

Association for Engineering & Medical Volunteer Services

工程及醫療義務工作協會



ANNUAL REPORT 2019-2020

二零一九至二零二零年年報

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Mission Statement

To advocate and spearhead engineering and medical volunteering services and to integrate other social resources to enhance the independent living and quality of life of people with disabilities and elderly.

Specific Targets :

- to popularize the participation of professionals in volunteering works for the provision of services for people with disabilities a, elderly and related people.
- to introduce new and improve existing services in step with social and technological developments
- to develop innovative service substance and delivery means

*Social Servicing is Our Object,
Professional Volunteering is Our Way*

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C **CHAIRMAN'S REPORT**

While I present the report of the Association for the year 2019 – 2020, let me first of all hope that you are staying healthy and safe.

The social instability in the second half of 2019 followed by the outbreak of COVID-19 pandemic have impacted many aspects of our operations. Notwithstanding, the Association continued to render services whenever the need arose. The funding bodies were well aware of the situation and indicated that flexibility would be given when evaluating our service performance.

In particular, services of the Endeavor were suspended in February and March 2020. However, we arranged on-line means to keep in touch with the service users during the period as far as possible in order to minimize their isolation and loneliness feelings. We also distributed sanitizers and daily necessities to those who are living alone or lacking social network. Despite the odds, a number of services of the Association have recorded satisfactory progress. Our Association have become the Recognized Service Provider of the Second Phase of the Pilot Scheme on Community Care Service Voucher (第二階段長者社區照顧服務券試驗計劃的認可服務單位) for the elderly as from April 2020. This Service provides home-based tailor-made care and rehabilitation services to needy seniors who have participated the Scheme.

Our Integrated Home Care Service continued to provide meal services, escort, nursing and shopping services to service users. Through these services and volunteer visits paid to them whenever possible, we provided these needy elderly persons with social support and kept them connected with the community despite the pandemic.

The Association has a total of around 100 paid staff which is similar with that of the previous year. A salary adjustment to reflect the rise of cost of living was made in March 2019. In addition, after an ad hoc review, a one-off contribution to the provident fund / mandatory provident fund accounts of all staff was made in August 2019.

To ensure the health and safety of our service users and staff during the pandemic, extensive measures have been implemented including the intensified cleaning of our premises, provision of protective equipment to our frontline staff, and special work arrangements for office staff. On this, the Association received three special grants from the Social Welfare Department for the



procurement of sanitary and personal protective items and to address manpower shortages.

As regards volunteer participation, the Association received a total of about 3,600 man-hours of volunteer service for our operations and projects in the past year. Compared with that of the year 2018 – 2019 (4,300 man-hours), the drop in volunteer involvement reflected the interruptions due to the public order events and the pandemic. We continued to collect and analyse feedback from our volunteers. Over 95% of the volunteers expressed that participating with our Association in serving clients provided them satisfaction.

I believe we will be recovering from all the toughness as we approach 2021. Moving ahead, the Association will continue to understand and meet the changing needs of our service users and further enhance the effectiveness of our management through advancing our corporate governance regime.

All of the Executive Committee members of the Association would like to extend their heartfelt appreciation to our staff and volunteers whose passion and dedication during this difficult time have been instrumental to enable the Association to run smoothly during the year.

Thanks are also owed to our funding bodies, donors and business partners for their full support. The past year was challenging more than ever and they provided generous grants and donations in various forms to help our clients and service users fight through the hardship. I have to say these supports are indeed very useful and timely.

LAW Chit Wai, Jeffrey
Chairman, Executive Committee



TREASURER'S REPORT

The account for the year ended 31 March 2020 shows a surplus of \$2,674,824. The total income for 2020 was \$33,267,300. The distribution of the funding sources is as follows:

❖ Designated donations:	3.33 %
❖ Service income:	23.85 %
❖ Subvention:	
1) The Hong Kong Jockey Club Charities Trust:	5.44 %
2) Community Chest:	5.14 %
3) Social Welfare Department:	60.58 %

The Association adopted the Lump Sum Grant Manual issued by the Social Welfare Department since 2000. As at 31 March 2020, the balance of Lump Sum Grant Reserve and Provident Fund Reserve was HK\$10,437,054 and HK\$1,689,967 respectively. The balance of these two reserves were kept in two separate bank accounts.

The Lump Sum Grant Reserve was used on the funding and service agreement activities while the Provident Fund Reserve was spent on enhancing the welfare of non-snap shot staff. To facilitate staff recruitment and retention, the remuneration package was reviewed periodically to ensure that it commensurate with the market rate.

To better utilize the provident fund reserve for non-snap-shot staff, the ExCo resolved to provide a one-off injection to the provident fund / mandatory provident fund of all staff in August 2019.

Our Executive Committee will monitor the Association's financial condition to ensure the adequacy of provisions and ascertain the compliance with the funding and service agreement as well as obligations to employees.

CHEUNG Kin-man, Wilson
Treasurer, Executive Committee



PATRON

Dr. CHIANG Chen

HONORARY ADVISORS

Professor Nelson CHOW

Dr. York CHOW

Professor P. C. W. FUNG

Professor P. C. LEUNG

Ms. Maria TAM

HONORARY AUDITOR

Mr. Lawrence S. Y. CHAN

CHAN & MAN, CPA



HONORARY LEGAL ADVISOR

Mr. Roger K. S. WONG

Cheung & Lee in association with Locke Lord (HK) LLP

EXECUTIVE COMMITTEE

Chairperson

Mr. LAW Chit-wai, Jeffrey

Vice Chairman

Mr. LEUNG Kwok-fai

Treasurer

Mr. CHEUNG Kin-man, Wilson

Committee Members

Mr. CHAN Fan (till 17 September 2019)

Dr. CHAN Hok-sum

Mr. CHAN Yuk-keung, Simon

Ms. CHEUNG Kam-ling, Margaret

Mr. FONG Wai-lap

Ms. HONG Wai-Chi, Christina

Mr. KWAN Fu-kei, Larry

Ms. KWAN Tak-ying, Estella

SERVICE REPORT



Technical / Computer Aids Services for the Disabled

Enhancing the independence of people with disabilities and elderly through the design, fabrication, modification and installation of assistive device is the goal of the service. Apart from that, repair and maintenance service for rehabilitation devices such as, manual wheelchairs and electric wheelchairs was also provided. To provide a comprehensive one-stop service, clinical advice, consultation and recommendation on the design and appropriateness of devices for specific user were also rendered.

In 2019-2020, 12 new products were designed and fabricated. They included daily living aids such as foldable shower board with handrail, new version of door opener; safety enhancing devices such as mobile stand for fencing training and tailor made bedside rail; seating and posturing devices such as tailor made hard back for electric wheelchair. For computer related product, the new devices developed included keyboard guard for iPad, finger size hyper sensitive light sensitive switch and light touch switch battery version. During this period, 20 pieces of rehabilitation software were designed and collected. The software were largely related to cognitive training and rehabilitation. In the reporting year, the service continued to explore the application of 3D printing technology in product fabrication. Our technician was now able to grasp the 3D printing techniques and the technology was now applied in the fabrication of various products. The service would continue to experiment the application of this technology in the production process.

The Product Development Group continued to discuss and develop new product ideas. Some product ideas were materialized with the actual devices being fabricated. The design and fabrication of these product ideas included 3D Reality Orientation board and Interactive Dice. Some products had already fabricated while the development of others was still in progress.



The Door Bell with LED Flash Light (wireless version) was initially selected for batch production. However, manufacturer could not be sought to produce the devices. To overcome this situation, a commercially available door bell was purchased and modified to fulfill the functions as designed. With some modification to enhance the luminosity, the product was now ready for sale. Promotion of the product would be conducted shortly. Information on the new and enhanced devices was disseminated to potential users and agencies through our web site, news bulletin and product catalogue. During the reporting period, 18 demonstration sessions on our products were organized for different rehabilitation and elderly service providers.

Information on new and enhanced devices was disseminated to potential users and agencies through our web site, news bulletin and product catalogue. During the reporting period, 18 demonstration sessions on our products were organized. To update the promotion strategies, WeChat account & web based broadcasting media were established.

To upgrade the quality of the services rendered, comprehensive after sale service was provided. User manuals on our products were compiled and distributed to the users. The manual composed of individual product's





specifications, installation / application guidelines and safety measures which could facilitate easy and effective utilization by the users.

The service continued to solicit feedback from users through user's satisfaction survey through phone interview was conducted. During the reporting period, the survey findings reflected that 80% of the service users considered that the utilization of assistive devices could enhance their independence and quality of life. Moreover, 80% of the service users considered that more effective training could be rendered through the application of assistive devices. Through individual contact with the service users, invaluable comments were gathered and ideas for further improvement of the products were also solicited.

Statistics

<i>Service provided</i>	<i>No. of clients served</i> <u>2019-2020</u>
Design and fabricate technical and computer aids	21,053
Repair technical and computer aids	7,500
Modify and evaluate regular technical and computer aids	471
Provide clinical consultation and recommend appropriate aids for people with disabled and elderly	24,391
Disseminate information on technical and computer aids to rehabilitation and elderly service workers	2,002
Organize demonstration sessions	16



Electric Wheelchair Repair Clinic and Resource Centre



The Centre continued to provide electric wheelchair repair, maintenance and rental service for wheelchair users. Service users could also borrow wheelchair accessories from the Electric Wheelchair Aids and Equipment Library for trial for a certain period before purchase. Wheelchair on loan service was provided which enabled the users to retain their daily routine when their wheelchairs were under repair. The Wheelchair Driving School aimed to promote driving safety. Through driving skill training, users could acquire the skills and knowledge on proper use of their wheelchairs. Professional advice and consultation on the selection of appropriate wheelchairs and accessories were also rendered.

In recent years, the service demand had increased rapidly. The growing utilization of electric wheelchair among elderly and people with disabilities and the improvement in accessibility in the community largely accounted for this increase. The Centre operated under a membership system. In 2019-2020, over 2,000 wheelchair users had registered as member. During this period, the Centre had provided 304 centre-based repair service and 100 on-site repair and maintenance service. Besides the provision of repair and maintenance service, driving skills training and professional advice on the selection of appropriate wheelchairs and accessories were also rendered. The majority of the service users was referred by hospitals, clinics and other social service organizations.

During the reporting period, the Centre continued to launch the “Care for the New Electric Wheelchair Users Project”. Volunteers were recruited to provide driving skills practical training for new wheelchair users. The volunteers, after receiving driving skill training, would accompany the users to practice the driving of their wheelchair. The service was particularly useful to those users who had received the basic skill training but lack road driving experience. During this period, two 4-session training courses were organized for 14 volunteers and 100 training hours were provided to the wheelchair users by the volunteers. However, due to the social movement and the outbreak of the COVID-19, the out-reaching volunteer service was suspended. As the service was much welcome by the users, the service would resume after the situation had stabilized.

To collect feedback from users, user satisfaction survey was conducted via questionnaire and telephone interview. The overall result of the survey was satisfactory. Regular user survey would be launched to collect user’s comments for further improvement of the service.

To enable potential users to utilize our service, promotional pamphlets were sent to rehabilitation institutions, special schools, self-help groups for the disabled, hospitals, social security offices and family service centres. Workshops and training on simple repair and maintenance skills were organized.

Statistics

<i>Service provided</i>	<i>No. of clients served</i>
	<u>2019-2020</u>
Membership	2,003
Provision of home-based repair, maintenance and check-up	100
Provision of in house repair	304
Provision of wheelchair on-loan service	262
Provision of training sessions	256
Provision of wheelchair Aid on-loan service	26



Resopedia

Resopedia, the short form for Rehabilitation Software Cyclopedia, consisted of a collection of software and related information which served as useful resources for rehabilitation professionals working with people with disabilities and elderly. The software and information were categorized, hyperlinked and uploaded on internet for easy search and reference. The set up of this on-line information platform brought convenience and flexibility to rehabilitation professionals. The service was free and had no membership restriction.

The materials posted on Resopedia were categorized according to the characteristics of the software as well as the targeted users. Users' classification included people with physical disabilities, visual impairment, hearing impairment, autism spectrum conditions, intellectual impairment, cognitive impairment, communication impairment, dyslexia, attention deficit and elderly. Software were categorized under auxiliary control, auxiliary communication, rehabilitation, early education, games and teaching tools. The majority of the collections could be used in PC and apps platform. Besides, keyword search function which allowed users to look for relevant information more efficiently was also provided.

In 2019-2020, the majority of the software collected was related to early education which facilitated pre-school children with various disabilities to learn languages and daily living skills through interesting games. Besides, a series of computer programs related to cognitive and attention training were also collected to assist teachers and trainers to provide training for people with learning difficulties.

Up till March 2020, over 1,000 pieces of software were classified and uploaded on the library with a total login of 1,400 and over 11,000 service users benefited from the service. The information on rehabilitation software was bilingual to enable more users to benefit from the collected apps and software. Besides, to facilitate trainers to select appropriate training programs, user guides and readme files were attached to all new collection.



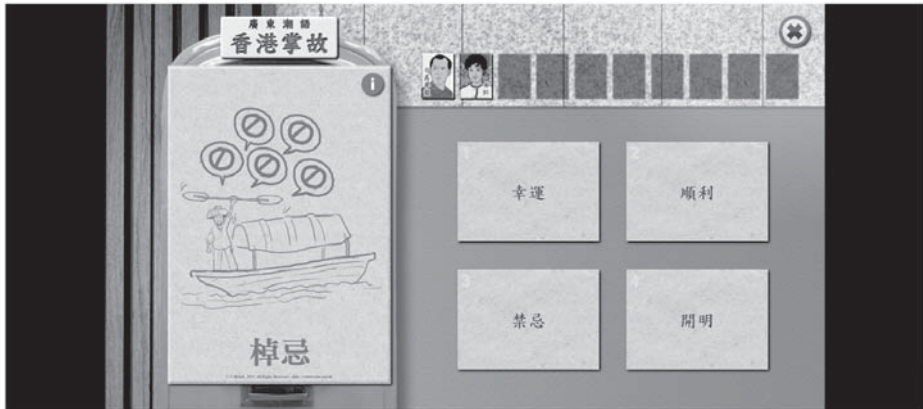
Information Technology Solution for Rehabilitation

Information Technology Solutions for Rehabilitation' was established in April 2017 with the support from the Community Project Grant of the Hong Kong Jockey Club Charities Trust. The project consisted of two major services namely, Computer Rehabilitation Resource Station (C-Rehab) and e-Workshop. The former concentrated on the design of online training software while the latter focused on the development of hardware and hardware cum software. The combination of these two services provided a comprehensive and one-stop service for product design and production. The ultimate goal was to enhance the independence of people with disabilities and elderly through the utilization of information technology.

C-Rehab

Three major training zones namely, 'Training Zone for Intellectual Disability' (智樂區), 'Training Zone for People with Specific Learning Difficulties' (雋樂區) and 'Training Zones for Elderly' (耆樂區) which served people with intellectual disabilities, people with learning disabilities and elderly respectively were established.

During the reporting year, new training programs were developed on multi-platform such that traditional desktop computer, tablet and mobile can be used together with the touch panel display with varying sizes. This could enhance accessibility and enable the training to be conducted under both outdoor and home-based environment. The service continued its effort on the development of training materials for the 'Training Zone for Elderly' which targeted normal aged as well as elderly suffering from mild cognitive impairment. The Chinese culture-based programs on Cantonese slang (廣東潮語) were designed. The program consisted of words and phrases that were informal and common in speech than writing which were frequently used in the elder's daily communication. Ten categories of the Cantonese slangs were classified which enabled the elderly to select their own favors. It could be used for reminiscence training as it made the communication more vivid and lively.



Besides, new program for mentally handicapped persons on visual training was designed. Photos of scenic spots and historic places all around the world were collected and categorized. The program could improve the users' visual acuity to discriminate the details and assess the views through searching the corner of the picture. Besides, program on life education was also designed. Through the life process from birth to death of human, animal and plant, the user's understanding of life process could be enhanced which could facilitate them to cherish their own life. They can also learn to realize their own uniqueness and accept themselves and live happily and positively.

During the reporting period, with the assistance from the students of the Department of Rehabilitation Sciences (Occupational Therapy) of the Hong Kong Polytechnic University a pre and post assessment and training for twenty-two elderly was conducted. A series of cognitive training programs from the Station were selected as training materials and sixteen training sessions were provided to the elderly participants. The overall result was satisfactory and most elderly had improvement in their cognitive performance after the training.



By the end of 2020, the Google Chrome will discontinue to support Adobe Flash. As the majority of the existing training programs on the Station were designed in Flash platform, these programs, in Flash mode will be unable to operate under the chrome browser. In face of such changes, contingency plan had to be made and various means for migrating the existing programs to the new HTML version were studied. Seamless migration was essential to ensure smooth transition to the new HTML platform. During this year, the re-engineering work had proceeded as scheduled.

In 2019-2020, the membership size had grown steadily. As at March 2020, the Station had a total of 2,100 members. Over 44,000 persons benefited from the service and the average monthly login rate was over 5,000. Service evaluation was conducted through questionnaires so as to solicit members' comments and feedback on the training programs. During the past year, a total of 146 completed questionnaires were received. Over 90% of the respondents were satisfied with the content, design, layout and effectiveness of the training programs. The overall satisfaction rate was up to 98%. Besides, most of the users commented that the training programs were useful and expressed their appreciation for our effort in the development of the Station.

