Briefing Session on
Invitation for Sponsorship Proposals for
Fostering an IT Learning Atmosphere and Stimulating Students' Interest in IT in Secondary Schools

Office of the Government Chief Information Officer

16 November 2020

Agenda

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Background

- **Enriched IT Programme in Secondary Schools (EITP)**
  - **8 years** (from the 2015/16 school year to 2022/23 school year)
  - To set up Enriched IT Classes in eight partner schools.
  - To provide funding support for other secondary schools to organise IT activities to stimulate students' interest in IT under the Enriched IT Activities (EITA) programme.

- **IT Innovation Lab in Secondary Schools (IT Innovation Lab) Programme**
  - Under the existing EITP
  - To enhance the interest of secondary schools students in IT and innovative thinking and foster an IT learning atmosphere so as to encourage them to choose technology-related tertiary education programmes and pursue an innovation and technology career in future.

Objective

1. To promote the IT Innovation Lab programme

2. To foster an IT Learning atmosphere in the secondary school community, **in particular outreach to schools that did not participate in EITP-related activities previously**, and enhance the interest of secondary school students in IT

3. To enhance secondary school students' computational thinking skills and foster students' innovative abilities and

4. To encourage secondary school students to choose technology-related tertiary education programmes and technology career in the future

Essential Requirements

1. Applicants shall be a **<u>non-profit-making organisation</u>** registered in Hong Kong.

2. The application form together with the statement of compliance shall be duly signed and completed with the organisation chop stamped.

3. The proposed project shall not receive other sources of funding from the Government.

4. The sponsorship amount sought by the proposal shall not be more than **<u>HK$1,000,000</u>**.

5. The proposed project plan shall be no more than **<u>12 months</u>** after the date of approval of sponsorship.

6. Any applicants that do not satisfy any of the essential requirements set out above shall **<u>NOT</u>** be considered.

Project Requirements (1)

▶ The successful applicant shall organise IT-related activities in the local secondary school community including but not limited to the following:

1. Workshops/Training/Courses to students

2. Competition

3. Closing/Award ceremony cum exhibition/showcase

Project Requirements (2)

1. **Workshops/Training/Courses to students**

   a) To organise at least 10 hands-on workshops/training/courses sessions

   b) To organise the workshops/training/courses with a total duration of at least 20 hours

   c) To organise the workshops/training/courses with at least 500 secondary school student participants in aggregate total

Project Requirements (3)

2. Competition

a) To organise at least **1 territory-wide competition** open for all secondary school students

b) To organise the competition(s) with at least **200 participants** from publicly-funded secondary school students

c) To impose no bar on those who does not attend any workshops/training/courses organised for the project to join the competition

Project Requirements (4)

3. Closing/Award ceremony cum exhibition/showcase

a) To arrange awards presentation

b) To reach at least 50 secondary schools

c) To arrange exhibition/showcase of at least 10 students' work to the public

Project Requirements (5)

- in the technology theme of
  - artificial intelligence
  - blockchain
  - cloud computing
  - big data
- **should make** use of government open data (including COVID-19 data, smart lampposts data, etc.)

The applicant can propose activities based on other attractive IT topics that can enhance students interest and provide variety of choice to students. Other IT technologies are not excluded, given that the proposed project has to highlight or make reference to technology themes listed in the Guide to Application, i.e. artificial intelligence, blockchain, cloud computing or big data.

Scope of Sponsorship (1)

▶ Only expenditures of the following items **directly incurred for the proposed project during the proposal period** can be charged to the sponsorship from the Government :

a) manpower

b) equipment

c) other costs directly incurred for the proposed project

d) cost for auditing the financial statements payable to auditor

Scope of Sponsorship (2)

