

**Remuneration Packages for Staff in the Top Three Tiers  
of Non-governmental Organisations (NGOs) operating Subvented Welfare Services**

**Review Report for the Reporting Year of 2021-22**

According to the Lump Sum Grant Manual, NGOs receiving recurrent subventions of not less than \$10 million a year and such amount exceeds 50% of their operating income pertaining to services / programmes within the welfare purview are required to submit the "Review Report on Remuneration Packages for Staff in the Top Three Tiers" (Review Report), and regularly review the number, rank and remuneration packages of their senior executives in the top three tiers.

NGOs currently exempted from completing and disclosing their Review Report are encouraged to consider making public the remuneration information of such staff in order to enhance their public accountability and promote the public's understanding of NGOs' financial position.

In cases where the top three-tier positions of the NGO (or of a particular division, e.g. social service of the NGO, where appropriate) are funded entirely by the NGO's income from sources other than the Government, other senior staff of the NGO (or of its particular division) occupying the subsequent three-tier positions may be covered subject to the NGO's particular circumstances such as its organisational structure.

*[Please read the explanatory notes before completing this form. The completed form should reach the Social Welfare Department (SWD) through electronic submission by 31 October 2022.]*

**Name of NGO (code) :**      **Hong Kong Down Syndrome Association (The) (315)**

Please tick as appropriate (may tick both)

- We have a staff member serving his/her second or further contract in 2021-22 for which **Part (A)** is completed.
- We have a staff member serving his/her first contract in 2021-22 for which **Part (B)** is completed.

**Part (A): Remuneration Packages for Staff Serving the Second or Further Contract (Note 1)**

Information of staff in the top three tiers serving the second or further contract. (Note 2)

**(1) Staff of First Tier (Note 3)**

(a) Number of post (Note 4) 1


(b) Post or rank (Note 5) [Please add row if necessary]

Post or rank	
	Acting Director

**Add Post or rank**

(c) For each staff whose staff costs not incurred for full year, please specify the number of month(s) covered (Note 6)

[Please add row if necessary] #optional field

Post or rank		Month(s)
	Acting Director	9





**Add Post or rank and Month(s)**

- (d) Total annual staff costs (including those not under SWD subventions, if applicable) (Note 7) \$ 668,918  
[1(d) should be equal to or greater than 1(e)]
- (e) Total annual staff costs (Note 7) under SWD subventions \$ 602,150  
[1(e) = 1(f)(i)+(ii)+(iii)+(iv)]
- (f) Breakdown of (1)(e) under SWD subventions
- (i) Salary (Note 8) \$ 588,456
  - (ii) Provident fund \$ 12,463
  - (iii) Cash allowance (Note 9) (please specify if any:) \$ 0
  - (iv) Non-cash based benefits (Note 10) (please specify if any:)  
Medical Insurance \$ 1,231
- (g) Comparable rank in civil service as assessed by SWD (Note 11) Assistant Social Work Officer or below
- Remarks by NGO, if any:

**(2) Staff of Second Tier (Note 3)**

(a) Number of post (Note 4) 4


(b) Post or rank (Note 5) [*Please add row if necessary*]

Post or rank	
	Service Manager
	Service Manager
	Finance Manager
	Fundraising & Public Relations Manager

Add Post or rank

(c) For each staff whose staff costs not incurred for full year, please specify the number of month(s) covered (Note 6)

[*Please add row if necessary*] #optional field

Post or rank		Month(s)
	Finance Manager	1

Add Post or rank and Month(s)

- (d) Total annual staff costs (including those not under SWD subventions, if applicable) (Note 7) \$ 1,968,787  
[2(d) should be equal to or greater than 2(e)]
- (e) Total annual staff costs (Note 7) under SWD subventions \$ 1,917,705  
[2(e) = 2(f)(i)+(ii)+(iii)+(iv)]
- (f) Breakdown of (2)(e) under SWD subventions
- (i) Salary (Note 8) \$ 1,798,636
  - (ii) Provident fund \$ 95,097
  - (iii) Cash allowance (Note 9) (please specify if any:)  
hardship allowance \$ 6,000
  - (iv) Non-cash based benefits (Note 10) (please specify if any:)  
Medical Insurance, One-off Voluntary contribution \$ 17,972
- (g) Comparable rank in civil service as assessed by SWD (Note 11) Assistant Social Work Officer or below
- Remarks by NGO, if any:

