

Association for Engineering & Medical Volunteer Services

工程及醫療義務工作協會



ANNUAL REPORT 2006-2008

二零零六至二零零八年年報

Association for Engineering & Medical Volunteer Services



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

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C **CHAIRMAN's REMARKS**

“Social Servicing is Our Object, Professional Volunteering is Our Way.” We have been travelling on our way for quite some time. We are dedicated! We have been feeling the definite joy in fulfilling our object through our own way.

In 2006-08, external recognition has added fuel to our engine. We shall be moving on more steadily and smoothly from here and onwards!

First, the Association joined the 7th Hong Kong Abilympics. One of the trainees in The Endeavor has participated in the ironing competition and won it as its second runner up. The Abilympics aims at exhibiting the vocational skills and talents of people with disabilities in order to promote their participation in socio-economic activities. The fact that our trainee has participated in and won the competition shows that they have become more confident of themselves and their working abilities.

The Association has also won different awards in the Hong Kong ICT Awards 2007 which were established in 2006 as a collaborative effort among industry support organisations, ICT professional bodies, academia and the Government to recognise, promote and commend the excellent achievements to which Hong Kong ICT professionals and organisations contribute. Our C-Rehab Station has won the “Best Digital Inclusion Grand Award” and “Best Digital Inclusion (Product/Application) Gold Award” while the Chopstick Training Package developed by T ASD has won the Certificate of Merit in the Best Digital Inclusion (Product/Application) Award.

The important meaning of these Awards is the assurance and recognition of our service objectives and endeavours by the society. We have aimed at facilitating the disabled persons to immerse into the society by providing them aids and other assistance. The attainment of the Best Digital Inclusion Award has confirmed that we are heading towards the right direction.

Besides the above Awards, our Integrated Home Care Service and The Endeavour have also been accredited by the Service Performance Monitoring System of the Social Welfare Department in June and August 2007 respectively. This means that our government-subsidized services have been found to be efficient, customer-focused, accountable and output-driven by the funding organisation. Our service performance, besides having met the Funding and Service Agreements drawn up between the Social Welfare Department and us, have also met a generic set of Service Quality Standards laid down by the Social Welfare Department.

The two social enterprises we set up with a view to enhancing employment opportunities for disabled persons, namely the Clean Laundry and the Electric Wheelchair Repair Clinic and Resources Centre, have started to make small profits. The success of these two services has given us impetus to consider establishing more social enterprises so that disabled persons will be provided work opportunities and be provided the opportunities to live in the society as independent citizens.

It is no doubt that the Association owes its development and achievement to its funding bodies such as the Social Welfare Department, the Hong Kong Jockey Club Charities Trust, the Hong Kong Community Chest and all other donors for their unfailing sponsorship over the years; its members and volunteers for their continuous participation and contribution to our services and activities; and its staff members for their hard work and commitment in realizing our aims and objectives.

I would like to reassure all our supporters that the Association will try its very best to look out for rooms for improvement for its current services as well as to identify new areas for its contribution.

PATRON

Dr. CHIANG Chun

HONORARY ADVISORS

Professor Nelson CHOW

Dr. York CHOW

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

Professor P. C. W. FUNG

Professor S. Y. KING

Mr. M. B. LEE J.P.

Professor P. C. LEUNG

Ms. Maria TAM

HONORARY AUDITORS & FINANCIAL ADVISORS

Mr. Lawrence S. Y. CHAN

CHAN & MAN

EXECUTIVE COMMITTEE

Chairman

Dr. CHENG Suk-kuen, Virginia

Vice Chairman

Mr. CHAN Yuk-keung, Simon

Treasurer

Mr. LAW Chit-wai, Jeffrey

Committee Members

Mr. CHAN Fan

Mr. CHAN Fuk-keung, Stanley

Dr. CHAN Hok-sum

Mr. CHAN Kam-wah, Eddie

Mr. CHEUNG Kin-man, Wilson

S

TAFF LIST

Executive Director	Ms. LUK Yim-ling, Lisa
Executive Secretary	Ms. AU Mei-chi, Venus
Occupational Therapist	Mr. CHENG Cho-wing, Nelson (<i>till 24.5.2006</i>)
	Ms. CHOW Ka-man, Dominique (<i>till 21.4.2007</i>)
	Mr. LAI Yat-chi, Michael (<i>from 12.3.2008</i>)
	Mr. LAU Ka-leung, Frank (<i>from 12.6.2006</i>)
	Mr. LEE Man-kit (<i>till 14.5.2007</i>)
	Mr. LI Hoi-ying, Teresa (<i>from 4.2.2008</i>)
	Ms. LI Wai-yu (<i>from 23.7.2007</i>)
	Ms. MA Cheuk-han, Orfina (<i>till 17.3.2008</i>)
	Ms. MA Lai-fun, Phoebe (<i>till 24.9.2006</i>)
	Mr. WONG Chun-ho, Wilson (<i>from 16.10.2006</i>)
Administrative Assistant	Ms. TSANG Tze-luen, Lilac
Software Engineer	Mr. WONG Tak-shing, William
Web Page Artist	Ms. CHEUNG Wai-man, Vivian (<i>till 17.9.2007</i>)
	Ms. KONG Tsz-yan, Felicia (<i>from 3.9.2007</i>)
Programmer	Mr. YEUNG Ho-cheung, Jimmy (<i>till 6.9.2007</i>)
Computer Clerk	Mr. WONG Wing-wa, Sidney (<i>from 24.9.2007</i>)
Workshop Supervisor	Mr. KUNG Kwok-sum, Stephen
Mechanic	Mr. SZTO Kwong-cheung (<i>from 18.6.2006</i>)
Engineer	Mr. KWAN Wai-lun, Simon (<i>till 27.8.2006</i>)
Electronic Technician	Mr. TSANG Tit-hung, Zenegger
Carpenter	Mr. CHUI Lin-biu
Workman	Ms. NGAN Yin-choi
	Ms. CHUNG Yuet-ha (<i>from 25.3.2008</i>)

Supported Employment Service

Placement Officer	Ms. LAM Suet-fun, Jackie
Assistant Placement Officer	Mr. CHAN Chun-hung, Andy (<i>till 26.11.2006</i>) Ms. CHAK Sheung-ling, Shelly (<i>till 4.12.2006</i>) Ms. CHOI Ngan, Winnie (<i>from 15.10.2007</i>) Ms. HO Hoi-yee, June Ms. HO Shui-chi, Faith (<i>from 3.10.2006</i>) Mr. KWAN Siu-kwan, Alvin (<i>till 20.4.2006</i>) Mr. NGAI Chin-pang, Ivan (<i>from 14.5.2007</i>) Ms. NG Wai-chi, Maggie (<i>till 10.9.2006</i>) Ms. SIN Ka-yee, Zoe (<i>till 22.8.2006</i>) Ms. YAU Suet-chi, Gigi (<i>from 24.7.2006</i>) Ms. YEUNG Wai-hang, Tiffany
Program Assistant	Mr. CHONG To (<i>from 16.4.2006</i>) Ms. FUNG Yuen-king, May (<i>from 15.5.2006</i>) Ms. LAW Suet-sin (<i>from 3.3.2008</i>) Ms. SEE Sin-ting (<i>till 15.4.2007</i>)

Jockey Club Desktop Publishing Centre

Manager	Ms. CHEUNG Lai-ying, Wendy (<i>till 18.6.2006</i>) Ms. NG Kwok-wah, Eva (<i>from 22.5.2006</i>)
Production Supervisor	Mr. LI King-man, Eric
Administrative Assistant	Ms. FANG Cai-xia, Mandy (<i>till 12.2.2007</i>) Mr. CHUNG Ting-ching (<i>till 19.12.2007</i>) Mr. MA Kwok-fai, Edward (<i>from 10.12.2007</i>)

Integrated Vocational Rehabilitation Services Centre

Manager	Ms. WONG Nga-wai, Clara
Assistant Manager	Mr. LEUNG Kin-yip, Kenneth (<i>till 9.6.2006</i>) Mr. LAM Yuk-kit, Angus (<i>till 29.10.2007</i>) Mr. WONG Wai-hon, Howard (<i>from 1.11.2007</i>)
Social Worker	Ms. LEUNG Tak-chi, Gigi (<i>till 30.8.2007</i>) Ms. CHAN Lok-man, Zoe (<i>from 22.8.2007</i>)
Operation Supervisor	Ms. CHEUNG Ka-lam (<i>till 31.10.2007</i>) Ms. LEUNG Mei-hou (<i>from 1.11.2007</i>) Ms. SIU Oi-mui (<i>till 29.2.2008</i>)
Marketing Officer	Mr. WONG Wai-hon, Howard (<i>till 31.10.2007</i>)
Administrative Executive	Ms. LEUNG Yuk-sim, Esther (<i>from 1.11.2007</i>)
Cook	Mr. CHOY Sau-wing (<i>from 21.1.2008</i>)
Training Assistant	Mr. CHAN Yau-shing (<i>till 6.10.2006</i>) Ms. CHEUNG Tsz-wan (<i>till 26.7.2007</i>) Mr. Samson CUNNINGHAM (<i>till 29.12.2007</i>) Ms. KWOK Ah-chun (<i>till 20.6.2007</i>) Ms. KWOK Pui-man (<i>till 16.5.2006</i>) Mr. LAI Man-kin (<i>till 30.6.2007</i>) Ms. LAU Fung-sam (<i>till 20.2.2008</i>) Ms. LEUNG Mei-hou (<i>till 31.10.2007</i>) Ms. NGO Sau-chun (<i>from 1.12.2006</i>) Mr. SHAM Ka-hay Ms. TAM Mei-sze Ms. TAM Shuk-yin

	Ms. WONG Man-ling (<i>till 11.11.2006</i>)
Program Assistant	Ms. CHAU Kit-yee (<i>from 6.8.2007</i>)
	Ms. NG Chi-Fun
	Ms. TSANG Wai-ling (<i>from 1.4.2007</i>)
	Ms. YEUNG Kwai-ha (<i>from 1.4.2007</i>)
Administrative Assistant	Ms. LEUNG Cho-yee, Joey
Clerk	Ms. YEUNG Man-yi (<i>till 7.9.2006</i>)
Driver	Mr. CHEUNG Chung-ki

The Clean Laundry

Laundry Assistant	Ms. CHAN Ho-chiu
	Ms. LAM Choi-heung (<i>from 10.4.2007</i>)
	Ms. LEUNG Kwai-hei (<i>from 10.4.2007</i>)
	Ms. WONG Wai-ling (<i>from 17.3.2008</i>)

Integrated Home Care Service Team

Team Leader	Ms. NG Sau-chun, Sueky (<i>till 10.10.2006</i>)
	Ms. CHENG Wai-size (<i>from 24.7.2006</i>)
Program Assistant	Ms. KO Fung-king, Winky (<i>till 29.2.2008</i>)
Program Worker	Ms. WU Yuk-ying, Carrie (<i>from 1.3.2008</i>)
	Ms. YUEN Siu-king (<i>from 22.1.2007</i>)
Clerk	Ms. LAU Kwai-fong, Peggie (<i>till 16.7.2006</i>)
Clerical Assistant	Ms. LAU Wai-yau (<i>from 6.11.2006</i>)
Nurse	Ms. TAM Cheuk Wai, Alexis
	Ms. YEUNG Mai-mai (<i>from 11.9.2006</i>)

Health Assistant

Ms. CHO Yin-fong

Ms. FAN Sau-lin (*till 31.12.2007*)

Ms. LEONG Yu-wan

Mr. LUNG Chi-yan (*from 20.9.2006*)

Mr. TSANG Keung (*till 23.9.2006*)

Home Helper

Ms. CHAU Chun-yum (*from 25.7.2006*)

Ms. CHU Chor-fong (*from 13.4.2007*)

Ms. JONG Mei-ling (*from 27.2.2008*)

Ms. LEUNG Chui-fong (*from 3.7.2007*)

Ms. LI Yim-ngan

Ms. MOK Siu-ngan (*from 10.4.2007*)

Ms. SIN Sui-ying (*till 31.3.2007*)

SERVICE REPORT



Technical / Computer Aids Services for the Disabled

Technical/Computer Aids Services for the Disabled aims at enhancing the independence of disabled persons through the design, fabrication, modification, installation and repair of technical and computer aids. The aids fabricated included daily living aids, seating and postural aids, rehabilitation aids, training aids, computer assistive devices etc. Besides, repair service for rehabilitation devices such as electronic speech aids, manual wheelchairs and electric wheelchairs were also rendered. To provide a comprehensive one stop service for users, clinical advice, consultation and recommendation on the design and appropriateness of rehabilitation aids for specific users were also available. The ultimate goal is to enhance the independence of disabled persons in all aspects of their daily living.

Technical Aids Services for the Disabled and Computer Aids Services for the Disabled were merged into a single service in response to the rising need for interface between technical and computing aspects in aid design and fabrication. After the merging of these two services, some new products such as the chopstick skills training package and balance board were developed through the interfacing of these two services' technologies. The Chopstick Stick Training Package was conferred the Certificate of Merit in the Hong Kong ICT Awards 2007–Best Digital Inclusion Award (Product/Application).

During the reporting period, 24 new products were designed and fabricated which included daily living aids such as specially designed toilet board with cushion and bath board; foldable bedside monkey pull and teaching table with storage and soft cushion surface etc. These devices could assist disabled persons to cope with the difficulties encountered in their daily life. Safety enhancing devices such as wall mounted emergency alarm with flash light and power wheelchair alarm were produced to allow users to provide warning in case of

emergency. Seating and posturing devices such as training chair with specially designed tabletop and side-support systems; height adjustable pediatric training chair for improving user's seating posture and to prevent fall were also designed. The newly produced foldable typing tabletop with foldable mouse support surface installed in geriatric chair could enable users with poor seating tolerance to utilize computer safely. Some newly developed aids including stainless steel box for storage and transfer; wooden ramp for manual wheelchair training; bedside handrails and thickness adjustable back cushion were also designed and fabricated. Moreover, some existing products were further enhanced to improve their functions.

For computer related product, two new devices, namely the notebook key guard and joy-mouse with key guard were designed and fabricated. Two new input devices, namely the enlarged keypad and press switch with flash light were designed and fabricated. Some switches were modified to wireless design to enhance their convenience in usage, especially for those relatively complex switches such as the programmable keypad. Auto re-rolling USB cable was used to replace the original USB cable for some switches so as to improve the outlook of the device and increase convenience. During this period, 87 pieces of rehabilitation software that were largely related to cognitive training and rehabilitation were designed and collected.



To upgrade the quality of service 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 could facilitate easy and effective utilization by the users.

