Professional Services Development Assistance Scheme
Guide to Application

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Updated in June 2013
1. **GENERAL**

1.1 **Objective**

The Professional Services Development Assistance Scheme (“PSDAS”) is established by a Government allocation of HK$100 million to provide financial support for projects aimed at increasing the competitiveness of Hong Kong’s professional service sector as a whole, or of individual sectors, in external markets including the Mainland market. In addition, projects which seek to enhance the standard of professional services in Hong Kong will be eligible.

1.2 **Eligible professional service sectors**

In determining which professional service sectors are eligible for assistance, the PSDAS adopts the World Trade Organisation’s classification of professional services, and supplements it with the Hong Kong Trade Development Council’s classification to take account of local circumstances. A list of the professional service sectors covered by the PSDAS is at Annex I.

1.3 **Eligible projects**

Eligible Projects include, but not limited to, organisation of seminars, conferences, training courses, research studies and promotional events such as exhibitions.

The PSDAS Secretariat may from time to time invite applications for funding to carry out projects on specific topics or themes that are important to the further development of Hong Kong’s professional services (“solicited projects”).

Projects which are or will be in receipt of financial support from any other Government funding schemes will not be considered.
1.4 **Eligible applicants**

Professional, trade or industrial organisations as well as research institutes registered under the laws of the Hong Kong Special Administrative Region are eligible to apply for funding from the PSDAS. Such organisation or institute must be non-profit-distributing\(^1\). It may be a statutory organisation or otherwise. Government departments are not eligible.

To ensure that a Project has practical benefits to a professional service sector and is supported by it, a Government-subvented organisation\(^2\) must apply together with, and secure cash sponsorship, from non-subvented professional, trade or industrial organisation(s), or companies in the private sector. The amount of sponsorship should not be less than 10% of the Project Cost.

1.5 **Amount of grant**

The maximum amount of grant for an approved Project is HK$2 million. The Applicant will have to meet the balance of the Project Cost through self-financing, third party sponsorship or income derived from the Project. The grant is given on a dollar-for-dollar matching basis. For this purpose, the Applicant’s contribution to the Project Cost may be in cash or in kind.

For what can be charged to the Project Cost and what may constitute a contribution in kind, please refer to paragraphs 4.1 and 4.2.

1.6 **Terms and conditions for funding support**

Successful Applicants will be required to sign an agreement prepared by the Government (“the Agreement”) which lays down the terms and conditions of the grant.

For each Project, the Applicant must appoint a Project Co-ordinator and a Deputy Project Co-ordinator. They will be responsible for overseeing the Project generally, monitoring the proper use of funds, liaising with the PSDAS Secretariat and reporting progress made on the Project in paper form or at meetings.

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\(^1\) A non-profit-distributing organisation is defined as an organisation which does not distribute profits to its directors, shareholders, employees or any other persons. An Applicant has to declare in the application form that it has not distributed any profit generated by the Applicant in the past to any of its directors, shareholders, employees or any other persons.

\(^2\) A Government-subvented organisation is defined as an organisation in receipt of direct government subvention. Such organisations include universities and other quasi-government organisations such as the Hong Kong Trade Development Council and the Hong Kong Productivity Council.
To facilitate monitoring and evaluation of approved Projects, a successful Applicant must submit a Project Report upon completion of the Project and financial reports as set out in paragraph 4.7. The Applicant may also be required to submit Progress Reports in the circumstances set out in paragraph 5.1. The PSDAS Secretariat has the right to access any information and records related to an approved Project.

2. APPLICATION

2.1 Application procedure

Applications will be invited four times a year (hereunder referred to as “scheduled calls of application”). Applicants may wish to refer to the PSDAS website at www.psdas.gov.hk for information about the scheduled calls of application. In addition, urgent projects may be submitted any time, in which case the Applicant is required to provide justifications for the need to process the application on an urgent basis. The Vetting Committee (please see paragraph 3.1) will consider such justifications and consider processing such cases inter-sessionally.

The total submission inclusive of any urgent applications should not exceed 10 applications in 12 consecutive months for each Applicant.

