

SUPPORT SERVICE CENTRES FOR ETHNIC MINORITIES PROJECT BRIEF

The Home Affairs Department (HAD) is inviting, through this Project Brief, interested and eligible non-profit-making organisations to submit a proposal to operate support service centre for ethnic minorities in Yau Tsim Mong, Sham Shui Po, Tung Chung and Kwai Tsing.

Background

2. Hong Kong is a cosmopolitan city. Out of our 7.3 million population and excluding foreign domestic helpers, about 264,000 (3.6%) are ethnic minorities¹ (2016 Population By-census). Some members of these ethnic minority groups encounter difficulties in accessing public services and integrating into the community.

3. The Government commissioned seven non-profit-making organisations to establish and operate eight support service centres in Wan Chai, Kwun Tong, Tuen Mun, Yuen Long, Yau Tsim Mong, Sham Shui Po, Tung Chung and Kwai Tsing with the aim to facilitate the integration of ethnic minorities into the community. The centre in Kwun Tong also provides general interpretation and translation services to assist ethnic minorities' using of public services and the centres in Sham Shui Po and Tung Chung are sub-centres. Due to the close proximity of Yau Tsim Mong and Sham Shui Po, the centre in Yau Tsim Mong and the sub-centre in Sham Shui Po are operated by the same non-profit-making organisation to create synergy.

4. In 2020, an invitation of proposals exercise was conducted to invite interested and eligible non-profit-making organisations to submit a proposal to operate support service centre for ethnic minorities in Wan Chai, Kwun Tong, Tuen Mun and Yuen Long. An invitation of proposals exercise is now conducted

¹ Ethnic minorities refer to persons of non-Chinese ethnicity.

to invite interested and eligible non-profit-making organisations to submit a proposal to operate support service centre for ethnic minorities in Yau Tsim Mong, Sham Shui Po, Tung Chung and Kwai Tsing.

Project Objectives

5. The service targets of the centres are those Hong Kong residents of ethnic minority origins who permanently settled in Hong Kong, especially those from South Asian countries, including India, Nepal and Pakistan, etc. To facilitate the integration of eligible ethnic minorities into the community and to enhance their access to public services, all the four centres shall be used exclusively to offer the following services for eligible ethnic minority groups:

- (a) Chinese (Cantonese) and English language programmes mentioned in paragraphs 19 to 21 below;
- (b) Orientation and familiarisation programmes for ethnic minority new arrivals mentioned in paragraphs 22 and 23 below;
- (c) integration programmes mentioned in paragraphs 24 and 25 below;
- (d) dedicated programmes for ethnic minority youths to facilitate their personal development and integration into the community mentioned in paragraphs 26 to 28 below;
- (e) after school tutorial classes mentioned in paragraphs 29 to 34 below; and
- (f) any other support services which could facilitate their integration into the community.

Eligibility of Applicants

6. Eligible applicants shall be bona fide non-profit-making organisations which fulfil the following requirements throughout the validity of their applications: -

- (a) statutory organisations or organisations registered under the Laws of the Hong Kong (e.g. the Companies Ordinance (Cap 622)) ; and
- (b) having been granted a tax-exemption status under section 88 of the Inland Revenue Ordinance (Cap. 112).

An organisation's failure to comply with any or all of the requirements specified in paragraph 6 will result in its application not being further considered.

7. Joint applications from two or more organisations are allowed. Each applicant in a joint application shall comply with all of the requirements specified in paragraph 6 above. Failure of all or any of the organisations in a joint application in meeting the requirements in paragraph 6 above will result in the joint application not being further considered. In this invitation of proposals exercise, "joint application" refers to two or more organisations undertaking shared commitment, both financially and operationally, to run the same centre. Both organisations should contribute to the output attainment level. The joint applicants should work among themselves on the partnership arrangement, areas of responsibilities, allocation of resources, etc.

8. Organisations proposing to submit a joint application have to identify the primary applicant organisation to liaise with HAD and to sign the grant agreement. The primary applicant organisation will be the primary obligor under the grant agreement and the primary point of contact with the Government. Services of the centres shall be run by the successful applicants with their own staff. In case an applicant plans to partner or collaborate with or appoint other organisations in operating some of the services, it shall provide in its application details of the proposed partnering, collaboration or appointment arrangement for consideration by the Government. However, regardless of the arrangement (whether joint application with another organisation or having another organisation to provide some of the services), the organisation which has entered into the grant agreement with the Government will be responsible for all acts, omissions and defaults of its partner organisation, or other operators / providers

of the services.

9. Each eligible applicant may submit a proposal to apply for operating the centres for **any one but not more than one** of the following groupings (a) or (b) or (c) below (each “a grouping of centre”) -

(a) one centre in Yau Tsim Mong plus one sub-centre in Sham Shui Po;
or

(b) one sub-centre in Tung Chung; or

(c) one centre in Kwai Tsing.

Location of Centres

10. Applicants are required to identify appropriate premises in the intended district (i.e. (a) Yau Tsim Mong and Sham Shui Po (2 premises shall be proposed), or (b) Tung Chung or (c) Kwai Tsing) for the proposed centres, such as areas with dense populations of ethnic minorities. Applicants shall also ensure that the identified premises satisfy the requirements of the Education Bureau for holding classes and are in compliance with all applicable laws and regulations. It is however not required that the applicant shall already be a lessee of the proposed premises for the centre at the time of the application.

11. Applicants may propose alternative location(s) for establishing the centres in the intended district. In that case, the applicants should clearly set out the priority of the locations in its application.

12. If the premises, facilities and equipment used for the support service centre are shared with another organisation or another person, the applicant shall obtain prior written approval from that organisation / person on the shared use of the premises, facilities or equipment before lodging its application and provide details of the sharing arrangement in its application. Sharing of premises with other organisations means designating an area within that premises exclusively as the centre for the exclusive use by the centre and the rest of the premises is to be

used by other units of the Grantee or other organisations. The designated area of the premises which has been designated as the centre shall exclusively be used for the operation of the centre and not for other purposes. The grant agreement will prohibit further sharing of this designated area as the premises of the centre, to be used for other purposes. Any proposed rent, rate, management fees and other outgoings arising from the usage of the shared premises and to be funded by the grant from the Government must be on a pro rata basis taking into account the centres' limited usage of the shared premises. Under no circumstances would any part of the grant be used to subsidise the usage of the premises for other purposes other than the operation of the centres for the provision of services for ethnic minorities.

13. If proposed premises is in fact already provided to the applicant for use for a nominal rent by another Government bureau or department and that Government bureau or department has given approval for the applicant to use a designated area of that premises exclusively for operating the centre (which approval shall accompany with the application), if not already done so, HAD will request adjustment of the budget in the funding proposal from the operator in relation to the premises for the proposed centre, including rent, rate, and management fees and the corresponding amount of the Approved Project Costs shall be adjusted downward.

Mode of Services

14. Most services of the centres shall be provided for ethnic minorities free of charge. If applicants intend to charge fees or collect deposits for any particular services, they shall provide a detailed fee schedule or deposit arrangement in their proposals identifying the scope of each item of chargeable services and the criteria upon which the deposits collected are to be refunded to service users. The fee schedule of chargeable services shall be subject to separate approval by the Government and approval of the applicant's proposal does not signify approval of the fee schedule.

15. The services provided by the centres shall be open to eligible members

of the ethnic minorities on a territory-wide basis in Hong Kong. Under no circumstances may the centres confine its services to only ethnic groups in its locality.

Opening Hours

16. The centres shall be open to provide the services for eligible members of the ethnic minorities for at least 12 hours a day and six days a week, including Saturdays and Sundays. The centres are not required to open on general holidays as stipulated in sections (b) to (r) in the Schedule to General Holidays Ordinance (Cap. 149).

Centre staff

17. Apart from the course tutors who will be providing the Chinese and English language programmes, the operators are expected to employ some staff members who are conversant in the relevant ethnic minority cultures and languages to facilitate communication with participants in the language programmes and other activities organised by the centres. Applicants shall state in their applications the number of such staff members to be employed for each of the languages relevant to their proposed target users, the qualification requirements of such staff members and any training to be provided for them.