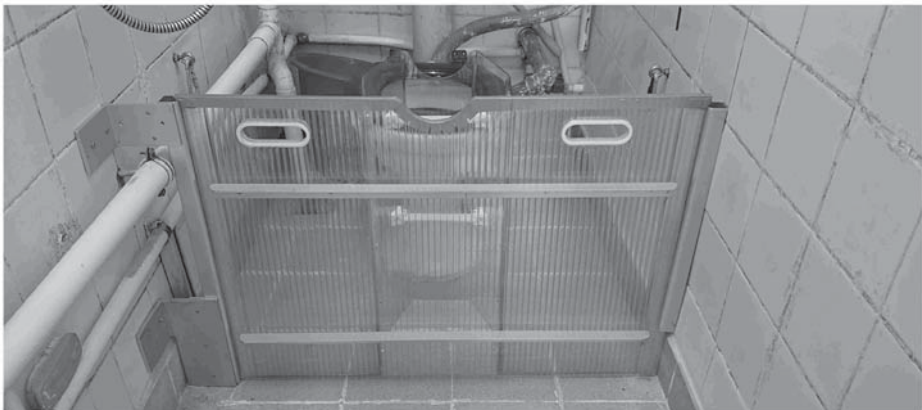
In addition to the use of questionnaires, a simple pop-up short evaluation was attached to each program to solicit users' feedback in a quick and easy manner. During the reporting period, over 6,000 pop-up short evaluation forms were received and over 75% agreed that the training programs could enhance the learning interest and motivation of the service users. It also improved their common knowledge and daily living skills.



e- Workshop

The service focused on the design, fabrication and modification of assistive devices and rendered clinical consultation to people with disabilities and elderly to facilitate their utilization of appropriate assistive device which could enhance their independence and quality of life. During the reporting period, five new hardware and one new hardware cum software namely, touchscreen button guard for ipad-pro; finger size hyper sensitive light switch; light touch switch (battery version); power grip training device (second version) and chopstick training device (second version) and bluetooth docking aid for 3.5mm connector were developed. These devices could facilitate the users' activities of daily living and provided training on reaction and concentration. Besides, new technology on the development of rechargeable build-in lithium battery was explored which could provide stable power supply with increasing energy density and recharging speed.

During this year, three hardware were enhanced with the application of 3D printing technology which included power wheelchair training package; upper limbs training package and mouse adapted interface. The exploration of 3D printing technology was continued and new printers and multifarious





printing materials were sourced. With the use of this technology, the products could be customized and tailor-made to meet individual needs as well as to reduce the manpower, material costs and the production time. Moreover, the scope of the products could be widened to benefit elderly, people with various disabilities and pediatric service users.

Service evaluation was conducted and a total of 44 completed questionnaires were received. Over 80% of the respondents were satisfied with the function, design, craftsman, durability, price and user guidelines of the devices. Besides, over 80% of the respondents agreed that the devices could meet the functional needs and reduced their reliance on others. Moreover, over 80% of the rehabilitation personnel and trainers agreed that the training effectiveness was enhanced through using these training devices and the overall satisfaction rate was up to 90%. The positive results showed that e-Workshop was able to fulfill its objective to meet the training and learning needs of elderly and people with disabilities.

Statistics

<i>Service provided</i>	<i>No. of clients served</i> <u>2019-2020</u>
Membership of the Station	2,130
Design and fabricate training programs	44,000
Demonstration and promotion to potential users	202
Usage of resource library and photo library	6,180
New hardware or Hardware-cum-software	8,150
Clinical consultation and assessment	5,350



Jockey Club Digital Inclusion Centre

With the expiry of funding support from the Hong Kong Jockey Club Charities Trust in September 2017, the Centre service was revamped to operate on a self-finance mode. During the reporting period, the Centre continued to operate 'e-Playground', 'e-Brain' and routine service.

'e-Playground' provides individual assessment and training for children with disabilities and with special needs. Starting from October 2017, the service was accepted as a Recognized Service Provider for the Training Subsidy Programme for Children on the Waiting List for Subvented Pre-school Rehabilitation Services. The program aimed to enable children in need of rehabilitation service to acquire services to facilitate their learning and development while waiting for subvented pre-school rehabilitation service.

'e-Brain' renders assessment and training for elderly aged 60 or above with physical/cognitive impairment. In 2019-2020, the service continued to provide regular training to elderly referred by the Integrated Home Care Service Team of the Hong Kong Christian Service. Individual training was also provided to service users of the Association's Integrated Home Care Service Team.

The Centre also organized different kinds of interest group/activities for the elderly. To maintain the mobility of the elderly, a regular exercise class, namely 健康十段錦 was organized. To facilitate elderly to utilize information technology, training courses on the application of mobile phone were organized. In view of the positive feedback from the participants, regular IT/computer training courses will be held. At the same time, drop in services for elderly and people with disabilities to utilize the computer and IT equipment of the Centre was still provided to enable the elderly and people with disabilities to keep in pace of the technological development. At the same time, the Centre also organized handcraft classes for the elderly. During 2019-2020, 25 interest groups for the elderly were organized with 133 elderly participated in these groups. Due to the outbreak of coronavirus, the Centre was closed and all



activities were suspended as from February to March 2020. However, the Centre still provided support services to those service users in need.

In addition to centre-based training, outreaching services were also rendered. The Centre collaborated with different organizations and schools in provision of these service. The collaboration partners included aged home, special school cum hostel and secondary school. Feedback from these partners and organizations was positive and encouraging. In the coming time, the Centre will continue the provision of outreaching services for children and elderly as far as possible.





Community Occupational Therapy

To maximize the functional ability of people with disabilities and elderly such that they can integrate into the community and live independently with improved quality of life were the goals of Community Occupational Therapy. The scope of the service included:

- (i) Assessment and training of activities of daily living;
- (ii) Home and work place assessment;
- (iii) Consultation on home and work place modification;
- (iv) Recommendation and prescription of assistive devices;
- (v) Provision of home oxygen therapy; and
- (vi) Caregiver education.

With the growing size of the elderly population and the government policy of aging in place, the service demands had increased rapidly during the past year. The majority of the referrals were applications for home assessment and modification which aimed to enhance the home safety of the elderly such that they could continue to live in the community safely and independently. With the large number of applications, the service waiting time was prolonged. Moreover, due to the outbreak of COVID-19, outreaching service was suspended and the waiting time had to be further extended. Nevertheless, service was still rendered for cases with urgent needs as far as possible. With additional resources allocated by The Community Chest, additional manpower would be employed to clear up the waiting list once when the epidemic was under control.

In 2019-2020, a considerable number of requests for consultation on the application of Information and Communication Technology and modification of electric wheelchair were received. During the reporting period, 30 referrals for electric wheelchair assessment were received. In addition, the number of applications for electric wheelchair driving training had also increased. These services could facilitate effective and safe utilization of the assistive devices prescribed.

Besides the provision of individual assessment and training, group training was also provided to mentally handicapped persons and service users of the Work Extension Program of the integrated vocational rehabilitation services centre of the Association, whose functioning began to deteriorate due to aging and could no longer perform normal work training activities. The services rendered aim to retain their residual abilities and to improve their quality of life.

Feedback from service user was essential to further improve the service. User satisfaction survey was conducted to evaluate the effectiveness of the service. During the past year, over 80% of the service users agreed that there was improvement in the performance of their daily living through environmental and/or assistive device configurations. Over 80% of the respondents have improved physical function through execution of the prescribed home exercise. Over 80% of the respondents agreed that the service allowed them to continue living in the community. 75% of respondents agreed that the service could enhance their self-confidence and life satisfaction. The caring skills of 75% of the caregivers' had improved through the training provided to them. These findings could provide direction for improvement and development of the service.

Statistics

<i>Service provided</i>	<i>No. of clients served <u>2019-2020</u></i>
Provide assessment and training on activities of daily living	342
Recommend and provide appropriate assistive devices	213
Recommend home and/or work environment modification	223
Provide oxygen therapy	100
Render training to caregivers	100



Occupational Therapy / Physiotherapy Service

The service aimed to equip elderly, caregivers and volunteers with knowledge and skills to enhance their functioning and/or their caring skills through the organization of educational talks, workshops and training.

During the reporting period, care & physical exercise for osteoarthritis and care & maintenance of low back were the most popular topics. In addition, two new topics related to feeding skill for people suffering from dysphagia and occupational safety for outdoor workers were developed. Two topics related to rehabilitation aid and equipment as well as elderly exercise were enhanced. These training were delivered to caregivers, volunteers as well as care workers. With the availability of these knowledge and skills, the general health condition of both the service providers as well as the service recipients could be ensured. These new topics were promoted to other related agencies and was much welcome by them. Due to the outbreak of COVID-19, some services, initially scheduled to be held in February and March 2020 were cancelled. In view of the development of the epidemic, alternate service delivery mode such as online training would be explored.

Feedback from users was solicited through satisfaction survey. The overall response was positive. 80% of the carers agreed that their knowledge and skills in caring were enhanced and 70% of the service users had acquired appropriate self care skills through participating in the training.

Statistics

<i>Service provided</i>	<i>No. of clients served</i>
	<u>2019-2020</u>
Organization of talks, workshops and training for elderly, caregivers and elderly	300
Organization of activity group	100



Integrated Home Care Service

To actualize the concepts of “Aging in Place” and “Continuum of Care”, Integrated Home Care Service continues to provide home care and support services to service users who are incapable of looking after themselves and maintaining the normal functioning of their household. Our goal is to enable them to continue living in the community as long as possible. The services provided include personal care, nursing care, bathing, meal delivery, escorting, purchasing daily necessities, household cleaning and rehabilitation services etc. As at 2019-2020, the average number of cases served were 102 per month, out of which over 95% are elderly.

Though most of the ordinary cases were referred by hospitals, some of them were directly approached by caregivers or family members. All applications were assessed by social worker, whereas professional inputs from nurse and occupational therapist were sought when needed. Based on the assessment results, individual care plans including general home care support service, home safety and rehabilitation service were drawn up and implemented in consultation with the service users and their family members. Periodical reviews were conducted to ensure that the services rendered could meet the changing needs of the service users.

Apart from providing regular services, other professional service was also rendered by our occupational therapist during the reported period. Center-based training for service users suffering from dementia, neurosensory and/or functional impairment were rendered to improve and strengthen the users’ physical and functional capabilities. As at March 2020, 56 training sessions in total was conducted.

To enrich the life of service users was also our concern. In 2019, our team collaborated with several local organizations to introduce e-sports program for the elderly such that they could experience e-sports as a new form of interest and hobby. Thirteen service users joined this function and shared fun with other elderly participants living in the same community. Regular social and recreational activities such as lunar new year luncheon and birthday celebration



were also organized to enable the service users to expand their social circle and to stay connected with others. The response from the participants was satisfactory.

Organizing volunteer visits to our service users especially those living alone was the vital part of our service. In 2019-2020, the service collaborated with the Care for the Elderly Living Alone Service to render home visits to living alone elderly. During home visit, the volunteers provided emotional and psychological support to and attended to the health conditions of elderly besides. Nineteen elderly were served by twenty volunteers during the reporting period. With the outbreak of the COVID-19, some local companies and organizations volunteered to distribute sanitary materials to our service users during February and late March 2020.

To promote occupational safety was the major focus of the staff development program in the reporting period. Apart from organizing training to raise the awareness of occupation safety among staff members, mindfulness-based stretching practice was also scheduled for staff on regular basis. In response to COVID-19, guidelines on service delivery to protect both the staff and the service users were issued.

To enhance the service quality, feedback from service users was solicited regularly. Over the past year, 50 user satisfaction survey were completed via telephone interview, out of which 100% of the service users expressed their satisfaction with the overall service quality.



Pilot Scheme on Home Care & Support for Elderly Persons with Mild Impairment

The Pilot Scheme on Home Care and Support for Elderly Persons with Mild Impairment, a three-year pilot project funded by the Community Care Fund and administered by the Social Welfare Department, commenced operation since December 2017. The project aims to provide home care and support services to elderly persons with mild impairment.

The catchment area of the Scheme is Wong Tai Sin. The clientele served are elderly aged 60 or above, living in the community, wait listing for the Integrated Home Care Services of our Association and with a monthly household income not exceeding a specified percentage of the relevant Median Monthly Domestic Household Income.

The services provided by the Scheme included meal delivery, personal care, simple nursing care, physical exercise, household cleaning, escort and purchase and delivery of daily necessities. As at March 2020, services were rendered to 12 service users. Meal delivery, escort and household cleaning were provided. As from November 2018, three service users participated in the Community Rehabilitation Program, conducted by occupational therapist of our Association on weekly basis. The program aimed to improve and/or maintain the physical and/or cognitive functioning of the participants and deferred their deterioration. However, due to the outbreak of coronavirus, the Scheme could only provide limited services including meal delivery, escort and emergency service during February and March 2020. Household cleaning and rehabilitation exercise were temporarily suspended in this period.

To solicit feedback from the service users for further improvement of the service, user satisfaction survey was conducted twice a year. At the end of 2019, the result of the user survey was positive as all service users expressed satisfaction with the services provided. In response to the needs of elderly residing in the community, the Scheme will continue to strive for further improvement in the quality of the services rendered.



Care for the Elderly Living Alone

With the rapid growth in elderly population in Hong Kong as well as the Government policy of ‘Aging in Place’, there was increasing concern over the health and home safety of the living alone elderly. To address this issue, the Care for the Elderly Living Alone Service was launched.

The service aimed to provide social and psychological support for living alone elderly as well as those with little support from their family. Through regular visits, volunteers could provide emotional and psychological support to elderly so as to reduce their sense of loneliness and widen their social network. Volunteers also attended to the elders’ health conditions and home safety. Any specific observations, such as symptoms of depression, home safety problems and deterioration of health conditions were reported and follow-up actions were taken immediately to ensure the elderly could continue living in the community safely and independently with improved quality of life.

During the reporting year, the service collaborated with the School of Nursing of the Hong Kong Polytechnic University through which nurse students were recruited to participate in the visit. Particular concern was paid to the medical and health conditions of the elderly being visited such that the professional knowledge of these volunteers could be utilized during service delivery. At the same time, the volunteers could also enrich themselves through communicating and understanding the frail elderly living in the community. Volunteer recruitment was also made through the Agency for Volunteer Service through which mature and experience volunteers were recruited to visit those living alone elderly who required more social and emotional support.

To enable the participated volunteers to utilize their professional knowledge, the theme on ‘The Dietary Approaches to Stop Hypertension’ (DASH) was incorporated into the visit for the students of School of Nursing. The health plan including DASH diet guidance, healthy exercises and stress management were drawn up by the nurse students for the visited elderly. The service aimed to enhance the knowledge of the elderly such that they could



better manage their blood pressure through healthy DASH diet and living habit. To equip the volunteers with better skills and knowledge for the service, a series of pre-visit training on communication skills were organized. The visit was conducted through April to September 2019. Mid-term sharing and final evaluation meeting were also arranged to provide opportunities for sharing the difficulties and conducted service evaluation. The new round of service, initially planned to be held in January 2020 was suspended due to the outbreak of the coronavirus. Owing to the epidemic, our collaboration with the School of Nursing of the Hong Kong Polytechnic has also ceased.

The service continued to operate in collaboration with integrated home care teams from which frail and living alone elders were referred. During the reporting period, a total of 36 volunteers were recruited to visit 36 elderly who were referred by the Wong Tai Sin Integrated Home Care Service of our Association and the Hong Kong Christian Service Sham Shui Po Integrated Home Care Service. The elderly referred were largely physically weak, home bounded and with little social support. Volunteers were required to visit and contact them regularly. Advice and support were provided to enable the volunteers to conduct the visit smoothly.



During the evaluation meeting, over 90% of the volunteers expressed that the service could enhance their understanding of the needs and daily living of frail elderly and over 80% expressed that the visits could enhance their communication skills with frail elderly. At the same time, over 80% of the elders being visited reported that the service could reduce their loneliness and alienation and enabled them to have better understanding of community resources.

During the past year, 60 elderly referred by our Wong Tai Sin Integrated Home Care Team were visited by our nurse volunteers. Through these visits, medical consultation, advice on medication, personal hygiene, geriatric illnesses and balanced diet were rendered so as to enable them to lead an independent and healthy life in the community.

Statistics

<i>Service provided</i>	<i>No. of clients served</i>
	<u>2019-2020</u>
Home visit paid	162
Medical check up provided	60
Training provided for volunteers	36
Sharing sessions organized for volunteers	36
Provide support and guidance to volunteers	36
No. of referrals made to appropriate agencies	13



Integrated Vocational Rehabilitation Service Centre - The Endeavor

Since the commencement of operation in 2002, The Endeavor aims to provide quality vocational rehabilitation services for people with disabilities with the ultimate goal of enabling them to proceed to supported or open employment as far as possible. The capacity of the Centre is 200.

The Centre provides a wide range of centre-based and outreaching work training opportunities for service users. Various kinds of vocational skill training including packaging, laundry, direct sales and catering were operated to suit the varying abilities and interests of the service users. The Centre collaborated with business sectors and local networks to solicit training opportunities for our service users. To provide a simulated work environment for the service users and prepare them for open employment, commercial practice was adopted. The service users were required to have shift duty, work overtime and/ or during weekends when needs arose.

In 2019-2020, the Centre services were affected by the social unrest and the COVID-19. The Centre's business volume was around \$2,814,000, having decreased by 9% as compared with that of 2018-2019. The net training allowance, excluding incentive payment granted to service users, was about \$1,178,000 which had reduced by 23% as compared with the past year. During the service suspension period, some job orders were cancelled while some had to be handled by staff with the view to maintain the training opportunities for service users when the Centre service resumed.

Besides vocational training, the Centre also paid due concern on the training of service user's daily living skills. During the reporting period, training groups on personal hygiene, managing of emotion, spending leisure were organized. With the support from the Adult Education Subvention Scheme, four courses namely, Elementary Chinese Literacy, Sex Education, Money Management and Emotional Control were successfully completed.

The Centre started to launch the Work Extension Programme (WEP) since February 2015 to address the extra service needs arose from old age



or deterioration in work abilities of the service users. The existing WEP capacity is fifteen. Through this arrangement, aged service users could enjoy a continuation of care and training in a familiar environment. In 2019-2020, nine groups and programs for the service users including Tai Chi and Ba Duan Jin, simple cooking, exploring community facilities, experiencing Pastel Nagomi Art, potting plants and festival celebration, etc. were organized to enhance their quality of life.

To optimize the training rendered to our service users, individual training plans were implemented to enhance their work and social skills. Moreover, training on money management, emotion control and sex education were also organized to better equip the service users for open employment. To enhance social integration and inclusion, the Centre also collaborated with local NGOs to organize activities and programs to facilitate interaction and understanding between the public and the service users.

To enrich the quality of life of the service users, various social, recreational activities and festival celebrations were organized. During the reporting period, most of the outdoor activities were cancelled due to the



community unrest and the COVID-19 and only celebration parties for Mid-Autumn Festival and Christmas were held as scheduled. In response to the outbreak of COVID-19, tailor-made health leaflets and care packs were distributed to the service users to reduce their pressure in face of the pandemic.

