

# Association for Engineering & Medical Volunteer Services

工程及醫療義務工作協會



ANNUAL REPORT 2016-2018

二零一六至二零一八年年報

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# Association for Engineering & Medical Volunteer Services

## **Mission Statement**

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

## **Specific Targets :**

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

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

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## C **CHAIRMAN's REPORT**

Over the past two years, we have spared no effort to better the delivery of high quality services to our clients. I am pleased to say that, through concerted efforts of our staff, members and volunteers, the Association has achieved good operating outcomes.

The Technical / Computer Aids Services for the Disabled (T/CASD) continued to produce assistive devices for specific persons with disabilities. With sponsorship from the Community Chest, T/CASD developed android mobile application software using augmented reality with daily living settings to assist mentally handicapped children and teens and people with autism to learn appropriate social and independent living skills. On the aid production process, T/CASD has successfully experimented on the use of 3-dimensional printing technology in the fabrication of tailor-made products. We note the efficiency the technology brings to our technical aid production process and the positive feedback from users on the end product. We decided to further develop our know-how in 3-dimensional printing and to adopt the technology in our technical aid production when suitable.

The Computer Rehabilitation Resource Station, our training net for elderly persons and people with disabilities, developed a series of training programs which could be used on various mobile and desktop platforms for training and leisure use. Targeted at the seniors, some programs on cognitive training were designed to enrich the content of the Elderly Zone of the Station. In 2017, the Station was re-engineered to become the Information Technology Solutions for Rehabilitation. In addition to design and fabricating training programs (computer software), this new unit also design and produce hardware and hardware cum software digital applications.

The Jockey Club Digital Inclusion Centre (JCDIC) successfully organized a symposium cum exhibition entitled Digital Inclusion – From Education and Rehabilitation to Healthy Living on 19 August 2016. The symposium aimed to promote and facilitate the application of information and communication technologies in the training and rehabilitation of people with disabilities and the elderly. Over 260 professionals from NGOs, schools and hospitals attended the event. With the expiry of funding support from the HK Jockey Club Charities Trust in August 2017, JCDIC was revamped to become a self-financing service dedicated to provide training for children and elderly persons using digital technology. Meantime, the Centre is operating as a Recognized

Service Provider for a period of three years from 1 October 2017 to provide rehabilitation services for children wait-listed for subvented pre-school rehabilitation services.

Our elderly services, the Integrated Home Care Service and Care for the Elderly Living Alone project continued in 2016 – 2018. In the latter, we involved about 40 volunteers including about 30 nursing and physiotherapy students from the Hong Kong Polytechnic University to visit our home-based elderly service users. The volunteers, having had received training from our Association, provided the elderlies with diet, hygiene, and exercise advices and emotional support to help them better manage the symptoms of their health problems and their deteriorating health condition.

We joined the Pilot Scheme on Home Care and Support for Elderly Persons with Mild Impairment as a Recognized Service Provider with effect from December 2017. This is a three-year scheme launched by the Community Care Fund and administered by the Social Welfare Department. Under the scheme, the Association provides a range of home care services and supports to elderly with mild impairment, residing in the community.

The Endeavor, the Integrated Vocational Rehabilitation Service Centre serving 196 people with disabilities, and our other community occupational therapy and rehabilitation service and projects have maintained their good track records. They all achieved the service targets of the funding institutions including the Social Welfare Department and The Community Chest.

As regards volunteer participation, a total about 7,000 volunteer-hours were involved in our services and projects in the past two years. The Volunteer Management Committee systematically collected and analysed feedbacks from our volunteers and formulated strategies and improvements on our volunteer involvement activities. In the coming year, we will improve the volunteer feedback collection process and further strengthen our effort in promoting volunteerism in our activities and services.

The Association continued to implement the relevant recommendations of the Strategic Direction and Alignment Review for Organization Sustainability Consultancy Report. On the organization repositioning aspect, following the re-definition of the Vision and Mission of the Association, we have started

to divide our services into streams and develop the corresponding service descriptions that align with the new Vision and Mission. It is our plan to translate the medical, engineering and volunteer elements of our services into performance indicators, such that the effectiveness of the services to fulfill the Vision, Mission and the other targets of the Association can be evaluated.

The Executive Committee (ExCo) has adopted in 2017 the Best Practice Manual championed by the SWD as the Association's governance guidelines to promote the best operation of the Association in a transparent manner. During the year, the ExCo and the managers of the Association complied with the provision of the Manual in the administration of the Association. Our ExCo members continued to participate in activities organized by the Hong Kong Council of Social Service to update their knowledge and skills on governance and to exchange experience with board members of other NGOs.

The Association has a total of around 100 paid staff which was similar with that of the previous reporting year. We offer opportunities to encourage personal growth and enhance staff performance. These include the Senior Staff Enrichment Program which deepens service heads' understanding of the entire operation of the Association, and sponsorship for staff to attend courses held by the Council of Social Services and other recognized institutions.

We welcomed Ms. Estella Kwan to the ExCo at the Annual General Meeting on 2 December 2016. Estella brings hands-on commercial expertise and governance experience to the Association. In the same AGM, we bid farewell to our long-serving ExCo member, Mr. Stanley Chan. Although Stanley retires from the ExCo, he continues to serve in a number of management committees of the Association's services and to provide guidance for the development and operation of our projects.

As a conclusion, I would like to take this opportunity to express my sincere gratitude to the ExCo, the senior management, and all staff and volunteers for their hard work in making EMV successful, and my heartfelt thanks to the members, benefactors and business partners for their strong support.

LAW Chit Wai, Jeffrey  
Chairman, Executive Committee

# T

## REASURER's REPORT

The account for the year ended 31 March 2018 shows a surplus of \$2,035,449, including reimbursement of the operating expenses in the amount of \$1,579,866 for the Jockey Club Digital Inclusion Centre by the Hong Kong Jockey Club Charities Trust for the period from June 2016 to May 2017. The total income for 2018 was \$31,154,865. The distribution of the funding sources is as follows:

❖ Designated donations:	1%
❖ Service income:	29%
❖ Subvention:	
1) The Hong Kong Jockey Club Charities Trust:	14%
2) Community Chest:	5%
3) Social Welfare Department:	51%

The Association adopted the Lump Sum Grant Manual issued by the Social Welfare Department since 2000. As at 31 March 2018, the balance of Social Welfare Department's Lump Sum Grant Reserve and Provident Fund Reserve was HK\$8,451,741 and HK\$1,671,938 respectively. The balance of these two reserves were kept in two separate bank accounts.

The Lump Sum Grant Reserve was used on the funding and service agreement activities while the Provident Fund Reserve was spent on enhancing the welfare of non snap shot staff. To facilitate staff recruitment and retention, the pay scale of some frontline posts was reviewed and adjusted during the reporting period after reviewing the market trend.

To better utilize the provident fund reserve for non-snap-shot staff, after careful consideration, the Executive Committee resolved to raise the employer's contribution with effect from April 2017.

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

HONG Wai Chi, Christina  
Treasurer, Executive Committee

## **P**ATRON

Dr. CHIANG Chen

## **H**ONORARY ADVISORS

Professor Nelson CHOW

Dr. York CHOW

Professor P. C. W. FUNG

Professor P. C. LEUNG

Ms. Maria TAM

## **H**ONORARY AUDITOR

Mr. Lawrence S. Y. CHAN

CHAN & MAN, CPA

## **H**ONORARY LEGAL ADVISOR

Mr. Roger K. S. WONG

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

## **E**XECUTIVE COMMITTEE

### **Chairperson**

Mr. LAW Chit-wai, Jeffrey

### **Vice Chairman**

Mr. LEUNG Kwok-fai

### **Treasurer**

Ms. HONG Wai-chi, Christina

### **Committee Members**

Mr. CHAN Fan

Dr. CHAN Hok-sum

Mr. CHAN Yuk-keung, Simon

Ms. CHEUNG Kam-ling, Margaret

Mr. CHEUNG Kin-man, Wilson

Mr. FONG Wai-lap

Mr. KWAN Fu-kei, Larry

Ms. KWAN Tak-ying, Estella

# SERVICE REPORT



## Technical / Computer Aids Services for the Disabled

This service aims to enhance the independence and quality of life of people with disabilities and elderly through the design, fabrication, modification, installation and maintenance of assistive devices. In addition, rehabilitation equipment such as manual wheelchairs, and electric wheelchair repair services are also available. The service also renders clinical consultation to users such that a comprehensive one-stop service can be provided.

Twenty-four new products were designed and produced during the reporting period which included turning handle for people with visual impairment, manual wheelchair anti-slipping device, magnetic decompression splint for lower limbs, two-fold manual folding aluminum ramp, two-fold electric folding aluminum ramp, iron gate unlocking device, rice bowl position fixer, modified static bicycle with radio and electric component of the tug-of-war game, eye-hand coordination training tools, a series of three-dimensional printing blocks and distant wireless flashing doorbells and modified toys, etc. Moreover, several devices including the new version of upper limb skateboard training set and new version of writing training set were still under development. The service had started to experiment the utilization of three dimension printing technology for aid production. The technology could be used in the fabrication of tailor made devices as well as small batch production which was cost effective. The service would continue to explore the application of the technology in the production process.

For computer devices, twelve new devices including the new version of tabletop track ball mouse, chin control mouse with framework and the new version of the reaction time training kit were designed and fabricated. During this period, 80 pieces of rehabilitation software were designed and collected. The software was mainly related to cognitive training and rehabilitation.





To provide a systematic and comprehensive approach to monitor aids development and the subsequent production process, the Project Management Flow was implemented. Products with substantial number of service users would be selected for batch production. During this period, the wireless flashing call bell was selected as the first item for production. The design of the product was being examined and the prototype had to be produced and tested out. It is anticipated that the batch production would be launched in the coming year.

Information on the new and enhanced products was disseminated to potential users and agencies via our website, news bulletins and product catalogue. In 2016 -2018, 36 product demonstrations were organized for different rehabilitation and elderly service providers. Our products were also demonstrated in the symposium 'Digital Inclusion - From Education and Rehabilitation to Healthy Living' held at the Hong Kong Polytechnic University on 19 August 2016.

To improve the service quality, comprehensive after-sales service was rendered. User manuals on our products were compiled and distributed to the users. The manual consisted of product specifications, installation and application guidelines and safety measures which could facilitate effective utilization of the products. The manuals were uploaded on our website for easy access by the users. Web based broadcasting media and service blogs were established for promotion and collection of feedback from users.



The service continued to solicit feedback from users via users' satisfaction survey. In addition to voluntary feedback, user survey was also conducted through phone interview. During the reporting period, the survey results reflected that 80% of the respondents considered that the application of assistive devices could improve their independence and quality of life. In addition, 80% of the respondents opined that more effective training could be rendered through the use of our devices. Through personal contact with service users, invaluable opinions and ideas could be collected for further improvement of the product quality.

## Statistics

<i>Service provided</i>	<i>No. of clients served</i>	
	<u>2016-2017</u>	<u>2017-2018</u>
Design and fabricate technical and computer aids	21,059	21,052
Repair technical and computer aids	7,504	7,502
Modify and evaluate regular technical and computer aids	478	478
Provide clinical consultation and recommend appropriate aids for people with disabled and elderly	25,005	25,004
Disseminate information on technical and computer aids to rehabilitation and elderly service workers	2,003	2,002
Organize demonstration sessions	482	483



## **Electric Wheelchair Repair Clinic and Resource Centre**



As from 2015, the Centre had started to operate on a self finance mode since 2015. The Centre continued to provide electric wheelchair repair, maintenance and rental service. Service users could also borrow wheelchair accessories from the Electric Wheelchair Aids and Equipment Library for trial for a certain period before purchase. Wheelchair on loan service was also available so that the users' daily routine would not be interrupted when their wheelchairs were under repair. The Electric Wheelchair Driving School aimed to promote driving safety. Through driving skills training, users could acquire the skills and knowledge on proper use of their wheelchairs. Professional advice and consultation on the selection of appropriate wheelchairs and accessories were also rendered.

With the growing utilization of electric wheelchair among people with disabilities and elderly and the subsequent increase in demand for repair and maintenance, the service demand had increased steadily throughout the past years. The service operated under a membership system. During the reporting period, over 1,700 electric wheelchair users registered as members of the Centre. With the availability of information on the members' electric

wheelchair such as model, condition and repair record, speedy services could be rendered. In 2016-2018, 715 centre-based repair services and 164 on-site repair and maintenance services were provided. Professional advice and technical support were sought from our professional volunteers both for the repair work and the development of new accessories.

To further upgrade the service quality, volunteers were recruited to provide driving skills practical training for new electric wheelchair users who had attended the basic training but still lacked road driving experience. The volunteers after receiving the driving skills training, would accompany the users when they practice the driving of the wheelchair. Advice and support would be rendered throughout the practice. The service was much welcome by the new users and more volunteer training would be organized in the coming time.

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

To promote the service to potential users, service brochure were sent to rehabilitation institutions, special schools, self-help groups for the people with disabilities, hospitals, social security field units and family service centers. Workshops and training on simple repair and maintenance skills were also organized.

## Statistics

### *Service provided*

### *No. of clients served*

	<u>2016-2017</u>	<u>2017-2018</u>
Membership	1,590	1,726
Provision of home-based repair, maintenance and check-up	71	93
Provision of in house repair	379	336
Provision of wheelchair on-loan service	281	247
Provision of training sessions	235	300
Provision of wheelchair Aid on-loan service	86	86



## Resopedia



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

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

During the past years, the platform was revamped, using the new Responsive Web Design Technology (RWD). With this new technology, the

speed of data transmission was greatly enhanced and the programs could be accessed smoothly via various platforms including desktop, tablet and mobile.

In 2016-2018, the majority of the collection was related to auxiliary control and tools for visually impaired person. The former facilitated people with various disabilities to access computer to assist their activities of daily living. The later included the collection of programs to enable visually impaired persons to read computer information and printed materials. Besides, programs related to early education were also collected to assist children with learning difficulties.

Up till March 2018, over 850 pieces of software were classified and uploaded and the accumulated browsing was over 10,000. A total of 16,000 service users benefited from the service. The information on rehabilitation software was bilingual to enable more users to benefit from the collected apps and software. Besides, to enable the trainers to select appropriate training programs, user guides and readme files were attached to the new collection.





## Computer Rehabilitation Resource Station / IT Solutions for Rehabilitation



Computer Rehabilitation Resource Station (C-Rehab) was funded by the Community Project Grant of the Hong Kong Jockey Club Charities Trust since 2005. The service aims to develop an online training resource station to meet the training needs of people with disabilities and elderly. The service has been in operation for over ten years. Feedback from users was positive and the pledged outputs were achieved well above the initial estimation.

The Station concentrated on the development of software with recognized results for enhancing the effects of the training rendered through the combined utilization of hardware and software. To provide a comprehensive service and to upgrade the effectiveness of the Station, a new project entitled, 'Information Technology Solutions for Rehabilitation' was established in April 2017 with the continued support from the Community Project Grant of the Hong Kong Jockey Club Charities Trust. The new project consisted of two major components, C-Rehab and e-Workshop. The former concentrated on the design of online training software while the latter focused on the development of hardware and hardware cum software.



## C-Rehab

Three major training zones namely ‘Training Zone for Intellectual Disability’ (智樂區), ‘Training Zone for People with Specific Learning Difficulties’ (雋樂區) and ‘Training Zones for Elderly’ (耆樂區) which served people with intellectual disabilities, people with learning disabilities and elderly respectively were established. New training programs were developed on multi-platform from traditional desktop computer to tablet computer with varying sizes so as to enhance accessibility. It allowed the training to be conducted under both outdoor and home-based environment.

During these two years, the service focused on the development of training materials for ‘Training Zone for Elderly’ which targeted normal aging people as well as elderly suffering from mild cognitive impairment. The Zone provided training materials on attention, memory, cognition, perceptual, motor and inference which aimed to maintain the basic cognitive function of the users and defer their deterioration. Moreover, multi-user games including matching and board games were also designed for training and group activities for service users residing in elderly centres and home. These games encouraged interaction and provided a competitive environment which could enhance users’ interest and learning motivation.

During the reporting period, new programs on community living skills including fire prevention, learning MTR stations, tips for using escalator and shopping mall signs recognition were also designed for ‘Training Zone for Intellectual Disabilities’. The programs aimed to improve the basic community knowledge of people with intellectual disabilities and enhance their independent living skills.

During the reporting year, the membership size had grown steadily. As at March 2018, the Station had a total of 1,920 members. Over 42,100

persons benefited from the service and the monthly login time was over 5,000. Service evaluation was conducted through questionnaires so as to solicit members' comments and feedback on the training programs and training materials. During the past two years, a total of 254 completed questionnaires were received. Over 85% of the respondents were satisfied with the content, design, layout and effectiveness of the training programs. Besides, most of the users commented that the training programs were useful and expressed their appreciation for our effort for the development of the Station.