The Application procedure for solicited projects is similar to that for normal applications except that the invitation may be made outside the normal application cycle.

An Applicant should complete the "Application Form for Professional Services Development Assistance Scheme". This application form may be obtained from the PSDAS Secretariat at 23/F, West Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong, or downloaded from its web-site at www.psdas.gov.hk. The application form may be completed either in English or in Chinese. No application fee is charged.

When submitting an application, an Applicant shall provide the following documents to the PSDAS Secretariat by post or in person -

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3 Excluding applications of which the Applicant is a collaborating organisation instead of a lead organiser.
(A) Completed application form (in both hard and soft copy (i.e. a computer diskette containing a soft copy of the completed application form));

(B) A photocopy of the Applicant’s Certificate of Incorporation or Certificate of Registration of a Society or other official document to prove that the Applicant has been registered under the laws of Hong Kong;

(C) A photocopy of the audited accounts of the latest financial year where such accounts are available;

(D) Letter(s) of support from the Collaborating Organisation(s), if applicable:

(E) Letter(s) from sponsoring organisation(s) pledging the sponsorship, if applicable;

(F) Curriculum Vitae (CV) of key members of the Project team; and

(G) For urgent applications, a covering letter giving full justifications why the normal application cycles cannot be made use of.

Alternatively, the application may be submitted electronically by Internet email to psdas@cedb.gov.hk. The supporting documents mentioned above should be submitted together (scanned copies acceptable). A digital certificate (Organisational) in accordance with the requirements of the Electronic Transactions Ordinance should support the electronic submission. If such a digital certificate is not available, the Applicant may still submit the application electronically, but the Applicant must subsequently provide a duly signed hard copy of the application form and supporting documents to the PSDAS Secretariat. For details of submitting an application electronically, please refer to www.psdas.gov.hk.

The PSDAS Secretariat will send an acknowledgement to the Applicant upon receipt of an application.

2.2 **Withdrawal**

An Applicant may write to the PSDAS Secretariat to withdraw an application at any time before an Agreement is signed between the Government and the Applicant.
2.3 **Re-submission**

An application that has been rejected may be re-submitted only if it has been revised substantially or it is supported by new evidence to address comments made by the Vetting Committee in its earlier review. A resubmitted application will be treated as a new application and will be subject to the same assessment procedure.

3. **ASSESSMENT**

3.1 **Assessment procedure**

The PSDAS Secretariat will conduct a preliminary screening of each application, and may seek clarification or supplementary information from the Applicant.

A Vetting Committee chaired by a non-official and comprising professionals, businessmen, academics and a government official will assess applications, formulate funding recommendations for each project, and monitor approved projects. Where necessary, comments and advice will be sought from outside experts.

An Applicant may be required to present its Project proposal to the PSDAS Secretariat or the Vetting Committee at an assessment meeting.

3.2 **Assessment timetable**

It will normally take two months to process an application after the closing date for submission.

3.3 **Vetting criteria**

Projects must be non-profit-making in nature. The major assessment criteria are as follows:

*Value of Project*

(A) whether the Project has the potential to help increase the competitiveness of the professional service sector(s) concerned in the Mainland or overseas markets, or to enhance the standard of local professional services;
whether the result of the Project is of practical use to the professional service sector(s) concerned;

Cost-effectiveness

whether the Project can benefit a large number of professionals in the professional service sector(s) concerned or whether the Project can benefit the society significantly through the profession;

whether the cost of the Project is broadly commensurate with the expected results;

Project Implementation

whether the project management capabilities of the Applicant are good, taking into account the Applicant’s experience, qualifications, track record and the resources available for the Project.

whether the implementation schedule of the Project is properly planned;

whether the proposed budget is reasonable and realistic;

whether the Project can be completed in 2 years. If not, the Applicant should demonstrate the Project’s sustainability upon the cessation of funding support from the scheme;

whether there is/will be any duplication in terms of work of other institutions/organisations;

Other factors

whether the Project may be delivered by the Applicant as part of its normal business activities without PSDAS funding; and

in determining the level of funding support for a Project, whether beneficiaries of the Project can reasonably contribute to the cost of the Project.

