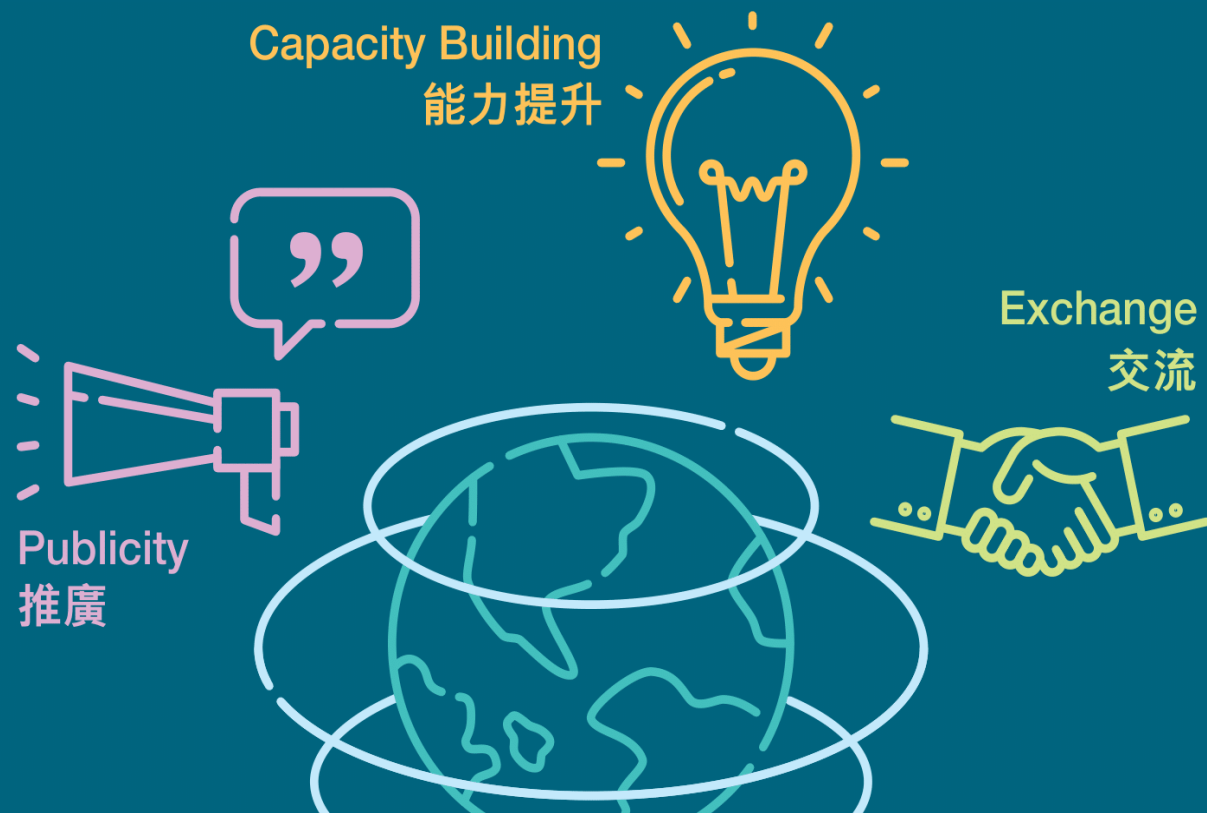


PROFESSIONAL SERVICES ADVANCEMENT SUPPORT SCHEME (PASS)



PASS complements many government support measures for professional services

Improve market access

- ❑ Free Trade Agreements
- ❑ Investment Promotion & Protection Agreements
- ❑ CEPA



Spearhead market promotion

- ❑ HK Trade Development Council
- ❑ Overseas Economic & Trade Offices, Mainland Offices
- ❑ Relevant Govt b/ds



**PROFESSIONAL SERVICES
ADVANCEMENT SUPPORT SCHEME
MAIN PROGRAMME**

(PASS Main Programme)

WHO CAN APPLY FOR PASS MAIN PROGRAMME?