**(3) Staff of Third Tier (Note 3)**

(a) Number of post (Note 4) 4

(b) Post or rank (Note 5) [*Please add row if necessary*]

Post or rank	
<input type="checkbox"/>	Centre-in-charge
<input type="checkbox"/>	Centre-in-charge
<input type="checkbox"/>	Centre-in-charge
<input type="checkbox"/>	Centre-in-charge

**Add Post or rank**

(c) For each staff whose staff costs not incurred for full year, please specify the number of month(s) covered (Note 6)

[*Please add row if necessary*] #optional field

Post or rank		Month(s)
<input type="checkbox"/>	Centre-in-charge	5
<input type="checkbox"/>	Centre-in-charge	6.5
<input type="checkbox"/>	Centre-in-charge	6.5
<input type="checkbox"/>	Centre-in-charge	4

**Add Post or rank and Month(s)**

- (d) Total annual staff costs (including those not under SWD subventions, if applicable) (Note 7) \$ 1,975,223  
[3(d) should be equal to or greater than 3(e)]
- (e) Total annual staff costs (Note 7) under SWD subventions \$ 1,481,793  
[3(e) = 3(f)(i)+(ii)+(iii)+(iv)]
- (f) Breakdown of (3)(e) under SWD subventions
- (i) Salary (Note 8) \$ 1,381,631
  - (ii) Provident fund \$ 78,385
  - (iii) Cash allowance (Note 9) (please specify if any:)  
Hardship allowance \$ 6,000
  - (iv) Non-cash based benefits (Note 10) (please specify if any:)  
Medical Insurance, One-off Voluntary contribution \$ 15,777
- (g) Comparable rank in civil service as assessed by SWD (Note 11) Assistant Social Work Officer or below
- Remarks by NGO, if any:

**Part (B): Remuneration Packages for Staff Serving the First Contract (Note 1)**


Information of staff in the top three tiers serving the first contract. (Note 2)

Please skip this part if there is no staff member serving his/her first contract in 2021-22.

**(1) Staff of First Tier (Note 3)**

(a) Number of post (Note 4)

(b) Post or rank (Note 5) [*Please add row if necessary*]

Post or rank	
	

Add Post or rank

(c) For each staff whose staff costs not incurred for full year, please specify the number of month(s) covered (Note 6)

[*Please add row if necessary*] #optional field

Post or rank		Month(s)
		

Add Post or rank and Month(s)

(d) Total annual staff costs (including those not under SWD subventions, if applicable) (Note 7) \$

[*1(d) should be equal to or greater than 1(e)*]

(e) Total annual staff costs (Note 7) under SWD subventions \$ 0

[*1(e) = 1(f)(i)+(ii)+(iii)+(iv)*]

(f) Breakdown of (2)(e) under SWD subventions

(i) Salary (Note 8) \$

(ii) Provident fund \$

(iii) Cash allowance (Note 9) (please specify if any:) \$

(iv) Non-cash based benefits (Note 10) (please specify if any:) \$


(g) Comparable rank in civil service as assessed by SWD (Note 11)

Remarks by NGO, if any:

**(2) Staff of Second Tier (Note 3)**

(a) Number of post (Note 4)

(b) Post or rank (Note 5) [*Please add row if necessary*]

Post or rank	
	

Add Post or rank

(c) For each staff whose staff costs not incurred for full year, please specify the number of month(s) covered (Note 6)

[*Please add row if necessary*] #optional field

	Post or rank	Month(s)
		

Add Post or rank and Month(s)

(d) Total annual staff costs (including those not under SWD subventions, if applicable) (Note 7) \$

[*2(d) should be equal to or greater than 2(e)*]

(e) Total annual staff costs (Note 7) under SWD subventions \$ 0

[*2(e) = 2(f)(i) + (ii) + (iii) + (iv)*]

(f) Breakdown of (2)(e) under SWD subventions

(i) Salary (Note 8) \$

(ii) Provident fund \$

(iii) Cash allowance (Note 9) (please specify if any:) \$

(iv) Non-cash based benefits (Note 10) (please specify if any:) \$


(g) Comparable rank in civil service as assessed by SWD (Note 11)

Remarks by NGO, if any:

**(3) Staff of Third Tier (Note 3)**

(a) Number of post (Note 4) 1

(b) Post or rank (Note 5) [*Please add row if necessary*]