In addition to the use of questionnaires, a simple pop-up short evaluation was attached to each program to solicit users' feedback in a quick and easy manner. During the reporting period, 12,000 pop-up short evaluation forms were received and over 80% agreed that the training programs could enhance the learning interest and motivation of the service users. It also enhanced their common knowledge and daily living skills.

### **e- Workshop**

During the reporting period, three new hardware and three new hardware cum software namely, NFC Music Box, Voice Recording Memo Pad (Wifi version), Door Bell with LED Display, AR Social Story, EMG Detection System and Geo-fencing App in Android Wear 2.0 were developed. Besides, new technology including 3D action camera movie taking and 3D printing technology were explored. The former provided 360-degree images to capture details to match the project needs and enabled the design to be more attractive. The usage of 3D printing technology provided more varieties in the product design with different 3D effects and multifarious printing materials.

During the year, our occupational therapist worked closely with rehabilitation personnel from rehabilitation agencies, special schools, hospitals,



elderly institutions in the design and production of training and rehabilitation devices to meet the varying needs of the service users.

Service evaluation was conducted and a total of 100 completed questionnaires were received. Over 90% of the respondents were satisfied with the function, design, craftsman, durability, price and user guidelines of the devices. Over 90% of the respondents agreed that the devices could meet the function needs and enabled them to achieve independent living. The positive results demonstrated that e-Workshop was able to fulfill its objective to meet the training and learning needs of elderly and people with disabilities.

## Statistics

<i>Service provided</i>	<i>No. of clients served</i>	
	<u>2016-2017</u>	<u>2017-2018</u>
Membership of the Station	1,900	1,920
Design and fabricate training programs	39,600	42,100
Demonstration and promotion to potential users	405	240
Usage of resource library and photo library	9,350	6,100
New hardware or Hardware-cum-software	-	8,450
Clinical consultation and assessment	-	5,300



## **Jockey Club Digital Inclusion Centre**



The Jockey Club Digital Inclusion Centre was established in September 2011 with the funding support from the Hong Kong Jockey Club Charities Trust. During the reporting period, the Centre continued to pursue the goal in enhancing digital accessibility for elderly and people with disabilities through the application of information and communication technology in the training and services provided.

The Centre operates eight main services, including “e-Clinic”, “e-Workshop”, “e-Institute”, “e-Playground”, “e-Pedia”, “e-Brain” “ICT Demonstration Room” and “Drop-in Computer Room”. The range of services can provide comprehensive and tailor made solution for the training and rehabilitation of people with disabilities and elderly.

“e-Clinic” and “e-Workshop” provided individual assessment and tailor-made solution for service users to facilitate access to the digital world. Appropriate digital devices were prescribed or fabricated to enable the users to have barrier-free digital accessibility. In addition, maintenance service for ICT products was also rendered. In 2016-2018, “e-Clinic” provided 870 in-house and outreaching services with 1,168 person times served. For “e-Workshop”, 9 pieces of hardware and hardware cum software were designed and fabricated.

“e-Institute” is an online platform for users to acquire ICT application skills through internet. In the past two years, 11 online training courses, including the application of Facebook, Photo Cap, Basic and Advance Skills in Computer Operation were posted on the website. The service enabled users to acquire ICT skills at their own pace without time and geographical constraint. The total login rate during this period was 93,177. “e-Pedia” serves as a resource library on rehabilitation. Related information on rehabilitation software and product evaluation was uploaded on this online database. During this period, 44 pieces of software and production evaluation were posted on the website and the login rate attained was 46,857.

“e-Playground” offered individual assessment and training for children with disabilities or with special needs aged 2-16 while and “e-Brain” rendered assessment and training for elderly aged 60 or above with cognitive/physical impairment. During the reporting period, “e-Playground” had rendered 179 assessments, 984 centre-based and outreaching training. As for “e-Brain”, 309 assessment and 2,074 centre-based and outreaching training were provided during this period. Both services collaborated with various NGOs and schools for service provision. Besides individual training, sensory training groups were also organized for children suffering from attention deficit & hyperactivity disorder and autism as well as elderly with cognitive impairment. The training could enhance the body co-ordination and muscle strength of the participants.

During the reporting period, “ICT Demonstration Room” had received 1,088 visitors and provided them with updated information on rehabilitation technology and assistive devices which could facilitate the selection of appropriate devices. “Drop-in Computer Room” organized over 70 training to equip users with the skills and knowledge which were essential for digital accessibility with 5,704 person times utilized the Centre’s facilities and attended the training courses. At the same time, 1,907 consultations were also provided.

The Centre organized a symposium cum product exhibition entitled “Digital Inclusion – From Education, Rehabilitation to Healthy Living” on

19 August 2016. The symposium aimed to promote and facilitate the application of ICT in the education and rehabilitation of people with disabilities and elderly. Over 260 professionals from NGOs, schools and hospitals attended the event and feedback from the participants was positive. Moreover, an exhibition booth was set up in the Gerontech and Innovation Expo cum Summit 2017 organized by the Hong Kong Council of Social Service in June 2017.

The Centre's website was conferred the Triple Gold Award of the Web Accessibility Recognition Scheme by the Office of Government Chief Information Officer and the Equal Opportunities Commission for the fourth year. The award aims to encourage and commend relevant organizations for designing and operating a website with rehabilitation value, which is accessible for people with disabilities.

With the expiry of funding support from the Hong Kong Jockey Club Charities Trust in September 2017, the Centre service was revamped to operate on a self-finance mode. The Centre continued to operate two services namely, "e-Playground" and "e-Brain". In addition to the provision of individual assessment and training for children with disabilities and with special needs, the service was accepted as a Recognized Service Provider for the Training Subsidy Programme for Children on the Waiting List for Subvented Pre-school Rehabilitation Services. The programme aimed to enable children in need of rehabilitation service to acquire services to facilitate their learning and development while waiting for subvented pre-school rehabilitation service. For "e-Brain", regular group training was rendered to elderly with cognitive and physical impairment referred by Integrated Home Care Service Team of the Hong Kong Christian Service. The service will start the provision of individual training for elderly with physical and/or cognitive impairment shortly. In the coming time, the service will further explore the feasibility to conduct different kind of training for people with disabilities and elderly such that the Centre could continue to pursue its objective in enhancing digital accessibility for elderly and people with disabilities.



## Community Occupational Therapy

The service aims to facilitate people with disabilities and elderly to integrate into the community and live independently with improved quality of life through maximization of their functional abilities. The scope of services includes:

- (i) Assessment and training of activities of daily living;
- (ii) Assessment of home and workplace environment;
- (iii) Consultation on home and the workplace modification;
- (iv) Advice and prescription of assistive equipment;
- (v) Home oxygen therapy; and
- (vi) Caregiver education.

With the growing size of the elderly population and the government policy of ‘Aging in Place”, there was rapid increase in service demand during the past years. Through home modification, prescription of assistive devices and provision of carer training, the elderly and people with disabilities could continue to live in their familiar environment safely and independently. Due to the rapid growth in service demand, the waiting time was prolonged. Nevertheless, the service still maintained a simple referral system and without any geographical boundary which also accounted for the increase in service demand.

During the reporting period, the majority of the service users were elderly. They were mainly referred by Integrated Home Care Service Team, District Elderly Community Centre, the Neighborhood Elderly Centre, Integrated Family Service Centre and hospital. In collaboration with public hospitals, community oxygen therapy services was rendered to discharged patients who were mostly frail elderly suffering from pulmonary illnesses. The service aimed to improve and monitor their adherence to oxygen therapy and thus enabling them to live independently and safely in the community.

In 2016-2018, requests for electric wheelchair prescription and driving skills training constituted a considerable number in the overall service demand.

During the period, 60 referrals for electric wheelchair assessment were received. Moreover, requests for wheelchair driving skills training had also increased as compared with that of the previous years.

Feedback from service users was essential to further improve the service. User satisfaction survey was conducted to collect comments from service users. To evaluate the effectiveness of the service, outcome indicators were incorporated into the survey. Over the past two years, over 80% of service users agreed that there was improvement in the performance of their activities of daily living through environmental modification and/or prescription of assistive devices. The physical function of over 80% of the respondents had improved through execution of prescribed home exercise. Over 80% of the respondents agreed that the service enable them to continue living in the community and 75% of them agreed that the service could enhance their self-confidence and life satisfaction. The caring skills of 75% of the caregivers had improved through the training provided to them. These findings could provide guidelines for future development of the service.

## Statistics

### *Service provided*

### *No. of clients served*

	<u>2016-2017</u>	<u>2017-2018</u>
Provide assessment and training on activities of daily living	350	360
Recommend and provide appropriate assistive devices	218	217
Recommend home and/or work environment modification	234	238
Provide oxygen therapy	100	100
Render training to caregivers	104	110



## Community Rehabilitation Project

Since the commencement of operation in 2006, the Project concentrates on the maintenance and enhancement of the functional capacity of service users through the provision of centre-based occupational therapy services with the ultimate goal of facilitating independent living and integration into the community. The clientele served were people with mental, neurological and physical impairment. The service users were largely referred by hospitals / clinics and through words of mouth. In recent years, training was also provided to mentally handicapped persons and service users of the Work Extension Program of the integrated vocational rehabilitation services centre of the Association, whose functioning began to deteriorate due to aging and could no longer perform normal work training activities. The services rendered aimed to retain their residual abilities and to improve their quality of life.

Operated by occupational therapist, the project offered different training modules for service users with varying functional impairment. These training modules served users with

- (a) stroke
- (b) chronic neurological diseases
- (c) moderate to severe physically / mentally handicapped persons and ex-mentally ill persons with physical and cognitive impairment

The training aimed to improve and strengthen service users' functional capacity, enhance their independent living abilities and defer deterioration derived from aging or illnesses. Through the provision of physical and cognitive training, service users could learn appropriate skills and activity modes which could improve their functioning. Service users were also assisted to incorporate the learned skills into their daily living activities. The ultimate goal was to facilitate them to resume their pre-morbid functional ability as far as possible and to re-integrate into the community.



Due to manpower constraint, service could only be provided on a two days per week basis. During this period, an average of around 96 person-time per month was served. The overall feedback from users was encouraging as the training could improve their functional capacity and deter deterioration.







## Occupational Therapy / Physiotherapy Service

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

During the reporting period, transfer skills and home safety for the elderly still remained as the most popular topics being requested for. Four new topics including application of 3D printing technology in rehabilitation, maintenance of electric wheelchairs, development of adaptive technology and application of information technology in rehabilitation were also developed. The topics on occupational safety & health for carers, home safety for the elderly, fall prevention and suggested activities for dementia were reviewed and enhanced. With the availability of these knowledge and skills, the general health condition of both the service providers as well as the service recipients could be enhanced.

In addition to the organization of talks and workshops, group training was also organized. During this period, regular sensory and physical training was rendered to the elderly service users suffering from cognitive and/or physical impairment of the Integrated Home Care Service Team of the Hong Kong Christian Service. The training aimed to improve and maintain the physical and cognitive function of the service users such that they could continue living in the community.

User satisfaction survey was conducted to solicit feedback from users. The overall response was positive. 80% of caregivers agreed that their caring skills and knowledge had improved, and 70% of service users opined that appropriate self care skills were acquired through attending these training.

### Statistics

#### *Service provided*

#### *No. of clients served*

	<u>2016-2017</u>	<u>2017-2018</u>
Organization of talks, workshops and training for elderly, caregivers and elderly	310	305
Organization of activity group	100	100



## Integrated Home Care Service



To actualize the concepts of “Aging in Place” and “Continuum of Care”, the service continues to provide home care and support service to service users who are incapable of looking after themselves and maintaining the normal functioning of their household. The ultimate goal is to enable them to continue living in the familiar community. The services provided includes personal care, nursing care, meal delivery, escort, purchase of daily necessities and household cleaning etc..

As at March 2018, the total number of service users served was 110 including 20 frail cases. Over ninety five percent of the service users were elderly. The majority of service users were referred by hospitals. All service application and referrals were assessed by the social worker while professional input from nurse and occupational therapist was sought whenever necessary. Based on the assessment results, individual care plan including general home care support service, home safety and modification were drawn up and implemented in consultation with the service users and their families. With the deterioration of the health and self-care ability of the elderly service users, the need for professional and intensive care were increasing. Nursing care and rehabilitation service were also rendered to ordinary cases. Periodic service

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 to enhance the service users' knowledge and skills on health management. During the reporting period, three therapeutic groups were conducted. Two training groups namely “ 防跌不倒翁及腦當益壯 ” were conducted by occupational therapist. The goals of these two groups were to enable the service users to gain more understanding on prevention of fall and dementia. One educational group namely, “ 防痛不倒翁 ” was organized by social worker which aimed to equip the participants with knowledge on the coping of pain. Three medical talks, delivered by an orthopedist and a register Chinese medicine practitioner were also organized. The themes of the talks was on understanding the causes and management of osteoporosis and joint degeneration, as well as insomnia.

To enrich the social life of the service users and facilitate them to stay connected with others in their local community, regular social and recreational activities such as outings and birthday parties were held. Volunteer visits were also provided to service users who were living alone and with little or no social support.

Recognizing the importance of caregivers in caring the service users, support activities and training were held. Caregiver education was rendered by occupational therapist and nurse to enable the caregivers to be more confident and competent in performing their role. In the past two years, the number of service users and caregivers participating in the social and recreational activities organized by the service were increasing. Through the participation, the bonding between service users and their caregivers were strengthened.

To solicit feedback from service users, user satisfaction survey was conducted via telephone and face to face interview, as well as internal audit. During the reporting period, over 85% of the service users expressed satisfaction with the overall service quality.



## Care for the Elderly Living Alone



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

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

During recent years, the service collaborated with the School of Nursing and School of Rehabilitation Sciences (Physiotherapy) of the Hong Kong Polytechnic University through which nurse and physiotherapy students were recruited to participate in the service. Greater concern was paid on the medical

and health conditions of the elderly being visited such that the professional knowledge of these volunteers could be utilized during service delivery. At the same time, the volunteers could also enrich themselves through communicating and understanding the frail elderly living in the community. Volunteer recruitment was also made through Agency for Volunteer Service through which mature and experience volunteers were recruited.

To enrich the service content, special theme was incorporated each round of service. In 2016, ‘Health Management’ was selected as the theme of the service. Through regular home visits, volunteers assessed the physical and mental condition of the visited elderly and related information on management of symptoms, pain management, fitness exercises, healthy diet, medications, respiratory training, pressure management etc. were disseminated to the elderly. In 2017, the theme on ‘Management of Hypertension’ was incorporated into the visit. Health plans including nutritional guidance, regular physical exercises and mental relaxation was drawn up by the volunteers for the elderly. The service aimed to enhance the self-confidence of the elderly such that they could better manage their blood pressure using skills and knowledge imparted to them by the volunteers. The ultimate goal was to enable them to continue living in the community independently as well as to improve their quality of life.

To equip the volunteers with better skills and knowledge for the service, a series of pre-visit training on communication skills with the elderly, introduction on health management and formulation of health plan and elderly community resources were organized. Sharing was also arranged to provide opportunities for them to share the difficulties encountered during the visit.

The service continued to operate in collaboration with integrated home care teams from which frail and living alone elders were referred. During the reporting period, 88 volunteers were recruited to visit 88 elderly who were referred by the Wong Tai Sin Integrated Home Care Service of our Association and the Hong Kong Christian Service Sham Shui Po Integrated Home Care Service. The elderly referred were largely physically weak, home bounded and

with little social support. Volunteers were required to visit and contact them regularly. Advice and support were provided to enable the volunteers to deliver services smoothly.

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

During the past year, 120 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 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>2016-2017</u>	<u>2017-2018</u>
Home visit paid	164	162
Medical check up provided	60	60
Training provided for volunteers	44	44
Sharing sessions organized for volunteers	44	44
Provide support and guidance to volunteers	44	44
No. of referrals made to appropriate agencies	13	13





## Integrated Vocational Rehabilitation Service Centre - The Endeavor



The Endeavor has operated for sixteen years since its commencement in March 2002. The Centre continues to provide quality vocational rehabilitation services for people with disabilities with the ultimate goal of enabling them to proceed to supported or open employment as far as possible. In 2016-2018, the Centre had served a monthly average of 167 service users.

During the reporting period, the Centre continued to provide a wide range of centre-based and outreaching work training opportunities for the service users. Various kinds of vocational skill trainings, such as packaging, laundry and direct sale were operated to suit the varying abilities and interests of the service users. The catering training section used to provide an average of 300 lunch boxes daily to different service units in Tuen Mun. In August 2016, the section rendered its first outside catering service for a seminar held at Hong Kong Polytechnic University. The Centre collaborated with the business sectors and local networks to solicit training opportunities for our service users. To provide a simulated work environment for the service users and prepare them for open employment, commercial practice was adopted. The service users were required to have shift duty, work overtime and/ or during weekends when needs arose.

