

**Service Unit Information -  
Half-yearly Report on Variance  
on Output and/or Outcome Standards (OS/OCs) in 2021-22**

Name of Service Operator : \_\_\_\_\_

Name of Service Unit : \_\_\_\_\_

Funding and Service Agreement : \_\_\_\_\_

OS/OC with Variance (Note 1) (i.e. when <b>b &lt; a</b> )	Description of OS/OC Indicator	Agreed Level	Level to be reached <u>for Apr - Sept</u> (Note 2) (a)	Actual Performance of the Service Unit <u>for Apr - Sept</u> (b)	% of Variance = $\frac{a - b}{a} \times 100\%$

*Note 1: If the OS/OC has been under-performed in previous financial year, please also complete the Progress Report on Action Plan at Appendix 2.*

*Note 2: For OS/OC of accumulative nature (e.g. 200 cases in a year), the level to be reached for Apr - Sept is half of the Agreed Level (i.e. 100 cases). For OS/OC of average nature (e.g. enrolment rate at 90%), the level to be reached for Apr - Sept is the same as the annual Agreed Level (i.e. 90%).*

<b>Service Unit Manager</b>				
Name [English]:		[Chinese]:		Signature:
Post & Rank [English & Chinese]:				
Contact Phone No.:	Fax No.:	E-mail Address:	Date:	