Post or rank	
	Centre-in-charge

Add Post or rank

(c) For each staff whose staff costs not incurred for full year, please specify the number of month(s) covered (Note 6)

[*Please add row if necessary*] #optional field

Post or rank		Month(s)
	Centre-in-charge	4

Add Post or rank and Month(s)

(d) Total annual staff costs (including those not under SWD subventions, if applicable) (Note 7) \$ 162,380

[*3(d) should be equal to or greater than 3(e)*]

(e) Total annual staff costs (Note 7) under SWD subventions \$ 162,380

[*3(e) = 3(f)(i)+(ii)+(iii)+(iv)*]

(f) Breakdown of (2)(e) under SWD subventions

(i) Salary (Note 8) \$ 154,380

(ii) Provident fund \$ 6,000

(iii) Cash allowance (Note 9) (please specify if any:  
Hardship allowance \$ 2,000

(iv) Non-cash based benefits (Note 10) (please specify if any:)  
\$

(g) Comparable rank in civil service as assessed by SWD (Note 11) Between Social Work Officer and Assistant Social Work Officer

Remarks by NGO, if any:

**Part (C): Review for changes (Note 12)**

	<u>2020-21</u> (the year before)	<u>2021-22</u> (the reporting year)
(a) Total annual staff costs under SWD		
subventions in respect of the top three tiers	\$ 3,962,473	\$4,164,028
<i>[Part (A)(1)(e)+(2)(e)+(3)(e)+ Part (B)(1)(e)+(2)(e)+(3)(e)]</i>		

(b) Please select and complete the following as appropriate to state the result of this review -

- The remuneration packages of staff in the top three tiers have been reviewed and **no change** was found in their remunerations as compared with the preceding year.
- The remuneration packages of staff in the top three tiers have been reviewed and **change(s)** was found in their remunerations as compared with the preceding year. The tier(s) having changes and reasons for such changes are stated below :
  - Upward/downward pay adjustment in accordance with Civil Service Pay Adjustment (details are given at the bottom, if any).
  - Upward/downward pay adjustment other than Civil Service Pay Adjustment (details are given at the bottom, if any).
  - Incremental creep (details are given at the bottom, if any).
  - Organisational restructuring or upgrading/downgrading of top three tier posts (details are given at the bottom, if any).
  - Increase/decrease in the number of staff of the top three tiers (details are given at the bottom, if any).
  - Other circumstances (please provide details in the box below).

2nd Tier: The post of Finance Manager was cancelled and has been restructured as Accounting Officer since June 2022

**Part (D): Public Disclosure of the Review Report (Note 13)**

This organisation  **has disclosed** /  **will disclose** (please specify the commencement date:

21.11.2022 ) the Review Report for 2021-22 (only **Part (A) to (C)**) through one or more of the following means and will make it available to the public upon request -



### Means of Disclosure

(Please tick as appropriate.)

<input checked="" type="checkbox"/>	Posting the information prominently on the notice board(s) at the Central Administration Unit / Head Office
<input checked="" type="checkbox"/>	Uploading the information to the website of this organisation The relevant hyperlink is: <a href="https://www.hk-dsa.org.hk/pdf/HKDSA-AnnexB-ReviewReport2022.pdf">https://www.hk-dsa.org.hk/pdf/HKDSA-AnnexB-ReviewReport2022.pdf</a>
<input type="checkbox"/>	Reporting the information in the Annual Report of this organisation
<input type="checkbox"/>	Publishing the information through special circular(s), newsletter(s) or other means (please enclose the copy/copies for reference)

### Part (E): Public Disclosure of the Review Report on the SWD's Website

This organisation has opted for the following arrangement:


(Please tick as appropriate.)

<input type="checkbox"/>	SWD posts a copy of Part (A) to (C) of the Review Report on the SWD's website
<input checked="" type="checkbox"/>	Part (A) to (C) of the Review Report will be uploaded to the website of this organisation through the relevant hyperlink as provided at Part (D) above

### Part (F): Declaration by Chairperson

I declare that the information as provided in Parts (A) to (E) is correct.

Contact Person: Erica Lee  
Post Title: Acting Director  
Tel. No.: 34272701  
Email Address: [erica.lee@hk-dsa.org.hk](mailto:erica.lee@hk-dsa.org.hk)

Signature of Chairperson:   
Name: Chor Wai Hing, Keith  
Tel. No.: 34272701  
Date: 31.10.2022