Family participation and support play an essential role in the rehabilitation of people with disabilities. To keep family members closely informed of the progress of the service users, regular parent meetings and activities were organized. These activities served as a platform for mutual communication and



coordination, such that the family members and the Centre could join together to assist the service users in their rehabilitation.

Staff development is essential for the provision of quality services. With the support from the Social Welfare Development Fund, training programs for enhancing the staff's work skills were organized. In the coming time, the Centre will continue to focus on the skills and knowledge development of the staff such that quality services can be rendered.



The Endeavor Eco Farm

With the support from the Environment and Conservation Fund, The Eco Farm commenced operation since September 2013. The Farm is located at Leung Hong Lane, Tuen Mun with the size of about 2,060 square metres. Besides the provision of various kinds of horticultural training opportunities for people with disabilities, the Farm also aims at arousing public awareness of greening, environmental protection and social integration.

The Farm provides various forms of service to people with disabilities and the local community, including the lease of planters, organization of horticultural workshops and groups, sale of farm produce and organization of activities to promote environmental protection and green living. The service users of The Endeavor were arranged to receive different work training in the Farm, including watering of the crops, weeding, cultivating of seedling and repair work. Several service users attended regularly work training in the site and activities for service users of the Work Extension Programme were also held at the Farm. With this arrangement, social integration between the public and the service users could be enhanced.

In the reporting period, the Farm was temporarily closed due to the community unrest and COVID-19 and training for service users was suspended. The Farm could only maintain operation in a limited scale for the planting and harvesting of the farm produce.

The Farm plans to increase the varieties of the seasonal crops and to enhance the sale of farm produce gradually. Besides, educational tours and visits were organized for pupils of kindergartens and interested organizations in the district. The Farm will continue to explore different work training opportunities for service users as well as to enhance social integration between the public and our service users through their interactions in horticultural activities.



Supported Employment Service

The operation of Supported Employment Service, subvented by the Social Welfare Department, was first started in March 1995. It is a form of employment for people with disabilities, which allows them to work in an integrated and open setting with the provision of ongoing support. The major clientele served were ex-mentally ill, physically handicapped and mentally handicapped persons. The service provides pre-job assessment, skills training, job counseling, on-the-job support and follow up services for people with disabilities. The service capacity was 94.

The service adopts the individual job placement model in the provision of job opportunities in the open market and related training for service users. During the reporting period, job placement was successfully arranged for 69 people with disabilities and 31 of them were able to retain their jobs for 6 months or more with an average salary of \$8,080. They perform various types of job such as pamphlet distributor, clerk, salesman, customer service, waiter, security guard, packer, cleaner and program assistant.

The service also operates Car Beauty Service under a mobile crew model in Tuen Mun which aims to provide training for service users and equip them for open employment. During the reporting period, 4 service users received the training. Moreover, various work skill training including data entry, map reading, cleaning and pamphlet distribution were provided to enhance users' work capacity and work-related skills. 13 service users received the training during the reporting period and 4 of them were able to secure open employment afterwards.

To further enhance the competitiveness of the unemployed service users in the job market, two Foundation Certificate in Prevocational Induction Courses for Disabled Persons (Part-time) funded by The Employees Retraining Board were organized in June and August 2019. Six out of 8 service users were able to secure open employment after attending the training.

The service also invited professional volunteers including social worker



and registered nurse (Psychiatric) to conduct stress management group and to provide individual consultation on prescribed psychiatric drugs for service users during this period. Moreover, a workshop on occupational safety and health, conducted by an occupational therapist of our Association was organized. The workshop aimed to enhance the knowledge and awareness of the service users on occupational safety.



Staff development programs were organized to enhance the staff's knowledge and skills for improvement of the services rendered. In 2019-2020, staff attended courses and seminars covering different topics including Productivity Assessment for Employees with Disabilities under the Statutory Minimum Wage Regime, Work & Healthy Lifestyle, Corruption Prevention, Conflict Resolution in User Groups, Complaint Management and Enhancing the Awareness Towards the Employment Needs of Persons with Disabilities and Persons Recovered from Work Injuries. Staff also attended workshops on Volunteer Management and Employment Related Ordinance in Hong Kong.

Additional resources were allocated to the service from the Social Welfare Department since 1 December 2018 to strengthen various measures to promote employment of people with disabilities. Firstly, post-placement support period



for service users is extended from six months to one year. Secondly, job attachment allowance with an upper limit of \$2,000 per month for a maximum period of three months was provided to service users who attended the job attachment program. Lastly, job trial subsidy, with an upper limit of \$4,000 per month for a maximum period of six months was provided for employers of our service users. During this period, a service user was employed as program assistant and job trial subsidy was provided to the employer. The employer expressed satisfaction with the follow-up service rendered.

To recruit potential service users, different promotional strategies were adopted. Promotional booths were set up at West Kowloon Psychiatric Centre and Castle Park Hospital on regular basis. In addition, talks on the service were delivered to patients and students of Tai Po Hospital, Kowloon Hospital and Po Leung Kuk Anita L. L. Chan (Centenary) School respectively. Through these activities, advice and consultation were provided to the participants who expressed interest in taking up open employment. The service also collaborated with other organizations in service promotion. Service brief was posted on their publications and our service pamphlets were distributed to their service users.

During the reporting year, the unprecedented challenges brought by the social movement and COVID 19 have impact on the operation of the service. Apart from strengthening the emotional support rendered to service users through active contact with them, preventive materials and supplies were also distributed to them.

Throughout the past twenty five years, close liaison was established with some employers who have confidence in employing people with disabilities. In the coming time, effort will be put to explore more training and employment opportunities for service users such that they can integrate into the community and live independently.



Jockey Club Desktop Publishing Centre

The Centre continued to provide training and work opportunities for people with disabilities in word processing, data input, design, printing, mailing and web page updating under a simulated work environment with the ultimate goal of assisting them to proceed to open employment. Through the engagement in gainful work, the independence and dignity of people with disabilities can be enhanced and they can be facilitated to integrate into the community.

The Centre business in 2019-2020 was severely affected by the social movement and the outbreak of the coronavirus. Business volume of the Centre had dropped significantly especially in the final quarter of the year. As compared with the previous year, business volume in the year had reduced by over 50% to \$1 million. Nevertheless, during the reporting period, the Centre was still able to recruit 5 new customers as well as being appointed as the designated supplier of an elevator company. Several exhibition organizers and the Library of the Chinese University of Hong Kong continued to provide data input orders for the Centre. However, the size and frequency of the orders had greatly reduced due to the closure of the University and the cancellation of fairs and exhibitions. Fortunately, the Centre was still able to secure desktop





publishing and design orders through alliance with some printing companies. As the arrangement could provide various training and work opportunities for the disabled trainees, the feasibility to ally with more printing companies would be explored. In view of the anticipated economic downturn during the coming time, there was urgent need to identify a greater varieties of job orders so as to compensate for the lost customers.

The majority of our new customers were still recruited through cold calls and word of mouth. During the reporting period, effort was put to retain the existing customers as far as possible. To commend customers for their support to the Centre, Hong Kong Air Cargo was nominated as Caring Company in the award organized by the Hong Kong Council of Social Service.

Service users received allowance that was calculated on piecework basis. During the reporting period, 7 of them were able to receive a daily allowance of \$100 or more. 65% of the trainees agreed that the allowance could increase their earnings. 95% of them agreed that the activities provided by the Centre could help them to regain their dignity and 95% agreed that the training could equip them to secure open employment and integrate into the community. In the past year, one service user left the Centre to attempt open employment.

Regular training were organized to enhance the skills and knowledge of the service users. During this year, two training courses namely, OTG Backup & Handling of Loss Data and Online Shopping were organized. Twenty four service users attended these courses and they commented that the courses were useful in enriching their work related skills and widening their horizon. Moreover, two training courses on Chinese word processing were organized with 13 participants attending these courses. The courses aimed to recruit new trainees to replace those who had left the Centre.



Statistics

Service provided

No. of clients served

2019-2020

Provide work opportunities for people with disabilities in data input, desktop publishing, graphic design, web page design, printing and mailing	30
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Provide work related training opportunities for people with disabilities	30
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Independent Living Fund

The Fund aimed to provide financial support for people with disabilities in form of interest free loan for the purchase of rehabilitation aids, which could enhance their independence as well as quality of life. The Fund had operated for over twenty years and the upper limit of the loan was raised to HK\$70,000.00 with the maximum repayment period of 48 months. The loan was to be repaid by monthly installment. A guarantor was required for each application so as to ensure that the loan could be repaid as scheduled. Each application was examined by the Management Committee of the Fund and subsequently to be endorsed by the Executive Committee of the Association before the loan was granted.

In 2019-2020, a total of four applications were received and three of them were physically handicapped persons and one was hearing impaired person. The equipment applied to purchase were power wheelchair, manual wheelchair and hearing aid. One applicant applied for the maximum of HK\$70,000 and the other applications ranged from \$30,000-\$50,000. Loans were granted for all applications. Up till March 2020, there were 24 outstanding borrowers; advice and support were rendered to enable them to repay the loan as scheduled. Two outstanding borrowers had financial difficulties and extension of the repayment





period was arranged for them. On the whole, operation of the Fund was smooth.

Promotion was conducted via email to rehabilitation agencies, special schools, hospitals, disabled self-help groups, family service centres and social security field units. Service promotion was also launched through our web site and bulletin.

Service evaluation was conducted through questionnaires which were sent to all successful applicants. Feedback on the application procedures and the usefulness of the equipment applied for in relation to independent living was solicited. The overall comments were satisfactory and the majority of them found the equipment very useful in enhancing their independence as well as their quality of life.

Statistics

<i>Service provided</i>	<i>No. of clients served</i>
	<u>2019-2020</u>
Inquiries	58
Applications received	4
Provision of interest free loan	4
Provision of advice on the selection of appropriate devices	4
Assessment of social and financial condition of the applicants	4
Provision of advice and support to outstanding borrowers	24

MEMBERS AND VOLUNTEERS

The implementation of our services was largely affected by the involvement and participation of our volunteers. To actualize the mission and vision of the Association in utilizing professional volunteers from engineering, medical and related fields in service delivery, a Volunteer Management Committee which aimed to explore and create more volunteer opportunities especially in medical and engineering fields in all service units of the Association was established. The Committee met twice every year.

During the reporting period, data and statistics including numbers of volunteer participation, service hours, service classification and number of beneficiaries from all service units were compiled. Comparison on the volunteer service statistics for the past three years was also consolidated. It provided a comprehensive picture and trend on volunteer participation and volunteer development in the Association. The information also facilitated the planning of voluntary work in the coming future. Besides, a standardized volunteer evaluation form was designed and used by all service units. In 2019-2020, thirty-five evaluation forms were received. The overall result of the evaluation ranged from very satisfactory to satisfactory. Through this exercise, more understanding on the experience and satisfaction derived from our volunteers through participation in voluntary work was gained. The information also served as valuable data for the Association to develop multifarious voluntary opportunities which could benefit our service users as well as cultivated the spirit of volunteerism in the community.

During the reporting year, volunteer management training course was organized for staff of the Association. Trainer from Social Career was invited to introduce their one-stop and comprehensive volunteer management system which could be used for volunteer recruitment, volunteer record and maintenance. A total of eighteen staff joined the training. Through the training, the participants would learn to use the system for volunteer recruitment and management to meet their service needs.

Volunteer recruitment exercises were launched in conjunction with the



nature of different service units so that the volunteers recruited could utilize their skills and expertise. In 2019-2020, 43 new volunteers joined our volunteer group. As at March 2020, the Association had a total of 372 members and volunteers. Orientation was organized for new comers so that they could have a thorough understanding of the services operated by the Association. Relevant training programs and visits were also organized to equip them with the essential skills to carry out voluntary work. In addition to the provision of volunteer services for our Association, nurse volunteers were also referred to provide medical check-up and consultation services for other elderly service centres on regular basis.

To express our recognition for their devotion and enthusiasm, one volunteer was nominated for Gold Award, five for Silver Award and fifteen for Bronze Award of the Volunteer Movement organized by the Social Welfare Department in 2019-2020. During the same period, two volunteers received Long Service Volunteer Award presented by our Association. They were invited to attend the prize presentation ceremony which was held during the Association's annual dinner.

To express our gratitude for their continuous support, a specially designed RFID blocking sleeve was distributed to members and volunteers. News bulletin was published to keep members and volunteers informed of the progress of the Association. To facilitate smooth operation of the services, an updated member and volunteer database had to be kept through regular updating of their personal information.

Statistics

<i>Service provided</i>	<i>No. of clients served</i>
	<u>2019-2020</u>
Visits & activities organized	40
Recruitment of volunteers	40
Orientation organized for new volunteers	40
Organized volunteer award	23

SOCIAL ENTERPRISE



The CLEAN Laundry

The CLEAN Laundry is the first social enterprise operated by the Association. The venture aims at achieving the social objectives of creating employment and training opportunities for people with disabilities and also facilitating their integration into the community. In order to enhance the sustainability of the venture, The CLEAN Laundry has adopted a commercial practice in the operation and management of its business.

In the reporting period, business of the venture was fortunately not much affect by the social unrest and COV-19. In 2019-2020, business volume of The CLEAN Laundry was around \$765,000, with an increase of 4% as compared with 2018-2019. Under the market economy, The CLEAN Laundry has to compete with other business counterparts in price, quality and services. In response to the keen market competition, The CLEAN Laundry focused on the provision of quality service and customer benefits. During the reporting period, effort was put on soliciting new corporate customers as well as to retain the existing customer base.

In order to maintain the venture's competitiveness in the market, prudent cost control was implemented. The business will continue to maintain cost-effectiveness in its operation through redistribution of manpower and reassessment of the business direction. Besides, regular feedback and comments from existing customers were collected for continuous improvement of the service.

In the future, the business will continue to re-examine the pricing strategies for the customers. Moreover, extra effort has to be paid to maintain the competitiveness of the venture so as to cope with the challenging business environment and strive for survival in the market. Finally, The CLEAN Laundry will continue to provide a warm and friendly work environment for our disabled employees.

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Supported Employment Service

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Tel : 2788 4749 Fax : 2788 4088 email : ses@emv.org.hk

Integrated Vocational Rehabilitation Service Centre – The Endeavor

Address : G/F, Sau Tai House, Fu Tai Estate, Tuen Mun, N.T.
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Electric Wheelchair Repair Clinic and Resource Centre

Address : Flat 11, 10/F, Favor Industrial Ctr., 2-6 Kin Hong Street, Kwai Chung, N.T.
Tel : 2772 3080 Fax : 2772 3280 email : ewc@emv.org.hk

Jockey Club Digital Inclusion Centre / IT Solution for Rehabilitation

Address : 225-227, Podium Floor, Block 19, Shek Kip Mei Estate, Kowloon.
Tel : 2779 8333 / 2788 3211 Fax : 2779 8821 / 2788 1194
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Jockey Club Desktop Publishing Centre

Address : 12-14, G/F., Ying Tung House, Tung Tau Estate, Kowloon.
Tel : 2716 0228 Fax : 2716 9817 email : jcdtp@emv.org.hk

Pilot Scheme on Home Care & Support for Elderly Persons with Mild Impairment

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The Endeavor Eco Farm

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**Association for
Engineering & Medical
Volunteer Services**

工程及醫療義務工作協會



ANNUAL REPORT 2019-2020

二零一九至二零二零年年報

工程及醫療義務工作協會

機構使命

綜合社會資源，倡導及促進工程及醫療義務工作，以增強殘疾人士及長者的獨立生活能力，並提昇他們的生活質素。

具體目標：

- 推廣專業人士參與義務工作，為殘疾、長者及相關人士提供服務
- 緊隨社會及科技發展，創新及持續優化服務
- 發展嶄新的服務內涵及模式

專業技能 服務人群

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主席報告

我提交協會二零一九至二零二零年度會務報告之前，首先祝願各位保持身體健康，不受病毒感染。

二零一九年下半年發生的社會事件及隨後爆發的新冠肺炎均對我們的服務運作有重大的影響。然而，協會仍繼續保持在有需要時，提供適切服務。幸而資助機構很清楚本會所處的情況，並表明會在評估我們的服務表現時作彈性處理。

由於新冠肺炎爆發，展毅中心在二零二零年二月至三月暫停提供服務。為舒緩展毅中心服務使用者的孤獨及無助情緒，中心盡量利用互聯網與他們保持聯繫。中心亦向獨居及缺乏支援的服務使用者派發消毒及日常生活用品。

儘管面對不同的困難，協會一些服務仍錄得滿意的進展。協會自二零二零年四月起成為第二階段長者社區照顧服務券試驗計劃的認可服務單位（Recognized Service Provider of the Second Phase of the Pilot Scheme on Community Care Service Voucher）。我們會為參與該計劃的長者提供到戶及適合其個人需要的照顧及復康服務。

綜合家居照顧服務繼續為服務使用者提供膳食、護送、護理及購物等服務。我們藉著這些服務及可安排到的義工探訪，為有需要的長者提供支援，讓他們在疫症期間仍能與社區保持連繫。

協會現有大約一百位受薪同事，數目與去年相約。協會於二零二零年三月調整了同事的薪酬以反映上升的生活指數。此外，協會也於二零一九年八月向同事的公積金／強積金戶口注入一次性的額外供款。

在疫情期間，協會採取了廣泛的措施以保障服務使用者及同事免受病毒感染。這些措施包括加強清潔服務處所，以及為前線同事提供保護裝備和安排他們在家工作。因應疫情，社會福利署向協會發放三次特別撥款用以購置防疫用品、個人保護裝備及應對人手短缺。

義工參與方面，在過去一年，協會義工共提供了約三千六百小時的義務服務，較二零一八至二零一九年度的四千三百小時為少。這情況主要反映近日社會事件及疫情的影響。我們有繼續收集及分析義工的回饋意見，



超過九成半的義工表示參與本會義務工作給他們帶來滿足感。

在邁向二零二一年之際，我相信我們很快會從目前的困難中恢復過來。協會會繼續了解服務使者不斷轉變的需要，並提供適切的服務，亦同時不忘進一步提升協會的機構管治水平，藉以增強工作效益。

