

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

Session Outline

1. Accountability
2. Administrative Matters
3. Accounting Arrangements
4. Implementation of Enhancement Measures
5. General Guidelines on Procurement Procedures and Staff Recruitment
6. Quotation/Tendering and Contract Management
7. Other Useful Information

1. Accountability

The 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.
- ❖ Approved Plan (*The Schedule*) incorporated into the Agreement
- ❖ Two duplicate originals of the Agreement, one to be kept by school and the other by the Education Bureau

Clause 2.1 of the Agreement

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 your project officer if you encounter any difficulties.**

Approved Plan

- ❖ Incorporate the Approved Plan into the School's [Annual School Plan\(s\)](#) & [School Development Plan\(s\)](#).

(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 (IP) Form

- ❖ To be submitted to us by the end of September 2020 (1st project year) and September 2021 (2nd project year).

Hiring additional staff

- ❖ Additional staff (teachers/TAs) hired should be deployed as set out in the Approved Plan.
- ❖ Timetable(s) of supply teacher(s) hired under the Scheme should be submitted as well.

Procurement of professional services

- ❖ Number of professional service hours committed should match with the budget breakdown(s) in the Approved Plan.
- ❖ Fees for different professional services should be included as separate items.

SAMPLE of the 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

Area of professional service involved:

Enrich the English language environment in school through conducting

P.1 Phonics programme

Name of service provider: YYY Company



**Different consultancy services
Included as separate items**

Has a contract been signed with the above service provider?

☒ Yes

Rate: \$1,000/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

Sample timetable (Supply teacher)

Teaching duties

Name of the teacher released	Class / Subject / No. of lessons	Total no. of lessons released	Teaching load for the 2020/2021 school year	Teaching load for the 2019/2020 school year	Please explain if the teaching loads of core team members are not released as set out in the Approved Plan.
Mr XXX	1C Eng (3) 2A GS (1)	6	19	-4 23	NA
Ms YYY	3B Eng (2)		24	-2 26	NA

Non-teaching duties

Name of the teacher released	Day	Time (Period)	Duty
Mr XXX	Tuesday	Morning	Class teacher period
Ms YYY	Friday	After school	ECA

Deadlines


Task	1-year	2-year
Implementation of ALL approved initiatives	on or before 31 Aug 2021	on or before 31 Aug 2022
Submission of reports and receipts	on or before 30 Nov 2021	on or before 30 Nov 2022

Clause 5.2 of the Agreement

The Grantee shall provide the following documents to the Government in the manner specified below:

Report Type	Due Dates
Progress report ("Progress Report") – reporting on and evaluating the Grantee's progress on the Project.	On such date as the Government may direct in writing.
Final report and financial statements of the Project for the entire Project Period ("Final Report and Financial Statements").	Within three (3) months of the end of the Project Period.

Submission of Reports

	on or before 30/11/2021		on or before 30/11/2022
	1-year	2-year	2-year
Financial Report and Receipts	✓	✓	✓
Progress Report		✓	
Final Report	✓		✓
Uploading onto school website	✓	✓	✓

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*”, a 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 from the Education Bureau** for any change in the Approved 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 change

Items NOT included under PEEGS

- ❖ Hardware (e.g. whiteboards, bookstands, plastic boxes, 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 (one month before the virement comes into effect) sought from the Education Bureau

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

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

Financial Report

Hong Kong Primary School

2020/2021

Approved Usage(s) of the Grant	Approved Amount \$	Actual Expenditure \$	Enclosure No.	Underspending \$	Overspending \$	Expenditure funded by <u>other</u> source(s)
1. Employ a qualified supply teacher	300,000.00	280,000.00	1	20,000.00	0.00	-
2. Purchase printed books	50,000.00	51,500.00	2, 3 and 4	0.00	1,500.00	-
Total	350,000.00	331,500.00		20,000.00	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 2020/2021 school year/ 2021/2022 school year*	Reallocated Fund after virement
1. Hiring of a TA	\$140,000	\$150,000
2. Purchase of readers	\$60,000	\$50,000

**Amounts stated in
the budget**

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

Form C Example

Grant Scheme on Promoting Effective English Language Learning in Primary Schools

Notification of 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	2020/2021 school year		2021/2022 school year	
	Approved Fund	Reallocated Fund	Approved Fund	Reallocated Fund
Purchase of e-books	\$30,000	\$25,000	\$30,000	\$35,000

**Original
amount stated
in the budget**

**Actual
expenditure**

**Original
amount stated
in the budget**

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

Virement between two years

Original approved budget:

<i>Purchase of</i>	<i>1st Project year</i>	<i>2nd Project year</i>
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:

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

Change 1:

