used by the Fund and related Hong Kong SAR Government to process the application and related purposes. I also agree that information contained in this application form and subsequent submissions may be publicized by the Fund and Hong Kong SAR Government if necessary.

I have read and fully understood the Guide to Application, and hereby agree to be bound by all the terms and conditions set out in the Guide to Application.

簽署 Signature

.....

姓名 Name

.....

職銜 Post Title *

主席 / 總幹事
Chairperson / Chief Executive

.....

電話號碼 Telephone No.

.....

申請機構名稱

Name of Applicant

.....

日期 Date

.....

申請機構蓋章
Applicant's Chop

* 請刪除不適用者。 Please delete where appropriate.