3.4 Conflict of interest

Vetting Committee members who are directly or indirectly related to an application will not take part in the consideration of the application. Such a situation arises where a Vetting Committee member is a member of the Project team, or is the chairman, a deputy chairman or a member of the governing or executive body or a salaried employee (including a member of the teaching staff) of the Applicant organisation, collaborating organisation, implementation agent or a sponsoring organisation.
3.5 Notification of results

The PSDAS Secretariat will notify the Applicant in writing of the assessment result. If an application is declined, the PSDAS Secretariat will inform the Applicant the reasons for the decision.

For a successful application, the PSDAS Secretariat will issue an approval-in-principle to the Applicant. The Applicant shall submit a cashflow projection for the Project. Where necessary, the Applicant may also be required to revise its original Project proposal taking into account comments of the PSDAS Secretariat or the Vetting Committee. The PSDAS Secretariat will further examine the cashflow projection and the revised Project proposal. If the PSDAS Secretariat is satisfied with the cashflow projection and revised Project proposal, an Agreement will be signed between the Applicant and the Government. The revised Project proposal and cashflow projection will form part of the Agreement.

4. FUNDING ARRANGEMENT AND FINANCIAL MANAGEMENT

4.1 Calculating the project budget

The Applicant should state clearly the Project budget in accordance with the stated format in the application form. The Project budget should be broken down into detailed income and expenditure items. Unless otherwise expressly approved by the PSDAS Secretariat, all expenditure items must be incurred between the commencement and completion dates of the Project. In calculating the Project budget, the Applicant should note the followings:

(i) Manpower
   
   (a) An Applicant may charge to the Project Cost the salary (including employer's contributions to the Mandatory Provident Fund but excluding allowances, fringe benefits, gratuity, year-end double payment, etc.) of the additional manpower directly incurred for the Project.
   
   (b) The salary of existing staff may be charged to the Project Cost if and only if this is a deployment absolutely necessary and essential for the Project. In case only a certain percentage of the working time of the staff is deployed for the Project, his/her salary should be charged on a pro-rata/hourly basis and a record on the percentage of the working time devoted by the staff to the Project must be maintained.
(c) To avoid double subvention, a PSDAS grant cannot be used to pay any emolument to a person who is already on the payroll of a Government-subvented organisation (except university staff at research assistant or equivalent rank). However, subject to item (b) above, for the purpose of calculating the amount of matching contribution, the emolument of existing staff employed by the Applicant may be included in the Project Cost and considered as a contribution in kind by the Government-subvented organisation. For details, please see paragraph 4.2.

(d) Unless otherwise agreed by the PSDAS Secretariat, annual increment of salary for any staff recruited for implementing the Project should not be charged to the Project Cost. A flat rate should be used to budget the salary of each project staff throughout the implementation period.

(ii) Equipment

Only the cost of procuring or leasing of additional equipment for implementing the Project can be charged to the Project Cost. Normally, purchase of general office equipment (e.g. desk-top computers, projectors and fax machines) will not be funded. Applicants are encouraged to use their existing equipment or to lease additional equipment to the extent possible, rather than to purchase new equipment.

(iii) Other direct cost

All other costs directly incurred for the Project with the exception of overheads and unallowable cost items set out paragraph 4.1(iv) below may be funded. Fundable direct costs may include:

- Expense for consumables
- External consultant fees
- Production and promotion cost of Project results (such as printing of leaflets, production of CD-ROMs, advertising and organisation of seminars)
- Travelling expense of the project team members and/or other individuals approved by the PSDAS Secretariat (e.g. overseas speaker flying in for delivering a seminar in Hong Kong). For flight charges, normally only cost of economy class fare is covered.
- Hotel accommodation cost of the project team members and/or other individuals approved by the PSDAS Secretariat.
- External audit fees relating to the Project and arising from compliance with the requirements of this funding scheme. The maximum funding allowed for the audited accounts of a Project is $10,000.
– Expenses relating to dissemination of information in the Project Report to the professional service community in Hong Kong (paragraph 5.1(B) refers).

– Patent registration fees directly relating to the Project of not more than $100,000, or 50% of the total direct costs involved in patent applications (whichever is the less) may also be included in the budget.