18. Each successful applicant is required to give priority in hiring at least 50% of the existing staff members of the current centre in the same district in which the centre covered by its successful application is to be located. Applicants are required to specify the percentage they would commit in the proposal. This part will constitute as one of the factors in the marking scheme.

Chinese (Cantonese) and English Language Programmes

19. Each of the four centres (i.e. the centre in Yau Tsim Mong, the sub-centre in Sham Shui Po, the centre in Kwai Tsing, and the sub-centre in Tung Chung) is required to organise Chinese (Cantonese) and English language programmes for

ethnic minority adults. The objective of the language programmes is to promote the understanding of the Chinese / English languages and local cultures in order to meet participants' daily needs and to foster their integration into the community.

20. In designing the programmes, applicants shall have due regard to the specific needs of the ethnic groups. The following factors shall be taken into account –

- (a) **programme structure:** classes shall be provided at different levels (Basic, Intermediate and Advanced) with a view to serving students with various language proficiency. The programme should primarily be delivered by classroom learning, and supplemented by a range of outside-classroom activities, such as outings or site visits, to allow the participants to practise the languages in real lives and enhance their understanding of the local community;
- (b) **curriculum:** a coherent, standardised, but flexible curriculum shall be adopted, with special emphasis on increasing social interaction skills of students. It should cover listening, speaking, reading and writing skills from the basic to the advanced level to equip students with skills for use in daily lives and at work;
- (c) **class location:** classes shall be conducted at the centres or at other locations convenient to the target group;
- (d) **tutors:** full-time or part-time tutors holding bachelor degrees from a local university or equivalent and preferably with relevant experience in teaching Chinese / English shall be recruited;
- (e) **size and composition of classes:** the minimum number of students in each class should be 15. In accordance with our experience, mix-ethnic classes are preferable to discourage students from using their native languages to communicate with each other. Applicants may propose minimum class size less than 15 with

justifications provided in the application to support the proposed class size;

- (f) **method of enrollment:** the process of recruitment of students should be open and fair, providing equal opportunities for eligible students from all backgrounds, including those from different ethnic minority communities. Enrollment must not be restricted to a particular race or members of specific groups, and appropriate publicity should be made in advance; and
- (g) **premises:** the successful applicants shall identify / use its own premises or premises at other locations from its service partners to provide the services, and shall be fully responsible for all costs and liability associated with the use of the premises for the purposes of the project.

21. The successful applicants shall be fully responsible for the application for exemption from school registration pursuant to section 9(5) of the Education Ordinance (Cap. 279) and obtaining the certificate of Fire Service Installations and Equipment issued by Fire Service Installation Contractor registered under the Fire Services (Installation Contractors) Regulations (Cap. 95A), as may be necessary.

Orientation and Familiarisation Programmes

22. Each of the four centres is required to provide regular structured orientation and familiarisation programmes for ethnic minority new arrivals to facilitate their early and smooth integration into the local community. The centres shall develop programmes with a focus on assisting newly arrived ethnic minorities in familiarising themselves with a life in the Hong Kong community.

23. These orientation and familiarisation programmes shall include: -

- (a) familiarisation programmes tailored to the needs of newly arrived

ethnic minorities;

- (b) seminars or talks on public services to facilitate their access to such services;
- (c) tours to introduce community facilities and local culture;
- (d) programmes on language course to facilitate their communication with local Chinese in daily life; and
- (e) activities on local transportation and employment support, etc.

Integration Programmes

24. Each of the four centres is required to provide ethnic minorities with a comprehensive range of integration programmes with a focus on assisting ethnic minorities in integrating into the Hong Kong community and meeting their priority needs such as language training, education, employment assistance or other social services.

25. These integration programmes shall include: -

- (a) personal development programmes tailored to the needs of ethnic minorities;
- (b) social inclusion programmes to provide opportunities for ethnic minorities and local Chinese to interact with each other;
- (c) general enquiry service and assistance including referral services and sight translation (i.e. oral translation of short written text) to facilitate their access to and use of various community services;
- (d) support groups and counseling services to assist ethnic minorities in adapting to living in an environment that is culturally different

from their own; and

- (e) other value-added or innovative programmes conducive to their integration into the local community.

Dedicated programmes for ethnic minority youths

26. Each of the four centres is required to set up a youth unit in the centres to provide dedicated programmes to help the personal development of ethnic minority youths, including those who are unschooled and unemployed and those who are vulnerable to undesirable influences, such as, drug abuse, triad societies or juvenile crimes.

27. The objectives of the youth units are –

- (a) provide tailor-made programmes and activities to realise their potential and aspirations, and to enhance their self-confidence, sense of responsibility, communication ability and sense of belonging to the community;
- (b) direct them to healthy lifestyles and spend their leisure time constructively by exploring their interests and hobbies;
- (c) empower them to overcome their difficulties and problems;
- (d) provide guidance and support to them and refer those with welfare and special counselling needs to government departments or non-profit-making organisations as appropriate; and
- (e) collaborate with local organisations to engage ethnic minority youths to join activities with Chinese and other youths to enhance social integration and racial harmony.

28. The dedicated programmes to be operated by the youth units shall

include -

- (a) organising tailor-made programmes and classes including, but not limited to language classes, uniform groups activities, first aid training, courses with recognised certificates, programmes for rapport and team building, skills training, volunteering and community services, etc. to enable their personal development and realise their potential;
- (b) providing interest groups and healthy activities including arts and cultural activities, outdoor and adventure activities, sports activities, water-based activities, interest classes, etc. to develop their interest and hobbies;
- (c) providing guidance and counselling services, either on an individual or group basis, to share their experience and difficulties, and to assist / empower them to overcome their difficulties or problems;
- (d) making referrals where necessary to appropriate government departments or non-profit-making organisations for follow-up according to their service needs;
- (e) liaising with District Offices, District Youth Committees, District Councils, ethnic minority organisations and local schools in organising district youth programmes and competitions to strengthen the self-esteem of ethnic minority youths, broaden their horizons and enhance mutual communication with Chinese and other youths to achieve social integration and racial harmony;
- (f) collaborating with the Ambassador Scheme for ethnic minority youths so that the ethnic minority youths identified in the Ambassador Scheme could be referred to the youth units for proper

follow-up action if necessary; and

- (g) providing other value-added or innovative programmes conducive to their needs and integration into the local community.

After school tutorial classes

29. Each of the four centres is required to provide after school tutorial classes for ethnic minority students from Primary 1 to Secondary 3 with aims to -

- (a) assist ethnic minority students in their homework in areas which they find the most difficult; and
- (b) provide classroom-based activities for students to enhance their Chinese reading and writing skills as well as mathematical knowledge.

30. Applicants shall ensure that enrollment of students is conducted on an open and fair basis in principle. It is advisable that the classes shall be conducted in the centres and at other locations convenient to the target group of ethnic minority students or other community venues. For fairness, premises open to all students irrespective of the school they are studying in and other grouping that they belong to is preferred.

31. The minimum ratio of tutor/helper to students in each class shall be 1:6. The class structure shall preferably be in three levels (Primary 1 to 3, Primary 4 to 6 and Secondary 1 to 3), and shall cover the following, subject to the consideration by the applicants concerned on the specific circumstances of the classes and the needs of the students enrolled -

- (a) part of each session shall be tutorials covering homework supervision, and assistance in comprehension of all subjects particularly those in Chinese; and

- (b) the remaining of the session shall be pre-designed courses or activities focusing on Chinese or other subjects (such as Mathematics), e.g. to enable students to practise reading and writing of Chinese, and solving questions in Mathematics, so as to stimulate their interest of learning.

32. The successful applicants shall be fully responsible for the application for exemption from school registration pursuant to section 9(5) of the Education Ordinance (Cap. 279) and obtaining the certificate of Fire Service Installations and Equipment issued by Fire Service Installation Contractor registered under the Fire Services (Installation Contractors) Regulations (Cap. 95A), as may be necessary.

33. If the applicants wish to provide tutorial classes for students of levels in addition to Primary 1 to Secondary 3 set out above, they should provide the relevant details and justifications in their applications.