協會的執行委員會藉此衷心感謝各同事及義工。你們的熱心及貢獻，對協會在這個困難的時期能持續平穩運作，功不可沒。

過去一年比以往任何時間更具挑戰。協會在此感謝各資助機構、捐款者及業務伙伴的持續支持。他們以不同形式捐助及支援本會的服務使用者克服疫情下種種困難。這些支持確實是非常有用和及時。

執行委員會主席 羅哲偉



司庫報告

協會於二零二零年錄得盈餘為港幣二百六十七萬四千八百二十四元正。是年的總收入為港幣三千三百二十六萬七千三百元正，收入的分佈百份比如下；

❖ 指定捐款	百份之三點三三
❖ 服務收入	百份之二十三點八五
❖ 資助款項	
1) 香港賽馬會慈善信託基金	百份之五點四四
2) 香港公益金	百份之五點一四
3) 社會福利署	百份之六十點五八

協會自二零零零年起採納社會福利署整筆撥款手冊，截至二零二零年三月三十一日，整筆撥款儲備及公積金儲備的結餘分別為港幣一千零四十三萬七千零五十四元正及港幣一百六十八萬九千九百六十七元正，這兩個儲備已分別存放於兩個獨立賬戶。

協會的整筆撥款儲備乃用於與津貼及服務協議相關的服務；而公積金儲備則用於優化非定影員工的福利。協會會因應人力市場的情況，檢視及調整員工的薪酬待遇，以確保與市場情況相稱，希望能有效提升招聘及挽留人材的競爭力。

為善用整筆撥款的非定影員工的公積金儲備，本會執行委員會於二零一九年八月議決向員工的公積金 / 強積金戶口注入一次性的供款。

協會的執行委員會會監察協會的財務狀況，確保財政穩健，以履行服務承諾及僱傭條例中對員工的責任。

執行委員會司庫 張健民

贊助人

蔣震博士

名譽顧問

周永新教授

周一嶽醫生

馮馱雲教授

梁秉中教授

譚惠珠女士

名譽核數師

陳錫義先生

陳錫義、文國樑會計師行



名譽法律顧問

王季生先生

張李律師事務所

執行委員會

主席	羅哲偉先生
副主席	梁國輝先生
司庫	張健民先生
委員	陳帆先生（至2019年9月17日）
	陳學深醫生
	陳玉強先生
	張金菱女士
	方偉立先生
	康慧慈女士
	關富基先生
	關德英女士

服務報告



弱能人士輔助儀器／ 電腦輔助儀器製作服務

弱能人士輔助儀器／電腦輔助儀器設計服務旨在透過設計、製造、改裝及安裝輔助儀器以增強殘疾人的獨立生活能力及生活質素。此外，服務更為各種輔助器材例如手動輪椅和電動輪椅等提供維修服務。同時為服務使用者提供全面的一站式服務，包括臨床建議和諮詢，以至儀器的設計及適用性等。

在報告期內，共設計及製造了十二件新產品，其中包括日常生活用品，例如有扶手的可折疊淋浴板、新版開門器；增強安全性的設備，例如用於擊劍訓練的移動支架和量身定制的床邊圍欄。座椅和姿勢裝置有電動輪椅硬背。與電腦相關的新產品包括用於 iPad 的鍵盤保護罩、指頭大小的超感光敏開關和輕觸式開關按鈕電池版本。在此期間，服務設計及收集了二十件康復軟件，這些軟件主要與認知訓練和





康復有關。此外，服務持續探討利用三維打印技術在產品製作上，技術員已能掌握相關技術，服務會繼續嘗試運用此技術去製造不同的產品。

產品開發小組繼續討論和開發新的產品意念，一些構想已被開發成新產品。這些產品包括三維打印現實導向板和電子互動骰子。一些新產品已經完成製作，而其他產品仍在開發中。

除了為個別服務使用者製作產品外，服務亦會選取有潛質的產品作較大量的生產，服務原先選取了無線液晶顯示閃燈門鈴作大規模生產，但由於未能找到生產商而需將計劃擱置，為解決這個困難，會在市面購置一個類似的門鐘，並會將門鐘改裝，增強其光度以符合所需功能。產品現在已可以出售，而產品推廣將會在短期內進行。

服務通過本會網站、刊物和產品目錄向服務使用者發放有關新產品的訊息。在報告期間，服務為不同的復康及安老服務機構共舉辦十八次的產品示範。此外，服務亦已建立了微信賬號和廣播媒體，以便能推行新的宣傳策略。

為提升服務質素，會提供全面的售後服務。產品會附有說明書，並分發予服務使用者。說明書的容包括個別產品規格、安裝 / 使用指南和安全措施，方便使用者更容易及有效地使用。

服務繼續透過使用者意見調查收集他們的回饋。除了使用者的自願回饋外，還通過電話訪問收集意見。在報告期間，共有百份之八十的服務使用者認為輔助儀器應用可以提高他們的獨立生活能力和生活質素。此外，有百份之八十的服務使用者同意輔助儀器能增強訓練的效能。透過與使用者的聯繫，能收集寶貴的意見，進一步改善產品的質素。

統計數字

所提供服務	接受服務人數
	<u>2019-2020</u>
設計及製造輔助儀器	21, 053
維修輔助儀器	7, 500
改良及評估現有的輔助儀器	471
為殘疾人士及長者提供臨床評估及 提供使用儀器的跟進及諮詢服務	24, 391
向復康及安老服務工作者提供輔助 儀器的資料	2, 002
示範及展覽	471



電動輪椅一站通



中心繼續為輪椅使用者提供電動輪椅維修、保養及租賃服務。此外，電動輪椅工具及器材庫可供使用者先試用配件才決定是否購買。透過輪椅租借服務，讓使用者的日常生活不會因輪椅維修而受到影響。電動輪椅駕駛訓練為使用者提供駕駛技能訓練，讓他們能掌握正確及安全的駕駛知識。中心亦會為使用者提供選擇合適輪椅及配件的專業意見。

近年使用電動輪椅的長者及殘疾人士不斷增加，社區內無障礙設施的改善亦方便更多有需要人士使用電動輪椅。中心以會員制運作，在二零一九至二零二零年度，中心共有超過二千位登記會員，在此期間，共提供三百零四次中心維修服務及一百次到戶維修服務。此外，亦提供電動輪椅駕駛訓練及專業建議以選擇合適的輪椅和配件。大部份的服務使用者均由醫院、診所及其他社會服務機構轉介。

在報告期間，中心仍繼續推行“關懷新手電動輪椅使用者服務計劃”，招募義工為他們提供駕駛培訓，當他們掌握駕駛技巧後，會安排他們為新手電動輪椅使用者提供訓練，服務對一些接受過基本駕駛

練習但缺少路面駕駛經驗的使用者尤為有用。在報告期間共舉辦了兩個義工訓練課程，每個課程共有四節，共有十四位義工參加，義工共提供超過一百小時的上門訓練。由於受社會運動及新冠疫情影響，所有外展服務均需暫停，由於對服務的需求殷切，計劃會在情況穩定後儘快恢復。

中心透過問卷調查和電話訪問去收集服務使用者的意見，以改善服務質素。在過去一年，總體的結果令人滿意，中心會定期收集使用者的意見，以改進服務水平。

為了推廣中心服務，中心將服務單張發送至各康復機構、特殊學校、殘疾人士自助組織、醫院、社會保障辦事處和綜合家庭服務中心等。亦會舉辦訓練和工作坊教授簡單的電動輪椅維修及保養知識。

統計數字

所提供服務	接受服務人數
	<u>2019-2020</u>
會員人數	2,003
為會員提供到戶檢查及保養服務	100
為會員提供維修服務	304
為會員提供電動輪椅租借服務	262
提供電動輪椅使用的訓練	256
為會員提供電動輪椅器材外借服務	26



復康軟件百科

「復康軟件百科」收集了一系列有關復康的軟件及相關資料，為從事復康工作的專業人士提供一個豐富的資源，協助他們為服務使用者設計訓練及教育課程。這些復康資訊經整理分類，並上載到互聯網，透過網上的運作形式，使用者可自行搜尋合適的軟件，以配合需要。服務使用者無需註冊，費用亦全免，使用者可自行登入網站，使用各類軟件及資料，令服務更方便使用及富彈性。

由於復康軟件種類繁多，網站提供兩類主要的搜尋功能，包括按使用者及按軟件特性分類。按使用者特性分類的包括肢體傷殘人士、視覺受損人士、聽覺受損人士、自閉症譜系障礙人士、智障人士、認知受損人士、讀寫障礙人士、專注力缺乏人士及長者；而按軟件特性分類，則分為輔助操控、輔助溝通、復康治療、早期教育、電腦遊戲及導師工具。大部份搜集的軟件可應用在電腦及流動應用程式平台，網站同時加入關鍵字搜尋功能，讓使用者能更方便及有效地獲取資訊。

在報告期間所搜集的軟件以早期教育為主，主要透過有趣的電腦遊戲，協助有不同殘疾的學前兒童學習語言及日常生活技能。此外，亦搜集了一系列提升認知及專注力的軟件，協助老師及導師提供訓練予有學習障礙人士。

截至二零二零年三月，已上載超過一仟個軟件，並作有系統分類，登入瀏覽人次超過一仟四佰，共有一萬一仟人受惠於這個服務。由於大部份從網上搜羅的軟件都以英文為主，為方便本地使用者，所有上載的軟件都翻譯成中文，而新搜羅的軟件亦附上使用說明及讀我檔案，讓使用者更容易選取適合軟件。



電腦復康訓練資源網站／復康科技資源站

承蒙「香港賽馬會慈善信託基金社區資助計劃」資助，「復康科技資源站」於二零一七年四月成立，服務結合兩個產品製作服務，包括「電腦復康訓練資源站」及「數碼工作室」，前者集中發展網上軟件，後者則設計及發展硬件及軟硬件。兩者的結合能提供一個全面及一站式的產品設計及製作服務，最終目標是透過應用資訊科技增強殘疾人士和長者的獨立生活能力。

「電腦復康訓練資源站」

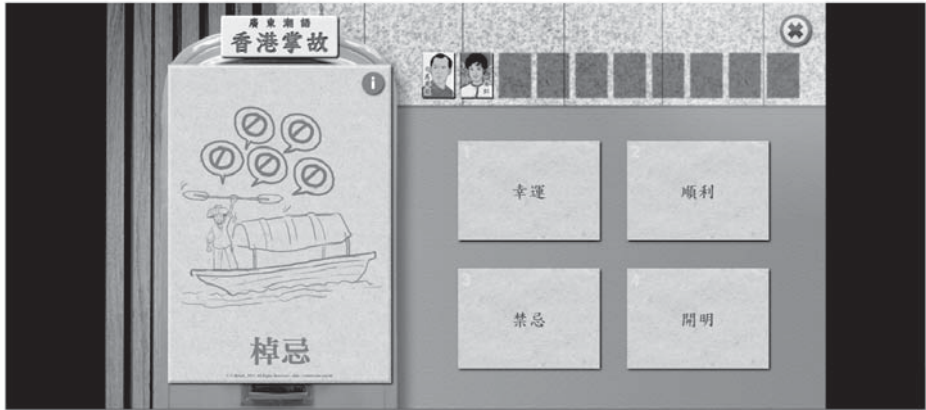
資源站將教材分為三區，分別為「智樂區」、「雋樂區」和「耆樂區」，適合智障人士、學習障礙人士及長者作復康訓練用途。隨著平板電腦的普及，軟件的設計能配合不同大小的觸控式螢幕，方便使用者能以桌面電腦、平板電腦或智能手機在不同地方進行訓練，訓練地點亦可延伸至家居、中心及戶外環境，從而為使用者提供更多方便及彈性。

在報告期內，服務集中發展「耆樂區」，設計及製作長者訓練軟件，除關注正常老化的長者外，亦特別關注有輕度認知障礙的長者。是年本會設計了一些富有中國文化色彩的軟件包括「廣東潮語」，潮語分為前部份的俚語及後部份包含隱喻的真實意思，潮語雖為非正式文字，但很多長者都非常熟識地應用於日常溝通。軟件搜集不同的「廣東潮語」，並按性質分為十個組別，長者可按個人喜好，選擇自己喜愛的類別。這類軟件適合應用在懷緬治療，讓溝通變得更生動和有趣。報告期內，理工大學康復治療科學系十位職業治療系學生使用資源站的訓練軟件，為 22 位長者進行 16 節的認知訓練，整體結果令人滿意，大部份長者在認知能力方面都有進步。

此外，亦有為智障人士設計新的視覺訓練軟件；軟件收集並歸類了世界各地風景名勝的照片，使用者透過搜索圖片的一角來學習評估



EMV



圖片並區分細節，軟件能增強使用者的視覺敏銳度。此外，亦特別設計了生命教育軟件，通過人、動物和植物從生到死的整個生命過程，增加智障人士對生命歷程的了解，從而珍惜自己的生活；並從中接納自己的獨特性，學習快樂及積極地生活。

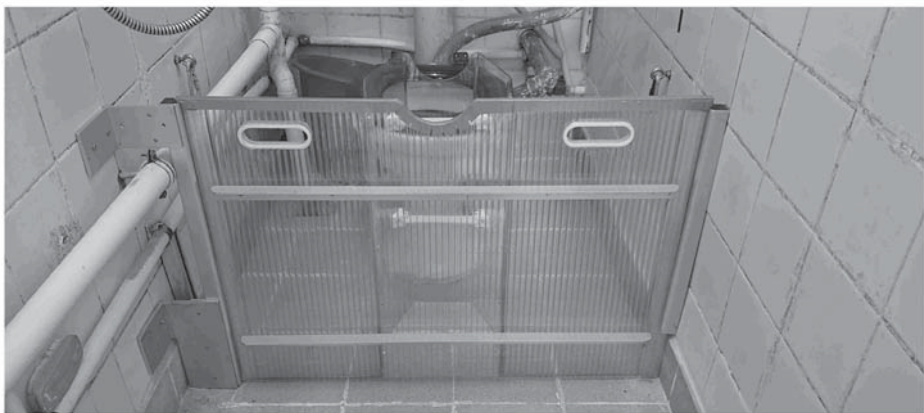
在二零二零年底，由於谷歌瀏覽器不再支持 Adobe Flash，而資源站內大部份的訓練軟件都是在 Flash 平台上設計，因此在 Flash 模式下的軟件無法在 chrome 瀏覽器下繼續運作。面對這個轉變，團隊制定了應急計劃，並研究各種將現有軟件遷移到新的 HTML 版本的方法，令使用者能夠繼續無縫地使用這些訓練軟件。在報告年度內，團隊付出了很大努力，將遷移的軟件先作清晰分類及測試，確保在新的 HTML 平台上能運作暢順，為計劃的遷移奠定了良好的基礎。

在報告的年度，資源站的會員人數持續穩定增長。截至二零二零年三月，會員人數已增至二千一百人，每月的平均瀏覽人次超過伍千，共有超過四萬四千位殘疾人士及長者受惠於此服務。在這段期間，資源站進行了服務檢討，共收回一百四十六份問卷，超過九成的使用者

對軟件的內容及設計都表示滿意，亦認同資源站能切合訓練需要，增強訓練效率，整體滿意率高達百份之九十八。此外，每個復康軟件亦附有簡單的網上檢討問卷，在這年度內，共收回超過六仟份網上檢討問卷，百份之七十五的回覆均認同訓練軟件能增加使用者對訓練的興趣及動機，亦能增強他們的常識及日常生活技能。

「數碼工作室」

工作室旨在設計及製作輔助器材及提供產品諮詢及評估，以增強殘疾人士及長者的獨立生活能力和生活質素。在報告期內，共設計及製作了五件硬件和一件軟硬件，包括 ipad-pro 的觸控螢幕保護套、手指大小的超靈敏燈開關、輕觸開關（電池版本）、握力訓練器（第二版）、筷子訓練器（第二版）和用於 3.5mm 連接器的藍牙對接輔助裝置。這些器材能協助使用者的日常生活，提供反應及集中力的訓練。此外，還研發充電式內置鋰電池的新技術，該技術可通過增加能量輸送和充電速度以提供穩定的電源。





在報告年度，透過應用三維打印技術，為三件硬件進行提升及改裝，包括電動輪椅訓練套件、上肢訓練套件和鼠標調適界面，以增強其效能。服務會持續應用三維打印技術，探討不同的三維打印機及物料，為使用者提供度身訂做的產品，滿足個別使用者的需要，同時亦減少人力、材料成本並縮短生產時間，產品設計的範圍亦可擴大，讓長者，殘疾人士和兒童受惠。

在這段期間，工作室共收回四十四份服務評估問卷，超過八成的使用者對產品的功能、設計、手工、耐用度、價錢及使用者指引都表示滿意；有超過八成的使用者表示產品能滿足他們的需要及協助他們獨立生活；亦有超過八成的復康工作者及訓練人員認同應用器材能提升訓練效能，對服務的整體滿意度亦達至九成，這些正面的回應顯示工作室的服務能滿足長者及殘疾人士的訓練及學習需要。

統計數字

<i>所提供服務</i>	<i>接受服務人數</i>
	<u>2019-2020</u>
會員人數	2, 130
設計及製作訓練教材	44, 000
向使用者示範網站的使用	202
使用復康資訊及圖片庫	6, 180
硬件 / 硬件連軟件	8, 150
諮詢及評估	5, 350



賽馬會數碼共融中心

隨著香港賽馬會慈善信託基金對中心的資助於二零一七年八月完結，中心將服務重組，並以自負盈虧的形式運作。中心現時繼續提供「數碼園地」、「數碼長腦」及恒常的中心服務。

「數碼園地」主要為殘疾及有特殊需要兒童提供評估及訓練，由2017年10月開始，服務成為由關愛基金資助的「為正輪候資助學前復康服務的兒童提供學習訓練津貼」項目的認可服務機構，項目旨在為正在輪候資助學前復康服務的兒童提供學習訓練津貼，讓他們在輪候期間能盡早接受服務，有助他們的學習及發展。

「數碼長腦」主要為六十歲以上有體能／認知障礙的長者提供評估及訓練服務，在二零一九至二零二零年度，服務繼續為由「香港基督教服務處綜合家居照顧服務隊」所轉介患有認知及體能障礙的長者開辦個別訓練，同時亦為本會「綜合家居照顧服務隊」的服務使用者提供個別訓練。