The Product Development Group continued to discuss and develop new product ideas. Some product ideas were materialized with the actual devices being fabricated. These product ideas included the power grip training package, skate board training package, balance board, digital reality orientation board and cognitive training package etc. In order to solicit more new product ideas from the users, a rehabilitation aids design competition was launched during this period. Contestants were required to submit new products ideas. Through this exercise, some practical suggestions were collected.

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, 37 demonstration sessions on our products were organized. Our products were also demonstrated in various seminars and exhibitions including The Web Accessibility Seminar 2006, Seminar on Augmentative and Alternative Communication, Seminar cum Workshop on "Teen" Computer Game Design Competition, Seminar cum Workshop on "「迎接08 — 推動長者善用資訊科技計劃」長者數碼日", The Hong Kong ICT Awards 2007 Ceremony & Exhibition as well as the Seminar on "Occupational Therapy Updated Program on Cognitive Rehabilitation". Through participation in these seminars and exhibitions, both the public and disabled persons could gain greater understanding of our service and products.

The service continued to solicit feedback from users through user's satisfaction survey. In addition to voluntary feedback received from users, survey

was also conducted through phone interview and discount coupons were distributed to the users for participating in the exercise. During the reporting period, the survey findings reflected that over 80% of the service users considered that the application of technical and computer devices could enhance their independence and quality of life. Moreover, 90% of the carers considered that their caring skills had enhanced 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>06-07</u>	<u>07-08</u>
Design and fabricate technical and computer aids	20,639	20,504
Repair technical and computer aids	7,457	7,305
Modify and evaluate regular technical and computer aids	455	453
Provide clinical consultation and recommend appropriate aids for disabled persons and elderly	24,137	24,013
Disseminate information on technical and computer aids to rehabilitation and elderly service workers	1,511	1,413
Organize demonstration sessions	574	495



Electric Wheelchair Repair Clinic and Resource Centre

During the recent years, there was a steady and continuous growth in the number of electric wheelchair users especially amongst elderly population. The decrease in the price range and the increase in the number of models and brands available for selection accounted for this growth in demand. Moreover, the improved accessibility for wheelchairs throughout the territory also facilitated the utilization of electric wheelchairs. Accompanying the increasing use of electric wheelchairs was the rising demands for repair and maintenance services as well as the needs for related adaptive aids. To address this issue, the Electric Wheelchair Repair Clinic and Resource Centre were established in 2002 with the funding support from the S. K. Yee Medical Foundation. The service aimed to provide a comprehensive and one stop service for electric wheelchair users.

The Centre provided home based maintenance, regular checkup and repair service for electric wheelchairs. Wheelchair on loan service was also provided so that the users' daily routine would not be disrupted when their wheelchairs were under repair. During the reporting period, the Electric Wheelchair Accessories Library service was established. Through the library services, small accessories such as portable ramp and umbrella holder etc. were designed, fabricated and installed for individual users to meet their specific needs. Samples of some accessories were also available for loan to users for trial before purchase. Moreover, the Electric Wheelchair Driving Training Service was also established. The service aimed to promote safe and proper driving skills and attitude. This knowledge could ensure the users' safety and enhance the durability of the wheelchairs. 80% of the service users considered that their driving skills had improved after attending the training courses. Moreover, professional advice and consultation on the selection of appropriate wheelchairs and accessories were also rendered.

In 2006-2008, over 400 electric wheelchair users joined as members. With the availability of information on members' electric wheelchairs such as types, condition and repair record etc., prompt services could be rendered and disruption to their daily routine could be minimized. During this period, 286 home based repair and maintenance services and 297 in house repair services were rendered.

Professional advice and technical support were sought from our professional volunteers both for the repair work and development of new wheelchair accessories.

Service promotion was launched through the distribution of service pamphlets to potential users, including rehabilitation agencies, special schools, disabled self help groups, hospitals, social security field units and family service centers. Workshops and training on simple wheelchair repair and maintenance skills were also organized to equip users with some basic knowledge.

To solicit feedback from the users, user satisfaction survey was conducted through questionnaires and telephone interview. The overall response from the users was satisfactory. Regular user satisfaction survey would be launched so as to collect comments from users for further improvement of the service.

Statistics

<i>Service provided</i>	<i>No. of clients served</i>	
	<u>06-07</u>	<u>07-08</u>
Membership	302	408
Provision of home-based maintenance and check-up	136	150
Provision of in house repair	142	155
Provision of wheelchair on-loan service	62	97
Provision of assessment and consultation on selection of electric wheelchair	15	40
Provision of training sessions	5	40
Telephone enquiries handled	72	75
Benefited from the electric wheelchair accessories library	-	24



Rehabilitation Software Library

Rehabilitation Software Library consisted of a collection of software and related information, which serves as useful resources for rehabilitation professionals working with disabled persons and elderly. They could use the materials in the Library as reference in the planning of training and educational programs for their service users. Up till March 2008, the Library had 148 individual and agency members. Over 400 pieces of software were collected in the Library. Most of them were shareware and freeware which were collected from the Internet.

During these two years, the software collected were largely related to cognitive rehabilitation and digital inclusion for accessibility to computer technology. The former were suitable for use in the training of different cognitive impairments caused by stroke or brain injury, while the latter enabled those with poor hand function to access to computer for web-surfing and computer application.

Most cognitive rehabilitation programs collected had systematic record system and performance measurement, which enabled rehabilitation personnel to monitor the development of the service users. Though the programs were designed for brain injury sufferers, it had been successfully applied on people suffering from stroke and elderly as well as children with or without learning disabilities.

A number of digital inclusion programs collected were adapted to facilitate access to computer for entertainment purposes. These programs were user-friendly and could be used even with lower end computer. A wide range of functional disabilities, including poor hand function and visual impairment, could also use the programs for computer application and leisure.

The fabrication of two new training programs, namely the 'Concept of Sequence' (排列次序訓練) and the 'Chopsticks Training Package' (筷子訓練遊戲套件) were completed during the reporting period. The former consisted of training on sequence of eating and dressing activities and was suitable for use in

the training of people with mental handicap, brain injury, stroke and dementia. The 'Chopsticks Training Package' consisted of both hardware and software for the training of chopstick manipulation for those with poor hand function. The users could learn to use the chopsticks to hold different kinds of dim sum which was interesting and stimulating. The level of training could be adjusted to fit individual needs. Promotion of these new products was launched through mailing pamphlets to rehabilitation agencies, elderly institutions, special schools and hospitals as well as during our regular demonstration session. Over 100 Packages were sold and the result was encouraging.

Statistics

<i>Service provided</i>	<i>No. of clients served</i>	
	<u>06-07</u>	<u>07-08</u>
Membership registration of the Library	142	148
Organize, participate in seminar and demonstration sessions	271	284
Loan and sale of software	4,565	4,587
Disseminate information on hardware and software	767	771



Computer Rehabilitation Resource Station

With the funding support from the Hong Kong Jockey Club Charities Trust Community Project Grant, the 'Computer Rehabilitation Resource Station' (C-Rehab) was established and commenced operation in April 2005 to replace the former i-net system. The service aimed to develop a comprehensive training net to meet the daily training and learning needs of mentally handicapped persons.

During these two years, a mixed mode program design skill was used. This model focused on integrated use of photo, drawings and animation. Photos were used such that the training provided would be similar to real life situation. Through this mixed mode design, mentally handicapped users' ability to apply the learned scenarios in real environment could be enhanced. Besides, a series of simulated community and daily living skill training programs were developed. With intensive use of these specially designed programs, the mentally handicapped service users could learn the skills needed for different community scenarios, which could enhance their ability and confidence to manage community and daily living so as to achieve independence.

The Rehabilitation Resource Library was updated with new links which were collected locally and from areas including Mainland China, Taiwan and Macau where Chinese was their mother language. Information related to autism was collected as the number of autistic users had increased. All information was reviewed and updated periodically to ensure their validity and availability.

Visits to rehabilitation agencies and special schools were organised for the staff team during this period. Through these visits, understanding of the mental and physical abilities of the service users were gained. Feedback from rehabilitation professionals could also enlighten us on the training needs and difficulties encountered in their daily training activities.

Evaluation of the service was conducted four times through questionnaires so as to solicit users' comments and feedback concerning the training programs

and training materials posted on the Station. Besides, online questionnaires were provided to bring convenience for users to direct their comments regarding the Station. During the reporting period, a total of 266 completed questionnaires were received and the overall comments were satisfactory. The majority of the users commented that the training programs could meet the users' learning needs and the design was interesting and user-friendly. The program layout and artwork were colorful and stimulating. They found the training programs useful and could enhance learning efficiency and effectiveness. In addition, a simple pop-up short evaluation was attached to each new program for collecting users' feedback in a quick and easy manner. During these two years, 5,205 pop-up evaluation forms were received and 97% agreed that the training programs could enhance the learning interest and motivation of mentally handicapped persons. It also enhanced their common knowledge and living skills.

The Station operated on a membership system. During the reporting period, there was steady growth in the membership size. The number of members had reached 750 by end of March 2008. Amongst them, 250 were agency members while the remaining were individual members. The majority of the agency members were from special schools, day activity centres, hostels cum sheltered workshops and special child care centres while individual members were largely parents of mentally handicapped persons and rehabilitation professionals. As at March 2008, 15,942 disabled persons benefited from the Station and the accumulated login rate was 42,057 with an average monthly login of 3,504.

Two training workshops on the 'Production and Application of Multi-media Training Programs' were organised on 24 October, 2006 for members of the Station. Over 60 rehabilitation personnel joined the workshops. The workshops aimed to teach participants to tailor-made programs to meet the training needs of their service users.

Center-based demonstrations were arranged for 65 workers who came from more than 20 special schools, rehabilitation centers and related agencies during these two years. Two sharing sessions on cognitive rehabilitation through computer training were conducted in collaboration with the Hospital Authority. A total of 80 rehabilitation personnel and occupational therapy students attended the sharing.

Service promotion was also launched through participation in the 'Web Accessibility Seminar 2006' which was held at the Hong Kong Productivity Council on 27th October 2006. Over 160 participants joined the seminar and attended our demonstration. Besides, our team was invited by the Cybersenior Network Development Association Ltd. to share the experience in game design for people with training and therapeutic needs.

In January 2008, the Station was conferred the Hong Kong ICT Awards 2007: Best Digital Inclusion Grand Award & Best Inclusion (Product /Application) Gold Award. The award presentation ceremony was held at the Hong Kong



Convention & Exhibition Centre. The award was a recognition to the Station's contribution to digital inclusion. After the presentation, several newspapers and magazines had also written special features on the Station. The award was a great encouragement to our Association and gave an impetus to our effort for further improvement of the service.

Statistics

<i>Service provided</i>	<i>No. of clients served</i>	
	<u>06-07</u>	<u>07-08</u>
Membership registration of the Station (Individual and agency members)	660	750
Provide computer training programs for beneficial service users	15,862	15,942
Demonstration and promotion to potential users	381	388
Provide technical support	163	166



Integrated Home Care Service

The service continues to provide home care service to elderly, disabled persons and families who are incapable of looking after themselves or maintaining the normal functioning of their household. The ultimate goal is to enable them to continue living in the community. The services provided included personal/nursing care, meal delivery, escort, purchase of daily necessities and household cleaning etc.

Due to the ever growing service demand, additional subvention was granted by the Social Welfare Department for the operation of extra amount of weighted units since January 2007. With the deterioration in health of the elderly service users, more intensive care was needed if they were to continue living in the community. The availability of additional resources could enable the provision of more support to them. As at March 2008, the total no. of service users served was 100 including 20 frail cases. The majority of the service users were elderly.

Besides the provision of general home help service, the service had to render professional care to those who were assessed by the Standardized Care Need Assessment Mechanism for Elderly Service to be suffering from moderate to severe level of impairment or disability. The services provided included case management, special care, home safety assessment and rehabilitation services.

All referrals were assessed by social work while professional input from nurse and occupational therapist was sought whenever necessary. Based on the assessment results, individual care plan and care tasks were drawn up and implemented in consultation with the service users and their families. Regular review was conducted to ensure that the services rendered could meet the changing needs of the service users.

In addition to the provision of regular services, other professional services were also rendered. During the reporting period, four groups on Qigong were

organised for the service users. The groups aimed to strengthen the joints and muscles of the participants which could improve circulation and control blood pressure. In 206-2007, funding support was sought from the “Opportunity for the Elderly Project” for the organization of volunteer training for our elderly service users. In view that quite a no. of our elderly service users had signs of depression, a treatment group, namely 「開心無憂組」 was organised for them in 2007-2008. Volunteer visits were also organised for service users who were living alone and with little or no social support. To enrich the social life of the service users, social and recreational activities such as outings and birthday parties were also held.

In view of the significant role played by carers, carer support activities were organised. These activities aimed to provide support for the carers and equip them with the needed skills. During this period, training on the prevention of elderly abuse and life & death education were organised. Through these activities, mutual support and sharing amongst participants were established such that they could continue to assume the carer role.

To solicit feedback from service users for further improvement of the service, user satisfaction survey was conducted via telephone interview and internal audit. During the reporting period, over 90% of the service users expressed satisfaction on the overall service quality. In June 2007, the Social Welfare Department conducted an external assessment on the service. During the assessment, relevant documents were examined and our service users and staff were interviewed. The Department was satisfied with the performance of the service.



Community Occupational Therapy

Maximizing the functional ability of people with disability and elderly such that they can integrate into the community and live independently with improved quality of life are the aims of Community Occupational Therapy Service. The scope of the service included:

- (a) assessment and training of activities of daily living;
- (b) home and work place assessment;
- (c) consultation on home and work place modification;
- (d) recommendation and prescription of assistive devices;
- (e) provision of home oxygen therapy; and
- (f) carer education.

With the growing size of the elderly population in Hong Kong and the implementation of the government policy of Care in the Community, the number of frail elderly living in the community continued to increase. The demand for Community Occupational Therapy had also increased as the service could assist them to maintain and enhance their functions. Through modification of their living environment, prescription of assistive devices and provision of carer training, the elderly could continue to live their familiar environment safely and independently. During the reporting period, the majority of our service users were elderly, who were mostly referred by Integrated Home Care Teams, District Elderly Community Centres, Neighbourhood Elderly Centres, Integrated Family Service Centres, hospitals and clinics.

In collaboration with public hospitals, community oxygen therapy service was rendered to discharged patients who were mostly frail elderly suffering from pulmonary illnesses. This service aimed to provide continuous treatment and care to them so as to improve and monitor their compliance to oxygen therapy with the ultimate goal of enabling them to live independently and safely in the community.

