

政府總部
民政事務局

香港添馬添美道二號
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APPENDIX 9
GOVERNMENT SECRETARIAT
HOME AFFAIRS BUREAU

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CENTRAL GOVERNMENT OFFICES,
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1 June 2020

Mr Anthony CHU
Public Accounts Committee Secretariat
Legislative Council Complex
1 Legislative Council Road
Central, Hong Kong

Dear Mr CHU,

Public Accounts Committee

Consideration of Chapter 1 of the Director of Audit's Report No. 74

**Management of funding for sports development through the Arts and Sport
Development Fund (Sports Portion) (ASDF)**

Thank you for your letter dated 18 May 2020 to the Secretary for Home Affairs. Our responses to the questions raised are set out in the attached note.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'Paul Cheng', written in a cursive style.

(Paul CHENG)
for Secretary for Home Affairs

**Replies to questions raised by the Public Accounts Committee on Chapter
1 of the Director of Audit's Report No. 74**

**Management and funding for sports development through the Arts and
Sport Development Fund (Sports Portion) (ASDF)**

Part 1: Introduction

(a) with reference to paragraph 1.4(a) of the Audit Report, details on the management of the Arts and Sport Development Fund (Sports portion) ("ASDF"), in particular the investment policy of the Fund

The Arts and Sport Development Fund (ASDF) is a sub-fund of the Sir David Trench Fund for Recreation (SDTFR) established under the Sir David Trench Fund for Recreation Ordinance (Cap. 1128). The Secretary for Home Affairs is authorised by the Chief Executive to manage the use of funds, including disbursing money to projects that in his opinion, will make a significant contribution to the development of sports in the community.

The Director of Accounting Services is the Trustee of the SDTFR. As required by the said Ordinance, the Government set up the SDTFR Investment Advisory Committee (IAC) to formulate and to review from time to time the investment strategies for the SDTFR and its sub-funds and to advise on matters in relation to investment.

The ASDF has all along been adopting a prudent strategy as approved by the IAC with a diversified investment portfolio (mainly comprising overseas and Hong Kong equities managed by external fund managers and placements with the Exchange Fund) having regard to the prevailing market conditions and cash flow requirements to strike a balance between investment returns and risks.

Part 2: Funding for Hong Kong athletes to prepare for and participate in international games

(b) with reference to paragraphs 2.6(a) and 2.17 of the Audit Report, please provide

(b)(i) an example illustrating the calculation methodology for the refund of 1% of the approved ASDF grant amount by a grantee who fails to submit the programme report and/or audited accounts six months after the completion of preparation programme or the sports competition

A grantee is required to refund the approved grants to the ASDF in case of failure to submit audited accounts and/or post-event reports six months after the event, calculated as 1% of the approved ceiling subvention amount for every month of further delay, until the grantee submits all the post-event reports and audited accounts. HAB and LCSD adopt the same set of calculation methodology. Please refer to LCSD's reply for an example.

(b)(ii) whether since 2015-2016 there have been any cases where the grantee was requested to make such refund due to the delay in submission of programme reports and/or audited accounts for over six months; if yes, please provide the details of such cases

From 2015-16 to 2018-19, there were 2 cases handled by HAB in which the grantees were required to make refund due to late submissions of programme reports and/or audited accounts. Please see details at **Annex I**.

(b)(iii) Details of the six cases in para 2.17 of the Audit Report for which 1% was not refunded for the delay in submission of reports and accounts

Please refer to LCSD's reply for details of the six cases.

(b)(iv) Whether there is a mechanism (including the procedures and criteria) for exercising discretion to waive the above 1% charge on cases of delay; if yes, please provide the details; if no, please provide the justifications for not imposing the 1% charge on those six cases

There is no mechanism for exercising discretion to waive the 1% fee for late submission of reports. Please refer to LCSD's reply for details of the six cases.

(c) With reference to para 2.7 of the Audit Report about the 28 applications approved under ASDF preparation and participation funds, please explain/provide

(c)(i) For those applications with performance targets provided, how such performance targets were set; whether there are specific guidelines in place for applicants on the setting of performance targets; if yes, a copy of such guidelines; if no, whether the HAB and LCSD would consider drawing up such guidelines

The preparation and participation fund under the ASDF mainly support our top athletes to prepare for and participate in major international and national multi-sports games and competitions. Multi-sports events eligible for funding support include the Olympic Games, the Paralympic Games, the Asian Games, the Asian Para Games, the Summer Youth Olympic Games and the National Games (other examples are set out in paragraph 2.2(a) of Chapter 1 of Report No.74). The main funding criterion for granting preparation and participation funds is the level of the events to be participated by the athletes concerned. As long as the level of the event or competition falls into one of the above categories and the athletes are qualified to participate in that event or competition, we will be prepared to provide the necessary funding to help our athletes prepare properly and increase their chance to perform their best at the event or competition. A sample letter of inviting applications for preparation funds for multi-sports events is at Annex IIA.

Since 2016, the preparation and participation fund under the ASDF is extended to team sports in view of their potential for greater spectator appeal and public participation. As specified in the guidelines for team sports released by HAB in 2016 (copy at Annex IIB), funding support is provided to Hong Kong teams preparing for or participating in world championships and inter-continental championships or equivalent events sanctioned by the international or regional sports federation concerned; qualifying events for world championships and inter-continental championships, and other international events where participation of which is a pre-requisite for the entry into world championships and intercontinental championships.

Separately, there are other funding sources supporting athletes in individual and team sports to prepare for or participate in major international events of single sport, such as funding provided to “national sports associations” (NSAs) under LCSD’s Sports Subvention Scheme, and the comprehensive support given to elite athletes through the Hong Kong Sports Institute.

(c)(ii) details on performance targets and results of the two applications mentioned in para 2.7(d)

Please refer to LCSD’s reply as the two cases were handled by LCSD.

(c)(iii) Funding principles of ASDF, whether setting performance targets on athletes’ achievements at sports events is one of the funding criteria; whether the

funding amount will depend on details of the proposals, such as training programmes to be provided, in addition to the type of competition, such as local, regional or international; and a copy of the ASDF application form

The setting of performance targets on athletes' achievements at multi-sports or team sports events is currently not one of the funding criteria. Preparation fund can be used to cover expenses relating to additional local and overseas training, purchase of additional equipment, provision of on-field support, hire of additional coaches and other related expenses such as medical support and insurance. Participation fund can be used to cover expenses for international and local transportation, accommodation and meals, coaching support, uniforms and other related expenses such as medical support and insurance. For the assessment of the amount of funding support necessary, the applicant is required to submit the relevant training or competition programme, delegation list and a budget with itemised breakdown of the estimated costs involved.

As we have explained in paragraph 2.8 of Chapter 1 of Report No.74, the objective of providing preparation and participation funds is to increase the exposure of our athletes and enhance their competitiveness. The athletes' actual performance in the relevant major sports events is not one of the funding criteria and does not form part of the basis of assessment of the effectiveness of the preparation or participation funding support provided.

(c)(iv) It is stated in para 2.27(a) of the Audit report that the funding guidelines would be reviewed in respect of performance targets. When will the review be completed and the new guidelines be available; whether the funding guidelines would provide suggestions on the setting of more practical and achievable performance targets, such as provision of training programme with a specific number of hours

HAB and LCSD are currently reviewing the guidelines on setting of performance targets and plan to complete the review by the end of June. In the current application guideline and application form, the applicant is requested to provide its projected achievements at the event or competition concerned. We consider it useful to require the applicant to provide the projected achievements and report on the results with an assessment of the actual performance. We believe this would be a useful tool for self-assessment by the applicant, as well as for the Government to keep track of the development of the sport concerned. We will however make clear that the projected achievements and actual results are not part of the funding criteria. Since the nature of sports and competition level of international games varies, it is not practical for HAB or LCSD to draw up guidelines on the setting of targets on athletes' achievement or mode and duration of training programme. (For example, there are cases where athletes

or teams were given short notice to join the competition and hence limited time to prepare; and in some cases the opponents or draws of the event changed shortly before competition started.)

(c)(v) Apart from a vision of funds to allow exposure to potential athletes, how the Administration could monitor the use of funds in the preparation part if performance targets were not set or no reports of the achievements against performance targets were made; whether the Administration has in mind any other measures to better monitor the use of funds

Between 2014-15 and 2018-19, ASDF granted 22 applications for preparation funding support for major multi-sports games involving a total amount of \$53 million. During the same period, 23 applications from four team-only sports for preparation funding support involving a total amount of \$11 million have been granted.

In vetting of these applications, there are ceiling amounts for each eligible item stated in the training plan. Eligible items include expenses for flights and local transportation, accommodation, meals, medical services, employment of additional coaches, additional training at home and abroad, purchase of additional equipment and provision of on-field support. For applications for preparation funding support from team-only sports, there is an additional ceiling for the overall amount that can be granted, depending on the level of the event and the number of teams allowed. HAB and LCSD will monitor the use of the approved grants according to the capped ceiling amount of eligible items.

(d) With reference to paragraph 2.10 and Table 6 of the Audit Report, please advise/provide

(d)(i) Whether there is any policy or mechanism governing the variances of significant amount or percentage between estimated and actual amounts of income as well as between those of expenditure; if yes, the details; if no, the reasons for that

At present, there is no requirement for the applicant to report variances of significant amount or percentage between the estimated and actual amounts of income and expenditure. In fact, as the estimated expenditure is only the requested amount of subsidy, it is subject to revision by the applicant and vetting and approval by HAB. As such, we consider it more appropriate to compare the approved expenditure and the actual expenditure. HAB will consider requiring the applicants to provide explanations for variances over 25% between the approved and actual expenditures in future applications.

(d)(ii) Details of each of the 24 applications shown in Table 6 with estimated amount expenditure more than actual amount expenditure (including their respective amounts and percentages of variances, and explanations for the applications of the case with variances of 87% (and the other case with variance of \$5.4 million if it is a different case) between estimated and actual amounts of expenditure

9 out of 24 applications shown in Table 6 are under the purview of HAB. For details of these applications, please refer to **Annex III**. Among the 9 cases, 2 cases (Case 7 and Case 8) have variances of over 25% when comparing the approved and actual expenditures. Both cases were multi-sport events with in-kind sponsorship secured after the budget was approved. In Case 7, the delegation size was 8% lower than the original estimate. In Case 8 part of the expenses such as flight and accommodation costs were eventually covered by the Organising Committee and the welcome home reception was cancelled.

As regards Case 6 which has a variance of \$5.4 million, it was an application for participation fund related to a multi-sport event. The case details are as follows
 –

(a)	Estimated expenditure at the budgeting stage	\$17,377,687
(b)	Amount approved by HAB	\$15,573,150
(c)	Actual expenditure	\$11,997,313
(d)	Net expenditure funded by ASDF	\$10,797,582
(e)	Amount refunded to HAB	\$4,775,568
(f)	Variances between estimated expenditure and actual expenditure [(a) - (c)]:	<u>\$5,380,374</u>

The variances were mainly due to (a) the finalised delegation size was 15% lower than the original estimate; and (b) in-kind sponsorships for air-tickets, uniform, sportswear set and transportation of equipment were secured after the budget was approved.

(d)(iii) Can the applicants revise their estimates; if yes, the details; if no, the improvement measures that could be taken by HAB and LCS D to reduce such variances

Yes, applicants can revise their estimates before the budget is approved.

(d)(iv) How long the grant process will take on average after submission of applications; and whether HAB would consider providing funding to grantees in phases, where feasible, according to the stages of a sport competition; if not the reasons for that

Applicants should submit their applications at least 4 months before the earliest departure date of the programme covered by the application, or the commencement of the preparation programme, whichever is earlier. Since it is difficult to predict the results four months before the event and the applicant has to make travel and accommodation arrangements in advance, it is not feasible for the applicants to seek funding according to the stages of the competition.

(v) The progress of the review on the relevant guidelines for the grantees to provide explanations for variances over 25% between estimated and actual amount of expenditure as well as between those of income, and of drawing up the new programme report proforma mentioned in para 2.27(c) of the Audit Report; the outcomes of the review if completed; and the new programme report proforma if available

As stated in (d)(i) above, we consider it more appropriate to compare the actual expenditure with the approved expenditure. We will work with LCSD to draw up a new programme report proforma by end of June.

(e) With reference to para 2.12 of the Audit Report, please explain/advise

(e)(i) why there were no guidelines on the scope of audit

Currently, there are no specific guidelines on the scope of audit for ASDF applications. Most grantees of ASDF are NSAs which also receive subsidies from the Sports Subvention Scheme (SSS). As part of the funding requirement under the SSS, NSAs are required to comply with, amongst other things, an Auditor's Guide as provided in the Handbook for NSAs. The Auditor's Guide specifies that auditors should certify grantee's compliance with the procurement requirements and the Code of Conduct. Since NSAs are familiar with the Auditor's Guide under SSS, we will revise the ASDF guidelines to make clear that auditors of ASDF grantees should follow the same requirements.

(e)(ii) The progress of modifying the relevant guidelines for the grantees to ensure that their auditors certify their compliance with the procurement requirements and the Code of Conduct, and alert the grantees on the consequence if any non-compliance is spotted

With effect from 1 June 2020, HAB will remind grantees to request their auditors to certify their compliance with the procurement requirements and the Code of Conduct in compiling the audited account of programmes under ASDF. HAB will also follow up with the grantee if any non-compliance is spotted.

(e)(iii) Other measures to be taken/taken to ensure compliance with the procurement requirements and the Code of Conduct by grantees

HAB will explicitly state in the approval letter of programmes under ASDF to remind grantees to comply with the requirement.

