

Construction Innovation and Technology Fund (CITF)
Manpower Development Programme – Completion Report

Part (A) Approved Programme Details

Submission ID:			
Programme Type:	<input type="checkbox"/> International Conference in Hong Kong <input type="checkbox"/> Local Collaborative Courses		
Name of Applicant:			
Name of Programme:			
Programme Duration:	dd/mm/yyyy – dd/mm/yyyy		Day(s)
Estimated Number of Participants:		Actual Number of Participants	Breakdown: Professionals (___people) Technicians (___people) Registered Skilled Workers (___people) Tertiary Students (___people) Academic Staff (___people)

Important Notes

- (1) To facilitate monitoring and evaluation of the Approved Project, the Successful Applicant has to submit a Completion Report with the audited financial report to the CITF Secretariat within 9 months upon the completion of the Approved Project.
- (2) All sections of this report should be completed. Please insert 'N/A' if the information sought is not applicable. If there is insufficient space for the information, please give details on a separate sheet to be attached to the report.
- (3) Supporting documents have to be submitted to prove that the deliverables stated in the Approved Project have been carried out, income / sponsorship has been actualised and expenses procured / leased with the Funding complies with procurement procedures (mentioned in 10.3 of CITF 'Terms and Conditions'). Such documents may include: quotations, invoices, receipts, delivery notes, photos, training / course materials, order forms, contracts, Mandatory Provident Fund (MPF) records, participants' feedbacks, training / evaluation reports etc. The completed Completion Report has to be submitted in both hard and soft copies to the CITF Secretariat. All invoices, receipts, delivery notes, and/or other supporting documents in relation to disburseable items shall mark a unique number (e.g. C1 ... C11) on the top right hand corner of each page and grouped according to the category of reimbursable items as per Part (C) of this form.
- (4) The information provided by the Successful Applicant under this Completion Report (except the Appendices) and the audited financial report may be made available to the public on the CITF website. If the Successful Applicant does not wish certain information to be released, please set out its request and justifications to the CITF Secretariat separately.

Part (B) Summary of Programme Results	
Performance / Achievements <i>(Remarks: Please state how the programme enhance the capacity of participants to harness technology for continuous improvement in the construction industry.)</i>	
Summary of Participants' Feedbacks	
Conference / Course Materials	Please upload conference / course materials for sharing on public domain. [upload button]

Part (C) Programme Expenditure Details								
Reimbursable Item	Item per your submitted budget	Description / Details of Implementation					Actual Expense (HK\$)	Audited Expense (HK\$)
Venue Expenses [C1]		Date:						
		Time:						
		Venue:						
		Topics covered:						
		Other details:	<input type="checkbox"/> meals / lunch inclusive <input type="checkbox"/> food & beverage / refreshment inclusive <input type="checkbox"/> N/A					
For Official Use Only	<input type="checkbox"/> Match with Notification of Approval	<input type="checkbox"/> Quotations <input type="checkbox"/> Invoice <input type="checkbox"/> Receipt <input type="checkbox"/> Delivery note <input type="checkbox"/> Conform to procurement procedures					<input type="checkbox"/> Match with approved budget	
Set up Expenses [C2]		Item	Location	Functions	Unit Cost (HK\$)	Quantity	Sub-total	
		Total:						
For Official Use Only	<input type="checkbox"/> Match with Notification of Approval	<input type="checkbox"/> Quotations <input type="checkbox"/> Invoice <input type="checkbox"/> Receipt <input type="checkbox"/> Delivery note <input type="checkbox"/> Photo (if any) <input type="checkbox"/> Conform to procurement procedures					<input type="checkbox"/> Match with approved budget	

Reimbursable Item	Item per your submitted budget	Description / Details of Implementation						Actual Expense (HK\$)	Audited Expense (HK\$)
Expenses of Meals, Food and Beverage [C3]									
For Official Use Only	<input type="checkbox"/> Match with Notification of Approval	<input type="checkbox"/> Quotations <input type="checkbox"/> Invoice <input type="checkbox"/> Receipt <input type="checkbox"/> Delivery note <input type="checkbox"/> Photo (if any) <input type="checkbox"/> Order form (if any) <input type="checkbox"/> Menu (if any) <input type="checkbox"/> Conform to procurement procedures						<input type="checkbox"/> Match with approved budget	
Expenses of Procuring / Leasing of Additional Equipment [C4]		Date	Item	Functions / Nature	Procured / Leased	Unit Cost (HK\$)	Quantity	Sub-total	
		Total:							
For Official Use Only	<input type="checkbox"/> Match with Notification of Approval	<input type="checkbox"/> Quotations <input type="checkbox"/> Invoice <input type="checkbox"/> Receipt <input type="checkbox"/> Delivery note <input type="checkbox"/> Photo (if any) <input type="checkbox"/> Conform to procurement procedures						<input type="checkbox"/> Match with approved budget	
Salary of Additional Manpower [C5] <i>Please fill in Appendix A (mandatory).</i>		Name		Position		Recruited via Applicant / Agency			
For Official Use Only	<input type="checkbox"/> Match with Notification of Approval	<input type="checkbox"/> Employment contract <input type="checkbox"/> Employee CV <input type="checkbox"/> Job description / specification <input type="checkbox"/> MPF record <input type="checkbox"/> Employer's assessment or appraisal of employee (if any)						<input type="checkbox"/> Match with approved budget	
Travel Expenses (Airfare) [C6]		Date	Name of Speaker	Departure	Destination	Cost (HK\$)		Sub-total	
		Total:							
For Official Use Only	<input type="checkbox"/> Match with Notification of Approval	<input type="checkbox"/> Quotations <input type="checkbox"/> Invoice <input type="checkbox"/> Receipt						<input type="checkbox"/> Match with approved budget	