MUST be non-profit-distributing *organisations* under HK laws

- ✓ Professional bodies
- ✓ Trade & industrial organisations
- ✓ Research institutes



Constitution, Memorandum & Articles of Association **explicitly** state:

Organisation does not distribute profits to its directors, members, shareholders, employees or any other persons (operation & insolvency)



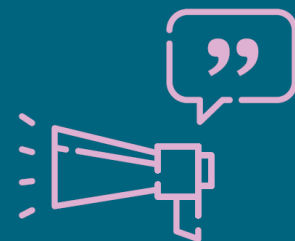
WHAT PROJECTS ARE ELIGIBLE FOR PASS MAIN PROGRAMME?

Project goal **MUST** *directly* meet
one or more PASS objectives

Increase exchanges &
co-operation of HK's
professional services
with counterparts in
external markets



Promote
relevant publicity
activities



Enhance standards &
external
competitiveness of
HK's professional
services



WHAT PROJECTS ARE ELIGIBLE FOR PASS MAIN PROGRAMME?

*Main beneficiaries **MUST** be HK professionals from eligible sectors*



Accounting



Legal



**Building &
construction**



Health



Others

- ✓ *Sector-specific **OK!***
- ✓ *Cross-sector **OK!***
- ✓ *No geographical restrictions,
including ASEAN and Middle
East countries **OK!***

WHAT PROJECTS ARE ELIGIBLE FOR PASS MAIN PROGRAMME?

*Main beneficiaries **MUST** be HK professionals from eligible sectors*



Accounting

Accounting
Auditing
Book-keeping
Tax services



Legal

Legal
Arbitration
Mediation

Building & construction

Architecture &
landscape architecture
Engineering
Planning
Surveying
Project development &
finance
Real estate



WHAT PROJECTS ARE ELIGIBLE FOR PASS MAIN PROGRAMME?

Main beneficiaries **MUST** be HK professionals from eligible sectors

Health

Medical
Dental

Chinese medicine

Nursing

Physiotherapy

Midwifery

Paramedical



Others

ICT

Company secretary

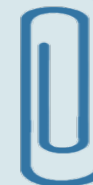
Design

Business consultancy

Environmental & waste
management

Technical testing &
analysis

Veterinary



WHAT PROJECTS ARE ELIGIBLE FOR PASS MAIN PROGRAMME?



Projects **MUST** be
non-profit-making

*Project income (if any)
plough back to
project budget*



NO double
Govt funding

ANY project types OK!