34. The successful applicants shall recruit full-time or part-time tutors to conduct classes. The tutors shall at least be students in local tertiary institutions, preferably those undergoing teacher training or with relevant experience. For classes especially those targeting more senior students, applicants shall consider recruiting persons with teacher qualifications to enhance the quality of the classes conducted. To assist in the discipline, applicants shall consider recruiting helpers, preferably those who can communicate with the majority of the students in their native languages to enable them to handle interpretation work to aid communication if necessary.

Monitoring and Evaluation of Services

35. Output and outcome indicators shall be submitted to the Government on a regular basis and will be used by the Government to monitor the performance of the operators. The Government will meet the operators on a need basis to review their performance. Applicants have to state in their applications their

commitment in terms of the attainment levels on an annual basis in respect of the indicators set out below. Applicants may also suggest additional indicators and other assessment tools in their applications.

(I) Chinese and English Language Programmes

(a) Output indicators

- (i) No. of classes in Basic, Intermediate and Advanced Levels;
- (ii) No. of students in each class;
- (iii) No. of training sessions for each class;
- (iv) No. of hours of classroom learning for each class;
- (v) No. of hours of outside classroom activities for each class; and
- (vi) Coverage of listening, speaking, reading and writing skills in each level of training, e.g. Basic, Intermediate and Advanced levels.

(b) Outcome indicators

- (i) % of participants reported to have improvement in their Chinese / English proficiency;
- (ii) % of participants reported to have improvement in their social interaction skills;
- (iii) % of participants reported to have confidence in their integration into the community; and
- (iv) % of participants reported to have better understanding of the local culture.

(II) Orientation and Familiarisation Programmes

(a) Output indicators

- (i) No. of groups and each type of programme;
- (ii) No. of sessions for each group and type of programme;

- (iii) No. of ethnic minorities served in each group and programme; and
- (iv) No. of ethnic minorities served in each session of group and programme activity.

(b) Outcome indicators

- (i) % of participants reported to have increased knowledge and confidence for their integration into the local community;
- (ii) % of participants reported to have better awareness of community resources available;
- (iii) % of participants reported to have built up social supportive network with other members of ethnic minorities and local community; and
- (iv) % of participants reported to have improvement in problem solving skills and coping skills.

(III) Integration Programmes

(c) Output indicators

- (i) No. of groups and each type of programme;
- (ii) No. of sessions for each group and type of programme;
- (iii) No. of ethnic minorities served in each group and programme;
- (iv) No. of ethnic minorities served in each session of group and programme activity;
- (v) No. of local Chinese, if any, served in each session of group and programme activity;
- (vi) No. of general enquiries, sight translation, guidance / counselling cases served; and
- (vii) No. of referrals successfully made to appropriate government departments / NPOs for follow-up action.

(d) Outcome indicators

- (i) % of participants reported to have increased knowledge and confidence for their integration into the local community;
- (ii) % of participants reported to have better awareness of community resources available;
- (iii) % of participants reported to have built up social supportive network with other members of ethnic minorities and local community; and
- (iv) % of participants reported to have improvement in problem solving skills and coping skills.

(IV) Dedicated programmes for ethnic minority youths

(a) Output indicators

- (i) No. of groups and each type of programme;
- (ii) No. of sessions for each group and type of programme;
- (iii) No. of ethnic minority youths served in each group and programme;
- (iv) No. of ethnic minority youths served in each session of group and programme activity;
- (v) No. of guidance / counseling cases served; and
- (vi) No. of referrals successfully made to appropriate government departments / NPOs for follow-up action.

(b) Outcome indicators

- (i) % of programmes having achieved their programme goals;
- (ii) % of ethnic minority youths served indicating satisfaction after receiving the service;
- (iii) % of ethnic minority youths served indicating their potential and personal growth have been realised;

- (iv) % of ethnic minority youths served with improvement in problem solving capacity and coping skills;
- (v) % of ethnic minority youths served reported to have built up social supportive network with other members of ethnic minorities and local community; and
- (vi) % of ethnic minority youths served indicating to have increased knowledge and confidence for their integration into the local community.

(V) After school tutorial classes

(a) Output indicators

- (i) No. of classes in each level;
- (ii) No. of students in each class;
- (iii) No. of sessions for each class;
- (iv) No. of hours for each class; and
- (v) Coverage of homework supervision, Chinese and Mathematics learning.

(b) Outcome indicators

- (i) % of participants reported to have improvement in their overall academic performance;
- (ii) % of participants reported to feel more supportive in the completion of homework;
- (iii) % of participants reported to have more confidence in achieving better Chinese proficiency; and
- (iv) % of participants reported to have more confidence in solving Mathematics questions.

36. To ensure that the performance of the operators is effectively monitored, the operators will be required to provide regular progress reports and statistical returns on their performance and services. They will also be required to submit

quarterly financial reports on their operation. Furthermore, the Government reserves the rights (on its own or through an independent assessor) to conduct independent monitoring and evaluation of the service.

37. Specifically, the Government reserves the right to: -

- (a) pay announced or surprised visits / audits to examine the performance of the operators, actual output on key service components, service quality and standards achieved or not achieved, areas of concern / complaints and outcome, as well as financial records;
- (b) commission a body to monitor the operation of the centres and to make recommendations on the future mode of operation and the scope of services to be provided; and
- (c) contact service users and other stakeholders.

38. At all events, the operators shall co-operate with the Government or any independent assessor which may be appointed by the Government in conducting the performance evaluation of the Project.

39. The operators shall also implement their own in-house on-going monitoring and review mechanism in line with the grant agreement to ensure that the programme objectives are met and that the intended output and outcome level and service quality could be achieved.

Crisis Management and Contingency Plan

40. The operators must develop operational guidelines for crisis management as well as a contingency plan to specify strategies for the continuation of service, and should ensure that the contingency plan can be activated at all time should any of the services encounter difficulties in providing the services as stipulated in this Project Brief. HAD should be informed as soon

as possible when the contingency plan is activated and the alternative mode of service is provided. Where there will be any circumstances which could hinder the normal mode of delivery of the services, under the contingency plan, the centre must adjust its mode of providing the services and make the utmost effort to meet the committed output and catch up with any shortfall.

41. Any back-up service provided under the contingency plan must meet all the requirements of this Project Brief. In this regard, no additional allowance or compensation in any form will be payable by HAD in activating the contingency plan.

Funding

42. The Government would provide a one-off grant to subsidise the setting up of a new centre. The anticipated one-off grant for setting up a new centre is as follows –

- (a) HK\$3.67 million for a new centre in Yau Tsim Mong plus a new sub-centre in Sham Shui Po payable only if a new operator is to be selected for the establishment and operation of the centre and sub-centre (but not otherwise);
- (b) HK\$2.5 million for a new centre in Kwai Tsing payable only if a new operator is to be selected for the establishment and operation of this centre (but not otherwise);
- (c) HK\$1.17 million for a new sub-centre in Tung Chung payable only if a new operator is to be selected for the establishment and operation of this sub-centre (but not otherwise); and
- (d) HK\$0.25 million for upgrading of an existing centre should an existing operator be selected to continue to operate that existing centre or a new operator taking over the premises, furniture and equipment of the existing centre in the intended district to establish

and operate the new centre (or sub-centre, as the case may be).

43. The one-off setting up grant of a new centre may only cover capital expenditure for setting up the centre, such as refurbishment and fitting-out works, purchase of equipment and furniture and installation of telephones. It may also be used to cover a reasonable proportion of staff cost for staff deployed during the preparatory period to prepare for commencement of operation of the centre, including staff recruitment, networking, service promotion, overseeing fitting-out work, purchasing necessary furniture and equipment, etc. and rent of the chosen premises before the commencement of operation.

44. In addition, the Government has earmarked funding for the operation of the four centres. The anticipated recurrent grant for the operating expenses of the centres are within the following ranges and with the exact amount falling within each range to be determined by the Government –

- (a) HK\$10.0 million – HK\$10.5 million per annum for the centre in Yau Tsim Mong plus the sub-centre in Sham Shui Po.
- (b) HK\$6.54 million - HK\$7.0 million per annum for the centre in Kwai Tsing.
- (c) HK\$3.0 million – HK\$3.5 million per annum for the sub-centre in Tung Chung.