With the growing popularity in the utilization of electric wheelchair especially amongst elderly, the demand for expertise advice and consultation on the selection of suitable electric wheelchair that matched the physical ability and living environment of the users had increased. During the reporting period, 55 assessment and prescription of electric wheelchair service were rendered. In addition, training courses on driving skills for electric wheelchair were also provided to new users so as to ensure that they could use the device properly and safely.

Feedback and comments from service users was essential to the further improvement of the service. User's satisfaction survey was conducted to solicit comments service users. To evaluate the effectiveness of the service, some outcome measure indicators were incorporated into the user's satisfaction survey. During the past two year, over 80% of the service users agreed that there was improvement



in the performance of their activities of daily living through the modification of environment and/or prescription of assistive devices. The physical function of 81% of the service users was enhanced through the execution of prescribed home exercise and over 82% of them agreed that the service could enable them to continue living in the community. Over 80% of the service users agreed that the service could enhance their self-confidence and life satisfaction. The caring skills of 79% of the carers had improved through the training provided to them. These survey results could facilitate improvement of the service and provide guidelines for future service development.

Statistics

<i>Service provided</i>	<i>No. of clients served</i>	
	<u>06-07</u>	<u>07-08</u>
Provide assessment and training on activities of daily living	287	198
Recommend and provide appropriate assistive devices	225	215
Recommend home and/or work environment modification	256	225
Provide oxygen therapy	124	263
Render training to caregivers	133	109



Care for the Elderly Living Alone

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

The service aimed to provide social and psychological support for those living alone elderly as well as those having little support from their family. Through regular visits, volunteers could provide emotional and psychological support to the elderly so as to reduce their sense of loneliness and widen their social network. Besides, volunteers also attended to the elders' health conditions and home safety. Referrals to our nurse volunteers and occupational therapist were made to provide medical consultation and home safety assessment whenever necessary. Through this service, early detection of any health and home safety problems can be made and appropriate treatment can be rendered accordingly.

Volunteer recruitment was conducted through the School of Nursing of the Hong Kong Polytechnic University and the Agency for Volunteer Service. During these two years, 84 volunteers were recruited to visit 82 elderly who were referred by the Wong Tai Sin Integrated Home Care Team of our Association and the Hong Kong Christian Service Sham Shui Po Integrated Home Care Team. The elderly referred were largely physically weak, home bounded and with little social support. Volunteers were required to visit and contact the elderly regularly. Actually, some volunteers still continued to pay visits to the elders even after the completion of the service. Advice and support were provided to the volunteers to enable them to render service to the frail elders continuously.

To prepare the volunteers for service, a series of training on common geriatric illnesses, communication skills with the elderly and related community resources were organised for them. Regular meetings were held so as to provide opportunities for them to share the difficulties encountered during service. A visit to the 'Personal Emergency Link Call Centre' was arranged for volunteers

so as to enhance their understanding of the social support service provided for the living alone elders in Hong Kong.

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

During these two years, 125 elderly referred by our Wong Tai Sin 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 to them 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>06-07</u>	<u>07-08</u>
Home visit paid	160	160
Medical check up provided	62	63
Training provided for volunteers	42	42
Sharing sessions organized for volunteers	54	56
Provide support and guidance to volunteers	42	42
No. of referrals made to appropriate agencies	15	13



Integrated Vocational Rehabilitation Service Centre

The Endeavor first started its operation as a sheltered workshop in 2002 and was transformed into an integrated vocational rehabilitation service centre since April 2004. After the transformation, the Centre continued to pursue its mission in the provision of 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 Centre had to serve an average of no less than 180 service users per month and as at March 2008, 186 service users were admitted.

During the reporting period, with the effort paid by the staff team, the Centre had grown by leaps and bound. Partnership was established with one of the leading logistic firm in the field which offered all rounded packaging work for our service users on regular basis. Service users had to work at different work sites and to cope with various job types and requirements. This new challenge had positive effect on the service users as their self confidence was enhanced through participating in this valuable work opportunity. They also demonstrated great potential in adapting to varying work requirements. To manage this project, part time staff was employed. They had to monitor the production schedule and control the job quality. In view of the success of this project, the logistic business model would be further strengthened and more work opportunities would be explored.

Effort was also paid for the further development of the catering service. The Centre kitchen was renovated to improve the occupational safety and to upgrade the production capacity. During this period, structured training curriculum for service users was designed and these training programs could facilitate service users to work independently. Moreover, the operation of the catering service was computerized to facilitate efficient handling of meal orders.

In addition to these new ventures, there were other production lines which included the provision of services such as laundry, household cleaning, in-house packaging and courier. During the past two years, the annual income of the Centre was over \$2,300,000.00. The successful collaboration with the logistic firm largely

accounted for the growth in business volume. In the coming time, continuous effort will be put on marketing the various trades of the Centre such that more training and work opportunities could be provided to our service users.

To facilitate service users to get familiar with the work practice of the open market, they were encouraged to attend evening and weekend shift and to work overtime whenever needs arose. During the reporting period, over \$1,200,000.00 was granted to service users as training allowances annually, excluding incentive payment. As a token of encouragement, year end bonus was disseminated to service users with good performance.

Carer participation and involvement are crucial to the successful rehabilitation of the service users. To enhance their involvement, parent group was organised to facilitate the development of mutual support amongst carers and parents.

In addition to the provision of vocational rehabilitation for service users, various social and group programs were organised to enrich their quality of life. During the reporting period, social skills training, sports training and sex education were organised for service users. Moreover, recreational activities such as visits to the Government Flying Service, the Cathay Pacific City and the Ocean Park were arranged. To enhance service users' confidence in their job skills, some users were nominated to participate in the Hong Kong Abilympics 07, during which one user was awarded the bronze medal in the laundry event.

To facilitate service users to integrate into the community, they were encouraged to participate in voluntary services. In collaboration with the Wetland Park, service users were arranged to serve as volunteer helpers for the Park. They participated in conservation services such as litter collection, grass cutting and weeding. Through this activity, our service users could also be contributory members of the community. In the coming time, more voluntary work opportunities would be provided for the service users.



Supported Employment Service

The operation of Supported Employment Service 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 are the ex-mentally ill, physically handicapped and mentally handicapped persons. The service is subvented by the Social Welfare Department. It provides pre-job assessment, skills training, job counselling, on-the-job support and follow up services for people with disabilities. As at March 2008, the service capacity was 90.

Individual job placement and mobile crew model were adopted to provide job matching in the open market and related training for service users. During the reporting period, job placement was successfully arranged for 207 disabled persons through individual job placement and 56 of them were able to retain their jobs for 6 months or more with an average salary of \$4,558.00. The jobs they secured included pamphlet distribution, telemarketing, cleansing work, clerical work, sales and property management etc. Employers were satisfied with both their work attitude and work performance.



Under the mobile crew model, car beauty service was provided on a self-financed basis in Tuen Mun Hospital and Tuen Mun Civil Servants Quarter since March 2002. It provided training opportunities for service users and equipped them for open employment. The service was further expanded to provide car beauty service for residents of the Villa Pinada in Tuen Mun since June 2006. As at March 2008, there were totally 73 customers. During the reporting period, training was provided to 21 service users. An Occupational Safety Seminar was organized for service users in August 2007 to remind them the importance of occupational safety.

Another self-financed project, namely the Promotion and Distribution Service Team (PDST) was started in June 2007. The venture provided one-stop and comprehensive services which included flyer production, distribution and scheduling service to small and medium enterprises in accordance to their needs and business nature. Training opportunities were provided for service users. The result of the project was encouraging. As at March 2008, nine customers were recruited and twenty-four job orders were received. The total business volume was \$43,233.00 and some surplus was made. Training was arranged for 42 service users and they received an average hourly allowance of \$30.00. In view of the increasing demands from the customers, funding from the Social Welfare Department would be applied to support the set up of a social enterprise of similar nature.

To equip service users with the skills that could enhance their competitiveness in the job market, funding support from the Employees Retraining Board was applied to organize Pre-job Vocational Training Courses. During 2006-2008, four courses, attended by twenty-nine service users were organised. Twenty-three of them were able to secure a job in the open market after completion of the course. In addition, a six-session social skill training group was organized in

October 2007 with the aim to improve service users' work-related social skills and increase their social competence in maintaining a job.

Throughout the past years, close liaison was established with some new employers who were largely identified through newspapers, Internet or walk-in interviews. They had developed confidence in the employment of disabled persons and usually, they gave our service users priority for job interview whenever they had vacancies. In addition, job attachment and training opportunities for service users were explored and networks were established with NGOs as well as commercial firms. The arrangements of job attachment for service users could enable them to undergo training in a real work environment. Through this practice, their skills and confidence were enhanced before they started to work in the competitive open market. In view of the effectiveness of this arrangement, effort would be put to obtain more job attachment opportunities for our service users in the coming future.





Jockey Club Desktop Publishing Centre

The Centre continues to provide work training opportunities for disabled persons in word processing, data input, design, printing, mailing and web page updating/design under a simulated work environment. The ultimate goal is to facilitate them to secure employment in the open market as far as possible.

Operated under a commercial mode, the Centre had to compete with other counterparts in the market for business. To survive under keen competition, the Centre had to be very flexible to meet the changing needs of the market. During the reporting period, one stop service which included the design, printing and mailing of promotional pamphlets as well as maintenance of clients' database was offered. This package was much welcome by the customers as they did not need to shop around for different services. In addition, continuous effort was put on upgrading the skills of the service users in web page design. However, before they could handle the orders independently, an instructor was recruited to work along with them to provide advice and assistance. With this arrangement, they could practise their skills and at the same time fulfilling the requirements of the customers.

To cope with the increasing demands from the customers, there was the need to update the Centre's equipment regularly. With the funding support from the S K Yee Fund for the Disabled, five new sets of computers and application software were purchased to replace the outdated ones. With the availability of the new equipment, more new orders could be taken up and the service users could also learn to use some new application programs which were commonly used in the open market.

Business volume of the Centre in 2006-2007 and 2007-2008 was \$0.85 million and \$1.2 million respectively. The significant growth in business volume was largely due to the expansion of the scope of services provided. With the extension of the business scope, service users who were less skilful could still engage in simple tasks. These orders could also create opportunities for training

the work attitude and tolerance of the service users which were essential for the acquisition of open employment.

Regular promotional and marketing activities were launched in order to recruit new customers. Selective industries such as exhibition organizers were identified as targets to promote services of the Centre. However, the majority of the new customers were still recruited through word of mouth. Hence, effort had to be put on the retention of the existing customers. Add on services and customer oriented services had to be rendered so as to attract them to continue patronizing our services. As a token of appreciation for our long standing customer who provided training and work opportunities to our trainees, CMP Asia Limited and Economic Times were nominated as Caring Company in the award organised by the Hong Kong Council of Social Service.



Service users received allowance that was calculated on piece work basis. During the reporting period, 11 of them were able to receive a daily allowance of \$100. Over 76% of the trainees agreed that the allowance could increase their earnings and 85% of them had regained self worth and dignity through engagement in activities provided by the Centre. 78% agreed that the Centre's training could equip them to secure open employment and integrate into the community. In the past two years, ten service users left the Centre for open employment or to receive other vocational training.

Various training were organised during the past years so that the service users could keep in pace with the demand of the open market. In collaboration with the Vocational Training Council, courses on Excel; Advance Dreamweaver; Flash and Photoshop were organised. In house training on Word and computer networking were also arranged. Forty eight service users attended these courses and they commented that the courses were useful and practical. Work related training would be organised regularly in the coming time to enhance the employability of the service users.

Statistics

<i>Service provided</i>	<i>No. of clients served</i>	
	<u>06-07</u>	<u>07-08</u>
Provide work opportunities for disabled persons in data input, desktop publishing, graphic design, web page design, printing and mailing	37	37
Provide work related training opportunities for disabled persons	37	37



The Clean Laundry

The ultimate goal of the “The Clean Laundry” is to support the employment of people with disabilities. During the past two years, The Clean Laundry faced rigorous challenges arose from the fierce market competition. The laundry shops or chain stores in the commercial sector offered highly competitive prices or discount to acquire new orders or retain existing customers. Aiming to improve resources utilization and competitiveness, the laundry business of The Endeavor and Clean Laundry was merged and the Clean Laundry had moved from the Yuen Long site to Tuen Mun district since October 2007. The manpower and operational flows were revamped to uplift the production capacity and simplify the workflows. However, another challenge which was the seasonal business pattern was encountered. During the high season, the sales revenue generated from dry cleaning was 40% more than that of the non-peak season. The asymmetric income pattern imposed difficulties in cash flow control and manpower arrangement. Hence, a more flexible staffing structure had to be adopted to cope with this characteristic of the trade.



In 2006-2007, the annual income of the workshop was around \$200,000 while for 2007-2008 the annual income had increased drastically to \$696,800.00. The revamping of the business and the successful marketing strategies accounted for the growth of the business volume. For 2007-2008, the business was able to reap some profit.

Although the workshop had almost reached its full production capacity during peak season, capacity was still available during non peak season. In the coming future, continuous effort will be put on expanding the customer base such as restaurants, beauty shops, hair salons, elderly care centres and hostels so as to enrich our customer profile and stabilize our income. Moreover, various discounts and promotion with the purpose of expanding the business and enhancing the brand awareness will be provided. The service quality will be constantly reviewed and upgraded to meet the customers' expectation. Moreover, various training programs will be designed for the service users to enhance their knowledge and upgrade their work skills.





Independent Living Fund

The Fund aims to provide financial support to disabled persons in the form of interest free loan for the purchase of rehabilitation aids, which can enhance their independence as well as their quality of life.

The upper limit of the loan was HK\$50,000.00 and the maximum repayment period was 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 had to be 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.

During the reporting period, 59 applications were processed. The majority of the applicants were physically handicapped and visually impaired persons. The most popular equipment applied to purchase were motor car and electric wheelchair. The majority of the loan amount ranged between HK\$30,000.00 to HK\$50,000.00. Up till 31 March 2008, there were 58 outstanding borrowers. Advice and support were provided to them whenever needs arose.

During the reporting period, some outstanding borrowers expressed difficulties to repay the loan as scheduled. Interview was conducted with them and extension of the repayment period was arranged whenever appropriate. Close contact was made with these borrowers such that the initial repayment schedule could be resumed once their financial situation had improved. On the whole, the operation of the Fund was smooth and no bad debts had incurred so far.

Promotional pamphlets were sent to rehabilitation agencies, special schools, hospitals, disabled self-help groups, family service centers and social security units. Promotion was also made through our web site and 「人間互助社聯熱線」 operated by the Hong Kong Council of Social Service.

