

Grant Scheme on Promoting Effective English Language Learning in Primary Schools (PEEGS)

促進小學英語學習津貼計劃



SCOLAR
語常會

Outline

1. Accountability of School
2. Administrative matters
3. Accounting arrangements
4. Reminders for the Implementation of Enhancement Measures
5. General Guidelines
6. Contract Management
7. Other Useful Information

1. Accountability of School



Agreement

- Schools approved with the grant have to enter into an “agreement” with the Government.
- The Agreement sets out the terms and conditions of the allocation of the Grant, including the relevant **administrative**, **financial** and **reporting** arrangements.
- 2 sets of the Agreement (1 set kept by school and the other kept by EDB)

Approved School Plan

- Incorporate the approved implementation plan in the School's **Annual School Plan & School Development Plan**.

(Options: to be incorporated as the main content or an appendix)

- Upload the approved implementation plan onto the **school's website**

(Options: onto "school documents" section or "English Subject" webpage).

2. Administrative matters



Implementation Progress

- Submit Implementation Progress Form *on or before the end of Feb 2018.*
- Additional staff hired should be deployed as set out in the approved plan.
- Actual hours spent on professional services should match with the budget breakdown in the approved plan.
- Fees for different professional services should be included as separate items in the reports.

SAMPLE of Implementation Progress Form

Area of professional service involved:

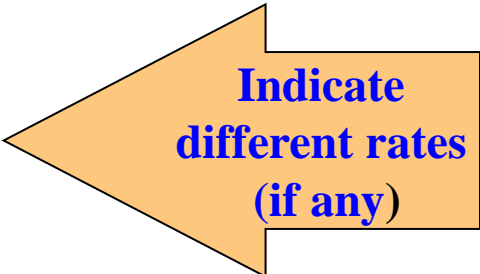
Enrich the English language environment in school through conducting P.3 Drama Course

Name of service provider: XXX Company

Has a contract been signed with the above service provider?

☒ Yes

Rate: \$1,200/hour (co-planning, demonstration & co-teaching)
\$1,000/hour (lesson observation and evaluation)



Indicate
different rates
(if any)

Mode of support (as stated in the approved plan):

- ☒ Co-planning (10 hours)
- ☒ Demonstration (2 hours x 3 classes)
- ☒ Co-teaching (5 hours x 3 classes)
- ☒ Lesson observation (3 hours x 3 classes)
- ☒ Evaluation (5 hours)



Match with the budget part



Different consultancy
services included
as separate items

Area of professional service involved:

Enrich the English language environment in school through conducting P.1
Phonics programme

Name of service provider: YYY Company

Has a contract been signed with the above service provider?

☒ Yes

Rate: \$1,200/hour (co-planning, demonstration, lesson observation, co-teaching
& evaluation)

Mode of support (as stated in the plan):

- ☒ Co-planning (20 hours)
- ☒ Demonstration (4 hours x 4 classes)
- ☒ Co-teaching (10 hours x 3 classes)
- ☒ Lesson observation (6 hours x 3 classes)
- ☒ Evaluation (6 hours)




Match with the budget part

Deadlines

		1-year	1.5-years	2-years
Implementation of ALL proposed initiatives	for schools which commence their school-based projects in Jan 2018	on or before 31 Dec 2018	on or before 30 Jun 2019	on or before 31 Dec 2019
	for schools which commence their school-based projects in Feb 2018	on or before 31 Jan 2019	on or before 31 Jul 2019	on or before 31 Jan 2020
Submission of reports and receipts	for schools which commence their school-based projects in Jan 2018	on or before 31 Mar 2019	on or before 30 Sept 2019	on or before 31 Mar 2020
	for schools which commence their school-based projects in Feb 2018	on or before 30 Apr 2019	on or before 31 Oct 2019	on or before 30 Apr 2020

Submission of Financial and Progress Reports

	on or before 31/3/2019 or 30/4/2019		on or before 30/9/2019 or 31/10/2019	on or before 31/3/2020 or 30/4/2020
	1-year	1.5-year / 2-year	1.5-year	2-year
Financial Report and Receipts	✓	✓	✓	✓
Progress Report		✓		
Final Report	✓		✓	✓
Uploading onto school website	✓	✓	✓	✓

