

FUNDING AND SERVICE AGREEMENT¹**Social and Recreational Centre for Persons with Disabilities****(A) Service Definition****(1) Introduction**

The Social and Recreational Centre for Persons with Disabilities (S&RC) provides opportunities for persons with disabilities (PWDs) to participate in the society through a variety of community networking activities for meeting their social, recreational and developmental needs.

(2) Purpose and Objectives

The purpose of S&RC is to facilitate the integration of PWDs into the community for achieving the following objectives –

- (a) to enable PWDs to make meaningful use of their leisure time;
- (b) to provide opportunities for PWDs to develop their potential and well-being;
- (c) to encourage the development of interpersonal skills and enhance the development of personal relationships; and
- (d) to encourage the active participation of PWDs in the community.

(3) Service Nature and Contents

The S&RC provides a diversified range of services for PWDs to promote their well-being, provide support and develop their potential, including but not limited to –

- (a) social and recreational activities;
- (b) developmental and educational programmes;
- (c) case counselling and therapeutic/ mutual support groups (if applicable); and
- (d) volunteer work and social inclusion programmes.

The form and content of services or programmes of individual S&RC may vary depending on the special needs of different types of disability.

¹ This Funding and Service Agreement is a sample document for reference only.

Some S&RCs provide sign language interpretation services, including –

- (a) interpretation service for government departments, non-governmental organisations and members with hearing impairment for attending job interviews, court hearings, marriage ceremonies, medical consultations, public examinations, etc.;
- (b) sign language training for persons with hearing impairment, their family members/ carers and professionals working with persons with hearing impairment; and
- (c) promotional activities for sign language interpretation service and sign language training.

Some S&RCs provide enhanced professional support services, including –

- (a) counselling service for PWDs and/or their family members/ carers;
- (b) social, recreational, developmental and educational programmes for strengthening the mutual support network among service users and relieving carer's stresses;
- (c) reaching out to less motivated persons with disabilities by providing immediate attention and connecting them with community support services to suit their needs; and
- (d) developing and/or consolidating volunteer work with a view to strengthening informal support to PWDs.

(4) Target Service Users

The target service users are PWDs (including visual impairment, hearing impairment, physical disability and intellectual disability) and their family members or carers.

(B) **Service Performance Standards**

- (5) The Service Operator is required to meet the essential service requirements, service output and service outcome standards as follows -

(5.1) Essential Service Requirement

The essential service requirement of individual S&RC may vary depending on the service nature of different types of disability.

- The S&RC shall be open for no less than 12 sessions and a minimum of 48 hours per week; of which 4 sessions shall be open during

- non-office hours²;
- Registered social worker³ is the essential staff of the service; and
- Qualified staff with proficiency in sign language interpretation are the essential staff of the service⁴.

(5.2) Service Outputs

The service outputs of individual S&RC may vary depending on the service nature of different types of disability.

(a) Social, Recreational and Developmental Activities

OS 1: Total number of social, recreational and developmental (including sports) activities organised for PWDs in a year.

S&RC	Agreed level
for the visually impaired persons	250
for the hearing impaired persons	350
for the physical disabled persons	490
for the intellectual disabled persons	700
for sports associations for the intellectual disabled/ physically disabled	1 500

OS 2: Total number of attendance in the social, recreational and developmental activities in a year.

S&RC	Agreed level
for the visually impaired persons	8 120 ⁵
for the hearing impaired persons	5 400 ⁵
for the physical disabled persons	4 730 ⁵
for the intellectual disabled persons	12 840 ⁵
for sports associations for the intellectual disabled/ physically disabled	19 000

OS 3: Total number of social, recreational and developmental activities jointly organised with other organisations/ service units in a year for promoting social inclusion and participation of PWDs in the community.

² Non-office hours include evenings (after 5:00 p.m.) on Mondays to Fridays and whole day of Saturdays, Sundays or public holidays.

³ A registered social worker refers to a person who is registered under Social Workers Registration Ordinance (Cap. 505).

⁴ It is applicable to S&RC serving hearing impaired persons.

⁵ There should be at least 75% PWDs.

S&RC	Agreed level
for the visually impaired persons	12
for the hearing impaired persons	15
for the physical disabled persons	12
for the intellectual disabled persons	12

OS 4: Total number of public education programmes in a year for promoting better understanding of PWDs and their needs.

S&RC	Agreed level
for the visually impaired persons	4
for the hearing impaired persons	5
for the physical disabled persons	4
for the intellectual disabled persons	4

OS 5: Total number of programmes/ activities in a year for strengthening support for family members/ carers of PWDs.