中心會開辦不同類型的活動，讓有興趣的長者參與，並為長者設計合適的運動，例如「健康十段錦」運動小組，讓他們保持一定的活動能力。為協助長者使用資訊科技，亦開辦了手機學習班。有鑑於服務使用者對這類班組很感興趣，中心會定期舉辦相關的訓練予長者。此外，中心也會持續為區內長者及殘疾人士提供偶到服務，讓他們免費使用中心的電腦及其他科技產品，以便他們能認識及使用新的科技。除此之外，中心也為長者開辦了一些手工藝小組，希望從中發掘他們的潛能及興趣。在過去一年，中心一共舉辦了25個興趣班／組活動，共有133位服務使用者參與。在2020年初，由於爆發新冠肺炎，中心在2月至3月期間暫停所有活動及對外開放，但仍會為有需要的服務使用者提供支援服務。



中心與不同的機構及學校合作，為他們提供外展訓練服務，在過去一年，中心為一間護理安老院、一間特殊學校暨宿舍及一間中學的服務使用者提供評估及訓練。這些合作伙伴十分滿意中心的服務，故未來中心會繼續與不同的團體合作，為有需要的長者及殘疾人士提供合適的服務。





社康職業治療

服務旨在提高殘疾人士和長者的功能，讓他們可以獨立生活，融入社會及提高生活質素。服務的範圍包括：

- (一) 評估及訓練日常生活及活動能力；
- (二) 家居及工作環境評估；
- (三) 為家居及工作環境改裝提供專業意見；
- (四) 推薦及提供合適的輔助器材；
- (五) 家居氧氣治療及
- (六) 照顧者訓練

由於人口老齡化及政府推行居家安老政策，在過去數年，服務的需求快速增長，主要是要求提供家居改裝建議以增強家居安全，讓長者能繼續獨立及安全地留在社區生活。由於服務的需求持續增長，輪候服務的時間需要增長。由於受新冠疫情影響，所有外展服務均要暫停，而輪候服務的時間更需要進一步延長，但仍會為一些有迫切需要的服務使用者提供服務，由於香港公益金會為服務提供一次性的額外資助，服務會增加人手，期望在疫情穩定後，能盡快為輪候人士提供服務。

在 2019-2020 年度，有一定數量的申請是有關通訊及資訊科技的諮詢及電動輪椅的改裝。在報告期間，共有三十個電動輪椅評估的轉介。此外，電動輪椅駕駛訓練課程的申請亦有增加。這些服務能確保使用者可以更安全及有效地使用康復設備。

除了為殘疾人士及長者提供評估及訓練，服務亦為一些因年長而體能逐漸退化的智障人士及本會展毅中心的職業康復延展計劃的服務使用者提供訓練，目標是協助一些因年長或工作能力退化而未能參與



正常工作訓練的服務使用者，保持他們剩餘的能力及提升他們的生活質素。

服務使用者的意見對改善服務至為重要。在過去一年，超過百份之八十的服務使用者同意通過環境及 / 或提供輔助器材能改善他們的日常生活能力。超過百份之八十的服務使用者同意透過家居運動能改善他們的身體機能。超過百份之八十的服務使用者同意服務能讓他們繼續在社區生活。超過百份之八十的服務使用者同意服務能增強他們的自信心和生活滿意度。百份之七十五的照顧者同意服務能改善他們的照顧技巧。調查結果能為未來服務發展制定方針。

統計數字

<i>所提供服務</i>	<i>接受服務人數</i>
	<u>2019-2020</u>
提供日常生活技能的評估及訓練	342
推薦及提供合適的輔助儀器	213
提供家居及工作地點改裝的建議	223
提供氧氣治療服務	100
提供照顧者訓練及諮詢服務	100



職業治療／物理治療服務

服務旨在透過舉辦講座，工作坊和培訓，為長者，照顧者及義工提供與照顧相關的知識和技能，以提高參加者的能力及／或護理技巧。

在報告期間，關節炎護理及腰背護理是最受歡迎的訓練項目。此外，除了恆常的訓練項目，服務還開發了為有吞嚥困難人士餵食技巧及戶外工作人士職業安全與健康的新訓練項目，同時亦更新了包括輔助器材使用／保養及長者家居運動兩個主題。透過這些培訓能提昇參加者在照顧方面的技能，改善照顧者或服務使者的健康狀況。服務將這些新訓練項目向其他相關機構推介，並受到他們的歡迎。由於受新冠疫情影響，原定在二零二零年二月及三月舉辦的訓練均需要延期，有鑑於疫情的發展，會探討以不同的方式提供服務，包括使用在線訓練模式。

服務通過問卷調查收集服務使用者的意見。總體而言他們對服務的表現均感滿意。其中有百份之八十的照顧者同意服務能增強他們的護理知識和技能，有百份之七十的服務使用者認為訓練能提昇他們的自我照顧能力。

統計數字

所提供服務

接受服務人數

2019-2020

為長者、照顧者及義工提供講座、
工作坊及訓練

300

舉辦運動小組

100



綜合家居照顧服務

「綜合家居照顧服務」為社區內的長者、殘疾人士及未能自我照顧和維持日常生活的家庭提供不同類型的家居照顧及支援服務，包括個人照顧、護理、膳食送遞、陪診、購物、家居清潔及復康運動等，旨在協助他們繼續留在熟悉的社區生活，實踐“老有所屬”和“持續照顧”的理念。在二零一九年至二零二〇年間，每月平均服務的個案為一百零二位，其中百份之九十五以上的服務使用者為長者。

申請服務的普通個案大部份由醫院轉介，亦有由照顧者或親友直接為家人申請，所有申請均由服務隊的社工評估，如有護理及復康需要，會轉介護士及職業治療師提供專業意見。社工會根據評估結果與服務使用者及其家人商討，共同訂立個人照顧計劃，計劃內容包括家居照顧及支援服務，家居安全及復康服務，照顧計劃會最少半年檢討一次，以配合服務使用者的轉變及需要。

除了上述恆常到戶服務外，服務隊亦有提供其他專業服務，以提昇長者對維護身心健康的知識及技巧。過去一年，職業治療師繼續透過安排為有身體、認知或 / 及神經感知功能缺損的體弱個案參加以中心為本的復康訓練服務，提昇他們的功能及活動能力。至二零二零年三月，共提供了五十六次訓練活動。

服務隊亦關注服務使用者的生活質素，在二零一九年與服務區內團體協作舉辦以資訊科技為主題的活動，包括電競館體驗日，共有十三位服務使用者首次接觸近年新興的電競遊戲，與社區內其他長者一起體驗電競樂趣。同時亦定期舉辦社交、康樂活動，包括新春團年飯及生日慶祝活動，藉此促進服務使用者與社區的接觸，擴闊社交圈子。

組織義工探訪獨居長者是服務隊的重點服務。在二零二零年二至三月期間，服務隊亦繼續與“關懷獨居老人服務”合作，安排廿位義



工探訪十九位獨居長者，藉此提供情緒及心理支持，亦同時關顧長者的健康需要。在新冠病毒疫情爆發初期，服務與數個商業及義工團體協作，動員義工到戶派發防疫物資予服務使用者。

職業安全是去年員工培訓的重點，除了舉辦訓練活動提昇員工的職業安全意識外，亦安排員工恆常做靜觀伸展練習，促進他們的身心健康。此外，因應新冠病毒爆發引起的健康風險，服務隊制定了上門提供服務時的防疫指引，亦加強培訓員工執行環境消毒程序，藉此減低員工因工作而受到感染並防止病毒擴散。

為提升服務質素，服務隊會定期收集服務使用者的意見，包括對服務的滿意度，在過去一年，透過電話訪問，共完成了五十份問卷，結果顯示所有服務使用者對整體的服務質素均表示滿意。



支援身體機能有輕度缺損的長者試驗計劃

此計劃由關愛基金資助，並由社會福利署負責推行。計劃於二零一七年十二月開始運作，為期三年。計劃旨在為經評估為身體機能有輕度缺損的長者提供所需的家居照顧及支援服務。主要服務地區為黃大仙。計劃的服務對象須為 60 歲或以上，居於社區，經指定的評估工具評估為身體機能有輕度缺損及正在輪候本會的綜合家居照顧服務的「普通個案」，此外申請者的每月家庭住戶入息不高於全港相關住戶每月入息中位數的特定比例。

試驗計劃提供的服務包括膳食、個人照顧、基本護理、普通運動、家居清潔、護送服務及購物等。截至 2020 年 3 月，計劃合共為十二為長者提供膳食、護送及家居清潔等服務，其中三位長者更在 2018 年 11 月開始每週參加由本會職業治療師負責的社區復康計劃，計劃有助改善及維持他們的體能及認知能力，延緩衰退。然而在 2020 年 2 至 3 月期間，由於受新冠肺炎爆發的影響，計劃只能夠提供有限度的服務，維持為長者提供膳食送遞服務、陪診及緊急支援服務，而家居清潔及復康運動則需要暫停。

為收集服務使用者的意見以改善服務質素，計劃會每半年進行服務使用者問卷調查，在二零一九年尾進行的調查中，所有的服務使用者均對服務表示滿意。因應社區長者對服務的需求，本計劃仍會持續努力為更多有需要的長者提供優質的服務。



關懷獨居老人計劃

隨著香港人口老化及政府推行「居家安老」的社區照顧政策，增加了社會對獨居長者的健康情況及家居安全的關注。有見及此，本會遂開展「關懷獨居老人計劃」，以回應社會的需要。

服務旨在為獨居或缺乏家庭支持的長者提供社交及心理支援，透過義工定期探訪，為長者提供情緒及心理支持，減輕孤獨感及擴大他們的社交網絡。此外，義工會探訪期間，留意長者的心理、健康及家居安全情況，並將有需要的長者轉介給本會的社工、護士及職業治療師跟進。透過這服務，能儘早察覺長者潛在的健康及家居危機，讓他們能繼續留在社區內安全及獨立地生活。

是年的服務主要與香港理工大學護理學系合作，由於護士學生備有基本的護理知識，服務亦因此加入關注長者健康的原素，讓參與予學生能善用其專業知識，為體弱長者擬定健康計劃。與此同時，透過與長者的溝通，義工能增加對社區內獨居及體弱長者的認識，豐富他們的經歷。此外，服務亦透過義務工作發展局招募一些成熟及有經驗的義工參與，關顧一些有社交及情緒需要的長者。

為了讓參與的學生能善用其專業知識，是年服務以為「得舒飲食、防治血壓」為主題，以配合護理學系學生的知識及學習需要。在定期探訪中，義工會按長者的身體情況，為長者擬定健康計劃，將相關的健康資訊包括得舒飲食、保健運動，壓力處理等介紹給長者，讓他們學習管理個人的血壓、建立良好生活習慣。為確義工有足夠的技巧推行服務，會為義工安排一系列的訓練課程，在完成課程後，義工以組合形式，在四月至九月進行定期探訪，亦有安排中期分享會及檢討會，讓義工分享探訪困難並檢討活動成效。計劃原定於二零二零年一月推行新一期的服務，但受新冠肺炎疫情影響及理工大學護理學系暫停安排學生進行社區實習，故新一期的服務亦會擱置，待疫情緩和後，再作安排。



在過去一年，共招募了三十六位義工，探訪三十六位來自本會黃大仙綜合家居照顧服務隊及香港基督教服務處深水埗綜合家居照顧服務隊所轉介的長者，這些長者均是有長期病患及支援系統薄弱。義工會定期探訪及聯絡長者，社工會在整個探訪計劃中給予支援及意見，令服務能順利進行。

在服務檢討方面，超過百份之九十的義工表示透過探訪，能增加他們對體弱長者日常生活及需要的認識，亦有超過百份之八十的義工表示增強了與長者的溝通技巧。此外，超過百份之八十的被訪長者認同義工探訪能減輕他們的孤獨感及增加他們對社區資源的認識。

在過去一年，護士義工共探訪了六十位由本會黃大仙綜合家居照顧服務隊轉介的長者。透過探訪，護士義工為長者提供身體檢查、健康諮詢、藥物知識、個人衛生、老人疾病及飲食營養等專業意見，使他們能維持獨立及健康的生活。

統計數字

所提供服務

接受服務人數

2019-2020

家訪	162
提供健康檢查	60
舉辦義工訓練	36
舉辦義工分享會	36
為義工提供支援及諮詢	36
為其他社會服務機構提供轉介服務	13



綜合職業復康服務中心－展毅中心

展毅中心於二零零二年三月開始投入服務，目標是為殘疾人士提供高質素的職業康復服務，最終協助他們公開就業。在二零一九至二零二零年度，中心現時的服務名額為二百。

中心致力為學員提供不同類型的室內及戶外訓練機會，會根據他們的興趣及能力安排他們參與包裝、洗衣、直銷及餐飲等工作訓練。中心亦時刻把握與商界及地區團體合作的機遇，為學員開拓不同的職業康復訓練機會。為了讓學員可以更了解公開就業的要求，訓練亦加入商業的運作模式，包括輪班及超時工作等。

在報告期間，中心服務受到社會不穩定因素及新冠肺炎的影響，中心的總收入約為港幣二百八十一萬四千元，較去年下跌接近百分之九；撇除營運開支項目，中心向學員發放的訓練津貼（不包括獎勵金），約為港幣一百一十七萬八千元，較去年下跌約百分之二十三。在社會情況不穩及疫情而暫停學員訓練期間，中心仍維持有限度的服務，包括洗衣、包裝及直銷，目標是維繫客戶的訂單，以便疫情過後，學員仍能有工作訓練機會。

除了職業康復訓練，中心亦著重學員的日常生活技能訓練。在報





告期間，社工舉辦多個訓練小組，包括提升學員的個人衛生意識、情緒管理及享受閒暇活動等。此外，中心獲成人教育資助計劃 2018/19 資助開辦四個課程，包括基礎中文、性教育、金錢運用和情緒控制亦已經順利完成。

中心自二零一五年二月開始推行職業康復延展計劃，以應對服務使用者因年老及工作能力下降而增加的服務需求，協助他們在熟識的環境中，繼續接受工作訓練和護理服務，計劃現有服務名額十五人。在報告期間，中心為參與計劃的學員舉辦了九個小組及活動，包括太極及八段錦研習、烹飪、探索社區新事物、和諧粉彩創作體驗、盆栽種植及節日慶祝等，提昇學員的生活質素。

為切合學員的日常生活所需，中心為學員制定個人訓練計劃，以提升他們的工作及社交技能。此外，中心亦舉辦有關金錢運用、情緒控制及性教育等訓練，以協助學員提升公開就業的能力。為推動傷健共融，中心積極與區內團體合作籌辦不同形式的活動，鼓勵學員參與，加深社區人士對學員及中心服務的認識。

為提升學員的生活質素，中心定期舉辦不同類型的康樂及節日慶祝活動，報告期間受到社會不穩定因素及疫情影響，一些原定舉辦的戶外活動，包括乘風航伙伴計劃、秋季燒烤活動、開放日、屯門展能運動會及春茗等須要取消，只有中秋節慶祝會及聖誕聯歡會可如期舉行。在疫情期間，社工除了為學員編制簡單易明的防疫資料冊子外，亦積極尋找口罩及酒精搓手液等防疫物品，製成防疫物資包派發給學員，以減輕學員應對疫情的壓力。





家人的參與和支持對殘疾人士的康復至為重要，因此，中心定期邀請家屬參加家長會及舉辦親子聯誼活動，以促進中心與家人的溝通及了解，攜手支持學員的康復訓練計劃。

同時，中心非常重視職員培訓，透過社會福利發展基金的資助，舉辦不同的員工培訓課程。在未來日子，中心會繼續投放資源於職員培訓，以增強員工的工作知識及技巧，持續改善中心對殘疾人士的服務。



展毅環保農莊

展毅環保農莊得到「環境及自然保育基金」資助，於二零一三年九月投入服務。農莊位於屯門良康里，佔地約二千零六十平方米，除了為殘疾人士提供園藝活動及與種植相關的工作訓練機會外，亦會向公眾人士推廣實踐綠色生活、保護環境及傷健共融的理念。

農莊為社區及殘疾人士提供多項服務，包括社區農圃租耕、園藝種植、農產品銷售、綠色生活及環境保護教育等。此外，展毅中心會定期安排對農耕活動有興趣的學員到農莊接受工作訓練，訓練項目包括除草、澆水、清掃枯葉、培苗及修葺園圃等，藉著工作訓練，讓學員為租戶服務，增加彼此的溝通及合作。展毅中心亦會定期安排職業康復延展計劃的學員到農莊，透過不同的活動，讓學員感受清新的園林氣息，增加與社區人士的接觸，推廣傷健共融。

在報告期間，受到社會不穩定因素及新冠肺炎的影響，農莊須要暫停開放，學員的工作訓練亦要暫停，農莊只能維持有限度的日常運作、包括種植及收割。

展望未來，農莊會嘗試種植不同種類的時令蔬果以增加農產品的銷售。此外，農莊會繼續與區內的幼稚園和其他團體合作，安排參觀及舉辦活動，讓農莊繼續為展毅中心的殘疾學員提供不同的訓練機會，希望透過不同的園藝活動，讓社會大眾及殘疾人士增進彼此的了解，一同促進傷健共融。





輔助就業服務

輔助就業服務於一九九五年三月開始推行，服務由社會福利署資助，旨在協助就業上有困難的精神病康復者、肢體傷殘人士及智障人士公開就業，讓他們能融入社會，自力更生，重投就業市場。服務內容包括職業評估、技能訓練、就業輔導、在職支援及跟進，服務名額為九十四位。

服務主要以「個別就業選配」模式推行，服務單位去年成功協助了六十九位殘疾人士公開就業，其中三十一位更能維持工作達半年或以上，他們的平均月薪約為港幣八千零八十元。殘疾人士能夠勝任不同類型的工作，包括傳單派遞、文書、零售推銷、客戶服務、餐飲、保安、包裝、清潔及活動助理等工作。

自二零零二年三月，服務於屯門區開辦「流動汽車清潔訓練隊」，為服務使用者提供汽車清潔及美容的訓練機會，為將來公開就業作準備。在過去一年，共有四位服務使用者接受有關訓練。透過訓練，除了讓他們建立良好的工作態度及習慣，提升工作動機及自信心外，藉著團隊合作可改善與人溝通的技巧，同時更可獲取訓練津貼。

