

Association for Engineering & Medical Volunteer Services

工程及醫療義務工作協會

A stylized illustration of a group of approximately 15 people of various ages and ethnicities standing in a line. They are wearing blue and white striped shirts, suggesting they are volunteers. The illustration is positioned at the bottom of the page, behind the text.

ANNUAL REPORT 1996-1998

一九九六至一九九八年年報

CONTENT

CHAIRMAN'S REMARKS	1
PATRON & HONORARY ADVISORS	3
HONORARY AUDITORS & FINANCIAL ADVISORS	4
EXECUTIVE COMMITTEE MEMBERS (1996-98)	4
STAFF LIST (1996-98)	5
SERVICES REPORT	6
Technical Aids Services to the Disabled	6
Computer Aids Services for the Disabled	9
Rehabilitation Software Library	11
Electronic Communication for the Disabled	12
Domiciliary Occupational Therapy	14
Jockey Club Desktop Publishing Centre	16
Supported Employment Service	18
Independent Living Fund	19
Care for the Elderly Living Alone	21
Occupational Therapy/Physiotherapy Service	22
Engineering & Medical Service	23
MEMBERS AND VOLUNTEERS MANAGEMENT	26
PROMOTION	27
Visits Paid	27
Visits Received	27
Interviews	28
Promotional Activities	28
STAFF TRAINING	29
FINANCE	30
Financial Secretary's Report	30
Auditor's Report	57
ACKNOWLEDGEMENT	31

Address: No. 207-212, Podium Floor, Block 44, Shek Kip Mei Estate, Kowloon.

Tel: 2776 8569

Fax: 2788 1194

C **CHAIRMAN'S REMARKS**

Session 1996-98 is an important milestone of EMV, not because of the change of sovereignty of Hong Kong back to China on July 1st 1997, but of the evolution of new services. With an endowment of HK\$2.91 million from the Hong Kong Jockey Club Charities Trust, the EMV Jockey Club Desktop Publishing Centre was established with the objective of enhancing the training and employment opportunities of disabled persons. The workers of the Centre included physically handicapped, ex-mentally ill, mentally handicapped, deaf and chronically ill persons. Operating under commercial principle, the Centre aims to achieve financial self-sufficiency. So far, the Centre had been able to maintain a steady business and things have progressed as planned.

As an integral part of the initiative to enhance the employment opportunities for disabled persons, our Supported Employment Service continues to provide ongoing support to disabled persons to enable them to work in an open setting which is beyond the confine of a sheltered workshop. During the past two years, 49 disabled persons have managed to secure a job. With funding from the Employee Retraining Board, training courses were arranged for them to enhance their skills and competitiveness in the open job market.

In the past two years, the demand for services from the elderly and the elderly service sector had increased fairly substantially. The surge was noted in many of our services such as Domiciliary Occupational Therapy, technical Aids Services for the Disabled and Occupational Therapy/Physiotherapy Services. In fact, EMV had started in 1990 the "Care for the Elderly Living Alone" pilot service in anticipating the demographic change in Hong Kong. With experiences accumulated over the years, our service delivery model had been continuously improved to meet the needs of the clients. The intensiveness and frequency of contacts between the volunteers and the elderly were enhanced with a view to provide better quality services.

While information technology and communication remain as hot topics for which vast amount of resources have been put in by the HKSAR Government, this applies equally well in our services. To enhance the availability of user-friendly computer aids and communication means for disabled persons, a questionnaire survey was conducted with a view to better understand the needs of disabled persons. Our Electronic Communication for the Disabled was upgraded from an electronic bulletin board to an intranet. Besides, multi-media rehabilitation softwares were also developed to meet local needs.

Our Independent Living Fund which offers interest free loan to disabled persons has continued to attract applications from disabled individuals who choose to acquire technical aids through their own means rather than going after donations. The size of the Fund had increased from HK\$250,000 to HK\$1.5 millions since 1990. So far, the Fund has no record of bad debt after serving the total of over 140 clients with a total loan size of around HK\$3 millions in eight years - an achievement that the disabled community should be proud of.

During the past two years, EMV had enjoyed a fairly stable income and was thus able to concentrate on improving and developing new services. We are indebted to the Community Chest, the Hong Kong Jockey Club Charities Trust, the Social Welfare Department, the Employee Retraining Board and friends of EMV for their generous donations. Thanks are also extended to our patron, honorary advisors & auditor, volunteers, members and staff for their dedication and commitment in serving the community.

PATRON

Dr. CHIANG Chun

HONORARY ADVISORS

Mr. Chris BALE

Professor T. C. CHEN

Professor Nelson W. S. CHOW

Dr. York CHOW

Professor Sir Harry S. Y. FANG C.B.E., LL.D., J.P.

Dr. Marion FANG M.B.E., J.P.

Professor P. C. W. FUNG

Professor R. M. KENNEDI

Professor S. Y. KING

Mr. M. B. LEE J.P.

Professor P. C. LEUNG

Ms. Maria TAM

HONORARY AUDITORS & FINANCIAL ADVISORS

Mr. Anthony T. Y. WU
Ernst & Young

EXECUTIVE COMMITTEE MEMBERS (1996-1998)

Chairman	Mr. CHAN Fan
Vice Chairman	Mr. CHAN Yuk-keung, Simon
Financial Secretary	Mr. LAW Chit-wai, Jeffrey
Committee Members	Dr. CHAN Hok-sum
	Ms. CHAN Mei-wah, Alice
	Mr. CHEUNG Kin-man, Wilson
	Mr. E. Herbert LI
	Mr. LI Wing-ming

S

TAFF LIST (1996-98)

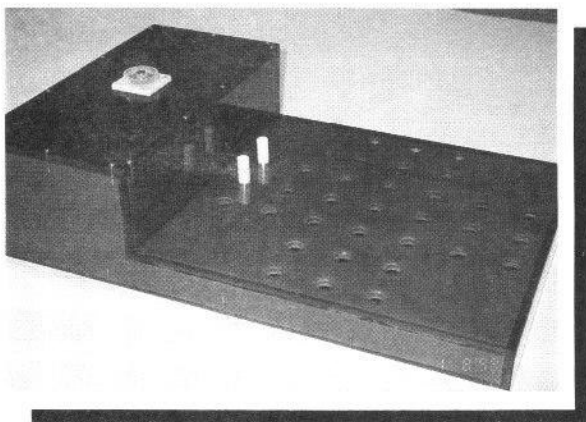
Executive Director	Ms. LUK Yim-ling, Lisa
Executive Secretary	Ms. AU Mei-chi, Venus
Project Officer	Mr. TSE Wai-ho, Horace
Electronic Technician	Mr. TSANG Tit-hung, Zenegger
Computer Operator	Mr. WONG Tak-shing, William
Placement Officer	Ms. LAM Sue-fun, Jackie
Asst. Placement Officer	Mr. CHIU Sin-lun, King
Mechanic	Mr. LEUNG Hon-ming
Carpenter	Mr. YUEN Wai-chung
	Mr. CHUI Lin-biu
Administrative Assistant	Ms. TSANG Tze-luen, Lilac

SERVICES REPORT

Technical Aids Services for the Disabled (TASD)

In the year 1996-1998, the Technical Aids Services for the Disabled continued to provide services on the design and fabrication of technical devices which were inexpensive and suit local needs. During this period, over 20 new products were designed. These products included daily living aids, rehabilitation aids and seating aids. Two developmental projects namely "Electro-Magnetic Solitaire" and "Foldable Commode Chair" were completed. As these products were practical and the costs were reasonable, they were much welcome by the disabled users and the therapists.

To facilitate the users in identifying suitable aids for use, a Product Catalogue was compiled and distributed to the users. Majority of the devices fabricated during the past years was collected and incorporated into this catalogue. This booklet would serve as a very useful reference for rehabilitation personnel. In order to explore ideas

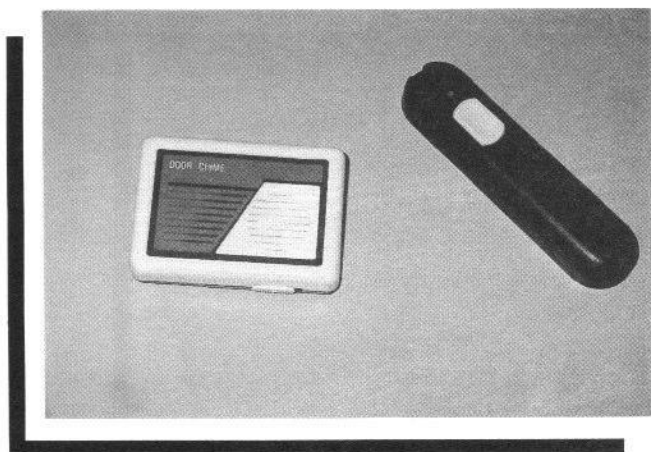


- The Magnetic Solitaire offers varying degrees of resistance for training.

for the design of new products, a questionnaire was enclosed in the catalogue for distribution to the users. The information collected would help in the development of new devices.