The operating grant may subject to further downward adjustment if the premises is already provided by another Government department or bureau based on the arrangement as mentioned in paragraph 13 above.

45. The recurrent operating grant may only cover any recurrent expenditure, such as staff emoluments of centre staff (including contribution to mandatory provident fund), office operation cost (including rent, utilities, insurance, audit fee and administration fee), service implementation cost and publicity cost. Gratuity, overtime pay and bonus for centre staff will not be considered. The grant period for the recurrent operating grant is two years

starting from commencement date of service and the operators must provide the services required to perform under the grant agreement throughout this grant period.

46. For the recurrent operating grant, only operating expenses directly incurred for the provision of the services for ethnic minorities by the centres will be funded. Reshuffling of funding between the one-off setting up grant and the recurrent operating grant is not permitted.

47. The recurrent operating grant may be extended for such period of time and for such number of time at the sole discretion of the Government. The Government will review future services in the light of the experience gained during the implementation of the project.

48. The Government will not accept any liabilities beyond the approved budget and no supplementary provisions will be considered. The operators have no authority to represent the Government or bind the Government to any obligation. The support service centres shall be operated by the operators as principal but not as agent for Government. The operators shall indemnify and hold the Government indemnified against any and all losses, claims, damages, costs, charges, expenses, liabilities, demands, proceedings, and actions which the Government may sustain or incur or which may be brought or established against it by any person.

49. The operator shall not, without the prior written consent of the Government, accept cash donation, funding or sponsorships from any other organisations for the operation of the centre. If any applicant intends to run the centre under co-sponsorship (viz., one in the form of grant from HAD and another from another organisation), they shall provide in their application the relevant justification for the consideration of the Government. The Government reserves the right to make further downward adjustment to the proposed budget and the resulting Approved Project Costs should any expenditure items be covered by the sponsorship of the other organisation,

Payment Arrangements

50. Payment of both the one-off setting up grant and the recurrent operating grant will be made at intervals to be set out in the grant agreement.

51. The Government reserves the right to withhold payment of the grant, including the one-off grant and the recurrent grant from time to time in the event that –

- (a) the performance of the operators is considered not satisfactory or having substantially deviated from the original plan;
- (b) part of the payment is disputed by the Government on reasonable ground;
- (c) the Government has reasonable ground to believe that the operator is or will be liable to the Government under the indemnity clause for the loss or damage suffered by the Government;
- (d) a large amount of the grant remains unspent in the account of the project; or
- (e) the withholding is required by any applicable law.

52. Payment made by the Government to the operators shall not preclude the Government from exercising its rights to request it to remedy any defect or breach which may be discovered subsequent to the payment.

Project Income and Residual Funds

53. All incomes generated from the operation of the centres, irrespective of whether they have been declared in the application, shall be used solely for operating or in support of the centres and the services they provide for the members of the eligible ethnic minorities in Hong Kong.

54. All income of the project (including the grant from HAD, the amount to be contributed by the operator to the project, if any; cash donation, if approved; project income, bank interest) and expenditure related to the project, have to be reported in the quarterly financial reports and audited in the annual audited accounts. Upon the completion or termination of the project, the amount to be returned is the entire unspent amount of the aforesaid project income as audited in the relevant audited accounts.

Project Bank Account and Interest

55. The operators shall keep a separate risk-free interest-bearing Hong Kong Dollar account with a bank licensed in Hong Kong. The account will be used solely and exclusively for processing all receipts and payments of the project. Payments from that account shall be made by the authorised representative(s) of the organisation that receives the approved grant. Any unspent balance of the project income as described in paragraph 54 above shall be kept at all times in that account. All interest income generated from the project bank account shall be solely used for the provision of services for eligible ethnic minorities by the centres. Under no circumstances shall the interest earned be applied for other uses outside the approved scope under the grant agreement.

No double funding

56. In the application, the applicant shall disclose to the Government information of all grant amounts which have been received or are receivable under Other Funding Schemes and warrant and undertakes that none of the Other Funding Schemes cover any amount covered in any item set out in the proposed budget or otherwise any expenditure for setting up or operating the service support centre. "Other Funding Scheme" means any funding programmes provided by another Government department or bureau or any subvention payable by another Government department or bureau to the applicant as a subvented body.

Commencement of service

57. The centres are tentatively scheduled to commence operation according to the schedule below for a period of two years –

- (a) centre in Kwai Tsing: 30 October 2022;
- (b) centre in Yau Tsim Mong: 11 December 2022;
- (c) sub-centre in Sham Shui Po: 11 December 2022; and
- (d) sub-centre in Tung Chung: 21 December 2022.

The Government reserves the right to adjust the commencement date as considered necessary.

Application procedures

58. Eligible organisations interested in the project shall submit an application either in English or in Chinese. The application which shall contain a detailed proposal, in original plus eight hard copies and one soft copy (in compact disc MS Word format), in a sealed envelope marked “**Application for Support Service Centre for Ethnic Minorities**” and **delivered by hand** to the following address **at or before 5:00 pm on 27 April 2022** :

**Home Affairs Department
Headquarters, Division III
30/F, Southorn Centre,
130 Hennessy Road,
Wan Chai, Hong Kong
(Attn : Chief Executive Officer (3))**

Late submission or submission by mail, facsimile or email, or amendment of proposal after the closing date will not be accepted. It is the responsibility of

the organisation submitting proposal to ensure that the proposal is placed correctly as mentioned above. No claim for misplacement of proposal for whatever reasons will be considered. In case a rainstorm black warning or typhoon signal No. 8 or above is hoisted or extreme conditions after a super typhoon have been declared between 2:00 p.m. and 5:00 p.m. on the closing date, the closing time for submitting proposals will be extended to 5:00 p.m. on the first ensuing working day.

59. The application shall contain all the information as required in paragraphs 59(I) to 59(VII).

(I) Information on the applicant and its joint applicants (if any)

- Background of the organisation and documentary proof of eligibility to apply -
 - Full official name of the organisation in both Chinese and English
 - Details of registration of organisation as stated in paragraph 6 above
 - Name of key management personnel (including chairperson/chief executive/director)
 - Authorised contact person of the organisation and means of contact
 - Official address, telephone number, fax number, website address
 - Existing services provided by the organisation
 - Existing staff structure and organisation chart
 - The latest audited financial statement
- Track record and experience of the applicant and its joint applicant (if any) in providing similar services and programmes for ethnic minorities

(II) Service design and general operation of service

- Overall strategy and means by which the objectives as mentioned in paragraph 5 of this Project Brief can be achieved

- Intended location within the district proximity and justifications to support the choice of location, including whether the intended location is in compliance with applicable laws and regulations, e.g. the delivery of service will not contravene condition(s) of the tenancy agreement in force (if an applicant proposes a number of alternative locations for establishing the centre, it should set out the priority of the locations)
- Intended size of the centre
- Photos, illustrated sketches/diagrams and draft layout plans of the target premises (if any)
- Descriptions of the types and quantities of equipment, fittings and furniture required
- Details of sharing arrangements with other organisations/units on premises/facilities/equipment (if applicable)
- Opening hours of the centres shall be no less than the hours as stipulated in paragraph 16 of this Project Brief
- Detailed description of service delivery proposals including implementation schedule, with separate descriptions for language programmes, orientation and familiarisation programmes for ethnic minority new arrivals, integration programmes, after school tutorial classes and dedicated programmes for ethnic minority youths respectively, including the information set out under respective headings in paragraphs 19 to 34 of this Project Brief
- Innovative initiatives and value added proposals in delivering the services for the benefits of service users
- Measures in reaching out and engaging ethnic minorities in need of services (including the promulgation and publicity of the services to enhance accessibility of services to ethnic minorities, and dissemination of Government messages to ethnic minorities)
- Details of membership system in maintaining membership database for dissemination of information to members and effective communication with them
- Details of measures in improving the attendance of service users and avoiding waste of resources (including reward and sanction

mechanism)

(III) Performance management

- Proposed annual achievement level for each expected attainment levels of various services (including all output and outcome indicators listed in paragraph 35 of this Project Brief and any other additional indicators and assessment tools proposed by the applicant). For output indicators, applicants should complete the template of output indicators at **Annex A** and submit together with the proposal.
- Detailed description of internal monitoring, evaluation and quality assurance mechanism (e.g. complaint handling procedures) of the support services
- Operational guidelines for crisis management and contingency plan as stipulated in paragraphs 40 and 41 of this Project Brief

(IV) Human Resources Management

- Detailed description of the staffing structure, establishment and job responsibilities of staff, including the number of ethnic minority staff members
- Qualification and relevant working experience requirements in recruiting staff
- Detailed description of staff selection, orientation, training and development programme
- Detailed description of arrangements to give priority to hiring the existing staff members of the respective centre in the intended district and the committed percentage (at least 50%) to rehire the staff members. This part will constitute as one of the factors in the marking scheme.