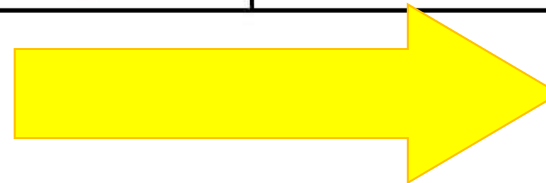
Fill in Form C to carry forward the remaining amount

Grant Scheme on Promoting Effective English Language Learning in Primary Schools

Notification of 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	2020/2021 school year		2021/2022 school year	
	Approved Fund	Reallocated Fund	Approved Fund	Reallocated Fund
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 2020/2021 school year/ 2021/2022 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. Implementation of Enhancement Measures

Employment of Supply Teachers

- ❖ Open and fair recruitment
- ❖ Release **core team members** only
- ❖ Salary: MPS pt. 17 (Degree + Teacher training)
- ❖ Any top-up with school's other grant(s)
- ❖ Over 60 days – MPF
- ❖ 90 days or above – monthly-paid
- ❖ MPF : \$1,500/month (maximum)
- ❖ **CANNOT hire any teacher who joined the Early Retirement Scheme**
- ❖ Guidelines for Employment of Substitute Teachers in Aided Schools

https://www.edb.gov.hk/attachment/en/teacher/appointments-related/supply-teachers/supply_teacher_guideline_e_2019.pdf

Deployment of Teaching Assistants

- ❖ 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”)

<https://applications.edb.gov.hk/circular/upload/EDBC/EDBC17010E.pdf>

- ❖ Remuneration commensurate with duties
- ❖ Work for the English department only
- ❖ **NOT to replace the Classroom Assistant required under the PLP-R/W or Space Town programme**

Recruitment of English-proficient Teachers/Teaching Assistants

- ❖ Follow the proper tendering or open recruitment procedures.
- ❖ Keep documentary proofs of their qualifications and teaching experience.
- ❖ Accreditation of academic and vocational qualifications? 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 provider(s).
- ❖ Service provider(s) should have the copyright of all the materials provided to schools.

Procurement of Professional Services

- ❖ 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.

Paragraph 4 Section 6.6.4 of School Administration Guide

4. The staff member responsible for checking should ensure that stores or services have been received or are due for advance payment, quality of stores or services up to school's satisfaction has been certified, approval for payments has been obtained and there is no previous payment on the same invoices. Advance payment should be avoided as far as possible.

Purchase of Learning & Teaching Materials

- ❖ Printed/e-books should be acquired **before** commencement of related programmes.
- ❖ Strictly adhere to the Approved Budget (Number of titles, copies and levels).
- ❖ Printed books = hard copies, NOT on-line version, 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 on Procurement Procedures and Staff Recruitment

General Guidelines on Procurement Procedure

- ❖ 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. 4/2013		Government schools
Financial Limit	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.)	<p>Please refer to: <i>EDB Internal Circular No. 1/2018</i> (Services from Individual Persons)</p> <p><i>EDB Internal Circular No. 3/2019</i> (Services)</p> <p><i>EDB Internal Circular No. 2/2019</i> (Stores)</p>
	Above \$5,000 to \$50,000	By oral quotations (at least two)	

General Guidelines on Procurement

	Aided and DSS schools EDB Circular No. 4/2013		Government schools
Financial Limit	Procurement Arrangement(s)	Approving authorities	Please refer to: <i>EDB Internal Circular</i> No. 1/2018 <i>(Services from Individual Persons)</i> <i>EDB Internal Circular</i> No. 3/2019 <i>(Services)</i> <i>EDB Internal Circular</i> No. 2/2019 <i>(Stores)</i>
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	

Guidelines on Procurement Procedures

- ❖ 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.

「資助學校採購程序」常見問題

Page 5

一般而言，學校會按學年去規劃所需的物料或服務。因此，為方便學校的行政安排，本局亦以一學年，即 9 月至翌年 8 月，為物料/服務採購程序的考慮依據。

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按教育局通告第 4/2013 號，學校擬計劃在同一學年的 12 個月內所採購的項目累積價值超過 5,000 元及 50,000 元，須分別以口頭報價及書面報價方式進行採購活動。然而，上述情況如屬突發事故或非可預計的採購項目，而學校亦非藉此避免遵守批核報價單/標書的規定或報價/招標程序，即使連同之前的採購累積金額合計超過 5,000 元及 50,000 元，亦不會被視為分拆訂單及不會影響之前已完成的採購程序。學校須將有關情況及理據記錄在案，並在再採購同類的物料或服務前取得校董會/法團校董會的批准。惟學校應對其所採購的項目在同一學年的 12 個月內所需的數量作出周詳的規劃，並依循有關的財政限額進行採購。

[https://www.edb.gov.hk/attachment/en/sch-admin/fin-management/procurement-procedures-in-aided-schools/Procurement%20Procedures_FAQ\(2019\)_final.pdf](https://www.edb.gov.hk/attachment/en/sch-admin/fin-management/procurement-procedures-in-aided-schools/Procurement%20Procedures_FAQ(2019)_final.pdf)

Book purchase (Government schools)

- ❖ Regarding the proposed book purchase, please submit your request for additional quota to SO(P) (sop@edb.gov.hk) via email.
- ❖ Copy the school head on the email.