Reimbursable Item	Item per your submitted budget	Description / Details of Implementation						Actual Expense (HK\$)	Audited Expense (HK\$)
Accommodation Expense [C7]		Check-in Date	Check-out Date	Name of Speaker	Name of Hotel	Cost (HK\$)		Sub-total	
Total:									
For Official Use Only	<input type="checkbox"/> Match with Notification of Approval	<input type="checkbox"/> Quotations <input type="checkbox"/> Invoice <input type="checkbox"/> Receipt						<input type="checkbox"/> Match with approved budget	
Expenses of Training Materials [C8]		Publishing Date	Content	No. of Pages	Distribution Channel	Actual No. of Printed Copies	Cost (HK\$)	Sub-total	
Total:									
For Official Use Only	<input type="checkbox"/> Match with Notification of Approval	<input type="checkbox"/> Quotations <input type="checkbox"/> Invoice <input type="checkbox"/> Receipt <input type="checkbox"/> Delivery Note <input type="checkbox"/> Training Material <input type="checkbox"/> Conform to procurement procedures						<input type="checkbox"/> Match with approved budget	
Expenses of Training Equipment [C9]		Date	Item	Functions / Nature	Purpose	Unit Cost (HK\$)	Quantity	Sub-total	
Total:									
For Official Use Only	<input type="checkbox"/> Match with Notification of Approval	<input type="checkbox"/> Quotations <input type="checkbox"/> Invoice <input type="checkbox"/> Receipt <input type="checkbox"/> Delivery note <input type="checkbox"/> Equipment photo <input type="checkbox"/> Conform to procurement procedures						<input type="checkbox"/> Match with approved budget	

Reimbursable Item	Item per your submitted budget	Description / Details of Implementation			Actual Expense (HK\$)	Audited Expense (HK\$)
Administrative Overheads [C10]		UGC-funded Institutions	<input type="checkbox"/> Yes, ____ % of _____ cost <input type="checkbox"/> No			
For Official Use Only	<input type="checkbox"/> Match with Notification of Approval	<input type="checkbox"/> Quotations <input type="checkbox"/> Invoice <input type="checkbox"/> Receipt			<input type="checkbox"/> Match with approved budget	
External Audit Fees [C11]		Approved Fund Amount <input type="checkbox"/> below HK\$1 million <input type="checkbox"/> HK\$1 million – HK\$5 million <input type="checkbox"/> Over HK\$5 million	Date of Procurement 	Amount of Funded Audit Fee (HK\$) 5,000 10,000 20,000	Sub-total 	
For Official Use Only	<input type="checkbox"/> Match with Notification of Approval	<input type="checkbox"/> Quotations <input type="checkbox"/> Invoice <input type="checkbox"/> Receipt <input type="checkbox"/> Audited report <input type="checkbox"/> Conform to procurement procedures			<input type="checkbox"/> Match with approved budget	

Part (D) Declaration

- (1) We confirm that the information provided in this report is true and correct.
- (2) We confirm that we complied with the procedures and guidelines set out in CITF ‘Terms and Conditions’ and ‘Application Framework’.
- (3) We confirm that for the Approved Project that received funding support from the CITF, they had not received / would not receive other sources of funding support provided by the Government, or other sources of sponsorships/donations.
- (4) We confirm that the participants of the Approved Project are the target beneficiaries of the CITF.

Authorised Signature of the Successful Applicant

Company Chop of the Successful Applicant

Name of Signatory (in BLOCK Letters)

Position of Signatory

Date

Appendix for the Report of the Salary of Additional Manpower [C5]

Name of Additional Manpower Recruited	Position / Job Title	Role and Responsibility	Hourly / Monthly Rate (HK\$)	No. of Hours / Months Charged	Employer's Contribution to the Mandatory Provident Fund	Employment Period (dd/mm/yyyy – dd/mm/yyyy)	Cost of Additional Manpower (HK\$)
			(I)	(II)	(III)		[(I X II)] + (III)
Subtotal:							