# 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**

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# Session Outline

1. Accountability
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

# **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 to be kept by school and the other by EDB)



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# *Paragraph 2.1*

*In consideration of the Government agreeing to provide the Grant or any part thereof for the Project in accordance with this Agreement, the Grantee shall:*

(a)  *carry out the Project **with due diligence in accordance with this Agreement including the Implementation Plan**; and*

(b)  *use the Funds for **the sole purpose of carrying out the Project** and **in accordance with the Budget subject to the terms and conditions of this Agreement***

**Contact project officers if you encounter any difficulty.**

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# **Approved 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 **September 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.
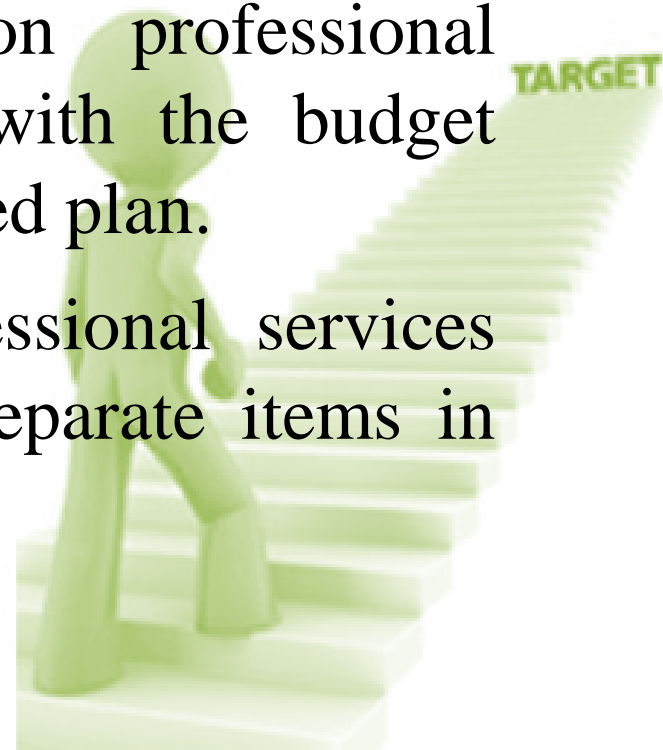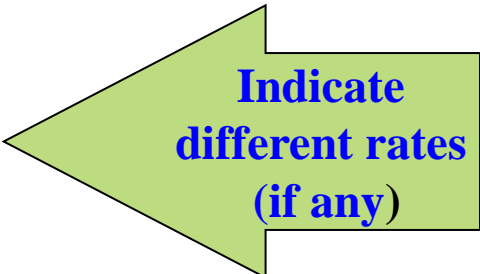
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Area of professional service involved:

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**

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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**

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# Deadlines

|  | 1-year | 2-years |
|---|---|---|
| **Implementation of ALL proposed initiatives** | on or before 31 Aug 2019 | on or before 31 Aug 2020 |
| **Submission of reports and receipts** | on or before 30 Nov 2019 | on or before 30 Nov 2020 |

# Submission of Financial and Progress Reports



| | on or before 30/11/2019 | | on or before 30/11/2020 |
|---|---|---|---|
| | 1-year | 2-year | 2-year |
| Financial Report and Receipts | ✓ | ✓ | ✓ |
| Progress Report | | ✓ | |
| Final Report | ✓ | | ✓ |
| Uploading onto school website | ✓ | ✓ | ✓ |

12  Any unused fund should be returned to the Language Fund.

- 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

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# Accounting Arrangements

➢ Set up a **designated account** for this project as far as possible **<u>or</u>** 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 ≤ 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 x 5% = $11,500
- 5% virement from (b) to (a): $20,000 x 5 % = $1,000

# **Under-spending/Over-spending of fund**

➢ Under-spending:

    -   Carry forward the surplus fund to <span style="color:red">the same budget</span> item for the second year.

    -   New items are <span style="color:red">NOT</span> allowed

➢ Over-spending:

    -   absorbed by fund allocated for <span style="color:red">the same budget</span> item for the second year

<p style="text-align:center; color:#2e74b5">Form C   ▶|</p>

# Financial Report

Financial Report
Grant Scheme on Promoting Effective English Language Learning in Primary Schools
School Name (Application no.)

| School Year | 2018/2019 School Year | | | | | |
|---|---|---|---|---|---|---|
| Grant Approved | | | | | | $350,000.00 |
| Initiatives Approved | Approved Funding under PEEGS $ | Actual Expenditure $ | Documents to substantiate expenditure | Underspending $ | Overspending $ | Expenditure funded by other source $ |
| (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 2018-2019 School Year | 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: 2018/2019 School Year | | Second Project Year: 2019/2020 School Year | |
| --- | --- | --- | --- | --- |
| | 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

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# Virement between two years

Original approved budget:

| Purchase of | 1st Project year | 2nd 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.