In addition to the production of aids, our service was also extended into the community. In December 1997, a Wheelchair Repair Workshop was organised in collaboration with the Community Rehabilitation Network of the Hong Kong Society for Rehabilitation. This workshop aimed to provide some basic knowledge on the repair and maintenance of manual wheelchairs. Over 40 wheelchair users and volunteers joined this function and their response was encouraging. With the availability of some basic knowledge on the maintenance of their wheelchairs, the durability of the devices could be prolonged.

In co-operation with the Hong Kong Institute of Engineers, technical support and consultation would be provided to some special schools and elderly residential homes. This project was now under planning and the service would be implemented in the coming year.



- The Vibrating Door Bell helps people with hearing impairment to recognise the arrival visitors.

In the past years, there was a rapid growth in the requests for technical aids from the elderly service sector. With the growth in size of the elderly population, it is anticipated that there will be an increasing demand for the design and fabrication of devices for use by the elderly. More efforts will be put in the development of new products for this clientele in the coming year.

Statistics

<i>Services provided</i>	<i>No. of clients served</i>	
	<u>96-97</u>	<u>97-98</u>
Design and fabricate technical aids	12,373	13,336
Repair technical aids	4,412	4,668
Provide clinical assessment for disabled persons & elderly	16,820	18,003
Recommend appropriate aids to disabled persons & elderly	13,792	14,670
Follow up and advise on the application of technical aids to disabled persons & elderly	13,792	14,670

Computer Aids Services for the Disabled (CASD)

The service aims at the design, fabrication, modification and development of computer aids for disabled persons so as to enhance their independence in all aspects of their living.

During the past two years, the service continued to fabricate regular products such as modified keyboard, programmable keypad, interface box, scanning board and keyboard guard. In addition, a few new products were also designed. These devices serve to help disabled persons to access to computer despite of their disabilities.

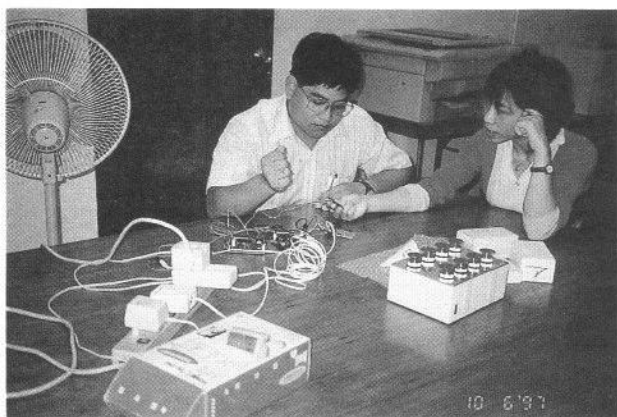
Besides the handling of incoming requests, volunteers were also engaged in the development of new projects. The fabrication of the "Grip Strengthening Device" was completed. The production of the "Flexion, Extension, Pronation and Supination Training Aid" was now at the final stage and would be completed shortly. Regarding the design of the "Voice Scanning" and the "Environmental Control Unit (ECU)", both devices could facilitate disabled persons or elderly to remotely control the home appliances within their immediate home environment. The former was completed in late 1997 while the latter was still in progress. The design of a "Single Switch Training Software" which was another new request was under steady progress,

The Computer Consultation and Computer Maintenance Service were operated as usual. The 'Home-Based Computer Maintenance Service' were greatly welcomed by home-bounded disabled persons. They found the service very efficient and convenient. However, due to limited manpower available, the service capacity had to be maintained at a low level.

In order to better understand the needs of disabled persons for computer devices, questionnaires which aimed to explore the service demand were designed and distributed to users. Feedback was received from the users. The volunteers would study the feasibility of these suggestions and start off with the projects as far as possible.

Statistics

<i>Services provided</i>	<i>No. of clients served</i>	
	<u>96-97</u>	<u>97-98</u>
Design, fabricate and install computer hardware	1,290	1,355
Design and fabricate computer software	512	540
Provide consultation service on computers for disabled users	400	480
Provide repair and maintenance service for computers & computer aids	59	53
Disseminate hardware/software to rehabilitation professionals	-	570



- Our volunteer was explaining the use of 'Voice Scanning' to the user.

Rehabilitation Software Library

Rehabilitation Software Library has a collection of rehabilitation hardware and software which served as reference for rehabilitation professionals in the planning of training and education programmes for their clients. In the past years, the Library continued to collect relevant rehabilitation software from Internet for inclusion into the software list.

Due to the growing popularity of multi-media environment and the availability of these facilities in rehabilitation settings, five multi-media software which suited local needs were designed. These software were used in the training of cognitive and intellectual aspects of mentally handicapped persons. As these software can provide a stimulating and interesting environment for the users, they proved to be effective tools for use in the training of disabled persons. These software were highly welcomed by rehabilitation professionals from special schools and training centres.

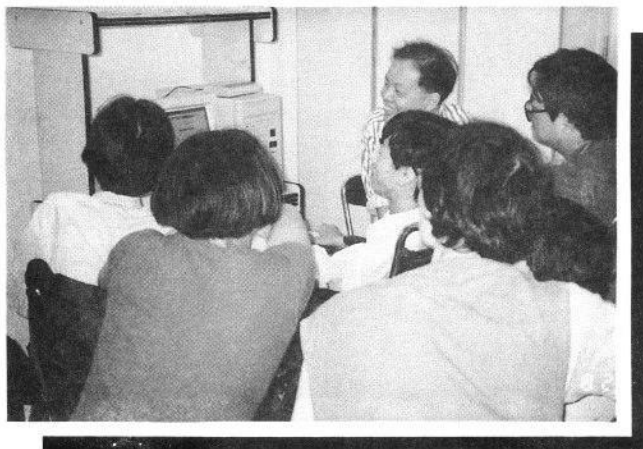
In order to enhance the production of rehabilitation software, a working group which composed of volunteers from computing and para-medical field was formed. The group was engaged in the design and fabrication of software for use by rehabilitation professionals. Group members meet regularly to report the progress of their on hand projects and to share experience in the design of software.

Electronic Communication for the Disabled

The project aims at encouraging disabled persons to communicate with others beyond the confines of their disabilities as well as to widen their scope of knowledge by gaining access to various information through the system.

In March 1997, a sum of HK\$44,445.00 was donated by the Trailwalker for upgrading the system into Intranet. The installation and trial of the new system was completed and put in use by October 1997. The new network system could provide a simulated environment like MS-Windows which was more stimulating and user friendly. Two datel lines were added to facilitate easy access to the system.

The new system consists of both a web server and an electronic mailing service. Various types of information including daily news, information on rehabilitation and social services, computer knowledge, medical information, cultural and recreational activities, computer games, shareware, and other useful information are available. With the 'Intranet' environment, the users can now access to a larger scope and variety of information which are useful and interesting to them.



- The new intranet network system was introduced to potential users during the E-Mail promotional day.

With the implementation of the new system, promotional activities were launched for recruitment of users. During this period, there were totally 11 agency members and the total number of participants was 172.

As regard the future development of the system, volunteers will be recruited to assist in homepage design so as to enrich and update the content of the system

Statistics

<i>Services provided</i>	<i>No. of clients served</i>	
	<u>96-97</u>	<u>97-98</u>
Provide local electronic mail service	162	172
Provide bulletin board service	162	172
Provide information in bulletin board system	162	172
Organize orientation & training for the users	20	22

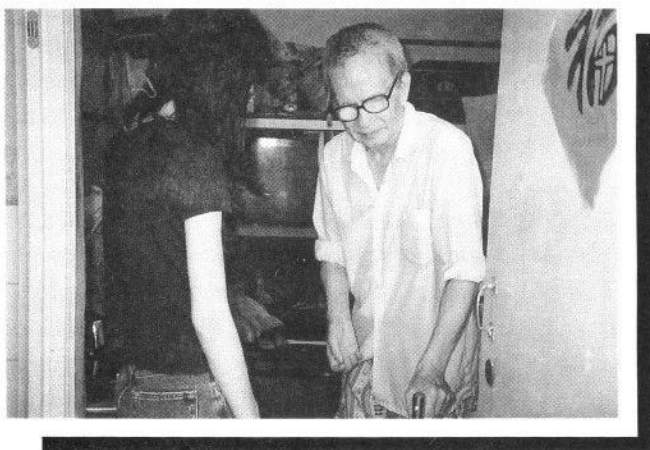
DOMICILIARY OCCUPATIONAL THERAPY

This service provides a series of activities with the ultimate goal of enhancing the independence of disabled persons in various aspects of their daily living and to help them to integrate into the community.

The activities provided include:

- (1) assessment and training on daily living activities;
- (2) recommendation on home/workplace modification;
- (3) recommendation and provision of self care equipment;
- (4) education of care givers.

With the growth in the elderly population, the demand for this service had greatly increased during the past years. Majority of the clients served was referred by home help teams and Estate Liaison Officers of the Housing Authority. Requests from individual disabled persons and social service agencies were also received.



- Domiciliary occupational therapy service provides assessment and training on daily activities to the elderly.