Service evaluation was conducted through questionnaire which were sent to all successful applicants. Feedback on the application procedures and the usefulness of the equipment in relation to their independent living was solicited. The overall comments were satisfactory and most 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>06-07</u>	<u>07-08</u>
Inquiries	88	87
No. of applications handled	36	23
Provision of interest free loan	29	18
Provision of advice on the selection of appropriate devices	29	18
Assessment of the social and financial condition of the applicant	29	18
Provision of advice and support to outstanding borrowers	60	58



Occupational Therapy / Physiotherapy Services

The service aims to equip elderly, care givers and volunteers with knowledge and skills to enhance their functioning and/or their caring skills through the organization of educational talks, workshops and training. With the availability of these knowledge and skills, the functioning and quality of life of both the care givers as well as the service recipients could be improved.

During the reporting period, carer education, elderly fall prevention training and health-enhancing exercises for elderly were the most popular topics. In addition, two new topics related to the occupational safety and health for post-natal care workers and a series of training on health enhancing and fall prevention exercises for elderly were developed. These new topics were promoted to other related agencies and was much welcome by them.

To strengthen the content of the service, a six session education group on general health enhancing exercise was organized for service users of a neighborhood elderly centre. During these sessions, related exercises were introduced to



the participants and they were encouraged to practice these exercises at home. Several seminars were also arranged for social service centres on the proper usage and simple maintenance of various rehabilitation equipments. In addition, four topics including elderly home safety and general exercises for the elderly were reviewed and updated.

Users' feedback was solicited through user satisfaction survey. During the reporting period, the overall response from the participants was good. Over 80% of the carers agreed that their knowledge and skills in caring were enhanced and 74% of the service users had acquired appropriate self care skills through participating in these training.

Three activity groups in series basis were developed and conducted during this period. The group aimed to strengthen the joints and muscles of the participants, which could improve circulation and control blood pressure. The group could also facilitate participants to develop regular exercise habit. Feedback from the participants was encouraging as improvement in their conditions was reported. In view of the effectiveness of the activity groups, it is planned to further develop and promote this service in form of a series training and educational program in the coming year. Being a new service, evaluation on the effectiveness of the service will be conducted.

Statistics

<i>Service provided</i>	<i>No. of clients served</i>	
	<u>06-07</u>	<u>07-08</u>
Organization of talks, workshops and training for elderly, caregivers and elderly	288	185
Organization of activity group	27	125

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EW PROJECT



Community Rehabilitation Project

The Chief Executive's Policy Address 2005-2006 had announced that the Government would strengthen the community support services to people with disabilities and their families. Community Rehabilitation Day Centres will be set up for discharged patients with mental, neurological and physical impairments. In view of the demand for community rehabilitation services, our Association, in collaboration with Tuen Mun Hospital and Pok Oi Hospital started to provide short term centre-based ambulatory occupational therapy service to discharged patients since June 2006. Besides accepting referrals from Tuen Mun Hospital and Pok Oi Hospital, the project also accepted agency and self referrals. The programs aimed to enhance the functional capacity of the participants and to minimize the chance of relapse. The ultimate goal is to facilitate independent living and integration into the community.



Three different training modules were available for service users with varying functional impairment. These training modules included:

- (1) Community Rehabilitation Programs for those suffering from stroke;
- (2) Community Rehabilitation Programs for those suffering from brain injury; and
- (3) Community Rehabilitation Programs for those suffering from chronic neurological diseases for improvement of upper limb function.

All these training concentrated on strengthening the service users' functional level, enhancing their community mobility and preventing potential complications. Service users were also assisted to incorporate the learned skills into their daily living activities. The ultimate objective was to facilitate them to resume their pre-morbid functional ability as far as possible and to re-integrate into the community.

Each training module consisted of 8 sessions. The program content included assessment, skill training, practice, carer education and community orientation. The therapists also attended to the psychological needs of the service users and encouraged them to integrate the learning into their daily activities. Referrals were made whenever appropriate and some service users were referred to our vocational rehabilitation services.

As the project was operated on a self financed mode, services could only be provided on two days per week basis. During the reporting period, an average of over 80 person-time per month was served. The overall feedback from the users were encouraging as significant progress was made after they attended the training. Actually, some service users were referred by co-patients who found the program very effective. In the coming time, more training modules would be developed and the content of the programs would be reviewed constantly to cater for the varying needs of the service users.

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EMBERS AND VOLUNTEERS

The implementation of our services was largely affected by the involvement and participation of our volunteers. In order to maintain smooth operation of our services, effort had to be put on the recruitment, training, motivating and retention of volunteers. During the reporting period, volunteer recruitment exercises were launched in conjunction with the development of our services so that the volunteers recruited could utilize their professional expertise and join our services readily. Besides, professional volunteers such as nurse and physiotherapist were identified and referred on requests from other social service agencies to conduct talks, medical check up and consultation for those in need. An engineer was also referred to render professional consultation on building and renovation of a newly built infirmary unit.

During the reporting period, 88 new volunteers joined our volunteer group. As at 31 March 2008, the Association had a total number of 372 members and volunteers. Orientation was organised for new comers so that they could have a



thorough understanding of the services operated by our Association. Relevant training programs and visits were also organised to equip them with the essential skills to carry out the tasks.

To express our recognition to their devotion and enthusiasm in volunteer services, 41 volunteers were nominated for the Volunteer Award of The Volunteer Movement organised by the Social Welfare Department. Besides, 5 volunteers received the Outstanding Volunteer Award and 8 volunteers received the Long Service Volunteer Award presented by our Association. Free admission tickets were distributed to volunteers and their family to join the ITU Telecom World 2006 and Disneyland so as to show our appreciation for their service. Specially designed handy bag and hanging calendar were distributed to members and volunteers as a token of appreciation for their continuous support to our Association. In addition, quarterly news bulletin was issued. The bulletin aimed to keep members and volunteers informed of the progress and development of the Association.

Statistics

<i>Service provided</i>	<i>No. of clients served</i>	
	<u>06-07</u>	<u>07-08</u>
Visits and activities organized	36	37
Recruitment of volunteers	44	44
Orientation organized for new volunteers	44	44
Organized Outstanding Volunteer Award	28	26

工程及醫療義務工作協會



專業技能 服務人群

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主席報告

自協會成立以來，我們本著「專業技能，服務人群」這個宗旨，默默耕耘，為我們的服務對象提供無間斷的服務。

在二零零六至二零零八年間，協會嘗試了從另一角度向社會人仕展示我們的服務及其成果，並從中取得出乎意料之外的收獲。

我們參加了由香港康聯會香港社會服務聯會舉辦的第七屆香港展能節，並派出了屯門展毅中心的一名學員參加其中的熨衣比賽。我們的學員在比賽中，奪得季軍。展能節被喻為「殘疾人士技能奧運會」，是復康界四年一度的盛事，亦是彰顯殘疾人士工作能力與才華的慶典，推動他們平等參與和真正融入社會。我們的學員能參與比賽，並能在比賽中取得佳績，顯示了他們對自己的信心和他們的工作實力。

此外，我們亦參加了由香港資訊及通訊科技業界不同的支援組織、專業團體、學術界和政府共同建立的香港資訊及通訊科技獎。這獎項旨在表揚及推廣香港資訊及通訊科技業的精英、企業及機構的卓越成就和貢獻，亦同時鼓勵本地業界從業員開發創新和富創意的方案，藉此進一步提升業界在香港及國際的專業形象。我們以「電腦復康訓練資源網站」及「筷子訓練遊戲套件」兩個項目參加這個比賽的最佳數碼共融獎。結果教人興奮：「電腦復康訓練資源網站」榮獲「最佳數碼共融大獎」及「最佳數碼共融（產品／應用）金獎」；而「筷子訓練遊戲套件」則榮獲「最佳數碼共融（產品／應用）優異證書」。是次獲獎將對本會同寅是一個很大的鼓舞，它代表本會的服務及產品除了獲得社會服務同業的認同外，並獲得普羅社會人士的認同。

我們的「綜合家居照顧服務」和「綜合職業復康服務中心」在二零零七年的六月及八月通過社會福利署的「服務表現監察制度」的審核，證明有關服務水平，已達致社署與受資助機構共同制訂的「津貼及服務協議」及「服務質素標準」，能有效地提供以人為本、講求問責、著重服務表現。

同時，我們為傷殘人士提供就業機會而成立的兩項社會企業——「電動輪椅一站通」及「宏遠洗衣服務公司」，運作已上軌道，兼有微利。

我們深信上述這些成績足以肯定我們在復康界別的功能，並彰顯我們在復康領域上的創新意念和勇於開發精神，令各服務使用者能按自己的需要，獲得合適而有效的服務。我們能致今天的成果，全賴各資助團體，如社會福利署、香港賽馬會慈善信託基金、香港公益金及各捐助者，歷久不懈的支持；各會員及義工孜孜不倦的貢獻；及各同工永不言倦的精神。

在往後的日子，我們將會繼續努力，致力協助殘疾人士，提高他們獨立生活的能力，並提升他們的生活質素。

贊助人

蔣震博士

名譽顧問

周永新教授

周一嶽醫生

方心讓爵士

馮戡雲教授

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

陳錫義先生

陳錫義、文國樑會計師行

執行委員會

主 席	鄭淑娟博士
副主席	陳玉強先生
司 庫	羅哲偉先生
委 員	陳 帆先生
	陳福強先生
	陳學深醫生
	陳錦華先生
	張健民先生

職員名單

總幹事
執行幹事
職業治療師

陸艷玲小姐
區美智小姐
鄭祖榮先生（至24.5.2006）
周嘉敏小姐（至21.4.2007）
黎一志先生（由12.3.2008）
劉家樑先生（由12.6.2006）
李文傑先生（至14.5.2007）
李凱瑩小姐（由4.2.2008）
李偉瑜小姐（由23.7.2007）
馬卓嫻小姐（至17.3.2008）
馬麗歡小姐（至24.9.2006）
黃俊豪先生（由16.10.2006）

行政助理
軟件工程師
網頁設計師

曾紫鸞小姐
黃德成先生
張慧敏小姐（至17.9.2007）
江芷恩小姐（由3.9.2007）

程式設計員
電腦文員
工場監督
機械員
工程師
電子技術員

楊灝翔先生（至6.9.2007）
黃永華先生（由24.9.2007）
龔國森先生
司徒廣祥先生（由18.9.2006）
關偉麟先生（至27.8.2006）
曾鐵雄先生

木工
工友

崔練標先生
顏燕彩小姐
鍾月霞小姐（由25.3.2008）

輔助就業服務

輔助就業主任

助理輔助就業主任

林雪芬小姐

鄭俊雄先生（至 26.11.2006）

翟雙玲小姐（至 4.12.2006）

蔡 雁小姐（由 15.10.2007）

何凱怡小姐

何瑞芝小姐（由 3.10.2006）

關紹君先生（至 20.4.2006）

魏展鵬先生（由 14.5.2007）

吳惠芝小姐（至 10.9.2006）

冼嘉儀小姐（至 22.8.2006）

丘雪芝小姐（由 24.7.2006）

楊慧姮小姐

活動助理

莊 濤先生（由 16.4.2007）

馮婉琮小姐（由 15.5.2006）

羅雪仙小姐（由 3.3.2008）

史倩婷小姐（至 15.4.2007）

賽馬會電腦排版中心

經 理

張麗英小姐（至 18.6.2006）

吳國華小姐（由 22.5.2006）

製作主任

李敬民先生

行政助理

樊彩霞小姐（至 12.2.2007）

鍾定程先生（至 19.12.2007）

馬國輝先生（由 10.12.2007）

綜合職業復康服務中心**經 理**

王雅慧小姐

助理經理

梁建業先生（至 9.6.2006）

林旭傑先生（至 29.10.2007）

黃偉漢先生（由 1.11.2007）

社 工

梁德之小姐（至 30.8.2007）

陳樂文先生（由 22.8.2007）

營運主任

張嘉琳小姐（至 31.10.2007）

梁美好小姐（由 1.11.2007）

蕭愛梅小姐（至 29.2.2008）

市場主任

黃偉漢先生（至 31.10.2007）

行政主任

梁玉嬋小姐（由 1.11.2007）

廚 師

蔡秀榮先生（由 21.1.2008）

訓練助理

陳有成先生（至 6.10.2006）

張芷蘊小姐（至 26.7.2007）

簡森遜先生（至 29.12.2007）

郭亞珍小姐（至 20.6.2007）

郭珮雯小姐（至 16.5.2006）

黎文堅先生（至 30.6.2007）

劉鳳心小姐（至 20.2.2008）

梁美好小姐（至 31.10.2007）

敖秀珍小姐（由 1.12.2006）

岑家起先生

譚美思小姐

譚淑賢小姐

活動助理

黃敏玲小姐（至 11.11.2006）

周潔儀小姐（由 6.8.2007）

伍志芬小姐

曾慧玲小姐（由 1.4.2007）

楊貴霞小姐（由 1.4.2007）

行政助理

梁祖兒小姐

文 員

楊敏儀小姐（至 7.9.2006）

司 機

張中奇先生

宏遠洗衣服務公司

洗衣助理

陳可肖小姐

林賽香小姐（由 10.4.2007）

梁桂喜小姐（由 10.4.2007）

黃惠玲小姐（由 17.3.2008）

綜合家居照顧服務

隊 長

吳秀珍小姐（至 10.10.2006）

鄭慧施小姐（由 24.7.2006）

活動助理

高鳳瓊小姐（至 29.2.2008）

程序幹事

胡玉英小姐（由 1.3.2008）

阮笑瓊小姐（由 22.1.2007）

文 員

劉桂芳小姐（至 16.7.2006）

助理文員

劉慧茵小姐（由 6.11.2006）

護 士

譚卓慧小姐

楊美美小姐（由 11.9.2006）

健康助理員

曹燕芳小姐

范秀蓮小姐（至 31.12.2007）

梁如蓮小姐

龍志恩先生（由 20.9.2006）

曾 強先生（至 23.9.2006）

家務助理員

周俊吟小姐（由 25.7.2006）

朱楚芳小姐（由 13.4.2007）

莊美玲小姐（由 27.2.2008）

梁翠芳小姐（由 3.7.2007）

李艷顏小姐

莫少顏小姐（由 10.4.2007）

冼瑞英小姐（至 31.3.2007）

服務報告



弱能人士輔助儀器 / 電腦輔助儀器製作服務

本服務是透過為殘疾人士設計、製造、改裝、安裝／維修輔助儀器及電腦輔助儀器，增強他們的獨立生活能力。服務範圍包括製作日常生活輔助儀器、特別椅、復康／訓練器材及電腦輔助儀器等；除此之外，更會維修復康輔助儀器例如電子語言輔助器、手動／電動輪椅等；及為殘疾人士就有關儀器的設計及合用性等方面提供專業意見。目標是加強殘疾人士於各個生活功能層面上的獨立性及自主性。