In 2016-2018, the Centre's total business volume was about \$7,269,000, and the net training allowance, excluding incentive payment granted to service users, was about \$3,383,000. On top of the incentive payment and training allowance, bonus was also granted to service users with outstanding performance.

The Centre started to launch the Work Extension Programme (WEP) since 2015 to address the extra service needs arose from old age or deterioration in work abilities of the service users. Through this arrangement, aged service users could enjoy a continuation of care and training in a familiar environment. In the reporting period, the enrolment rate of the programme was 140% over the approved capacity which reflected an increasing needs of the aging service users. The Centre had prepared to raise the programme capacity to meet the increasing needs of the service users in the future.

To optimize the training rendered to our service users, individual training plans were implemented to enhance their social and independent living skills. Moreover, interpersonal relationship skills training, sex education and horticultural therapy were also organized to better equip the service users for open employment. To enhance social integration and inclusion, the Centre also collaborated with local NGOs to organize activities and programmes to facilitate interaction between the public and the service users. Centre Open Day was held annually to increase the public awareness and understanding of our services.

With the support from The Board of Management of The Chinese Permanent Cemeteries, the first life and death education programme entitled 「生命劇場。愛共融」 was organized from May to December 2017. The programme composed of a series of volunteer visits, day camp, drama performance and carnival to raise the service users' awareness of life and death. To enrich the quality of life of the service users, different kinds of social and recreational activities and festival celebrations, such as visits to the Government House, Hong Kong Flower Show, Hong Kong Disneyland, Ocean Park, Po Lin Monastery, Sports Day, Christmas Party and Spring Lunch were organized.



Family participation and support played an essential role in the rehabilitation of people with disabilities. To keep the family members closely informed of the progress of the service users, regular parent meetings, activities and Parents' Day were conducted. These activities served as a means for mutual communication and coordination, such that the family members and the Centre could join together to assist the service users in their rehabilitation.

In June 2016, a review visit was conducted by the Social Welfare Department to assess the performance standards as stipulated in the Funding and Service Agreement and the implementation of the Service Quality Standards of the Centre. The assessors were satisfied with the overall performance of the Centre and some constructive suggestions for further improvement of the operation was also provided. The Centre had incorporated the recommendations into its daily operation and regular review would be conducted.

Staff development was essential for the provision of quality services. With the support from the Social Welfare Development Fund, training programmes for team building and upgrading the staff's work skills, such as sex education for the mentally disabled were organized. In the future, the Centre will continue to focus on the skills and knowledge development of the staff so as to improve quality of the services rendered.





## The Endeavor Eco Farm

With the support from the Environment and Conservation Fund, The Endeavor Eco Farm commenced operation in September 2013. The Farm is situated at Leung Hong Lane, Tuen Mun, adjacent to the Tai Hing Operational Base of the Hong Kong Police Force with the size of about 2,060 square metres. Besides the provision of various kinds of horticultural training opportunities for people with disabilities, the farm also aims at arousing public awareness in greening, environmental protection and social integration.

The Farm provides various forms of service to people with disabilities and the local community, including the lease of planters, organization of horticultural workshops and therapeutic groups, sale of farm produce and organization of activities to promote environmental protection and green living. The service users of The Endeavor were arranged to receive various work training in the Farm which included watering of the crops, weeding, cultivating of seedling and repair work. Around 10 service users attended regularly work training in the site and the service users of the Work Extension Programme also held activities at the Farm. With this arrangement, social integration between the public and the service users could be achieved.

Since the commencement of operation of the Farm, various programmes and training on organic farming and environmental protection were organized. In the reporting period, a “herb garden” was set up near the entrance of the Farm. Different species of herbs were grown and the visitors could smell the varying scents of the herbs. Moreover, “Vegetables Basket” and “Potted Plant Gift” delivery service were launched to increase the work training opportunities of the service users. The Farm also provided rental of planters to the general public. During the reporting period, about 20 planters were leased to 4 kindergartens. Horticultural activities were organized to the pupils of the kindergartens. The overall leasing rate of the planters had reached 70% in the recent months.

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



## Supported Employment Service



同工透過參與工作坊，增強對預防及處理工作間的性騷擾之認識。

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

The service adopts the individual job placement model in the provision of job opportunities in the open market and related training for service users. In 2016- 2018, job placement was successfully arranged for 172 people with disabilities and 43 of them were able to retain their jobs for 6 months or more and with an average salary of \$7,125.00. The service users can perform various types of jobs such as pamphlet distributor, courier, data entry clerk, car beauty worker, salesman, kitchen helper, waiter, delivery worker, security guard, telephone operator, packer and janitor.

The service also operates Car Beauty Service under a mobile crew model in Tuen Mun since March 2002. The service aims to provide training with allowance for service users so as to equip them for open employment. During the reporting period, training was provided to 6 service users and 3 of them were able to secure open employment after receiving the training.

Moreover, the service provided different kinds of work skills training such as clerical, data entry, map reading, cleaning and pamphlet distribution in order to enhance their working capacity and work-related knowledge. Forty two service users received job training during the reporting period and 21 of them were able to secure open employment after the training. To further enhance the competitiveness of the service users in the job market, two prevocational training courses were organized for the service users in February and November 2017 respectively.

The service also invited professional volunteers including social worker and registered Nurses (Psychiatric) to organize group activities and talks for the service users which included stress management groups, talks on sex education, management of psychiatric drugs and insomnia. Moreover, social and recreational activities such as visit to Hong Kong Flower Show and MTR round trip were also arranged for the service users to enrich their social life and widen their horizon.

Staff development programs were organized to enhance the knowledge and work skill of the staff such that quality services could be rendered. During the reporting period, staff were arranged to attend various courses including Management of Anxiety Disorders, Addictive Behaviours and Impulse-control Disorder, Handling of Challenging Behaviours in People with Intellectual Disabilities, Classification of Mental Disorders (DSM 5) and Mental State Examination etc.. They also attended workshops on the Prevention and Management of Sexual Harassment in the Workplace, Managing Violence and Crisis in Work Place, Volunteer Management and Issues in Human Resources Management under the Anti-discrimination Laws in Hong Kong.

As one of the promotional strategies, talks were delivered to special schools, hospitals, halfway houses and self help groups for people with disabilities. During these occasions, vocational advice and consultation were offered to the participants who expressed interest in open employment.

Throughout the past decades, close liaison was established with some employers. They had confidence in employing people with disabilities and usually, they gave our service users priority for job interview whenever vacancies were available. In the coming future, effort would be put to explore more training and employment opportunities for service users such that they could integrate into the community and live independently.



## Jockey Club Desktop Publishing Centre



The Centre continued to provide training and work opportunities for people with disabilities in word processing, data input, design, printing, mailing and web page updating/design under a simulated work environment with the ultimate goal of assisting them to proceed to open employment. The engagement in gainful work can enhance the independence and dignity of people with disabilities. This constitutes an integral part in their full rehabilitation and can facilitate their integration into the community.

The Centre has been in operation for over 20 years and had undergone several revamping in its business mode so as to meet the changing market needs. Business volume of the Centre in 2016-2017 and 2017-2018 was \$1.28 million and \$1.29 million respectively. During the reporting period, 29 new customers were recruited. Several exhibition organizers and the Library of the Chinese University of Hong Kong continued to provide data input orders for the Centre. The Centre also actively participated in the bidding of government data input orders. To enhance the competitiveness of the business, the Centre allied with some printing companies in the provision of desktop publishing and design services for them. With this arrangement, regular orders could be secured and



more training and work opportunities could be secured for the disabled trainees. In addition to the provision of work skills training, the work attitude and work habit of the service users could also be trained up through these job orders.

During this period, the Centre was able to replace some obsolete computers and printing machines through the donation of used equipment from tertiary institutes and commercial firms. Some computers were distributed to the trainees for home based training. Furniture and office equipment were also received to replace the old ones.

The majority of our new customers were still recruited through cold calls and word of mouth. To retain existing customers, the cost and service quality had to be very competitive and value for money. During the reporting years, the Centre was able to secure design and printing orders from the University of Hong Kong, Hong Kong Polytechnic University, Hong Kong Air Cargo and Employees Retraining Board. Since the customers were satisfied with the quality of the work, it was anticipated that these customers would continue to patronize our services in the coming time.

Service users received allowance that was calculated on piecework basis. During the reporting period, 10 of them were able to receive a daily allowance of \$100 or more. 75% of the trainees agreed that the allowance could increase their earnings. 82% of them agreed that the activities provided by the Centre could help them to regain their dignity and 82% agreed that the training could equip them to secure open employment and integrate into the community. The majority of the trainees were ex-mentally ill and physically handicapped persons while the remaining were persons with special education needs. In the past year, eight service users left the Centre for open employment or to receive other vocational training.

Regular training were organized to enhance the competitiveness of the service users such that they can keep in pace with the demand of the open

market. During the past two years, eight training courses including Application of Cloud Office Software, Webpage Design, Basic Concept of Graphic Design, Application of Adobe Illustrator and Application of Social Media were organized. Eighty five service users attended these courses and they commented that the courses were useful in enriching their work related skills and widening their horizon.

## Statistics

### *Service provided*

### *No. of clients served*

	<u>2016-2017</u>	<u>2017-2018</u>
Provide work opportunities for people with disabilities in data input, desktop publishing, graphic design, web page design, printing and mailing	36	36
Provide work related training opportunities for people with disabilities	36	36





## **Independent Living Fund**

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

Starting from April 2016, the upper limit of the loan was raised to HK\$70,000.00 while the maximum repayment period still maintained at 48 months. The loan was to be repaid by monthly installment. A guarantor was required for each application so as to ensure that the loan could be repaid as scheduled. Each application was examined by the Management Committee of the Fund and subsequently to be endorsed by the Executive Committee of the Association before the loan was granted.

During the reporting period, a total of 28 applications were received. The applicants were largely physically handicapped persons. The most popular equipment applied to purchase were motor car and wheelchair. Over half of the applications applied for an amount ranging from HK\$30,000 to HK\$70,000. Up till March 2018, there were 26 outstanding borrowers. Advice and support were rendered whenever needs arose.

In the past two years, an applicant and his guarantor passed away with an unpaid debt of \$894. Owing to his special condition, members of Independent Living Fund Management Committee, after consideration, approved to write off the amount. Besides, two outstanding borrowers expressed difficulties to repay the loan as scheduled. Extension of the repayment period was arranged for them. On the whole, the operation of the Fund was smooth.

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

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

## Statistics

### Service provided

### No. of clients served

	<u>2016-2017</u>	<u>2017-2018</u>
Inquiries	84	85
Applications received	15	13
Provision of interest free loan	13	11
Provision of advice on the selection of appropriate devices	13	11
Assessment of social and financial condition of the applicants	13	11
Provision of advice and support to outstanding borrowers	24	26

**贊助機構**  
香港賽馬會創品信託基金  
香港國際傷人士基金  
展能基金  
銀禧慈善基金會  
匯豐慈善基金會  
香港公益慈善基金會  
香港社會服務發展局

**申請方法**  
a. 可於本會網頁下載表格或由本會索取表格，填妥後寄回或親交本會收妥。  
b. 申請人須到本會以親臨工作為憑，以證明其能力及經濟之困難與申請人親臨立正。  
c. 所有申請表格由展能基金管理委員會審核，無須向社會服務發展局或司法註冊申請。

**聯絡方法**  
展能基金服務工作協會  
九龍石塘咀44號平台207-212室  
電話：27886609 傳真：27887194  
網址：http://ilf.hkeng.org.hk  
聯絡電郵：ilf@ilf.hkeng.org.hk

**備註**  
1. 18歲以下、智障或患有華人士、  
殘疾父母或監護人作為申請。  
2. 申請人須郵寄之申請書，  
隨附下列文件一套可交本會：  
• 申請人及擔保人的身份證明正本  
• 申請人及擔保人在過去半年內之收入、  
銀行存款、資產或負債證明。  
• 報稅證明或報稅。  
• 申請人之職業註冊或有關醫療報告。  
3. 如申請人屬平穩或特別困難，  
如申請人屬平穩，本會將在特別安排。  
4. 如申請人屬平穩或特別困難，申請人須  
在二個月內繳納申請費。  
5. 申請人須在60天內繳納，如逾期不繳，  
費用將由申請人支付。  
6. 本會保留拒絕或取消之權利。

**展能基金**  
Independent Living Fund

各類殘疾人士  
長期病患者  
發展障礙人士  
均可申請

## **M**EMBERS AND VOLUNTEERS

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

During the reporting period, a comprehensive record system was developed. The volunteer data including numbers of volunteer participation, service hours, volunteer and service classification was compiled and recorded on half yearly basis. The consolidated record provided a comprehensive picture on the volunteer services launched in the Association which could facilitate the planning of volunteer work in the coming future. Besides, volunteer management guidelines and volunteer handbook were developed. The former consisted of information on volunteer recruitment, orientation, service design, volunteer record and recognition while the latter composed of information related to volunteer values, roles and responsibilities. The available of these documents could provide a clear guidance for monitoring and management of the volunteer service of the Association.

During the reporting period, volunteer management training course was organized for staff of the Association. Trainer from Agency for Volunteer Service was invited as speaker. Through the training, volunteer values, service design, retention and management were disseminated. It enabled the participants to gain knowledge on the management of volunteers in their service units.

Volunteer recruitment exercises were launched in conjunction with the service nature of different service units so that the volunteers recruited could utilize their skills and expertise. In year 2016-2018, 87 new volunteers joined our volunteer group. As at March 2018, the Association had a total of 374 members and volunteers. Orientation was organized for new comers so that they could have a thorough understanding of the services operated by the Association.

Relevant training programs and visits were also organized to equip them with the essential skills to carry out voluntary work. In addition to the provision of volunteer services for our Association, nurse volunteers were also referred to provide medical check-up and consultation services to other NGOs on regular basis.

To express our recognition for their devotion and enthusiasm to voluntary services, one volunteer was nominated for Gold Award, five for Silver Award and fifteen for Bronze Award of the Volunteer Movement organized by the Social Welfare Department in the year 2016-2018. During the same period, one volunteer received Outstanding Volunteer Award and four volunteers received Long Service Volunteer Award presented by our Association. They were invited to attend the prize presentation ceremony which was held during the Association's annual dinner. Moreover, fifty seven volunteers were nominated to join the 'Give a Day, Get a Disney Day' event organized by Agency for Volunteer Service. One day Hong Kong Disneyland complimentary tickets were given as a token of appreciation for them.

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

## Statistics

### *Service provided*

### *No. of clients served*

	<u>2016-2017</u>	<u>2017-2018</u>
Visits & activities organized	43	44
Recruitment of volunteers	43	44
Orientation organized for new volunteers	43	44
Organized volunteer award	22	23

## SOCIAL ENTERPRISE



### The CLEAN Laundry

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

In the reporting period, the business volume of CLEAN Laundry was around \$1,182,000.00. Owing to the fierce competition in the laundry business, a downward trend in the business volume was recorded in the recent years. During the past two years, effort was put to solicit new corporate customers as well as to retain the existing customer base. In September 2017, the venture had successfully secured a new contract from an elderly home. The residents of the elderly home were satisfied with our prompt service. Further cooperation and mutual support activities with the elderly residents would be organized in the future.

In order to maintain the venture's competitiveness in the market, prudent cost control was implemented. The business will continue to strive for greater efficiency and cost-effectiveness in the operation through redistribution of manpower and reassessment of the business direction. Effort was put to expand the scope of the business as well as to explore new business opportunities in the neighbouring community. Besides, regular feedback and comments from existing customers were collected for continuous improvement of the service rendered.

In the coming future, the business will continue to launch intensive promotional exercise to recruit new corporate customers as well as re-examine the pricing strategies of the existing customers. Moreover, extra effort has to be paid to maintain the competitiveness of the venture so as to cope with the challenging business environment and strive for survival in the market. Finally, the CLEAN Laundry will continue to provide a warm and friendly working environment for the disabled employees.



## One-stop Promotion

One-stop Promotion, the second social enterprise of the Association, was established in August 2009 with the funding support from the 'Enhancing Employment of People with Disabilities through Small Enterprise' Project of the Social Welfare Department. One-stop Promotion aims to provide reliable one-stop promotional services to customers and create job opportunities for people with disabilities.

The venture provides a comprehensive range of services including design, printing and distribution of flyers; establishment and updating of databases; letter shopping and delivery; email marketing as well as media production service. Under the keen market competition, the business has to provide up-to-date and diversified services in order to meet the customers' needs and expand the market share.