(iv) Unallowable costs

Unless otherwise expressly approved by the PSDAS Secretariat, the Applicant should not charge to the Project Cost expenses such as the costs of setting up an office, the formation or establishment of a limited company or organisation, property acquisition expenses, rental/renovation expenses for setting up an office, depreciation/amortization or provisions not representing actual expenses incurred, entertainment expenses, meals, home to workplace travelling expenses, cash prizes for competitions, participation fees at study/trade missions for individuals/companies, capital financing expenses (e.g. mortgage and interest on loans/overdrafts), and other costs not related to the Project.

(v) Income

The Applicant is required to make available to the professional service community in Hong Kong the Project results through, for example, publications and seminars. Where appropriate, the Applicant should charge fees for using these deliverables so as to recoup wholly or partly the cost of the deliverables. However, the fee level should not be higher than the cost. The income so derived will be treated as part of the cash contribution by the Applicant (see paragraph 4.2 below). The basis or assumptions on which the income figures are calculated such as the expected number of users/customers/participants and estimated fees have to be realistic and set out in the application. In case the actual income from the Project is less than that estimated, the Applicant will have to cover the shortfall required for implementation of the Project. The PSDAS will not provide any additional grant.

4.2 Calculating the Matching Contribution

Under the dollar-for-dollar matching principle, an Applicant is required to contribute or to procure the contribution or sponsorship from third parties an aggregate amount equivalent to at least 50% of the Project Cost. Contributions could either be in cash or in kind. The latter can be in the form of manpower and consumables related to the project. In assessing the monetary value of manpower contribution, references will be made to the prevailing market rates of the tasks undertaken by the staff involved.
For an application submitted by a Government-subvented organisation, the Applicant must secure cash contribution from non-subvented organisation(s) or companies in the private sector and the amount should not be less than 10% of the Project Cost.

As stated in paragraph 4.1 above, for the purpose of calculating the amount of matching contribution under the PSDAS, manpower cost of existing staff in a Government-subvented organisation can be included in the Project Cost and considered as a contribution in kind by the Government-subvented organisation. However, any grant approved under the PSDAS must not be used to finance such manpower cost.

Some examples showing the calculation of the matching contribution are at Annex II.

4.3 Approved grant

The approved grant for the Project may be less than that requested if the Vetting Committee considers that any of the projected expenses is excessive or does not fall within the scope of funding. Moreover, prior approval from the PSDAS Secretariat is required if the Applicant foresees:

- expenditure in any individual item will exceed 20% of the original budgeted expenditure for that item; or

- budgeted expenditure is to be transferred to any unbudgeted expenditure item (such as new/revised rank of project staff, new equipment item, new consumable item, etc).

Under no circumstances will the PSDAS provide any additional grant to an approved Project after an Agreement is signed. In case the total expenditure of the Project exceeds the original budgeted expenditure, the Applicant will have to cover the shortfall. The Applicant is required to inform the PSDAS Secretariat if the Applicant foresees that the total expenditure will exceed the original budgeted expenditure by whatever amount.

4.4 Disbursement of funds

Subject to the proof of the availability of at least 50% of the contribution of the Applicant and/or the third party sponsor of the Project (if any)\(^4\), and the terms and conditions of the Agreement:

\(^4\) Should the Applicant have difficulty in making available 50% of its contribution as required above, the PSDAS Secretariat may be consulted on alternative arrangements.
(A) For Projects with a grant not exceeding HK$200,000 or its implementation period not exceeding 1 year, funds will be disbursed upon the signing of the Agreement in one lump sum.

(B) Funds will be disbursed in 2 installments for Project grants exceeding HK$200,000 and the implementation period for the Project exceeding 1 year. The first installment will be effected upon the signing of the Agreement. The timing and amount of the second installment will be effected according to the Applicant’s cashflow projection and to the actual progress of the Project. The PSDAS Secretariat reserves the right to withhold the second installment or any further payments to the Applicant if 50% or more of the first installment and the Applicant’s contribution remains unspent in the account designated for the Project, or if there is any delay in the submission of Progress Reports.