(V) Implementation Plan

- Work plan/mechanism for orchestrating the implementation of services to meet the target commencement date, with timeframe for setting up the centres, including preparatory work, staff recruitment

and promotion of services

- Fallback or contingency measures/plans to ensure the timely delivery of services if the schedule of project work or service implementation to meet the target commencement date is behind

(VI) Relevant operation experience and co-ordination strategies

- Experience, performance, commitment and organisational support in providing services for ethnic minorities in Hong Kong
- Detailed description of existing networks in providing services for ethnic minorities and means to maintain existing networks and establish new networks with other organisations or service agencies to facilitate the delivery of support services and to make appropriate referrals

(VII) Financial Management

- Budget of the project, including one-off setting up expenses (with breakdowns of, for example, refurbishment and fitting-out works; purchase of equipment and furniture; and installation of facilities) and annual recurrent operating expenses (with breakdowns of, for example, staff emoluments; office operation costs; services implementation costs such as those of language programmes, orientation and familiarisation programmes, integration programmes, after school tutorial classes and dedicated programmes for ethnic minority youths; and promotion and publicity costs), and cash flow projection throughout the grant period
- Description of financial management and control system
- Description of whether services are provided free of charge, and fee-charging proposal and fee waiving mechanism, if any (including the services concerned and the amount of the proposed fees as a percentage of the estimated cost of the services)
- Description of deposit collection and refund mechanism, if any (including the services/programmes concerned and the amount of

the proposed deposit)

60. HAD reserves the right to seek clarification or missing information. Alternatively, HAD may disqualify a proposal for any missing information or document, or proceed to evaluate the proposal on an as is basis.

61. Organisations are advised to regularly check for any up-to-date announcement regarding the invitation exercise at HAD website (www.had.gov.hk).

62. If the application is successful, the approved proposal from the successful applicant will form part of the grant agreement with the Government (subject to any further modifications as stipulated by the Government) but will not prevail over the terms of the grant agreement in the event of any inconsistency.

63. Under no circumstances whatsoever shall the Government be responsible for or liable to applicants for the costs and expenses incurred by them in preparing, submitting or presenting the proposals or in explaining or clarifying proposals or in any related communication with the Government, whether before, on or after the closing date.

64. Applicants are requested to note that their submitted proposals shall remain valid for acceptance at least 180 days from the closing date.

N.B.: If before the expiry of the agreed validity period, the proposal is withdrawn, applicants are advised that due notice will be taken of their action and this may well prejudice their future standing in other Government projects.

Assessment of Applications

65. A Vetting Panel comprising representatives of relevant Government Bureaux and / or Departments will be formed to assess the applications. Applicants may be invited to present their proposals to the Vetting Panel if needed. Major considerations for assessing the applications for operating a support service

centre for ethnic minorities will include: -

- (a) Service design and general operation of service [maximum score : 35];
- (b) Performance management [maximum score : 20];
- (c) Human Resources Management [maximum score : 15];
- (d) Implementation Plan [maximum score : 10];
- (e) Relevant operation experience and coordination strategies [maximum score : 10]; and
- (f) Financial management [maximum score : 15].

The maximum score of the assessment is 105. Proposals under the passing mark of 53 will not be further considered. Proposal for a grouping of centre with the highest score will normally be recommended for the award of the grant agreement for that grouping of centre.

66. Without prejudice to other provisions of this project brief, the Government reserves the right to exclude an applicant from being further considered on grounds include: -

- (a) bankruptcy;
- (b) winding up;
- (c) insolvency; or
- (d) significant or persistent deficiencies in performance of any substantive requirement or obligation under a prior agreement(s).

Contractual Requirement

67. Successful organisations will be invited to execute a written grant agreement with the Government which shall be in form and substance as prescribed by the Government. References in this project brief to the grant agreement shall mean the aforesaid agreement. They shall comply with all the terms and conditions laid down in the grant agreement and all instructions and correspondence issued by the Government from time to time in respect of the centre and the services provided thereat.

68. Where an operator demonstrates unsatisfactory performance and is unable to make acceptable progress to improve its performance, the Government may consider termination of the grant agreement (resulting in withdrawal of grant) at any time prior to the expiry of the two years' duration by giving the organisation four weeks' written notice of such termination.

Announcement of Results

69. It is planned that all applicants would be informed of the outcome of their applications tentatively by late July 2022. The Government reserves the right to adjust the date of announcement of results as considered necessary.

Briefing Session

70. A briefing session will be held to explain the expectations and requirements of the project and to answer enquiries. Details of the briefing session are as follows:

Date : 7 April 2022 (Thursday)

Time : 3:00 pm to 4:30 pm

Place : Conference Room

30/F Southorn Centre, 130 Hennessy Road

Wanchai, Hong Kong

(may be conducted online via Webex)

71. All interested parties are recommended to attend before submitting their proposals in order to acquaint themselves with the requirements of this project. To facilitate arrangement, interested organisations which wish to send representatives to attend the briefing session should fill in the reply slip at **Annex B** and return it by fax (no. 2121 1716) or email (had_ssc_enq@had.gov.hk) before 12:00 noon on 1 April 2022 (Friday).

Home Affairs Department
March 2022

Sample Template of Output Indicators

1. Language Classes

| Indicator Item | 1 st Year | | | | | | | | | | |
|---------------------------------|----------------------|-----------------|-------|-----------------------------|-------|--------------------------|-------|-------------------------------------|-------|----------------------------------|-------|
| | No. of Classes | No. of Students | | No. of Sessions (Classroom) | | No. of Hours (Classroom) | | No. of Sessions (Outside Classroom) | | No. of Hours (Outside Classroom) | |
| | | Each Class | Total | Each Class | Total | Each Class | Total | Each Class | Total | Each Class | Total |
| <i>e.g. Basic Chinese Class</i> | 5 | 15 | 75 | 18 | 90 | 27 | 135 | 2 | 10 | 8 | 40 |
| Basic Chinese Class | | | | | | | | | | | |
| Intermediate Chinese Class | | | | | | | | | | | |
| Advanced Chinese Class | | | | | | | | | | | |
| Basic English Class | | | | | | | | | | | |
| Intermediate English Class | | | | | | | | | | | |
| Advanced English Class | | | | | | | | | | | |
| Sub-Total | | | | | | | | | | | |

| Indicator Item | 2 nd Year | | | | | | | | | | |
|----------------------------|----------------------|-----------------|-------|--------------------------------|-------|-----------------------------|-------|--|-------|-------------------------------------|-------|
| | No. of Classes | No. of Students | | No. of Sessions (Classroom) | | No. of Hours (Classroom) | | No. of Sessions (Outside Classroom) | | No. of Hours (Outside Classroom) | |
| | | Each Class | Total | Each Class | Total | Each Class | Total | Each Class | Total | Each Class | Total |
| Basic Chinese Class | | | | | | | | | | | |
| Intermediate Chinese Class | | | | | | | | | | | |
| Advanced Chinese Class | | | | | | | | | | | |
| Basic English Class | | | | | | | | | | | |
| Intermediate English Class | | | | | | | | | | | |
| Advanced English Class | | | | | | | | | | | |
| Sub-Total | | | | | | | | | | | |