Majority of these cases requested for advice on home modification, prescription/ provision of suitable aids and training on daily living skills. The service was valued *by the users as it could enhance their independence and improve their quality of living.* In the coming year, it is planned that a "Rehabilitation Aids On- loan Service" will be provided to the clients. Appropriate aids for home training program will be on loan to the users such that they can improve their independence in the activities of daily living.

Statistics

<i>Services provided</i>	<i>No. of clients served</i>	
	<u>96-97</u>	<u>97-98</u>
Provide assessment on activities of daily living	120	137
Provide training on activities of daily living	120	137
Recommend & provide appropriate daily living aids	100	110

JOCKEY CLUB DESKTOP PUBLISHING CENTRE

The year 1996 was an important landmark in the development of the centre. With the sponsorship from the Hong Kong Jockey Club Charities Trust, a full scale centre was established at Tung Tau Estate in April 1996. The Trust also provided financial support towards the operation costs of the centre for a period of two years.

The centre commenced operation in June 1996. A manager, an assistant manager and a clerical staff were employed to market the centre's services and to manage its day to day operation. After a year's operation, the job duties of the staff was reviewed and re-structured. This change aimed at strengthening the marketing activities of the centre which was a significant element contributing to the success of the centre.

During the reporting period, business of the centre was progressing steadily. Some regular and large scale jobs were received. The customers served included social service agencies, advertising companies, publishing firms and religious organisations etc.. However, due to the economic downturn at the end of 1997, business of the centre experienced a small setback during January and February 1998. Fortunately, the situation had improved in March. New marketing strategies had to be implemented in order to sustain growth under this unfavourable economic situation. In addition, new service areas had to be explored so as to widen the scope of work of the centre.

The centre admitted workers with various types of disabilities. They included physically handicapped, ex-mentally ill, mentally handicapped, deaf and chronically ill persons. Majority of them were engaged in data input and desktop publishing jobs while some of them help in the printing and mailing section. The centre was working towards the goal in reaching an average monthly salary of \$3,000 per worker. After a period of training, some workers were referred out for open employment after their skills had reached a certain level.

In order to equip the workers with more skills, a course on the “Application of Illustrator” was organised with the funding support from the Employees Retraining Board. Some workers also attended the training course on “Photoshop” which was organised by the Vocational Training Council Kwun Tong Skills Centre. Relevant training courses were organised regularly so as to upgrade the skills of the workers and to enhance their competitiveness.

In the coming year, with the expiry of support from the Jockey Club Charities Trust, the centre has to operate on a self sufficient basis. As the work done during the past two years had laid a good foundation, we have confidence that the centre should be able to stand on its own and prosper in the coming time.



■ The new centre at Tung Tau Estate is well equipped and spacious.

SUPPORTED EMPLOYMENT SERVICE

The operation of Supported Employment Service was first started in March 1995. It is a form of employment for disabled persons which allows them to work in an integrated and open setting with the provision of ongoing support.

The service was subvented by the Social Welfare Department. It aims to provide pre-job assessment, skills training, job counselling, on-the-job support and follow up services for disabled persons. Individual job placement model was adopted. During the first year of its operation, the service capacity was only 10. With the growing demand for the service, the capacity was expanded to 30 from October 1996. In order to cope with the increasing workload, an assistant placement officer was employed to handle the additional cases.

During the past 2 years, job placement was arranged for 49 disabled persons. The job secured included clerks, pamphlet distributors, cleansing workers, security guards, packaging workers and couriers. Their average monthly salary was around \$4,500. The clientele served was mainly physically handicapped and ex-mentally ill persons.

In order to equip the clients with skills that could enhance their competitiveness in the job market, training courses which were funded by the Employee Retraining Board were organised. The courses held included training on desktop publishing, design of homepage and application of illustrator.

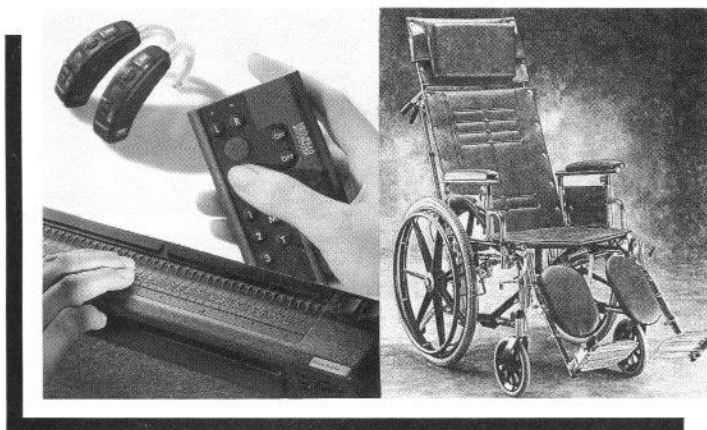
Throughout the past years, close liaison was established with some employers who had developed confidence in the employment of disabled persons. However, in order to serve more disabled persons, there was the need to continuously explore for new employment opportunities which could match the abilities and interest of different clientele.

INDEPENDENT LIVING FUND

The Fund, established in 1990, aims at providing financial support to disabled persons in the form of interest free loan for the purchase of rehabilitation aids which can assist them to achieve independent living as well as to enhance their quality of life.

As at 31.3.98, the upper limit of the Fund was HK\$50,000 and the maximum repayment period was 48 months. The applicant can repay the loan in the form of monthly instalment. A guarantor is needed for each application to ensure that the loan can be repaid.

Throughout the past 2 years, majority of the applicants was physically handicapped and visually impaired persons. The most popular equipment applied for were motor car, electric wheelchair, CCTV and computer. Majority of the loan amount ranged between HK\$40,000 to HK\$50,000.



- Independent Living Fund provide interest free loan to disabled persons to purchase rehabilitation aids.

Each applicant was interviewed to examine their eligibility. An assessment team which consisted of social worker, occupational therapist, computer specialist and disabled person was formed to examine every application. Besides, the team was also responsible for the management of the Fund and to evaluate the terms and conditions of the Fund regularly. Up till now, the operation of the Fund was smooth.

Regular promotion was done so that more disabled persons could benefit from the Fund. Posters and pamphlets on the Fund were sent to rehabilitation agencies, special schools, hospitals, clinics and disabled self help groups. As there was steady growth in the number of applications received during the past two years, there is an imminent need to identify funding for injection to increase the capital bases.

Statistics

<i>Services provided</i>	<i>No. of clients served</i>	
	<u>96-97</u>	<u>97-98</u>
Inquiries	50	57
Provide interest free loan	22	23
Give advice on the selection of appropriate devices	24	31
Assess the social and financial condition of the applicant	24	31

CARE FOR THE ELDERLY LIVING ALONE

This service was started in 1990 as a pilot project which aims at providing preventive measure in health and home safety aspects for those living alone elderly. Throughout the years, with the growing size of the elderly population, there was increasing demand for this service.

Majority of the elderly served was referred by home help teams as most of their service recipients were physically weak and home bound. Besides, as started from October 1998, elderly who were referred by the Social Networking for the Elderly Project in Shamshuipo area were also served. As most of these clients lacked social support and knowledge on health, this service could provide a home based health maintenance program to them which was not available at the moment. Through medical check up service provided by our nurse volunteers, health problems could be detected at an early stage and further deterioration could be prevented.

In 1997-1998, a new mode of service delivery was experimented. Our nurse volunteers were paired up and home visits were paid to the elderly regularly. Medical check up and consultation were provided to them during home visit. Referral for advice on home adaptation and prescription of suitable aids were made whenever necessary. Regular sharing meeting was held amongst the volunteers so as to upgrade their knowledge and provide support to their work. Under this new service mode, more intensive and frequent contact between the volunteers and the elderly could be made. Evaluation of this new service delivery model would be carried out in another year's time.

Statistics

<i>Services provided</i>	<i>No. of clients served</i>	
	<u>96-97</u>	<u>97-98</u>
Home visit	75	80
Medical check-up	75	70
Home adaptation	9	6
Health talk	550	550

OCCUPATIONAL THERAPY/PHYSIOTHERAPY SERVICES

During the past years, this service concentrated on the provision of educational talks and training to care givers such as staff of home help teams. The participants had to handle stroke patients or elderly with mobility problems. Training on wheelchair handling and transfer techniques was organised. Through talks and practice, the care givers can acquire appropriate skills which could enhance the quality of services rendered as well as to prevent injury during the provision of service.

These training packages were highly welcomed by home helpers. All training courses were fully subscribed. In the coming future, more relevant topics such as home care training, prevention of fall and functions of domiciliary occupational therapy will be incorporated so as to enrich the content of the training package.

Engineering & Medical Services

Engineering Service

Engineering Services aims at providing professional advice on engineering problems. The volunteers engaged were mostly civil and structural engineers. The incoming requests were largely from Community Development Teams. Their major inquiries were largely related to dangerous slopes and drainage problems.