- **Incorporate** the above reports endorsed by the SMC / IMC in the **Annual School Report**
(Options: to be incorporated as the main content or an appendix)
- Templates of the above reports will be emailed to schools **3 months before the end of relevant project period**
- Implementation period: **2 years** (maximum)

3. Accounting Arrangements



Allocation of Approved Fund

- To be disbursed **annually** according to the approved cash flow
- ✓ Aided and DSS schools - *Autopay*
- ✓ Government Schools - “*Sub-Deposit Account*” set up under the separate account created and maintained in the Government's finance system

Accounting Arrangements

- Set up a **designated account** for this project as far as possible or keep a **separate ledger** with records of all the income & expenditure.
- **Seek prior written approval** for any changes in the approved school plan.



Invoices & Receipts

- Submit **original receipts**.
- **Supplementary information** to be given by service providers for receipts without breakdowns:
 - Names of the school and service provider concerned
 - Breakdown (e.g. titles and number of books, number of consultancy hours, hourly rate, etc.)
 - Type(s) of services according to the approved plan and budget
 - Amount of each item and total expenditure

Formal and **prior** written approval required for any changes

Items NOT included under PEEGS

- **Hardware** (e.g. whiteboards, bookstands, plastic boxes, i-Pens etc.)
- **Consumables** (e.g. paper, laminating films, labels, food, memory sticks, etc.)
- **Subscription fees** (e.g. of newspapers, magazines, online platform etc.)
- **Off-site services**
- **Administrative charges** (e.g. shipping cost, miscellanies etc.)

Useful templates

- (1) For hiring of supply teachers / teaching assistants / teachers who are proficient in English

Template of Salary Proof



- (2) For hiring of consultancy services

Template of Private Service Provider_Breakdowns



Internal Virement between Approved Budget Items

- Internal virement $\leq 5\%$

Form A 

- Internal virement $> 5\%$
 - Prior approval must be sought from EDB

(one month before the virement comes into effect).

Form B 

Example

Budget Items	Approved funding
(a) Phonics programme	\$230,000
(b) Purchase of books	\$20,000
Total:	\$250,000

- 5% virement from (a) to (b):
 $\$230,000 \times 5\% = \$11,500$
- 5% virement from (b) to (a):
 $\$20,000 \times 5\% = \$1,000$

Under-spending/Over-spending of fund

- Under-spending:
 - Carry forward the surplus fund to **the same budget** item for the second year.
 - New items are **NOT** allowed
- Over-spending:
 - absorbed by fund allocated for **the same budget** item for the second year

Form C 

Financial Report

Financial Report Grant Scheme on Promoting Effective English Language Learning in Primary Schools School Name (Application no.)						
School Year	2017/2018 (second term) - 2018/19 school year (first term)					
Grant Approved	\$350,000.00					
Initiatives Approved	Approved Funding under PEEGS \$	Actual Expenditure \$	Documents to substantiate expenditure	Underspending \$	Overspending \$	Expenditure funded by <u>other source</u> \$
(1) Employing a qualified supply teacher	\$300,000.00	\$285,000.00	Encl. 1	\$15,000.00	\$0.00	-
(2) Purchase of learning and teaching resources	\$50,000.00	\$51,500.00	Encl. 2, 3 & 4	\$0.00	\$1,500.00	-
Total	\$350,000.00	\$336,500.00		\$15,000.00	\$1,500.00	\$0.00

Form B Example

Grant Scheme on Promoting Effective English Language Learning in Primary Schools Application for internal virement exceeding 5%

I would like to apply for the internal virement of \$10,000 from the purchase of readers to hiring of TA due to the following reason(s):

(i) salary rise and MPF

(ii) _____

Approved Budget Items	Approved Fund <u>2018/19 (Second term) to</u> <u>2019/20 (First term)</u>	Reallocated Fund after Virement
1. Hiring of a TA	\$140,000	\$150,000
2. Purchase of readers	\$60,000	\$50,000