2. Orientation and Familiarisation Programmes (please add new rows for more programmes)

(Sessions should be on occasion basis and not hour basis, e.g., a whole-day activity will be considered as one session and not two 3-hour sessions or three 2-hour sessions.)

| Indicator Item | 1 st Year | | | | | | |
|---|----------------------|-----------------|-------|--------------------------|--------------------------|--------------------------|--------------------------|
| | No. of Programmes | No. of Sessions | | No. of Participants | | No. of Attendance | |
| | | Each Programme | Total | Each Programme | Total | Each Programme | Total |
| <i>Example 1</i> <i>Orientation</i> <i>Workshop</i> | 4 | 12 | 48 | 15 | 60 | 180 | 720 |
| | | | | <i>Ethnic minorities</i> | <i>Ethnic minorities</i> | <i>Ethnic minorities</i> | <i>Ethnic minorities</i> |
| | | | | <i>Chinese (if any)</i> | <i>Chinese (if any)</i> | <i>Chinese (if any)</i> | <i>Chinese (if any)</i> |
| <i>Example 2</i> <i>Community Tour</i> | 8 | 1 | 8 | 20 | 160 | 20 | 160 |
| | | | | <i>Ethnic minorities</i> | <i>Ethnic minorities</i> | <i>Ethnic minorities</i> | <i>Ethnic minorities</i> |
| | | | | <i>Chinese (if any)</i> | <i>Chinese (if any)</i> | <i>Chinese (if any)</i> | <i>Chinese (if any)</i> |
| Programme name | | | | Ethnic minorities | Ethnic minorities | Ethnic minorities | Ethnic minorities |
| | | | | Chinese (if any) | Chinese (if any) | Chinese (if any) | Chinese (if any) |
| Sub-total | | | | | Ethnic minorities | | Ethnic minorities |
| | | | | | Chinese (if any) | | Chinese (if any) |

| Indicator Item | 2 nd Year | | | | | | |
|-------------------|----------------------|-----------------|-------|---------------------|-------------------|-------------------|-------------------|
| | No. of Programmes | No. of Sessions | | No. of Participants | | No. of Attendance | |
| | | Each Programme | Total | Each Programme | Total | Each Programme | Total |
| Programme name | | | | Ethnic minorities | Ethnic minorities | Ethnic minorities | Ethnic minorities |
| | | | | Chinese (if any) | Chinese (if any) | Chinese (if any) | Chinese (if any) |
| Programme name | | | | Ethnic minorities | Ethnic minorities | Ethnic minorities | Ethnic minorities |
| | | | | Chinese (if any) | Chinese (if any) | Chinese (if any) | Chinese (if any) |
| Programme name | | | | Ethnic minorities | Ethnic minorities | Ethnic minorities | Ethnic minorities |
| | | | | Chinese (if any) | Chinese (if any) | Chinese (if any) | Chinese (if any) |
| Sub-total | | | | | Ethnic minorities | | Ethnic minorities |
| | | | | | Chinese (if any) | | Chinese (if any) |

3. Integration Programmes (please add new rows for more programmes)

(Sessions should be on occasion basis and not hour basis, e.g., a whole-day activity will be considered as one session and not two 3-hour sessions or three 2-hour sessions.)

(i) Programmes and activities

| Indicator Item | 1 st Year | | | | | | |
|--|----------------------|-----------------|-------|---------------------|-------------------|-------------------|-------------------|
| | No. of Programmes | No. of Sessions | | No. of Participants | | No. of Attendance | |
| | | Each Programme | Total | Each Programme | Total | Each Programme | Total |
| 1. Programme Type (e.g. Employment Support Service, Social Inclusion Programme, Outreach Service, Mutual Support Groups, etc.) | | | | | | | |
| 1.1 Programme name | | | | Ethnic minorities | Ethnic minorities | Ethnic minorities | Ethnic minorities |
| | | | | Chinese (if any) | Chinese (if any) | Chinese (if any) | Chinese (if any) |
| 1.2 Programme name | | | | Ethnic minorities | Ethnic minorities | Ethnic minorities | Ethnic minorities |
| | | | | Chinese (if any) | Chinese (if any) | Chinese (if any) | Chinese (if any) |
| 1.3 Programme name | | | | Ethnic minorities | Ethnic minorities | Ethnic minorities | Ethnic minorities |
| | | | | Chinese (if any) | Chinese (if any) | Chinese (if any) | Chinese (if any) |
| 1.4 Programme name | | | | Ethnic minorities | Ethnic minorities | Ethnic minorities | Ethnic minorities |
| | | | | Chinese (if any) | Chinese (if any) | Chinese (if any) | Chinese (if any) |

| Indicator Item | 1 st Year | | | | | | |
|--|----------------------|-----------------|-------|---------------------|-------------------|-------------------|-------------------|
| | No. of Programmes | No. of Sessions | | No. of Participants | | No. of Attendance | |
| | | Each Programme | Total | Each Programme | Total | Each Programme | Total |
| 2. Programme Type (e.g. Employment Support Service, Social Inclusion Programme, Outreach Service, Mutual Support Groups, etc.) | | | | | | | |
| 2.1 Programme name | | | | Ethnic minorities | Ethnic minorities | Ethnic minorities | Ethnic minorities |
| | | | | Chinese (if any) | Chinese (if any) | Chinese (if any) | Chinese (if any) |
| 2.2 Programme name | | | | Ethnic minorities | Ethnic minorities | Ethnic minorities | Ethnic minorities |
| | | | | Chinese (if any) | Chinese (if any) | Chinese (if any) | Chinese (if any) |
| 2.3 Programme name | | | | Ethnic minorities | Ethnic minorities | Ethnic minorities | Ethnic minorities |
| | | | | Chinese (if any) | Chinese (if any) | Chinese (if any) | Chinese (if any) |
| 3. Programme Type (e.g. Employment Support Service, Social Inclusion Programme, Outreach Service, Mutual Support Groups, etc.) | | | | | | | |
| 3.1 Programme name | | | | Ethnic minorities | Ethnic minorities | Ethnic minorities | Ethnic minorities |
| | | | | Chinese (if any) | Chinese (if any) | Chinese (if any) | Chinese (if any) |
| 3.2 Programme name | | | | Ethnic minorities | Ethnic minorities | Ethnic minorities | Ethnic minorities |
| | | | | Chinese (if any) | Chinese (if any) | Chinese (if any) | Chinese (if any) |

| Indicator Item | 1 st Year | | | | | | |
|--------------------|----------------------|-----------------|-------|---------------------|-------------------|-------------------|-------------------|
| | No. of Programmes | No. of Sessions | | No. of Participants | | No. of Attendance | |
| | | Each Programme | Total | Each Programme | Total | Each Programme | Total |
| 3.3 Programme name | | | | Ethnic minorities | Ethnic minorities | Ethnic minorities | Ethnic minorities |
| | | | | Chinese (if any) | Chinese (if any) | Chinese (if any) | Chinese (if any) |
| 3.4 Programme name | | | | Ethnic minorities | Ethnic minorities | Ethnic minorities | Ethnic minorities |
| | | | | Chinese (if any) | Chinese (if any) | Chinese (if any) | Chinese (if any) |
| Sub-total | | | | | Ethnic minorities | | Ethnic minorities |
| | | | | | Chinese (if any) | | Chinese (if any) |