4.5 Separate savings account

The Applicant is required to open a separate risk-free interest-bearing bank account (Project account) with an authorized institution within the meaning of the Banking Ordinance solely and exclusively for processing and transacting all receipts and payments in relation to the Project.

The Government reserves the right to claim against the Applicant for any loss, damages, costs, expenses and liabilities suffered or incurred by the Government in connection with or by reason of the Applicant’s failure to comply with the above requirement.

4.6 Books and records

The Applicant is required to keep proper and separate books and records for the Project in accordance with prevailing accounting standards and practice for at least 2 years after completion of the Project unless otherwise specified by the PSDAS Secretariat. In this connection, the PSDAS Secretariat reserves the right to conduct financial audit and inspection of such books and records at any time during implementation of the Project and up to 2 years after the project is completed.
4.7 **Financial report**

The Applicant has to submit the following financial reports to the PSDAS Secretariat:

(A) Audited accounts of the Project (together with the Progress Report as set out under paragraph 5.1(A)(i)) not later than 2 months before payment of the second installment covering such period as may be specified by the PSDAS Secretariat on a case-by-case basis, for a Project receiving a grant exceeding HK$200,000 and with implementation period exceeding 1 year;

(B) Final audited accounts of the Project (together with the Project Report as set out under paragraph 5.1(B)) within 3 months from the completion, transfer or termination of a Project; and

(C) An account of the residual funds (as set out under paragraph 4.10) certified by the auditor within 3 months from the completion, transfer or termination of a Project (if applicable).

The audited accounts shall cover all receipts and receivables including contributions from the Applicant (whether in cash or in kind), contributions from third party sponsors, and income generated from the Project, as well as payments made. The audited accounts shall include a Statement of Income and Expenditure, a Balance Sheet, Notes to the Accounts and an Auditor’s Report.

The accounts of the Project shall be audited by an independent auditor who must be either a Certified Public Accountant or a Public Accountant registered under the Professional Accountants Ordinance. The auditor should express an audit opinion on whether the Applicant and the Project accounts have complied with the requirements of the PSDAS, and should make full disclosure of any non-compliance in the Auditor’s Report. The audited accounts can also be reported under a reasonable assurance engagement conducted in accordance with Hong Kong Standards on Assurance Engagement.

Any record of mishandling of public funds or lack of discipline in financial management is a factor which the PSDAS Secretariat will take into account in considering future applications from the same Applicant or the same project team. The Government reserves the right to claim against the Applicant for any loss, damages, costs, expenses and liabilities suffered or incurred by the Government in connection with or by reason of the Applicant’s failure to handle public funds properly.
4.8 **Procurement procedure**

The Applicant should adopt an open, fair and competitive method and exercise the utmost prudence in the recruitment of staff and procurement of goods or services for the Project. For the procurement of goods or services, the Applicant must adhere to the following procedures unless the PSDAS Secretariat agrees otherwise:

(A) For every procurement the aggregate value of which is more than HK$5,000 but less than HK$10,000, quotations from at least 2 suppliers should be obtained. The Applicant should select the supplier that has submitted the lowest bid. If the lowest bid is not selected, full justifications must be given;

(B) For every procurement the aggregate value of which is HK$10,000 or more, but less than HK$500,000, quotations from at least 3 suppliers should be obtained. The Applicant should select the supplier that has submitted the lowest bid. If the lowest bid is not selected, full justifications must be given; or

(C) For every procurement the aggregate value of which is HK$500,000 or more, open tendering should be used.

In the case of universities and other Government-subvented organizations, they may adhere to their established/current standard procedure.

In line with the procurement procedure set out above, where the implementation agent of a Project is a profit-making company, the Applicant should go through, after securing funding support, a quotation or tendering exercise as the case may be, instead of awarding the project to the implementation agent direct.

All quotations, tender documents, or proposals and all procurement agreements with tenderers or suppliers must be kept for inspection by the Government at any time during the implementation of the Project and 2 years after completion thereof.