(f) With reference to Case 1 in para 2.21 of the Audit Report, please provide

(f)(i) the dates for returning unspent balances for Applications D to H

The dates of returning unspent balances for Applications D to H are tabulated as follows:

Application	Start Date of Project	End Date of Project	Statement of Account Submission Date	Date of returning unspent balance
D	2017-11-21	2017-11-27	2018-03-21	2019-11-26
E	2017-11-12	2017-11-18	2018-03-21	2019-11-26
F	2018-02-13	2018-02-25	2018-06-06	2020-04-23
G	2018-08-17	2018-08-27	2018-12-13	2020-04-23
H	2018-09-21	2018-09-27	2019-01-22	2020-04-23

(f)(ii) the reasons for the long lapse of time (over 1.5 years) before the return of unspent balances by the subject grantee of Applications B, C, D and E

All applications mentioned in Case 1 concern the same grantee. The delay was due to an oversight on verifying the audited accounts and returning of unspent balances, as well as changes of the handling officers in both HAB and the grantee during the relevant period. Moreover, the grantee had requested for adjustments to the unspent balances. It took a few more rounds of exchanges on how the unspent balances should be calculated before HAB and the grantee finally reached agreement on the amount.

(f)(iii) the difficulties and obstacles encountered by HAB staff in dealing with the subject grantee, who was repeated late in returning unspent balances to the Government; details of the actions taken by HAB in respect of Case 1 including dates taken

As explained in (f)(ii) above, the delay was partly caused by staff turnover in HAB and the grantee as it took time for the new staff to familiarise themselves with the mechanism of ASDF. In addition, there is currently no sanction or penalty regarding delay in return of unspent balances in the guidelines. The reminders and warnings issued by HAB have insufficient deterrent effect.

(f)(iv) whether there is any penalty against grantees with repeated cases of late return of unspent balances, such as future applications from these grantees would not be considered; if no, whether the Administration would consider including any penalty provisions for future applications in respect of late return of unspent balances

There is currently no mechanism to penalise grantees for the late return of unspent balances. We are reviewing the case with LCSD and would draw up guidelines on the sending of reminders, issuing warnings and consider introducing punitive measures for the late return of unspent balances. The review is expected to be completed by the end of June.

(f)(v) Any other grantees who were repeatedly late for returnin unspent balances in the period from 2014-15 to 2018-19 with details set out in table form as Case 1

No.

(g) With reference to para 2.23 and Table 10 of the Audit Report, DLCS explained at the first public hearing that it took such a long time to issue letters requesting grantees to return unspent balances of the approved grant amount because of the lengthy process for vetting the eligibility of expenditure items for funding with grantees. In this regard, please advise/provide

(g)(i) The workflow of verifying grantees' submitted audited accounts for the return of unspent balances of the approved grant amount by grantees

The workflow is attached at **Annex IV**.

(g)(ii) The respective staff establishment and strength of HAB and LCSD for handling such verifications work and the recovery of unspent balances from grantees; and whether HAB and LCSD consider the current manpower is adequate for undertaking the relevant tasks

ASDF applications are handled by HAB and LCSD respectively depending on the nature of the events. The division of work is shown in Table 5 of Part 2 of the Director of Audit's Report. As far as HAB is concerned, two staff members are responsible for handling the verifications and the recovery of unspent balances from grantees as part of their duties.

(g)(iii) A sample of programme report, audited account and subvention agreement, as well as records of correspondences in relation to Application 4 in Table 10

Samples of the relevant documents are attached in **Annexes V A to D** respectively.

(g)(iv) Improvement measures taken/to be taken to ensure timely return of unspent balances by grantee

HAB will review the existing mechanism with LCSD and consider imposing penalties for delays in returning unspent balances. The relevant measures will be announced by the end of June.

Part 3: Funding for international sports events

(h) with reference to Table 12 in paragraph 3.4 of the Audit Report, please provide further details of matching grant, including the sports events funded by this grant, and explain the changes of the relevant funding policy in 2019-2020

Before 2019, world championships, world class level events (such as world cup, one stop of the world series or world tour), inter-continental championships or equivalent events sanctioned or endorsed by the respective International Federation (IF) and / or listed on the IF's event calendar might apply for matching fund under the "M" Mark system subject to a ceiling of \$6 million for each event.

In the 2018-19 Budget, \$500 million was allocated for setting up of a new "Major Sports Events Matching Grants Scheme" ("MGS") to encourage the business sector to sponsor large-scale sports events, thereby providing our athletes with more opportunities to compete in high-level competition on home ground. The MGS was launched in April 2019. Key enhancement measures included increasing the ceiling of matching fund to \$10 million per "M" Mark event and extending the coverage to exhibition matches or tournaments (e.g. not sanctioned by IF) featuring world-class teams or players.

In 2019-20, a total of nine out of 14 "M" Mark events were funded by the MGS. Details are as follows –

Event	Approved matching fund (\$ million)
FIVB Volleyball Nations League Hong Kong 2019	4
Seamaster 2019 ITTF World Tour - Hang Seng Hong Kong Open	4
Kitchee vs Manchester City - Jockey Club Kitchee Centre Cup	10
Hong Kong Tennis Open #	10
Harbour Race #	3
2019 World Rowing Coastal Championships	4
Hong Kong Open Badminton Championships	4.8
2019-2020 Tissot UCI Track Cycling World Cup Hong Kong, China	3.5
Hong Kong Squash Open #	4

The events were cancelled as a result of social incidents in the second half of 2019.

(i) with reference to Table 13 in paragraph 3.5 of the Audit Report, please provide information on the composition and membership of the Major Sports Events Committee (“MSEC”), the nomination, appointment and terms of office of its members, the election of the Convenor and three other members of MSEC’s vetting panel, as well as the system of declaration of interests for MSEC members and its vetting panel members

The MSEC comprises 15 non-official members and five ex-officio members from HAB, LCSD, Information Services Department, Tourism Commission and Sports Federation & Olympic Committee of Hong Kong, China. The membership list for 2019-2021 is at **Annex VI**. The non-official members are appointed by the Secretary for Home Affairs every 2 years.

At the first MSEC meeting of each new term, members are invited to join the Vetting Panel (VP). VP Members will then nominate and elect a Convenor among themselves. When an application for “M” Mark is received, the Convenor will call for a VP meeting with five members, comprising the Convenor, one official member from HAB or LCSD and three VP Members according to the order of the list and subject to their availability. The VP meeting will assess the application and make recommendations to the MSEC for consideration.

The MSEC adopts a one-tier declaration system. The Chairman of MSEC and Convenor of VP will invite members to declare interests at the beginning of each meeting.

(j) with reference to paragraph 3.5 to 3.7 of the Audit Report, please explain/advise

(j)(i) why the assessment criteria for “M” Mark events (“MMEs”) and Major Local International Events are different (“MLIEs”); and whether all applications under each category would be subject to the same assessment criteria

There are variances in the assessment criteria for “M” Mark events (MMEs) and Major Local International Events (MLIEs) because there are significant differences in the scale and nature of the events under the two categories. MMEs are large-scale events (such as the Hong Kong Marathon and Hong Kong Sevens) that could attract large number of spectators and participants including overseas visitors. These events have the potential to attract larger amount of sponsorship and a maximum matching funding of \$10 million could be granted. Therefore the assessment criteria for MMEs include economic impacts of the

event and the possibility to secure private and business sector sponsorship. On the other hand, MLIEs are of much smaller scale (such as Asian or major regional championships) which are not expected to generate substantial economic impact or attract large amount of sponsorship. Nevertheless, all applications under each category are subject to the same set of assessment criteria.

(j)(ii) the process of and the scoring system for assessing applications for MMEs and MLIEs by MSEC's vetting panel and LCSD's Vetting Committee of Sports Subvention respectively

For MMEs, assessment of the applications takes place throughout the year. All applications will be scrutinized and vetted by the VP with the support of the Secretariat in accordance with the vetting criteria and the scoring table for M Mark events. The recommendations from the VP will then be presented to the MSEC and the Sports Commission for endorsement and approval respectively. The vetting criteria and scoring table for M Mark events are at **Annex VII and Annex VIII** respectively.

For MLIEs, LCSD will issues invitation letters to NSAs and Sports Organisations (SOs) under LCSD Sports Subvention Scheme in August/September every year for submission of applications in the coming three years. All applications will be scrutinized and vetted by the Vetting Committee for Sports Subvention (VCSS) in accordance with the vetting criteria and the scoring table for MLIEs. The recommendations from the VCSS on applications will then be submitted to HAB for approval. An approval-in-principle will be given to the NSAs/SOs. The NSAs/SOs are required to submit a formal application with full details of concerned MLIEs to LCSD at least four months before the date of event. The assessed applications will then be submitted to VCSS for endorsement and HAB for approval. The scoring system for MLIEs is at **Annex IX**.

(j)(iii) Whether there are any briefings and guidelines provided for members on the vetting of funding applications for MMEs; if yes, details of the briefings

The MSEC Secretariat will conduct briefing for all new MSEC members and provide each of them with a copy of the application guidelines. In addition, the Secretariat will remind VP members of the vetting criteria before assessing the "M" Mark applications at VP meetings.

***Note by Clerk, PAC:** Refer to Major Sports Event's website for Annex VII.

(k) With reference to Table 15 in paragraphs 3.14 of the Audit Report, Secretary for Home Affairs advised at the first public hearing that a review would be conducted on the existing arrangement for the submission of programme reports and audited accounts by grantees including time allowed for submission. Please provide the timetable for such review, and advise whether HAB would adjusting the timelines for the submission of programme reports and audited accounts by grantees in accordance with the scale of sports events

HAB and LCSD are considering the adjustment of timelines for the submission of programme reports and audited accounts by grantees. The review is expected to be completed by end of June this year.

(l) with reference to paragraph 3.24 of the Audit Report, please provide

(l)(i) an example illustrating the calculation methodology for the surplus amount of MMEs to be returned to the Government

Using a MME with actual expenditure of \$8.5 million and total income of \$12 million (including \$5 million cash sponsorship; \$5 million matching grant from “M” Mark Scheme and \$2 million of gate receipt) as an example. The event surplus is \$3.5 million (i.e. \$12 million - \$ 8.5 million).

The grantee is required to deposit at least \$1.25 million (i.e. 25% of the “M” Mark funding support) to the “M” Mark Reserve Fund Account (Reserve Fund Account) for the purpose of funding future “M” Mark event. The grantee may submit proposal for HAB’s approval on how to use the event surplus of \$2.25 million (i.e. \$3.5 million - \$1.25 million) for sports development purpose.

When the Reserve Fund Account reaches \$15 million, the grantee must submit a proposal for HAB’s approval within 12 months on how to gainfully use part of the reserve fund for development of the respective sport. If such a proposal is not submitted or cannot obtain HAB’s approval within the said period, the grantee is required to return the amount in excess of \$15 million to the Government within four months.

If the grantee does not organise another MME in four consecutive years, it is required to return all monies including interests in the Reserve Fund Account to the Government within four months upon notice from HAB.

(l)(ii) the rationale for the difference in practices between return of surpluses (for MMEs) and unspent balances (for MLIEs and LIEs)

As explained in para. (j)(i) above, there are significant differences in the scale and nature of MMEs and MLIEs. Hence, different mechanisms and monitoring arrangements, including return of surpluses and/or unspent balance are adopted.

(l)(iii) the progress of the review on the need to align the existing arrangements for returning surpluses of MMEs and unspent balances of MLIEs and LIEs mentioned in paragraph 3.34(b) of the Audit Report

HAB notes the need to control the use of surpluses for MLIEs and LIEs. We are reviewing the existing mechanism with LCSD and aim to devise relevant improvement measures by the end of June.

2 Cases of late submission of programme report and/or audited accounts for over six months

Programme Name	Approved Amount (HK \$)	End Date of Event	Deadline for Submission of Report	Date of Report Submitted by the Grantee	Deduction Methodology (HK\$)
Programme 1	\$437,179	6 Jul 2018	31 Jan 2019	30 Mar 2019	\$437,179 x 1% (\$4,372) x 2 months = \$8,744
Programme 2	\$505,149	14 Jul 2018	31 Jan 2019	30 Mar 2019	\$505,149 x 1% (\$5,051) x 2 months = \$10,102



電話 TEL: [REDACTED]
圖文傳真 FAX NO: [REDACTED]
本署檔號 OUR REF: LM (1) LCS 2/SF 988/04 OG (20)
來函檔號 YOUR REF:

14 May 2019



Causeway Bay, Hong Kong

Dear Mr [REDACTED],

Preparation Fund for the Tokyo 2020 Olympic Games

The Tokyo 2020 Olympic Games (OG) will be held during 24 July – 9 August 2020 in Tokyo, Japan. Your Association is now invited to apply for funding support from the Arts and Sport Development Fund to enhance the preparation for OG. Details of the funding support for the Preparation Programmes and application procedure are at Annex. Granting of the fund is subject to funding availability.

National Sports Associations are required to submit the application together with a training plan for preparation of OG by completing the attached proforma at Appendix III & IV and return to this office on or before **31 May 2019**.

Should you require further information, please contact our respective Assistant Leisure Manager of the Sports Funding Office.

Yours sincerely,



for Director of Leisure and Cultural Services

Preparation Programmes for the Tokyo 2020 Olympic Games

Eligibility

Based on the individual athletes / teams achieving results from the competitions which fall in **points 3** or above levels of **Appendix I** will be considered for support. The requirement for results to be considered is listed at **Appendix II**.

Period of Support

The preparation fund aims to provide support to National Sports Associations (NSAs) to cover all the related training expenses for a maximum of 12-month period (from August 2019 to July 2020 or completion of the preparation programme or receipt of notice of disqualification) subject to the approval of grant from Arts and Sport Development Fund.

Types of Support

The grant will cover expenses related to –

1. employment of additional coaches;
2. additional local training;
3. overseas competitions and training;
4. purchase of additional equipment; and
5. provision of on-field support.