Throughout the past years, the business was able to earn a good reputation and gained the support of customers from various industries including educational institutes, personal care companies, medical and rehabilitation products companies, elderly centres, catering business, property agencies, banks, financial organizations, furniture companies, logistic companies, travel agencies, retails and wholesales companies, professional organizations, government departments, non-government organizations as well as social-enterprises.

During the reporting period, out of the total 83 customers served, 35 had repeatedly patronized our service and a business volume of \$309,251.60 was recorded. As at end of March 2018, the business had 4 disabled employees. This served to fulfill the objective of the venture in creating employment opportunities for people with disabilities.

With regard to the marketing strategy of the business, the website of One-stop Promotion was utilized as the major promotional platform. Through regular updating of the content and customer list, the business was able to retain and attract customers which was essential to enhance the sustainability of the venture.



## NEW PROJECT



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

The Pilot Scheme on Home Care & Support for Elderly Persons with Mild Impairment, funded by the Community Care Fund and administered by the Social Welfare Department, commenced operation in December 2017. The three-year pilot project aimed to provide home care and support services to elderly with mild impairment. The clientele served are elderly aged 60 or above, residing in the community, waitlisting for Integrated Home Care Service of our Association and assessed to be of mild impairment and with a monthly household income not exceeding a specified percentage of the relevant Median Monthly Domestic Household Income. All applicants had to be assessed by a designated assessment tool to determine their eligibility for service. Being the assessor, the social worker of the Scheme had received training to get familiarized with the assessment tool. The services provided included meal, personal care, simple nursing care, general exercise, household cleaning, escort and purchase of daily necessities etc.. The catchment area of the Scheme was Wong Tai Sin. The Scheme was operated by a social worker and the services were rendered by home help staff.

The Scheme had operated for only three months during the reporting period. In these few months, the Scheme was introduced to 30 potential service users and assessment was conducted for 10 applicants to determine their eligibility as well as the service needs. Ineligible applicants could either continue to waitlist for integrated home care service of our Association or referral to other appropriate service was made. As at March 2018, meal and household cleaning services were provided to four service users. In the coming time, assessment will be conducted for applicants on the waitlist and appropriate services will be rendered accordingly.



## **EMV Head Office**

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## **Vocational Rehabilitation Service Centre – Supported Employment Service**

Address : Unit No. 2, G/F., Tung Lung House, Tai Hang Tung Estate, Kowloon.

Tel : 2788 4749      Fax : 2788 4088      email : [ses@emv.org.hk](mailto:ses@emv.org.hk)

## **Integrated Vocational Rehabilitation Service Centre – The Endeavor**

Address : G/F, Sau Tai House, Fu Tai Estate, Tuen Mun, N.T.

Tel : 3157 1515      Fax : 3157 1514      email : [endeavor@emv.org.hk](mailto:endeavor@emv.org.hk)

## **Electric Wheelchair Repair Clinic and Resource Centre**

Address : Flat 11, 10/F, Favor Industrial Ctr., 2-6 Kin Hong Street, Kwai Chung, N.T.

Tel : 2772 3080      Fax : 2772 3280      email : [ewc@emv.org.hk](mailto:ewc@emv.org.hk)

## **Jockey Club Digital Inclusion Centre / IT Solution for Rehabilitation**

Address : 225-227, Podium Floor, Block 19, Shek Kip Mei Estate, Kowloon.

Tel : 2779 8333      Fax : 2779 8821      email : [jcdic@emv.org.hk](mailto:jcdic@emv.org.hk)

## **Jockey Club Desktop Publishing Centre**

Address : 12-14, G/F., Ying Tung House, Tung Tau Estate, Kowloon.

Tel : 2716 0228      Fax : 2716 9817      email : [jcdtp@emv.org.hk](mailto:jcdtp@emv.org.hk)

## **The Endeavor Eco Farm**

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## **Social Enterprise – One-stop Promotion**

Address : Unit No. 2, G/F, Tung Lung House, Tai Hang Tung Estate, Kowloon.

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## **Social Enterprise – The CLEAN Laundry**

Address : Room 11, 10/F, Block 4, Nam Fung Industrial City, 18 Tin Hau Road, Tuen Mun, N.T.

Tel : 3523 1072      email : [laundry@emv.org.hk](mailto:laundry@emv.org.hk)

## EMV總會

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## 職業復康服務中心－輔助就業服務

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## 綜合職業復康服務中心－展毅中心

地址：新界屯門富泰村秀泰樓地下

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## 電動輪椅一站通

地址：新界葵涌健康街 2-6 號飛亞工業中心 10 樓 11 號

電話：2772 3080 傳真：2772 3280 聯絡電郵：ewc@emv.org.hk

## 賽馬會數碼共融中心 / 復康科技資源站

地址：九龍石硤尾村 19 座平台 225－227 室

電話：2779 8333 傳真：2779 8821 聯絡電郵：jcdic@emv.org.hk

## 賽馬會桌面排版中心

地址：九龍東頭村盈東樓 12 至 14 號地下

電話：2716 0228 傳真：2716 9817 聯絡電郵：jcdtp@emv.org.hk

## 展毅環保農莊

地址：新界屯門良康里地段 CS234

電話：3480 0711 傳真：3480 5211 聯絡電郵：ecofarm@emv.org.hk

## 社會企業－宣傳一站通

地址：九龍石硤尾大坑東村東龍樓地下 2 號

電話：2788 4211 傳真：2788 4228 聯絡電郵：promotion@emv.hk

## 社會企業－宏遠洗衣服務公司

地址：新界屯門天后路 18 號南豐工業城第 4 座十樓 11 室

電話 / 傳真：3523 1072 聯絡電郵：laundry@emv.org.hk

# 工程及醫療義務工作協會

## 機構使命

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

具體目標：

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

專業技能 服務人群

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## 主席報告

在過去兩年，協會繼續不遺餘力改善我們的服務。在此，我很高興向各位報告，有賴各職員、的同心協力，我們取得豐碩的成果。

「弱能人士輔助儀器／電腦輔助儀器製作服務」繼續為不同類別的殘疾人士製作輔助器材。得到香港公益金的撥款，服務開發了一個流動應用程式，利用增強實境去模擬日常生活環境，幫助智障兒童、青少年及自閉症人士，學習社交及獨立生活技能。在輔助儀器製作方面，服務成功實驗利用三維印刷技術製作一些特別的器材。有見此項技術能讓儀器製作的流程更有效率，產品也獲得使用者的正面評價，服務決定進一步發展及在適合時應用這項科技。

作為本會提供的一個訓練網站，「電腦復康訓練資源站」製作了一系列可用於流動及桌面平台的軟件，供長者及殘疾人士作訓練及消閒之用。在二零一七年資源站重組成「復康科技資源站」，新服務除製作訓練軟件外，也會設計及製造硬件和軟硬件體設備。

「賽馬會數碼共融中心」於二零一六年八月十九日成功舉辦了一個名為「數碼共融－由教育及復康到健康生活」的研討會。研討會旨在促進使用資訊科技於殘疾人士及長者的復康及訓練上，當日有超過二百位來自非政府機構、學校及醫院的專業人士參與。隨著香港賽馬會慈善信託基金對中心的資助於二零一七年八月完結，中心經重整後變為一個自負盈虧的服務，利用數碼科技為長者及兒童提供訓練。與此同時，中心由二零一七年十月一日起成為一所認可服務機構，為現正輪候社會福利署資助學前復康服務的兒童提供復康服務，促進他們的學習及發展。服務為期三年。

「綜合家居照顧服務」和「關懷獨居老人計劃」繼續是協會二零一六至二零一八年度長者服務方面的主要項目。「關懷獨居老人計劃」招募了四十位義工，當中包括三十位香港理工大學護理學系及物理治療學系學生，參與探訪使用本會家居照顧服務的長者。義工在接受本會的培訓後，為長者提供飲食、衛生及健體方面的專業意見，同時也會給予情緒上的支援，讓他們能更恰當地處理情緒及健康上的症狀。

由二零一七年十二月開始，協會參與由關愛基金資助，社會福利署負責管理的「支援身體機能有輕度缺損的長者試驗計劃」，並成為該計劃的認可服務機構。計劃為期三年，為居於社區有輕度缺損的長者提供一系列家居和日常生活支援服務。

義工服務方面，在過去兩年，義工共為協會提供了約七千小時的義務服務。協會的義工管理委員有系統地收集及分析義工的意見，以制訂策略及改善方案，鼓勵更多人士參與協會的義務工作。展望來年，協會會改善收集義工意見的流程，並會加強在協會的服務和活動內推動義務工作。

協會仍在執行「機構可持續發展策略和路向」顧問報告的相關建議。在機構的重新定位方面，隨著重寫協會的使命宣言，我們已開始將各項服務分流，並建立與新使命宣言相對應的服務內容，我們計劃將醫療、工程及義工元素詮釋成服務的成效指標，以便評估服務在履行協會的使命宣言以及其他目標的成效。

執行委員會在二零一七年採納由社會福利署倡導的「最佳執行指引」作為協會的管治守則，以推行具透明度而且是最佳的運作。在這報告期內，協會的執行委員會及管理層在行政管理方面均有遵守相關最佳執行指引。執行委員會的成員亦有參與由香港社會服務聯會所舉辦的活動，以更新與機構管治相關的知識及技能，同時亦藉此與其他非政府機構的董事交流經驗。

協會現有約一百位員工，數目與上兩個年度相約。協會為員工提供個人成長及提高工作表現，資深職員增益計劃是協會在這方面的一個項目，目的是加深單位主管對機構運作的認識，此外，協會亦有資助員工參加由香港社會服務聯會及其他機構所舉辦的訓練課程。

協會歡迎關德英女士在二零一六年十二月二日的周年大會後開始參與執行委員會的工作，關女士為委員會帶來商界的專業知識及管治經驗。與此同時委員陳福強先生辭任執行委員會委員，陳先生長期在執行委員會服務，退任後他仍會在其他管理委員會服務，為協會提供運作及發展的意見。

本人謹此衷心感謝執行委員會、全體職員及義工，透過他們的努力令協會得以成功。此外，亦衷心感謝各位會員、資助機構及業務夥伴的大力支持。

執行委員會主席 羅哲偉

## 司庫報告

協會於二零一八年錄得盈餘為港幣二百零三萬五千四百四十九元正，當中包括香港賽馬會慈善信託基金撥款港幣一百五十七萬九千八百六十六元正，作為報銷賽馬會數碼共融中心由二零一六年六月至二零一七年五月的營運支出。是年的總收入為港幣三千一百一十五萬四千八百六十五元正，收入的分佈百份比如下：

- |                |        |
|----------------|--------|
| ❖ 指定捐款         | 百份之一   |
| ❖ 服務收入         | 百份之二十九 |
| ❖ 資助款項         |        |
| 1) 香港賽馬會慈善信託基金 | 百份之十四  |
| 2) 香港公益金       | 百份之五   |
| 3) 社會福利署       | 百份之五十一 |

協會自二零零零年起採納社會福利署整筆撥款手冊，截至二零一八年三月三十一日，社會福利署的整筆撥款儲備及公積金儲備的結餘分別為港幣八百四十五萬一千七百四十一元正及港幣一百六十七萬一千九百三十八元正，這兩個儲備已分別存放於兩個獨立賬戶。

協會的整筆撥款儲備乃用於與津貼及服務協議相關的服務；而公積金儲備則用於優化非定影員工的福利。在過去一年，協會因應人力市場的情況，檢視及調整了部份前線職系的薪酬，希望能有效提升招聘及挽留人材的競爭力。

為善用整筆撥款的非定影員工的公積金儲備，經本會執行委員會詳細考慮，於二零一七年四月起將員工的公積金僱主的供款比率提高。

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

執行委員會司庫 康慧慈



## 贊助人

蔣震博士

## 名譽顧問

周永新教授

周一嶽醫生

馮戩雲教授

梁秉中教授

譚惠珠女士

## 名譽核數師

陳錫義先生

陳錫義、文國樑會計師行

## 名譽法律顧問

王季生先生

張李律師事務所

## 執行委員會

主 席

羅哲偉先生

副主席

梁國輝先生

司 庫

康慧慈女士

委 員

陳 帆先生

陳學深醫生

陳玉強先生

張金菱女士

張健民先生

方偉立先生

關富基先生

關德英女士

## 服務報告



### 弱能人士輔助儀器／ 電腦輔助儀器製作服務

服務旨在透過設計、製造、改裝、安裝及保養輔助器材，以提高殘疾人士的獨立生活能力。此外，亦會提供維修復康儀器，例如手動輪椅及電動輪椅等服務。服務亦會為使用者提供臨床諮詢，冀能提供一站式的全面服務。

於報告期間，服務共設計和製作了二十四件新產品，包括為視障人士設計的轉動把手、手推輪椅防後溜裝置、磁力減壓腳架、兩摺式手動摺合鋁斜板、兩摺式電動摺合鋁斜板、鐵閘開鎖器、飯碗位置固定器、加裝收音機的座地運動單車、拔河比較電子部份改裝、手眼協調訓練用具、一系列的三維打印積木、遠距離無線閃燈門鈴及改裝玩具等。此外仍有一些產品在開發中，包括新版的上肢滑板訓練套件及新版的書寫訓練套件等。服務開始嘗試利用三維打印技術去製作個人化的復康產品或小量的成品，以減低生產成本及提升效率，服務會繼續嘗試在生產過程中利用此科技。

在電腦輔助器材方面，服務製作了十二個新產品；包括新版座檯滑鼠球、下巴控制滑鼠連支架及連環快拍第二代訓練套件。在此期間，共收集及設計了八十個復康軟件，這些軟件主要是與認知訓練和康復相關。

為了更有系統和更全面的去監察輔助儀器的開發及其後的製造，服務運用項目管理流程去查驗整個過程，並會選取一些有潛質的產品，作較大規模的生產，在報告期間，選取了無線閃燈呼喚鈴作為首個大規模生產的產品。現正審視該產品的設計，隨後將會製造產品的樣版及進行測試，期望可於來年開始生產。

服務透過本會網站、刊物及產品目錄向使用者發放有關服務及產品的信息。報告期內，服務共舉行了三十六場產品示範，當中包括在二零一六

年六月十日於理工大學舉行的「數碼共融——從教育及復康到健康生活」研討會中介紹服務及作產品示範。

全面的售後服務對提升服務質素至為重要，因此我們的產品都附有產品說明書，詳列產品的規格、安裝／應用指南和安全措施等資料，協助使用者更有效使用產品，產品說明書都會上載到本會的網站，以方便使用者讀取，此外，亦建立了服務博客及廣播媒體，作為推廣服務及收集使用者意見的媒介。

服務繼續透過使用者意見調查去收集他們對服務的意見。除了使用者的自發回饋外，亦會透過電話訪問收集他們的意見。報告期內，有百份之八十的受訪者同意使用輔助器材能提高他們的獨立生活能力及生活質素，同時有百份之八十的受訪者認同使用輔助器材能增強訓練的有效性。通過與服務使用者的接觸，能收集寶貴的意見，進一步提高產品的素質。

## 統計數字

所提供服務	接受服務人數	
	2016-2017	2017-2018
設計及製造輔助儀器	21, 059	21, 052
維修輔助儀器	7, 504	7, 502
改良及評估現有的輔助儀器	478	478
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	25, 005	25, 004
向復康及安老服務工作者提供輔助儀器的資料	2, 003	2, 002
示範及展覽	482	483



## 電動輪椅一站通

自二零一五年起中心開始以自負盈虧的模式運作，繼續為使用者提供電動輪椅維修、保養及租賃服務，同時亦可讓有需要人士向電動輪椅輔助工具及器材庫借用器具，以在購置電動輪椅前可以先試用。電動輪椅租賃服務讓使用者的日常生活不會因其輪椅需要維修而受到影響。電動輪椅駕駛學院旨在提倡駕駛安全，透過訓練讓服務使用者掌握正確的操作技巧及知識，中心亦會為使用者提供選擇合適輪椅及配件的專業意見。

由於近年使用電動輪椅的殘疾人士及長者持續增加，對電動輪椅維修及保養服務的需求亦穩步上升，在報告期間，有超過一千七百位使用者登記為會員，會員所提供與其輪椅相關的資料，有助提供快捷的服務。在二零一六至二零一八年度，中心共提供了七百一十五次中心維修服務及一百六十四次到戶維修服務。本會的專業義工亦會就維修及配件設計，給予意見及技術支援。

為提高服務質素，中心開啟了一個名為「關懷新手電動輪椅使用者服務計劃」，招募了一批義工，為已接受基本駕駛訓練的電動輪椅新手使用者提供駕駛實習，以增強他們的路面駕駛經驗。義工在接受訓練後，會陪同使用者練習駕駛輪椅，並在實習期間給予意見及支援。此項服務深受使用者歡迎，中心會定期招募義工，令更多使用者受惠。