為了進一步加強儀器設計及製作的靈活性及多樣性，本會將「弱能人士輔助儀器製作服務」及「弱能人士電腦輔助儀器製作服務」合併，並將兩個服務的義工小組結合為一，義工繼續為服務提供專業意見及支援。服務合併後已有很多創意及實用性兼備的產品推出，其中包括筷子遊戲訓練套件、平衡訓練板等，而筷子遊戲訓練套件更於二零零七年度的香港資訊及通訊科技獎 — 最佳數碼共融獎（產品及應用）中獲得了優異証書。

在過去兩年，服務共製作了二十四件新的器材，其中包括日常生活輔助儀器，如特製廁所坐板連坐墊及沖涼板、摺合式起床扶架、特殊教學用書檯連存放櫃及軟墊等。在家居安全儀器方面，有為協助照顧者看顧有跌倒危機的人士所設計的警報器連閃光燈及電動輪椅警報器。新產品有為改善殘疾人士坐姿而設計的檯面及設有左右兩邊護板之座椅、可附加電腦鍵盤檯及滑鼠檯的老人椅、不銹鋼製造的助行籃、木製手推輪椅訓練斜台、新摺合式床邊扶手及可隨意改變厚度之背墊等；這些儀器主要用於訓練殘疾人士及長者的體能及感知功能。

在電腦輔助儀器方面，在過去兩年共設計了多個新的儀器，包括為手提電腦製作鍵盤保護器、控杆型滑鼠連鍵盤保護器、特大鍵盤及閃燈拍掣等。與此同時，本會亦不斷改良已有的儀器設計，例如加入無線連接功能及自動回捲式USB連接功能。此外，在這段期間，服務共設計及收集了八十七個復康軟件，大部份軟體均針對使用者的認知訓練為主。

為了提供良好的售後服務，本會會隨產品附送使用手冊予使用者，手冊內容包括產品規格、安置與使用指南及安全守則，協助使用者掌握產品的使用方法，以達至最佳效果。

一如過往，產品發展小組繼續定期舉行會議，研發新的產品，在過去兩年，新開發的產品包括手力訓練遊戲套件、上肢滑板訓練遊戲套件等，這些產品的設計及製作現正進行，可望於來年完成及開始生產。為了收集更多新產品的意念，服務於二零零六至二零零八年度舉辦了復康儀器設計比賽，參加者提交了很多新的產品意念，可供本會作發展新產品之用。

有關新及改良產品的資料會透過本會的網頁、會訊及產品目錄發放予各有關機構及服務使用者。在過去兩年，服務共舉辦了三十七次產品示範，亦曾在不同的研討會中作產品示範，包括於香港生產力促進局舉辦之「網頁應用研討會2006」、於香港理工大學舉辦之「增進及另類溝通工具研討會」、由長者網絡發展協會舉辦之「青少年電腦遊戲設計比賽研討會及工作坊」、「香港資訊及通訊科技獎2007頒獎禮暨展覽會」、由醫管局舉辦之「職業治療與認知功能復康訓練新知研討會」、於屯門醫院職業治療部內舉行有關本會新產品及開發新訓練軟體的簡報會及在由長者網絡發展協會舉辦的「迎接08－推動長者善用資訊科技計劃」及在長者數碼日中向參觀者介紹本會之儀器及訓練軟件。透過參與這些研討會及展覽，可令殘疾人士、長者及公眾對本會的產品及服務有更多的認識。

本服務一向透過發出「服務使用者意見調查」及電話調查去收集使用者對產品及服務的意見，以改善服務質素。在過去兩年，有超過百分之八十的使用者認同使用復康儀器能提升他們的獨立生活能力及生活質素，亦有超過百分之九十的照顧者認同使用復康儀器能提升照顧技巧。另外透過與服務使用者的個別接觸，亦能為服務及產品的改善提供建議。

統計數字

所提供服務

接受服務人數

	<u>06-07</u>	<u>07-08</u>
設計及製造輔助儀器	20,639	20,504
維修輔助儀器	7,457	7,305
改良及評估現有的輔助儀器	455	453
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	24,137	24,013
向復康及安老服務工作者提供輔助 儀器的資料	1,511	1,413
安排示範及展覽	574	495



電動輪椅一站通

近年來，電動輪椅之使用人數有顯著上升的情況，當中又以年長的使用者增幅最多。這種現象與電動輪椅的售價下降及可供選擇的款式及型號增加有關。再者，地區設施的配合及改良亦間接鼓勵有需要之人士使用電動輪椅。隨著電動輪椅的使用越趨普及，由此亦衍生了維修及保養的問題。爲了滿足有關需要，本會於二零零二年在余兆麒醫療基金的贊助下，開展「電動輪椅一站通」的服務，爲電動輪椅使用者提供一個全面的一站式服務。

「電動輪椅一站通」的服務範圍包括到戶保養服務、定期檢查及維修、電動輪椅租借服務，其中租借服務讓使用者能在輪椅維修期間，仍能有輪椅使用，使他們能繼續其日常生活。爲了促進有需要人士使用電輪椅，服務更於去年開展了「電動輪椅輔助器材資源庫」，爲電輪椅使用者度身設計及製作相關的輔助器材，並以低廉價錢出售，並可供會員免費外借試用。爲了提供更全面的電輪椅操作訓練，令使用者能掌握適當的使用知識及技巧，從而提高輪椅的耐用性及確保使用者的安全，服務成立了「電動輪椅駕駛訓練班」，爲電輪椅新手或有需要的使用者提供一個學習及改進其操縱技巧的平台，有百份之八十的參加者認同在參加電動輪椅駕駛訓練班後，其駕駛技術有一定的進步。本會的職業治療師更可爲使用者提供專業意見及諮詢，協助他們選擇合適的電動輪椅及配件。

在過去兩年，服務的會員人數有顯著的增長，截至二零零八年三月，共有超過四百名會員，會員在使用檢查、維修、保養及租借服務時可享受折扣優惠，透過這些服務，電動輪椅使用者便能將他們的輪椅保持在最佳狀態。在過去兩年，服務共爲會員提供了二百八十六次到戶保養及檢查及二百九十七次中心維修。爲了提高服務質素，中心會透過問卷調查去收集使用者的意見從而改良及提高服務水平。在過去兩年，在所收回的問卷當中，大部份使

用者對服務都大致表示滿意。服務會繼續發掘使用者的需要，以便能為他們提供更全面的服務。

在服務宣傳方面，過去兩年，本會除了寄發宣傳單張到復康機構、特殊學校、殘疾人士自助組織、醫院、家庭服務中心及社會保障部外，更為使用者舉辦有關適當使用輪椅的講座及教授簡單的輪椅保養技巧。

統計數字

所提供服務	接受服務人數	
	<u>06-07</u>	<u>07-08</u>
會員人數	302	408
為會員提供到戶檢查及保養服務	136	150
為會員提供維修服務	142	155
為會員提供電動輪椅租借服務	62	97
為殘疾人士提供在選擇電動輪椅方面的 評估及諮詢服務	15	40
提供電動輪椅使用的訓練	5	40
處理電話查詢	72	75
電動輪椅輔助器材資源庫	-	24



復康軟件圖書館

「復康軟件圖書館」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。截至二零零八年三月，圖書館共有一百四十八位個人及機構會員，共收集了超過四百套軟件，大部份都是從網上收集的共享軟件及免費軟件。

在過去兩年，從網上搜集的軟件以認知訓練及數碼共融為主，在認知訓練軟件方面，主要適用於訓練因中風及大腦受損而引致有不同程度認知障礙的人士；而有關數碼共融的軟件，則以協助手部功能缺損人士應用電腦上網及作文書處理為主。

大部份從網上搜集的認知訓練軟件均提供了系統化的紀錄，讓復康工作者量度及紀錄使用者的表現及進度。雖然這些訓練軟件主要適用於腦部受損者，但亦可應用在中風者、長者及兒童上。



■ 「排列次序訓練」之「飲食篇」及「穿衣篇」

一些從網上搜集的數碼共融軟件，適合手部功能有困難者使用，協助他們應用電腦作日常娛樂。這些軟件均容易應用，並能配合一般電腦。大部份有功能性障礙者，包括有手部功能障礙及視障人士，也可應用這些軟件協助上網及作日常文書處理。

在這兩年內，本會共製作了兩套復康訓練軟件，包括「排列次序訓練」及「筷子訓練遊戲套件」。「排列次序訓練」共分兩輯，包括「飲食篇」及「穿衣篇」，主要適合認知能力受損的人士，包括智障、腦部受損、中風及痴呆症患者。而「筷子訓練遊戲套件」是一套包含硬件和軟件的復康儀器，其中包括三對不同力度操作的筷子及一張裝有遊戲程式的光碟，透過使用遊戲軟件去操作筷子，學習日常生活中運用筷子夾食物。遊戲軟件不但能增加訓練的趣味性，同時更可配合電腦程式上的設定，制訂不同難度的訓練要求，以配合不同能力使用者的訓練需要。兩套軟件合共已售出超過一百套，成績令人滿意。

統計數字

所提供服務

接受服務人數

06-07 07-08

會員登記	142	148
舉辦示範、訓練課程及參與研討會	271	284
軟件外借及出售	4,565	4,587
分發有關軟件及硬件資料	767	771



電腦復康訓練資源網站

承蒙「香港賽馬會慈善信託基金社區資助計劃」資助，「電腦復康訓練資源站」於二零零五年四月正式成立，取代復康訓練互動網站。資源站成立的目的是提供一個全面性的訓練平台，以配合智障人士的訓練及學習需要。

在這兩年裡，在軟件設計方面，以混合設計模式為主，此模式著重結合聲音、相片、圖畫及動畫，令設計更為生動有趣，運用真實相片令訓練更能與現實環境配合。透過應用混合設計模式，智障人士能有效地將在電腦模擬環境學習的生活技巧，應用在真實環境中。此外，資源站亦製作了一系列模擬社區及日常生活技能的訓練軟件，透過應用這些軟件，智障人士能學習到不同的生活技巧，以應付不同社區環境的需要，令他們更有信心應付日常生活，以達致獨立生活的目標。

在這段時間「復康資源圖書庫」不斷更新及連結更多以中文為主的復康資訊，包括本地、中國、台灣以及澳門的有關資訊。由於患自閉症的會員不斷上升，圖書庫亦收集了很多有關自閉症的資料，供參考之用。這些資訊會不斷更新，以確定其有效性及準確性。

在過去這兩年，本會亦安排了網站的同工去探訪不同的復康機構及特殊學校，透過些探訪，能增強同工們對服務使用者能力的了解，與復康工作者的交流亦啓發同工們更關注使用者的訓練需要，這些都有助為復康工作者設計更適合的訓練軟件。

在二零零六至二零零八年間，資源站共進行了四次服務檢討，以了解使用者對網站的意見，四次檢討共收回二百六十六份問卷，使用者普遍都對服務表示滿意，認同資源站能切合使用者的學習需要，而設計亦很吸引，所提供的訓練教材亦能增強學習效率。此外，每個復康軟件亦附有一簡單的網上檢討問卷，當使用者完成使用某一軟件後，網上檢討問卷便會以彈跳視窗顯

現，方便使用者以一按形式，快捷地完成檢討問卷。在這兩年內，共收回五千二百零五份問卷，超過百份之九十七的回覆認同訓練軟件能增強使用者的學習興趣及動機，亦增強他們的基本知識及生活技能。

「電腦復康訓練資源站」以會員制的形式推行，在這兩年間，會員人數有穩定增長。截至二零零八年三月，會員人數已增至七百五十，其中二百五十為機構會員，餘下為個人會員，大部份的機構會員為特殊學校、日間訓練中心、宿舍暨庇護工場及特殊幼兒中心，而個人會員則包括智障人士家長及復康工作者。截至二零零八年三月，資源站的總瀏覽人次為四萬二千零五十七，每月的平均瀏覽人次為三千五百零四，共有一萬五千九百四十二位使用者受惠於這項服務。

資源站於二零零六年十月廿四日舉辦了兩個「多媒體教材製作與應用」工作坊，有超過六十多位參加者出席，其中大部份為智障人士服務機構的同工，包括有職業治療師、言語治療師、特殊幼兒護理員、教學助理及導師等，工作坊的目的是讓復康工作者學習以Flash電腦軟件自行製作個別化的簡單電腦復康教材，以配合不同的訓練需要，參加者對工作坊都給予正面的評價。

此外，本會亦為六十五位來自特殊學校、復康機構及其他有關機構的工作者安排到本會參觀。本會亦獲邀參加了兩次由醫院管理局職業治療部策劃的研討會，與業內同工分享電腦在認知復康訓練方面的應用及發展，並介紹有關之最新知識，共有超過八十位復康工作者及職業治療學系學生出席。本會日後仍會繼續與醫療組織聯繫及合作，以加強本會在復康治療方面的專業形象，並增進業內同工對本會的認識。

資源站亦參加了由香港社會服務聯會－資訊科技資源中心於二零零六年十月廿七日在生產力促進局舉辦之「2006無障礙網頁」研討會，本會被邀請設立一個攤位，介紹及示範資源站的訓練軟件及各類電腦輔助器材，當日約有一百六十人出席研討會及參觀本會攤位。此外，本會亦獲「老有網」邀請，與義工們分享遊戲軟件設計、應用作訓練及復康方面的經驗，在推動發展電腦復康軟件方面，盡一分努力。

在二零零八年一月，本網站獲頒發「2007 香港資訊及通訊科技獎」的「最佳數碼共融大獎」及「最佳數碼共融（產品／應用）金獎」，頒獎禮於二零零八年一月廿一日假座香港會議展覽中心舉行，由財政司曾俊華先生致詞及頒獎。是次獲獎對本會同工是一個很大的鼓舞，代表本會的服務獲得同業和社會人士的認同。在獲得此獎項後，本會亦接受了不同報章及雜誌的訪問，以表揚本會在資訊科技所作出的努力及成就。在未來日子，我們會繼續努力，不斷發展網站的內容及設計，令更多不同類型的殘疾人士也可應用網站，以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

	<u>06-07</u>	<u>07-08</u>
會員登記（個人及機構會員）	660	750
提供電腦訓練教材予受惠使用者	15,862	15,942
示範及推廣網站使用	381	388
提供技術支援	163	166