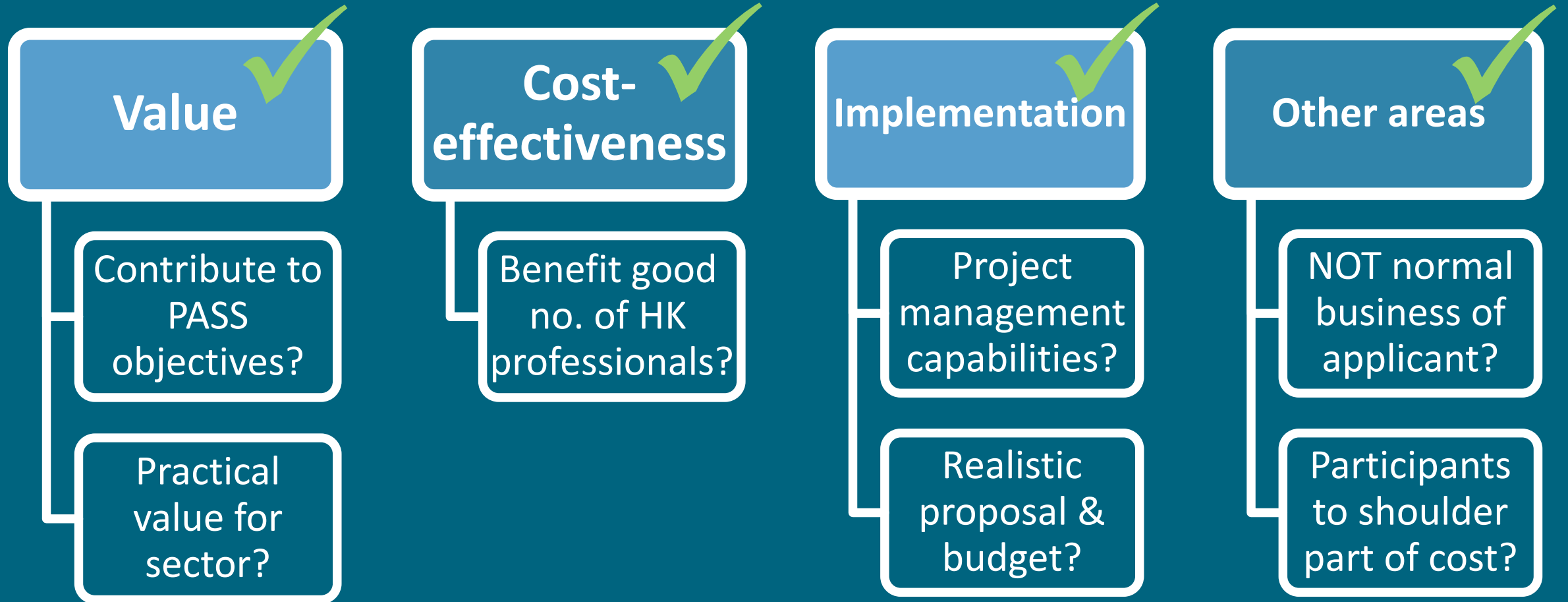
Common examples

- Mainland or overseas visit
- Exhibition (HK pavilion)
- HK conference & seminar

Other examples

- External market study
- Exchange activity
- Professional internship or attachment programme (longer term, say 6 weeks+)

HOW ARE APPLICATIONS OF PASS MAIN PROGRAMME ASSESSED?



HOW ARE PROJECTS OF PASS MAIN PROGRAMME FUNDED?



Max Grant per Project
90% of total eligible project cost or **\$3M**, whichever lower



Grantee's Contribution
10%+ (cash or in-kind)
Self-financing,
3rd party sponsorship
or project income

By phases OK!



Project Period
Max 3 years

HOW ARE PROJECTS OF PASS MAIN PROGRAMME FUNDED?

MUST be direct costs incurred for Project
Examples of Typical Allowable Costs



Manpower

Venue rental
& set-up

Production &
promotion
(e.g. design, advertising,
kits for participants)

Travel &
accommodation
for individuals with
specific roles

Equipment

External audit
(\$10,000@)

HOW ARE PROJECTS OF PASS MAIN PROGRAMME FUNDED?

MUST be direct costs incurred for Project



Project team member

Non-local speaker

Basic travel & accommodation for individuals with specific roles

Participant with active role in PASS event outside HK (e.g. speaker, panellist)

Participant of relatively longer professional internship / attachment programme outside HK under PASS (say 6 weeks +)

HOW ARE PROJECTS OF PASS MAIN PROGRAMME FUNDED?

Examples of Typical Unallowable Costs (i.e. indirect costs)



Entertainment &
meal

Cash prize &
contest award

Participation fee
for visit &
mission trip

General office
equipment
(e.g. computer,
projector)

Office overheads

RECENT ENHANCEMENTS



**More flexibility in redistributing
PASS grant between cost items**

Govt approval required only if:
cost item increase $\geq 20\%$ and
actual cost $> \$60,000$