Subvention Level

Based on the eligibility and their relevant training programmes, a subvention will be provided with the maximum amount listed below:

Type of Sports	Maximum Amount
Individual Sports	\$180,000 per athlete or \$1,200,000 per NSA (whichever is the less)
Team-only Sports	\$900,000 per team or \$1,400,000 for 2 teams or \$1,800,000 for 3 or more teams

NSAs covering both individual sport and team-only sport would be eligible for ceiling funding amounts equivalent to those for Team-only Sports NSAs i.e. \$1.8 million.

Funding Principle

A 100% subvention level and eligible items will be supported. However, please note that all expenses of the items should not be overlapped with the subvented programmes of Sports Subvention Scheme or other Government's funding. No double claims would be allowed for all expenditure items.

Elite Vote Support System (EVSS) Generic Scoring Table
(Revised in September 2017)

Item	Weighting	Criteria	Rating						
1	1.5	International-level performance record in previous 2 years – Senior athletes	4-8 (> 24 entries) or Top 1/3 (≤ 24 entries) International Invitation Tournament Regional Championships (e.g. Pacific Games, East Asian Championships) International Open Competitions	4-8 (> 24 entries) or Top 1/3 (≤ 24 entries) Asian Cup Series National Championships Asian Indoor and Martial Arts Games	4-8 (> 24 entries) or Top 1/3 (≤ 24 entries) Asian Championships National Games World University Games / Championships Asia Cup (Finals) World Cup Series	4-8 (> 24 entries) or Top 1/3 (≤ 24 entries) Asian Games World Cup (Finals)	4-8 (> 24 entries) or Top 1/3 (≤ 24 entries) Olympic Games World Championships	Medal (Minus-one Rule) Olympic Games	[6]
			Medal (> 9 entries) or Top 1/3 (≤ 9 entries) Inter-port / Inter-City Competition	Medal (> 9 entries) or Top 1/3 (≤ 9 entries) International Invitation Tournament Regional Championships (e.g. Pacific Games, East Asian Championships) International Open Competitions	Medal (> 9 entries) or Top 1/3 (≤ 9 entries) Asian Cup Series National Championships Asian Indoor and Martial Arts Games	Medal (> 9 entries) or Top 1/3 (≤ 9 entries) Asian Championships National Games World University Games / Championships Asia Cup (Finals) World Cup Series	Medal (> 9 entries) or Top 1/3 (≤ 9 entries) Asian Games Medal (> 9 entries) or Top 1/3 (≤ 9 entries) World Cup (Finals)	Medal (> 9 entries) or Top 1/3 (≤ 9 entries) World Championships	[5]
			[1]	[2]	[3]	[4]	[5]	[6]	

Remarks:

Requirements for results to be considered please refer to Appendix II.

Requirements for Results to be Considered

1. Results in demonstration or exhibition events will not be counted.
2. Only results of athletes fulfilling the 3-year residency criteria will be counted.
3. For team events, whether in individual or “Team-only” sports, all members of the team must fulfill the 3-year residency requirement, and all should be eligible to represent Hong Kong in the Asian Games or Olympic Games.
4. Due to a lack of uniformity in the ranking systems for different sports, international ranking will not be used as an assessment parameter.
5. Only results in competitions sanctioned, recognized or endorsed by the relevant international or Asian federation will be considered, except for the National Games and National Championships.
6. For Olympic Games and Asian Games medal results, the “minus-one rule” (i.e. beaten at least one competitor in the competition) will be applied.
7. Only results in events with the participation of four or more countries or regions, will be counted.
8. Results in inter-clubs competitions, whether local or international, will not be counted.

Preparation Fund for the Tokyo 2020 Olympic Games

Achievements in the past 2 years
(May 2017 – Up to April 2019)

Name of National Sports Association: _____

Please list down the best result for senior athletes / teams and submit supporting documents.

Categories	Event Name	Event Date	Names of Athletes / Teams	Positions / Results Attained	Total No. of Entries and No. of Countries /Regions taking part
Senior Athletes					
Senior Teams					

Name of Contact Person : _____

Telephone No. : _____

Post : _____

Date : _____

Association's Chop : _____

To: Sports Funding Office / Sports Development Unit

Fax: SFO: [REDACTED] / SDev: [REDACTED]

Training Plan for Preparation of the Tokyo 2020 Olympic Games

Name of NSA : _____

1. Projected achievements of the athletes in the Games

2. Proposed short-term coach, (please list past record of coaching achievements, job descriptions, employment terms and duration of employment, etc, if available) and the maximum support cannot exceed \$40,000/month.

3. Proposed additional training programmes including dates, time, venue, number of trainers

4. Proposed additional overseas competitions and training programmes including dates, time, venue, number of athletes involved

5. Proposed purchase of additional sport equipment

6. Proposed provision of on-field support

7. Detailed budget for items 2-6 (please use separate sheet if space is not sufficient)

8. Competition schedule of the Games for your sport and any other relevant information

Arts and Sport Development Fund (Sports Portion)

Guidelines on Application for Funding Support for Preparation and Participation in Major International Sports Events for Team Sports

This guideline sets out the eligibility, application requirements and monitoring arrangement for funding support under the Arts and Sport Development Fund (Sports Portion) for preparation for and participation in major international sports events of team sports.

A. About Arts and Sport Development Fund (Sports Portion)

2. The Arts and Sport Development Fund (ASDF) was set up in January 1997 as a sub-fund under the Sir David Trench Fund for Recreation to provide funding for worthwhile projects for the further development of arts and sport. Since the inception of the ASDF, the sports portion of ASDF has been an important source of funding for the development and promotion of sport in Hong Kong. At present, the ASDF provides funding support to, among others, team sports that have the potential for greater spectator appeal and public participation, for example, by providing additional funding for taking part in overseas competitions to raise standards.

B. Eligibility

1. Events

3. The events for which preparation and/or participation funding is sought should be a team-only sport and fall under one of the following categories –

- (a) championships and other events at a level equivalent to World or Intercontinental championships sanctioned and certified by the international or regional federation concerned; or
 - (b) qualifying events for non-annual major competitions at a level equivalent to those mentioned under (a) above; or
 - (c) other international events where participation of which is a prerequisite for the entry to world championships or equivalent.
4. This guideline does not apply to multi-sports games. Applications for preparation and/or participation funding in relation to major multi-sports events including but not limited to the Olympic Games and Asian Games would be coordinated by the Sports Federation & Olympic Committee of Hong Kong, China (SF&OC) and the Leisure and Cultural Services Department (LCSD). Similar applications in relation to Paralympic Games, Asian Para Games and National Games (summer/winter/youth) etc, would be coordinated by LCSD.

II. Applicants

5. Applications should be submitted by the relevant “national sports associations” (NSAs) which should generally fulfill all the following criteria –
- (a) a member of the SF&OC;
 - (b) affiliated to the international federation of the respective sport;
 - (c) registered under the Companies Ordinance and has a Memorandum and Articles of Association;
 - (d) a non-profit-making sports organisation; and

- (e) has been in operation and has organised sports programme for at least three years.

C. Funding Principles

6. The funding level shall be determined on the basis of the budget of the expenditure items submitted by the applicants, and in accordance with the Eligible Items of Expenditure for the Sports Subvention Scheme (SSS), including the applicable maximum amounts for the respective items.

Preparation funds

7. Eligible items will be funded in full subject to the following :

Level of Event	Maximum for each event		
	1 team	2 teams	>2 teams
World	\$900,000	\$1.4 million	\$1.8 million
Asian	\$725,000	\$1.1 million	\$1.45 million
Major Regional	\$480,000	\$720,000	\$900,000

8. The grant will cover expenses related to additional local training and overseas competitions/training, employment of additional coaches, purchase of additional equipment and provision of on-field support.
9. There should be no duplication of items funded under this application and those subvented under SSS managed by LCSD or HKSI. No double claims would be allowed for all expenditure items.

Participation funds

10. Eligible items will be funded up to 90%, i.e. applicants would be granted funding equivalent to 90% of the eligible items as assessed by Home Affairs Bureau (HAB) / LCSD.

D. Application Procedures

Requirements and Procedures

11. Applicants shall submit funding applications in writing, together with supporting documents, on preparation programmes and/or competitions concerned, including, but not limited to, the following information :
 - (a) details of the programmes, for example, level of events concerned, content and details of the preparation programme(s) concerned, projected achievements at the competitions concerned, date(s) of the preparation programmes and/or competitions concerned with supporting documents (e.g. invitation letter);
 - (b) delegation list, including roles of non-athletes; and
 - (c) budget with itemised breakdown of cost.

If the event date is yet to be finalised, applicants may submit application on the basis of tentative dates available.

12. Applications, signed by the President, Chairman or Chief Executive/Executive Director of the NSA concerned, should be submitted by post or email to the following **at least four months before** (postmark date or date of email sent) the earliest departure date (from Hong Kong) of the programmes covered by the application, or the commencement of preparation programme(s), whichever is earlier, under preparation fund :

Recreation and Sport Branch
Home Affairs Bureau
13/F, Central Government Offices West Wing
2 Tim Mei Avenue
Hong Kong
Email : asdf-applications@hab.gov.hk

13. All applications should be clearly marked “**ASDF – Application for Preparation/Participation* Funds**” on the envelope for applications submitted by post, or in the subject line for applications submitted by email.
14. Late applications will not be considered.
15. HAB and/or LCSD may need to seek clarification from the applicant, or require the applicant to submit further information. Delay in response to HAB and/or LCSD’s request for further details may delay the processing of the application, and the application may not be approved before the start of the preparation programmes or events.

Change of Circumstances

16. For **preparation fund**, applicants shall have to cease the preparation programmes immediately upon receipt of notice of disqualification or withdrawal for whatever reason from the relevant event(s), and notify HAB within two weeks of receipt of such notices. Any unused portion of the fund granted shall be refunded to HAB as soon as practicable, and in any case no longer than four months from the notification to HAB, with an auditor’s report and an audited statement of account.
17. For **participation fund**, applicants shall inform HAB within two weeks if they are unable to participate in the events concerned for whatever reason, including but not limited to withdrawal, disqualification, and cancellation of events. Any unused portion of the fund granted shall be refunded to HAB as soon as practicable, and in any case no longer than four months from the notification to HAB, with an auditor’s report and an audited statement of account.
18. Any change to the scope of the approved activities requires prior approval of HAB. Under such circumstances, the applicant

* Delete “preparation” or “participation” as appropriate

should submit in writing with full justifications for the proposed changes **at least four weeks before** the commencement of the proposed activities, or the departure date in case of overseas activities. Expenditure incurred on unapproved items and programmes would not be reimbursed. No retrospective approval would be given.

19. Should an application be approved, HAB shall issue an approval letter to the applicant setting out the approved amount and the funding conditions. Release of funding will be arranged upon receipt of written acceptance from the applicant. The approval will lapse in the absence of written acceptance from the applicant before the date stipulated in the approval letter.
20. The decision of HAB is final.

E. Monitoring

21. Without loss of generality to the requirements herein, applicants must follow any condition set out in the approval letter. In case of conflict between this guideline and the approval letter, the conditions set out in the approval letter shall prevail.

Reporting Requirements

22. For approved grants, the grantees are required to submit evaluation report, delegation list and auditor's report with audited statements of accounts upon completion of the projects **within four months** from the end of the approved programmes to HAB. Any unspent balance must be returned to HAB within four months after the completion of the projects.
23. In the event that an applicant fails to submit audited accounts and/or post-event report six months after the event, the applicant shall be liable to refund approved grant to HAB, calculated as 1% of the approved ceiling subvention amount for every month of

further delay, until all of the post-event reports and audited accounts are submitted.

24. Late submission of notification in case of circumstances, post-event reports and audited accounts may also impact on the scoring for “Corporate Governance and Compliance” in the Mid-year Assessment and thus may affect annual subvention under SSS.

Virement of Funds

25. If an application consists of more than one programme, such as a preparation programme consisting of both local and overseas training activities, virement of funds from one programme to another would be considered subject to application in writing before the commencement of the programmes.

Record-keeping Requirements

26. The applicants must keep accounting records in relation to the application for at least seven years after the end of the project and provide, upon request, copies of receipts and invoices for items of expenditure covered by the ASDF funding for inspection.

On-site Inspection

27. HAB shall reserve the right to conduct on-site inspection to ensure compliance with the funding conditions and consistency with the stated objectives of the relevant programmes.
28. HAB reserves the right to suspend processing subsequent funding applications of any type for ASDF from the applicants with outstanding post-event report and/or audited accounts one year after the deadline, until all the outstanding post-event report and/or audited accounts are submitted.
29. HAB may take into account track records of the applicants in managing the approved programmes, including submission of

reports and statements of accounts, in assessing future applications.

F. Enquiry

30. Any enquiry related to applications made under the sports portion of the ASDF should be directed to the Assistant Secretary for Home Affairs (Recreation and Sport)² at 3509 7070, or at the address and email under paragraph 12.

