Annex B

Remuneration Packages for Staff in the Top Three Tiers of Subvented Non-governmental Organisations

Review Report for the Reporting Year of 2020-21

(to be completed if not exempt from the Government Guidelines)

To: Director of Social Welfare
(Attn: Subventions Section)
38/F, Dah Sing Financial Centre,
248 Queen's Road East
Wan Chai, Hong Kong

Fax No. : 2575 6537 or email at suenq@swd.gov.hk

[*Please read the explanatory notes before completing this form. The completed form should reach Social Welfare Department (SWD)* ***by 31 October 2021.***]

Name of NGO (code) : Association for Engineering and Medical Volunteer Services (010)

Part (A): Remuneration Packages

Information of my staff in the top three tiers -

(1) Staff of 1st Tier [1]

(a) Number of staff: 1

(b) Comparable rank in civil service [2]: SWO

(c) Post: Executive Director

(d) Total annual staff costs [3] (including those not under SWD subventions, if applicable) [*1(d) should be equal to or greater than 1(e)*]: $1,284,829.00 *(round up to the nearest dollar)*

(e) Total annual staff costs under SWD subventions [*1(e)=1(g)(i)+(ii)+(iii)+(iv)*]: $1,027,865.00 *(round up to the nearest dollar)*

(f) Please specify the months covered if (1)(e) was not incurred for the full year: _____ months

(g) Breakdown of (1)(e)

(i) Salary [4]: $985,398.00

(ii) Provident fund: $42,467.00

(iii) Cash allowance [5] (please specify if any:) $ _____

(iv) Non-cash based benefits [6] (please specify if any:) $ _____

(2) Staff of 2nd Tier [1]

(a) Number of staff 5

(b) Comparable rank in civil service [2] Assistant Social Work Officer

(c) Post Executive Secretary / Manager

(d) Total annual staff costs [3] (including those not under SWD subventions, if applicable) $2,958,452.00
[*2(d) should be equal to or greater than 2(e)*] *(round up to the nearest dollar)*

(e) Total annual staff costs under SWD subventions $2,772,539.00
[*2(e)=2(f)(i)+(ii)+(iii)+(iv)*] *(round up to the nearest dollar)*

(f) Breakdown of (2)(e)

(i) Salary [4] $2,639,207.00

(ii) Provident fund $133,332.00

(iii) Cash allowance [5] (please specify if any:) $

(iv) Non-cash based benefits [6] (please specify if any:) $

(3) Staff of 3rd Tier [1]

(a) Number of staff 31

(b) Comparable rank in civil service [2] Welfare Worker; Social Work Assistant; Assistant Clerical Officer; Motor Driver; Cook; Home Helper

(c) Post Placement Officer; Operation Supervisor; Executive Officer; Driver; Cook; Home Helper

(d) Total annual staff costs [3] (including those not under SWD subventions, if applicable) $6,090,712.00
[*3(d) should be equal to or greater than 3(e)*] *(round up to the nearest dollar)*

(e) Total annual staff costs under SWD subventions $6,090,712.00
[*3(e)=3(f)(i)+(ii)+(iii)+(iv)*] *(round up to the nearest dollar)*

(f) Breakdown of (3)(e)

(i) Salary [4]		$5,695,549.00
(ii) Provident fund		$395,163.00
(iii) Cash allowance [5] (please specify if any:	)	$
(iv) Non-cash based benefits [6] (please specify if any:	)	$

(4) Review for changes [7]

	2019-20 (the year before)	2020-21 (the reporting year)
(a) Total annual staff costs under SWD subventions in respect of the top three tiers *[(1)(e)+(2)(e)+(3)(e)]*	$12,939,823.00	$9,891,116.00

(b) Please tick and complete the following as appropriate to state the result of your review -

☐ I have reviewed the remuneration packages of the staff in the top three tiers and **found no change** in their remunerations as compared with the preceding year.

☑ I have reviewed the remuneration packages of the staff in the top three tiers and **found change(s)** in their remunerations as compared with the preceding year. The tier(s) having changes and reasons for such changes are stated below –

- ☐ Upward/downward pay adjustment in accordance with Civil Service Pay Adjustment (details are given at the bottom).
- ☐ Upward/downward pay adjustment other than Civil Service Pay Adjustment (details are given at the bottom).
- ☐ Incremental creep (details are given at the bottom).
- ☑ Organisational restructuring or upgrading/downgrading of top three tier posts (details are given at the bottom).
- ☐ Increase/decrease of number of staff of the top three tiers (details are given at the bottom).
- ☐ Other circumstances (details are given at the bottom).

Details (please use additional sheet as necessary):
There are about 14-15 minor staffs excluded from three tiers during 2020-21.