The following agencies were served:

- Hok Yau Club
- Caritas Pokfulam Community Development Project
- Salvation Army Sam Mun Tsai Community Development Project
- Salvation Army Lei Yue Mun Road Estate Community Development Project
- SKH Lady MacLehose Centre
- SKH Lady MacLehose Centre Kwai, Tsuen Community Development Project
- Hong Kong Democratic and Livelihood Association

Medical Service

The Medical Services aims at providing medical consultation, medical check up and health talks to the general public especially for elderly and women. The volunteers involved were largely registered and enrolled nurses. As the demand of medical services expanded enormously, recruitment for nurse volunteers were made periodically.

The following agencies were served:

- Hong Kong Christian Service
Shek Kip Mei Home Help
Team
- Hong Kong YWCA Shek
Yam community Work Office
- Social Welfare Department
Cheung Sha Wan Community
Centre
- Buddhist Foo Wong Hop
Social Centre for the Elderly
- SKH Kei Oi Elderly Centre
- SKH Lok Wan Alice Kwok
Integrated Services Centre
- Salvation Army Lei Yue Mun
Road Estate Community
Development Project
- SKH Wong Tai Sin Multi-
service Centre for the Elderly
- Caritas Social Centre for the
Elderly - Shatin
- Caritas - Mongkok South
Community Development
Project
- Sik Sik Yuen Ho Kin Multi-
service Centre for the Elderly
- Caritas - Hon Man & Hing
Shing Neighbourhood Level
Community Development
Project
- Methodist Centre - Elderly
Outreaching Team
- Caritas Social Centre for the
Elderly - Lei Muk Shue
- Po Leung Kuk Lok Wah
Social Centre for the Elderly

- HK Association for the Mentally Handicapped Lam Tin Centre
 - Holy Carpenter Church Multi-service Centre for the Elderly
 - St. James Settlement, Adult Services Division
 - Pok Oi Hospital Wong Muk Fung Memorial Social Service for the Elderly
 - Caritas Social Centre for the Elderly - Kwun Tong
 - Sik Sik Yuen Ho Wong Social Centre for Senior Citizens
 - Salvation Army Un Chau Street Estate Community Development Project
- Friends of Scouting - Kai Yip Integrated Team for Children and Youth
 - Caritas Social Centre for the Elderly - Tung Tau
 - Social Welfare Department Shamshuipo District Youth Office
 - Caritas Social Centre - Cheung Sha Wan
 - Caritas Social Centre - Ngau Tau Kok
 - Caritas Yuen Long Rural Area Community Development Project
 - Salvation Army Tuen Mun Integrated Service for Young People

Statistics

Services provided

No. of clients served

	<u>96-97</u>	<u>97-98</u>
Medical check-up	3,200	3,747
Health talk	870	450
Consultation & advice	260	300

M

EMBERS AND VOLUNTEERS MANAGEMENT

As the implementation of our services relied largely on the participation and involvement of our volunteers, recruitment and maintenance of volunteers were significant in ensuring the smooth operation of our services. Recruitment activities were held periodically so as to recruit more new blood to participate in voluntary work.

During the past 2 years, 48 new volunteers joined the Association. As at 31 March 1998, the Association had a total number of 368 members and volunteers. To enhance their understanding of rehabilitation services and as a token of appreciation to their contribution, training, visits and recreational activities were arranged for them. During the past years, workshops on the training of Micro Controller Programming were held. Other activities such as agency visits, hiking, BBQ parties and dinner gathering were also organised.

Volunteers will be recruited regularly to assist in the development of our services. Besides, as a recognition to their devotion and enthusiasm, an Outstanding Volunteer Award Programme will be organised on regular intervals.

Statistics

<i>Services provided</i>	<i>No. of volunteers</i>	
	<u>96-97</u>	<u>97-98</u>
Visit & activities	36	50
Recruitment of volunteers	26	22
Orientation for new volunteers	26	22

PROMOTION

Visits Paid

- Hong Kong Association for the Mentally Handicapped, Tai Yuen Hostel
- Hong Kong Vocational Centre
- Rehabaid
- Pak Tin Baptist Social Centre
- for the Elderly
- Census and Statistics Department
- Commissioner for Rehabilitation
- Salvation Army Shaukiwan Day Activity Centre

Visits Received

- Speech Therapists of Caritas
- Occupational Therapists of Nam Long Hospital
- Members of the Community Chest
- Medical students of Chinese University of Hong Kong
- Staff of Hong Kong Vocational Centre
- Occupational Therapists of HK Red Cross and Spastics Association
- Occupational Therapist from Reversy, Germany
- Labour Officer of the Selective Placement Unit of Labour Department
- Members of the American Women's Association of Hong Kong
- Staff of Oxfam
- Staff of Christian Service Pak Tin/Shek Kip Mei Home Help Team
- SWO (R & E), WTS/SK District, Social Welfare Department
- Volunteers and staff of YMCA Children & Youth Centre
- Commissioner for Rehabilitation
- Staff of the Hong Kong Jockey Club Charities Trust
- Housing Officers of Housing Authority

Interviews

- Hong Kong Daily News
- South China Morning Post
- Apple Daily News
- “同一天空下”, RTHK
- Oriental Express
- Tin Tin Daily News
- Cable TV
- The Daily Yomiuri
- Wen Wui Pao

Promotional Activities

- participated “公益智叻星” program of TVB
- organised exhibition on our services at City University
- delivered talks on Transfer Techniques to home helpers of various home help teams
- delivered a talk on services provided by our Association to social work students of City University
- attended the Award Presentation Ceremony organised by the Labour Department
- delivered a talk on our services to members of the Rotary Club of Kowloon North
- participated in the Working Group on Review of Supported Employment Service
- attended the briefing session on new subvention system organised by Social Welfare Department
- participated in the Coordinating Committee on Physically Handicapped/Cerebral Palsy, Hong Kong Council of Social Service
- participated in the Working Group on Rehabilitation Engineering Service Coordination, Hong Kong Council of Social Service
- delivered a talk on “Tender Bidding” at the training course organised by Marketing Consultancy Unit, Social Welfare Department

STAFF TRAINING

- attended a seminar on "Social Work Professional Structure Review" organised by Hong Kong Council of Social Service
- attended the seminar on new subvention system organised by Social Welfare Department
- attended a seminar on the introduction of the Personal Data Privacy Ordinance
- attended a seminar on the introduction of the work of the Marketing Consultancy Office, Social Welfare Department
- attended a Symposium on Families in the 21st Century organised by Social Welfare Department
- attended a seminar on Sex & Disability Discrimination
- attended a training course on Fundamental Internet Training
- attended the training course on Vocational Rehabilitation and Supported Employment for Disabled Persons organised by Social Welfare Department
- attended a workshop on Home Modification for People with Disabilities organised by Rehabaid
- attended a workshop on Seating and Wheelchair organised by Rehabaid
- attended a seminar presentation on Research Report on Independence in Home Care organised by Rehabaid

FINANCE

Financial Secretary's Report

Expenditure of the Association for the financial year 1997-1998 was HK\$ 4,269,489.00. This represented 13% increase over that of the financial year 1996-1997.

Staff enrolment continued to represent the majority of the Association's expenditure. The expenditure of this item for 1997-1998 was HK\$ 2,803,969.00 and there was an increase of 22.4% as compared with the expenses of the previous year.

The second and third largest items of expenditure in 1997-1998 were related to Jockey Club Desktop Publishing Centre and Supported Employment Service which amounted to HK\$ 1,356,026.00 and HK\$ 432,059.00 respectively. In 1997-1998, the total loan amount for Independent Living Fund was HK\$ 774,870.00.

Regarding the income of the Association, general allocation from the Community Chest and Hong Kong Jockey Club Charities Trust, together with subvention for the operation of Supported Employment Service from the Social Welfare Department are our three major sources of income. The amount received are HK\$ 1,169,000.00, HK\$ 1,235,511.00 and HK\$ 628,540.00 respectively.

For the financial year 1998-1999, it is anticipated that the Association still has to cover a portion of its annual expenditure through its own means provided that the Community Chest and the Hong Kong Jockey Club Charities Trust continue to render its present level of support to the Association.

In the long run, the Association will continue to negotiate with the government concerning long term subvention for our services. For the mean time, the Executive Committee will continue to exercise careful control over the level of expenditure and to improve its income.

ACKNOWLEDGEMENT

The Association would like to express its deepest gratitude to all sectors of the community for their co-operation in supporting our services in various aspects. We heartedly thank our patron, advisors, volunteers and donors for their efforts and continuous support during the past two years.

