

**Scope of Work of the Hong Kong Productivity Council
as the Secretariat of the Recycling Fund**

- (A) provide overall administration of matters in relation to the Recycling Fund, including publicity and promotion, consultation and engagement with stakeholders, application and assessment arrangement, preparation of a monitoring mechanism, budgets and progress reports for review by the Government and Committee;
- (B) liaise with applicants for clarification of unclear information in the application forms, and request applicants for provision of additional information and/or amendment of application contents;
- (C) arrange site inspections and visits prior to application assessment and during project implementations;
- (D) conduct preliminary assessment of each application received, and compile and submit assessment reports for review by the Government and Committee;
- (E) inform all applicants of their application results;
- (F) for unsuccessful applications, resolve doubts and answer enquiries from applicants, and give advice on how to revise their applications for resubmission;
- (G) for applications with conditional approval, contact the applicants and explain conditions of approval so as to enable them to understand how to comply with those conditions imposed by the Committee and commence the projects; and
- (H) for approved applications, prepare and arrange signing of agreements, follow up and monitor the approved projects, as well as disburse subsidies to grantees in accordance with instructions of the Committee.