中心通過問卷調查和電話訪問，收集使用者對服務的意見。在報告期間，總體反應令人滿意，中心會定期進行調查，以進一步改善服務。

為了推廣中心服務，中心會將服務單張分發到康復機構、特殊學校、殘疾人自助團體、醫院、社會保障辦事處和綜合家庭服務中心。中心亦會舉辦工作坊及訓練課程教授簡單的電動輪椅保養技巧。

## 統計數字

### 所提供服務

### 接受服務人數

2016-2017    2017-2018

會員人數	1, 590	1, 726
為會員提供到戶檢查及保養服務	71	93
為會員提供維修服務	379	336
為會員提供電動輪椅租借服務	281	247
提供電動輪椅使用的訓練	235	300
為會員提供電動輪椅器材外借服務	86	86





## 復康軟件百科

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

由於復康軟件種類繁多，網站提供兩類主要的搜尋功能，包括按使用者及按軟件特性分類。按使用者特性的分類包括肢體殘疾人士、視覺受損人士、聽覺受損人士、自閉症譜系障礙人士、智障人士、認知受損人士、讀寫障礙人士、專注力缺乏人士及長者；而按軟件特性的分類，則分為輔助操控、輔助溝通、復康治療、早期教育、電腦遊戲及導師工具。除了上述兩類搜尋功能外，網站同時加入關鍵字搜尋功能，讓使用者能更方便及有效地獲取資訊。

在過去兩年，網站使用回應式網頁設計技術，重新編寫網站平台。透過應用這新技術，能大大提升數據傳送速度，令在電腦、平板電腦和智能電話等不同平台瀏覽和存取資料的過程更暢順。

在報告期間所搜集的軟件以輔助控制及視障人士工具為主，前者提供不同的輔助工具，去協助不同殘疾人士應用電腦和輔助他們日常生活；後者則搜羅了能協助視障人士閱讀電腦資料和印刷文件的軟件。此外，亦搜集了有關早期教育訓練的軟件，協助有學習障礙的兒童。

截至二零一八年三月，已上載超過八百五十個軟件，並作系統分類，總瀏覽人次超過一萬，共有一萬六千人受惠於服務。由於大部份從網上搜羅的軟件都以英文為主，為方便本地使用者，所有上載的軟件都預先翻譯成中文，而新搜羅的軟件亦附上使用說明及讀我檔案，讓使用者更容易選取適合軟件。





## 電腦復康訓練資源網站／復康科技資源站



承蒙「香港賽馬會慈善信託基金社區資助計劃」資助，「電腦復康訓練資源站」於二零零五年四月正式成立，資源站旨在提供一個全面性的訓練平台，以配合殘疾人士的訓練及學習需要。服務已運作超過十年，服務遠超擬定成效及指標，深受使用者讚賞。

資源站主要集中發展軟件，但若配合硬件應用，更能增強訓練效能。為了提升資源站及提供更全面服務，在「香港賽馬會慈善信託基金社區資助計劃」資助下，一個嶄新服務——「復康科技資源站」於二零一七年四月成立，新服務結合兩個產品製作服務，包括「電腦復康訓練資源站」及「數碼工作室」，前者繼續發展網上軟件，後者則設計及發展硬件及軟硬件。

### 「電腦復康訓練資源站」

資源站將現有教材分為三區，分別為「智樂區」、「雋樂區」和「耆樂區」，適合智障人士、學習障礙人士及長者作復康訓練用途。隨著

平板電腦的普及，新軟件的設計能配合不同大小的桌上電腦及平板電腦，以方便使用者能在不同地方進行訓練，訓練地點亦因此可由家居延伸至中心或戶外環境，從而提供更多方便及彈性予使用者。

在過去兩年，服務集中發展「耆樂區」，設計及製作長者訓練軟件，除關注正常老化的長者外，亦特別集中在輕度認知障礙的長者。「耆樂區」提供專注、記憶、認知、感知、推論等不同訓練軟件，以維持長者的認知功能及延緩退化。此外，資源站亦設計了多人遊戲和桌上軟件，這類軟件提供一個競賽式的學習環境，適合應用在長者中心和安老院作小組訓練，以提升長者參與的興趣和動機。

另外，我們亦製作了一系列適合智障人士的社區生活技能軟件，包括防火知識、認識地鐵站、使用扶手電梯及認識商場指示牌，以增強他們社區知識和增強獨立生活能力。

在報告期間，資源站的會員人數有穩定增長。截至二零一八年三月，會員人數已增至一千九百人，每月的平均瀏覽人次超過伍千，共有超過四萬多位殘疾人士及長者受惠於此服務。在這段期間，資源站共進行了四次服務檢討，收回二百五十四份問卷，超過八成的使用者對內容及設計都表示滿意，亦認同資源站能切合訓練需要，增強訓練效率，部份亦提出很多具建設性的意見，亦讚賞員工及團隊的努力。此外，每個復康軟件亦附有簡單的網上檢討問卷，在這兩年內，共收回超過一萬二千份網上檢討問卷，百份之八十的回覆均認同訓練軟件能增強使用者的訓練興趣及動機，亦能增強基本知識及日常生活技能。

## 「數碼工作室」

在二零一七至二零一八年度，工作室共設計及製作了三件硬件和三件軟硬件，分別為應用近距離無線通訊（NFC）技術的音樂盒、錄

音記事簿（無線版）、LED 顯示門鐘、增強實境互動社交技巧故事書、肌電圖檢測系統、應用地理圍欄技術防走失系統。此外，亦發展新技術包括三維影片攝影及三維印刷技術，前者能提供 360 度的影象以配合需要，令產品設計更吸引和有趣；後者在配合應用不同的三維效果和印刷物料的情況下，令產品製作更多元化。

在這兩年，本會的職業治療師透過與各長者中心、復康機構、特殊學校、醫院的復康工作者緊密聯繫，令所設計及製作訓練及復康器材，更能切合不同服務使用者的需要。

在這段期間，工作室共收回一佰份服務評估問卷，超過九成的使用者對器材的功能、設計、手工、耐用度、價錢及使用者指引都表示滿意；亦有超過九成的使用者表示器材能滿足他們的需要及協助他們獨立生活，這些正面的回應顯示工作室的服務能滿足其目標，以滿足長者及殘疾人士的訓練及學習需要。

## 統計數字

### 所提供服務

### 接受服務人數

	2016-2017	2017-2018
會員人數	1,900	1,920
設計及製作訓練教材	39,600	42,100
向使用者示範網站的使用	405	240
使用復康資訊及圖片庫	9,350	6,100
硬件 / 硬件連軟件	-	8,450
諮詢及評估	-	5,300



## 賽馬會數碼共融中心



賽馬會數碼共融中心由香港賽馬會慈善信託基金捐助，並於二零一一年九月開始提供服務。在過去兩年，中心繼續透過應用資訊及通訊科技，為長者、殘疾及有特殊需要人士提供復康及訓練服務，讓他們能無障礙地接觸數碼世界。

中心共提供八個主要服務，包括「數碼診所」、「數碼工作室」、「數碼學堂」、「數碼園地」、「數碼百科」、「數碼長腦」、「資訊及通訊科技陳列室」及「電腦學習中心」，這一系列的服務為長者和殘疾人士提供全面及個人化的訓練與復康方案。

「數碼診所」及「數碼工作室」為服務使用者提供個別評估，並推薦或設計個人化的輔助儀器，目的是讓服務使用者能無障礙地接觸數碼世界。此外，亦會提供相關產品的維修及保養服務。在二零一六至二零一八年度，「數碼診所」共提供八百七十次的中心及外展訓練，有一千一百六十八人次受惠。與此同時，「數碼工作室」共設計及製作了九件復康硬件及軟硬件。

「數碼學堂」是一個網上學習平台，透過互聯網讓服務使用者學習資訊及通訊科技的知識，在過去兩年共上載了十一個電腦訓練課程，包括如何使用 Facebook、Photo Cap 及電腦操作基礎班及進深班等，透過這個平台，使用者可隨時隨地學習新的知識。在報告期間，平台的點擊率超過九萬三千次。

「數碼百科」則是一個網上復康服務資料庫，上載了包括復康軟件及通訊科技產品的專業評估等相關資訊，在過去兩年，共上載了四十四件復康軟件及產品評估，總點擊超過四萬六千次。

「數碼園地」為二至十六歲的殘疾或有特殊需要的兒童及青少年提供個人評估及訓練服務。而「數碼長腦」則是為六十歲以上有認知／體能障礙的長者提供評估及訓練服務。在二零一六至二零一八年度，「數碼園地」累計提供共一百七十九次個別評估，及九百八十四人次的中心及外展訓練。至於「數碼長腦」，在過去兩年共提供了三百零九次的評估及二千零七十四人次的中心和外展訓練服務。這兩個服務分別與多間不同的機構和學校合作，為他們的服務對象及學生提供上述服務。除個別訓練，更為患有注意力缺陷及多動障礙的兒童和認知障礙的長者提供體感小組訓練，以提升參加者的身體協調及肌肉能量。

在報告期間，「資訊及通訊科技陳列室」共接待了一千零八十八位訪客，為他們提供最新與復康科技相關的資料及產品示範，以協助他們選擇合適的儀器。而「電腦學習中心」在過去兩年舉辦了超過七十個不同的電腦課程予長者及殘疾人士，促進他們的電腦及科技知識及技巧，共有五千七百零四人次使用中心的設備及參加中心所舉辦的課程。此外，中心亦提供了共一千九百人次的諮詢服務。



中心在二零一六年八月十九日於香港理工大學籌辦了名為「數碼共融 -- 從教育及復康到健康生活」研討會。研討會旨在促進及推廣應用資訊及通訊科技於殘疾人士及長者的復康及訓練上，當日有超過二百六十位來自不同機構的專業同工參加，他們的反應均正面。此外，中心亦參加了於二零一七年六月由香港社會服務聯會所舉辦的「樂齡科技博覽暨高峰會」，在博覽會內展出及示範所設計的產品。

中心連續四年獲得由政府資訊科技總監辦公室及平等機會委員會舉辦的無障礙網頁嘉許計劃的金獎及三年卓越表現獎。此獎項旨在鼓勵和讚揚有關機構所設計和操作的網站，除了公眾人士，更可讓有不同復康需要的人士能無障礙地於網上瀏覽。

隨著香港賽馬會慈善信託基金對中心的資助於二零一七年八月完結，中心將服務重組，並以自負盈虧的形式運作，其中「數碼園地」及「數碼長腦」兩項服務會繼續。「數碼園地」主要為殘疾及有特殊需要兒童提供評估及訓練，服務成為由關愛基金資助的「為正輪候資助學前復康服務的兒童提供學習訓練津貼」項目的認可服務機構，項目旨在為正在輪候資助學前復康服務的兒童提供學習訓練津貼，讓他們在輪候期間盡早接受服務，以幫助他們的學習及發展。而「數碼長腦」繼續為由香港基督教服務處綜合家居照顧服務隊轉介之患有認知及體能障礙的長者提供定期的小組訓練。中心會在短期內為有認知及體能障礙的長者開辦個別訓練。展望未來，中心會探索開展為殘疾人士及長者提供不同訓練的可行性，以便能繼續實踐中心推動數碼共融的目標。



## 社康職業治療

服務的目標是透過提升殘疾人士和長者的能力，讓他們可以獨立生活，提高生活質素及融入社會。服務的範圍包括：

- (一) 日常生活及活動能力評估及訓練；
- (二) 家庭和工作環境評估；
- (三) 為家居和工作環境改裝提供專業意見；
- (四) 推薦及提供合適的輔助儀器；
- (五) 氧氣治療；及
- (六) 照顧者的訓練

隨著香港的人口老化及政府推行「居家安老」政策，社區對社康職業治療服務的需求持續增加，透過家居改裝、提供合適的輔助儀器及照顧者訓練，便能協助長者及殘疾人士繼續安全及獨立地留在他們熟悉的社區生活。由於對服務的需求不斷增加，令輪候時間增長，而服務的轉介手續簡單，沒有地區的限制，亦是服務受歡迎的因素。

在報告期間，大部份的服務使用者均為長者，他們主要由綜合家居照顧服務隊、長者地區中心、長者鄰舍中心、綜合家庭服務中心和醫院轉介。服務亦與公立醫院合作，為年老體弱並患有肺部疾病的離院病人提供社區氧氣治療服務，服務旨在改善並監督他們對氧氣治療的遵守性，讓他們能夠獨立及安全地在社區生活。

在過去兩年，電動輪椅評估及駕駛訓練的轉介佔整體服務需求一個相當大的百份比，在此期間，服務共接獲六十個電動輪椅評估的轉介。此外，電動輪椅駕駛訓練的需求亦比以往增加。



服務使用者的意見對改善服務質素至為重要，服務透過使用者意見調查去收集意見，並訂立質素指標以評估服務成效。在過去兩年，超過百份之八十的受訪者同意通過改裝環境及 / 或提供輔助儀器能改善他們的日常生活能力。超過百份之八十的受訪者同意透過進行家居運動能提升身體機能。超過百份之八十的受訪者同意服務可以讓他們繼續留在社區生活。百份之七十五的受訪者認同服務能增強他們的自信心和對生活的滿意度。百份之十五的照顧者同意服務能改善他們的照顧技巧。調查結果有助改善服務，並為未來服務發展定下方向。

## 統計數字

### 所提供服務

### 接受服務人數

	<u>2016-2017</u>	<u>2017-2018</u>
提供日常生活技能的評估及訓練	350	360
推薦及提供合適的輔助儀器	218	217
提供家居及工作地點改裝的建議	234	238
提供氧氣治療服務	100	100
提供照顧者訓練及諮詢服務	104	110



## 社區復康計劃

計劃自二零零六年開始運作，旨在透過職業治療去維持及提升服務使用者的功能及活動能力，減慢退化速度，最終目標是協助他們過獨立生活，融入社會。計劃的主要服務對象是精神、肢體及腦部受損的殘疾人士，大部份的服務使用者均是由醫院、診所或其他服務使用者所轉介。在過去數年，計劃擴展至為一些因年長而體能逐漸退化的智障人士及本會展毅中心的職業康復延展計劃的服務使用者提供訓練，主要目標是協助一些因年長或工作能力退化而未能參與正常工作訓練的服務使用者，保持他們剩餘的能力及提升他們的生活質素。

社區復康計劃由職業治療師為不同機能受損人士提供不同的訓練計劃，訓練單元的服務對象包括：

- (一) 中風人士；
- (二) 腦部受損人士；及
- (三) 中度至嚴重肢體傷殘及 / 或智障人士及肢體 / 認知缺損的精神病康復人士

訓練項目主要在改善及增強服務使用者的功能及獨立生活能力，同時減慢因疾病或年長而產生的肢體退化情況，透過體能及認知訓練，服務使用者能學習適當的技巧和活動模式，以提升活動能力，亦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儘量回復到患病前的功能水平，同時能重新融入社會。

由於人力資源的限制，計劃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為九十六，服務使用者的反應令人鼓舞，透過這些訓練，能增強使用者的功能及延緩退化。



## 職業治療／物理治療服務

服務的目標是透過為長者、照顧者和義工舉辦講座、工作坊及訓練，提供照顧的相關知識及技能，提升參加者的功能及照顧技巧。

在報告期內，轉移技巧及長者家居安全仍然是最受歡迎的訓練項目。除了一些恆常的訓練項目，服務開發了四個新的主題，包括應用三維打印技術在復康服務、電動輪椅維修／保養、調適性技術的發展及應用資訊科技在復康服務。此外，亦更新了四個項目，包括照顧者職業安全、長者家居安全、防止跌倒及腦退化症長者的活動建議等。透過提高相關的知識和技能，無論是照顧者或服務使用者的健康狀況均會得到改善。

除了舉辦講座及工作坊外，服務亦有提供小組訓練，在過去兩年，服務與香港基督教服務處的綜合家居照顧隊合作，定期為有認知或體能缺損的年長服務使用者提供感知及體能訓練，活動的目標是改善及維持參加者的體能及認知功能，讓他們能繼續留在社區生活。

服務利用意見調查以收集使用者的意見，整體而言他們對服務表示滿意。有百份之八十的照顧者認同服務能提升他們在照顧方面的知識和技巧，有百份之七十五的服務使用者同意通過參與這些培訓能提升他們的自我照顧能力。

### 統計數字

#### 所提供服務

#### 接受服務人數

	2016-2017	2017-2018
為長者、照顧者及義工提供講座、 工作坊及訓練	310	305
舉辦運動小組	100	100



## 綜合家居照顧服務



「綜合家居照顧服務」為社區內的長者、殘疾人士及未能自我照顧和維持日常生活的家庭提供不同類型的家居照顧及支援服務，包括個人照顧、護理、膳食、陪診、購物及家居清潔等，旨在協助他們繼續留在熟悉的社區生活，實踐“老有所屬”和“持續照顧”的理念。