Reallocated fund after virement:

| Purchase of | 1st Project year | 2nd 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: 2018/2019 School Year | | Second Project Year: 2019/2020 School Year | |
|---|---|---|---|---|
| | 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 2nd 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 2018-2019 School Year | 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

# **Employment of Supply Teacher**

➢ Open and fair recruitment

➢ Release core team members only

➢ Salary : MPS pt.14 (Degree + Teacher training)

➢ Any top-up with school's other grant(s)

➢ Over 60 days - MPF

➢ MPF : $1,500/month (maximum)

➢ 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

# **Deployment of Teaching Assistants**

➢ Should only be deployed to **<span style="color:red">assist in</span>** 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")

➢ **<span style="color:red">Remuneration</span>** commensurate with duties

➢ Work for the English department only

➢ **<span style="color:red">NOT</span>** to replace the Classroom Assistant required under the PLP-R/RW program

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# Recruitment of 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?

# Procurement of Professional Services

➢ 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 schools.**

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# Procurement of Professional Services

➢ Record the contact hours /on-site support for each class and level separately and accurately.

➢ Pay for the <span style="color:red">on-site face to face contact hours</span> only.

➢ Be alert to potential malpractices.

➢ Monitor their performance closely.

➢ <span style="color:red">**No pre-payment** for any services or products **beyond the project period**.</span>

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# Purchase of 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 <span style="color:red">after the project period</span>.

➢ 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

➢ 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

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# General Guidelines on Procurement

| Financial Limit | Aided and DSS schools EDB Circular No. 4/2013 | | Government schools |
| --- | --- | --- | --- |
| | **Procurement Arrangement(s)** | **Approving authorities** | |
| **$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.) | Please refer to: *EDB Internal Circular No. 1/2018 (Services from Individual Persons) EDB Internal Circular No. 4/2018 (Services) EDB Internal Circular No. 3/2018 (Stores)* |
| **Above $5,000 to $50,000** | By oral quotations (at least two) | | |

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# General Guidelines on Procurement

| | Aided and DSS schools EDB Circular No. 4/2013 | | Government schools |
|---|---|---|---|
| **Financial Limit** | **Procurement Arrangement(s)** | **Approving authorities** | |
| **Above $50,000 to $200,000** | By written quotations (at least five) | Principal | Please refer to: *EDB Internal Circular No. 1/2018 (Services from Individual Persons) EDB Internal Circular No. 4/2018 (Services) EDB Internal Circular No. 3/2018 (Stores)* |
| **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 | |

# 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. Tendering & Contract Management

# Preparing Tender Document Key Matters

➤ Develop relevant and concise service specifications.

➤ Observe the golden rules.

# Service Specifications

➢ Observe the principle of fairness.

➢ Draw up the specifications in generic terms and 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

Price: 60%-70%

Technical Score: 30%-40%
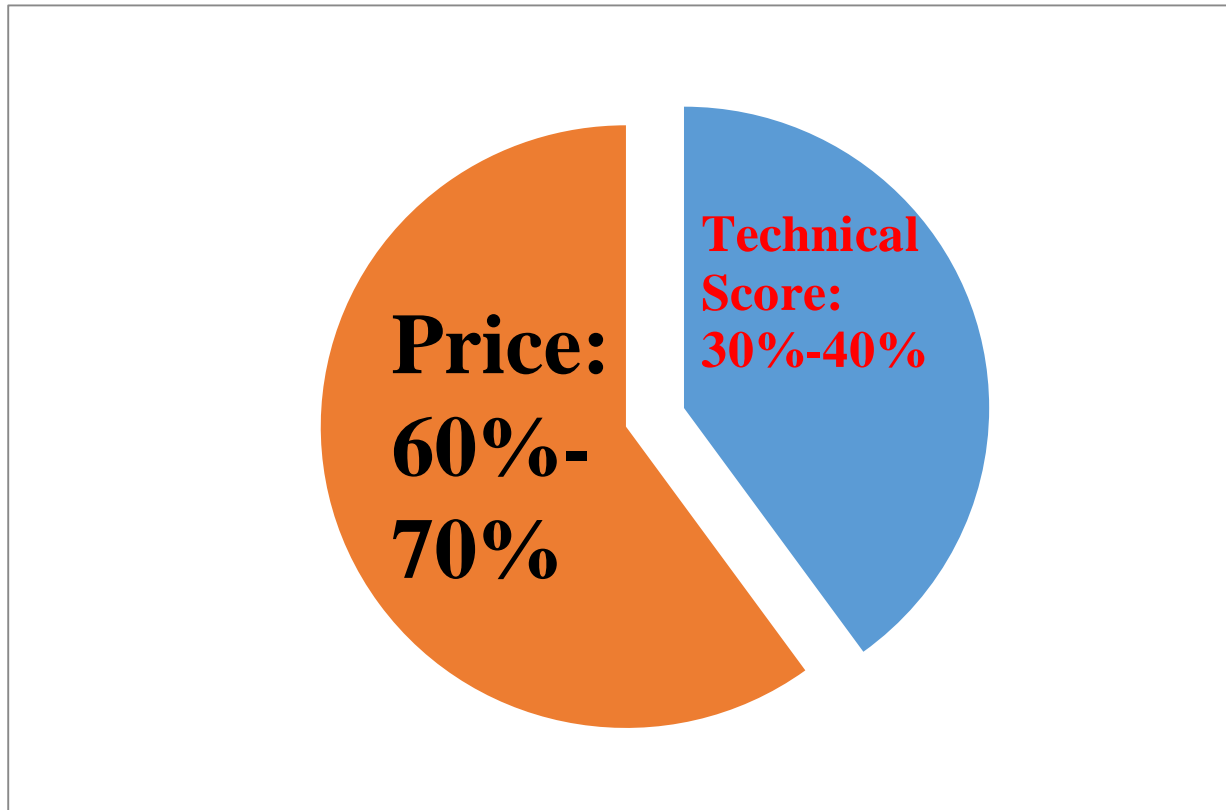
# Conduct Appropriate Level of Due Diligence