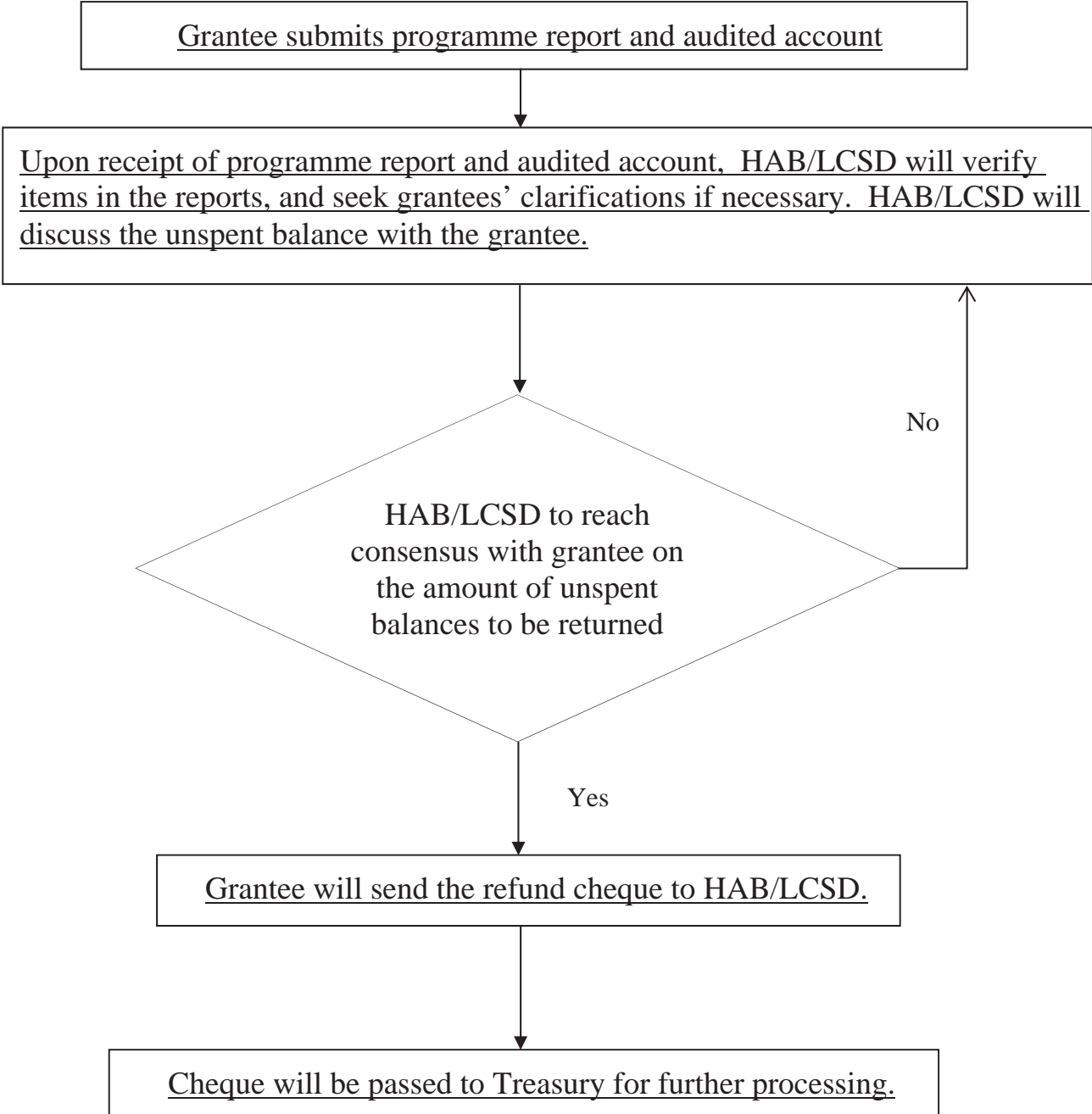
**Home Affairs Bureau
August 2016**

Among the 24 applications shown in Table 6 with estimated amount expenditure more than actual amount of expenditure, 9 are handled by HAB. Details of the amount and percentage of variances are tabulated below:

Case	Date of Approval	Estimated Expenditure (including non-eligible expenditure) (\$)	Approved Amount (\$)	Actual Expenditure (including non-eligible expenditure) (\$)	(Difference between Estimated Expenditure and Actual Expenditure) Calculation of Variance (\$)	(Difference between Estimated Expenditure and Actual Expenditure) Percentage of Variance (%)	(Difference between Approved amount and Actual Expenditure) Percentage of Variance (%)
		(a)	(b)	(c)	(d) = (a) - (c)	(e)=(d) / (a)	(f)=(b)-(c) / ((b)
1	2017-12-28	1,261,064.00	900,000.00	790,451.04	470,612.96	37%	12%
2	2017-04-06	1,097,390.00	725,000.00	670,697.53	426,692.47	39%	7%
3	2018-01-31	585,540.00	423,090.00	382,517.62	203,022.38	35%	10%
4	2018-03-29	644,630.00	414,981.00	388,441.66	256,188.34	40%	6%
5	2017-11-21	955,604.00	833,255.00	669,906.02	285,697.98	30%	20%
6	2018-07-30	17,377,687.00	15,573,150.00	11,997,313.00	5,380,374.00	31%	23%
7	2017-09-01	7,798,834.00	6,957,320.00	3,875,813.00	3,923,021.00	50%	44%
8	2018-02-09	298,808.00	269,010.00	66,747.00	232,061.00	78%	75%
9	2017-10-12	1,737,155.20	1,517,615.00	1,216,867.00	520,288.20	30%	20%

Remarks : 9 out of 24 events are handled by HAB.

Workflow of return of unspent balance from Grantees for Arts and Sport Development Fund (ASDF)



Programmed Report (*Events Held Outside Hong Kong*)

The Report should be completed by an authorized official/staff of the Association by the end of second month in the coming quarter (e.g. for programme held during April to June, the report should be submitted on or before 31st August).

A(I) - International Events held outside HK

✓

B(I) - National / Junior Squad Training held outside HK

B(II) - Regional Squad Training held outside HK

D(I) - Official Training Programme held outside HK

D(II) - Meeting / conference held outside HK

(Please tick ✓ as appropriate)

Name of National Sports Association: _____

I. Event Particulars

Name of Programme: _____

Period / Date of Programme: _____

8-14 Dec 2017

Period of Stay: _____

Venue / Destination: _____

Number of Participants:

	Planned No.	Actual No.	Supported No. (for LCSD Use)
No. of Athletes	34	34	
No. of Teams			
No. of Officials	29	29	

II. Achievement of Targets

Performance Target	Target met (✓) / not met (X)	Reasons / Remarks
Achieve medals	✓	

(For category A(I) programmes, please also complete the Report on International Events held outside Hong Kong)

III. Statement of Account

(A) <u>Expenditure Met by LCSD</u>	<u>Actual Expenditure</u> (To be completed by NSA)		For LCSD Use
	Breakdown	Amount (HK\$)	Recommended Subvention (HK\$)
I. Board & Lodging			
1. Air Ticket	Delegation : \$5,650 x 61pax + \$4,130 x 1pax + \$4,330 x 1pax - \$593 refund for cancellation of DCDM's ticket (*) 352,517.00 NPC : \$5,650 x 1pax + 4,330 x 2pax + \$8,330 22,640.00	414,866.00	
Airport Tax	Delegation : \$593 x 63pax 37,359.00 NPC : \$593 x 2pax + \$582 x 2pax 2,350.00		
	(*) After the airticket wss confirmed, [REDACTED] was requested to arrive early to attend the meeting. The Organizing Committee was responsible for her airticket.		
2. Accommodation	Single room : [REDACTED] (USD150 x 1room x 7nights + USD150 x 1room x 4nights + USD150 x 2room x 5nights) @7.8306597 24,666.56 Triple room : USD360 x 4rooms x 7nights @7.8306597 78,933.05 Twin room : USD260 x 4rooms x 7nights @7.8306597 57,007.20 6persons room : USD570 x 8rooms x 7nights @7.8306597 249,954.66 Additional bed : AED185 x 9beds @2.13251 3,550.63	414,112.10	
3. Meals		3,421.02	
4. Transportation	Transportation for equipment \$1,150.00 Transportation for athletes and officials \$10,849.50	11,999.50	
	Sub-total:	844,398.62	0.00
II. Staff Remuneration			
1. Daily Allowance for PT Coaches	\$1000 x 7pax x 7days + \$4,500/7days x 4pax	67,000.00	
2. Daily Allowance for Medical officials	\$1000 x 2pax x 7days + \$1000 x 1pax x 5days	19,000.00	
3. Daily Allowance for Photographer	\$1000 x 1pax x 7days	7,000.00	
	Sub-total:	93,000.00	0.00
III. Printing & Publicity		61,622.35	
1. Team meeting cum Press Conf.	- Venue Fee 8,587.50 - Backdrop & PA 20,000.00 - Refreshment 10,890.00 - Hire of rebus for athletes to/from 210.00	39,687.50	
3. Selection Day	- Printing, Poster & banner 11,005.75 - Transportation of equipment 70.00 - Stationery & postage 4,539.60 - Voluntary helpers allowance 2,910.00 - Volunteer Bid laundry fee 50.50 - Meals for officials 800.00	19,375.85	
4. Printing Expenses		559.00	

5. Event Banner		2,000.00	
IV. Event Related Expenses		217,845.73	
1. Medical equipment		7,558.00	
2. Team Uniform		72,380.00	
3. Competition Uniform		22,020.50	
	- Athletics	2,540.50	
	- Swimming	6,940.00	
	- Table Tennis	12,540.00	
4 Competition Equipment		17,352.20	
	- Tenpin Bowling	3,080.00	
	- Table Tennis	12,565.00	
	- Swimming	1,707.20	
5. Insurance		6,800.00	
6. IDD & Internet		7,146.80	
7. Supplement of drinks		1,557.12	
8. ■■■■■ capitation fee		26,232.71	
10. Audit Fee		5,000.00	
11. Stationary & Postage		2,352.00	
14. Souvenir - Pins		30,700.00	
15. Hong Kong Flag		900.00	
16. Appreciation Dinner & Ceremony		17,450.00	
17. Bank charges		396.40	
	Total(A):	1,216,867	0.00
(B) Expenditure Met by NSA/Sponsors:			
1.			
2.			
	Total (B):	0.00	
	Grand Total Expenditure (A) + (B):	0.00	
(C) Income: (Estimated Amount)	Actual Income (HK\$)		
1. Entry Fee: (\$_____)			
2. Admission Fee: (\$_____)			
Total: (\$_____)	Total Income (C):	0.00	
	(A) Expenditure met by LCSD:	0.00	
	(C) Income:	0.00	
	Maximum Subvention Level:	90%	
	Total Recommended Subvention:	1,517,615.00	

If there is significant variance between the estimated and actual expenditure / income, (i.e. >25%), please explain:

This is to certify that:

Compliance Items	Yes	No	Reason for non-compliance
(a) Accommodation has been restricted to standard room(s) type	Yes		
(b) Air fare has been restricted to economy class	Yes		
(c) Number of sessions of training programmes have been conducted as planned <i>(for training programmes only)</i>	n/a		
(d) Pay rate to coaches and officials are not lower than LCSD's standard pay rate	n/a		

All the above information stated in the Programme Report has been checked correct and complied with the Handbook and Subvention Agreement.

Signature : 
 Name: 


 Association's Chop

Post : Vice Chairman

Other*: _____ (Please specify)

Date: 29/3/2018

** Please delete if not applicable*

(For LCSD use only):

1. Date of Receipt of Programme Report:

2. Overall Assessment of the Programme:

Outstanding Very Satisfactory Satisfactory Unsatisfactory Poor

3. Suggestion / General Remarks : _____

4. Actual expenses are subject to auditing by the certified public accountant.

Signature of project i/c : _____
 ALM II / I / LM *

Date : _____

Signature of supervisor : _____
 LM / SLM *

Date : _____

Report on International Events held outside Hong Kong

1. Aims and Objectives

Achieve medals

2. Scale & Level of Event

No. of participating countries: 30 countries

No. of participants (including officials and athletes): 800 athletes

Sanctioned by: * International Federation / Asian Federation / Others

Frequency: every 4 year

3. Logistic Arrangements

Satisfactory Unsatisfactory (Please explain: _____)

4. Organization of Event

Satisfactory Unsatisfactory (Please explain: _____)

5. Performance of Athletes

Satisfactory Unsatisfactory (Please explain: _____)

6. Performance of Coaches

Satisfactory Unsatisfactory (Please explain: _____)

7. Official Results (please attach the official results of team/individual athletes with events entered, if any)

7 Gold, 13 Silver and 4 Bronze medals

8. Participants' Feedback

9. Any observations that can be applicable in Hong Kong

10. Overall Comments on Effectiveness of the Programme



地區殘奧會代表 National Paralympic Committee Representatives	
[Redacted]	[Redacted] 副主席 Vice-chairman,
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	General Secretary,
[Redacted]	[Redacted]

團隊職員 Delegation Officials	
[Redacted]	團長 Chef de Mission
[Redacted]	副團長 Deputy Chef de Mission
[Redacted]	秘書處職員 Secretariat Staff
[Redacted]	秘書處職員 Secretariat Staff
[Redacted]	秘書處職員 Secretariat Staff
[Redacted]	秘書處職員 Secretariat Staff
[Redacted]	秘書處職員 Secretariat Staff
[Redacted]	攝影師 Photographer

醫療人員 Medical Officials	
[Redacted]	醫生 Team Doctor
[Redacted]	護士 Nurse
[Redacted]	護士 Nurse
[Redacted]	物理治療師 Physiotherapist

田徑 Athletics	
[Redacted]	教練 Coach
[Redacted]	教練 [Redacted]
[Redacted]	運動員 Athlete
[Redacted]	運動員 Athlete
[Redacted]	運動員 Athlete
[Redacted]	運動員 Athlete
[Redacted]	運動員 [Redacted]



硬地滾球 Boccia	
	總教練 Head Coach
	教練 Coach
	教練 Coach
	輔助人員 Assistant
	輔助人員 Assistant
	輔助人員 Assistant
	輔助人員 Assistant
	運動員 Athlete
	運動員 Athlete
	運動員 Athlete
	運動員 Athlete
	運動員 Athlete
	運動員 Athlete
	運動員 Athlete
運動員 Athlete	

游泳 Swimming	
	教練 Coach
	教練 Coach
	運動員 Athlete
	運動員 Athlete
	運動員 Athlete
	運動員 Athlete
	運動員 Athlete
	運動員 Athlete
	運動員 Athlete



乒乓球 Table Tennis

	教練 Coach
	教練 Coach
	教練 Coach
	運動員 Athlete
	運動員 Athlete
	運動員 Athlete
	運動員 Athlete
	運動員 Athlete
	運動員 Athlete
	運動員 Athlete