截至二零一八年三月，共有一百一十位服務使用者，百份之九十五以上的服務使用者為長者，其中二十位為體弱個案。大部份的服務使用者經由醫院轉介，所有服務申請及轉介均由社工評估服務需要，如有護理及復康需要，會轉介護士及職業治療師提供專業意見。社會根據評估結果與服務使用者及其家人商討，共同訂立個人照顧計劃，計劃內容包括家居照顧及支援服務，家居安全及復康服務。基於年長的服務使用者的健康及自理能力漸漸退化，對專業服務及照顧支援的需求不斷增加，服務隊亦為有需要的普通個案提供護士及職業治療師的專業服務，同時亦會定期檢討照顧計劃，以配合服務使用者的轉變及需要。

除了上述恆常服務外，服務隊亦有提供其他專業服務，以提昇長者維護健康的知識及技巧。在過去兩年為服務使用者舉辦了三個治療小組，其中「防跌不倒翁」及「腦當益壯」小組均由職業治療師負責，目的是增強服務使用者對預防跌倒及認知障礙症的認識。由社工負責的教育性小組名為「防痛不倒翁」，目的是促進長者認識應對痛症的方法。另外亦舉辦了三次「杏林茶聚」醫療講座，分別由骨科專科醫生及中醫為患有關節及失眠問題的長者介紹病患的成因及應對方法。

服務隊定期為服務使用者舉辦社交康樂活動，包括生日會及旅行等，藉此促進他／她們與居住區內社群的接觸，令社交生活增添豐盛。此外，每年亦會為社區支援網絡薄弱的獨居長者安排義工探訪服務。

有鑑於照顧者的重要性，服務隊亦提供照顧者支援服務，包括職業治療師及護士的家居照顧訓練，協助照顧者掌握照顧知識及技巧，提昇他／她們的信心及能力。此外，過去兩年，服務使用者及其照顧者參加服務隊舉辦的康樂活動的人次持續增加，透過參與，有助他／她們建立密切的關係。

為提升服務質素，服務隊會定期透過電話訪問、家訪及內部審查進行服務檢討，在過去兩年，超過八成半的服務使用者對整體的服務質素表示滿意。



## 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。

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，留意長者的心理、健康及家居安全情況，並將有需要的長者轉介給本會的社工、護士或職業治療師作跟進。透過這服務，能儘早察覺長者潛在的健康及家居危機，讓他們能繼續留在社區內安全及獨立地生活。

這兩年的服務主要與香港理工大學護理學系及物理治療學系合作，服務因此增加了對長者健康及疾病的關注，護士及物理治療學生備有基本的護理知識和技巧，能提供預防性健康知識予體弱長者。與此同時，透過與長者的溝通，義工能增加對長者的認識，豐富他們的經歷。此外，服務亦透過義務工作發展局招募一些成熟及有經驗的義工參與。

在過去兩年，服務都會加入新主題，令內容更豐富。在二零一六年度，以「疾病管理、積極晚年」為活動主題，在定期探訪中，義工會按長者的身體情況，將相關之健康資訊如疾病護理、保健運動，痛症／疲倦管理、健康飲食、藥物指導、壓力處理、正面思考等帶給長者，讓他們透過增加知識，學習管理個人健康。而二零一七年度則以「血壓綜合管理、關愛健康晚年」為活動主題，義工在探訪過程中，為有血壓問題的長者提供相關的血壓管理資訊和保健運動等，讓長者學習管理個人血壓情況、建立良好生活習慣。透過在服務中加入不同的主題，能更有效協助長者保持自我照顧能力，延緩退化，維持生活質素，繼續在社區中獨立生活。

在過去兩年，服務共招募了八十八位義工，探訪了八十八位來自



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，這些長者均是長期病患及缺乏支援。義工定期探訪及聯絡長者，而社工則會在整個探訪計劃中給與義工支援及意見，令服務能順利進行。

為確義工有足夠的技巧推行服務，服務會為義工安排一系列的訓練課程，亦會定期安排分享會，讓義工們分享探訪所遇到的困難。在服務檢討方面，超過百份之九十的義工表示透過探訪，能增加他們對體弱長者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增強了與長者的溝通技巧。此外，超過百份之八十的被訪長者認同義工探訪能減輕他們的孤獨感及增加他們對社區資源的認識。

在過去兩年，護士義工共探訪了一百二十位由本會黃大仙綜合家居照顧服務隊轉介的長者。在探訪的過程中，護士義工為長者提供身體檢查、健康諮詢、藥物知識、個人衛生、老人疾病及飲食營養等專業意見，使他們能維持獨立及健康的生活。

## 統計數字

### 所提供服務

### 接受服務人數

	<u>2016-2017</u>	<u>2017-2018</u>
家訪	164	162
提供健康檢查	60	60
舉辦義工訓練	44	44
舉辦義工分享會	44	44
為義工提供支援及諮詢	44	44
為其他社會服務機構提供轉介服務	13	13





## 綜合職業復康服務中心－展毅中心



展毅中心於二零零二年三月開始投入服務，至今已營運了十六年，目標是為殘疾人士提供高質素的職業康復服務，最終協助他們達至公開就業。在二零一六至二零一八年，中心每月平均服務人數為一百六十七人。

在過去兩年，中心為服務使用者提供不同的職業康復訓練。中心致力為學員提供不同類型的室內及戶外訓練機會，讓學員根據其興趣及能力參與包裝、直銷或洗衣等工作訓練。中心的餐飲服務組現時每日為區內多個長者、幼兒及殘疾人士的服務單位，提供接近三百個午餐飯盒送遞服務。在二零一六年八月，餐飲服務組首次為香港理工大學舉行的一個研討會提供西式茶點到會服務，在茶點到會服務訓練方面作出新嘗試。中心亦時刻把握與商界及地區團體合作的機遇，為學員開拓職業康復訓練的機會。學員的訓練亦加入商業的運作方式，包括：輪班及超時工作制度等，讓學員可以更真實地適應公開就業的要求。

在報告期間，中心的總收入接近港幣七百二十六萬九千元；撇除營運開支項目，中心向學員發放的訓練津貼（不包括獎勵金）接近港幣三百三十八萬三千元，中心更會發放額外的年終獎勵金予表現卓越的學員。

為了應對殘疾人士的老齡化情況，中心自二零一五年起開始推行職業康復延展計劃，為年老及工作能力下降的服務使用者提供合適的服務，協助他

們在熟悉的環境中，繼續接受工作訓練和護理服務。隨著服務使用者的年齡增長，在過去兩年，在計劃內接受服務的人數，一直維持在服務名額的百份之一百四十，中心將向社會福利署申請增加服務名額，以回應服務使用者的需求。

為了切合學員的日常生活所需，中心為有需要的學員制定個人訓練計劃，以提升他們的社交及獨立生活技能。此外，中心亦會舉辦有關人際關係技巧、性教育及園藝活動等訓練小組，以協助學員提升公開就業的能力。為推動傷健共融，中心更積極與區內團體合作籌辦不同形式的活動，鼓勵學員參與。中心每年亦會舉行開放日，讓社區人士加深對學員及中心服務的認識。

此外，中心獲得華人永遠墳場管理委員會贊助，於二零一七年五月至十二月期間舉辦「生命劇場・愛共融」計劃，透過義工探訪、生前死後探索營、話劇演出及嘉年華攤位遊戲等活動，教育殘疾人士如何以正面態度去面對至親離世及預備自身的老化情況，並向社區人士推廣生命教育。

為提升學員的生活質素，中心會定期舉辦不同類型的康樂及節日慶祝活動，包括參觀香港禮賓府、香港花卉展覽、香港迪士尼樂園、海洋公園、寶蓮禪寺、展能運動會、聖誕聯歡會及春茗等。

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

在二零一六年六月，社會福利署曾到中心進行評估探訪，以了解中心遵守服務協議的情況，當中包括十六項「服務質素標準」及「基本服務規定」的執行。社署的評估主任對中心的整體表現表示滿意，對服務執行亦提供了建設性的建議及改善方法，中心已將有關建議加入日常運作內，並會定期檢視運作成效。

同時，中心非常重視職員培訓，過去兩年在得到社會福利發展基金的資助下，中心舉辦了多項員工培訓課程，例如，為職員舉辦殘疾人士性教育的訓練，以提升職員的工作技巧及協助建立團隊精神。在未來日子，中心會繼續投放資源於職員培訓，以增強員工的工作知識及技巧，持續改善中心對殘疾人士的服務。



## 展毅環保農莊

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

農莊為社區及殘疾人士提供的服務包括：社區農圃租耕服務、園藝種植、綠色生活及環境保護教育等。此外，「展毅中心」會定期安排約十位對農耕活動有興趣的學員到農莊接受工作訓練，訓練項目包括：清除野草、澆水、清掃枯葉、培苗及修葺園圃等，藉著工作訓練，讓學員為租戶服務，增加彼此的溝通及合作。展毅中心亦會定期安排「職業康復延展計劃」的學員到農莊進行活動，透過不同的活動，讓學員感受清新的園林氣息，增進與社區人士的接觸，推廣傷健共融。

農莊自成立以來，曾舉辦多個有關有機耕種及環境保護的活動及訓練。在過去兩年，農莊於入口處增設了香草植物園，園內種有多種芳香撲鼻的香草植物，參觀人士可以步進香草園中，逐一品嚐各種香草的獨特氣味。農莊近期推出《蔬菜籃》及《禮物小盆栽》的訂製服務，為展毅中心的學員開拓新的工作訓練機會。在過去兩年，農莊嘗試向幼稚園推廣農圃租耕服務，現有四間幼稚園租用了約二十塊耕地，向幼稚園的小朋友推廣園藝活動，農莊的整體出租率現維持在百份之七十以上。

展望未來，農莊會嘗試種植不同種類的時令蔬果，供應展毅中心的廚房使用。此外，農莊會繼續與區內的幼稚園和其他團體合作，安排參觀及舉辦活動，讓農莊繼續為中心的殘疾學員發掘不同的訓練機會，亦希望透過不同的園藝活動，讓社會大眾及殘疾人士增進彼此的互相了解，一同促進傷健共融。



## 輔助就業服務

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

服務主要以「個別就業選配」模式推行，在過去兩年，服務單位成功協助了一百七十二位殘疾人士公開就業，其中四十三位更能維持工作達半年或以上，他們的平均月薪約為港幣七千一百二十五元。殘疾人士能夠勝任不同的工作種類，包括傳單派遞、速遞、資料輸入、汽車清潔、售貨、廚務、侍應、電單車外送、保安、電話聯絡、包裝、清潔、測量等工作。

自二零零二年三月，服務於屯門區開辦「流動汽車清潔訓練隊」，為服務使用者提供汽車清潔及美容的訓練機會，為將來公開就業作準備。服務使用者透過訓練，除了可建立良好的工作態度及習慣，提升工作動機及自信心外，並藉著團隊合作改善與人溝通的技巧，同時更可獲取訓練津貼。在過去兩年，共有六位學員接受有關訓練，其中三位在接受訓練後成功在公開就業市場獲得聘用。

服務亦為服務使用者提供不同的訓練項目，以配合公開就業市場的需要，包括文書、資料輸入、地圖應用、清潔及派發傳單訓練等，讓服務使用者於入職前多了解工作所需及提升他們的工作技能。在過去兩年，共有四十二位服務使用者接受有關訓練，當中廿一人在接受訓練後在公開市場覓得工作。為增加服務使用者對自己的認識、了解本身在就業方面的期望，並在公開就業前作好準備，服務分別於二零一七年二月及十一月開辦了「職前培訓課程」，以增強他們在職場應對方面的技巧。

除了工作訓練和培訓課程外，服務單位亦邀請了一些專業人士如社工及精神科護士擔任義工導師，協助舉辦減壓小組、主持有關性教



育、了解精神科藥物及改善失眠問題的講座予服務使用者參加。此外，除了為服務使用者作就業上的準備，服務單位亦為他們舉辦了一些康樂活動，包括參觀香港花卉展覽及港鐵一日遊活動，讓他們可在工餘時間舒展身心。

在報告期間，服務亦安排了員工參與訓練課程，包括認識焦慮症、認識成癮行為及衝動控制障礙、管理智障人士行為問題、精神病分類（DSM 5）及精神狀況評估等，以增加員工的知識及提升工作技巧。同時，亦安排他們參加處理工作間的性騷擾、暴力危機、義工管理及認識香港反歧視法例下的人力資源管理工作坊等。

在服務宣傳方面，為了讓更多殘疾人士認識服務，員工曾到訪不同的機構及團體舉辦講座，以推廣服務及為有求職興趣的殘疾人士提供就業上的意見。

輔助就業服務運作至今已超過二十三年，已經與不少僱主建立了緊密的聯繫，並已贏取了他們對僱用殘疾人士的信心。殘疾人士有機會融入社會工作，實有賴僱主的接納與支持。在未來的日子，服務會繼續為服務使用者開拓更多的工作訓練及公開就業機會，讓他們能夠融入社會，自力更生，為社會作出貢獻。





## 賽馬會桌面排版中心



中心營造一個模擬的工作環境，為殘疾人士提供文字處理、資料輸入、桌面排版、設計、印刷、代郵及網頁設計 / 更新的工作及訓練機會，協助他們公開就業。透過從事有收入的工作，可以提昇殘疾人士獨立性及尊嚴，同時亦是達到全面復康的重要部份，有助促進他們融入社會。

中心已營運超過二十年，期間亦經過數次轉型以迎合市場的轉變。在二零一六至二零一八兩個年度，中心的營業額分別為港幣一百二十八萬元及港幣一百二十九萬元。在過去兩年中心共新增二十九個新客戶，中心亦繼續為數間展覽會公司及香港中文大學圖書館提供資料輸入，同時亦積極參與競投政府部門的設計及印刷合約。為增強競爭力，中心與數間印刷公司結盟，為這些公司提供排版及設計服務，透過這個安排，既能為中心取得更多的穩定訂單，同時亦能為中心的學員提供更多的訓練及工作機會，以協助他們建立良好的工作態度及工作習慣。

在報告期間，中心透過由大學及商業機構所捐贈的二手電腦及印刷機，替換部份已過時的工具，令工作及訓練更順暢。有部份電腦會轉送中心的服務使用者，作家居訓練之用。此外，中心亦獲贈一些傢俱及設備，讓工作環境得以改善。

中心大部份的客戶都是透過曾惠顧的客戶所轉介，為挽留客人，吸引他們繼續使用中心的服務，中心需提供以客為本的服務。在此期間，中心吸納了數個新的客戶，包括香港大學、香港理工大學、香港航空及僱員再培訓局，這些客戶對中心的服務均表示滿意，故有機會繼續使用中心的服務。

中心的學員可獲得以件工計算的津貼，在這段時間，有十位服務使用者的每日津貼為港幣一百元。有百份之七十五的服務使用者同意津貼能增加他們的收入，而百份之八十二的服務使用者認同透過中心的訓練能增加他們的自信，有百份之八十二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，共有八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。

為增強學員的競爭力，中心定期舉辦各類型的訓練，以提升服務使用者的能力。在過去兩年，中心共開辦八個電腦課程，包括雲端軟件、網頁設計、平面設計基本概念、Adobe Illustrator 的使用、設計範例、Facebook 及 Instagram 的使用等，共有超過八十五位服務使用者參加，參加者均表示課程能提升他們的工作能力及擴闊他們的眼界。

## 統計數字

### 所提供服務

### 接受服務人數

2016-2017    2017-2018

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

36                      36

為殘疾人士提供工作訓練機會

36                      36





## 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。

自二零一六年四月一日開始，基金的最高貸款額增至港幣七萬元，最長還款期則維持在四十八個月，貸款會以每月分期方式攤還，每個申請均由基金的管理委員會審核，再由本會的執行委員會加簽，所有申請都需要具擔保人以確保貸款能按期歸還。

在過去兩年，基金共接獲二十八宗申請，申請人均為肢體殘疾人士，最多人申請的儀器是汽車和輪椅。在接獲的申請中，超過半數的申請者獲批款三萬元至七萬元。截至二零一八年三月三十一日，共有二十六位殘疾人士仍在還款當中，基金會與他們保持聯絡，以確保他們能按期清還款項。

在報告期間，有一位申請人及其擔保人相繼去世，由於考慮到此特別情況，展能基金委員會一致通過註銷所欠的餘款。此外，亦有兩位貸款者未能如期還款，為了協助他們解決當下的經濟困難，基金延長他們的還款期。總括而言，基金的運作暢順。

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

基金透過問卷收集申請人對申請手續及儀器實用性的意見。在過去兩年，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

	2016-2017	2017-2018
查詢服務	84	82
申請個案	15	13
提供免息貸款	13	11
為選擇合適儀器提供意見	13	11
評估申請人的社會及經濟情況	13	11
為接受貸款人士提供支援	24	26