服務為使用者提供不同的訓練項目，以配合公開就業市場的需要，包括資料輸入、地圖應用、清潔及派發傳單訓練等，讓服務使用者於入職前多了解工作所需及提升他們的工作技能。在去年度，共有十三位服務使用者接受有關訓練，當中四人在接受訓練後在公開市場覓得工作。為增加服務使用者的自我認識、了解自己在就業方面的期望，並在公開就業前更好裝備自己以投身職場，服務分別於二零一九年六月和八月舉辦了由僱員再培訓局資助開辦的殘疾人士職前基礎證書課程（兼讀制）。兩次課程合共有八人報讀，當中六人在完成課程後成功就業。

除了工作訓練和培訓課程外，在報告期間服務亦邀請不同的專業人士擔任義工導師，包括由註冊社工義務協助舉辦的減壓小組及精神科護士義工為服務使用者提供個別的精神科藥物諮詢服務。同時亦邀



請本會的職業治療師為服務使用者主講有關職安健的知識，加強他們對職業健康的認識及關注。



在報告期間，服務亦安排同工參與不同類型的訓練課程及講座，包括法定最低工資制度下殘疾僱員的生產能力評估、工作與健康生活方式、防止賄賂及機構操守、處理學員衝突、處理學員投訴及認識殘疾及工傷康復人士就業需要。此外機構亦安排同工參加義工管理及僱傭條例工作坊等，有助提升服務的水平。

服務自二零一八年十二月一日起獲社會福利署增撥資源，優化各項促進殘疾人士就業的措施，包括將為殘疾人士提供的就業後跟進期由六個月延長至十二個月、並為參與工作實習的學員提供不多於三個月、每月上限港幣二千元的見習津貼。此外，為鼓勵僱主聘用殘疾人士，亦會在殘疾人士在試工期間，向僱主提供最多六個月、上限為四千元的在職試用期津貼。在報告期間有一位服務使用者獲聘為活動助理，並參與在職試用計劃，僱主對此計劃給與的支援予以肯定並表示歡迎。



在服務宣傳方面，為了讓更多殘疾人士認識服務，服務定期在西九龍精神科中心及青山醫院設立宣傳站。此外，在報告期間同工亦曾到訪大埔醫院、九龍醫院及保良局陳麗玲（百週年）學校舉辦講座，推廣服務及為有求職興趣的殘疾人士提供就業上的意見。亦與其他復康服務機構合作，在他們的刊物內刊登宣傳稿及提供服務單張讓他們分發給有需要的會員。

在過去一年，服務運作因應社會事件及冠狀病毒病而受到影響，同工在期間除了積極加強與服務使用者的聯繫，持續為他們提供工作及情緒上的支援外，亦安排向服務使用者派發防疫包，期望可為他們帶來實質的幫助之餘，亦能為他們在疫情期間帶來一絲溫暖。

輔助就業服務運作至今已超過二十五年，期間與不少僱主建立了緊密的聯繫，並已贏取了他們對僱用殘疾人士的信心。殘疾人士有機會融入社會工作，實有賴僱主的接納與支持。在未來的日子，服務會繼續為服務使用者開拓更多的工作訓練及公開就業機會，讓他們能夠融入社會，自力更生，為社會作出貢獻。



賽馬會桌面排版中心

中心繼續透過營造一個模擬的工作環境，為殘疾人士提供文字處理、資料輸入、桌面排版、設計、印刷、代郵及網頁更新的工作及訓練機會，目標是協助他們公開就業。從事有回報的工作能提升殘疾人士的獨立能力及尊嚴，同時亦可協助他們融入社會。

在過去一年，特別是在年度的末段，中心的業績因社會運動及新冠狀肺炎的影響而錄得大幅度的下調，是年中心的營業額為港幣一百萬元，較上年度下跌百份之五十。在過去一年中心仍新增五個新客戶及成為一間電梯工程公司的指定供應商。中心亦繼續為數間展覽會公司及香港中文大學圖書館提供資料輸入，但大學因社會運動而關閉，不少展覽會亦因疫情而取消，這些客戶的訂單因而大幅減少，幸而中心透過與數間印刷公司結盟，故仍能接獲排版及設計的訂單。中心會嘗試尋找其他合作伙伴，期望能維持為學員提供不同的訓練機會。由於預見來年的經濟情況會惡化，中心急需尋找更多不同種類的工作，以填補流失的客戶。

中心大部份的客戶都是透過曾惠顧的客戶所轉介。在此期間，中心需盡力維繫現有的客戶，讓他們繼續使用中心的服務。為表揚一些



長期支持中心的客戶，中心推薦了香港航空參加由香港社會服務聯會舉辦的「商界展關懷」計劃。

中心的學員可獲得以件工計算的津貼，在這段時間，有七位服務使用者的每日津貼超過港幣一百元。有百份之六十五的服務使用者同意津貼能增加他們的收入，而百份之九十五的服務使用者認同透過中心的訓練能增加他們的自信，有百份之九十五的服務使用者同意中心的訓練有助他們公開就業，融入社會。在此段期間，共有一位服務使用者嘗試公開就業。

為提升學員的能力及知識，中心定期舉辦各類型的訓練。在過去一年，中心共開辦兩個電腦課程，包括手機 OTG 備份與遺失處理及網上購物，共有二十四位服務使用者參加，參加者均表示課程能增強他們的工作技能及擴闊他們的眼界。此外，為了吸納新的學員，中心在是年舉辦了兩個中文文字處理訓練班，為十三位人士提供相關的培訓。

統計數字

所提供服務

接受服務人數

2019-2020

為殘疾人士提供資料輸入、 桌面排版、設計、印刷、 代郵及網頁設計的工作機會	30
為殘疾人士提供工作訓練機會	30



展能基金

展能基金旨在為殘疾人士提供免息貸款，協助他們購買復康器材，以提升他們的獨立生活能力及生活質素。基金已運作超過二十年，現時的最高貸款額為港幣七萬元，貸款以每月分期方式歸還，最長還款期為四十八個月，申請人需備有擔保人以確保貸款能按期歸還。每個申請均需由基金的管理委員會審核，並由本會的執行委員會加簽批准。

在過去一年，基金共接獲四宗申請，當中三位申請人為肢體殘疾人士，另外一位為聽障人士，他們申請購置電動輪椅、輪椅及助聽器，其中一位申請人申請貸款七萬元，另外兩位的申請由三萬至五萬元，四位申請者皆獲批申請款項。截至二零二零年三月，共有二十四殘疾人士仍在還款，基金會與他們保持聯絡，確保他們能按期清還款項。此外，亦有兩位借款者因經濟困難未能如期清還款項，基金亦按情況延長他們的還款期。總括而言，基金的運作暢順。

簡介
殘疾人士在步向獨立生活的過程中，例如在工作上、學習上、自我照顧、康復治療等，都需要一些額外的經濟幫助。有見及此，本會連同「展能基金」，設在透過免息貸款向殘疾人士提供經濟援助，協助購買各式復康器材、家居改善、手術及醫療器材、與工作有關的進修課程等，以達至獨立生活的目標。

資助項目
本港製造或市面購買的各類均可申請貸款，其中包括汽車輪胎、電動輪椅、殘障腳踏車、電單車、家庭改善等。申請器材如電腦、各類輸入手寫軟體等；各類有動殘疾人士學習工作上的訓練、治療及康復等，均屬亦可申請。

擔保人資格
每項申請均要有擔保人，擔保人須以個人名義作擔保，配偶不能作擔保人。擔保人年齡滿21以上，每月有穩定收入或銀行存款高於貸款額，擔保人在申請人未能清還貸款時，須代申請人清還全部款項。

基金宗旨
以免息貸款形式向經濟上有困難的殘疾人士提供經濟援助，協助他們獨立生活，並提高其個人生活質素。

申請資格
各類殘疾人士、長期病患者及發展障礙人士均可申請。

展能基金
Independent Living Fund

各類殘疾人士
長期病患者
發展障礙人士
均可申請



在宣傳工作方面，基金會定期電郵宣傳單張予各復康機構、特殊學校、醫院、自助組織、家庭服務中心及社會保障部。此外，亦透過本會網站及刊物宣傳。

基金透過問卷收集申請人對申請手續及儀器實用性的意見。在過去一年，所有申請人均對服務表示滿意，並認為所購置的儀器能提升他們的獨立生活能力及生活質素。

統計數字

所提供服務

接受服務人數

2019-2020

查詢服務	58
申請個案	4
提供免息貸款	4
為選擇合適儀器提供意見	4
評估申請人的社會及經濟情況	4
為接受貸款人士提供支援	24



會員及義工

本會各項服務的推行，均有賴義工的積極參與。為實踐機構的使命，本會積極運用工程及醫療的專業義工參與服務，並成立了義工管理委員會，目標是在本會各服務單位，發掘和創造更多與醫療及工程相關的義務工作機會。管理委員會每年開會兩次。

在報告期間，本會除繼續整合各服務單位的新舊義工參與人數、服務時數、義工及服務性質分類和受惠人數等資料外，亦整合最近三年的服務數據，以作比較及分析，透過檢視本會義工服務的整體情況，有助推行及發展本會的義工服務。此外，在這年度，共收回由各服務單位交回的三十五份義工服務檢討表，四個標準評估問題的總體結果令人滿意。透過統一評估，能提供寶貴的數據，更了解義工參與的經驗和滿意度，以便開展各類義工服務時，可以配合義工的興趣及能力。這些重要資料亦有助本會發展多元化的義工服務，以滿足義工及服務使用者的需要，亦有助傳揚義務工作精神。

為配合義工服務的發展，本會舉辦「義務工作管理培訓課程」，邀請了社職同事作講者，介紹社職一站式和全面的義工管理系統，該系統可用於義工招募、記錄和維繫，共有十八位同事參加。透過培訓，各同事能學習應用該系統進行義工招募和管理，以配合服務需要。

為使參與義工能善用個人的專業技能，本會會因應服務發展需要招募合適的義工。在這年度，共有四十三位新義工加入，截至二零二零年三月，本會共有三百七十二位會員及義工。為使新加入的義工對本會的服務有更深入的了解，會舉辦迎新導向及提供相關的訓練和探訪，讓義工能掌握所需的技巧和知識。義工除協助本會服務外，亦會轉介護士義工予其他長者服務機構，為機構的長者提供身體檢查及醫療諮詢服務。

為了表揚義工的服務精神，在這年度，共推薦二十一義工參加由社會福利署所舉辦的義工運動，其中十五位獲銅獎、五位獲銀獎及一位獲金獎。此外，兩位義工獲頒發本會長期義工服務獎，他們獲邀出席本會的週年聚餐，領取獎項。

為表達對義工的感謝，本會特別設計及製作了一個RFID防盜卡套，贈予所有會員及義工，期望他們能繼續支持本會的服務。此外，為了讓會員及義工更了解本會服務，會定期寄發刊物，讓他們知悉各項服務的進展；同時亦會透過刊物更新會員及義工的資料，以保持一個合時的義工資料庫，令服務能順利推行。

統計數字

所提供服務	接受服務人數
	<u>2019-2020</u>
舉辦探訪活動	40
招募新義工	40
舉辦新義工迎新介紹	40
舉辦傑出義工選舉	23



社 會 企 業



宏遠洗衣服務公司

宏遠洗衣服務公司是協會首間營運的社會企業，致力為殘疾人士提供就業及訓練機會，以協助他們融入社會。為了讓業務能夠持續發展，宏遠採用了商業模式管理及運作，謹慎地控制營運成本，以維持穩健的業務運作。

在報告期間，宏遠的業務幸而並未受到社會事件及新冠肺炎的影響，是年的營業額約為港幣七十六萬五千元，較去年增長約百分之四。在市場經濟的原則下，宏遠必須與其他商業洗衣公司在價格、質素和服務等多方面競爭。為應對激烈的競爭，宏遠致力提升服務質素，為客戶提供優質的服務，並盡力招攬新的客戶及維繫現有客戶。

為維持市場的競爭力，宏遠需要謹慎控制成本，透過人手調配及評估生意的定位方向，以提高成本效益。此外，亦會定期收集客戶的意見，以持續改善服務質素。

展望未來，宏遠會持續檢討報價的策略，以維持宏遠於市場上的競爭力，並會繼續努力營運，以應對充滿挑戰的營商環境。縱然面對困難，宏遠仍希望能為殘疾人士提供一個溫暖及友善的工作環境。



FINANCE

Auditor Report 核數師報告

ASSOCIATION FOR ENGINEERING AND
MEDICAL VOLUNTEER SERVICES

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2020



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ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

REPORT OF THE COMMITTEE MEMBERS
FOR THE YEAR ENDED 31 MARCH 2020

The members of the Executive Committee have pleasure in submitting their annual report and the audited financial statements of the Association for the year ended 31 March 2020.

PRINCIPAL ACTIVITY

The Association is an incorporated voluntary and non-profit making body. Its principal activity is provision of engineering and medical professional services to needy individuals and organizations.

RESULTS AND APPROPRIATIONS

The results for the year ended 31 March 2020 and the state of affairs of the Association at that date are set out in the financial statements on pages 6 to 28.

PLANT AND EQUIPMENT

Movements in plant and equipment during the year are set out in Note 4 to the financial statements.

RESERVES

Details of movements in the reserve accounts of the Association during the year are set out in Note 6 to 28 to the financial statements.

COMMITTEE MEMBERS

The committee members of the Association during the year were as follows:-

Mr Chan Yuk Keung
Mr Law Chit Wai
Mr Chan Fan, JP (Resigned on 5 December 2019)
Dr Chan Hok Sum
Mr Cheung Kin Man
Ms Hong Wai Chi
Mr Fong Wai Lap
Mr Leung Kwok Fai
Ms Cheung Kam Ling Margaret
Mr Kwan Fu Kei, Larry
Ms Kwan Tak Ying, Estella

In accordance with article 34 of the Association's Articles of Association, all committee members will retire and, being eligible, offer themselves for re-election at the forthcoming annual general meeting.



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ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

REPORT OF THE COMMITTEE MEMBERS
FOR THE YEAR ENDED 31 MARCH 2020

- Continued -

COMMITTEE MEMBERS' MATERIAL INTERESTS IN TRANSACTIONS, ARRANGEMENTS AND CONTRACTS THAT ARE SIGNIFICANT IN RELATION TO THE ASSOCIATION'S OPERATION

No transactions, arrangements and contracts of significance in relation to the Association's operation to which the Association was a party and in which a committee member of the Association had a material interest, whether directly or indirectly, subsisted at the end of the year or at any time during the year.

MANAGEMENT CONTRACTS

No contracts concerning the management and administration of the whole or any substantial part of the operation of the Association were entered into or existed during the year.

AUDITORS

The financial statements have been audited by Messrs. Chan & Man, Certified Public Accountants (Practising), who retire and, being eligible, offer themselves for re-appointment.

On behalf of the Executive Committee



Mr Law Chit Wai, Chairman

Dated: 28 OCT 2020
Hong Kong

INDEPENDENT AUDITORS' REPORT

TO THE MEMBERS OF
ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES
(Incorporated in Hong Kong and limited by guarantee)

OPINION

We have audited the financial statements of Association For Engineering And Medical Volunteer Services (the "Association") set out on pages 6 to 28, which comprise the statement of financial position as at 31 March 2020, statement of comprehensive income, statement of changes in funds and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the financial statements give a true and fair view of the financial position of the Association as at 31 March 2020, and of its financial performance and its cash flows for the year then ended in accordance with Hong Kong Financial Reporting Standards ("HKFRSs") issued by the Hong Kong Institute of Certified Public Accountants ("HKICPA") and have been properly prepared in compliance with the Hong Kong Companies Ordinance.

BASIS FOR OPINION

We conducted our audit in accordance with Hong Kong Standards on Auditing ("HKSAs") issued by the HKICPA. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Association in accordance with the HKICPA's Code of Ethics for Professional Accountants ("the Code"), and we have fulfilled our other ethical responsibilities in accordance with the Code. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

OTHER INFORMATION

The committee members are responsible for the other information. The other information comprises the information included in the Report of the Committee Members, but does not include the financial statements and our auditors' report thereon.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit, or otherwise appears to be materially misstated. If, based on the work we have performed on the other information obtained prior to the date of this auditors' report, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.



INDEPENDENT AUDITORS' REPORT

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TO THE MEMBERS OF
ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES
(Incorporated in Hong Kong and limited by guarantee)

- Continued -

RESPONSIBILITIES OF COMMITTEE MEMBERS FOR THE FINANCIAL STATEMENTS

The committee members are responsible for the preparation of the financial statements that give a true and fair view in accordance with HKFRSs issued by the HKICPA and the Hong Kong Companies Ordinance, and for such internal control as the committee members determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the committee members are responsible for assessing the Association's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the committee members either intend to liquidate the Association or to cease operations, or have no realistic alternative but to do so.

AUDITORS' RESPONSIBILITIES FOR THE AUDIT OF THE FINANCIAL STATEMENTS

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with HKSAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with HKSAs, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:-

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the committee members.

CHAN & MAN
CERTIFIED PUBLIC ACCOUNTANTS
陳錫義、文國樑 會計師行



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INDEPENDENT AUDITORS' REPORT

TO THE MEMBERS OF
ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES
(Incorporated in Hong Kong and limited by guarantee)

AUDITORS' RESPONSIBILITIES FOR THE AUDIT OF THE FINANCIAL STATEMENTS

- Continued -

- Conclude on the appropriateness of the committee members' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Association to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with committee members regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.