成績總表 Results Summary

	運動項目 Sports	運動員 Athletes	級別 Class	比賽項目 Events	成績 Results	參賽人數/ 隊伍 Participants/ Teams	參賽國家/ 地區 Nations/ Territories
1	田徑 Athletics		T47	女子 T47 級 100 米 (20 歲以下) Women's 100m T47 (U20)	第三名 3 rd (14.81")	4	4
2	田徑 Athletics		T47	女子 T42-47 級 200 米 (20 歲以下) Women's 200m T42-47 (U20)	第二名 2 nd (30.80")	3	3
3	田徑 Athletics		T35	男子 T35-36 級 100 米 (20 歲以下) Men's 100m T35-36 (U20)	第二名 2 nd (16.35")	3	2
4	田徑 Athletics		T35	男子 T35-36 級 200 米 (20 歲以下) Men's 200m T35-36 (U20)	第二名 2 nd (32.26")	3	2
5	田徑 Athletics		T36	男子 T35-36 級 100 米 (18 歲以下) Men's 100m T35-36 (U18)	第二名 2 nd (15.56")	2	2
6	田徑 Athletics		T36	男子 T35-36 級 200 米 (18 歲以下) Men's 200m T35-36 (U18)	33.60"	1	1
7	田徑 Athletics		T36	男子 T35-36 級 100 米 (20 歲以下) Men's 100m T35-36 (U20)	第三名 3 rd (16.87")	3	2
8	田徑 Athletics		T36	男子 T35-36 級 200 米 (20 歲以下) Men's 200m T35-36 (U20)	第三名 3 rd (34.24")	3	2
9	田徑 Athletics		T20	男子 T13/20 級跳遠 (20 歲以下) Men's Long Jump T13/20 (U20)	第二名 2 nd (5.80m)	3	3
10	硬地滾球 Boccia		BC4	混合 BC4 級個人賽 Mixed Individual BC4	第二名 2 nd	14	6
11	硬地滾球 Boccia		BC4	混合 BC4 級個人賽 Mixed Individual BC4	八強 Quarter-final	14	6
12	硬地滾球 Boccia		BC1	混合 BC1 級個人賽 Mixed Individual BC1	小組 Pool	10	5
13	硬地滾球 Boccia		BC2	混合 BC2 級個人賽 Mixed Individual BC2	小組 Pool	16	9
14	硬地滾球 Boccia		BC2	混合 BC2 級個人賽 Mixed Individual BC2	八強 Quarter-final	16	9
15	硬地滾球 Boccia		BC4	混合 BC4 級個人賽 Mixed Individual BC4	小組 Pool	14	6

	運動項目 Sports	運動員 Athletes	級別 Class	比賽項目 Events	成績 Results	參賽人數/ 隊伍 Participants/ Teams	參賽國家/ 地區 Nations/ Territories
16	游泳 Swimming		S8	女子 S6-10 級 100 米自由泳 (12-15 歲) Women's 100m Freestyle S6-10 (Aged 12-15)	第十四名 14 th (1:42.67)	21	6
17	游泳 Swimming		S8	女子 S6-10 級 100 米背泳 (12-15 歲) Women's 100m Backstroke S6-10 (Aged 12-15)	第五名 5 th (1:57.53)	11	6
18	游泳 Swimming		S8	女子 S6-10 級 400 米自由泳 (12-15 歲) Women's 400m Freestyle S6-10 (Aged 12-15)	第七名 7 th (7:29.68)	9	6
19	游泳 Swimming		SB7	女子 SB4-9 級 100 米蛙泳 (12-15 歲) Women's 100m Breaststroke SB4-9 (Aged 12-15)	第十一名 11 th (2:50.17)	20	6
20	游泳 Swimming		S9	女子 S6-10 級 100 米自由泳 (12-15 歲) Women's 100m Freestyle S6-10 (Aged 12-15)	第十七名 17 th (1:46.09)	21	6
21	游泳 Swimming		SB8	女子 SB4-9 級 100 米蛙泳 (12-15 歲) Women's 100m Breaststroke SB4-9 (Aged 12-15)	第十四名 14 th (2:55.77)	20	6
22	游泳 Swimming		S10	女子 S6-10 級 100 米自由泳 (12-15 歲) Women's 100m Freestyle S6-10 (Aged 12-15)	第十八名 18 th (1:47.38)	21	6
23	游泳 Swimming		SB9	女子 SB4-9 級 100 米蛙泳 (12-15 歲) Women's 100m Breaststroke SB4-9 (Aged 12-15)	第六名 6 th (1:56.43 [#])	20	6
24	游泳 Swimming		S13	女子 S11-13 級 100 米自由泳 (12-15 歲) Women's 100m Freestyle S11-13 (Aged 12-15)	1:40.19	1	1
25	游泳 Swimming		S13	女子 S11-13 級 400 米自由泳 (12-15 歲) Women's 400m Freestyle S11-13 (Aged 12-15)	7:56.06	1	1
26	游泳 Swimming		SB13	女子 SB11-13 級 100 米蛙泳 (12-15 歲) Women's 100m Breaststroke SB11-13 (Aged 12-15)	2:11.95	1	1
27	游泳 Swimming		S13	男子 S11-13 級 100 米自由泳 (12-16 歲) Men's 100m Freestyle S11-13 (Aged 12-16)	第九名 9 th (1:28.03 [#])	14	6
28	游泳 Swimming		S13	男子 S11-13 級 400 米自由泳 (12-16 歲) Men's 400m Freestyle S11-13 (Aged 12-16)	第六名 6 th (7:06.59)	8	4
29	游泳 Swimming		SB13	男子 SB11-13 級 100 米蛙泳 (12-16 歲) Men's 100m Breaststroke SB11-13 (Aged 12-16)	取消資格 Disqualified	12	5
30	游泳 Swimming	S13	男子 S11-13 級 100 米自由泳 (12-16 歲) Men's 100m Freestyle S11-13 (Aged 12-16)	取消資格 Disqualified	14	6	
31	游泳 Swimming	SB13	男子 SB11-13 級 100 米蛙泳 (12-16 歲) Men's 100m Breaststroke SB11-13 (Aged 12-16)	第六名 6 th (1:42.12 [#])	12	5	
32	游泳 Swimming	S14	男子 S14 級 100 米蝶泳 (12-16 歲) Men's 100m Butterfly S14 (Aged 12-16)	取消資格 Disqualified	8	4	
33	游泳 Swimming	S14	男子 S14 級 100 米背泳 (12-16 歲) Men's 100m Backstroke S14 (Aged 12-16)	第二名 2 nd (1:05.91 [#])	9	5	
34	游泳 Swimming	S14	男子 S14 級 200 米自由泳 (12-16 歲) Men's 200m Freestyle S14 (Aged 12-16)	第三名 3 rd (2:07.74)	11	6	

	運動項目 Sports	運動員 Athletes	級別 Class	比賽項目 Events	成績 Results	參賽人數/ 隊伍 Participants/ Teams	參賽國家/ 地區 Nations/ Territories
35	游泳 Swimming		SB14	男子 SB14 級 100 米蛙泳 (12-16 歲) Men's 100m Breaststroke SB14 (Aged 12-16)	第一名 1 st (1:13.44)	8	5
36	游泳 Swimming		SM14	男子 SM14 級 200 米個人四式 (12-16 歲) Men's 200m Individual Medley SM14 (Aged 12-16)	第一名 1 st (2:19.02 [#])	5	3
37	游泳 Swimming		S14	男子 S14 級 100 米蝶泳 (12-16 歲) Men's 100m Butterfly S14 (Aged 12-16)	第二名 2 nd (1:03.62 [#])	8	4
38	游泳 Swimming		S14	男子 S14 級 100 米背泳 (12-16 歲) Men's 100m Backstroke S14 (Aged 12-16)	第一名 1 st (1:05.27)	9	5
39	游泳 Swimming		S14	男子 S14 級 200 米自由泳 (12-16 歲) Men's 200m Freestyle S14 (Aged 12-16)	第一名 1 st (2:05.33 [#])	11	6
40	游泳 Swimming		SB14	男子 SB14 級 100 米蛙泳 (12-16 歲) Men's 100m Breaststroke SB14 (Aged 12-16)	第二名 2 nd (1:15.03)	8	5
41	游泳 Swimming		SM14	男子 SM14 級 200 米個人四式 (12-16 歲) Men's 200m Individual Medley SM14 (Aged 12-16)	第二名 2 nd (2:21.18 [#])	5	3
42	游泳 Swimming		S14	男子 S14 級 100 米蝶泳 (12-16 歲) Men's 100m Butterfly S14 (Aged 12-16)	第三名 3 rd (1:05.27 [#])	8	4
43	游泳 Swimming		S14	男子 S14 級 100 米背泳 (12-16 歲) Men's 100m Backstroke S14 (Aged 12-16)	第四名 4 th (1:10.34)	9	5
44	游泳 Swimming		S14	男子 S14 級 200 米自由泳 (12-16 歲) Men's 200m Freestyle S14 (Aged 12-16)	第二名 2 nd (2:05.53 [#])	11	6
45	游泳 Swimming		SB14	男子 SB14 級 100 米蛙泳 (12-16 歲) Men's 100m Breaststroke SB14 (Aged 12-16)	第四名 4 th (1:20.86)	8	5
46	游泳 Swimming		SM14	男子 SM14 級 200 米個人四式 (12-16 歲) Men's 200m Individual Medley SM14 (Aged 12-16)	取消資格 Disqualified	5	3
47	乒乓球 Table Tennis		TT7	女子 TT6-7 級單打 Women's Singles TT6-7	第一名 1 st	7	3
48	乒乓球 Table Tennis		TT7	女子 TT6-7 級單打 Women's Singles TT6-7	第二名 2 nd	7	3
49	乒乓球 Table Tennis		TT7	女子 TT6-7 級團體賽 Women's Team TT6-7	第一名 1 st	3	3
50	乒乓球 Table Tennis		TT10	女子 TT10 級單打 Women's Singles TT10	第五名 5 th	5	5
51	乒乓球 Table Tennis		TT11	女子 TT11 級單打 Women's Singles TT11	第二名 2 nd	7	3
52	乒乓球 Table Tennis		TT11	女子 TT11 級單打 Women's Singles TT11	第一名 1 st	7	3
53	乒乓球 Table Tennis	TT11	女子 TT11 級單打 Women's Singles TT11	小組 Pool	7	3	

	運動項目 Sports	運動員 Athletes	級別 Class	比賽項目 Events	成績 Results	參賽人數/ 隊伍 Participants/ Teams	參賽國家/ 地區 Nations/ Territories
54	乒乓球 Table Tennis		TT7	男子 TT7 級單打 Men's Singles TT7	八強 Quarter-final	10	8
55	乒乓球 Table Tennis		TT7	男子 TT7 級單打 Men's Singles TT7	八強 Quarter-final	10	8
56	乒乓球 Table Tennis		TT8	男子 TT8 級單打 Men's Singles TT8	小組 Pool	13	9
57	乒乓球 Table Tennis		TT8	男子 TT8 級單打 Men's Singles TT8	小組 Pool	13	9
58	乒乓球 Table Tennis		TT7-TT8	男子 TT6-8 級團體賽 Men's Team TT6-8	小組 Pool	7	7
59	乒乓球 Table Tennis		TT11	男子 TT11 級單打 Men's Singles TT11	小組 Pool	6	3
60	乒乓球 Table Tennis		TT11	男子 TT11 級單打 Men's Singles TT11	第三名 3 rd	6	3
61	乒乓球 Table Tennis		TT11	男子 TT11 級單打 Men's Singles TT11	第二名 2 nd	6	3

獎牌數目: 7 金、13 銀、4 銅

Medals Achieved: 7 Gold, 13 Silver, 4 Bronze

個人最佳成績

Personal Best

團長簡報

誓師大會

非常榮幸再次獲委任為 [REDACTED] 的團長，在 2017 年 12 月 3 日的香港代表團誓師大會上，我和運動員代表 [REDACTED] 一起接過由民政事務局體育專員楊德強先生頒授的香港特別行政區區旗，這項莊嚴而隆重的授旗儀式對我們一眾運動員而言是十分鼓舞的。在出發前往 [REDACTED] 比賽前，我曾到訪過乒乓球和游泳的練習場地為教練及運動員打氣，增加彼此的交流，從中更得知各運動員的心理素質十分良好，他們已在比賽前加強了訓練次數，務求以最佳狀態迎戰。誓師大會當日，特別安排了兩位精英運動員—— [REDACTED] (金牌得主 [REDACTED] 硬地滾球) 及 [REDACTED] (游泳) 出席為師弟師妹打氣，並與各運動員分享減壓心得，令一眾新秀運動員獲益良多。

比賽期間

比賽在 2017 年 12 月 10 至 13 日的 [REDACTED] 舉行，香港代表團在 12 月 8 日啟程出發，部份首次參與國際賽事的運動員在 12 月 10 日開幕禮舉行前已順利完成級別鑑定，開幕禮當日，29 個國家的運動員揮舞著他們的國旗步入田徑運動場十分壯觀，禮成後比賽正式展開了。比賽期間香港運動員有機會與不同國籍 [REDACTED] 的選手一較高下，對於這批新秀運動員而言，實在是難能可貴的經驗。各健兒在運動場上衝破了語言的隔膜，雙方除了交流技術外，也建立了友誼，無論勝敗，在賽前賽後雙方都握手致意，彼此體現比賽與友誼並全的精神。是次香港運動員整體的紀律、心理素質及技術水平均有不錯的表現。本人、教練和團隊職員經常提點運動員要堅持勝不嬌和敗不餒的精神去應付比賽。比賽過後，教練和運動員均檢討每場比賽可以進步的空間，以令下回比賽能有更佳的表现。