**簡介**

殘疾人士在步向獨立生活的過程中，別稱在工薪上、學歷上、自我照顧、經濟方面等，經常需要一些額外的經濟幫助。有見及此，本會特設「應需基金」，旨在透過免息貸款向殘疾人士提供經濟援助，協助其克服各類復康器材、家居設備、手銜及輔康器材、訂工作和職的編程課程等，以達至獨立生活的目標。

**基金宗旨**

以免費貸款形式向有需要人士提供經濟援助，協助他們解決生活上的困難，提高其生活質素。

**申請資格**

各級殘疾人士，或其家屬或受養人，均可申請。

**資助項目**

本會批發予申請人的資助器材可包括：電腦、手提電腦、相機、攝影機、攝錄機、電視、音響系統、無線電、收音機、手提電話、各種殘疾人士所需之人工設備、心臟起搏器、人工關節等。各類復康器材人士學業或工作所需之器材、醫療及治療等亦可申請。

**擔保人資格**

每項申請均需有擔保人，擔保人須以本人名義作擔保，並需符合申請人，擔保人年齡須計以上，每月有固定收入或銀行存款或信託基金，擔保人在申請人未還清貸款前，須與申請人保持聯繫。

**貸款方式**

在同一時期內，每位申請人可申請貸款最高額七萬元，本會可分期撥款或按季分期撥款。

**還款方式**

借款還款期為二十四個月，每月之還款額根據申請人之經濟情況而定，申請人應以自願還款或透過扣款，按時還清所發之款項。

## 會員及義工

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

在報告期間，管理委員會制定了一個全面及統一的紀錄系統，整合本會各服務單位的義工數目、服務時數、義工及服務性質分類等資料，這些資料能提供義工在本會服務的整體情況，有助未來發展義工服務。此外，亦制定了義工管理指引和義工工作指引，前者提供義工管理相關資料包括義工招募、義工培訓、服務設計及安排、義工記錄及獎勵等；後者整合有關義工價值、角色及責任等，為各服務單位提供一個全面及一致的義工管理系統。

為配合義工服務的發展，本會舉辦了「義務工作管理培訓課程」，邀請了義務工作發展局的培訓經理作講者，以趣味互動形式為各同事講解義工價值、服務設計和管理技巧。透過是次培訓，增加了同事對義工管理的知識及推動各單位善用義工資源，有助本會義工服務的發展。

在過去兩年，本會因應服務發展需要招募合適的義工，務使他們能善用個人專業技能，投入服務。在二零一六至二零一八年度，共有八十七位新義工加入，截至二零一八年三月，本會共有三百七十四位會員及義工。為使新加入的義工對本會的服務有更深入的了解，機構會舉辦迎新導向，亦會提供相關的訓練和探訪，讓義工能掌握所需的技巧和知識。義工除協助本會服務外，機構亦會轉介護士義工予其他長者服務機構，並為該些機構提供身體檢查及醫療諮詢服務。

為了表揚義工的服務精神，在過去兩年，本會共推薦二十一義工參加由社會福利署所舉辦的義工運動，其中十五位獲銅獎、五位獲銀獎及一位獲金獎；亦有一位義工獲推薦領取長期義工服務獎。此外，

一位義工獲頒發本會卓越義工獎及四位獲發長期義工服務獎。他們均獲邀出席本會的週年聚餐，領取獎項。此外，五十七位義工亦被推薦參加「義務工作發展局」的「迪士尼賞義工行動」，獲迪士尼送出免費門票。

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

## 統計數字

### 所提供服務

### 接受服務人數

	<u>2016-2017</u>	<u>2017-2018</u>
舉辦探訪活動	43	44
招募新義工	43	44
舉辦新義工迎新介紹	43	44
舉辦傑出義工選舉	22	23

## 社 會企業



### 宏遠洗衣服務公司

宏遠洗衣服務公司是協會首間以社會企業模式成立及運作的公司，致力為殘疾人士開拓洗衣服務的就業及訓練機會，以協助他們融入社會。為了讓業務能夠持續發展，宏遠採用了商業的管理及運作，謹慎地控制營運成本，以維持穩健的業務運作。

在二零一六至二零一八年度，宏遠的營業額約為港幣一百一十八萬二千元。近年本港洗衣行業的激烈競爭，宏遠的生意額亦出現下降的趨勢。在過往兩年，宏遠致力發掘新的客戶及盡力維持現有客戶。於二零一七年九月，宏遠成功與屯門區內的一所安老院舍簽訂洗衣服務合約，使宏遠得以穩定經營，由於宏遠能為院舍提供快捷的服務，院舍對服務非常滿意，未來公司將與院舍加強合作、互相支援長者及殘疾人士的活動。

要在競爭激烈的市場環境下持續發展，宏遠經常需要謹慎控制成本，透過人手調配及改善客戶的定位方向，以提高成本效益。此外，亦會定期收集客戶的意見，以持續改善服務質素。

展望未來，宏遠會繼續集中發掘新的客源及積極檢討報價的策略，以維持宏遠於市場上的競爭力。此外，洗衣工場的租金成本，亦對宏遠的經營構成龐大的壓力。縱然面對多樣的經營挑戰，宏遠仍希望能夠為殘疾人士提供一個溫暖及友善的工作環境。



## 宣傳一站通

「宣傳一站通」於二零零九年八月成立，由社會福利署「創業展才能」計劃撥款資助，是協會營運的第二個社會企業，業務是為客戶提供一站式宣傳服務，同時亦為殘疾人士創造就業機會。

「宣傳一站通」提供的服務包括設計、印刷、派發宣傳單張、建立及更新客戶資料庫、郵件處理、運送、電郵推廣及媒體製作服務等，以配合不同客戶的宣傳需要。面對市場上競爭對手的相繼出現，「宣傳一站通」會繼續與時並進，提供多元化服務，以符合客戶的需要。

在過去數年，「宣傳一站通」已建立了一定的商譽，並獲得不少客戶的支持及信賴，客戶群來自不同行業，包括教育機構、個人護理公司、醫療及康復用品公司、護老中心、餐飲公司、地產公司、銀行、金融公司、傢俬公司、運輸公司、旅遊公司、零售及批發公司、專業團體、非政府機構及社會企業等。

在報告期間惠顧的客戶共有八十三位，其中三十五位曾重複使用服務，並成為長期客戶。在這段期間，企業錄得的營業額為港幣三十萬九千二百五十一元六角。僱員數目方面，截至二零一八年三月，共有四名殘疾僱員，達至業務為殘疾人士創造就業機會的目標。

現時網上推廣已成為最有效的宣傳媒介之一，「宣傳一站通」亦不例外，業務主要透過本社企的網站作為宣傳平台，並不時更新網站資訊，及推出配合不同客戶需要的推廣計劃，讓業務可以持續發展。



## 新計劃



### 支援身體機能有輕度缺損的長者試驗計劃

「支援身體機能有輕度缺損的長者試驗計劃」由關愛基金資助及由社會福利署負責推行，為期三年，試驗計劃於二零一七年十二月開始運作。試驗計劃旨在為經評估為身體機能有輕度缺損的長者提供所需的家居照顧及支援服務，服務對象須為六十歲或以上、居於社區、經指定的評估工具評估為身體機能有輕度缺損、正在輪候綜合家居照顧服務「普通個案」，及每月家庭住戶入息不高於全港相關住戶每月入息中位數的特定比例。所有申請者均需經一套統一的評估工具評估為身體機能輕度缺損，評估員為本試驗計劃的社工，並已接受使用該評估工具的相關訓練。試驗計劃所提供的服務包括膳食、個人照顧、簡單護理、一般運動、家居清潔、護送及購物服務等。主要服務地區為黃大仙區。

在報告期間，試驗計劃只運作了三個月，除了已向三十位潛在的服務使用者介紹此計劃外，亦已為十位申請者進行評估，以識別其身體機能的缺損程度及服務需要。未合符資格的申請者可繼續輪候本會的綜合家居照顧服務或將他們轉介到其他合適的服務。截至二零一八年三月，已為四位服務使用者提供膳食及家居清潔服務。在未來時間，試驗計劃會繼續為申請者進行評估及為他們提供適切的服務。





## Auditor Report 核數師報告

ASSOCIATION FOR ENGINEERING AND  
MEDICAL VOLUNTEER SERVICES

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2018



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ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

REPORT OF THE COMMITTEE MEMBERS  
FOR THE YEAR ENDED 31 MARCH 2018

The members of the Executive Committee have pleasure in submitting their annual report and the audited financial statements of the Association for the year ended 31 March 2018.

PRINCIPAL ACTIVITY

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

RESULTS AND APPROPRIATIONS

The results for the year ended 31 March 2018 and the state of affairs of the Association at that date are set out in the financial statements on pages 6 to 28.

PLANT AND EQUIPMENT

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

RESERVES

Details of movements in the reserve accounts of the Association during the year are set out in Note 6 to 27 to the financial statements.

COMMITTEE MEMBERS

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

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

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

ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

REPORT OF THE COMMITTEE MEMBERS  
FOR THE YEAR ENDED 31 MARCH 2018

- Continued -

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

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

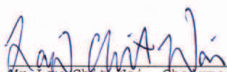
MANAGEMENT CONTRACTS

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

AUDITORS

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

On behalf of the Executive Committee

  
Mr Law Chit Wai, Chairman

Dated: 22 OCT 2018  
Hong Kong

**CHAN & MAN**

CERTIFIED PUBLIC ACCOUNTANTS

陳錫義、文國樑 會計師行



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**INDEPENDENT HONORARY AUDITORS' REPORT**

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

**OPINION**

We have audited the financial statements of Association For Engineering And Medical Volunteer Services (the "Association") set out on pages 6 to 28, which comprise the statement of financial position as at 31 March 2018, statement of comprehensive income, statement of changes in funds and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the financial statements give a true and fair view of the financial position of the Association as at 31 March 2018, and of its financial performance and its cash flows for the year then ended in accordance with Hong Kong Financial Reporting Standards ("HKFRSs") issued by the Hong Kong Institute of Certified Public Accountants ("HKICPA") and have been properly prepared in compliance with the Hong Kong Companies Ordinance.

**BASIS FOR OPINION**

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

**OTHER INFORMATION**

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

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

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



**CHAN & MAN**

CERTIFIED PUBLIC ACCOUNTANTS

陳錫義、文國樑 會計師行



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**INDEPENDENT HONORARY AUDITORS' REPORT**

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

- Continued -

**RESPONSIBILITIES OF COMMITTEE MEMBERS FOR THE FINANCIAL STATEMENTS**

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

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

**AUDITORS' RESPONSIBILITIES FOR THE AUDIT OF THE FINANCIAL STATEMENTS**

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

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

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



## CHAN &amp; MAN

CERTIFIED PUBLIC ACCOUNTANTS

陳錫義、文國樑 會計師行



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## INDEPENDENT HONORARY AUDITORS' REPORT

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

## AUDITORS' RESPONSIBILITIES FOR THE AUDIT OF THE FINANCIAL STATEMENTS

- Continued -

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

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

Certified Public Accountants  
(Practising)

Hong Kong  
Date: 22 OCT 2018

## ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

STATEMENT OF COMPREHENSIVE INCOME  
FOR THE YEAR ENDED 31 MARCH 2018

	2018 HK\$	2017 HK\$
<b>INCOME</b>		
Designated donations:		
Others	201,316	163,817
Subventions:		
Hong Kong Jockey Club Charities Trust	4,504,273	3,724,086
Community Chest	1,611,900	1,564,900
Social Welfare Department - HKSAR Government	15,552,479	15,173,529
- Lotteries Fund	21,000	96,049
- Block Grant	225,000	218,000
- Community Care Fund	57,428	-
	<u>22,173,396</u>	<u>20,940,381</u>
Service income	8,971,490	8,443,281
	<u>31,144,886</u>	<u>29,383,662</u>
<b>OTHER REVENUE</b>		
Interest income	1,579	1,590
Sundry income	8,400	8,400
	<u>31,154,865</u>	<u>29,393,652</u>
<b>EXPENDITURE</b>		
Salaries	16,321,288	16,795,442
Provident fund contributions and charges	1,001,958	799,607
Provision for long service payment	54,464	(4,924)
Programme and services expenses	7,759,201	7,480,139
Repairs and maintenance	324,356	294,133
Printing, postage and stationery	149,125	141,788
Travelling	193,159	248,241
Telephone and fax	124,489	125,278
Electricity and water	527,020	505,094
Insurance	88,170	91,762
Rent and rates	1,576,956	1,524,778
Cleaning	122,323	104,943
Depreciation	1,447	36,086
Advertising	13,489	9,022
Bad debt	-	894
General expenses	75,217	82,573
ECF Energy cum carbon audit	5,000	-
Annual general meeting and dinner	12,240	14,245
Equipment and uniform	489,905	298,980
Staff training	11,600	7,677
Motor vehicles	75,227	81,420
Audit fee	30,000	27,000
SWD Fund	162,782	31,206
	<u>(29,119,416)</u>	<u>(28,695,384)</u>
<b>SURPLUS FOR THE YEAR</b>	<u>2,035,449</u>	<u>698,268</u>

## ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

STATEMENT OF COMPREHENSIVE INCOME  
FOR THE YEAR ENDED 31 MARCH 2018

	2018 HK\$	2017 HK\$
- Continued -		
SURPLUS FOR THE YEAR	2,035,449	698,268
TRANSFERS FROM/(TO):		
General Fund	(63,034)	(83,823)
Service Foundation Fund	(180,408)	(106,258)
Independent Living Fund	-	894
Supported Employment Services	(12,976)	(290,883)
Jockey Club Desktop Publishing Centre	113,138	228,081
Home Care Services	(15,547)	(262,721)
The Endeavor	(102,853)	(800,698)
Laundry Workshop	93,635	113,763
Community-based support projects for Persons with Disabilities and their families 就業局並局	-	27,902
One-Stop Promotional and Distribution Service	(6,421)	177,946
Jockey Club Digital Inclusion Centre	(1,579,866)	331,454
Electric Wheelchair Repair Clinic and Resource Centre	(398,783)	(85,974)
EC Farm - Vocational Training and Horticulture Educational Scheme	29,668	52,049
Community Care Fund - Pilot Scheme on Home Care and Support for Elderly Persons with Mild Impairment	87,888	-
Training Subsidy Programme for children on the waiting list of subvented pre-school rehabilitation services	110	-
ACCUMULATED BALANCE AT END OF YEAR	-	-
	=====	=====

The annexed notes form an integral part of these financial statements

## ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

STATEMENT OF FINANCIAL POSITION  
AS AT 31 MARCH 2018

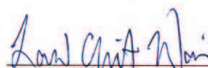
	NOTE	2018 HK\$	2017 HK\$
NON-CURRENT ASSETS			
Loans to disabled	3	530,734	393,759
Plant and equipment	4	1,447	2,894
		<u>532,181</u>	<u>396,653</u>
CURRENT ASSETS			
Prepayments and other receivables		1,995,217	1,334,304
Utility deposits		161,830	156,430
Current portion of loans to disabled	3	429,375	314,933
Cash and bank balances		13,861,850	14,038,731
		<u>16,448,272</u>	<u>15,844,398</u>
CURRENT LIABILITIES			
Bank overdraft		156,267	-
Accounts payable		631,580	675,529
Accruals		30,000	27,000
Receipts in advance		35,377	38,379
		<u>(853,224)</u>	<u>(740,908)</u>
NET CURRENT ASSETS		<u>15,595,048</u>	<u>15,103,490</u>
NON-CURRENT LIABILITIES			
Long service payments obligation	5	<u>(351,465)</u>	<u>(363,055)</u>
TOTAL ASSETS		<u>15,775,764</u>	<u>15,137,088</u>

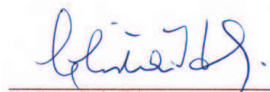
## ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

STATEMENT OF FINANCIAL POSITION  
AS AT 31 MARCH 2018

	NOTE	2018 HK\$	2017 HK\$
- Continued -			
Represented by:			
General Fund	6	-	-
Service Foundation Fund	7	4,074,281	3,830,839
Independent Living Fund	8	2,585,108	2,585,108
Supported Employment Services	9	297,276	321,514
Jockey Club Desktop Publishing Centre	10	(1,438,359)	(1,325,221)
Home Care Services	11	528,150	528,150
The Endeavor	12	4,481	4,481
Laundry workshop	13	35,154	128,789
Social Welfare Department			
Lump Sum Grant Reserve	14	8,451,741	9,689,365
Social Welfare Department Provident Fund	15	1,671,938	1,654,621
Social Welfare Department Central Items	16	163,449	162,447
Social Welfare Department Block Grant	17	316,118	227,034
Social Welfare Department			
Rent and Rates	18	(645,150)	(589,964)
Community-based support projects for Persons			
with disabilities and their families	19	130,686	130,686
Community-based support projects for			
Persons with disabilities and their families			
就業局並局	20	-	-
One-Stop Promotional and Distribution Service	21	(40,353)	(46,774)
Social Welfare Development Fund	22	202,340	258,092
Jockey Club Digital Inclusion Centre	23	(774,164)	(2,354,030)
Electric Wheelchair Repair Clinic and			
Resource Centre	24	840,958	442,175
EC Farm - Vocational Training and			
Horticulture Educational Scheme	25	(539,892)	(510,224)
Community Care Fund - Pilot Scheme on			
Home Care and Support for Elderly Persons			
with Mild Impairment	26	(87,888)	-
Training Subsidy Programme for children on			
the waiting list of subvented pre-school			
rehabilitation services	27	(110)	-
TOTAL FUNDS		<u>15,775,764</u>	<u>15,137,088</u>