Name of School: _____
(Application No.: _____)

Amount stated
in Budget

Amount AFTER
virement
(\$140,000 +
\$10,000)
(\$60,000-\$10,000)

Form C Example

Grant Scheme on Promoting Effective English Language Learning in Primary Schools

Change of cash flow due to over-spending / **under-spending**

I would like to inform you of the following change in the approved cash flow between the two school years due to over-spending / **under-spending** of fund:

Approved Budget Items	First Project Year: <u>2017/18 (Second term) to</u> <u>2018/19 (First term)</u>		Second Project Year: <u>2018/2019 (Second term) to</u> <u>2019/20 (First term)</u>	
	Approved Fund	Reallocated Fund	Approved Fund	Reallocated Fund
1. Purchase of e-books	\$30,000	\$25,000	\$30,000	\$35,000

Actual expenditure

Original amount stated in Budget

Amount AFTER virement
\$30,000 + \$5,000

Virement between two years

Original approved budget:

Purchase of	1 st Project year	2 nd Project year
e-books	\$30,000	\$30,000
printed books	\$20,000	\$20,000

After proper procurement exercises, e-books are found cheaper but printed readers more expensive in the second year.

Purchase of	1 st Project year	2 nd Project year
e-books	\$25,000	\$25,000
printed books	\$20,000	\$30,000

Change 1:

Fill in Form C to carry forward the remaining amount

Grant Scheme on Promoting Effective English Language Learning in Primary Schools
Change of cash flow due to over-spending / under-spending

I would like to inform you of the following change in the approved cash flow between the two school years due to over-spending / under-spending of fund:

Approved Budget Items	First Project Year: <u>2017/18 (Second term) to</u> <u>2018/19 (First term)</u>		Second Project Year: <u>2018/2019 (Second term) to</u> <u>2019/20 (First term)</u>	
	Approved Fund	Reallocated Fund	Approved Fund	Reallocated Fund
1. Purchase of e-books	\$30,000	\$25,000	\$30,000	\$35,000



Change 2:

Fill in Form B to vire the amount in the second year

Grant Scheme on Promoting Effective English Language Learning in Primary Schools Application for internal virement exceeding 5%

I would like to apply for the internal virement of **\$10,000** from the purchase of e-books to that of printed books due to the following reason(s):

- (i) After proper procurement exercises, the e-books are cheaper than estimated
- (ii) The printed books are more expensive than estimated

Approved Budget Items	Approved Fund <u>2018/2019 (Second term) to</u> <u>2019/20 (First term)</u>	Reallocated Fund after Virement
1. Purchase of e-books	\$35,000	\$25,000
2. Purchase of printed books	\$20,000	\$30,000

Based on the
“Reallocated Fund” in
Form C

4. Reminders on the Implementation of Enhancement Measures



To Employ Supply Teacher

- Open and fair recruitment
- Release core team members only
- Salary : MPS pt.14
- Any top-up with school's other grant(s)
- Over 60 days - MPF
- MPF : \$1,500/month (max)
- Guidelines for Employment of Daily-Rated Supply Teachers in Aided Schools
http://www.edb.gov.hk/attachment/en/teacher/appointments-related/supply-teachers/Guidelines_Daily-paid_Teachers_e_Dec2017.pdf
- **CANNOT** hire any teachers who have joined the **Early Retirement Scheme**

To Employ Teaching Assistant

- Should only be deployed to assist in designing and preparing teaching aids, coordinating and/or leading activities, providing individual or remedial group support after school

(Education Bureau Circular No. 10/2017 on “Optimising the Use of Teaching Manpower Resources”)

- Remuneration commensurate with duties
- Work for the English department only
- NOT to replace the Classroom Assistant required under the PLP-R/ RW program

To Employ Teacher/ Teaching Assistant who is proficient in English

- Follow the proper tendering or open recruitment procedures.
- Keep documentary proofs of their qualifications and teaching experience.
- Working visa? Criminal record? Sex Conviction record?