比賽結果

今屆比賽共有 29 個國家派出約 600 位年齡由 12 歲至 23 歲的青少年運動員參與七項賽事。香港的 34 位運動員在 31 位教練、 [REDACTED]、醫療人員、輔助人員及職員陪同下參加了四項比賽，包括：硬地滾球、田徑、乒乓

球及游泳。港隊在獎牌榜上以 7 金、13 銀及 4 銅排行獎牌榜第 15 位，田徑共得 4 銀 1 銅、硬地滾球獲得 1 銀、游泳獲得 4 金 5 銀 2 銅及乒乓球獲得 3 金 3 銀 1 銅，港隊在各國對手強勁的表現下仍獲得如此佳績，實屬難得。當中數名運動員更在是次比賽中刷新了個人最佳成績，真是可喜可賀。由於是次參賽的運動員差不多半數是首次參加國際性的比賽，故臨場經驗略有不足，當他們在得分稍微落後時會顯得較為緊張而至水準未盡發揮，亦有個別運動員因級別評鑑與期望級別有所落差而需調節一下心理質素去恢復鬥志，整體而言各人經教練及隊友的鼓勵，仍能繼續勇往直前作賽。

展望將來

是次賽事為本港運動員帶來了十分可貴的實戰經驗，綜合而言，這批新秀運動員甚具發展潛能，相信多參與比賽及在教練的悉心栽培和策略性訓練後，將來必成大器。期望在往後的訓練除了加強技術的鑽研外，對個別運動員的體能亦需要透過均衡的膳食作提升，另比賽的心理質素亦有進步空間。此外，不得不提的是近年冒起的印度、南韓、烏茲別克、泰國和伊朗等國家亦不容忽視其實力，那些國家的運動員的戰鬥精神十分旺盛，體型和體能均比香港的運動員優勝，加上他們的訓練時間亦較香港的運動員多而在技術有穩定的表現。是故，港隊在大敵當前下仍有此成績已是十分滿意。經此一役，港隊運動員應可清晰檢討得失，確立目標後繼續努力培訓，冀能在未來的國際賽事上有更佳表現。

由衷致謝

最後，我僅代表各團員感謝香港特區政府、民政事務局、康樂及文化事務處、
[REDACTED] 及運動員家長的支持、鼓勵和愛戴，及 [REDACTED]
[REDACTED] 的統籌令是次比賽得以順利完成，期望我們一班新秀運動員以各項比賽的優勝者作為奮鬥目標，繼續在運動員的征途上為香港爭光！

[REDACTED]
2018 年 1 月 9 日

***Note by Clerk, PAC: Chinese version only.**

[REDACTED]
[REDACTED]
("The Association")
[REDACTED]
INDEPENDENT ASSURANCE REPORT
ARTS AND SPORT DEVELOPMENT FUND FOR THE [REDACTED]
[REDACTED]

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& Company

CHARTERED ACCOUNTANTS
CERTIFIED PUBLIC ACCOUNTANTS (PRACTISING)

會計師事務所

Tel :

Fax :

Email :

Our Ref. :

Your Ref. :

**INDEPENDENT ASSURANCE REPORT
TO THE EXECUTIVE COMMITTEE OF THE**

(INCORPORATED IN HONG KONG AND LIMITED BY GUARANTEE)

In accordance with our agreed terms of engagement dated 31 March 2017, we have performed a negative assurance engagement on the attached income and expenditure account, set out on pages 3 to 5, in respect of the Association's Arts and Sport Development Fund for the

Respective Responsibilities of the Executive Committee and Ourselves

The Executive Committee is responsible for maintaining proper books and records of the Event and for preparing the attached income and expenditure account in accordance with the basis of preparation set out on page 5 setting out the grant received from the Home Affairs Bureau of the Government of the Hong Kong Special Administrative Region and the expenditure incurred in connection with the Event. This responsibility includes designing, implementing and maintaining internal control relevant to the maintenance of proper books and records of the Event and the preparation and presentation of the income and expenditure account so that the grant received and the expenditure incurred in connection with the Event are included in the books and records and the income and expenditure account that are free from material misstatement.

It is our responsibility to form a conclusion on the attached income and expenditure account, based on our engagement, on whether anything has come to our attention that causes us to believe that the grant received and the expenditure incurred as shown in the income and expenditure account are not extracted from the books and records maintained by the Association in respect of the Event.

Basis of Conclusion

We conducted our engagement in accordance with Hong Kong Standard on Assurance Engagements 3000 (revised) "Assurance Engagements Other Than Audits or Reviews of Historical Financial Information" issued by the Hong Kong Institute of Certified Public Accountants ("HKICPA").

Our work undertaken in connection with this engagement is less in scope than an audit conducted in accordance with Hong Kong Standards on Auditing issued by the HKICPA. Accordingly, it does not enable us to obtain assurance that we would become aware of all significant matters that might be identified in an audit. Consequently, we do not express an audit opinion.

& Company

CHARTERED ACCOUNTANTS
CERTIFIED PUBLIC ACCOUNTANTS (PRACTISING)

會計師事務所

Tel : [REDACTED] Fax : [REDACTED]

Email : [REDACTED]

Our Ref. :

Your Ref. :

**INDEPENDENT ASSURANCE REPORT (CONT'D)
TO THE EXECUTIVE COMMITTEE OF THE**

(INCORPORATED IN HONG KONG AND LIMITED BY GUARANTEE)

Basis of Conclusion (cont'd)

Our engagement included carrying out limited procedures for obtaining sufficient appropriate evidence to be able to draw a conclusion such as inquiries primarily of persons responsible for financial and accounting matters and other review procedures we considered necessary. We have also relied on the completeness of documentation provided by the Association to support the information contained in the income and expenditure account. It was not practicable for us to determine whether the income and expenditure account and the books and records of the Association include all transactions relating to the Event and to quantify the potential impact of this on the income and expenditure account. Accordingly, our report relates solely to whether anything has come to our attention that causes us to believe that the grant received and the expenditure incurred as shown in the income and expenditure account are not extracted from the books and records maintained by the Association in respect of the Event. In addition, we do not express an opinion on the appropriateness of and the compliance with the basis of preparation of the books and records.

Conclusion

Based on the foregoing, we report that nothing has come to our attention that causes us to believe that the grant received and the expenditure incurred as shown in the attached income and expenditure account are not, in all material respects, extracted from the books and records maintained by the Association in respect of the Event.

Use of this Report

This report has been prepared solely for the information of, and use by, the Association and is not intended for any other purpose. As a result, this report may not be suitable for another purpose. This report should not be disclosed, referred to or quoted in whole or in part without our prior written consent.

Chartered Accountants
Certified Public Accountants (Practising)

Hong Kong,

17 APR 2018

INCOME AND EXPENDITURE ACCOUNT

Expenditure	<u>HK\$</u>	<u>HK\$</u>
A. Board & Lodging		
1. Air Tickets and Tax	414,866	
2. Accommodation	414,113	
3. Meals	3,421	
4. Transportation	<u>11,999</u>	
		844,399
B. Staff Remuneration		
1. Daily Allowance for Part-time Coaches	67,000	
2. Daily Allowance for Medical Officials	19,000	
3. Daily Allowance for Photographer	<u>7,000</u>	
		93,000
C. Printing & Publicity Expenses		
1. Team Meeting cum Press Conference	39,687	
2. Selection Day	19,376	
3. Printing Expenses	559	
4. Event Banner	<u>2,000</u>	
		61,622
D. Event Related Expenses		
1. Medical Equipment	7,558	
2. Team Uniform	72,380	
3. Competition Uniform	22,021	
4. Competition Equipment	17,352	
5. Insurance	6,800	
6. IDD & Internet	7,147	
7. Supplement of Drinks	1,557	
8. ██████ Capitation Fee	26,232	
9. Audit Fee	5,000	
10. Stationery & Postage	2,352	
11. Souvenir - Pins	30,700	
12. Hong Kong Flag	900	
13. Appreciation Dinner & Ceremony	17,450	
14. Bank Charges	<u>397</u>	
		<u>217,846</u>
Total Expenditure		1,216,867
Subvention from Arts and Sport Development Fund		<u>1,517,615</u>
Excess of Income over Expenditure		<u>300,748</u>

1,216,867
 × 90%
 = 1,095,180.3
 (1,517,615)
 (Refund) \$422,347.0



INCOME AND EXPENDITURE ACCOUNT (CONT'D)

Approved by:



Honorary Treasurer



Association's Chop

17 APR 2018

Date

[REDACTED]

NOTES TO INCOME AND EXPENDITURE ACCOUNT

1. **Reporting Entity**

The entity, [REDACTED], is incorporated and domiciled in Hong Kong with liability limited by guarantee. Its registered office and principal place of activity addresses are situate at Units [REDACTED], Hong Kong.

The liability of the members is limited. Every present member of the Association undertakes to contribute to the assets of the Association, in the event of the same being wound up, at a amount not exceeding one hundred dollars.

2. **Basis of Preparation**

The income and expenditure account has been prepared on a cash basis of accounting.

To comply with the relevant provisions for the non-profit making body, the following accounting bases have been adopted:

i) **Revenue Recognition**

Income from entry fee is recognised on a cash receipt basis.

ii) **Expenditure Recognition**

Expenditure from supporting activity is recognised on a cash payment basis.

政府總部
民政事務局
香港添馬添美道二號
政府總部西翼十二樓



GOVERNMENT SECRETARIAT
HOME AFFAIRS BUREAU

12TH FLOOR, WEST WING,
CENTRAL GOVERNMENT OFFICES,
2 TIM MEI AVENUE,
TAMAR,
HONG KONG.

本函檔號 Our Ref. : (9) in HAB/R&S 4012/46/159

來函檔號 Your Ref. :

電話號碼 Tel. No. : [REDACTED]

傳真號碼 Fax No. : [REDACTED]

13 October 2017

Mr. [REDACTED]
General Secretary

[REDACTED]
Dear [REDACTED]

**Application for the Arts and Sport Development Fund
Participation in the [REDACTED]**

I refer to the email dated 17 August 2017 and subsequent e-mails from your office seeking funding from the Arts and Sport Development Fund (ASDF) to support the Hong Kong, China delegation's participation in the [REDACTED] (the Games). I am glad to inform you that, after assessing the funding application, a grant of up to **\$1,517,615**, equivalent to 90% of the eligible expenditure items from the sports portion of the ASDF, has been earmarked for this purpose. Please refer to the **Annex** for the details of the eligible expenditure items. The Hong Kong [REDACTED] is required to observe the following conditions for the use of the grant:

- (a) the ceiling of grant for the Hong Kong, China delegation's participation in the Games is capped at **\$1,517,615** where any unspent balance must be returned to us four months after the end of the Games, with the final delegation list (including a list of the members who are supported by the grant), a programme report on the performance of the Hong Kong, China delegation and an audited

statement of accounts. The auditor's report should cover the [REDACTED] compliance with key terms and conditions stated in this approval letter. The [REDACTED] must keep accounting records in relation to the current application for at least seven years after the end of the Games and provide copies of receipts and invoices for items of expenditure covered by the ASDF funding for inspection upon request;

- (b) the [REDACTED] should be liable to refund approved grant to the ASDF in case of failure to submit audited accounts and/or post-event report six months after the Games, calculated as 1% of the approved ceiling subvention amount, i.e. **\$1,517,615**, for every month of further delay, until all of the post-event report and audited accounts are submitted;
- (c) HAB reserves the right to suspend processing subsequent funding applications of any type for ASDF from the [REDACTED] with outstanding post-event report and/or audited accounts one year after the deadline, until all the outstanding post-event report and/or audited accounts are submitted;
- (d) the grant is approved on the basis that all members of the delegation would travel by Economy Class;
- (e) the length of stay of athletes and officials should be contingent upon the need of competition and organisational requirements;
- (f) caution should be exercised in the use of souvenirs when preparing for future Games; and
- (g) measures should be undertaken to minimise the expenditure and closely monitor the spending, including seeking sponsorships from private sectors and negotiating with airlines and hotels for better offers, etc.

Please confirm in writing that the [REDACTED] accepts the grant of up to **\$1,517,615** for the Games under the above conditions by **23 October 2017**.

I take this opportunity to wish the Hong Kong, China Delegation every success in the Games.

Yours sincerely,

[REDACTED]

Estimated Budget
 Statement of Accounts
 Overseas Event
 Local Event
 Ad hoc Event

Sports : **Multi sports**
 Name of Event : **██████████**
 Venue : **██████████**
 Period of Trip : 7-15 Dec 2017 (9days)
 Period of Event : 8-14 Dec 2017 (7days)
 Source of Funding : ASDF

No. of Participants : 20 Coach(es)
 (Team list attached) 43 Athlete(s) Intellectual Impairment
 11 Official(s)
 Referee(s)
 4 **██████████** representatives(s)
 78 Total no.