The financial statements on pages 6 to 28 were approved by the members of Executive Committee on **22 OCT 2018** and were signed on its behalf

  
Mr Law Chi Wai  
Chairman

  
Ms Hong Wai Chi  
Committee member

The annexed notes form an integral part of these financial statements



## ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

STATEMENT OF CHANGES IN FUNDS  
FOR THE YEAR ENDED 31 MARCH 2018

	<u>2018</u> HK\$	<u>2017</u> HK\$
Total equity at 1 April	15,137,088	14,443,500
Surplus for the year	2,035,449	698,268
Refund to Government	(1,396,773)	(4,680)
Total equity at 31 March	<u>15,775,764</u>	<u>15,137,088</u>

The annexed notes form an integral part of these financial statements



## ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 31 MARCH 2018

	2018 HK\$	2017 HK\$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Surplus for the year	2,035,449	698,268
Adjustments for:		
Provision for long service payment	54,464	(4,924)
Interest income	(1,579)	(1,590)
Depreciation	1,447	36,086
Operating surplus before movements in working capital	2,089,781	727,840
Changes in loans to disabled	(251,417)	(270,327)
Changes in prepayments and other receivables	(660,913)	364,141
Changes in utility deposits	(5,400)	(2,000)
Changes in accounts payable	(43,949)	144,193
Changes in accruals	3,000	(148)
Changes in receipts in advance	(3,002)	(1,862)
Cash generated from operations	1,128,100	961,837
Refund to Government	(1,396,773)	(4,680)
Net long service payment	(66,054)	-
Net cash (used in)/generated from operating activities	(334,727)	957,157
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Payments to acquire plant and equipment	-	(4,341)
Interest income received	1,579	1,590
Net cash generated from/(used in) investing activities	1,579	(2,751)
<b>NET CHANGES IN CASH AND CASH EQUIVALENTS</b>	(333,148)	954,406
<b>CASH AND CASH EQUIVALENTS BROUGHT FORWARD</b>	14,038,731	13,084,325
<b>CASH AND CASH EQUIVALENTS CARRIED FORWARD</b>	13,705,583	14,038,731
<b>ANALYSIS OF THE BALANCES OF CASH AND CASH EQUIVALENTS</b>		
	2018 HK\$	2017 HK\$
Cash at bank and in hand	13,861,850	14,038,731
Bank overdraft	(156,267)	-
	13,705,583	14,038,731

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

## ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 20181. GENERAL INFORMATION

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

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

There were 11 members as at the statement of financial position date (2017: 11).

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

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

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

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

(a) Statement of compliance

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

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

(b) Basis of preparation of the financial statement

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

## ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 20182. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

- Continued -

(c) Changes in accounting policies and disclosures

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

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

(d) Income recognition

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

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

(e) Government grants

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

(f) Impairment of assets

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

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



## ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 20182. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

- Continued -

(g) Plant and equipment

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

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

Furniture and equipment	33½%
Leasehold improvement	50%

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

(h) Receivable

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

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

(i) Payables

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

(j) Cash and cash equivalents

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

## ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 20182. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

- Continued -

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

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

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

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

*Pension schemes*

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

(1) Operating leases

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

(m) Designated donations and related expenditure

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

## ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 20182. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

- Continued -

(n) Provision and contingent liabilities

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

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

3. LOANS TO DISABLED

	2018 HK\$	2017 HK\$
At beginning of year	708,692	438,365
Advances during the year	670,280	581,700
Repayment during the year	(418,863)	(310,479)
Bad debt	-	(894)
At end of year	960,109	708,692
Portion classified as current assets	(429,375)	(314,933)
Non-current portion	530,734	393,759
	=====	=====

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 20184. PLANT AND EQUIPMENT

	<u>Furniture &amp; Equipment</u>	<u>Leasehold Improvement</u>	<u>Total</u>
	HK\$	HK\$	HK\$
COST			
At 01.04.2016	176,405	128,100	304,505
Additions	4,341	-	4,341
At 31.03.2017 & 31.03.2018	180,746	128,100	308,846
	-----	-----	-----
ACCUMULATED DEPRECIATION			
At 01.04.2016	141,766	128,100	269,866
Charge for the year	36,086	-	36,086
At 31.03.2017	177,852	128,100	305,952
Charge for the year	1,447	-	1,447
At 31.03.2018	179,299	128,100	307,399
	-----	-----	-----
NET BOOK VALUE			
At 31.03.2018	1,447	-	1,447
	-----	-----	-----
At 31.03.2017	2,894	-	2,894
	-----	-----	-----

5. LONG SERVICE PAYMENTS OBLIGATION

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

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

At 31 March 2018, 45 employees (2017: 50) had fulfilled the required number of years of service under Employment Ordinance. The total amount of the provision for long service payment should be HK\$1,193,185 (2017: HK\$1,193,837).

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

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

## ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 20186. GENERAL FUND

	<u>2018</u> HK\$	<u>2017</u> HK\$
Balance at beginning of year	-	-
Transfer from statement of comprehensive income	63,034	83,823
Transfer to Service Foundation Fund - note 7	(63,034)	(83,823)
Balance at end of year	<u>-</u>	<u>-</u>

7. SERVICE FOUNDATION FUND

	<u>2018</u> HK\$	<u>2017</u> HK\$
Balance at beginning of year	3,830,839	3,640,758
Transfer from statement of comprehensive income	180,408	106,258
Transfer from General Fund - note 6	63,034	83,823
Balance at end of year	<u>4,074,281</u>	<u>3,830,839</u>

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

8. INDEPENDENT LIVING FUND

	<u>2018</u> HK\$	<u>2017</u> HK\$
Balance at beginning of year	2,585,108	2,586,002
Bad debt	-	(894)
Balance at end of year	<u>2,585,108</u>	<u>2,585,108</u>

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

## ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 20189. SUPPORTED EMPLOYMENT SERVICES

	2018 HK\$	2017 HK\$
Balance at beginning of year	321,514	375,541
Transfer from statement of comprehensive income	12,976	290,883
Transfer to Social Welfare Department Lump Sum Grant Reserve - note 14	(29,036)	(323,257)
Transfer to Social Welfare Department Provident Fund - note 15	(517)	(1,271)
Transfer to Social Welfare Department Rent and Rates - note 18	(7,661)	(18,922)
Transfer to Persons with Disabilities and Their Families 就業局並局 - note 20	-	(1,460)
Balance at end of year	<u>297,276</u> =====	<u>321,514</u> =====

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

10. JOCKEY CLUB DESKTOP PUBLISHING CENTRE

	2018 HK\$	2017 HK\$
Balance at beginning of year	(1,325,221)	(1,097,140)
Transfer to statement of comprehensive income	(113,138)	(228,081)
Balance at end of year	<u>(1,438,359)</u> =====	<u>(1,325,221)</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

	2018 HK\$	2017 HK\$
Balance at beginning of year	528,150	528,150
Transfer from statement of comprehensive income	15,547	262,721
Transfer to Social Welfare Department Lump Sum Grant Reserve - note 14	(15,547)	(262,721)
Balance at end of year	<u>528,150</u> =====	<u>528,150</u> =====

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

## ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 201812. THE ENDEAVOR

	2018 HK\$	2017 HK\$
Balance at beginning of year	4,481	4,481
Transfer from statement of comprehensive income	102,853	800,698
Transfer to Social Welfare Department Lump Sum Grant Reserve - note 14	(102,853)	(800,698)
Balance at end of year	<u>4,481</u>	<u>4,481</u>

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

13. LAUNDRY WORKSHOP

	2018 HK\$	2017 HK\$
Balance at beginning of year	128,789	242,552
Transfer to statement of comprehensive income	(93,635)	(113,763)
Balance at end of year	<u>35,154</u>	<u>128,789</u>

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

14. SOCIAL WELFARE DEPARTMENT LUMP SUM GRANT RESERVE

	2018 HK\$	2017 HK\$
Balance at beginning of year	9,689,365	8,582,345
Transfer from Supported Employment Services - note 9	29,036	323,257
Transfer from Home Care Services - note 11	15,547	262,721
Transfer from The Endeavor - note 12	102,853	800,698
Transfer to Social Welfare Department Provident Fund - note 15	(16,800)	(202,340)
Transfer to Social Welfare Department Block Grant - note 17	(89,084)	(19,090)
Transfer from Social Welfare Department Rent and Rates - note 18	61,486	56,999
Transfers from/(to) Social Welfare Development Fund - note 22	55,752	(115,225)
Refund to Government	(1,396,414)	-
Balance at end of year	<u>8,451,741</u>	<u>9,689,365</u>

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

## ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 201815. SOCIAL WELFARE DEPARTMENT PROVIDENT FUND

	<u>2018</u> HK\$	<u>2017</u> HK\$
Balance at beginning of year	1,654,621	1,451,010
Transfer from Social Welfare Department		
Lump Sum Grant Reserve - note 14	16,800	202,340
Transfer from Supported Employment Service - note 9	517	1,271
Balance at end of year	<u>1,671,938</u>	<u>1,654,621</u>

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

16. SOCIAL WELFARE DEPARTMENT CENTRAL ITEMS

	<u>2018</u> HK\$	<u>2017</u> HK\$
Balance at beginning of year	162,447	167,127
Transfer from Social Welfare Department		
Rent & rates - note 18	1,002	-
Surplus refund to Social Welfare Department	-	(4,680)
Balance at end of year	<u>163,449</u>	<u>162,447</u>

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



## ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 201817. SOCIAL WELFARE DEPARTMENT BLOCK GRANT

	2018 HK\$	2017 HK\$
Balance at beginning of year	227,034	207,944
Transfer from Social Welfare Department Lump Sum Grant Reserve - note 14	89,084	19,090
Balance at end of year	<u>316,118</u>	<u>227,034</u>

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

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

	HK\$
Credit balance b/f from previous financial year	227,034
Add: Block Grant received during the year	225,000
Interest income received	5
	<u>452,039</u>
Less: Expenditure during the year (Note):-	
Minor works projects	(19,500)
Furniture and equipment	(116,421)
	<u>316,118</u>
Credit balance c/f to the next financial year	<u>316,118</u>

## Capital Commitments

As at 31 March 2018, the outstanding commitments in respect of Furniture and Equipment Replenishment and Minor Works Grant were as follows:

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

Note: Expenditure charged to Block Grant during the year should be full expenditure amount, i.e. the actual expenditure incurred in 2017-18.



## ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 201818. SOCIAL WELFARE DEPARTMENT RENT AND RATES

	<u>2018</u> HK\$	<u>2017</u> HK\$
Balance at beginning of year	(589,964)	(551,887)
Transfer to Social Welfare Department Lump Sum Grant Reserve - note 14	(61,486)	(56,999)
Transfer from Supported Employment Service - note 9	7,661	18,922
Transfer to Social Welfare Department Central items - note 16	(1,002)	-
Refund to Government	(359)	-
Balance at end of year	<u>(645,150)</u>	<u>(589,964)</u>

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

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

	<u>2018</u> HK\$	<u>2017</u> HK\$
Balance at beginning and end of year	<u>130,686</u>	<u>130,686</u>

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

20. COMMUNITY-BASED SUPPORT PROJECTS FOR PERSONS WITH DISABILITIES AND THEIR FAMILIES 就業輔導局

	<u>2018</u> HK\$	<u>2017</u> HK\$
Balance at beginning of year	-	26,442
Transfer to statement of comprehensive income	-	(27,902)
Transfer from Supported Employment Service - note 9	-	1,460
Balance at end of year	<u>-</u>	<u>-</u>

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

## ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 201821. ONE-STOP PROMOTIONAL AND DISTRIBUTION SERVICE

	2018 HK\$	2017 HK\$
Balance at beginning of year	(46,774)	131,172
Transfer from/(to) statement of comprehensive income	6,421	(177,946)
Balance at end of year	<u>(40,353)</u>	<u>(46,774)</u>

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

22. SOCIAL WELFARE DEVELOPMENT FUND

	2018 HK\$	2017 HK\$
Balance at beginning of year	258,092	142,867
Transfer (to)/from Social Welfare Department Lump Sum Grant Reserve - note 14	(55,752)	115,225
Balance at end of year	<u>202,340</u>	<u>258,092</u>

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

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

	HK\$	HK\$
Balance of SWDF brought forward		258,092
<u>Income</u>		
Allocation from SWDF during the year	107,025	
Interest received during the year	5	
	<u>107,030</u>	107,030
		<u>365,122</u>
<u>Expenditure</u>		
a) Expenditure for projects under scope A	51,282	
b) Expenditure for projects under scope B	100,000	
c) Administrative support	11,500	
	<u>(162,782)</u>	(162,782)
Balance carried forward to the next financial year		<u>202,340</u>

## ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 201823. JOCKEY CLUB DIGITAL INCLUSION CENTRE

	2018 HK\$	2017 HK\$
Balance at beginning of year	(2,354,030)	(2,022,576)
Transfer from/(to) statement of comprehensive income	1,579,866	(331,454)
Balance at end of year	<u>(774,164)</u>	<u>(2,354,030)</u>

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

24. ELECTRIC WHEELCHAIR REPAIR CLINIC AND RESOURCE CENTRE

	2018 HK\$	2017 HK\$
Balance at beginning of year	442,175	356,201
Transfer from statement of comprehensive income	398,783	85,974
Balance at end of year	<u>840,958</u>	<u>442,175</u>

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

25. EC FARM - VOCATIONAL TRAINING AND HORTICULTURE EDUCATIONAL SCHEME

	2018 HK\$	2017 HK\$
Balance at beginning of year	(510,224)	(458,175)
Transfer to statement of comprehensive income	(29,668)	(52,049)
Balance at end of year	<u>(539,892)</u>	<u>(510,224)</u>

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

## ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 201826. COMMUNITY CARE FUND - PILOT SCHEME ON HOME CARE AND SUPPORT FOR ELDERLY PERSONS WITH MILD IMPAIRMENT

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

	<u>2018</u> HK\$	<u>2017</u> HK\$
Balance at beginning of year	-	-
Transfer to statement of comprehensive income	(87,888)	-
Balance at end of year	(87,888)	-
	=====	===

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

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

	<u>2018</u> HK\$	<u>2017</u> HK\$
Balance at the beginning of year	-	-
<u>Income</u>		
Subsidy from CCF	57,428	-
	57,428	-
<u>Expenditure</u>		
Audit fee	3,000	-
Salaries	121,480	-
Provident fund	6,010	-
Programme expenses	4,653	-
Printing, stationery and postage	1,632	-
Travelling	368	-
Telephone and fax	2,178	-
Electricity and water	1,815	-
Cleaning charges and materials	120	-
Equipment	4,060	-
	(145,316)	-
Deficit for the year	(87,888)	-
Balance at the end of the year	(87,888)	-
	=====	===

## ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 201827. TRAINING SUBSIDY PROGRAMME FOR CHILDREN ON THE WAITING LIST OF SUBVENTED PRE-SCHOOL REHABILITATION SERVICES

	2018 HK\$	2017 HK\$
Balance at beginning of year	-	-
Transfer to statement of comprehensive income	(110)	-
Balance at end of year	(110)	-

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

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

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

29. TAXATION

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

30. LEASE COMMITMENTAs lessor

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

	2018 HK\$	2017 HK\$
Within one year	1,398,420	1,372,339
After one year but within five years	293,100	1,319,520
After five years	-	-
	<u>1,691,520</u>	<u>2,691,859</u>



## ASSOCIATION FOR ENGINEERING AND MEDICAL VOLUNTEER SERVICES

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 201831. CONTINGENT LIABILITY

	2018 HK\$	2017 HK\$
Long service payments obligation - note 5	841,720 =====	830,782 =====

32. FINANCIAL INSTRUMENTS - RISK MANAGEMENT

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

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

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

**Fair value and cash flow interest rate risk**

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

**Liquidity risk**

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





如欲閱覽本會二零一六至二零一八年度的年報詳細內容，可於本會網站下載：  
<http://www.emv.org.hk/download/EMVAR2016-2018.pdf>