目 錄

主席報告	33
贊助人及名譽顧問	35
名譽核數師及財務顧問	36
執行委員會（一九九六至九八年度）	36
職員名單（一九九六至九八年度）	37
服務報告	38
弱能人士輔助儀器製作服務	38
弱能人士電腦輔助儀器製作服務	40
復康軟件圖書館	41
展能通訊	41
家居職業治療	43
賽馬會桌面排版中心	44
輔助就業服務	45
展能基金	46
關懷獨居老人計劃	47
職業治療／物理治療服務	48
工程及醫療服務	49
會員及義工	51
推廣	52
探訪	52
曾接待過的探訪者	52
專訪	53
推廣活動	53
職員培訓	54
財政	55
財政秘書報告	55
核數師報告	58
鳴謝	56

主席報告

一九九七年七月一日香港主權回歸，對香港影響彌深，但對工程及醫療義務工作協會而言，於一九九六至九八年兩年間引入的新服務，卻更形重要。以香港賽馬會慈善信託基金捐贈的二百九十一萬元為基金，協會成立了「賽馬會桌面排版中心」，為傷殘人士提供培訓及工作機會。中心的工作員包括肢體傷殘人士、精神病患康復者、弱智人士、失聰人士及長期病患者。中心按商業模式運作，期望可達至收支平衡。中心由成立至今，營業額正平穩發展，進展令人滿意。

為了促進傷殘人士的就業機會，協會除開辦排版中心外，更提供「輔助就業服務」，為傷殘人士開拓庇護工場以外的就業機會。在過去兩年間，協會曾為四十九位傷殘人士覓得工作。「僱員再培訓局」亦有為協會所開辦的培訓課程提供資助，以提高傷殘人士的職業技能及在公開就業市場上的競爭力。

在過去兩年，協會提供的老人服務，廣受長者及安老服務機構歡迎，因此服務的需求，不斷增長。其中需求最殷的服務包括家居職業治療服務、弱能人士輔助儀器製作服務、職業治療／物理治療服務。有見香港人口漸趨老化，協會於一九九零年開展一項名為「關懷獨居老人計劃」的試驗服務。透過多年的累積經驗，服務模式亦按服務對象的需求而不斷改善，義工與長者的接觸頻度與深度，也不斷提升，以確保服務的質素。

隨著特區政府對資訊科技投以龐大資金，協會也積極發展有關資訊科技的服務。為提高電腦輔助儀器及通訊輔助器具的適用性，協會曾向有關機構發出問卷，收集他們的意見。此外，更將「展能通訊」由電子告示板形式，發展為一個互聯網絡。此外亦致力發展切合本地需要的多媒體復康軟件。

為傷殘人士提供免息貸款，助其購買輔助儀器的「展能基金」，申請個案不斷增加。基金旨在鼓勵傷殘人士，自助購置輔助儀器，從而減少對捐助的倚賴。自一九九零年成立至今，基金金額由港幣二十五萬元增加至港幣一百五十萬元。八年來，基金會為超過一百四十位傷殘人士提供高達約三百萬元的貸款總額。各貸款人的還款記錄良好，從無壞賬，實足使傷殘人士引以為傲。

協會在過去兩年，全賴公益金，香港賽馬會慈善信託基金，社會福利署及僱員再培訓局的資助，及各支持者的踴躍捐輸，協會的財政才得以保持穩健，從而可專注於改善現有服務及推行新服務，我們謹此致謝。同時我亦代表執行委員會向本會贊助人、名譽顧問及核數師、各義工、會員及工作人員致意，多謝你們不斷努力，回餽社會。

贊助人

蔣震博士

名譽顧問

費桂思先生

陳天機教授

周永新教授

周一嶽醫生

方心讓爵士

方心淑博士

馮馥雲教授

簡樂彬教授

金新宇教授

李文彬太平紳士

梁秉中教授

譚惠珠女士

名譽核數師及財務顧問

胡定旭
安永會計師事務所

執行委員會（一九九六至九八年度）

主席	陳 帆先生
副主席	陳玉強先生
財務秘書	羅哲偉先生
委員	陳學深醫生 陳美華小姐 張健民先生 李華剛先生 李永明先生

職 員 名 單 (一 九 九 六 至 九 八 年 度)

總 幹 事	陸 艷 玲 小 姐
執 行 幹 事	區 美 智 小 姐
程 序 幹 事	謝 偉 豪 先 生
電 子 技 術 員	曾 鐵 雄 先 生
電 腦 操 作 員	黃 德 成 先 生
輔 助 就 業 主 任	林 雪 芬 小 姐
助 理 輔 助 就 業 主 任	趙 善 倫 先 生
機 械 員	梁 康 明 先 生
木 工	袁 惠 忠 先 生
	崔 練 標 先 生
行 政 助 理	曾 紫 鸞 小 姐

服 務 報 告

弱能人士輔助儀器製作服務

在過去兩年，「弱能人士輔助儀器製作服務」繼續為傷殘人士設計及製作廉宜及切合他們需要的輔助儀器。在過去兩年，共設計了二十多件新產品，包括日常生活輔助器具，復康儀器及座椅等。而兩個發展項目包括「電磁力自行棋」及「可摺疊式便椅」亦已完成，由於產品價廉又切合本地需要，故深受傷殘人士及治療師的歡迎。

為方便使用者尋找適用的輔助儀器，協會製作了一份「產品目錄」，派發與各有關機構及人士，過往多年的製成品，大部份均錄載在這目錄內，這份目錄可協助從事復康服務的同工，更方便快捷地為他們的服務對象尋找合適的儀器。



義工參予「輪椅洗邋遢」活動。

除上述工作外，協會更將服務推廣至社區層面，在九七年十二月，協會與香港復康會社區復康網絡合辦了「輪椅維修工作坊」，為超過四十名輪椅使用者及義工提供手動輪椅基本維修的訓練，使他們能夠掌握基本的維修技巧，令輪椅的使用期得以延長。

協會現正與香港工程師學會商議，聯合推展為特殊學校及老人院舍提供技術支援及諮詢服務，若一切順利，服務可於下年度推出。

除傷殘人士外，長者對輔助儀器的需求，在過去數年間亦有急速增長。隨著人口不斷老化，為長者設計及製造輔助儀器的需求，將隨之而增加，協會在來年將會加強這方面的服務。

統計數字

所提供服務	接受服務人數	
	96-97	97-98
設計及製造輔助儀器	12,373	13,336
維修輔助儀器	4,412	4,668
為傷殘人士及長者 提供臨床評估	16,820	18,003
為傷殘人士及長者 推介合適的輔助儀器	13,792	14,670
為傷殘人士及長者提供使用 儀器的跟進及諮詢服務	13,792	14,670

弱能人士電腦輔助儀器製作服務

這項服務旨在透過為傷殘人士設計、製造、改良及發展電腦輔助儀器，以提高他們的獨立生活能力。

除製造一些常規產品如改裝鍵盤、鍵盤功能模擬器、鍵盤介面器、掃描器及電腦鍵盤罩等，這個服務在過去兩年間，亦設計了一些新產品，用以協助傷殘人士使用電腦。此外，一些研究項目，例如電腦手握力訓練器、手腕功能訓練儀等大都已完成或已接近完成階段。為方便傷殘人士及長者遙控家居用品的聲音掃描器及環境控制器，已分別於九七年年底完成及接近完成階段。同時，單按鈕輸入訓練軟件的設計工作，現正在進行中。

「電腦諮詢服務」及「電腦維修服務」仍如常運作。「家居電腦維修服務」更是深受行動不便的傷殘人士歡迎，但礙於人力資源有限，服務範圍只能維持於一個有限的水平。

為了收集更多有關傷殘人士對電腦及其他週邊產品的需要，協會曾向復康機構及治療師發出問卷，義工們會就問卷所得的資料進行研究，以便就有關建議，進行探索及發展。

統計數字

所提供服務	接受服務人數	
	96-97	97-98
設計、製造及安裝電腦硬件	1,290	1,355
設計及製作電腦軟件	512	540
為傷殘人士提供電腦諮詢服務	400	480
為電腦及電腦輔助儀器 提供保養維修服務	59	53
向從事復康工作的人士分發 有關復康硬件及軟件的資料	-	570

復康軟件圖書館

「復康軟件圖書館」儲存了一系列與復康有關的軟件及硬件，為從事復康工作的人士提供有關的資料，用以協助他們為服務對象設計訓練及教育課程。

由於使用多媒體軟件已是十分普遍，同時不少復康機構亦開始裝置有關的用具，本會遂設計了五套切合本地需要的多媒體軟件，用以訓練弱智人士的智能及認知方面。軟件為受訓者提供一個富趣味性及吸引的學習環境，促進他們的學習效果，故廣受特殊學校及訓練中心的工作人員的歡迎。

為了應付對本地生產的軟件的需求，圖書館成立了一個由電腦及輔助醫療專業人員所組成的工作小組，專注為復康工作者設計及編寫合適的軟件。工作小組會透過定期會議，交流及匯報各項目的進展，同時亦會分享心得及經驗。

展能通訊

這個計劃的目的是鼓勵傷殘人士透過使用電腦，與他人溝通及接觸更多資訊，以便能擴闊他們的知識領域及接觸層面。

在一九九七年三月，「展能通訊」得到毅行者贊助港幣四萬四千四百四十五元，將通訊系統轉變成互聯網絡，模擬視窗的工作環境，以方便使用者及增加網絡的吸引力。這個新的網絡已於九七年十月啓用，為容納更多使用者使用這個網絡，協會已向電訊公司多租用兩條電話線路。