To Procure Professional Service

- Follow the proper quotation/tendering procedures or open recruitment procedures.
- Keep the documentary proofs of their qualifications and teaching/other experience.
- Schools should own the materials developed with the service providers.
- **Service Providers should have the copyright of all the materials provided to school.**

To Procure Professional Service

- Record the contact hours /on-site support for each class and level separately and accurately.
- Pay for the **on-site face to face contact hours** only.
- Be alert to potential malpractices.
- Monitor their performance closely.
- **No pre-payment** for any services or products **beyond the project period.**

To Purchase Learning & Teaching Materials

- Printed books = hard copies, NOT on-line version, i-Pens (聰明筆), e-books stored in a memory stick
- E-books – Access (at least with audio and visual features) should still be available after the project period.
- Follow proper procurement procedures according to the financial limits.
- Shipping / handling / printing and other charges : not to be included under PEEGS

5. General Guidelines



General Guidelines on Procurement

Principles

- Open, fair and competitive
- Value for money
 - Appropriate deployment of staff involved
 - Clear information of purchase requirement
 - Clear information of purchase requisition
 - Appropriate authorisation levels
 - Proper documentation

General Guidelines on Procurement

	Aided and DSS schools EDB Circular No. 004/2013		Government schools
Financial Limit	Procurement Arrangement(s)	Approving authorities	<p>Please refer to:</p> <p><i>EDB Internal Circular No.004/2015</i></p> <p><i>EDB Internal Circular No.005/2016</i></p>
\$5,000 or below	Competitive bidding is not required for procurement of any stores or services provided that a member of school staff at an appropriate level certifies that such procurement is essential and the prices are fair and reasonable.	Principal/ Deputy Head [Note: For schools without Deputy Head, the approving authority rests with the Principal.]	
Above \$5,000 to \$50,000	By oral quotations (at least two)		
37			

General Guidelines on Procurement

	Aided and DSS schools EDB Circular No. 004/2013		Government schools
Financial Limit	Procurement Arrangement(s)	Approving authorities	<p>Please refer to: <i>EDB Internal Circular No.004/2015</i> <i>EDB Internal Circular No.005/2016</i></p>
Above \$50,000 to \$200,000	By written quotations (at least five)	Principal	
Above \$200,000	By tenders (at least five)	Tender Approving Committee comprising the School Supervisor/ Manager, the Principal, a teacher and a representative of the Parent Teacher Association or a parent manager	
38			

Guidelines on procurement procedure

- School should not evade the financial limits by dividing procurement requirements into instalments or by reducing the usual duration of contracts.
- Items of the same category should be grouped in the same quotation or tender schedule before inviting suppliers to bid.

General Guidelines on Staff Recruitment

- Open and transparent
- Avoid potential corruption and favouritism
 - Appropriate deployment of staff involved
 - Advertisements of vacant posts with clear descriptions of job requirements and specification
 - Objective short-listing and assessment criteria
 - Appropriate authorisation levels
 - Proper documentation

6. Contract Management



Preparing Tender Document

Key Matters

1. Develop relevant and concise service specifications.
2. Observe the golden rules.
3. Incorporate provisions for variations.

Service Specifications

- Observe the principle of fairness.
- Draw up the specifications in generic terms.
- Avoid stipulating a brand/model of product/service.
- Specify the desired outputs/outcomes.

Golden Rules for Drafting Quotation Documents (1)

- Know what you want.
- State clearly:
 - the contractual obligations and
 - when the task should be completed.
- Think about the worst scenario and make contingency plans.
- Plan for termination of contract.

Golden Rules for Drafting Quotation Documents (2)

- Use written instead of oral agreements.
- Ensure that the provisions are certain and clearly expressed.
- Ensure consistency throughout the tender document.
- Define contract/ project management and monitoring schemes.

