

**Service Unit Information -
Half-yearly Report on Variance
on Output and/or Outcome Standards (OS/OCs) in 2019-20**

Name of Service Operator : _____

Name of Service Unit : _____

Name of Funding and Service Agreement : _____

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

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

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%).

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