

**Progress Report on Action Plan
for Under-performed Output/Outcome Standards (OS/OCs) in 2020-21
with Half-yearly Variance in 2021-22**

Important Note:

- (1) For the unmet OS/OCs of service units in the first half year of 2021-22 which also have under-achievements in 2020-21 due to COVID-19, NGOs can fill in one “Progress Report on Action Plan” for all the unmet areas; and tick “Not applicable” under Item I and Item II.
- (2) If the unmet OSs/OCs of service units concerned are due to reasons other than (1) above, the Service Operator is required submit one Progress Report on Action Plan for each unmet area.

Name of Service Operator : _____

Name of Service Unit : _____

Funding and Service Agreement : _____

Unmet OS/OC concerned : _____

I. Progress on action plan formulated and implemented since April 2021 to improve the under-performed OS/OC:

“Not applicable” because in accordance with the special arrangements as announced by SWD, the service unit suspended service delivery / was not open to the public / only provided services on a limited scale (e.g. areas designated for public use were closed) / suspended groups and programmes / others (please specify: _____)*
from _____ (date) to _____ (date) to prevent the spread of COVID-19 in 2020-21.

II. Further action(s) to be taken to meet the Agreed Level of the OS/OC in the second half of 2021-22:

- “Not applicable” because in accordance with the special arrangements as announced by SWD, the service unit suspended service delivery / was not open to the public / only provided services on a limited scale (e.g. areas designated for public use were closed) / suspended groups and programmes / others (please specify: _____)*
from _____ (date) to _____ (date) to prevent the spread of COVID-19 in 2020-21.

Responsible Service Coordinator			
Name [English]:		[Chinese]:	Signature:
Post & Rank [English & Chinese]:			
Contact Phone No.:	Fax No.:	E-mail Address:	Date: