Annex

Guidelines for events to be held outside Hong Kong

1. Organisation of events (e.g. conferences, seminars, forums, tours, etc) outside Hong Kong may only be included in the funding proposals under the theme “Enhancement of internationalisation and engagement with Mainland China” (see paragraph A1(c) of Guidance Notes). The guidelines in this Annex shall apply to these events.

2. Activities/events already funded by the UGC or the Government under other schemes or through other sources of funding will not be considered for funding under this scheme. Example of these events include participation in international education conferences separately funded by the UGC and exchange activities for financially needy students supported by the Education Bureau.

3. Universities have the responsibility to ensure that the funding is used appropriately and reasonably. As a general principal, the events should be non-profit making. If universities’ proposals involve partnership with non-local institutions, universities should specify the relevant funding arrangements involved. The expenses outside Hong Kong should be covered by the matching funds from the universities, and in any event, should not exceed 30% of the total project cost. The expenses may cover the following items –

   (a) actual costs of air passages (return passages by the most direct route in Economy Class), in-town travelling expenses related to the events, hotel accommodation and subsistence allowance for speakers. Any top-up of air passages, if universities considered absolutely necessary, should be stated in the proposal. For such expenses incurred by universities’ staff, they should be administered in accordance with the universities’ internally established mechanism and guidelines on duty visits;

   (b) hotel accommodation (tax and service charge inclusive) and subsistence allowance at a rate in accordance with universities’ internally established mechanism and guidelines. The period of provision of hotel accommodation and subsistence allowance
will depend on the number of nights of stay actually required, subject to a ceiling of not more than seven nights for each speaker invited. Should the Project Leader consider it absolutely necessary for the speaker to stay longer than seven nights, it should be stated in the proposal.

(c) honorarium for speakers (local and non-local) should be stated in the proposals;

(d) direct organising costs of the events, e.g. direct staff costs, rental of meeting venues, production of conference/seminar/forum materials, purchase/rental of equipment;

(e) up to 5% of the amount allocated to each event can be used for purchasing prizes or souvenirs for the participants of the event; and

(f) insurance and meals/refreshments for participants of the events.