➢ 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**

➢ Output-based performance indicators

➢ 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.


Copyright

# Intellectual Property Rights (IPRs)

➢ Incorporate IPR clause(s) to specify that the IPRs and copyright of course materials/learning and teaching 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 <span style="color:red">after the project period</span>.

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# 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

➢ **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

# Reference on Quotation/Tender
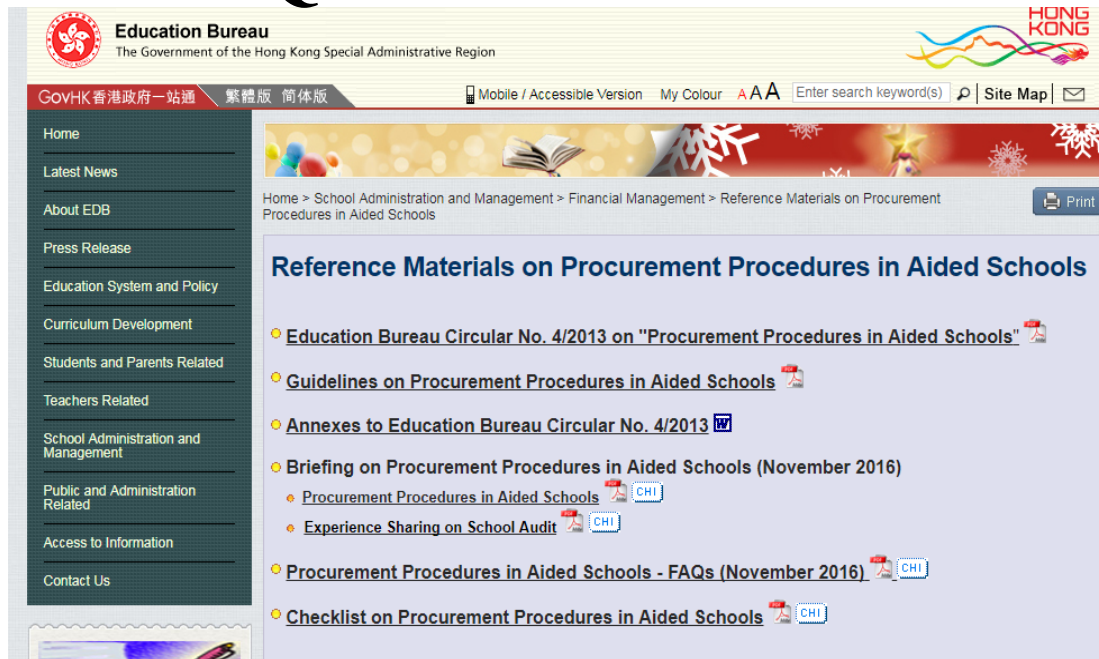


http://www.edb.gov.hk/en/sch-admin/fin-management/procurement-procedures-in-aided schools/procurement_procedures_in_aided_schs.html

- ✓ 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. 1/2018, EDB Internal Circular No. 3/2018, EDB Internal Circular No. 4/2018 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

# Schedule

| Major Tasks | Timeline |
| --- | --- |
| Upload approved implementation plan onto school website | Sept 2018 |
| Recruitment / quotation or tender | Jun - Aug 2018 |
| Receive template of Implementation Progress Form by e-mail | Aug 2018 |
| Submit Implementation Progress Form | Sept 2018 |
| Submit Progress/Final and Financial reports with receipts; and<br><br>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

**Enquiries:**

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