No. of quotations required

Nil if $\leq \$2,000$

3 if $> \$50,000$ & $\leq \$300,000$

RECENT ENHANCEMENTS

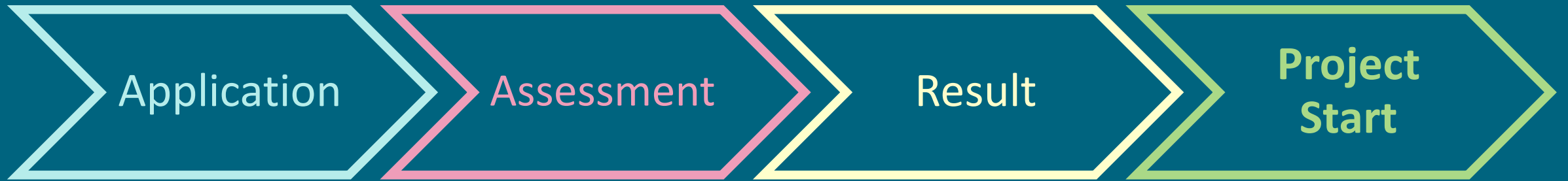
↓ No. of Quotations Required

Aggregate Value (\$)	No. of Written Quotation
≤ 2,000	0 <i>(Project Co-ordinator confirms price reasonable in progress/final report)</i>
>2,000 & ≤ 50,000	2
>50,000 & ≤ 300,000	3
>300,000 & ≤ 1.36 million	5
> 1.36 million	Open Tender



Open, fair & competitive procedures

LIFE CYCLE OF PASS MAIN PROGRAMME PROJECT



Accepted
all year round

Quarterly
Vetting Committee
(VC) meetings

Smaller, shorter &
straight-forward
projects via
circulation

(6-8 weeks)

PASS Secretariat &
relevant Govt b/ds:
Preliminary
assessment

VC: Assessment &
recommendation

Govt formal approval

(2-3 weeks)

Agree on cashflow
projection

Sign Project
Agreement

(Max. 3 years)

On-going monitoring
by VC & PASS
Secretariat
(e.g. site visits)

Progress Report &
Audited Accounts
(max. 2)