Certified Public Accountants
(Practising)

Hong Kong
Date: 28 OCT 2020



ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 31 MARCH 2020

	2020 HK\$	2019 HK\$
INCOME		
Designated donations:		
Others	1,203,478	161,684
Subventions:		
Hong Kong Jockey Club Charities Trust	1,811,224	2,553,447
Community Chest	1,710,200	1,660,300
Social Welfare Department - HKSAR Government	19,613,915	17,613,390
- Lotteries Fund	99,474	-
- Block Grant	253,000	230,000
- Community Care Fund	563,908	430,524
	<u>25,255,199</u>	<u>22,649,345</u>
Subventions from Employees Retraining Board utilized	52,337	-
Service income	7,933,162	8,953,823
	<u>33,240,698</u>	<u>31,603,168</u>
OTHER REVENUE		
Interest income	15,482	4,992
Sundry income	11,120	13,400
	<u>33,267,300</u>	<u>31,621,560</u>
EXPENDITURE		
Salaries	17,776,581	16,379,952
Provident fund contributions and charges	1,296,858	988,362
Provision for long service payment	(47,851)	24,834
Programme and services expenses	7,134,634	7,863,051
Repairs and maintenance	351,045	305,012
Printing, postage and stationery	158,853	137,892
Travelling	259,419	223,355
Telephone and fax	105,495	149,665
Electricity and water	466,342	517,575
Insurance	102,412	88,407
Rent and rates	1,689,544	1,571,590
Cleaning	286,125	216,747
Depreciation	2,577	1,447
Advertising	29,060	26,616
General expenses	156,109	66,604
Annual general meeting and dinner	30,490	21,780
Equipment and uniform	647,163	471,611
Staff training	400	500
Motor vehicles	91,355	88,567
Audit fee	32,000	33,000
SWD Fund	23,865	325,737
	<u>(30,592,476)</u>	<u>(29,502,304)</u>
SURPLUS FOR THE YEAR	<u>2,674,824</u>	<u>2,119,256</u>

ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 31 MARCH 2020

	<u>2020</u> HK\$	<u>2019</u> HK\$
- Continued -		
SURPLUS FOR THE YEAR	2,674,824	2,119,256
TRANSFERS FROM/ (TO) :		
General Fund	52,251	(105,739)
Service Foundation Fund	(1,019,294)	(85,400)
Supported Employment Services	(378,442)	(157,374)
Jockey Club Desktop Publishing Centre	47,778	211,627
Home Care Services	(365,999)	(284,070)
The Endeavor	(777,006)	(596,893)
Laundry Workshop	(37,401)	8,065
One-Stop Promotional and Distribution Service	-	(20,450)
Jockey Club Digital Inclusion Centre	57,210	(746,863)
Electric Wheelchair Repair Clinic and Resource Centre	(236,289)	(402,264)
EC Farm - Vocational Training and Horticulture Educational Scheme	28,062	9,599
Community Care Fund - Pilot Scheme on Home Care and Support for Elderly Persons with Mild Impairment	(45,694)	50,506
ACCUMULATED BALANCE AT END OF YEAR	<u> -</u> =====	<u> -</u> =====

The annexed notes form an integral part of these financial statements



ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES


STATEMENT OF FINANCIAL POSITION
AS AT 31 MARCH 2020

	NOTE	2020 HK\$	2019 HK\$
NON-CURRENT ASSETS			
Loans to disabled	3	177,887	288,051
Plant and equipment	4	5,153	-
		<u>183,040</u>	<u>288,051</u>
CURRENT ASSETS			
Prepayments and other receivables		1,501,713	1,769,306
Utility deposits		168,030	166,830
Current portion of loans to disabled	3	291,019	319,995
Cash and bank balances		18,816,566	16,465,664
		<u>20,777,328</u>	<u>18,721,795</u>
CURRENT LIABILITIES			
Bank overdraft		25,576	110,981
Accounts payable		410,338	596,699
Accruals		32,000	29,000
Receipts in advance		79,219	66,683
		<u>(547,133)</u>	<u>(803,363)</u>
NET CURRENT ASSETS		<u>20,230,195</u>	<u>17,918,432</u>
NON-CURRENT LIABILITIES			
Long service payments obligation	5	<u>(300,553)</u>	<u>(348,404)</u>
TOTAL ASSETS		<u>20,112,682</u>	<u>17,858,079</u>

ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES
STATEMENT OF FINANCIAL POSITION
AS AT 31 MARCH 2020

	NOTE	2020 HK\$	2019 HK\$
- Continued -			
Represented by:			
General Fund	6	-	-
Service Foundation Fund	7	5,232,463	4,265,420
Independent Living Fund	8	2,585,108	2,585,108
Supported Employment Services	9	278,853	278,853
Jockey Club Desktop Publishing Centre	10	(1,697,764)	(1,649,986)
Home Care Services	11	528,150	528,150
The Endeavor	12	50,573	4,117
Laundry workshop	13	64,490	27,089
Social Welfare Department			
Lump Sum Grant Reserve	14	10,437,054	8,892,713
Social Welfare Department Provident Fund	15	1,689,967	1,745,610
Social Welfare Department Central Items	16	142,917	142,917
Social Welfare Department Block Grant	17	329,076	370,246
Social Welfare Department			
Rent and Rates	18	(770,607)	(705,463)
Community-based support projects for Persons with disabilities and their families	19	130,686	130,686
Community-based support projects for Persons with disabilities and their families			
就業員並碼	20	-	-
One-Stop Promotional and Distribution Services	21	-	-
Social Welfare Development Fund	22	387,079	464,693
Jockey Club Digital Inclusion Centre	23	(84,511)	(27,301)
Electric Wheelchair Repair Clinic and Resource Centre	24	1,479,511	1,243,222
EC Farm - Vocational Training and Horticulture Educational Scheme	25	(577,553)	(299,491)
Community Care Fund - Pilot Scheme on Home Care and Support for Elderly Persons with Mild Impairment	26	(92,700)	(138,394)
Training Subsidy Programme for children on the waiting list of subvented pre-school rehabilitation services	27	(110)	(110)
TOTAL FUNDS		<u>20,112,682</u>	<u>17,858,079</u>

The financial statements on pages 6 to 28 were approved by the members of Executive Committee on 28 OCT 2020 and were signed on its behalf


MR Law Chit Wai
Chairman


MR Cheung Kin Man
Committee member

The annexed notes form an integral part of these financial statements



ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

STATEMENT OF CHANGES IN FUNDS
FOR THE YEAR ENDED 31 MARCH 2020

	<u>2020</u> HK\$	<u>2019</u> HK\$
Total equity at 1 April	17,858,079	15,775,764
Surplus for the year	2,674,824	2,119,256
Refund to Government	(420,221)	(36,941)
Total equity at 31 March	<u>20,112,682</u> =====	<u>17,858,079</u> =====

The annexed notes form an integral part of these financial statements

ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 MARCH 2020

	<u>2020</u> HK\$	<u>2019</u> HK\$
CASH FLOWS FROM OPERATING ACTIVITIES		
Surplus for the year	2,674,824	2,119,256
Adjustments for:		
Provision for long service payment	(47,851)	24,834
Interest income	(15,482)	(4,992)
Depreciation	2,577	1,447
Operating surplus before movements in working capital	<u>2,614,068</u>	<u>2,140,545</u>
Changes in loans to disabled	139,140	352,063
Changes in prepayments and other receivables	267,593	225,911
Changes in utility deposits	(1,200)	(5,000)
Changes in accounts payable	(186,361)	(34,881)
Changes in accruals	3,000	(1,000)
Changes in receipts in advance	12,536	31,306
Cash generated from operations	<u>2,848,776</u>	<u>2,708,944</u>
Refund to Government	(420,221)	(36,941)
Net long service payment	-	(27,895)
Net cash generated from operating activities	<u>2,428,555</u>	<u>2,644,108</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Payments to acquire plant and equipment	(7,730)	-
Interest income received	15,482	4,992
Net cash generated from investing activities	<u>7,752</u>	<u>4,992</u>
NET CHANGES IN CASH AND CASH EQUIVALENTS	<u>2,436,307</u>	<u>2,649,100</u>
CASH AND CASH EQUIVALENTS BROUGHT FORWARD	<u>16,354,683</u>	<u>13,705,583</u>
CASH AND CASH EQUIVALENTS CARRIED FORWARD	<u>18,790,990</u>	<u>16,354,683</u>
	=====	=====
<u>ANALYSIS OF THE BALANCES OF CASH AND CASH EQUIVALENTS</u>		
	<u>2020</u> HK\$	<u>2019</u> HK\$
Cash at bank and in hand	18,816,566	16,465,664
Bank overdraft	(25,576)	(110,981)
	<u>18,790,990</u>	<u>16,354,683</u>
	=====	=====

The annexed notes form an integral part of these financial statements.



ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020

1. GENERAL INFORMATION

The Association was incorporated under the laws of Hong Kong on 5 June 1990. Pursuant to Section 21 of the Companies Ordinance, the Association has obtained approval from the Registrar of Companies to register the Association without incorporating the word "Limited" to its name.

The Association is limited by guarantee and, accordingly, it is not authorized to issue share capital. The liability of members is limited to HK\$100 each.

There were 10 members as at the statement of financial position date (2019: 11).

The address of its registered office is No. 207-212, Podium Floor, Block 44, Shek Kip Mei Estate, Kowloon.

The principal activity is provision of engineering and medical professional services to needy individuals and organizations.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

(a) Statement of compliance

The financial statements have been prepared in accordance with all applicable Hong Kong Financial Reporting Standards (HKFRSs), which collective term includes all applicable individual Hong Kong Financial Reporting Standards, Hong Kong Accounting Standards (HKASs) and Interpretations issued by the Hong Kong Institute of Certified Public Accountants (HKICPA).

The HKICPA has issued certain new and revised HKFRSs that are first effective or available for early adoption for the current accounting period of the Association. Note 2(c) below provides information on any changes in accounting policies resulting from initial application of these developments to the extent that they are relevant to the Association for the current and prior accounting periods reflected in these financial statements.

(b) Basis of preparation of the financial statement

These financial statements have been prepared in accordance with all applicable Hong Kong Financial Reporting Standards (HKFRSs), which collective term includes all applicable individual Hong Kong Financial Reporting Standards, Hong Kong Accounting Standards (HKASs) and Interpretations issued by the Hong Kong Institute of Certified Public Accountants (HKICPA) and accounting principles generally accepted in Hong Kong. They have been prepared under the historical cost convention.

ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 20202. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

- Continued -

(c) Changes in accounting policies and disclosures

The HKICPA has issued a number of amendments to HKFRSs and one new Interpretation that are first effective for the current accounting period of the Association. Of these, none of the developments are relevant to the Association's financial statements.

The Association has not applied any new standard or interpretation that is not yet effective for the current accounting period.

(d) Income recognition

Income is recognized when it is probable that the economic benefits will flow to the Association and when the income can be measured reliably, on the following bases:

- (i) Subventions, when there is reasonable assurance that the Association will comply with the conditions attaching to the subventions and that the subventions will be received. Subventions are recognized as income over the periods necessary to match them with the related costs which they are intended to compensate, on a systematic basis;
- (ii) Donations and membership annual subscriptions, upon actual cash receipt;
- (iii) Interest income, on a time proportion basis taking into account the principal outstanding and the effective interest rate applicable; and
- (iv) Service income, in the period in which such services are rendered.

(e) Government grants

Government grants are recognised in the statement of financial position initially when there is reasonable assurance that they will be received and that the Association will comply with the conditions attaching to them. Grants that compensate the Association for expenses incurred are recognised as revenue in profit or loss on a systematic basis in the same periods in which the expenses are incurred. Grants that compensate the Association for the cost of an assets are deducted from the carrying amount of the assets and consequently are effectively recognised in profit or loss over the useful life of the asset by way of reduced depreciation expense.

(f) Impairment of assets

At each reporting date, the Association reviews the carrying amounts of its assets to determine whether there is an indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of an assets is estimated in order to determine the extent of the impairment loss.

An impairment loss is recognised for the amount by which the asset's carrying amount exceeds recoverable amount which is the higher of an asset's fair value less costs to sell and value in use. Impairment losses are recognised in the statement of comprehensive income except where the asset is carried at valuation and the impairment loss does not exceed the revaluation surplus for that same asset, in which case it is treated as a revaluation decrease.



ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 20202. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

- Continued -

(g) Plant and equipment

Plant and equipment are stated at cost less accumulated depreciation and impairment losses. For property, plant and equipment which are funded by government grants or other grants, such grants are deducted in arriving at the carrying amount of the assets, and the balance of the cost of these assets are depreciated over their estimated useful lives.

Depreciation is calculated to write off the cost/value of each asset, less their estimated residual value, if any, using the straight line method over their estimated useful lives. The principle annual rates used for this purpose are as follows:-

Furniture and equipment	33%
Leasehold improvement	50%

Gains or losses arising from the retirement or disposal of an item of property, plant and equipment are determined as the difference between the net disposal proceeds and the carrying amount of the item and are recognized in the statement of comprehensive income and expenditure on the date of retirement or disposal.

(h) Receivable

Receivables are initially recognised at fair value and thereafter stated at amortised cost less allowance for impairment losses of bad and doubtful debts, except where the receivable are interest-free loans made to related parties without any fixed repayment terms or effect of discounting would be immaterial. In such cases, the receivables are stated at cost less allowance for impairment losses of bad and doubtful debts.

A provision for impairment of the receivables is established when there is objective evidence that the Association will not be able to collect all amounts due according to the original terms of receivables. The amount of the provision is the difference between the asset's carrying amount and the present value of estimated future cash flows, discounted at the effective interest rate. The amount of the provision is recognised in the statement of comprehensive income.

(i) Payables

Payables are initially recognised at fair value and thereafter stated at amortised cost unless the effect of discounting would be immaterial, in which case they are stated at original invoice amount.

(j) Cash and cash equivalents

Cash and cash equivalents comprise cash at bank and on hand, demand deposits with banks and other financial institutions, and short-term, highly liquid investments that are readily convertible into known amounts of cash and which are subject to an insignificant risk of changes in value, having been within three months of maturity at acquisition. Bank overdrafts that are repayable on demand and form an integral part of the Association's cash management are also included as a component of cash and cash equivalents for the purpose of the statement of cash flows.

ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 20202. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

- Continued -

(k) Employee benefits*Employment Ordinance long service payments*

Certain of the Association's employees have completed the required number of years of service to the Association in order to be eligible for long service payments under Hong Kong Employment Ordinance (the "Employment Ordinance") in the event of the termination of their employment. The Association is liable to make such payments in the event that such a termination of employment meets the circumstances specified in the Employment Ordinance.

A provision is recognized in respect of the probable future long service payments expected to be made. The provision is based on the best estimate of the probable future payments which have been earned by the employees from their services to the Association to the statement of financial position date.

A contingent liability is disclosed in respect of possible future long service payments to employees, as a number of current employees have achieved the required number of years of service to the Association, to the statement of financial position date, in order to be eligible for long service payments under the Employment Ordinance if their employment is terminated in the circumstances specified. A provision has not been recognized in respect of such possible payments, as it is not considered probable that the situation will result in a material future outflow of resources from the Association.

Pension schemes

The Association operates a defined contribution Mandatory Provident Fund retirement benefits scheme (the "MPF Scheme") under the Mandatory Provident Fund Schemes Ordinance, for those employees who are eligible to participate in the MPF Scheme. Contributions are made based on a percentage of the employees' basic salaries and are charged to the statement of comprehensive income and expenditure as they become payable in accordance with the rules of the MPF Scheme. The assets of the MPF Scheme are held separately from those of the Association in an independently administered fund. The Association's employer contributions vest fully with the employees when contributed into the MPF Scheme.

(l) Operating leases

Leases where substantially all the rewards and risks of ownership of assets remain with the lessor are accounted for as operating leases. Rentals payable under operating leases are charged to the statement of income and expenditure on the straight-line basis over the lease terms.

(m) Designated donations and related expenditure

Designated donations received are credited directly to the respective funds. Expenditures are charged to these funds where appropriate.



ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

- Continued -

(n) Provision and contingent liabilities

Provisions are recognised for liabilities of uncertain timing or amount when the Association has a legal or constructive obligation arising as a result of a past event, it is probable that an outflow of economic benefits will be required to settle the obligation and a reliable estimate can be made. Where the time value of money is material, provisions are stated at the present value of the expenditure expected to settle the obligation.

Where it is not probable that an outflow of economic benefits will be required, or the amount cannot be estimated reliably, the obligation is disclosed as a contingent liability, unless the probability of outflow of economic benefits is remote. Possible obligations, whose existence will only be confirmed by the occurrence or non-occurrence of one or more future events are also disclosed as contingent liabilities unless the probability of outflow of economic benefits is remote.

3. LOANS TO DISABLED

	2020 HK\$	2019 HK\$
At beginning of year	608,046	960,109
Advances during the year	190,000	82,000
Repayment during the year	(329,140)	(434,063)
At end of year	468,906	608,046
Portion classified as current assets	(291,019)	(319,995)
Non-current portion	<u>177,887</u>	<u>288,051</u>
	=====	=====

These are unsecured, interest-free and are repayable by monthly instalments.

ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 20204. PLANT AND EQUIPMENT

	<u>Furniture & Equipment</u> HK\$	<u>Leasehold Improvement</u> HK\$	<u>Total</u> HK\$
COST			
At 01.04.2018 & 31.03.2019	180,746	128,100	308,846
Addition	7,730	-	7,730
At 31.03.2020	<u>188,476</u>	<u>128,100</u>	<u>316,576</u>
ACCUMULATED DEPRECIATION			
At 01.04.2018	179,299	128,100	307,399
Charge for the year	1,447	-	1,447
At 31.03.2019	<u>180,746</u>	<u>128,100</u>	<u>308,846</u>
Charge for the year	2,577	-	2,577
At 31.03.2020	<u>183,323</u>	<u>128,100</u>	<u>311,423</u>
NET BOOK VALUE			
At 31.03.2020	<u>5,153</u>	<u>-</u>	<u>5,153</u>
At 31.03.2019	<u>-</u>	<u>-</u>	<u>-</u>

5. LONG SERVICE PAYMENTS OBLIGATION

The Association had provided long service payments for employees who had fulfilled the required number of years of service under Hong Kong's Employment Ordinance (the 'Employment Ordinance') on their termination of employment.

The provision for long service payments is calculated in accordance with the provisions of the Employment Ordinance and is reduced by the cumulative employer's contribution to the MPF.

At 31 March 2020, 35 employees (2019: 38) had fulfilled the required number of years of service under Employment Ordinance. The total amount of the provision for long service payment should be HK\$945,752 (2019: HK\$1,168,793).

However, Social Welfare Department will subvent the long service payments for the employees under Supported Employment Services, Integrated Home Care and the Endeavor. No provision was recognised in respect of such payment as no material outflow of resources will be required to settle the obligation. The correspondence amount was disclosed as contingent liability in Note 31 to the financial statements.