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. Quotation / Tendering and Contract Management

Preparing Quotation/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/Tender Documents (1)

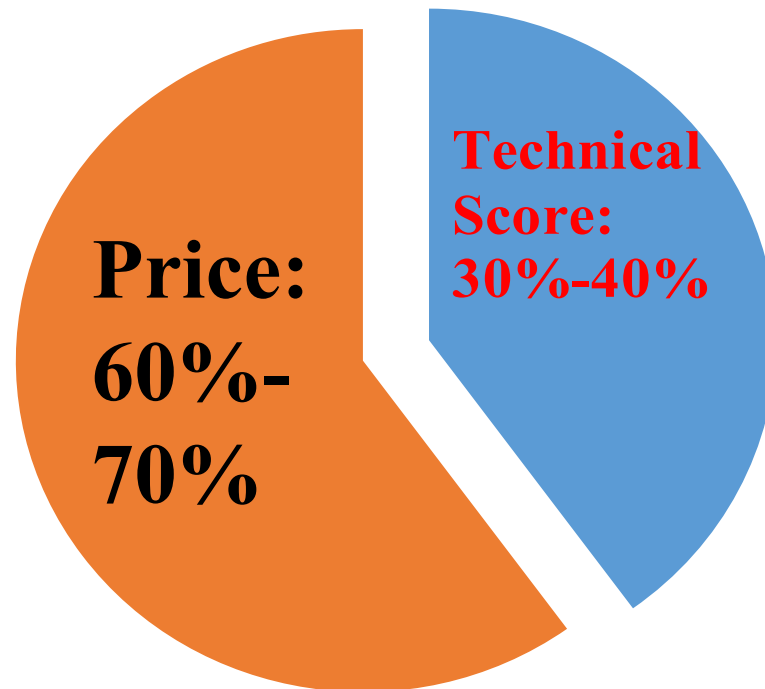
- ❖ Know what you want.
- ❖ State clearly:
 - ✓ the contractual obligations; and
 - ✓ when the task should be completed.
- ❖ Think about the worst-case scenario and make contingency plans (e.g. termination of contract).

Golden Rules for Drafting Quotation/Tender 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

- ❖ Quotation/Tender evaluation:
technical and price assessments



Conduct Appropriate Level of Due Diligence (盡職調查)

- ❖ 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 (IPRs)

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



Intellectual Property Rights (cont'd)

- ❖ 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 after the project period.

References on Quotation/Tender

❖ Tender Document & Contract - Sample

[https://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](https://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)

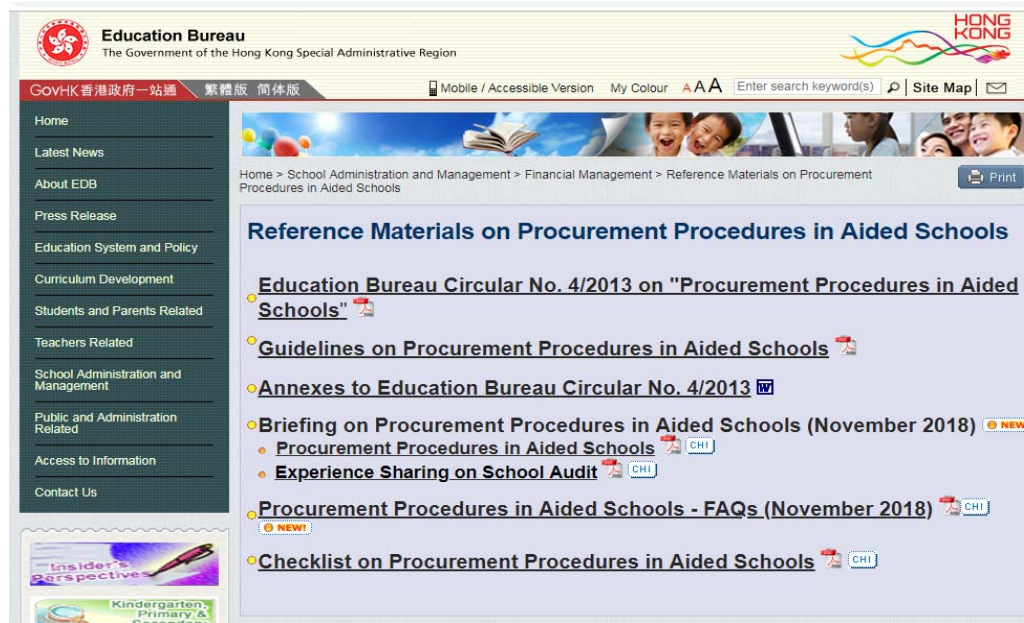
❖ Preparing Marking Scheme

<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)

References on Quotation/Tendering



https://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. 2/2019**, **EDB Internal Circular No. 3/2019** and related materials at the EDB intranet.