Income / Expenditure Item	Budget (AUG 2017)		Assessed Expenditure			
	Breakdown	(HK\$)	Breakdown		(HK\$)	
Total no. of participants	78					
A. Expenditure			HK\$	Pax		
(I). Board & Lodging						
1. Flight Ticket	Round trip flight tickets@HKD7,500 x 78pax	585,000.00	7,500.00	78		585,000.00
	Tax@HKD500 x 78pax	39,000.00	500.00	78		39,000.00
2. Accommodation	USD150/per night/ single room x 12 rooms x 6 night	98,280.00	1,170.00	12	6 nights	84,240.00
	USD360/per night/ Triple room x 22 rooms x 6 night	370,656.00	2,808.00	22	6 nights	370,656.00
3. Airlines overloading charges		10,000.00	10,000.00			10,000.00
4. Supplement of drinks	HKD\$200/ athletes x 43 athletes (Pocari)	8,600.00	50.00	43	/pax/day	2,150.00
5. Transportation						
Hire of lorries to/from airport (HK delegation)	\$4,500 x 1 lorry x 2 trips	9,000.00	4,500.00	2	lorry	9,000.00
Hire of rehabus for athletes to/from airport	\$500 x 6 buses x 2 trips	6,000.00	500.00	12	buses	6,000.00
6. ██████████ capitation fee	USD 50 /delegate x 78 delegates	35,287.20	7.80	50	78 pax	30,420.00
Sub-Total :		1,161,823.20				1,136,466.00
(II). Officials Remuneration						
1. Daily Allowance for PT Coaches	HK\$1000 x 20 persons x 8days	160,000.00	1,000.00	20	8 days	160,000.00
2. Daily Allowance for Medical officials	HK\$1000 x 4persons x 8days	32,000.00	1,000.00	4	8 days	32,000.00
Sub-Total :		192,000.00				192,000.00
(III). Printing & Publicity						
1. Team meeting cum Press Conf.						
Venue Fee		18,000.00	18,000.00			18,000.00
Backdrop & PA		20,000.00	20,000.00			20,000.00
Refreshment	\$80 x 120persons	9,600.00	9,600.00			9,600.00
Hire of rehabus for athletes to/from	\$500 x 6 buses x 2 trips	6,000.00	6,000.00			6,000.00
3. Leaflet for the delegation	\$20 x 300 pcs	6,000.00	6,000.00			6,000.00
4. Selection Day						
Venue Fee		10,000.00	10,000.00			10,000.00
Poster for the selection day	\$15 x 2000 pcs	30,000.00	30,000.00			30,000.00
Hire of rehabus for athletes for selection day	\$500 x 1 buses x 2 trips	1,000.00	1,000.00			1,000.00
5. Photographer allowance	-	7,000.00	7,000.00			7,000.00
6. Insurance - Photography equipment		7,000.00	7,000.00			7,000.00
Sub-Total :		114,600.00				114,600.00
(IV). Event related Expenses						
1. Medical equipment		8,000.00	8,000.00			8,000.00
2. Medical Check for athletes	\$100 x 35	3,500.00	3,500.00			3,500.00
3. Team Uniform	HK\$1,300/person x 78persons	101,400.00	1,300.00	78	pax	101,400.00
4. Competition Uniform & Equipment			1,000.00	43	pax	43,000.00
Archery Competition Uniform	\$300/clothe x 2 pax/person x 2(athlete & Coach)	1,200.00				
Athletics Competition Uniform	\$1200 x 8athletes	9,600.00				
Badminton Competition Uniform	\$1200 x 1athlete	1,200.00				
Swimming Competition Uniform	\$2500 x 5athletes	12,500.00				
Tenpin Bowling Ball	\$3000 x 3athletes	9,000.00	3,000.00	3	pcs	9,000.00
Table Tennis Rubber	\$1200 x 15pcs	18,000.00	1,200.00	15	pcs	18,000.00
Table Tennis Competition Uniform	\$1200 x 15pcs	18,000.00				
5. Insurance	HK\$144/person x 78persons	11,232.00	144.00	78	pax	11,232.00
6. IDD & Internet	-	5,000.00	5,000.00			5,000.00
7. Visa Fee	-	1,800.00	1,800.00			1,800.00
8. Audit Fee	-	5,000.00	5,000.00			5,000.00
9. Stationary & Postage	-	2,000.00	2,000.00			2,000.00
10. Souvenir for OC & IF	\$1000 x 5 pcs	5,000.00	0.00			0.00
11. Team Badges	\$300 x 78 pcs	23,400.00	30.00	78	pax	2,340.00
12. Pins	\$10 x 3000pcs	30,000.00	10.00	3000	pcs	30,000.00
13. Hong Kong Flag	\$90 x 10pcs	900.00	90.00	10	pcs	900.00
14. Event Banner		2,000.00	2,000.00			2,000.00
Sub-Total :		268,732.00				243,172.00
(V). Notional Venue Charges (LCSD)						
Sub-Total :						
Total Expenditure (I+II+III+IV)		1,737,155.20	Total Eligible Expenditure			1,686,238.00

90% of the Eligible Expenditure (90% of \$1,686,238) 1,517,615.00

Approved Grant from ASDF **1,517,615.00**

Remarks :
 1 USD\$1=HKD\$7.8

Patron :
President :
Vice-Presidents :

[Redacted]

[Redacted]

Chairman :
Vice-Chairman :
Hon. Treasurer :
General Secretary :

[Redacted]

[Redacted]

18 October 2017

Ref: ML281/2017/gl

Secretary for Home Affairs
Home Affairs Bureau
12th Floor, West Wing, Central Government Offices,
2 Tim Mei Avenue,
Tamar, Hong Kong

[Redacted]

By Post & Email

c/o. [Redacted]

Dear

[Redacted]

**Re: Arts and Sport Development Fund (ASDF) for
Participation in the [Redacted]**

Thank you very much for your letter dated 13 October 2017 regarding the results of the grant for the Hong Kong, China delegation's participation in the [Redacted]. On behalf of [Redacted] and [Redacted], I am pleased to accept the grant in the sum of \$1,517,615 for the Games.

Thanks again for your unfailing support facilitated to the development of disabled sports in Hong Kong.

Best regards,

Thank you for all the support rendered.

[Redacted]

General Secretary

[Redacted]

[Redacted]



ASDF [redacted] Programme report

10/07/2018 10:29

Hide Details

From:

To: "[redacted]"

4 Attachments



[redacted] 7_Programme Report (29.3.2018).pdf Web Team List_Final.pdf



Result Summary_Overall_20180118.pdf [redacted] ; Chef de Mission Report.pdf

Dear [redacted]

As spoken, attached please find the programme report of [redacted] for your information.

Thanks a lot.

Best regards

[redacted]
Senior Administration Officer (Programme & I.T.)

16



RE: ASDF [redacted]_revised

22/03/2019 14:46

Hide Details

From: [redacted]

To: [redacted]

Cc: [redacted]

1 Attachment



[redacted] 7 Programme Report_revised22032019.pdf

Dear [redacted],

Per our conversation over the phone, I attached the revised programme report of [redacted] your reference.

Total expenditure	:	\$1,216,867
Subvention level(90%)	:	\$1,095,180.3
Approved Funding	:	\$1,517,615
Refund	:	\$422,434.7

Please feel free to contact me if you need any further information.

Thanks

Best regards

[redacted]

Senior Administration Officer (Programme & I.T.)

[redacted]

[redacted]

17

Urgent Return receipt Sign Encrypt Mark Subject Restricted Expand personal&public groups



ASDF_ [REDACTED] _Programme report_revised

22/03/2019 15:22

From:

[REDACTED]

To:

[REDACTED]

Cc:

[REDACTED]

Dear [REDACTED],

I refer to your preceding email.

Based on the audited account and the programme report provided for the above event, I should be grateful if you would arrange for the cheque amount **\$422,434.70** made payable to "**Sir David Trench Fund for Recreation**" accordingly.

Regards,

[REDACTED]

MAJOR SPORTS EVENTS COMMITTEE
大型體育活動事務委員會
Membership List
委員會成員名單

(1 January 2019 onwards)

Chairman 主席	:	Mr Karl KWOK Chi-leung, MH	(郭志樑先生)
Vice Chairman 副主席	:	Mr Wilfred NG Sau-kei, SBS, MH, JP	(吳守基先生)
Members 成員	:	Mr Anson BAILEY	(利安生先生)
		Mr Henry CHAN Chi-chiu, MH, JP	(陳志超先生)
		Mr CHAN Man-chun, JP	(陳文俊先生)
		Mr Alex CHUNG Hau-yeung	(鍾孝揚先生)
		Dr LAM Tai-fai, SBS, BBS, JP	(林大輝博士)
		Mr LI Tak-nang	(李德能先生)
		Ms LU Hai, MH, JP	(陸海女士)
		Dr LUK Wai-hung, MH	(陸偉洪博士)
		Mr POON Chun-yuen, MH	(潘進源先生)
		Dr David MONG Tak-yeung	(蒙德揚博士)
		Ms Emba LEUNG Wun-man	(梁媛雯女士)
		Mr Jonathan TONG Chun-kit	(湯振傑先生)
		Ms Jamie WONG Wan-yiu	(黃蘊瑤女士)
		Ms Fay HO Kim-fai	(何劍暉女士)
		Representative of Sports Federation & Olympic Committee of Hong Kong, China	中國香港體育協會暨 奧林匹克委員會代表
		Representative of Home Affairs Bureau	民政事務局代表
		Representative of Leisure and Cultural Services Department	康樂及文化事務署代表
		Representative of Information Services Department	政府新聞處代表
		Representative of Tourism Commission	旅遊事務署代表

(20 Members)

CONFIDENTIAL**Scoring Table for “M” Mark Event Application: Major Sports Event**

(Name of Event)

(Date of Event)

Application should attain a passing mark of 80 based on the following vetting criterion.

	Items	Vetting Criterion	Marks (Max. of 30 marks)	Remarks
1	Status and significance of the event	Rating : Rated as “ High ” if <ul style="list-style-type: none"> • world championships, world class level (such as world cup, one stop of the world class series or world intercontinental championships or equivalent; and • sanctioned or endorsed by the respective International Federation (IF) and/or listed on the IF’s event calendar; and • world-top athletes/teams will take part in; and/or • athlete is able to gain points to elevate their world ranking (unless it is not applicable to particular sports events) 	High=30 Medium=15 Low=8 Note: applications which fails to attain 15 marks in this criteria will not be processed further	

	Items	Vetting Criterion	Marks	Remarks
		<p>Rated as “Medium” if</p> <ul style="list-style-type: none"> • Asian or Major National Championships or equivalent; and • sanctioned or endorsed by the respective IF or Asian Federation (AF) or the General Administration of Sport of China (GASC) and/or listed on the IF or AF’s or GASC’s event calendar; and • world-top athletes/teams will take part in; and/or • athlete is able to gain points to elevate their world ranking (unless it is not applicable to particular sports events) <p>Rated as “Low” if</p> <ul style="list-style-type: none"> • others • not on AF or IF calendar and no world-top athletes/teams will take part in 		
2	Financial viability	<p>Indicators:</p> <p>a. High possibility to secure private and business sector sponsorship to reach 20% or</p>	<p>(Max. of 15 marks) High=15 Medium=8</p>	

Items	Vetting Criterion	Marks	Remarks
	<p>above of total expenditure of the event;</p> <p>b. Able to generate income from gate receipts to reach 10% or above of total expenditure of the event;</p> <p>c. A balanced or even surplus budget after taken into consideration estimated income (including funding support from MSEC) and expenditure or the applicant has demonstrated that it is able to bear the potential deficits arising from holding the events (documentary proof is required); and</p> <p>d. Track record of the organiser for successful holding of event(s) of similar scale with a surplus or balanced statement of account.</p> <p>Rated as “High” if</p> <ul style="list-style-type: none"> • At least THREE of the above indicators could be met <p>Rated as “Medium” if</p> <ul style="list-style-type: none"> • At least TWO of the above indicators could be met 	Low=4	

	Items	Vetting Criterion	Marks	Remarks
		<p>Rated as “Low” if</p> <ul style="list-style-type: none"> Only ONE of the above indicators could be met 		
3	Economic impact	<p>Considerations include:</p> <ul style="list-style-type: none"> Job creation by the event (e.g. full time/part-time event management staff, ushers, caterers, cleaners, etc.) Addition economic activities generated by the event (e.g. corporate hospitality, event merchandise, etc.). Spending (e.g. accommodation, food & beverages, transportation, ticket purchasing) by overseas visitors induced by the event, including spectators, players, supporting staff, officials, etc. 	<p>(Max. of 10 marks)</p> <p>High=10 Medium=5 Low=2</p>	
4	Media coverage and marketing plan	<p>Rated as “High” if</p> <ul style="list-style-type: none"> Overseas/local live or delay TV broadcast; and A comprehensive media/PR plan, e.g. advertisement on social media, print, TV etc. 	<p>(Max of 10 marks)</p> <p>High=10 Medium=5 Low=2</p>	

	Items	Vetting Criterion	Marks	Remarks
		<p>coverage by local and/or overseas media</p> <p>Rated as “Medium” if</p> <ul style="list-style-type: none"> • Online live streaming; and • A comprehensive medial/PR plan, e.g. advertisement on social media, print, TV etc. coverage by local and/or overseas media <p>Rated as “Low” if</p> <ul style="list-style-type: none"> • No intended TV broadcast or online live streaming. • A media/PR plan which is likely to general some profile in local and overseas media coverage 		
5	Community appeal and social benefits	Indicators: a. Maintains at least 90% of spectator attendance in a state-of-art facility or major venue with the largest	(Max. of 15 marks) High=15 Medium=8 Low=4	

	Items	Vetting Criterion	Marks	Remarks
		<p>seating capacity in both the semi-final and final rounds of the event;</p> <p>b. Fringe programmes or promotion and engagement programmes to be organised prior to or during the event period for the general public, schools, Community Sports Clubs, less privileged or youth groups (e.g. sports demonstration, autograph or play in session with involvement of overseas players) to achieve promotion, marketing and PR objectives;</p> <p>c. Volunteer services (expected number of participants);</p> <p>d. Charity / fund raising activities; and</p> <p>e. Activities to promote / showcase Hong Kong's unique culture or heritage.</p>		

	Items	Vetting Criterion	Marks	Remarks
		<p>Rated as “High” if</p> <ul style="list-style-type: none"> At least THREE of the above indicators could be met <p>Rated as “Medium” if</p> <ul style="list-style-type: none"> At least TWO of the above indicators could be met <p>Rated as “Low” if</p> <ul style="list-style-type: none"> Only ONE of the above indicators could be met <p>Note: While one activity may achieve more than one objective or benefit more than one group of the community, it may only count towards achieving one indicator.</p>		
6	Sports development impact	<p>Indicators:</p> <p>a. Opportunities for local athletes to secure a higher</p>	<p>(Max. of 10 marks) High=10 Medium=5</p>	

Items	Vetting Criterion	Marks	Remarks
	<p>position in world or regional ranking of the sport or to participate in the qualifying rounds of the event;</p> <p>b. Training opportunities for local coaches, referees and sports personnel for advancement and betterment of qualifications; and</p> <p>c. Sports development opportunities for local athletes, such as demonstrations, workshops, clinics, etc.</p> <p>Rated as “High” if</p> <ul style="list-style-type: none"> • ALL of the above indicators could be met <p>Rated as “Medium” if</p> <ul style="list-style-type: none"> • At least TWO of the above indicators could be met <p>Rated as “Low” if</p> <ul style="list-style-type: none"> • At least ONE of the above indicators could be met 	Low=2	

	Items	Vetting Criterion	Marks (Max. of 10 marks)	Remarks
7	Technical and administrative quality of the organiser	Considerations include: a. Track record of the applicant in organising large-scale events, in particular satisfactory completion of events of similar nature and scale funded by “M” Mark; b. Manpower plan, including out-sourced and/or in-house expertise in event organising, marketing and PR, commercial rights management, ticketing, etc.; and c. Any other factor or value-adding input from the applicant which demonstrates its ability in successful delivery of the event.	High=10 Medium=5 Low=2	
Total:				

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Scoring Table for “M” Mark Event Application: Exhibition Match or Tournament

(Name of Event)

(Date of Event)

Application should attain a passing mark of 80 based on the following vetting criterion. And the application has first to meet a mandatory requirement¹ on number of paid admission² before it is being considered and assessed.