4.9 **Title to equipment**

The title of the equipment purchased for the Project by using PSDAS grant will be held by the Applicant. However, upon the completion of a Project, the PSDAS Secretariat may, after consulting the Vetting Committee, require the Applicant to dispose of the equipment at market price or to make other arrangements for disposal in accordance with the procedure agreed by the PSDAS Secretariat. The Applicant shall comply with such requirement and credit the sale proceeds to the Project Account.
4.10 Return of residual funds

Within 1 month after submission of the final audited accounts of the Project, the Applicant shall return to the Government the residual funds, including all interest income and the sale proceeds from any equipment disposed of, but up to the amount of the PSDAS grant plus the interest generated from it. The Government may seek legal remedy in case of unreasonable delay in the return of residual funds to the Government.

5. REPORTING REQUIREMENTS

5.1 Progress/Project Report

To facilitate the monitoring and evaluation of projects, the Applicant will be required to submit Progress and/or Project Reports.

(A) Progress Report

(i) For a Project with funding support exceeding HK$200,000 and implementation period exceeding 1 year, the Applicant must submit a Progress Report to the PSDAS Secretariat 2 months before the second installment is due. The format of the Progress Report will be specified by the PSDAS Secretariat.

(ii) For other projects, the PSDAS Secretariat may require an Applicant to submit a Progress Report if deemed appropriate.

(B) Project Report

All Applicants have to submit a Project Report, in a format specified by the PSDAS Secretariat, within 3 months of completion of the Project. For Projects with an implementation period exceeding 2 years, the Applicant may be required to submit a Project Report within 3 months upon cessation of funding support. Among other things, the Project Report would include a detailed account of the implementation of the Project, quantifiable results and achievements of the Project, and an evaluation of the Project deliverables by the users/customers/participants. In order to benefit those professionals who may not be able to participate in the Project, information in the relevant parts of the Project Report as specified by the PSDAS Secretariat should be made public and disseminated to the professional service community.
The PSDAS Secretariat will assess the effectiveness of a Project by comparing the Project results against its original objectives and targets as set out in the Project proposal. The Project Report will then be submitted to the Vetting Committee for consideration and comments. The Project Co-ordinator may be invited to a Vetting Committee meeting to present the project results.

Each completed Project will be evaluated and unsatisfactory evaluation result may affect the future chance of the same Applicant/Project team in getting PSDAS funding.

In addition to the above reporting requirements, the PSDAS Secretariat may organise visits or progress review meetings. This arrangement applies to all approved Projects.

5.2 **Post-project evaluation report**

Depending on the project nature, the PSDAS Secretariat may require an Applicant to submit a post-Project evaluation report for a Project within 2 years from its completion to report on the efforts in publicising the Project deliverables, and providing quantitative measurement on the adoption of the project results by the industry.

6. **OTHER ADMINISTRATIVE DETAILS**

6.1 **Contractual requirements**

The Applicant shall be required to sign an Agreement prepared by the Government and on such terms and conditions as determined by the Government. The Agreement will contain the terms and conditions of the grant including matters referred to in this Guide expanded and/or modified as necessary, and other matters such as governing law, indemnity and confidentiality. The Applicant shall comply with all the terms and conditions of the Agreement.

6.2 **Prior approval requirements**

An approved Project has to be carried out strictly in accordance with the Agreement. Any modification, amendment or addition to the Project or the Agreement, including change of Project period, Project scope, budget or cashflow projection, replacement of the Project Co-ordinator or Deputy Project Co-ordinator shall require prior written approval by the PSDAS Secretariat.
6.3 Suspension or termination of funding support

The Government reserves the right to suspend or terminate, after consultation with the Vetting Committee, funding support for a Project if, for example, the progress of the Project is unsatisfactory, or the chance of completion of the Project is slim, or there is a breach of the terms and conditions of the Agreement, or if the Government sees it fit to terminate the Project in the public interest because of changed circumstances.

The Applicant may have to return all/part of the grant within the time specified by the PSDAS Secretariat. The Government reserves the right to claim from the Applicant all/part of the grant that have been granted and used.

6.4 Transfer of Project

Prior written approval from the PSDAS Secretariat is required if the Applicant intends to assign or transfer the Project to another party.