新網絡由一個萬維網頁及電子通訊系統組成，使用者可透過網絡接觸更多元化的資訊，如新聞、復康及社會服務資料、電腦知識、醫療知識、文娛及康樂活動、電腦遊戲、復康軟件等。

隨著新網絡的使用，協會曾舉辦多次的推廣活動，以招募更多的使用者。新網絡推出以後，使用者的人數已增加至一百七十二人，其中包括十一間機構。

展望來年發展，協會將會招募義工協助收集資料及設計網頁，使這個系統的資訊內容更為豐富。

統計數字

所提供服務

接受服務人數

	96-97	97-98
提供本地電子通訊服務	162	172
提供互聯網絡服務	162	172
提供資料庫系統	162	172
為使用者提供導向及訓練	20	22



■ 「展能通訊」會員同樂日。

家居職業治療

「家居職業治療服務」旨在提高傷殘人士的獨立生活能力，使他們能融入社會，服務的內容如下：

- (一) 家居活動的評估及訓練；
- (二) 就改裝家居或工作環境提供建議；
- (三) 提供及推介自我照顧儀器；
- (四) 為照顧者提供意見及諮詢服務。

這項服務的需求，正隨著人口老化而增長。大部份個案均由家務助理隊及房屋署的屋村聯絡主任轉介。個別傷殘人士及由社會服務機構轉介的個案，亦日有增加。服務主要涉及為家居改裝提供評估及建議、推介及提供適合的輔助儀器、提供家居技能訓練等。由於服務能加強傷殘人士及長者的獨立生活能力，並提升他們的生活質素，因而深受傷殘人士及長者的歡迎。在新的年度，更會推出「復康儀器外借服務」，方便有需要的人士借用合適的儀器，在家居環境下作訓練之用。

統計數字

所提供服務	接受服務人數	
	<u>96-97</u>	<u>97-98</u>
提供日常生活活動評估	120	137
提供日常生活活動訓練	120	137
推介及提供合適的日常輔助儀器	100	110

賽馬會桌面排版中心

一九九六年是中心發展的一個里程碑，透過香港賽馬會慈善信託基金的資助，協會於九六年四月在東頭村成立了一個頗具規模的排版中心，基金更為中心提供兩年的營運資金。

中心於一九九六年六月正式開業，中心的日常運作，由三位職員負責。經過一年的運作，中心將職員的工作範圍，作出適量的調整，以增強業務推廣的活動，從而使中心的發展，更趨平穩。

在過去兩年間，中心已成功爭取到不少定期及大型的工作，客戶包括社會服務機構、出版社、廣告公司、宗教團體等。一九九八年的一、二月間，由於金融風暴的影響，中心業務由平穩增長轉趨輕微下調，猶幸下調情況於三月間開始放緩。為求於逆境中能繼續保持營業額的增長，中心將推出嶄新的推廣計劃及服務模式。

在中心工作的傷殘人士包括肢體傷殘人士、精神病患康復者、弱智人士、失聰人士及長期病患者。他們大部份參與資料輸入及桌面排版工作，其他則負責印刷及代郵服務。中心所訂下的工作目標是為他們帶來平均每月三千元收入。當他們的技術達至一定水平，中心更會鼓勵及協助他們嘗試公開就業。

為提高他們的編輯技巧，中心透過「僱員再培訓局」的資助，開辦了一個「電腦美術設計課程」。此外，中心亦推薦他們報讀由職業訓練局轄下觀塘技能訓練中心所開辦的「電腦影像及插畫應用課程」，中心亦會開辦不同類型的訓練課程，以切合市場需要。

在未來一年，中心將面對一項全新的挑戰。由於香港賽馬會慈善信託基金對中心的資助行將屆滿，中心須自負盈虧，憑著過去兩年奠下的基礎，中心定能穩健成長。

輔助就業服務

輔助就業服務首於一九九五年三月投入服務，旨在鼓勵及協助傷殘人士公開就業，使其融入社會。

是項服務由社會福利署資助，服務內容包括就業評估、技能訓練、就業輔導、在職支援及跟進服務，服務以個別就業選配模式推行，服務名額由首年的十位，增至現時的三十位。為應付多增的工作量，已增聘了一位助理輔助就業主任。

服務推出以來，已經為四十九位肢體傷殘人士及精神病患康復者安排公開就業，工作性質包括文職工作、傳單派發、清潔、護衛、包裝及速遞等，他們的平均月薪約為港幣四千五百元。

為增強傷殘人士的競爭能力，協會曾向「僱員再培訓局」申請資助，開辦有關桌面排版、網頁設計及電腦美術設計等訓練課程。

經過數年的運作，協會已與一些僱主建立了緊密的聯繫，並已贏取了他們對僱用傷殘人士的信心。但我們仍需繼續努力發掘新的就業機會，以便能為更多傷殘人士提供更多元化的就業機會。

展能基金

「展能基金」於一九九零年成立，為傷殘人士提供免息貸款，供其購置復康儀器、作家居改裝，從而提升他們的獨立生活能力及生活質素。

截至一九九八年三月三十一日，每宗貸款的最高款額為港幣伍萬元，最長還款期為四十八個月，申請者申請時須具一位擔保人，借款人可以按月還款。

在過去兩年，基金的借款人主要是肢體傷殘人士及視覺受損人士，他們所購買的輔助儀器主要為汽車、電動輪椅、字體放大器及電腦等，而大部份的貸款額為港幣四萬至五萬元。

每位申請人均需面見，以審核其需要；而每份申請均經由評審委員會審核。同時，評審委員會亦肩負管理基金及定期檢討基金運作的責任。

為確保傷殘人士能對基金的功能有充份的認識，基金有定期舉辦推廣活動，寄發單張及海報予復康機構、特殊學校、醫院、診所及傷殘人士的自助組織。在過去兩年間，基金的運作暢順，但由於申請的個案不斷增加，增籌款項的需要，已是刻不容緩。

統計數字

所提供服務

接受服務人數

96-97 97-98

查詢服務	50	57
提供免息貸款	22	23
為選擇合適的器材提供意見	24	31
評估申請人的社會及經濟情況	24	31

關懷獨居老人計劃

「關懷獨居老人計劃」由一九九零年開展，旨在為獨居老人提供有關健康及家居安全等問題的預防服務。在過去數年，大部份的受助者均由家務助理隊轉介，而從九七年十月起，深水埗長者社區網絡計劃亦有轉介長者接受是項服務。由於大部份受助者都缺乏社區支援及有關保健的知識，這項服務正好為他們提供現時缺乏的家居保健服務。協會的護士義工會為長者提供健康檢查及諮詢，以便及早發現他們的健康問題，以免他們的健康漸趨惡化。

在一九九七至九八年度，這項計劃的服務模式有所改變，護士義工以兩人為一組，定期探訪獨居長者，為他們提供健康檢查及諮詢服務，並轉介他們接受合適的服務。義工透過定期聚會，分享服務經驗及互相提供支援及鼓勵，透過這個新的服務模式，義工與長者間的聯繫更形緊密。這個新的服務模式，將會在稍後進行檢討。



■ 護士義工正參予有關之訓練課程。

統計數字

所提供服務	接受服務人數	
	96-97	97-98
家訪	75	80
健康檢查	75	70
家居改裝	9	6
健康講座	550	550

職業治療／物理治療服務

這項服務一向致力於為護理人員例如家務助理員等提供講座及訓練課程。由於參加者大多需要照顧一些中風病者或行動困難的長者，因此為他們提供的講座及訓練，主要環繞於如何護理輪椅使用者，轉移技巧及腰背護理等課題。透過這些講座及實習，護理人員的服務質素一方面可以得到提升，另一方面亦減低他們在工作期間發生意外的機會。

上述訓練課程，深受護理人員歡迎，每次都座無虛設。在不久的將來，課程內容將會加強，包括增加訓練項目，例如家居護理、防跌技巧及家居職業治療等，務使服務內容更趨多元化。

工程及醫療服務

這項服務的範圍是為有需要的機構提供有關工程方面的諮詢，服務的義工主要是土木工程師及結構工程師。在過去兩年內，諮詢申請主要來自社區發展工作隊及居民組織，而服務要求則多與危險斜坡及渠道淤塞等問題有關。

工程服務

- | | |
|----------------|-------------------|
| — 學友社 | — 香港明愛薄扶林社區發展計劃 |
| — 救世軍三門仔社區發展計劃 | — 救世軍鯉魚門道村社區發展計劃 |
| — 聖公會麥理浩夫人中心 | — 聖公會麥理浩夫人葵盛社區發展部 |
| — 香港民主民生協進會 | |

醫療服務

醫療服務的主要目的是提供醫療諮詢、身體檢查及健康講座予社會人士，特別是長者及婦女。主要參與此服務的義工都是註冊或登記護士。由於服務的需求甚大，故需定期招募，以令更多義工能參予這個服務。

- | | |
|--------------------------|-----------------------|
| — 香港基督教女青年會
石蔭社區工作辦事處 | — 佛教傳黃合老人中心 |
| — 社會福利署長沙灣社區
中心小組工作部 | — 聖公會基愛老人中心 |
| | — 聖公會樂民村郭鳳軒
綜合服務中心 |