綜合家居照顧服務

「綜合家居照顧服務」繼續為長者、殘疾人士及未能自我照顧和維持日常生活的家庭提供服務，目標是協助他們繼續留在熟悉的社區生活。服務的內容包括個人照顧、護理服務、膳食服務、陪診、購物及家居清潔等。

由於社區對服務的需求不斷增加，而不少年長的服務使用者因健康情況漸漸退化，需要更密集的照顧，故社會福利署於二零零七年一月起增加對服務的資助，令服務有較多的資源去應付這些需要。截至二零零八年三月，服務使用者共有一百位，其中二十位為體弱個案，大部份的服務使用者均為長者。

服務除了提供一般家務助理服務外，並為經安老服務統一評估辦事處所分派的體弱個案提供多項的專業服務，包括個案管理、特別護理、家居安全評估及復康服務等。



所有服務使用者均需經社工評估，如有需要會轉介護士及職業治療師作評估及提供專業意見，根據評估結果，社工會與服務使用者及其家人商討去訂立其個人照顧計劃及照顧項目，同時會定期檢討照顧計劃，以配合服務使用者的需要。

除了上述恆常服務外，照顧隊亦有提供其他專業服務。在過去兩年，照顧隊為服務使用者舉辦了四個氣功班，以增強他們的關節的活動幅度及肌力，改善血液循環及控制血壓。在二零零六至二零零七年度，透過「老有所為計劃」的資助，照顧隊為服務使用者舉辦了一個義工訓練，增強他們的自我價值。在二零零七至二零零八年度，照顧隊為一些有憂鬱徵狀的長者舉辦了一個名為「開心無憂組」的治療小組。此外，照顧隊會為社區支援網絡薄弱的獨居長者安排義工探訪，並會定期舉辦社交康樂活動，例如生日會及旅行等，以提升他們的生活質素。

有鑑於照顧者的重要性，照顧隊遂舉辦照顧者支援服務，為他們提供訓練及支援。在過去兩年，舉辦了防止虐待長者的訓練及生死教育，透過這些活動，鼓勵他們建立互助及分享感受，協助他們繼續負起照顧者的責任。

為提升服務的質素，服務隊會定期透過電話訪問及內部審查去進行服務檢討，在過去兩年，超過九成的服務使用者對整體的服務質素表示滿意。在二零零七年六月，照顧隊接受了社會福利署的外檢，社署除審視有關文件外，更面見服務使用者及照顧隊的員工，社署對照顧隊的表現表示滿意。



社康職業治療

本服務旨在透過增強殘疾人士及長者各方面的功能，使他們能夠獨立生活、提高生活質素及融入社會。服務範圍如下：

- (一) 家居活動的評估及訓練；
- (二) 家居及工作環境的評估；
- (三) 為家居及工作環境改裝提供建議；
- (四) 推薦及提供合適的輔助儀器；
- (五) 提供家居氧氣治療；及
- (六) 為照顧者提供訓練及諮詢服務

隨著香港人口老化，加以近年政府大力推行社區照顧的政策，令留在社區生活的長者人數不斷增加。由於社康職業治療服務能透過改裝環境、提供適合的輔助儀器及照顧者訓練，提高長者的獨立生活能力，使他們能繼續留在熟悉的社區生活，故服務的需求亦因應增加。在過去兩年，大部份的服務使用者均為長者，由綜合家居照顧服務隊、長者地區中心、長者鄰舍中心、綜合家庭服務中心及醫院轉介。

本會自二零零三年起與兩所公立醫院合作，為有氣管病的離院病人提供氧氣治療服務，透過提供持續治療去監察及改善他們對氧氣治療的遵從性，服務的最終目標是協助他們獨立及安全地留在社區生活。

隨著電動輪椅使用的普及化，特別是在長者的使用率不斷增長，選擇使用電動輪椅的人士亦因而增加。在過去兩年，本服務共提供了五十五個使用電動輪椅的專業意見、諮詢及評估，就著使用者的體能及環境，推薦合適的電動輪椅，同時亦為新的電動輪椅使用者提供駕駛訓練，確保他們能適當及安全地使用電動輪椅。

爲了進一步改善服務質素，服務繼續進行服務使用者意見調查，收集他們對服務的意見。同時爲了評估服務的有效性，在服務使用者意見調查中加入量度服務效果的指標。在過去兩年，有超過百分之八十的服務使用者認爲透過此服務能改善他們的日常生活技能；透過運動訓練，有百分之八十一的服務使用者的體能得以提升；有超過百分之八十二的服務使用者認同服務能協助他們繼續留在社區；有百分之八十的服務使用者同意服務能增強他們的自信心及對生活的滿足感。在照顧者訓練方面，有百分之七十九的照顧者同意服務能改善他們的照顧技巧。這些調查結果可以協助改善服務質素，同時能爲服務的未來發展方向提供指引。

統計數字

所提供服務

接受服務人數

	<u>06-07</u>	<u>07-08</u>
提供日常生活技能的評估及訓練	287	198
推薦及提供合適的輔助儀器	225	215
提供家居及工作地點改裝的建議	256	225
提供氧氣治療服務	124	263
提供照顧者訓練及諮詢服務	133	109



關懷獨居老人計劃

隨著香港人口老化及政府推行社區照顧政策，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。

本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，透過義工的定期探訪，為這些長者提供情緒及心理支持，減輕他們的孤獨感及擴大他們的社交網絡。此外，義工亦會在探訪期間，留意長者的健康情況及家居安全，並將有需要的長者轉介給本會的護士義工及職業治療師作跟進。透過這服務，儘早察覺長者潛在的健康問題及家居危機，並協助他們獲得適當的服務。

計劃主要透過香港理工大學護理學系及義務工作發展局去招募義工參加。在過去兩年，共招募了八十四位義工，探訪了八十二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，這些長者均是體弱及缺乏支援。義工需定期探訪及聯絡長者，有些義工更在服務完結後仍繼續自行探訪。專業社工會在整個探訪計劃中給予義工支援及意見，令他們能順利進行服務。



為確保義工能有足夠技巧推行服務，義工會被安排參加一系列的訓練課程，課程內容包括常見的老人疾病、與長者溝通技巧及社區資源等。本會亦會定期安排分享聚會，讓義工們分享探訪所遇到的困難。義工們亦被安排參觀「一線通呼援服務中心」，以增加他們對長者社區資源及服務的認識。

在服務檢討方面，超過百份之九十的義工均表示透過探訪能增加他們對體弱長者的日常生活及需要的認識，亦有超過百份之八十的義工表示服務增強了他們與長者的溝通技巧。此外，超過百份之八十的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的認識。

在過去兩年，護士義工共探訪了一百二十五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

	<u>06-07</u>	<u>07-08</u>
家訪	160	160
提供健康檢查	62	63
舉辦義工訓練	42	42
舉辦義工分享會	54	56
為義工提供支援及諮詢	42	42
為其他社會服務機構提供轉介服務	15	13



綜合職業復康服務中心

展毅中心於二零零二年開始投入服務，並於二零零四年四月由庇護工場轉型成為綜合職業復康服務中心，在轉型後，中心仍繼續其使命為殘疾人士提供高質素的職業復康服務，最終的目標是協助他們公開就業。中心每月需為不少於一百八十位殘疾人士提供服務，在二零零八年三月，中心共收納了一百八十六位服務使用者。

在過去兩年，透過同工的努力，中心的業務有長足的進展。中心與一間著名的物流公司建立了夥伴關係，服務使用者會到不同的地點為物流公司提供各類型的包裝服務，這個工作為服務使用者帶來正面的影響，因為他們需要到不同的工作地點及應付不同的工作性質，透過這個機會，他們能學習去適應不同工作的需求，同時亦提高了他們的自信心。為了應付這個項目，中心聘用了一些兼職員工，他們負責監察生產進度及品質控制。由於項目成功發展，中心會鞏固物流服務的模式，發掘更多的工作機會。

除物流服務外，中心亦致力發展餐飲服務，在二零零六至二零零七年度中心的廚房曾進行裝修，以改善工作安全及提升生產力。在過去兩年，餐飲服務建立了一套有系統的訓練課程，以協助服務使用者獨立工作，與此同時亦引入了一套電腦系統去處理午膳及小食的訂單，提升餐飲服務的運作效率。

中心亦有發展其他的服務，例如洗衣、家居清潔、包裝及送遞服務，以配合服務使用者的需要。在過去兩年，中心每年的總收入均超過港幣二百三十萬元。在未來中心會繼續推廣其業務，以便為服務使用者提供更多的訓練及工作機會。

為協助服務使用者熟習市場的運作，中心會鼓勵他們在有需要時輪班或加班工作。在過去兩年，中心每年均向服務使用者發放超過港幣一百二十萬的津貼（不包括獎勵金），此外，中心亦有向表現良好的服務使用者發放年終獎金，以作鼓勵。

家屬的參與對服務使用者的復康有決定性的影響，爲了增強他們的參與，中心舉辦了家屬支援小組，除推動家屬關心服務使用者外，亦鼓勵他們透過分享經驗及資訊，建立網絡，互相支持。

中心爲提升服務使用者的生活質素，舉辦了多元化的社交及小組活動，包括社交技巧小組、普及健體運動班、性教育課程及興趣班等。此外，亦有舉辦一些特別的活動，例如參觀政府飛行服務隊、國泰城及海洋公園等，以擴闊他們的視野。爲增強服務使用者對自己工作能力的信心，中心推薦服務使用者參加二零零七年的香港展能節，其中一位服務使用者更在燙衣項目獲得銅獎。

爲推動服務使用者融入社會，中心鼓勵他們參與社區服務，中心與濕地公園合作，安排服務使用者成爲公園的義工，協助清除垃圾、剪草及施肥，以身體力行宣揚保育訊息，透過這個活動令服務使用者能貢獻社會，中心會在未來爲服務使用者提供更多義務工作機會。





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，旨在協助殘疾人士公開就業，使他們能融入社會，主要的服務對象為精神病康復者及肢體傷殘人士。此項服務由社會福利署資助，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。截至二零零八年三月，服務名額為九十位。

服務主要是以「個別就業選配」及「流動服務隊」的模式推行，為殘疾人士在公開就業市場上配對合適的工作及提供相關的訓練。在過去兩年，服務單位成功協助了二百零七位殘疾人士公開就業，其中五十六位更能維持工作達半年或以上，他們的平均月薪更達到港幣四千五百五十八元正，他們所擔任的工作包括派發傳單、電話訪問、清潔、文職、銷售及物業管理等，僱主對他們的工作態度及工作表現均表示滿意。

服務單位亦透過「流動服務隊」的模式，為服務使用者提供訓練機會，為將來公開就業作準備。服務自二零零二年三月開始，在屯門醫院、屯門公務員宿舍及屋苑兆康苑以自負盈虧方式開展汽車清潔及美容服務，至今已六年多，由二零零六年六月開始，服務更拓展至屯門區另一私人屋苑「茵翠豪庭」，截至二零零八年三月，共有七十三位顧客。在過去兩年，「流動服務隊」共為二十一位服務使用者提供工作訓練。服務於二零零七年八月為學員舉辦了一個「職安健講座」，提醒他們職業安全的重要性。

此外，服務於二零零七年六月開展了一個自負盈虧的工作項目—「宣傳服務隊」，為有需要的中小企提供一站式的宣傳服務，包括傳單設計、製作及派發，除了滿足客戶的需求外，亦為服務使用者帶來更多的工作訓練機會。截至二零零八年三月，即計劃開展後的短短九個月，宣傳服務隊已成功獲得九個客戶惠顧，並取得二十四個工作訂單，總營業額達到港幣四萬三千二百三十三元，扣除服務使用者所獲得的津貼及所需成本後，尚有小量盈

餘。這個業務為四十二位服務使用者提供工作訓練，他們平均每小時所獲得的訓練津貼為港幣三十元正。由於市場對一站式的宣傳服務有持續需求，故計劃向社會福利署申請「創業展才能基金」，以社會企業的形式繼續運作宣傳服務隊，為殘疾人士提供工作機會。

為提高服務使用者在公開就業市場的競爭力，服務向「僱員再培訓局」申請資助，在過去兩年共開辦了四個「殘疾人士職前培訓課程」，為二十九位殘疾人士作公開就業前的準備，而其中二十三位參加者於課程完畢後成功在公開就業市場找到工作。另外，服務於二零零七年十月至十一月期間舉辦了一個「職場社交技巧訓練小組」，小組共有六節，目的是改善參加者在日常工作上的社交技巧，以協助他們維持本身的工作。

經過數年的運作，服務已經與一批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，因此，當他們有職位空缺時便會給予服務使用者優先面試的機會。除了僱主正式聘用外，服務亦不斷為服務使用者開拓及發掘工作實習及訓練的機會；在過去兩年，透過與一些非政府機構及私營公司的聯繫，為有需要的服務使用者安排工作實習及訓練，讓他們在正式進入競爭激烈的公開就業市場前，能有機會在真實的工作環境中接受訓練，藉此提高他們的工作能力及自信心。由於工作實習對服務使用者有顯著的成效，故服務於來年會繼續開拓更多的工作實習機會。



賽馬會桌面排版中心

中心透過建立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、代郵及網頁設計／更新的工作訓練機會，目標是協助他們公開就業。

中心以商業形式運作，需與同行競爭，爭取訂單。要在競爭激烈的環境下經營，中心的營運需具彈性，以應付不斷轉變的市場需要。在過去兩年，中心提供了包括單張設計、印刷、代郵及資料管理的一站式服務，省卻了客戶不少時間，故深受他們的歡迎。此外，中心繼續協助服務使用者提升網頁設計的技能，在他們的技術尚未成熟時，中心邀請了一位導師與學員一同工作，為學員供專業意見及協助，令他們能應付客戶的要求，同時亦能運用所學的技能，增強工作經驗。

為了應付市場不斷提升的要求，中心需要定期更新儀器，承蒙余兆麒殘疾人士基金的贊助，撥款購置了五台電腦及應用軟件，這些新儀器使中心能處理更多不同類型的工作，而服務使用者亦能學習使用一些新的軟件。

在二零零六至二零零八年度，中心的營業額分別為港幣八十五萬及港幣一百二十萬，由於中心將業務範圍擴展，提供多類型的服務，令營業額有顯著的升幅。中心亦接洽了一些代郵的固定訂單，這些工作能為能力較遜的殘疾人士提供訓練工作態度及耐力的機會，對公開就業有很大的幫助。