Marking Schemes that Emphasize Quality of Service

- Tender evaluation: **technical and price assessments**



Conduct Appropriate Level of Due Diligence

- Verify the capability and quality of the bidders:
 - Cross-referencing
 - Face-to-face meetings
 - Interviews with the bidders' existing or previous customers
 - Document examination

Service Contract

1. Contract period
2. Terms & schedule of payment
3. Development timeline
4. Expected services and variation
5. Measurable performance indicators
6. Provisions for performance monitoring and sanctions
7. Mechanism to terminate all / part of the contract
8. Include exit provisions:
 - Run-off period
 - Provision of relevant information to the school or the new service provider
9. Intellectual property rights and copyrights

Effective Performance Management

1. Output-based performance indicators
2. Establish the performance monitoring mechanism
 - Layers of monitoring mechanism:
 - ✓ Monthly / bi-monthly review at panel level
 - ✓ annual review at school level

Dispute Resolution

- Give an early indication of performance deficiencies
- Take appropriate action against non-/under-performing service providers:
 - low-severity issues: resolve informally at working level
 - severe issues: report to the senior management, issue warning letters etc.
 - terminate the contract

Intellectual Property Rights

- Ensure that the service provider has the copyright of all materials provided to school.
- Keep documentary proofs for record purpose.

Intellectual Property Rights (IPRs)

- Incorporate IPR clause(s) to specify that the IPRs and copyright of course materials/L&T materials developed under the contract:
 - to be kept as the property of the school
 - school should be granted the license to use and copy the materials for future use/dissemination among teachers after the project period.

Reference on Quotation/ Tender

- **Tender Document & Contract - Sample**

[http://www.edb.gov.hk/attachment/en/sch-admin/fin-management/procurement-procedures-in-aided-schools/guidelines%20on%20procurement%20procedures%20in%20aided%20schools%20\(eng\).pdf](http://www.edb.gov.hk/attachment/en/sch-admin/fin-management/procurement-procedures-in-aided-schools/guidelines%20on%20procurement%20procedures%20in%20aided%20schools%20(eng).pdf)