S&RC	Agreed level
for the visually impaired persons	4
for the hearing impaired persons	5
for the physical disabled persons	4
for the intellectual disabled persons	4

(b) Enhanced Professional Support Service

OS 6: Average number of counselling cases for PWDs and/or their family members / carers served per month in a year.
(Agreed Level: 25, of which no less than 10 new/reactivated cases)

OS 7: Total number of therapeutic group⁶ sessions conducted in a year.
(Agreed Level: 24)

OS 8: Total number of community networking programmes organised for PWDs jointly with their family members/carers or for their family members / carers in a year.
(Agreed Level: 60)

⁶ There should be at 4 participants and no less than 4 sessions in each therapeutic group conducted with specific goals/themes/objectives.

OS 9: Total number of mutual support groups and volunteer groups organised for PWDs / their family members / carers in a year.

(Agreed Level: 4)

OS 10: Total number of outreaching or home visits conducted in a year.

(Agreed Level: 60)

OS 11: Total number of new/renewed members⁷ enrolled in a year.

(Agreed Level: 60)

(c) Sign Language Interpretation Service

OS 12: Total number of sign language interpretation sessions⁸ in a year.

(Agreed Level: 120)

OS 13: Total number of sign language training courses in a year.

(Agreed Level: 10)

OS 14: Total number of public education programmes on sign language training in a year.

(Agreed Level: 10)

(5.3) Service Outcome (OC)

OC 1: Percentage of service users indicating satisfaction⁹ with the Service in a year

(Agreed Level: 80%)

(6) Service Quality Standards

The Service Operator shall meet the requirements of the 16 Service Quality Standards.

⁷ New/renewed members include PWDs, who are unmotivated, aged or in need of assistance, engaged by the S&RC through outreaching activities, home visits, community networking programmes, etc. Renewed members refer to those inactive members or ex-members who had ceased receiving service from the S&RC for two years or more before re-joining the S&RC.

⁸ One session should last for at least 3 hours.

⁹ It refers to respondents indicating “滿意” or “非常滿意” as shown in the “殘疾人士社交及康樂中心 -服務使用者意見調查問卷” provided by the SWD.

(C) Subvention

- (7) The Service is subvented by the Social Welfare Department (SWD) under the Lump Sum Grant Subvention System and the basis of subvention is set out in the notification letter issued by the SWD. The Service Operator is required to observe the rules of subvention as set out in the latest Lump Sum Grant Subvention Manual, circulars, guidelines, management letters and relevant correspondence issued by the SWD. The Government will not accept any liabilities or financial implication arising from the Service other than the amount of subvention as approved by the SWD.
- (8) The amount of subvention has taken into account the personal emoluments (PE) of staff, including provident fund for employing qualified professionals and supporting staff, and other charges (covering all other relevant operating expenses including programmes, air-conditioning, training and traveling expenses for staff, central administration, employees' compensation insurance and public liability insurance, etc.) applicable to the operation of the Service and recognised fee income, if any. Rent and rates in respect of the premises recognised by the SWD for delivery of the Service will be reimbursed separately on an actual cost basis.
- (9) Upon the Service Operator's acceptance of the FSA, payment of subventions will be made on a monthly basis.

(D) Validity Period

- (10) This FSA is valid for a time-defined period. Should the Service Operator breach any terms of condition of this FSA and fail to remedy the same in such manner and within such time as shall be specified in a written notice from the SWD, the SWD may after expiry of such notice, terminate this FSA by giving 30 days' notice in writing to the Service Operator.
- (11) Where there is any change to the service performance standards within the agreement period, the SWD will seek mutual agreement with the Service Operator and the Service Operator will be required to achieve new requirements in accordance with the specified implementation schedule.
- (12) Continuation of service for the next term will be subject to the relevant considerations such as the prevailing policy directive, service needs and the performance of the Service Operator. The SWD reserves the right to reallocate the Service.

(13) The SWD may immediately terminate the FSA upon the occurrence of any of the following events –

- (a) The Service Operator has engaged or is engaging in acts or activities that are likely to constitute or cause the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security;
- (b) the continued engagement of the Service Operator or the continued performance of the FSA is contrary to the interest of national security; or
- (c) the SWD reasonably believes that any of the events mentioned above is about to occur.

(E) Others

(14) In addition to this FSA, the Service Operator shall also comply with the requirements according to the relevant Service Specifications, the Service Operator's proposals and supplementary information, if any. Where these documents are in conflict, this FSA shall prevail.

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