The Government may require the Applicant to hand over to the Government possession of any equipment purchased for the Project using PSDAS grant, and assign or transfer all the intellectual property rights in relation to the Project deliverables to the Government. All residual funds in the Project Account shall be returned to the Government upon the assignment or transfer of the Project in accordance with paragraph 4.10.

6.5 Intellectual property rights

In this Guide, intellectual property rights (IPRs) means all IPRs arising from the Project including designs, patents, copyright, rights in goodwill, and trademarks, whether registered or unregistered.

The Applicant will own all IPRs arising from the Project. The Applicant shall be required to grant unconditionally to the Government a non-exclusive perpetual royalty-free worldwide licence (carrying the right to grant sub-licence) to exploit the IPRs in any manner (including, e.g. to copy, distribute, perform in public, or adapt any copyright works or to make, use or dispose of the articles protected by intellectual property) and through whatever medium (including e.g. in printed form or electronic medium) as the Government deems fit, provided that it is for educational or non-profit-making purpose.
The general public should have equal access to the Project results on equal terms. The Applicant will have to seek agreement of the Government on any such terms and conditions (including licence fees) to be imposed on the use by the general public of the Project results. Exclusive use of the Project results by the Applicant and/or the third party sponsor is not allowed unless otherwise approved by the PSDAS Secretariat.

6.6 **Acknowledgment of support and disclaimer**

Acknowledgment of PSDAS support in writing as approved by the PSDAS Secretariat must appear on all equipment, facilities, publicity or media events related to a PSDAS-funded project or in publications arising from the Project.

The following disclaimer should also be included in any publications and media events related to a PSDAS-funded Project:

"Any opinions, findings, conclusions or recommendations expressed in this material / any event organized under this Project do not reflect the views of the Government of the Hong Kong Special Administrative Region or the Vetting Committee for the Professional Services Development Assistance Scheme."

6.7 **Handling of Information**

The Government is committed to ensuring that all personal data submitted under the PSDAS are handled in accordance with the relevant provisions of the Personal Data (Privacy) Ordinance. In this regard, the personal data provided in relation to applications made under the PSDAS will be used by the PSDAS Secretariat or its authorised agents for activities related to:

(a) the processing and authentication of applications for grant, if any, payment of grants under the PSDAS and any refund thereof; and

(b) statistics and research.

The personal data that the Applicants provided in their applications will be kept in confidence. They may however be disclosed to other Government departments, or to third parties in Hong Kong or elsewhere, if such disclosure is necessary for the purposes mentioned above, is authorised or required by law, or if explicit consent to such disclosure is given by the Applicant/data subject.

If necessary, the PSDAS Secretariat will contact other Government departments and relevant parties to verify the personal data provided in the applications with those held by them for the purposes mentioned above.
Applicants/data subjects whose personal data are collected by the PSDAS Secretariat may request access to them under the Personal Data (Privacy) Ordinance. A charge will be made to cover the cost of photocopying the data supplied. In addition, if the data subject considers that the data supplied to the PSDAS Secretariat is inaccurate, a request for correction of the personal data may be made in writing after a data access request has been complied with. Requests for access to personal data submitted under applications of this funding scheme should be made in writing on the Data Access Request Form (No. OPS003 issued by the Privacy Commissioner) to the PSDAS Secretariat.

6.8 **Prevention of Bribery**

The offer of an advantage to any government officers or members of the Vetting Committee with a view to influencing the approval of the application is an offence under the Prevention of Bribery Ordinance. Any such offer by the Applicant or his employee(s) or agent(s) will render the application null and void. The Government may also cancel the application approved and hold the Applicant liable for any loss or damage which the Government may sustain.

6.9 **Applicant Indemnity**

The Applicant shall indemnify the Government against all loss, claims, demands, damages, costs, expenses and liabilities suffered or incurred by the Government or which may be brought or established against the Government arising out of the breach of any of the terms and conditions of the Agreement by the Applicant. An Applicant, whether successful in this application or otherwise, or any employees, agents, servants or associates of the Applicant shall not seek or claim any compensation, reimbursement, damages, indemnity or waiver from the Government in relation to the preparation and submission of this application.