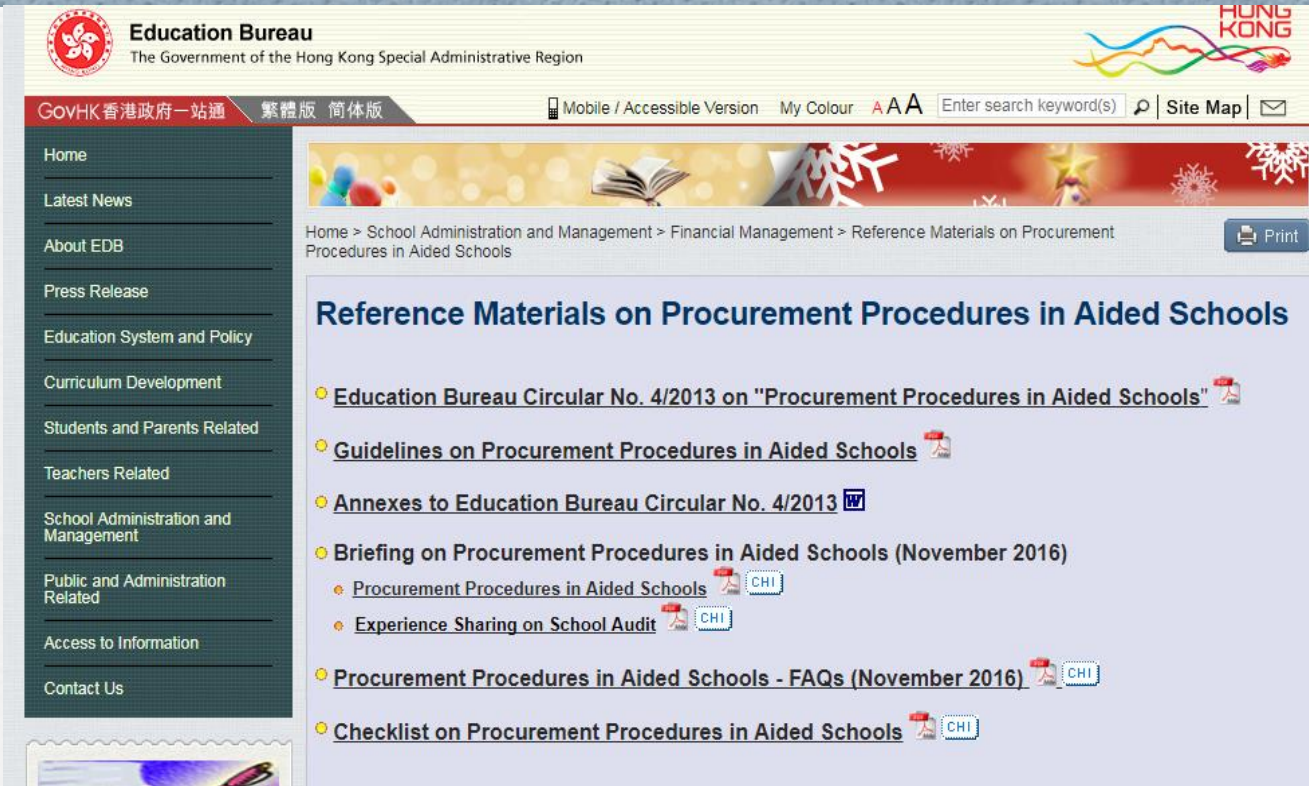
- **Preparing Marking Scheme**

<http://www.edb.gov.hk/attachment/en/sch-admin/fin-management/notes-sch-fin/ref-trading-operations/point%20to%20note%20on%20marking%20scheme-e.pdf>

- **Salient Points on Trading Operations (as a reference for tendering):**

[http://www.edb.gov.hk/attachment/en/sch-admin/fin-management/notes-sch-fin/ref-trading-operations/Appendix%205\(E\).pdf](http://www.edb.gov.hk/attachment/en/sch-admin/fin-management/notes-sch-fin/ref-trading-operations/Appendix%205(E).pdf)

Reference on Quotation/Tender



The screenshot shows the Education Bureau website. The header includes the Education Bureau logo and name, the Government of the Hong Kong Special Administrative Region, and navigation links for GovHK, language versions, mobile access, and search. The left sidebar contains a menu with links to Home, Latest News, About EDB, Press Release, Education System and Policy, Curriculum Development, Students and Parents Related, Teachers Related, School Administration and Management, Public and Administration Related, Access to Information, and Contact Us. The main content area is titled 'Reference Materials on Procurement Procedures in Aided Schools' and lists several documents: Education Bureau Circular No. 4/2013 on 'Procurement Procedures in Aided Schools', Guidelines on Procurement Procedures in Aided Schools, Annexes to Education Bureau Circular No. 4/2013, Briefing on Procurement Procedures in Aided Schools (November 2016), Procurement Procedures in Aided Schools - FAQs (November 2016), and Checklist on Procurement Procedures in Aided Schools. Each document is accompanied by a PDF icon and a 'CHI' (Chinese) label.

http://www.edb.gov.hk/en/sch-admin/fin-management/procurement-procedures-in-aided-schools/procurement_procedures_in_aided_schs.html

- ✓ DSS schools are advised to follow the guidelines in the EDB Circular No. 4/2013 as far as possible and observe other requirements as set out in the EDB Circular No.17/2012 in formulating their own procurement policy.
- ✓ Government schools can refer to EDB Internal Circular No. 4/2015, EDB Internal Circular No. 5/2016 and related materials at the EDB intranet.

EDB intranet → Information Directory → H. Finance → 11. Stores & Procurement

7. Other Useful Information



Copyright in Education

What's New

- [FAQs on Copyright and Education - Revised in November 2017 \(Chinese version only\)](#)
- [Seminar on "Use of Copyright Materials for Education" - 19 June 2015](#)
- [Copyright \[Amendment\] Ordinance 2007 & 2009](#)
- [Note for Non-profit Making Educational Establishments Relating to the Use of Copyright Works in the Course of Teaching and Learning](#)
- [Hong Kong's Amended Copyright Law: A Guide for Teachers and Students](#)