中心會定期進行宣傳活動，以吸納新的客戶。中心會挑選一些相關的行業，例如展覽會主辦商，向他們宣傳中心的業務，但實際上大部份的新客戶均是由舊客戶所轉介，因此，需為客戶提供增值的服務，以吸引他們繼續使用中心的服務。為表揚一些長期給予中心訓練及工作機會的客戶，中心推薦了亞洲博聞有限公司及經濟日報參加由香港社會服務聯會主辦的「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，有十一位服務使用者的每日津貼為港幣一百元。有超過百份之七十六的服務使用者同意津貼能增加他們的收入，而百份之八十五的服務使用者認同透過中心的訓練能增加他們的自信，有百份之七十八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，共有十位服務使用者因公開就業或接受其他職業訓練而離開中心。

中心會為學員提供各類型的訓練，以提升他們的能力。在過去兩年，中心與職業訓練局合作，開辦了四個電腦課程。此外，中心亦自行舉辦了四個訓練課程，共有四十八位殘疾人士參加，他們均表示課程很實用。中心在將來仍會定期開辦課程，以提升服務使用者的工作能力。

統計數字

所提供服務	接受服務人數	
	<u>06-07</u>	<u>07-08</u>
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／更新的工作機會	37	37
為殘疾人士提出訓練機會	37	37



宏遠洗衣服務公司

宏遠洗衣服務公司的目標是為殘疾人士提供就業。在過去兩年，公司業務因劇烈的市場競爭而面對很多的挑戰。回顧現時洗衣市場的情況，大部份的小型或連鎖式經營的洗衣店均提供廉價或折扣優惠的洗衣服務，以吸納新客戶及留住現有的客戶。為提升市場競爭力及更有效運用資源，展毅中心與宏遠洗衣服務公司於二零零七年十月進行業務合併，為方便人手調配及減省運輸時間，「宏遠」的廠房由元朗舊址搬往屯門區，透過重組人手編制及整頓工作流程，以簡化工序及提高生產力。但業務仍需面對另一項經營挑戰，就是客戶季節性的消費模式。每年的營業旺季，乾洗服務的收入比淡季時的收入多了約百分之四十，該銷售情況對現金流控制及人手編制造成困難，故需採用有彈性的人手編制去應付業務的這個特點。

在二零零六至二零零七年度，「宏遠」全年的營業額為港幣二十萬元，但在二零零七至二零零八年度，「宏遠」全年營業額已大幅上升至港幣六十九萬元，營業額的升幅引証了業務改組及市場策略都非常有效。在二零零七至二零零八年度「宏遠」開始錄得盈利。

「宏遠」在旺季期間的生產力已接近飽和，但在淡季期間，生產力仍有上調的空間。在未來一年，公司將鎖定商業及非牟利機構如食肆、美容院、髮型屋、護理院及院舍等為目標客戶，以擴闊客源及改善收入不穩定的情況，亦會計劃推出多項折扣優惠及服務推廣計劃，擴展業務及增強知名度。除此之外，還需保留現有的客戶群，因為他們除了帶來固定的收入外，他們的口碑還可帶來一個又一個的重要商機，故此，公司會定期檢討服務質素以達至客戶的期望。在工作訓練方面，亦會為學員定立工作訓練計劃，鞏固他們的洗衣知識、提升他們的工作技巧及客戶服務水平。



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。

現時基金的最高貸款額為港幣五萬元，最長還款期為四十八個月，貸款會以每月分期方式攤還。每個申請均需具擔保人以確保貸款能按期收回。每個申請都需由基金的管理委員會審核，並由本會的執行委員會加簽。

在過去兩年，基金共接獲五十九宗申請，大部份的申請人為肢體傷殘人士及視障人士，最多人申請的儀器是汽車及電動輪椅。在這些申請當中，貸款額以三萬元至五萬元之間佔多。截至二零零八年三月三十一日，共有五十八位殘疾人士仍在還款當中，基金會與他們保持聯絡，以確定他們能按期清還款項。

在這兩年裡，亦有個別接受貸款者因各種原因未能如期還款，為了協助他們解決困難，基金會考慮將還款期延長，並會密切跟進他們的情況，當他



們的財政情況改善後，便需回復到當初承諾的還款期限。總括而言，基金的運作大致暢順，並沒有出現壞賬。

在宣傳工作方面，透過本會網站及定期郵寄宣傳單張予復康機構、特殊學校、醫院、自助組織、社會保障部及家庭服務中心，亦有透過香港社會服務聯會的「人間互助社聯熱線」作宣傳推廣，但大部份的申請人均是透過曾經使用此服務的人士所轉介。

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，在過去兩年，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	
	<u>06-07</u>	<u>07-08</u>
查詢服務	88	87
申請個案	36	23
提供免息貸款	29	18
為選擇合適儀器提供意見	29	18
評估申請人的社會及經濟情況	29	18
為接受貸款人士提供支援	60	58

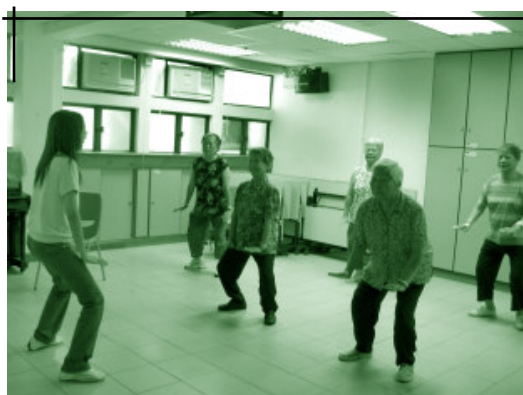


職業治療 / 物理治療服務

這項服務主要是透過講座、工作坊及訓練協助殘疾人士、長者、照顧者及義工獲得相關的知識及技能，以提升他們的功能或照顧技巧，改善他們的生活質素。

在過去兩年，照顧者教育、長者防跌訓練及長者運動是最受服務使用者歡迎的項目。為陪月員所設計的職業安全講座及一系列針對長者防跌及促進健康的工作坊已經推出，並同樣獲得服務使用者的一致好評。

爲了加強服務內容及提供多樣化的服務形式，服務亦爲一間長者鄰舍中心提供了一連六節的「長者健康促進運動工作坊」，工作坊爲參加者介紹適合長者在家庭中進行的運動。此外，服務亦爲一些機構舉辦了其他的講座，包括正確使用及保養不同之復康用具及器材。另外，服務亦更新了四個主要講座的內容，當中包括長者家居安全及長者健康運動等。



服務透過參加者意見調查去收集參加者對服務的意見。在過去兩年，有八成的參加者認為講座、工作坊及訓練能增強他們的知識及照顧技巧。有百份之七十四的參加者認為服務能使他們學習到合適的自我照顧技巧。

在這段期間，服務共舉辦了三個運動小組，透過小組的活動，參加者可以學習到有關的運動，並鼓勵他們在小組完結後，繼續進行自我訓練，參加者的反應令人十分鼓舞。有鑑於運動小組能有效改善參加者的活動能力，服務計劃於來年向安老服務機構推介是項服務，但由於服務仍於發展階段，故需不斷評估其效能，並改善服務的質素。

統計數字

所提供服務	接受服務人數	
	<u>06-07</u>	<u>07-08</u>
為長者、照顧者及義工提供講座、 工作坊及訓練	288	185
舉辦運動小組	27	125

新計劃



社區復康計劃

行政長官在二零零五至二零零六年度的施政報告中宣佈會增強對殘疾人士及其家人的社區支援服務，包括為精神、肢體及腦部受損的離院病人提供社區復康服務。有鑑於社區對此項服務有一定的需求，本會於二零零六年六月起與新界西聯網包括屯門醫院及博愛醫院合作，為離院病人提供短期復康訓練，除了接受醫院的轉介外，計劃同時接受其他社會服務機構的轉介，有需要的人士亦可自行報名參加。計劃旨在提升參加者的功能，減低病發的機會，最終的目標是協助他們過獨立生活，融入社會。

社區復康計劃為不同機能受損人士提供三個訓練單元計劃，單元包括：

- (一) 中風病者社區復康計劃；
- (二) 腦部受損病者社區復康計劃；及
- (三) 改善長期神經受創者上肢活動能力的社區復康計劃。





這些訓練項目集中在強化服務使用者的功能，增加他們在社區內的流動性及防止潛在的併發症，同時會協助服務使用者將所學的技能融入他們的日常生活中，最終目標是協助他們盡量回復到患病前的功能水平，同時能重新融入社會。

每個訓練計劃共有八節，計劃內容包括評估、教授適當的技巧、實習、照顧者訓練及認識社區資源，治療師亦會關注服務使用者的心理需要，鼓勵他們在日常生活中應用所學的技巧，如有需要，亦會轉介服務使用者去接受其他的服務，例如本會的職業復康服務。

由於本計劃是以自付盈虧的形式運作，故只能每星期提供兩天服務，在過去兩年，每月平均的服務人次超過八十人，服務使用者的反應令人鼓舞，透過這些訓練，他們的情況都有顯著的進展，實際上有部份服務使用者是由曾參加過這計劃而受惠的病友所轉介。在未來計劃會因應服務使用者的需要而增加訓練單元及不斷檢討訓練的內容。

會員及義工

本會各項服務的推行，均有賴義工的積極參與。爲了令服務能順利推展，實有需要在義工招募、訓練、鼓勵及維繫方面投放資源。在過去兩年，本會因應服務發展需要去招募合適的義工，務使他們能善用個人的專業技能，投入服務。此外，本會亦回應其他社會服務機構的需要，爲他們轉介專業義工，例如營養師、護士及工程師等，爲機構或服務使用者舉辦講座、提供健康檢查及其他專業意見。

在二零零六至二零零八年度，共有八十八位義工加入，截至二零零八年三月，本會共有三百七十二位會員及義工。爲使新加入的義工對本會的服務有更深入的了解，本會會舉辦迎新導向，亦會爲他們舉辦相關訓練課程及探訪，以裝備他們有足夠技巧去推行服務。



爲了表揚義工的服務精神，在過去兩年，本會共推薦四十一位義工參加由社會福利署所舉辦的義工運動，此外，分別有五位義工獲本會頒發卓越義工獎及八位義工獲頒發長期義工服務獎。爲表達對義工的感謝，本會分別送贈了二零零六年世界電訊展及香港迪士尼樂園的免費入場卷予本會資深義工。此外，本會亦特別製作了環保袋及小掛曆，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，爲了使會員及義工了解本會服務的發展，本會亦會定期出版季刊，同時亦會透過季刊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

06-07 07-08

舉辦探訪活動	36	37
招募新義工	44	44
舉辦新義工迎新介紹	44	44
舉辦傑出義工選舉	28	26

FINANCE

Auditor Report 核數師報告

ASSOCIATION FOR ENGINEERING AND
MEDICAL VOLUNTEER SERVICES

FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2008

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ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

REPORT OF THE EXECUTIVE COMMITTEE
FOR THE YEAR ENDED 31 MARCH 2008

The directors 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 2008.

PRINCIPAL ACTIVITY

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

FINANCIAL RESULTS

The results for the year ended 31 March 2008 and the state of affairs of the Association at that date are set out in the financial statements on pages 5 to 20.

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 18 to the financial statements.

DIRECTORS

The directors of the Association during the year were as follows:-

Mr Chan Yuk Keung
Mr Law Chit Wai
Mr Chan Fan
Dr Chan Hok Sum
Mr Cheung Kin Man
Mr Chan Fuk Keung
Ms Cheng Suk Kuen
Mr Chan Kam Wah

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

DIRECTORS' INTEREST

No director had a material interest in any contract of significance to the operation of the Association to which the Association was a party during the year.

ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

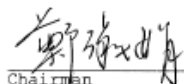
REPORT OF THE EXECUTIVE COMMITTEE
FOR THE YEAR ENDED 31 MARCH 2008

- continued -

HONORARY 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



Chairman

Dated : 26 SEP 2008
Hong Kong

CHAN & MAN

CERTIFIED PUBLIC ACCOUNTANTS

陳錫義、文國樑 會計師行



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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 of Association For Engineering And Medical Volunteer Services set out on pages 5 to 20, which comprise the balance sheet as at 31 March 2008, statement of income and expenditure, statement of changes in equity and cash flow statement for the year then ended, and a summary of significant accounting policies and other explanatory notes.

Directors' responsibility for the financial statements

The Association's directors are responsible for the preparation and the true and fair presentation of these financial statements in accordance with Hong Kong Financial Reporting Standards issued by the Hong Kong Institute of Certified Public Accountants and the Hong Kong Companies Ordinance. This responsibility includes designing, implementing and maintaining internal control relevant to the preparation and the true and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

Auditors' responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Hong Kong Standards on Auditing issued by the Hong Kong Institute of Certified Public Accountants. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance as to whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and true and fair presentation of the financial statements 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 entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the directors, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

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



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REPORT OF THE HONORARY AUDITORS

TO THE MEMBERS

ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES
(Incorporated in Hong Kong with limited liability)

- Continued -

Opinion

In our opinion, the financial statements give a true and fair view of the state of affairs of the Association as at 31 March 2008 and of its surplus and cash flows for the year then ended in accordance with Hong Kong Financial Reporting Standards and have been properly prepared in accordance with the Hong Kong Companies Ordinance.

A handwritten signature in cursive script that reads 'Chan & Man'.