- 救世軍鯉魚門村社區發展計劃
- 聖公會黃大仙老人社區中心
- 沙田明愛老人中心
- 香港明愛旺角南社區發展計劃
- 嗇色園可健老人社區服務中心
- 香港明愛漢民及興盛社區發展計劃
- 循道衛理中心
- 梨木樹明愛安老服務
- 保良局樂華老人中心
- 香港弱智人士服務協會藍田中心
- 聖匠堂老人福利中心
- 聖雅各福群會中西區成人服務部
- 博愛醫院王木丰紀念老人康樂中心
- 官塘明愛安老服務
- 嗇色園可旺耆年康樂中心
- 童軍知友社—啓業青少年綜合服務中心
- 東頭明愛安老服務
- 社會福利署深水埗青年事務辦事處
- 長沙灣明愛服務中心
- 牛頭角明愛社區中心
- 明愛元朗鄉郊社區發展計劃
- 救世軍屯門青少年綜合服務中心



會員及義工

協會的工作得以順利推行，主要是倚賴義工的參與及推行各項服務，因此，招募及維繫義工便成為成功推行各項服務的主要因素。因此必須透過定期的招募活動，為協會的義務大軍增添新血。

在過去兩年內，共有四十八名義工加入本會，使本會的義工及會員人數（截至九八年三月三十一日）增至三百六十八名。為增強各義工及會員對復康服務的認識，協會會定期舉辦各類型的訓練及探訪活動，例如可預設程序的多用途微處控制器工作坊等。同時為了表揚義工的服務精神，協會會定期選出卓越義工，予以獎勵。此外，協會亦會為會員及義工舉辦一些聯誼活動，以增強他們的聯繫及對協會的歸屬感。

統計數字

所提供服務

接受服務人數

96-97 97-98

探訪及其他活動	36	50
招募義工	26	22
迎新活動	26	22

推廣

探訪

- 香港弱智人士服務協進會
大元宿舍
- Hong Kong Vocational Centre
- 復康專科及資源中心
- 白田浸信會老人中心
- 統計署
- 康復專員
- 救世軍筲箕灣展能中心

曾接待過的探訪者

- 香港明愛言語治療師
- 南朗醫院職業治療師
- 香港公益金會員
- 香港中文大學醫學院學生
- Hong Kong Vocational Centre
職員
- 香港紅十字會及痲痺協會
職業治療師
- 來自德國的職業治療師
- 勞工處展能就業課
勞工事務主任
- 香港美國婦女會
- 樂施會職員
- 香港基督教服務處白田／
石硤尾家務助理隊職員
- 社會福利署黃大仙／西貢
區康復及高齡事務主任
- 香港基督教女青年會
長青服務處職員及義工
- 康復專員
- 香港賽馬會慈善基金職員
- 房屋署屋宇事務主任

專訪

- 新報
- 天天日報
- 蘋果日報
- 傳訊電視
- 香港電台電視部節目
- The Daily Yomiuri
- 「同一天空下」
- 文匯報
- 東方日報

推廣活動

- 參與無線電視節目「公益至叻星」
- 參與由社會福利署舉辦有關改變資助非政府機構的簡佈會
- 香港城市大學學生為本會舉辦展覽
- 參與香港社會服務聯會復康部肢體傷殘／腦痙攣人士服務協調委員會
- 替數個家務助理隊的員工舉辦「扶抱技巧」課程
- 參與由勞工署舉辦的「模範殘疾僱員頒獎典禮」
- 參與香港社會服務聯會復康部復康工程服務協調小組
- 向九龍北區扶輪社社員介紹本會服務
- 在由社會福利署市場顧問辦事處舉辦的訓練課程上介紹有關投標程序
- 參與社會福利署「輔助就業服務檢討小組」

職員培訓

- 參與由香港社會服務聯會舉辦「社會工作專業架構檢討」研討會
- 參與由社會福利署舉辦「改變資助非政府機構的方法」研討會
- 參與介紹「個人私隱條例」研討會
- 參與由社會福利署市場顧問辦事處舉辦介紹該處工作的講座
- 參與由社會福利署舉辦的「Families in the 21st Century」研討會
- 參與一個有關「性別及傷殘歧視」研討會
- 參與由香港社會服務聯會舉辦的「互聯網絡基礎訓練課程」
- 參與由社會福利署舉辦的「傷殘人士職業復康及輔助就業訓練課程」
- 參與由復康專科及資源中心舉辦的「傷殘人士傷殘人士家居改裝工作坊」
- 參與由復康專科及資源中心舉辦的「輪椅及坐架工作坊」
- 參與由復康專科及資源中心舉辦的「獨立家居照顧研究報告匯報會」

財 政

財務秘書報告

本會於一九九七至一九九八年度的總開支為港幣貳佰貳拾陸萬玖仟貳佰捌拾玖圓，較上一年度的總開支增加了百份之十三。

職員薪金仍為本會各項支出中最大的一項，一九九七至一九九八年度的薪金支出較一九九六年至一九九七年度增加了百份之二十二點四，為港幣貳佰捌拾萬叁仟玖佰陸拾玖圓，佔年度總支出百份之五十二點二。

第二及第三大的支出項目為賽馬會桌面排版中心，共港幣壹佰叁拾伍萬陸仟零貳拾陸圓，與及輔助就業服務，共港幣貳拾三萬貳仟零伍拾玖圓。而本會的展能基金於一九九七至一九九八年度則一共借出港幣柒拾柒萬貳仟捌佰柒拾圓。

公益金的撥款，香港賽馬會慈善信託基金的資助以及社會福利署對輔助就業服務的撥款為本會於一九九七至一九九八年度的主要收入來源。此三項收入分別為港幣壹佰壹拾陸萬玖仟元、壹佰貳拾叁萬伍仟伍佰壹拾壹圓及陸拾貳萬捌仟伍佰貳拾圓。

不過，在公益金及香港賽馬會慈善基金的繼續支持下，本會預計在一九九八至一九九九年度，仍需自行籌募一部份的經費，以補不足之數。因此，長遠而言，本會仍需爭取政府的長期資助，而本會亦會繼續就此問題與政府磋商。就現況而言本會的執行委員會仍會繼續致力控制本會的支出及增加收入，以便能維持一貫的服務水平。

鳴謝

本會在一九九六年至一九九八年度的各項服務得以推行，實有賴社會上各界人士的合作及鼎力支持，謹此向各位表示衷心感謝，同時更藉此向本會贊助人、各名譽顧問、義工及善長致以萬分感謝。

Auditors' Report

ERNST & YOUNG
安永會計師事務所

■ Certified Public Accountants

15/F Hutchison House
10 Harcourt Road
Central, Hong Kong

■ Phone: 852 846 9888

852 526 5171

Fax: 852 868 4432
852 845 9208

REPORT OF THE HONORARY AUDITORS

To the members

Association for Engineering and Medical Volunteer Services
(Incorporated in Hong Kong with limited liability)

We have audited the financial statements on pages 3 to 11 which have been prepared in accordance with accounting principles generally accepted in Hong Kong.

Respective responsibilities of directors and auditors

The Association's directors are responsible for the preparation of financial statements which give a true and fair view. In preparing financial statements which give a true and fair view it is fundamental that appropriate accounting policies are selected and applied consistently. It is our responsibility to form an independent opinion, based on our audit, on those statements and to report our opinion to you.

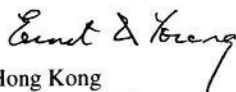
Basis of opinion

We conducted our audit in accordance with Statements of Auditing Standards issued by the Hong Kong Society of Accountants. An audit includes an examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the directors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the Association's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance as to whether the financial statements are free from material misstatement. In forming our opinion, we also evaluated the overall adequacy of the presentation of information in the financial statements. We believe that our audit provides a reasonable basis for our opinion.

Opinion

In our opinion the financial statements give a true and fair view, in all material respects, of the state of affairs of the Association as at 31 March 1998 and of its income and expenditure for the year then ended.