Items	Vetting Criterion	Marks	Remarks
<p>1</p> <p>Player line-up / Team Strength</p>	<p>For individual sport (singles/doubles):</p> <p>Annotation:</p> <p>a. A Category A Player means he/she, the pair or the team ranks world’s top 10 at the time of application.</p> <p>b. A Category B Player means he/she, the pair or the team is world-renowned with excellent achievement (i.e. top 3) in past major World Championships or equivalent including the Olympic Games.</p> <p>c. In the case of doubles, both players of the top-ranking pair need to be present to be counted as one Player.</p> <p>d. In the case of team event, at least half of the team players are top-ranking or national team first team level to be counted as one Player.</p>	<p>(Max of 35 marks)</p> <p>High = 35</p> <p>Medium = 20</p> <p><u>Note:</u></p> <p>applications which fails to attain 20 marks in this criteria will not be processed further</p>	

¹ For an event held at a football stadium, at least 15 000 paid admission is required. For an event held at other venue, the accumulated paid admission is at least 8 000 per event.

² Paid admission means tickets in return of monetary payment. Complimentary tickets either as part of the sponsorship agreement or otherwise are not counted as “paid admission”.

Items	Vetting Criterion	Marks	Remarks
	<p>Rated as “High” if the players include:</p> <ul style="list-style-type: none"> • at least ONE Category A Player; and • in total at least THREE Category A or B Players <p>Rated as “Medium” if players include;</p> <ul style="list-style-type: none"> • at least ONE Category A Player; and • in total at least TWO Category A or B Players 		
	<p><i>For team only sport:</i></p> <p>Rated as “High” if the playing teams comprise of:</p> <p>(1) National team</p> <ol style="list-style-type: none"> a. top 20 or 1/10 of current world ranking (whichever is the higher ranking at the time of application); or b. finalist or semi-finalist in major international tournaments (i.e. Olympic Games, World Championships, World Cup, Confederation’s Championship or equivalent) within 4 years. <p>(2) Club team</p> <ol style="list-style-type: none"> a. top four in top tier leagues within the last 2 seasons; or b. finalist or semi-finalist in major international tournaments within the last 2 seasons; or c. world-renowned teams with excellent 		

Items	Vetting Criterion	Marks	Remarks
	<p>achievement (i.e. top 3) in past top tier leagues or major international tournaments (to be assessed by the Vetting Panel of MSEC).</p> <p>Rated as “Medium” if</p> <p>(1) National team</p> <ol style="list-style-type: none"> a. top 30 or 1/4 of current world ranking (whichever is the higher ranking at the time of application); or b. quarter-finalist in major international tournaments (i.e. Olympic Games, World Championships, World Cup, Confederation’s Championship or equivalent) within 4 years. <p>(2) Club team</p> <ol style="list-style-type: none"> a. top eight in top tier leagues within the last 2 seasons; or b. quarter-finalist in major international tournaments within the last 2 seasons; or c. world-renowned teams with excellent achievement (i.e. top 10) in past top tier leagues or major international tournaments (to be assessed by the Vetting Panel of MSEC). <p>To qualify for both “High” and “Medium” marks in team only sports, the concerned</p>		

Items	Vetting Criterion	Marks	Remarks
	<p>team must satisfy the following:</p> <p>(i) at least half of team players are first team players in the final, semi-final or quarter-final of a recent top tier league or major international tournaments; or</p> <p>(ii) at least five top world class players (names to be provided by organisers and vetted by Vetting Panel of MSEC) are in the team</p>		
<p>2</p> <p>Financial viability</p>	<p>Indicators:</p> <p>e. High possibility to secure private and business sector sponsorship to reach 20% or above of total expenditure of the event;</p> <p>f. Able to generate income from gate receipts to reach 10% or above of total expenditure of the event;</p> <p>g. A balanced or even surplus budget after taken into consideration estimated income (including funding support from MSEC) and expenditure or the applicant has demonstrated that it is able to bear the potential deficits arising from holding the events (documentary proof is required);</p> <p>h. Track record of the organiser for successful holding of event(s) of similar scale with a surplus or balanced statement of account.</p> <p>Rated as “High” if</p> <ul style="list-style-type: none"> At least THREE of the above indicators could be met 	<p>(Max. of 15 marks)</p> <p>High=15</p> <p>Medium=8</p> <p>Low=4</p>	

Items	Vetting Criterion	Marks	Remarks
	<p>Rated as “Medium” if</p> <ul style="list-style-type: none"> • At least TWO of the above indicators could be met <p>Rated as “Low” if</p> <ul style="list-style-type: none"> • Only ONE of the above indicators could be met 		
<p>3 Media coverage and marketing plan</p>	<p>Rated as “High” if</p> <ul style="list-style-type: none"> • Overseas/local live or delay TV broadcasting; and • A comprehensive media / PR Plan to reach a wide spectrum of the public, which is supported by more than \$1.5 million budget <p>Rated as “Medium” if</p> <ul style="list-style-type: none"> • Online live streaming; and • A comprehensive media / PR Plan to reach a wide spectrum of the public, which is supported by \$1 to \$1.5 million budget <p>Rated as “Low” if</p> <ul style="list-style-type: none"> • No TV broadcast or online live streaming; and • A media / PR Plan to reach a reasonable spectrum of the public supported by at least \$0.5 million budget. 	<p>(Max of 15 marks)</p> <p>High=15 Medium=8 Low=4</p>	

Items	Vetting Criterion	Marks (Max. of 15 marks)	Remarks
<p>4 Community appeal and social benefits</p>	<p>Indicators:</p> <p>f. Fringe programmes or promotion and engagement programmes to be organised prior to or during the event period for the general public, schools, Community Sports Clubs, less privileged or youth groups (e.g. sports demonstration, autograph or play in session with involvement of overseas players) to achieve promotion, marketing and PR objectives.</p> <p>g. Volunteer services (expected number of participants).</p> <p>h. Charity / fund raising activities.</p> <p>i. Activities to promote / showcase Hong Kong's unique culture or heritage.</p> <p>Rated as “High” if</p> <ul style="list-style-type: none"> • At least TWO of the above indicators could be met <p>Rated as “Medium” if</p> <ul style="list-style-type: none"> • At least ONE of the above indicators could be met <p>NO marks will be given if none of the indicators could be met</p>	<p>High=15 Medium=8 Low=4</p>	

	Items	Vetting Criterion	Marks	Remarks
		<p>Note: While one activity may achieve more than one objective or benefit more than one group of the community, it may only count towards achieving one indicator.</p>		
5	<p>Sports development impact</p>	<p>Indicators:</p> <p>d. Opportunities for local athletes to take part in the event</p> <p>e. Training opportunities for local coaches, referees and sports personnel for advancement and betterment of qualifications.</p> <p>f. Sports development opportunities for local athletes, such as demonstrations, workshops, clinics, etc.</p> <p>Rated as “High” if</p> <ul style="list-style-type: none"> • ALL of the above indicators could be met <p>Rated as “Medium” if</p> <ul style="list-style-type: none"> • At least TWO of the above indicators could be met <p>Rated as “Low” if</p> <ul style="list-style-type: none"> • At least ONE of the above indicators could be met 	<p>(Max. of 10 marks)</p> <p>High=10</p> <p>Medium=5</p> <p>Low=2</p>	
6	<p>Technical and administrative</p>	<p>Considerations include:</p> <p>d. Track record of the applicant in</p>	<p>(Max. of 10 marks)</p> <p>High=10</p>	

Items	Vetting Criterion	Marks	Remarks
<p>quality of the organiser</p>	<p>organising large-scale events, in particular satisfactory completion of events of similar nature and scale funded by “M” Mark.</p> <p>e. Manpower plan, including out-sourced and/or in-house expertise in event organising, marketing and PR, commercial rights management, ticketing, etc.</p> <p>f. Any other factor or value-adding input from the applicant which demonstrates its ability in successful delivery of the event.</p>	<p>Medium=5 Low=2</p>	
<p>Total:</p>			

	Assessment Criteria	Marks	Weighting																								
5.	<p>Anticipated number of participating countries/regions (including Hong Kong)</p> <p>(15)</p>	<p><u>Team Event</u> $\geq 9=5$, $7-8=4$, $5-6=3$, $\leq 4=2$</p> <p><u>Individual Event</u> $\geq 17=5$ $13-16=4$, $9-12=3$ $\leq 8=2$</p>	3																								
6.	<p>Media coverage (Expected coverage by local and overseas media including radio, television, web-site, newspaper, magazine etc.)</p> <p style="text-align: right;">✓ or ✗</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 5%;">i)</td> <td style="width: 85%;">With live TV/network broadcast by local and/or overseas media</td> <td style="width: 10%;"></td> </tr> <tr> <td>ii)</td> <td>With delay TV/network broadcast by local and/or overseas media</td> <td></td> </tr> <tr> <td>iii)</td> <td>With live broadcast at official website</td> <td></td> </tr> <tr> <td>iv)</td> <td>With video highlights at official website</td> <td></td> </tr> <tr> <td>v)</td> <td>With designated official website</td> <td></td> </tr> <tr> <td>vi)</td> <td>With video advertisement,</td> <td></td> </tr> <tr> <td>vii)</td> <td>With social media promotion e.g. radio, facebook, email newsletter</td> <td></td> </tr> <tr> <td>viii)</td> <td>With text media e.g. newspaper, magazine, newsletter</td> <td></td> </tr> </tbody> </table> <p style="text-align: right;">(10)</p>	i)	With live TV/network broadcast by local and/or overseas media		ii)	With delay TV/network broadcast by local and/or overseas media		iii)	With live broadcast at official website		iv)	With video highlights at official website		v)	With designated official website		vi)	With video advertisement,		vii)	With social media promotion e.g. radio, facebook, email newsletter		viii)	With text media e.g. newspaper, magazine, newsletter		<p>Mark 0-5 1 mark for 1 achievement "✓"</p>	2
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9.	<p>Technical and administrative quality of the organiser</p> <p style="text-align: right;">✓ or ×</p> <table border="1"> <tr> <td>i)</td> <td>Successful past experience in organising similar-scale events</td> <td></td> </tr> <tr> <td></td> <td>(a) Achieved target number of participating countries/ regions as planned</td> <td></td> </tr> <tr> <td></td> <td>(b) No significant variance between the planned programme and actual programme implementation (i.e. publicity plan, budgeting, community involvement, sports development impact, etc)</td> <td></td> </tr> <tr> <td></td> <td>(c) **Timeliness in submission of programme report and audited report before the deadline.</td> <td></td> </tr> <tr> <td>ii)</td> <td>Capability in secure cash sponsorships</td> <td></td> </tr> <tr> <td>iii)</td> <td>Availability of technical officials/ referees in Hong Kong as required in respective level of the event</td> <td></td> </tr> <tr> <td>iv)</td> <td>Provision of comprehensive event proposal (including business plan, budget plan, manpower plan, staging plan, etc.)</td> <td></td> </tr> <tr> <td colspan="3">** Mandatory Requirement : Failure in timely submission of the required reports in the last application will not attain any score in this criterion.</td> </tr> </table> <p style="text-align: right;">(10)</p>	i)	Successful past experience in organising similar-scale events			(a) Achieved target number of participating countries/ regions as planned			(b) No significant variance between the planned programme and actual programme implementation (i.e. publicity plan, budgeting, community involvement, sports development impact, etc)			(c) **Timeliness in submission of programme report and audited report before the deadline.		ii)	Capability in secure cash sponsorships		iii)	Availability of technical officials/ referees in Hong Kong as required in respective level of the event		iv)	Provision of comprehensive event proposal (including business plan, budget plan, manpower plan, staging plan, etc.)		** Mandatory Requirement : Failure in timely submission of the required reports in the last application will not attain any score in this criterion.			<p>Mark 0-5 1 mark for 1 achievement "✓"</p>	2
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Maximum Level of Subvention:

- Score 76-100 : 85% of eligible expenditure but not exceeding \$1,000,000 per event
 Score 50-75 : 85% of eligible expenditure but not exceeding \$700,000 per event

Matching Grant:

A dollar-to-dollar matching grant up to a maximum amount of 50% of the approved direct grant of the event. Each NSA is entitled to receiving matching grant for more than one MLJE or MNC in each financial year.