To: Permanent Secretary for Education  
Attention: School Administration and Management Section (Email: posam1@edb.gov.hk)  

Proposal for Collaboration Items Coordinated by School Sponsoring Body (SSB)  
(To be returned on or before 29 April 2016)  
(Applicable to the deployment of the SAM grant to SSB for collaboration only)

Name of SSB: ABC (No. of schools under collaboration: 5)

Objective

We (the SSB) operate 10 aided secondary schools and 10 aided primary schools. After conducting meetings and surveys with our sponsored schools to review their administrative procedures, the following measures will be devised to enhance the effectiveness of the administrative work relating to financial management of the schools.

<table>
<thead>
<tr>
<th>Area</th>
<th>Expected Results</th>
<th>Item</th>
<th>Evaluation Criteria (Indicator)</th>
<th>Budget</th>
<th>Sustainable Development Plan</th>
</tr>
</thead>
</table>
| Financial Management | • Streamline the procurement procedures of the schools and enhance the effectiveness of resources management to reduce related administrative workload …… | The SSB will employ a Project Officer to:  
• Create mechanisms/guidelines for the procurement of various stores and services, supplier lists, and various templates, etc. for schools  
• Conduct a large-scale central tendering of exercise books for the 5 primary schools; and establish a central procurement mechanism and prepare relevant templates after collecting the comments and opinions from other sponsored schools during | During the utilization period of the SAM Grant:  
• The procurement guidelines, supplier lists, and templates can be established and adopted  
• The large-scale central tendering of exercise books for the 5 primary schools can be completed; and central procurement | • Salary of Project Officer for 12 months (MPF included) $228,000  
• (to be evenly borne by AA School, BB School, CC School, DD School, and EE School)  
• To explore the possibility of extending central procurement measures to other items for sponsored schools  
• In the light of the experience of assisting CC School to procure electronic system, the SSB will consider providing similar assistance to other sponsored schools in need  
• …… |

1 Examples: Administrative procedure and framework / mechanism, financial management, student support / teaching-related administrative work, information management and communications, and school premises management.

* Please delete as appropriate
<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>the course of the above tender exercise</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Assist CC School to procure an electronic system for processing and maintaining financial records to enhance efficiency</td>
<td>• ...</td>
<td></td>
</tr>
<tr>
<td>mechanism and templates are established</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Procure the appropriate electronic system for CC School according to opinions of sponsored schools, and assist the School to migrate financial records to the new system successfully</td>
<td>• ...</td>
<td></td>
</tr>
</tbody>
</table>