| Item | Indicator | 2 nd Year | | | | | | |
|--|-----------|----------------------|-----------------|-------------------|---------------------|-------------------|-------------------|-------|
| | | No. of Programmes | No. of Sessions | | No. of Participants | | No. of Attendance | |
| | | | Each Programme | Total | Each Programme | Total | Each Programme | Total |
| 1. Programme Type (e.g. Employment Support Service, Social Inclusion Programme, Outreach Service, Mutual Support Groups, etc.) | | | | | | | | |
| 1.1 Programme name | | | | Ethnic minorities | Ethnic minorities | Ethnic minorities | Ethnic minorities | |
| | | | | Chinese (if any) | Chinese (if any) | Chinese (if any) | Chinese (if any) | |
| 1.2 Programme name | | | | Ethnic minorities | Ethnic minorities | Ethnic minorities | Ethnic minorities | |
| | | | | Chinese (if any) | Chinese (if any) | Chinese (if any) | Chinese (if any) | |
| 1.3 Programme name | | | | Ethnic minorities | Ethnic minorities | Ethnic minorities | Ethnic minorities | |
| | | | | Chinese (if any) | Chinese (if any) | Chinese (if any) | Chinese (if any) | |
| 1.4 Programme name | | | | Ethnic minorities | Ethnic minorities | Ethnic minorities | Ethnic minorities | |
| | | | | Chinese (if any) | Chinese (if any) | Chinese (if any) | Chinese (if any) | |
| 2. Programme Type (e.g. Employment Support Service, Social Inclusion Programme, Outreach Service, Mutual Support Groups, etc.) | | | | | | | | |
| 2.1 Programme name | | | | Ethnic minorities | Ethnic minorities | Ethnic minorities | Ethnic minorities | |
| | | | | Chinese (if any) | Chinese (if any) | Chinese (if any) | Chinese (if any) | |

| Indicator Item | 2 nd Year | | | | | | |
|--|----------------------|-----------------|-------|---------------------|-------------------|-------------------|-------------------|
| | No. of Programmes | No. of Sessions | | No. of Participants | | No. of Attendance | |
| | | Each Programme | Total | Each Programme | Total | Each Programme | Total |
| 2.2 Programme name | | | | Ethnic minorities | Ethnic minorities | Ethnic minorities | Ethnic minorities |
| | | | | Chinese (if any) | Chinese (if any) | Chinese (if any) | Chinese (if any) |
| 2.3 Programme name | | | | Ethnic minorities | Ethnic minorities | Ethnic minorities | Ethnic minorities |
| | | | | Chinese (if any) | Chinese (if any) | Chinese (if any) | Chinese (if any) |
| 3. Programme Type (e.g. Employment Support Service, Social Inclusion Programme, Outreach Service, Mutual Support Groups, etc.) | | | | | | | |
| 3.1 Programme name | | | | Ethnic minorities | Ethnic minorities | Ethnic minorities | Ethnic minorities |
| | | | | Chinese (if any) | Chinese (if any) | Chinese (if any) | Chinese (if any) |
| 3.2 Programme name | | | | Ethnic minorities | Ethnic minorities | Ethnic minorities | Ethnic minorities |
| | | | | Chinese (if any) | Chinese (if any) | Chinese (if any) | Chinese (if any) |
| 3.3 Programme name | | | | Ethnic minorities | Ethnic minorities | Ethnic minorities | Ethnic minorities |
| | | | | Chinese (if any) | Chinese (if any) | Chinese (if any) | Chinese (if any) |

| Indicator Item | 2 nd Year | | | | | | |
|--------------------|----------------------|-----------------|-------|---------------------|-------------------|-------------------|-------------------|
| | No. of Programmes | No. of Sessions | | No. of Participants | | No. of Attendance | |
| | | Each Programme | Total | Each Programme | Total | Each Programme | Total |
| 3.4 Programme name | | | | Ethnic minorities | Ethnic minorities | Ethnic minorities | Ethnic minorities |
| | | | | Chinese (if any) | Chinese (if any) | Chinese (if any) | Chinese (if any) |
| Sub-total | | | | | Ethnic minorities | | Ethnic minorities |
| | | | | | Chinese (if any) | | Chinese (if any) |

(ii) Facilities and Tailor-made Services

| Item | Indicator | 1 st Year | | 2 nd Year | |
|--|--------------|-----------------------|---------------------------------|-----------------------|---------------------------------|
| | | No. of Cases/Sessions | No. of ethnic minorities served | No. of Cases/Sessions | No. of ethnic minorities served |
| 1. Service Type (e.g. Counseling Service, Referral Service, Enquiry Service, Sight Translation, Booking for use of facilities, etc.) | | | | | |
| 1.1 | Service name | | | | |
| 1.2 | Service name | | | | |
| 2. Service Type | | | | | |
| 2.1 | Service name | | | | |
| 2.2 | Service name | | | | |
| 3. Service Type | | | | | |
| 3.1 | Service name | | | | |
| 3.2 | Service name | | | | |
| Sub-total | | | | | |

4. Dedicated Programmes for Ethnic Minority Youths (please add new rows for more programmes)

(Sessions should be on occasion basis and not hour basis, e.g., a whole-day activity will be considered as one session and not two 3-hour sessions or three 2-hour sessions.)

(i) Programmes and activities for ethnic minority youths

| Indicator Item | 1 st Year | | | | | | |
|---|----------------------|-----------------|-------|---------------------|-------------------|-------------------|-------------------|
| | No. of Programmes | No. of Sessions | | No. of Participants | | No. of Attendance | |
| | | Each Programme | Total | Each Programme | Total | Each Programme | Total |
| 1. Programme Type (e.g. Outdoor activities, uniform group, sports training, leadership training, water-based activities, recognised certificate course, etc.) | | | | | | | |
| 1.1 Programme name | | | | Ethnic minorities | Ethnic minorities | Ethnic minorities | Ethnic minorities |
| | | | | Chinese (if any) | Chinese (if any) | Chinese (if any) | Chinese (if any) |
| 1.2 Programme name | | | | Ethnic minorities | Ethnic minorities | Ethnic minorities | Ethnic minorities |
| | | | | Chinese (if any) | Chinese (if any) | Chinese (if any) | Chinese (if any) |
| 1.3 Programme name | | | | Ethnic minorities | Ethnic minorities | Ethnic minorities | Ethnic minorities |
| | | | | Chinese (if any) | Chinese (if any) | Chinese (if any) | Chinese (if any) |
| 1.4 Programme name | | | | Ethnic minorities | Ethnic minorities | Ethnic minorities | Ethnic minorities |
| | | | | Chinese (if any) | Chinese (if any) | Chinese (if any) | Chinese (if any) |

| Indicator Item | 1 st Year | | | | | | |
|---|----------------------|-----------------|-------|---------------------|-------------------|-------------------|-------------------|
| | No. of Programmes | No. of Sessions | | No. of Participants | | No. of Attendance | |
| | | Each Programme | Total | Each Programme | Total | Each Programme | Total |
| 2. Programme Type (e.g. Outdoor activities, uniform group, sports training, leadership training, water-based activities, recognised certificate course, etc.) | | | | | | | |
| 2.1 Programme name | | | | Ethnic minorities | Ethnic minorities | Ethnic minorities | Ethnic minorities |
| | | | | Chinese (if any) | Chinese (if any) | Chinese (if any) | Chinese (if any) |
| 2.2 Programme name | | | | Ethnic minorities | Ethnic minorities | Ethnic minorities | Ethnic minorities |
| | | | | Chinese (if any) | Chinese (if any) | Chinese (if any) | Chinese (if any) |
| 2.3 Programme name | | | | Ethnic minorities | Ethnic minorities | Ethnic minorities | Ethnic minorities |
| | | | | Chinese (if any) | Chinese (if any) | Chinese (if any) | Chinese (if any) |
| 3. Programme Type (e.g. Outdoor activities, uniform group, sports training, leadership training, water-based activities, recognised certificate course, etc.) | | | | | | | |
| 3.1 Programme name | | | | Ethnic minorities | Ethnic minorities | Ethnic minorities | Ethnic minorities |
| | | | | Chinese (if any) | Chinese (if any) | Chinese (if any) | Chinese (if any) |
| 3.2 Programme name | | | | Ethnic minorities | Ethnic minorities | Ethnic minorities | Ethnic minorities |
| | | | | Chinese (if any) | Chinese (if any) | Chinese (if any) | Chinese (if any) |