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

7. Other Useful Information

Copyright in Education

The screenshot shows the Education Bureau website for the Hong Kong Special Administrative Region. The header includes the bureau's name, logo, and navigation links for GovHK, language versions, mobile access, and search. A sidebar on the left lists various topics like Home, Latest News, and School Administration. The main content area is titled 'Copyright in Education' and features a list of recent updates, including licences for photocopying newspapers and FAQs on copyright. Below the updates are links for 'Copyright and Education', 'Copyright in Printed Materials', 'Copyright in Playing or Showing of a Film in Schools', and 'Useful Links'. A bottom section contains several small informational tiles on topics like national security, kindergarten education, and student suicides.

Education Bureau
The Government of the Hong Kong Special Administrative Region

GovHK 香港政府一站通 繁體版 简体版 Mobile / Accessible Version My Colour A A Enter search keyword(s) Site Map

Home > School Administration and Management > Administration > About Teaching > Copyright in Education

Copyright in Education

What's New

- [Licence Scheme for Photocopying and Facsimileing of Hong Kong Newspapers and Magazines at Schools \(Education Bureau Circular Memorandum No. 195/2019 - 18 November 2019\)](#) **NEW!**
- [Presentation Slides for the "Briefing Session on EDB Survey on Photocopying and Scanning of Printed Copyright Materials" on 12 November 2019 / Other relevant information](#)
- [Survey on Photocopying and Scanning of Printed Copyright Materials for the 2019/20 School Year \(Education Bureau Circular Memorandum No. 148/2019 - 16 September 2019\) \(postponed to the next school year\)](#) **NEW!**
- [New Licence Agreements on Photocopying and Scanning of Printed Copyright Materials \(Education Bureau Circular Memorandum No. 149/2018 - 20 September 2018\)](#)
- [Providing Information on Usage Volume in the Survey on Photocopying and Scanning of Printed Copyright Materials \(Education Bureau Circular Memorandum No. 89/2018 - 28 June 2018\)](#)
- [FAQs on Copyright and Education - Revised in October 2019 \(Chinese version only\)](#) **NEW!**
- [Seminar on "Use of Copyright Materials for Education" - 21 October 2019](#) **NEW!**
- [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 \(Education Bureau Circular Memorandum No. 137/2010\)](#)
- [Hong Kong's Amended Copyright Law: A Guide for Teachers and Students](#)

Copyright and Education

Copyright in Printed Materials

Copyright in Playing or Showing of a Film in Schools

Useful Links

Insider's Perspectives
School Information Search & School Lists
Safeguarding National Security in Hong Kong
New Milestone of Kindergarten Education
Prevention of Student Suicides
Smart Parent Net

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

Employment of Staff

1. Relevant circulars

- EDB Circular No. 5/2005 + EDB Circular No. 3/2020 (Aided & DSS schools)
- EDB Internal Circular No. 6/2010 + EDB Circular No.3/2020 (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



Standing Committee on Language Education and Research
(SCOLAR)
語文教育及研究常務委員會 (語常會)

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AcademicsPrimary / Secondary SchoolsKindergartensCommunity

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Grant Schemes

Introduction

On-going Schemes

- ▶ Grant Scheme on Promoting Effective English Language Learning in Primary Schools
- ▶ Professional Development Incentive Grant Scheme for Language Teachers

Related Links

- 📄 [Education Bureau Circular Memorandum No. 30/2017](#)
- 📄 [Copyright in Education](#)
- 📄 [Points to Note for Hiring Outside Services and Staff Appointment](#)

Schedule

<i>Major Tasks</i>	<i>Timeline</i>
Recruitment / quotation or tender	Jul - Aug 2020
Receive template of Implementation Progress Form by e-mail	Aug 2020
Upload approved implementation plan onto school website	Sept 2020
Submit Implementation Progress Form	
Submit Progress/Final and Financial reports with receipts; and Upload Progress/Final Report onto school website	Within 3 months after completion of the relevant project periods

Webpage of PEEGS @ SCOLAR website:

<https://scolarkh.edb.hkedcity.net/en/project/grant-scheme-promoting-effective-english-language-learning-primary-schools>

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Thank you!