Copyright and Education

Copyright in Printed Materials

Copyright in Software Licensing

Related Information and Activities

Useful Links

<http://www.edb.gov.hk/en/sch-admin/admin/about-teaching/copyright/index.html>

Employment of Staff

1. Relevant circulars

- EDB Circular No. 5/2005 (aided & DSS schools)
- EDB Internal Circular No. 6/2010 (Gov't schools)

2. Other relevant statutory requirements

- Education Ordinance
- Employment Ordinance
- Mandatory Provident Fund Schemes Ordinance
- Prevention of Bribery Ordinance

PEEGS Webpage – Related Links

Grant Scheme on Promoting Effective English Language Learning in Primary Schools

With the support of SCOLAR and subsidy from the Language Fund, the Education Bureau launches a Grant Scheme on Promoting Effective English Language Learning in Primary Schools in the 2017/18 school year. The time-limited Grant is to help schools develop their school-based English enhancement measures to further promote effective English language learning.

All aided (including special schools with primary section adopting the ordinary school curriculum), government or Direct Subsidy Scheme (DSS) primary schools may submit their applications in the 2016/17, 2017/18, 2018/19 or 2019/20 school year. With the maximum grant capped at \$350,000, the actual amount of grant for each school would depend on individual schools' proposals and implementation strategies.

The latest quota on the number of applicant schools for each round is as follows:

Round	Dates for submission of proformas on Allocation of Quota	Latest Quota on the number of applicant schools for each round	Schedule for implementing the initiatives
2	6 to 10 November 2017	142	2018/19 school year – 2019/20 school year
3	5 to 9 November 2018	130*	2019/20 school year – 2020/21 school year
4	4 to 8 November 2019	141	2020/21 school year – 2021/22 school year

*Given that schools that are not allocated quotas in the second round have been given the priority to submit their proposals in the third round and are no longer required to submit the reply proformas, the remaining quota of 130 places in the third round will be available for schools' application on 5 to 9 November 2018.

Schools allotted with second round quota should submit the completed application forms and implementation plans **on or before 31 January 2018 (Wednesday)** for taking forward their school-based curriculum initiatives from the 2018/19 school year. Schools that wish to implement the school-based curriculum initiatives in the relevant school year should return the completed proformas on "Allocation of Quotas for taking forward the English Language School-based Curriculum Initiatives" to the Education Bureau by fax on the dates indicated in the above table. **Please note that only the completed proformas received on the aforementioned dates will be processed.**

Document(s) for Download

- [Application form and template on school-based implementation plan](#)
- [Reference notes on completing the school-implementation plan](#)
- [Briefing Sessions - Powerpoint 1](#)
- [Briefing Sessions - Powerpoint 2](#)
- [Powerpoint of Administrative and Financial Arrangements of the 1st Round](#)
- [Form A - Internal Virement of fund ≤ 5% between budget items](#)
- [Form B - Internal Virement of fund exceeding 5% between budget items](#)
- [Form C - Over-spending or under-spending - Re-allocation of fund](#)
- [Salary Proof \(for supply teacher, teacher or teaching assistant\)](#)
- [Professional Service - Private Service Provider - Breakdowns](#)

Related Links

- [Education Bureau Special Circumstances Unit 2017](#)
- [Copyright in Education](#)
- [Points to Note for Hiring Outside Services and Staff Appointment](#)

Schedule

Major Tasks	Timeline
Upload approved implementation plan onto school website	Late 2017
Recruitment / quotation or tender	Jan / Feb 2018
Receive template of Implementation Progress Form by e-mail	Jan 2018
Submit Implementation Progress Form	Feb 2018
Submit Progress/Final and Financial reports with receipts; and Upload Progress/Final Progress onto school website	Within 3 months after completion of the relevant project periods

Webpage of PEEGS @ SCOLAR website:

<http://www.language-education.com/eng/Peegs.asp>

Enquires:

3527 0182 and 3156 1247

Address:

Room 1702, 17/F, Skyline Tower, 39 Wang
Kwong Road, Kowloon Bay

九龍灣宏光道39號宏天廣場17樓1702室



Thank you