| Indicator Item | 1 st Year | | | | | | |
|--------------------|----------------------|-----------------|-------|---------------------|-------------------|-------------------|-------------------|
| | No. of Programmes | No. of Sessions | | No. of Participants | | No. of Attendance | |
| | | Each Programme | Total | Each Programme | Total | Each Programme | Total |
| 3.3 Programme name | | | | Ethnic minorities | Ethnic minorities | Ethnic minorities | Ethnic minorities |
| | | | | Chinese (if any) | Chinese (if any) | Chinese (if any) | Chinese (if any) |
| 3.4 Programme name | | | | Ethnic minorities | Ethnic minorities | Ethnic minorities | Ethnic minorities |
| | | | | Chinese (if any) | Chinese (if any) | Chinese (if any) | Chinese (if any) |
| Sub-total | | | | | Ethnic minorities | | Ethnic minorities |
| | | | | | Chinese (if any) | | Chinese (if any) |

| Item | Indicator | 2 nd Year | | | | | | |
|---|-----------|----------------------|-----------------|-------------------|---------------------|-------------------|-------------------|-------|
| | | No. of Programmes | No. of Sessions | | No. of Participants | | No. of Attendance | |
| | | | Each Programme | Total | Each Programme | Total | Each Programme | Total |
| 1. Programme Type (e.g. Outdoor activities, uniform group, sports training, leadership training, water-based activities, recognised certificate course, etc.) | | | | | | | | |
| 1.1 Programme name | | | | Ethnic minorities | Ethnic minorities | Ethnic minorities | Ethnic minorities | |
| | | | | Chinese (if any) | Chinese (if any) | Chinese (if any) | Chinese (if any) | |
| 1.2 Programme name | | | | Ethnic minorities | Ethnic minorities | Ethnic minorities | Ethnic minorities | |
| | | | | Chinese (if any) | Chinese (if any) | Chinese (if any) | Chinese (if any) | |
| 1.3 Programme name | | | | Ethnic minorities | Ethnic minorities | Ethnic minorities | Ethnic minorities | |
| | | | | Chinese (if any) | Chinese (if any) | Chinese (if any) | Chinese (if any) | |
| 1.4 Programme name | | | | Ethnic minorities | Ethnic minorities | Ethnic minorities | Ethnic minorities | |
| | | | | Chinese (if any) | Chinese (if any) | Chinese (if any) | Chinese (if any) | |
| 2. Programme Type (e.g. Outdoor activities, uniform group, sports training, leadership training, water-based activities, recognised certificate course, etc.) | | | | | | | | |
| 2.1 Programme name | | | | Ethnic minorities | Ethnic minorities | Ethnic minorities | Ethnic minorities | |
| | | | | Chinese (if any) | Chinese (if any) | Chinese (if any) | Chinese (if any) | |

| Indicator Item | 2 nd Year | | | | | | |
|---|----------------------|-----------------|-------|---------------------|-------------------|-------------------|-------------------|
| | No. of Programmes | No. of Sessions | | No. of Participants | | No. of Attendance | |
| | | Each Programme | Total | Each Programme | Total | Each Programme | Total |
| 2.2 Programme name | | | | Ethnic minorities | Ethnic minorities | Ethnic minorities | Ethnic minorities |
| | | | | Chinese (if any) | Chinese (if any) | Chinese (if any) | Chinese (if any) |
| 2.3 Programme name | | | | Ethnic minorities | Ethnic minorities | Ethnic minorities | Ethnic minorities |
| | | | | Chinese (if any) | Chinese (if any) | Chinese (if any) | Chinese (if any) |
| 3. Programme Type (e.g. Outdoor activities, uniform group, sports training, leadership training, water-based activities, recognised certificate course, etc.) | | | | | | | |
| 3.1 Programme name | | | | Ethnic minorities | Ethnic minorities | Ethnic minorities | Ethnic minorities |
| | | | | Chinese (if any) | Chinese (if any) | Chinese (if any) | Chinese (if any) |
| 3.2 Programme name | | | | Ethnic minorities | Ethnic minorities | Ethnic minorities | Ethnic minorities |
| | | | | Chinese (if any) | Chinese (if any) | Chinese (if any) | Chinese (if any) |
| 3.3 Programme name | | | | Ethnic minorities | Ethnic minorities | Ethnic minorities | Ethnic minorities |
| | | | | Chinese (if any) | Chinese (if any) | Chinese (if any) | Chinese (if any) |

| Indicator Item | 2 nd Year | | | | | | |
|--------------------|----------------------|-----------------|-------|---------------------|-------------------|-------------------|-------------------|
| | No. of Programmes | No. of Sessions | | No. of Participants | | No. of Attendance | |
| | | Each Programme | Total | Each Programme | Total | Each Programme | Total |
| 3.4 Programme name | | | | Ethnic minorities | Ethnic minorities | Ethnic minorities | Ethnic minorities |
| | | | | Chinese (if any) | Chinese (if any) | Chinese (if any) | Chinese (if any) |
| Sub-total | | | | | Ethnic minorities | | Ethnic minorities |
| | | | | | Chinese (if any) | | Chinese (if any) |

(ii) Facilities and Tailor-made Services for Ethnic Minority Youths

| Item \ Indicator | 1 st Year | | 2 nd Year | |
|--|-----------------------|---------------------------------|-----------------------|---------------------------------|
| | No. of Cases/Sessions | No. of ethnic minorities served | No. of Cases/Sessions | No. of ethnic minorities served |
| 1. Service Type (e.g. Counseling Service, Referral Service, Booking for use of facilities, etc.) | | | | |
| 1.1 Service name | | | | |
| 1.2 Service name | | | | |
| 2. Service Type | | | | |
| 2.1 Service name | | | | |
| 2.2 Service name | | | | |
| 3. Service Type | | | | |
| 3.1 Service name | | | | |
| 3.2 Service name | | | | |
| Sub-total | | | | |

5. After School Tutorial Classes (please add new rows for more programmes)

| Indicator Item | 1 st Year | | | | | | | 2 nd Year | | | | | | |
|---------------------------|----------------------|-----------------|-------|-----------------|-------|---------------|-------|----------------------|-----------------|-------|-----------------|-------|---------------|-------|
| | No. of Classes | No. of Students | | No. of Sessions | | No. of Hours | | No. of Classes | No. of Students | | No. of Sessions | | No. of Hours | |
| | | Each Class | Total | Each Class | Total | Each Class | Total | | Each Class | Total | Each Class | Total | Each Class | Total |
| <i>e.g. P.1-P.3 Class</i> | 8 | 12 | 96 | 36 | 288 | 54 | 432 | 8 | 12 | 96 | 36 | 288 | 54 | 432 |
| P.1-P.3 Class | | | | | | | | | | | | | | |
| P.4-P.6 Class | | | | | | | | | | | | | | |
| S.1-S.3 Class | | | | | | | | | | | | | | |
| Sub-Total | | | | | | | | | | | | | | |

*e.g. Students have to enrol every ~~*month~~ / quarter / semester / _____ (please specify).*

Students have to enrol every *month / quarter / semester / _____ (please specify).

(* Please delete as appropriate.)

To : Home Affairs Department (Attn: Miss Alice TAM)

Email : had_ssc_enq@had.gov.hk

Fax: 2121 1716

Reply Slip

(Please reply before 12:00 noon on 1 April 2022 (Friday))

**Briefing Session on
Application for government funding to establish and operate
Support Service Centre for Ethnic Minorities**

Date : 7 April 2022 (Thursday)

Time : 3:00 pm to 4:30 pm

Venue : Conference Room, 30/F Southorn Centre, 130 Hennessy Road,
Wanchai, Hong Kong (may be conducted online via Webex)

The following representative(s) of my agency will attend the briefing session:

| Name | Post / Service Unit | Contact No. |
|------|---------------------|-------------|
| 1. | | |
| 2. | | |

Note :

1. Due to limited seats of the venue, please arrange not more than two representatives to attend the briefing session. Nomination within the quota will be automatically accepted without further notification.
2. Attendees are required to use the LeaveHomeSafe app before they are allowed to enter the venue.
3. **In view of the COVID-19 pandemic situation, organisations are advised to regularly check for any up-to-date announcement regarding the invitation exercise at HAD website (www.had.gov.hk).**

The Briefing Session will be conducted in Cantonese. Please tick in the box if simultaneous interpretation service in English is required.

Name: _____

Post: _____

Agency: _____

Tel. No.: _____

Date: _____