▶ Moreover, the sponsorship must **<u>NOT</u>** be used for activities or matters of the following nature :

a) primarily for profit-making or commercial purpose

b) involving beneficiaries and venues outside the Hong Kong Special Administrative Region ("HKSAR")

c) involving non-essential expenditure of no direct benefit to participants

d) for selling or reselling goods or services

e) for the promotion of any individual / organisation / body in order to achieve fame or benefit

f) in breach of existing government policies

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Marking Scheme

Areas for Evaluation	Max. Mark	Passing Mark
Section A – Quality Assessment of the Proposal		
1. Objective	25	6
2. Effectiveness	20	5
3. Practicality	14	7
4. Value-for-money	9	4
5. Innovation	17	-
Sub-Total for (A)	**85**	-
Section B - Experience		
6. Track Record of the Applicant Organisation, Project Team Experience and Knowledge	15	-
Sub-Total for (B)	**15**	-
Total Mark	**100**	-

Vetting Criteria (1)

1. Objective - The extent of the proposed project meets the objectives of this invitation for sponsorship proposals

2. Effectiveness - Effectiveness of the promotion strategy

3. Practicality - Reasonable and realistic project implementation plan and schedule

4. Value-for-money

   a. Reasonable and realistic budget and cost-effectiveness of the proposed project

   b. Commitment of the applicant, and whether and to what extend the applicant will put up resources from its own or other sources to support the project

Vetting Criteria (2)

4. Innovation

   a. Innovative suggestions which are considered effective and practicable in improving the execution of the proposed project (Type I)

   b. Innovative suggestions which may not be directly relevant to the proposed project but which can bring about positive values or benefits to the Government or public at large (Type II)

5. Track Record of the Applicant Organisation, Project Team Experience and Knowledge

   a. Well-established and have experience in successfully implementing relevant projects

   b. Knowledge, expertise and experience of project team member

Accounting Requirements

▶ **Project Account**

  ▶ open a separate bank account or use a designated bank account under its name an interest-bearing Hong Kong Dollar account in one of the licensed banks in Hong Kong within the meaning of the Banking Ordinance (Cap. 155)

  ▶ shall be audited by an independent auditor who must be either a Certified Public Accountant or a Public Accountant registered under the Professional Accountants Ordinance (Cap. 50)

Reporting Requirements

▶ **Monthly Progress Reports**

  ▶ To be submitted monthly

▶ **Mid Term Report**

  ▶ To be submitted with the 7th month after project commencement

▶ **Final Report and Audited Financial Statement**

  ▶ To be submitted within two months after the completion of the proposed project

▶ If there are IT devices and related software that are procured and fully sponsored by the proposed project, the successful applicant shall submit :

  ▶ **Usage Report**

  ▶ **IT Devices Arrangement Report**

Project Schedule

Milestone	Target Completion Date
1. Appointment of Successful Applicant	Month 0
2. Project Commencement	Month 1
3. Submission of Mid Term Report	Month 7
4. Project Completion	Month 12
5. Submission of Final Report and Audited Financial Statement	Month 14

Submission of Application (1)

▶ **Application (including the completed application form and the required supporting documents)**

  ▶ Enclose in a sealed envelope marked with **"Application for Submission of Sponsorship Proposals for Fostering an IT Learning Atmosphere and Stimulating Students' Interest in IT in Secondary Schools"**

  ▶ Address to Systems Manager (ID)62, Office of the Government Chief Information Officer

  ▶ Place in the **OGCIO Proposal Collection Box**, at 15/F, Wanchai Tower, 12 Harbour Road, Wan Chai, Hong Kong

  ▶ **Deadline: 12:00 noon on 26 November 2020 (Hong Kong time)**

Submission of Application (2)

▶ **Document Checklist**

1. True copy of the completed Application Form

2. One copy of valid certificate of incorporation, establishment or registration of the Applicant

3. One copy of documents (e.g. the Memorandum (if any) and Articles of Association or the Constitution) certifying that members do not take any share of the profits or any share of the assets upon dissolution

4. One copy of the Project Team Composition (Annex A of Application Form). Upon request by the Government, copies of certificates must be submitted as documentary proof of the professional qualification

5. Soft copy of the completed Form in both MS Word and PDF formats (text-searchable) with the same content

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Q&A