Hong Kong
25 August 1998

ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES
STATEMENT OF INCOME AND EXPENDITURE

For the year ended 31 March 1998


	1998 HK\$	1997 HK\$
INCOME		
Donations:		
Designated donations	68,745	31,800
The Hong Kong Jockey Club Charities Trust	656,467	603,554
Community Chest	1,169,000	1,054,000
Membership annual subscriptions	4,000	2,350
Interest income	60,094	34,981
Service income	<u>252,501</u>	<u>120,428</u>
	<u>2,210,807</u>	<u>1,847,113</u>
EXPENDITURE		
Salaries	1,917,721	1,674,291
Provident fund contributions	74,605	50,564
Provision for long service payment	63,030	-
Programme expenses	117,724	106,954
Repair and maintenance	5,881	6,642
Printing, postage and stationery	39,657	22,550
Travelling	1,848	3,819
Telephone and fax	10,186	8,583
Electricity and water	13,708	14,204
Insurance	23,277	18,977
Rent and rates	54,384	53,592
Cleaning	10,251	10,096
Advertising	3,271	1,619
General expenses	4,729	2,822
Annual general meeting and dinner	5,207	2,813
Equipment	<u>67,845</u>	<u>36,800</u>
	<u>2,350,294</u>	<u>2,014,326</u>
DEFICIT FOR THE YEAR	(202,517)	(167,213)
Transfers to Service Foundation Fund - note 6	<u>202,517</u>	<u>167,213</u>
ACCUMULATED BALANCE AT END OF YEAR	=====	=====

ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

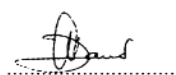
BALANCE SHEET

31 March 1998

	Notes	1998 HK\$	1997 HK\$
LOANS TO DISABLED	3	679,145	662,267
CURRENT ASSETS			
Cash on hand and in banks		1,424,313	1,252,448
Prepayments and other receivables		332,772	277,640
Rental and utility deposits		10,150	10,150
Current portion of loans to disabled	3	597,363	434,831
		<u>2,364,598</u>	<u>1,975,069</u>
CURRENT LIABILITIES			
Accounts payable		86,588	-
Deposit received		2,900	117,400
Employees Retraining Board	4	31,700	27,628
		<u>121,188</u>	<u>145,028</u>
NET CURRENT ASSETS		2,243,410	1,830,041
LONG TERM LIABILITY			
Long service payment obligation	5	63,030	-
		<u>2,859,525</u>	<u>2,492,308</u>
Represented by:			
Service Foundation Fund	6	577,782	624,168
Independent Living Fund	7	1,586,002	1,572,985
Supported Employment Services	8	394,196	197,715
EMV Jockey Club Desktop Publishing Centre	9	301,545	97,440
		<u>2,859,525</u>	<u>2,492,308</u>



Director



Director

ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

NOTES TO FINANCIAL STATEMENTS

31 March 1998

1. INCORPORATION DETAILS

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 authorised to issue share capital. The liability of members is limited to HK\$100 each.

There were 22 members as at the balance sheet date.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Income recognition

Income is recognised 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) donations and membership annual subscriptions, on actual cash receipt;
- (ii) interest income, in proportion to time, taking account of the principal outstanding and the effective interest rate applicable; and
- (iii) service income, in the period in which such services are rendered.

Operating leases

Leases where substantially all the rewards and risks of ownership of assets remain with the leasing company are accounted for as operating leases. Rental applicable to such operating leases are charged to the profit and loss account on the straight-line basis over the lease terms.

3. LOANS TO DISABLED

	1998 HK\$	1997 HK\$
At beginning of year	1,097,098	402,232
Advances during the year	774,870	1,045,897
Repayments during the year	<u>(595,460)</u>	<u>(351,031)</u>
	1,276,508	1,097,098
Portion classified as current assets	<u>(597,363)</u>	<u>(434,831)</u>
Long term portion	<u>679,145</u>	<u>662,267</u>

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

ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES
NOTES TO FINANCIAL STATEMENTS

31 March 1998

4. EMPLOYEES RETRAINING BOARD

	1998 HK\$	1997 HK\$
INCOME		
Donations	58,439	52,864
Interest received	<u>552</u>	<u>2,072</u>
	<u>58,991</u>	<u>54,936</u>
EXPENDITURE		
Programme expenses	50,360	96,214
Printing, postage and stationery	2,700	677
Travelling	<u>1,859</u>	<u>3,933</u>
	<u>54,919</u>	<u>100,824</u>
SURPLUS/(DEFICIT) FOR THE YEAR	4,072	(45,888)
Accumulated surplus at beginning of year	<u>27,628</u>	<u>73,516</u>
ACCUMULATED SURPLUS AT END OF YEAR	<u>31,700</u>	<u>27,628</u>

The fundings from the Employees Retraining Board ("ERB") was set up to provide vocational training for the disabled. The remaining surplus will be repayable to the ERB.

5. LONG SERVICE PAYMENT OBLIGATION

This represents a provision for an employee who has been employed by the Association for over 5 years and is aged over 65.

At the balance sheet date, apart from the above, another 3 (1997:3) employees have completed the required number of years of service under the Hong Kong Employment Ordinance (the "Ordinance") to be eligible for long service payments on termination of their employment. The Association is only liable to make such payments where the termination meets the required circumstances specified in the Ordinance. If the termination of all these employees met the circumstances required by the Ordinance, the Association's additional liability not provided for in the financial statements at the balance sheet date would be HK\$59,884 (1997:HK\$52,214)

ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES
NOTES TO FINANCIAL STATEMENTS

31 March 1998

6. SERVICE FOUNDATION FUND

	1998 HK\$	1997 HK\$
INCOME		
General donations	156,255	226,418
EXPENDITURE		
Printing, postage and stationery	(124)	(10,760)
SURPLUS FOR THE YEAR	156,131	215,658
Accumulated surplus at beginning of year	624,168	575,723
	780,299	791,381
Transfer from Income and Expenditure account	(202,517)	(167,213)
ACCUMULATED SURPLUS AT END OF YEAR	<u>577,782</u>	<u>624,168</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 off-set against any deficit in the Income and Expenditure account.

7. INDEPENDENT LIVING FUND

	1998 HK\$	1997 HK\$
INCOME		
Interest received	26,054	37,501
EXPENDITURE		
Postage	3,012	3,952
Printing and stationery	9,726	501
Travelling	99	71
Administrative Expenses	200	200
	<u>13,037</u>	<u>4,724</u>
SURPLUS FOR THE YEAR	13,017	32,777
Accumulated surplus at beginning of year	1,572,985	1,540,208
ACCUMULATED SURPLUS AT END OF YEAR	<u>1,586,002</u>	<u>1,572,985</u>

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

ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES
NOTES TO FINANCIAL STATEMENTS

31 March 1998

8. SUPPORTED EMPLOYMENT SERVICES

	1998 HK\$	1997 HK\$
INCOME		
Social Welfare Department	628,540	406,312
EXPENDITURE		
Advertising	2,020	3,958
Bank charges	31	20
Newspaper	1,701	1,277
Postage	660	2,010
Printing and stationery	2,121	3,479
Salary	391,567	229,519
Telephone	2,407	1,242
Travelling	6,936	4,637
Repair & Maintenance / Minor Purchase	9,056	1,566
Programme Expenses	20	3,526
Rent & Rates	15,540	15,312
	<u>432,059</u>	<u>266,546</u>
SURPLUS FOR THE YEAR	196,481	139,766
Accumulated surplus at beginning of year	<u>197,715</u>	<u>57,949</u>
ACCUMULATED SURPLUS AT END OF YEAR	<u>394,196</u>	<u>197,715</u>

The Supported Employment Services commenced in March 1995 to provide employment services to the disabled and it cannot be used to cover any deficits which was derived from any other services or funds.

ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

NOTES TO FINANCIAL STATEMENTS

31 March 1998

9. JOCKEY CLUB DESKTOP PUBLISHING CENTRE

	1998 HK\$	1997 HK\$
INCOME		
The Hong Kong Jockey Club Charities Trust	579,044	803,288
Service Income	981,087	651,225
	<u>1,560,131</u>	<u>1,454,513</u>
EXPENDITURE		
Repair & Maintenance	21,052	29,577
Printing & Stationery	14,848	8,525
Postage	686	1,324
Travelling	143	859
Telephone & Fax	4,932	3,681
Electricity & Water	22,389	14,644
Insurance	5,860	5,300
Rent & Rates	80,258	58,608
Cleaning charges & Materials	5,568	3,178
Advertisement	3,107	4,223
Salary	420,076	335,077
Equipment	-	68,223
Service Expenses	776,985	525,584
Fitting out	-	296,793
Miscellaneous	122	1,477
	<u>1,356,026</u>	<u>1,357,073</u>
SURPLUS AT END OF YEAR	204,105	97,440
Accumulated surplus at beginning of year	<u>97,440</u>	<u>-</u>
ACCUMULATED SURPLUS AT END OF YEAR	<u><u>301,545</u></u>	<u><u>97,440</u></u>

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

ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES
NOTES TO FINANCIAL STATEMENTS

31 March 1998

10. DIRECTORS' REMUNERATION

None of the directors received any fees or other emoluments in respect of their services rendered to the Association during the year (1997: NIL).

11. TAXATION

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

12. COMMITMENTS

	1998	1997
	HK\$	HK\$
Commitments payable in the following year under non-cancellable operating lease in respect of land and buildings expiring:		
Within 1 year	-	115,632
In the second to fifth years, inclusive	180,360	-
	<u>180,360</u>	<u>115,632</u>
	=====	=====

13. CONTINGENT LIABILITIES

	1998	1997
	HK\$	HK\$
Long service payment obligation - note 5	59,884	52,214
	<u>59,884</u>	<u>52,214</u>
	=====	=====

14. APPROVAL OF FINANCIAL STATEMENTS

The financial statements were approved by the Executive Committee on 25 August 1998.



本刊物的電腦植字、排版、設計及印刷工作均由本會之「賽馬會桌面排版中心」負責製作。



A BENEFICIARY OF THE COMMUNITY CHEST