7. **ENQUIRIES**

Enquiries regarding the Professional Services Development Assistance Scheme may be addressed to the PSDAS Secretariat:

- **Address**: 23/F, West Wing, Central Government Offices  
  2 Tim Mei Avenue, Tamar  
  Hong Kong
- **Telephone No.**: 3655 5952
- **Fax No.**: 2918 9330
- **Email**: psdas@cedb.gov.hk
- **Website**: www.psdas.gov.hk

July 2012
Professional Service Sectors Eligible for Funding under the Scheme

(i) Accounting-related services
   • Accounting, including auditing, book-keeping and tax services

(ii) Legal services
   • Legal services, including arbitration and mediation

(iii) Engineering and infrastructure-related services
   • Architecture and landscape architecture
   • Building and construction
   • Engineering services including integrated engineering services
   • Planning
   • Project development and project finance
   • Real estate services (including agency services, facilities management and valuation and surveying)
   • Surveying

(iv) Medical-related services
   • Medical and dental services (including Chinese medicine)

(v) Others
   • Veterinary services
   • Services provided by midwives, nurses, physiotherapists and paramedical personnel
   • Design (including graphic, product, interior and fashion design)
   • Business consultancy services [including human resource management consultancy services; management consultancy services; information technology consultancy (e.g. system integration services); financial consultancy services (e.g. advising on corporate finance), etc.]
   • Waste management and environmental consultancy services
Examples of Calculating the Matching Contribution

Example 1: Organising an exhibition by a non-subvented professional body

(i) Calculating the Project Cost:

(a) Manpower cost of the deployment of 2 existing staff $200,000
   (1st with monthly salary of $20,000 for 6 months; 2nd with monthly salary of $20,000 for 4 months)
(b) Manpower cost of additional staff dedicated for this project $57,500
(c) Venue and set up cost $100,000
(d) Promotion $100,000
(e) Audit fee $2,500

Total Project Cost: $460,000

(ii) Calculating the Matching Contribution:

(a) Cash contribution from the non-subvented organisation $10,000
(b) Third party cash sponsorship $20,000
(c) Contribution in kind in terms of
   Manpower cost of the deployment of 2 existing staff $200,000
   (1st with monthly salary of $20,000 for 6 months; 2nd with monthly salary of $20,000 for 4 months)

Total contribution from Applicant: $230,000
Maximum grant from PSDAS: $230,000
Example 2: University research supported by non-subvented professional body

(i) Calculating the Project Cost:

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Manpower cost of the deployment of a professor for research</td>
<td>$200,000</td>
</tr>
<tr>
<td>(monthly salary of $100,000 for 2 months)</td>
<td></td>
</tr>
<tr>
<td>(b) Manpower cost of 2 additional research assistants dedicated for</td>
<td>$57,500</td>
</tr>
<tr>
<td>this research</td>
<td></td>
</tr>
<tr>
<td>(c) Venue cost</td>
<td>$100,000</td>
</tr>
<tr>
<td>(d) Seminar to promote research results and publications</td>
<td>$100,000</td>
</tr>
<tr>
<td>(e) Audit Fee</td>
<td>$2,500</td>
</tr>
</tbody>
</table>

Total Project Cost* : $460,000

(ii) Calculating the Matching Contribution:

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Cash sponsorship from non-subvented organisation</td>
<td>$46,000</td>
</tr>
<tr>
<td>(at least 10% of Project Cost)</td>
<td></td>
</tr>
<tr>
<td>(b) Contribution in kind from the university in terms of</td>
<td>$200,000</td>
</tr>
<tr>
<td>Manpower cost of the deployment of a professor for research</td>
<td></td>
</tr>
<tr>
<td>(monthly salary of $100,000 for 2 months)</td>
<td></td>
</tr>
</tbody>
</table>

Total Contribution from Applicant : $246,000
Maximum grant from PSDAS* : $214,000

* The manpower cost of the Professor can only be included in the calculation of the Project Cost and for the purpose of calculating the contribution by the university. Any grant approved under the PSDAS however, must not be used to finance such manpower cost. In the above example, it has to be used to finance items in (i)(b) to (e) above.