Certified Public Accountants
(Practising)

Dated: 26 SEP 2008
Hong Kong

ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

STATEMENT OF INCOME AND EXPENDITURE
FOR THE YEAR ENDED 31 MARCH 2008

	2008 HK\$	2007 HK\$
TURNOVER		
Designated donations:		
Others	98,328	115,218
Subventions:		
Hong Kong Jockey Club Charities Trust	878,000	878,000
Community Chest	1,137,800	1,083,600
Social Welfare Department - HKSAR Government	8,091,513	7,627,555
- Lotteries Fund	29,078	44,078
- Block Grant	65,000	72,000
- Special One-off Grant	-	7,736
- Ho Tung Fund	-	9,000
	<u>10,299,719</u>	<u>9,837,187</u>
Subventions from Employees Retraining Board utilized	11,513	12,000
Membership annual subscriptions	450	400
Service income	6,144,737	4,852,303
	<u>16,456,419</u>	<u>14,701,890</u>
OTHER REVENUE		
Interest income	196,841	247,658
Sundry income	19,100	-
	<u>16,672,360</u>	<u>14,949,548</u>
EXPENDITURE		
Salaries	8,470,763	7,744,304
Provident fund contributions and charges	400,349	341,883
Provision for long service payment	47,097	3,625
Programme and services expenses	5,059,443	4,334,546
Repairs and maintenance	200,021	70,039
Printing, postage and stationery	56,247	88,204
Travelling	55,016	69,811
Telephone and fax	78,748	85,415
Electricity and water	338,359	289,415
Insurance	53,256	53,426
Rent and rates	881,020	899,415
Cleaning	83,915	77,859
Depreciation	68,953	-
Advertising	13,279	27,579
General expenses	69,798	42,757
Annual general meeting and dinner	6,158	7,832
Equipment and uniform	152,507	254,384
Staff training	14,897	20,589
Motor vehicles	49,283	46,937
	<u>(16,099,109)</u>	<u>(14,458,020)</u>
SURPLUS FOR THE YEAR	<u>573,251</u>	<u>491,528</u>

ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

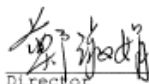
STATEMENT OF INCOME AND EXPENDITURE
FOR THE YEAR ENDED 31 MARCH 2008

	2008 HK\$	2007 HK\$
- continued -		
SURPLUS FOR THE YEAR	573,251	491,528
TRANSFERS FROM/(TO):		
General Fund	(28,139)	29,992
Service Foundation Fund	(90,778)	(50,338)
Supported Employment Services	(336,402)	(410,753)
Jockey Club Desktop Publishing Centre	68,523	163,419
Home Care Services	(102,048)	(75,300)
The Endeavor	(114,623)	(184,219)
Laundry Workshop	30,216	35,671
ACCUMULATED BALANCE AT END OF YEAR	-	-


ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

BALANCE SHEET AS AT 31 MARCH 2008

	NOTE	2008 HK\$	2007 HK\$
NON-CURRENT ASSETS			
Loans to disabled	3	487,667	593,421
Plant and equipment	4	73,855	-
		<u>561,522</u>	<u>593,421</u>
CURRENT ASSETS			
Prepayments and other receivables		944,830	924,107
Utility deposits		83,630	39,650
Current portion of loans to disabled	3	505,634	531,513
Cash and bank balances		8,796,234	8,181,696
		<u>10,330,328</u>	<u>9,676,966</u>
CURRENT LIABILITIES			
Bank overdraft		41,379	43,634
Accounts payable		300,038	292,241
Receipts in advance		15,245	14,509
		<u>(356,662)</u>	<u>(350,384)</u>
NET CURRENT ASSETS		<u>9,973,666</u>	<u>9,326,582</u>
NON-CURRENT LIABILITIES			
Long Service Payments Obligation	5	<u>(164,718)</u>	<u>(117,621)</u>
TOTAL ASSETS		<u>10,370,470</u>	<u>9,802,382</u>
Represented by:			
General Fund	6	-	-
Service Foundation Fund	7	1,086,787	967,870
Independent Living Fund	8	2,586,002	2,586,002
Supported Employment Services	9	409,902	885,766
Jockey Club Desktop Publishing Centre	10	484,982	553,505
Home Care Services	11	528,150	528,150
The Endeavor	12	4,481	4,481
Social Welfare Department Lump Sum Grant Reserve	13	4,582,391	3,665,324
Laundry workshop	14	57,989	88,205
Social Welfare Department Provident Fund	15	691,251	572,658
Social Welfare Department Central Items	16	34,869	5,163
Social Welfare Department Block Grant	17	34,430	173
Social Welfare Department Rent and Rates Deficit	18	<u>(130,764)</u>	<u>(54,915)</u>
		<u>10,370,470</u>	<u>9,802,382</u>



Director



Director

ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 31 MARCH 2008

	2008 HK\$	2007 HK\$
Total equity at 1 April	9,802,382	9,327,454
Reversal for long service payment provision	-	121,294
Surplus for the year	573,251	491,528
Refund to Social Welfare Department	(5,163)	(137,894)
Total equity at 31 March	<u>10,370,470</u>	<u>9,802,382</u>

ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

CASH FLOW STATEMENT
FOR THE YEAR ENDED 31 MARCH 2008

	2008 HK\$	2007 HK\$
OPERATING ACTIVITIES		
Profit for the year	573,251	491,528
Adjustments for:		
Interest received	(196,841)	(247,658)
Depreciation	68,953	-
Operating cash flows before movements in working capital	445,363	243,870
Changes in loans to disabled	131,633	(282,821)
Changes in prepayments and other receivables	(20,723)	(606,340)
Changes in utility deposits	(43,980)	-
Changes in accounts payable	7,797	(50,991)
Changes in receipt in advance	736	801
Changes in long Service Payment Obligation	47,097	3,625
Cash generated from operations	567,923	(691,856)
Refund to Social Welfare Department	(5,163)	(137,894)
Net cash in operating activities	562,760	(829,750)
INVESTING ACTIVITIES		
Payment to acquire plant and equipment	(142,808)	-
Interest received	196,841	247,658
Net cash used in investing activities	54,033	247,658
NET INCREASE IN CASH AND CASH EQUIVALENTS	616,793	(582,092)
CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR	8,138,062	8,720,154
CASH AND CASH EQUIVALENTS AT END OF YEAR	8,754,855	8,138,062
CASH AND CASH EQUIVALENTS AT END OF YEAR		
	2008 HK\$	2007 HK\$
CASH AT BANKS AND IN HAND	8,796,234	8,181,696
BANK OVERDRAFT	(41,379)	(43,634)
	8,754,855	8,138,062

ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 20081. 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 authorized to issue share capital. The liability of members is limited to HK\$100 each.

There were 18 members as at the balance sheet date (2007:18).

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES(a) Basis of preparation

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 and accounting principles generally accepted in Hong Kong. They have been prepared under the historical cost convention.

(b) 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 provided to write off the cost of property, plant and equipment over their estimated useful lives, using the straight line method, at the following rates per annum:-

Furniture and equipment	33%
Leasehold improvement	50%

When assets are sold or retired, any gain or loss resulting from their disposal, being the difference between the net disposal proceeds and the carrying amount of the assets, is included in the income statement and expenditure.

(c) Government grants

Government grants are recognized at their fair value where there is reasonable assurance that the grant will be received and all attaching conditions will be complied with. When the grant relates to an expenses item, it is recognized as income over the periods necessary to match the grant on a systematic basis to the cost that it is intended to compensate.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2008

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

- Continued -

(d) 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.

(e) 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.

(f) 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 balance sheet 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 balance sheet 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.

ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 20082. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

- Continued -

(f) Employee benefits

- continued -

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 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.

3. LOANS TO DISABLED

	2008 HK\$	2007 HK\$
At beginning of year	1,124,934	842,113
Advance during the year	463,330	836,780
Repayment during the year	(594,963)	(553,959)
At end of year	993,301	1,124,934
Portion classified as current assets	(505,634)	(531,513)
Non-current portion	487,667	593,421
	=====	=====

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 20084. PLANT AND EQUIPMENT

	Furniture & Equipment HK\$	Leasehold Improvement HK\$	Total HK\$
COST			
At 01.04.2007	-	-	-
Additions	14,708	128,100	142,808
At 31.03.2008	14,708	128,100	142,808
ACCUMULATED DEPRECIATION			
At 01.04.2007	-	-	-
Charge for the year	4,903	64,050	68,953
At 31.03.2008	4,903	64,050	68,953
NET BOOK VALUE			
At 31.03.2008	9,805	64,050	73,855
At 31.03.2007	-	-	-

5. LONG SERVICE PAYMENTS OBLIGATION

The balance represented the provision for an employee who has been employed by the Association for over 5 years and is aged over 65. The balance was paid to the employee upon his retirement during the year.

At the balance sheet date, apart from the above, another 14 (2007:18) employees have achieved the required number of years of services to the Association in order to be eligible for long service payments under the Employment Ordinance on termination of their employment. The Association is only liable to make such payments where the termination meets the required circumstances specified in the Employment Ordinance. If the termination of all these employees met the circumstances required by the Employment, the Association's additional liability not provided for in the financial statements at the balance sheet date would be HK\$156,266 (2007: HK\$147,310) (note 20 to the financial statements). 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.

6. GENERAL FUND

	2008 HK\$	2007 HK\$
Balance at beginning of year	-	-
Transfer from/(to) statement of income and expenditure	28,139	(29,992)
Transfer (to)/from Service Foundation Fund - note 7	(28,139)	29,992
Balance at end of year	-	-

ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 20087. SERVICE FOUNDATION FUND

	<u>2008</u> HK\$	<u>2007</u> HK\$
Balance at beginning of year	967,870	947,524
Transfer from statement of income and expenditure	90,778	50,338
Transfer from/(to) General Fund - note 6	28,139	(29,992)
Balance at end of year	<u>1,086,787</u> =====	<u>967,870</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

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.

9. SUPPORTED EMPLOYMENT SERVICES

	<u>2008</u> HK\$	<u>2007</u> HK\$
Balance at beginning of year	885,766	909,739
Transfer from statement of income and expenditure	336,402	410,753
Transfer to Social Welfare Department		
Lump Sum Grant Reserve - note 13	(801,568)	(410,753)
Central Item refund to Social Welfare Department	-	(23,973)
Transfer to Social Welfare Department		
Provident Fund - note 15	(35,688)	-
Transfer to Social Welfare Department		
Central Items - note 16	(20,532)	-
Transfer from Social Welfare Department		
Rent and Rates deficit - note 19	45,522	-
Balance at end of year	<u>409,902</u> =====	<u>885,766</u> =====

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

ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2008

10. JOCKEY CLUB DESKTOP PUBLISHING CENTRE

	2008 HK\$	2007 HK\$
Balance at beginning of year	553,505	716,924
Transfer to statement of income and expenditure	(68,523)	(163,419)
Balance at end of year	<u>484,982</u>	<u>553,505</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

	2008 HK\$	2007 HK\$
Balance at beginning of year	528,150	528,150
Transfer from statement of income and expenditure	102,048	75,300
Transfer to Social Welfare Department Lump Sum Grant Reserve - note 13	(102,048)	(75,300)
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.

12. THE ENDEAVOR

	2008 HK\$	2007 HK\$
Balance at beginning of year	4,481	4,481
Transfer from statement of income and expenditure	114,623	184,219
Transfer to Social Welfare Department Lump Sum Grant Reserve - note 13	(114,623)	(184,219)
Balance at end of year	<u>4,481</u>	<u>4,481</u>

This is a sheltered workshop subvented by the Social Welfare Department.

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 200813. SOCIAL WELFARE DEPARTMENT LUMP SUM GRANT RESERVE

	2008 HK\$	2007 HK\$
Balance at beginning of year	3,665,324	2,952,857
Reversal for long service payment provision	-	121,294
Transfer from Supported Employment Services - note 9	801,568	410,753
Transfer from Home Care Services - note 11	102,048	75,300
Transfer from The Endeavor - note 12	114,623	184,219
Transfer to Social Welfare Department Provident Fund - note 15	(82,905)	(106,177)
Transfer to Social Welfare Department Central Items - note 16	(14,337)	(5,163)
Transfer to Social Welfare Department Block Grant - note 17	(34,257)	(82)
Transfer from Social Welfare Department Rent and Rates Surplus - note 19	30,327	33,847
Lump sum Grant Reserve refund to Social Welfare Department	-	(1,524)
Balance at end of year	<u>4,582,391</u> =====	<u>3,665,324</u> =====

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

14. LAUNDRY WORKSHOP

	2008 HK\$	2007 HK\$
Balance at beginning of year	88,205	123,876
Transfer to statement of income and expenditure	(30,216)	(35,671)
Balance at end of year	<u>57,989</u> =====	<u>88,205</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.

ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 200815. SOCIAL WELFARE DEPARTMENT PROVIDENT FUND SURPLUS

	2008 HK\$	2007 HK\$
Balance at beginning of year	572,658	466,481
Transfer from Social Welfare Department Lump Sum Grant Reserve - note 13	82,905	106,177
Transfer from Supported Employment Services - note 9	35,688	-
Balance at end of year	<u>691,251</u>	<u>572,658</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

	2008 HK\$	2007 HK\$
Balance at beginning of year	5,163	112,397
Transfer from Social Welfare Department Lump Sum Grant Reserve - note 13	14,337	5,163
Transfer from Supported Employment Services - note 9	20,532	-
Surplus refund to Social Welfare Department	(5,163)	(112,397)
Balance at end of year	<u>34,869</u>	<u>5,163</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.

17. SOCIAL WELFARE DEPARTMENT BLOCK GRANT

	2008 HK\$	2007 HK\$
Balance at beginning of year	173	91
Transfer from Social Welfare Department Lump Sum Grant Reserve - note 13	34,257	82
Balance at end of year	<u>34,430</u>	<u>173</u>

ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 200817. SOCIAL WELFARE DEPARTMENT BLOCK GRANT

- Continued -

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

	HK\$
Credit balance b/f from previous financial year	173
Add: Block Grant received during the year	65,000
	<u>65,173</u>
Less: Expenditure during the year	
Furniture and equipment	(33,198)
	<u>31,975</u>
Add: Unrecognised expenditure from previous financial year	2,455
Credit balance c/f to the next financial year	<u>34,430</u>
	=====

At the balance sheet date, the outstanding commitments in respect of Furniture and Equipment replenishment and Minor Works Grant were as follows:-

	2008 HK\$	2007 HK\$
Contracted for but not provided in the financial statements	-	-
Authorized but not contracted for	-	-
	<u>-</u>	<u>-</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.

ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 200818. SOCIAL WELFARE DEPARTMENT RENT AND RATES DEFICIT

	2008 HK\$	2007 HK\$
Balance at beginning of year	(54,915)	(21,068)
Transfer to Social Welfare Department		
Lump Sum Grant Reserve - note 13	(30,327)	(33,847)
Transfer to Supported Employment Services - note 9	(45,522)	-
Balance at end of year	(130,764)	(54,915)

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. DIRECTORS' REMUNERATION

None of the directors received any remuneration in respect of their services rendered to the Association during the year (2007: Nil).

20. TAX

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.

21. LEASE COMMITMENTS

At the balance sheet date, the company had total future minimum lease payments under non-cancellable operating leases in respect of land and buildings falling due as follows:-

	2008 HK\$	2007 HK\$
Within next year	872,100	34,200
In the second to fifth years inclusive	828,900	-
	1,701,000	34,200

22. CONTINGENT LIABILITY

	2008 HK\$	2007 HK\$
Long service payments obligation - note 5	156,266	147,310

ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2008

23. FINANCIAL INSTRUMENTS – RISK MANAGEMENT

The Company 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 Company. The policy for each of the above risks is described in more detail below.

Fair value and cash flow interest rate risk

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

Liquidity risk

The Company'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.

24. APPROVAL OF THE FINANCIAL STATEMENTS

The financial statements were approved by the Executive Committee on **26 SEP 2008**



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