The provision was only recognised for the employees under Central Administration.



ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020

6. GENERAL FUND

	<u>2020</u> HK\$	<u>2019</u> HK\$
Balance at beginning of year	-	-
Transfer from statement of comprehensive income	(52,251)	105,739
Transfer to Service Foundation Fund - note 7	52,251	(105,739)
Balance at end of year	<u>-</u> =====	<u>-</u> =====

7. SERVICE FOUNDATION FUND

	<u>2020</u> HK\$	<u>2019</u> HK\$
Balance at beginning of year	4,265,420	4,074,281
Transfer from statement of comprehensive income	1,019,294	85,400
Transfer from General Fund - note 6	(52,251)	105,739
Balance at end of year	<u>5,232,463</u> =====	<u>4,265,420</u> =====

The Service Foundation Fund ("SFF") was set up to support the development of new services of the Association and the surplus balance of SFF will be used to offset against any deficits in the General Fund.

8. INDEPENDENT LIVING FUND

	<u>2020</u> HK\$	<u>2019</u> HK\$
Balance at beginning of year	2,585,108	2,585,108
Bad debt	-	-
Balance at end of year	<u>2,585,108</u> =====	<u>2,585,108</u> =====

The Independent Living Fund was set up separately to provide interest-free loans to the disabled and, accordingly, it is not to be used to cover any deficits which were derived from any other services or funds.

ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 20209. SUPPORTED EMPLOYMENT SERVICES

	<u>2020</u> HK\$	<u>2019</u> HK\$
Balance at beginning of year	278,853	297,276
Transfer from statement of comprehensive income	378,442	157,374
Transfer to Social Welfare Department		
Lump Sum Grant Reserve - note 14	(378,442)	(155,894)
Transfer to Social Welfare Department		
Provident Fund - note 15	-	-
Transfer to Social Welfare Department		
Rent and Rates - note 18	-	-
Transfer to One Stop Promotion Service - note 21	-	(19,903)
Balance at end of year	<u>278,853</u>	<u>278,853</u>

The Supported Employment Services, commenced in March 1995, provides employment opportunities to the disabled.

10. JOCKEY CLUB DESKTOP PUBLISHING CENTRE

	<u>2020</u> HK\$	<u>2019</u> HK\$
Balance at beginning of year	(1,649,986)	(1,438,359)
Transfer to statement of comprehensive income	(47,778)	(211,627)
Balance at end of year	<u>(1,697,764)</u>	<u>(1,649,986)</u>

The funding from The Hong Kong Jockey Club Charities Trust and Chinese Permanent Cemeteries was used to set up a workshop to provide training and employment for the disabled since March 1996 and, accordingly, it is not to be used to cover any deficits which were derived from any other services or funds.

11. HOME CARE SERVICES

	<u>2020</u> HK\$	<u>2019</u> HK\$
Balance at beginning of year	528,150	528,150
Transfer from statement of comprehensive income	365,999	284,070
Transfer to Social Welfare Department		
Lump Sum Grant Reserve - note 14	(365,999)	(284,070)
Balance at end of year	<u>528,150</u>	<u>528,150</u>

The Home Care Services aims to provide home care to the elderly and disabled, as well as needy families so as to assist them to continue living in the community.



ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 202012. THE ENDEAVOR

	<u>2020</u> HK\$	<u>2019</u> HK\$
Balance at beginning of year	4,117	4,481
Transfer from statement of comprehensive income	777,006	596,853
Transfer to Social Welfare Department		
Lump Sum Grant Reserve - note 14	(777,006)	(596,853)
Transfer from Social Welfare Development		
Lump Sum Grant Reserve - note 14	46,456	-
Transfer to Social Welfare Development Fund - note 22	-	(364)
Balance at end of year	<u>50,573</u>	<u>4,117</u>

This is an integrated vocational rehabilitation service centre subvented by the Social Welfare Department.

13. LAUNDRY WORKSHOP

	<u>2020</u> HK\$	<u>2019</u> HK\$
Balance at beginning of year	27,089	35,154
Transfer to statement of comprehensive income	37,401	(8,065)
Balance at end of year	<u>64,490</u>	<u>27,089</u>

The Clean Laundry was funded by the grants from the 'Enhancing Employment of People with Disabilities through Small Enterprise' Project of the Social Welfare Department. The Project commenced operation since February 2006. The project is to operate on a self-finance mode after expiry of funding support from the Social Welfare Department.

14. SOCIAL WELFARE DEPARTMENT LUMP SUM GRANT RESERVE

	<u>2020</u> HK\$	<u>2019</u> HK\$
Balance at beginning of year	8,892,713	8,451,741
Transfer from Supported Employment Services - note 9	378,442	155,894
Transfer from Home Care Services - note 11	365,999	284,070
Transfer from The Endeavor - note 12	777,006	596,893
Transfer to Social Welfare Department		
Provident Fund - note 15	55,643	(73,672)
Transfer to The Endeavor - note 12	(46,456)	-
Transfer to Social Welfare Department		
Block Grant - note 17	41,170	(54,128)
Transfer from Social Welfare Department		
Rent and Rates - note 18	64,405	59,964
Transfer from/(to) Social Welfare Development Fund - note 22	(103,586)	(261,989)
Transfer to EC Farm - Vocational Training and Horticulture Educational Scheme - note 25	250,000	(250,000)
Refund to Government	(238,282)	(16,060)
Balance at end of year	<u>10,437,054</u>	<u>8,892,713</u>

In accordance with the Lump Sum Grant Manual issued by the Association, the Social Welfare Department in October 2000 and adopted by the Association, any unspent lump sum grant is to be transferred to and kept in a separate reserve fund.

ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 202015. SOCIAL WELFARE DEPARTMENT PROVIDENT FUND

	<u>2020</u> HK\$	<u>2019</u> HK\$
Balance at beginning of year	1,745,610	1,671,938
Transfer from Social Welfare Department Lump Sum Grant Reserve - note 14	(55,643)	73,672
Transfer from Supported Employment Service - note 9	-	-
Balance at end of year	<u>1,689,967</u> =====	<u>1,745,610</u> =====

In accordance with the Lump Sum Grant Manual issued by the Social Welfare Department in April 2005, any unspent lump sum grant is to be transferred to and kept in a separate reserve fund.

16. SOCIAL WELFARE DEPARTMENT CENTRAL ITEMS

	<u>2020</u> HK\$	<u>2019</u> HK\$
Balance at beginning of year	142,917	163,449
Transfer from Social Welfare Department Rent & rates - note 18	-	-
Surplus refund to Social Welfare Department	-	(20,532)
Balance at end of year	<u>142,917</u> =====	<u>142,917</u> =====

In accordance with the Lump Sum Grant Manual issued by the Social Welfare Department in April 2005, any unspent lump sum grant is to be transferred to and kept in a separate reserve fund.



ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020

17. SOCIAL WELFARE DEPARTMENT BLOCK GRANT

	<u>2020</u> HK\$	<u>2019</u> HK\$
Balance at beginning of year	370,246	316,118
Transfer from Social Welfare Department Lump Sum Grant Reserve - note 14	(41,170)	54,128
Balance at end of year	<u>329,076</u> =====	<u>370,246</u> =====

The Block Grant aims to meet the minor and routine Furniture and Equipment replenishment and repairs and maintenance requirements of Agencies in respect of their subvented welfare service so as to replace the need for individual applications.

Movement of the F&E Replenishment and Minor Works Block Grant Reserve is as follows:-

	HK\$
Credit balance b/f from previous financial year	370,246
Add: Block Grant received during the year	253,000
Interest income received	649
	<u>253,649</u>
Less: Expenditure during the year (Note):- Minor works projects	262,406
Furniture and equipment	32,413
	<u>(294,819)</u>
Credit balance c/f to the next financial year	<u>329,076</u> =====

Capital Commitments

As at 31 March 2020, the outstanding commitments in respect of Furniture and Equipment Replenishment and Minor Works Grant were as follows:

	HK\$
Contracted for but not provided in the financial statements	-
Authorized but not contracted for	-
	<u>-</u> =====

Note: Expenditure charged to Block Grant during the year should be full expenditure amount, i.e. the actual expenditure incurred in 2019-20.

ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020

18. SOCIAL WELFARE DEPARTMENT RENT AND RATES

	<u>2020</u> HK\$	<u>2019</u> HK\$
Balance at beginning of year	(705,463)	(645,150)
Transfer to Social Welfare Department Lump Sum Grant Reserve - note 14	(64,405)	(59,964)
Transfer from Supported Employment Service - note 9	-	-
Transfer to Social Welfare Department Central items - note 16	-	-
Refund to Government	(739)	(349)
Balance at end of year	<u>(770,607)</u>	<u>(705,463)</u>

In accordance with the Lump Sum Grant Manual Issued by the Social Welfare Department in April 2005, any unspent lump sum grant is to be transferred to and kept in a separate reserve fund.

19. COMMUNITY-BASED SUPPORT PROJECTS FOR PERSONS WITH DISABILITIES AND THEIR FAMILIES

	<u>2020</u> HK\$	<u>2019</u> HK\$
Balance at beginning and end of year	<u>130,686</u>	<u>130,686</u>

Community-based Support Projects for Persons with Disabilities and their Families aims to provide comprehensive and continuous on-the-job support to persons with disabilities so as to enhance their adaptation and problem solving abilities. The ultimate goal is to assist them to retain their employment. Support is also rendered to their families to relieve their pressure and improve their family relationship.

20. COMMUNITY-BASED SUPPORT PROJECTS FOR PERSONS WITH DISABILITIES AND THEIR FAMILIES 就業員並同

	<u>2020</u> HK\$	<u>2019</u> HK\$
Balance at beginning of year	-	-
Transfer to statement of comprehensive income	-	-
Balance at end of year	<u>-</u>	<u>-</u>

Community-based Support Projects for Persons with Disabilities and their Families aims to provide comprehensive and continuous on-the-job support to persons with disabilities so as to enhance their adaptation and problem solving abilities. The ultimate goal is to assist them to retain their employment. Support is also rendered to their families to relieve their pressure and improve their family relationship.



ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 202021. ONE-STOP PROMOTIONAL AND DISTRIBUTION SERVICE

	2020 HK\$	2019 HK\$
Balance at beginning of year	-	(40,353)
Transfer from statement of comprehensive income	-	20,450
Transfer from Supported Employment Services - note 9	-	19,903
Balance at end of year	----- -	----- -

One-Stop Promotion is the second social enterprise of the Association which aims to provide reliable one-stop promotional services for customers and at the same time creating employment opportunities for disabled persons. Services included design, printing, distribution of flyers, establishment and management of database, letter shopping and delivery services.

22. SOCIAL WELFARE DEVELOPMENT FUND

	2020 HK\$	2019 HK\$
Balance at beginning of year	464,693	202,340
Transfer (to)/from Social Welfare Department	-	-
Lump Sum Grant Reserve - note 14	103,586	261,989
Transfer from the Endeavor - note 12	-	364
Surplus refund to Social Welfare Department	(181,200)	-
Balance at end of year	----- 387,079	----- 464,693

The Fund is allocated by the Social Welfare Department to support training, capacity enhancement initiatives and service delivery enhancement studies.

Movement of the Social Welfare Development Fund (SWDF) is as follows:-

	HK\$	HK\$
(a) Balance of SWDF brought forward - Phase 2	-	181,200
(a) Balance of SWDF brought forward - Phase 3	-	283,493
	-	(a) 464,693
<u>Income</u>		
(b) Allocation from SWDF during the financial year	-	(b) 127,025
(c) Interest received during the financial year - Phase 3	-	(c) 426
<u>(d) Expenditure</u>		
1. Expenditure for projects under scope A	12,365	
2. Expenditure for projects under scope B (non-IT)	-	
3. Expenditure for projects under scope B (IT)	-	
4. Expenditure for projects under scope C	-	
5. Expenditure for Administrative Support	-	
Total expenditure during financial year	----- 11,500	(d) (23,865)
Surplus refund to Social Welfare Department - Phase 2	-	(181,200)
Balance for Phase 3	-	387,079
(e) Balance carried forward to the next financial year	-	(e) 387,079
(e) = (a) + (b) + (c) - (d)	-	-----

ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 202022. SOCIAL WELFARE DEVELOPMENT FUND

- Continued -

The above expenditures under the SWDF have been incurred in accordance with the requirements stipulated in SWDF Guidance Notes for application, SWD's approval letter(s) and the procurement of projects and services are in line with the procedures specified in the Lotteries Fund Manual.

23. JOCKEY CLUB DIGITAL INCLUSION CENTRE

	<u>2020</u> HK\$	<u>2019</u> HK\$
Balance at beginning of year	(27,301)	(774,164)
Transfer (to)/from statement of comprehensive income	(57,210)	746,863
Balance at end of year	<u>(84,511)</u>	<u>(27,301)</u>

The Centre aims to narrow the digital divide and enhancing digital accessibility of people with disabilities and elderly such that they can also benefit from the advancement in technology.

24. ELECTRIC WHEELCHAIR REPAIR CLINIC AND RESOURCE CENTRE

	<u>2020</u> HK\$	<u>2019</u> HK\$
Balance at beginning of year	1,243,222	840,958
Transfer from statement of comprehensive income	236,289	402,264
Balance at end of year	<u>1,479,511</u>	<u>1,243,222</u>

The Centre provides repair, maintenance and rental of electric wheelchair so as to facilitate mobility of people with disabilities and elderly and thus their integration into the community.

25. EC FARM - VOCATIONAL TRAINING AND HORTICULTURE EDUCATIONAL SCHEME

	<u>2020</u> HK\$	<u>2019</u> HK\$
Balance at beginning of year	(299,491)	(539,892)
Transfer to statement of comprehensive income	(28,062)	(9,599)
Transfer (to)/from Social Welfare Department Lump Sum Grant Reserve - note 14	(250,000)	250,000
Balance at end of year	<u>(577,553)</u>	<u>(299,491)</u>

The Farm Project, commenced in March 2013, provides training opportunities for people with disabilities on farming and horticulture and facilitate their integration into the community.



ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 202026. COMMUNITY CARE FUND - PILOT SCHEME ON HOME CARE AND SUPPORT FOR ELDERLY PERSONS WITH MILD IMPAIRMENT

During the year, the Association has implemented Community Care Fund ("CCF") assistance programme. According to the requirement of CCF, the Association is required to disclose the income and expenditure for the programme in its financial statements.

	2020 HK\$	2019 HK\$
Balance at beginning of year	(138,394)	(87,888)
Transfer from/(to) statement of comprehensive income	45,694	(50,506)
Balance at end of year	<u>(92,700)</u>	<u>(138,394)</u>

Community Care Fund aims to provide home care and support services to elderly with mild impairment.

Movement of the CCF - Pilot scheme on Home Care and Support for Elderly Persons with Mild Impairment is as follows:-

	2020 HK\$	2019 HK\$
Balance at the beginning of year	(138,394)	(87,888)
<u>Income</u>		
Subsidy from CCF	563,908	430,524
Fees income received from participants	32,581	23,456
	458,095	366,092
<u>Expenditure</u>		
Audit fee	3,000	3,000
Salaries	406,228	380,407
Provident fund	20,396	16,406
Programme expenses	103,325	90,230
Printing, stationery and postage	56	29
Travelling	3,326	1,825
Telephone and fax	6,305	5,648
Electricity and water	8,159	6,941
	<u>(550,795)</u>	<u>(504,486)</u>
Deficit for the year	(92,700)	(138,394)
Balance at the end of the year	<u>(92,700)</u>	<u>(138,394)</u>

ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 202027. TRAINING SUBSIDY PROGRAMME FOR CHILDREN ON THE WAITING LIST OF SUBVENTED PRE-SCHOOL REHABILITATION SERVICES

	<u>2020</u> HK\$	<u>2019</u> HK\$
Balance at beginning of year	(110)	(110)
Transfer to statement of comprehensive income	-	-
Balance at end of year	<u>(110)</u> ====	<u>(110)</u> ====

Training Subsidy Programme for children in the waiting list of subvented pre-school Rehabilitation Services aims to provide rehabilitation services for children wait-listed for subvented pre-school rehabilitation services.

28. BENEFITS AND INTERESTS OF COMMITTEE MEMBERS (DISCLOSURES REQUIRED BY SECTION 383 OF THE HONG KONG COMPANIES ORDINANCE (CAP.622) AND COMPANIES (DISCLOSURE OF INFORMATION ABOUT BENEFITS OF DIRECTORS) REGULATION (CAP.622G)

No remuneration was paid or payable to the committee members which needs to be disclosed pursuant to section 383 of the Hong Kong Companies Ordinance (Cap. 622) and Companies (Disclosure of Information about Benefits of Directors) Regulation (Cap.622G).

29. TAXATION

No provision for Hong Kong profits tax has been made since the Association is a charitable institution and, accordingly, is exempted from Hong Kong tax under Section 88 of the Inland Revenue Ordinance.

30. LEASE COMMITMENTAs lessor

At the reporting date, the Association had future aggregate minimum lease receivables under non-cancellable operating leases in respect of investment properties as follows:-

	<u>2020</u> HK\$	<u>2019</u> HK\$
Within one year	1,509,036	1,507,536
After one year but within five years	1,430,436	2,567,472
After five years	-	-
	<u>2,939,472</u> =====	<u>4,075,008</u> =====



ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 202031. CONTINGENT LIABILITY

	<u>2020</u> HK\$	<u>2019</u> HK\$
Long service payments obligation - note 5	645,199 =====	820,389 =====

32. FINANCIAL INSTRUMENTS – RISK MANAGEMENT

The Association is exposed through its operations to one or more of the following financial risks:

- Fair value or cash flow interest rate risk
- Liquidity risk

Policies for managing these risks are set by the management of the Association. The policy for each of the above risks is described in more detail below.

Fair value and cash flow interest rate risk

As the Association has no significant third party interest-bearing assets/liabilities other than in Hong Kong dollar bank deposits, the Association's income and operating cash flows are substantially independent of changes in market interest rates.

Liquidity risk

The Association's policy is to regularly monitor current and expected liquidity requirements to ensure that it maintains sufficient reserves of cash to meet its liquidity requirements in the short and longer term.

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<http://www.emv.org.hk/download/EMVAR2019-2020.pdf>