Final Report & Final
Audited Accounts

**Lump sum or
instalment
payments**



LIFE CYCLE OF PASS MAIN PROGRAMME PROJECT



Project Implementation

<\$300,000 & 18 months

⇒ Upfront lump sum payment
for ALL

< 2 years ⇔ 2 instalments

> 2 years ⇔ 3 instalments

**Based on project milestones,
ahead of expenditure schedule*



No expenditure before project starts

UPCOMING APPLICATION CYCLES OF PASS MAIN PROGRAMME



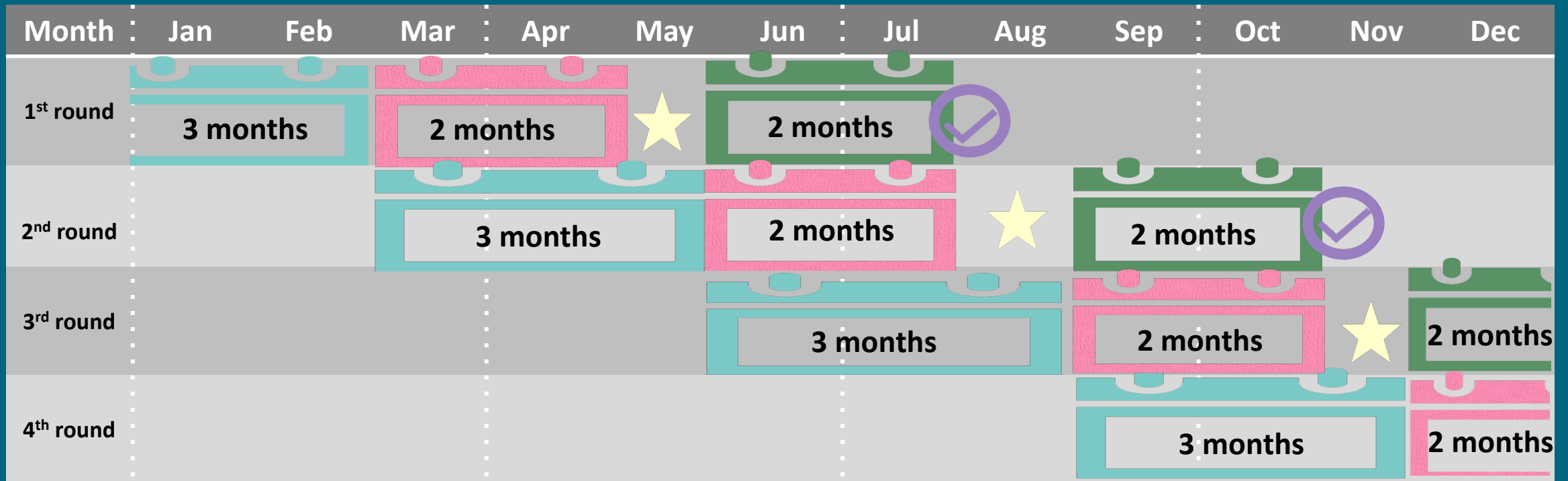
Application
Period

Assessment of
Application

Notification
of Result

Signing of Project
Agreement

Project
Commencement



Applications accepted all year round & processed on quarterly basis



CHECKLIST FOR SUCCESSFUL APPLICATION OF PASS MAIN PROGRAMME

Who?

- ✓ Non-profit distributing organisation

What?

- ✓ Directly meet PASS objective(s)
- ✓ Mainly benefit HK professionals from eligible sectors

How?

- ✓ Practical benefits
- ✓ Cost-effective
- ✓ Realistic

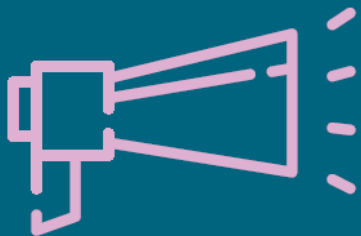
Financials?

- ✓ Non-profit-making project
 - ✓ No expenditure yet
 - ✓ No double Govt funding

**PROFESSIONALS
PARTICIPATION SUBSIDY
PROGRAMME**

(PSP)

PROFESSIONALS PARTICIPATION SUBSIDY PROGRAMME (PSP)



2020
Policy
Address

\$50M

Background:

Set aside \$50 million under PASS to subsidise HK major professional bodies to participate in activities organised by Government and HKTDC, so as to step up promotion of HK's competitive edges & professional services to Mainland (including GBA) cities & overseas markets after pandemic has stabilised

Objective: PSP activities must directly meet at least one or more of PASS objectives –

- Exchanges
- Promotion
- Professional standard enhancement

PROFESSIONALS PARTICIPATION SUBSIDY PROGRAMME (PSP)

Eligibility

- Beneficiaries : HK professionals from eligible professional services sectors listed under PASS who have participated in PSP activities
- Applicants : HK major professional bodies (non-profit-distributing nature)
- Activities : non-profit-making exchange, promotion and professional standard enhancement activities organised by Government and HKTDC

PROFESSIONALS PARTICIPATION SUBSIDY PROGRAMME (PSP)

Subsidy Principle

- 90% of actual cost incurred for each eligible participation cost item, up to approved maximum subsidy level
- Approved maximum subsidy levels cannot be transferred
- On a reimbursement basis, subject to full attendance of activity

PROFESSIONALS PARTICIPATION SUBSIDY PROGRAMME (PSP)

Participation Cost

Direct costs only:

- Travel
- Accommodation
- Participation fee charged by organiser (e.g. group in-town transportation, venue of sectoral promotion/exchange)

TALK TO US!

1 ON 1 CONSULTATION



PASS@cedb.gov.hk

3655 5418



www.PASS.gov.hk

- ✓ *Preliminary project ideas **OK!***
- ✓ *Discussion of projects under planning **OK!***
- ✓ *Seeking advice **OK!***
- ✓ *General enquiries **OK!***

USEFUL REFERENCES OF PASS MAIN PROGRAMME

*List of
Funded Projects*



*Assessment
Criteria*



*Application
Cycle*



*Sample Forms
(common projects)*



Intro PowerPoint



Pamphlet



Guide to Application



Application Form

USEFUL INFORMATION ON PSP

*List of
PSP Activities*



*Participation
Cost*



*Application
Form*



Intro PowerPoint



Guide to Application



Request Form