

**SME Development Fund (SDF)/
Dedicated Fund on Branding, Upgrading and Domestic Sales (BUD Fund)
(Organisation Support Programme) (OSP)**

Final Report on Approved Project

Project ref. no. : D17 002 006
Project title : Guidelines and training workshops on upgrading the
pest control services of Hong Kong pest control
SMEs
Period covered : From 01/02/18 to 30/11/19
(dd/mm/yy) (dd/mm/yy)

1. Project Details

(Please mark with "*" if any of the following project details is different from that in the project proposal appended to the project agreement.)

Project Summary (in about 150 words)

There is a need for pest control SMEs and their operators to upgrade the professional knowledge on pest control services and ultimately increase the competitiveness. Over the past years, customers select conventional pest control approach such as pesticide application to cure the problem. However, it poses potential risk to public safety and the pest problem cannot be solved thoroughly. Therefore, HKPMA applied TID fund to develop a guideline to introduce the pest control management on pesticide application in corporate and operational level. Integrated Pest Management is (IPM) introduced as well due to the increasing concern from general public about the impact on human being. A stakeholder group includes industry association, academic institutions, government department are formed to gather opinions for the guideline. The guideline will be promoted through website, seminar, workshops, promotional leaflet, newspaper supplement and email marketing to pest control industry and end users especially in property management.

Project Objective(s) (in about 80 words)

To enhance the professional competitiveness of practitioners and SMEs by coordinating the provision of quality pest control services to enhance the market competitiveness of SMEs through the development of a guideline and training workshops.

Grantee/Collaborating Organisation/Implementation Agent

Grantee : Hong Kong Pest Management Association (HKPMA)

Collaborating Organisation(s) : Pest Control Personnel Association of Hong Kong (PCPA)

Implementation Agent(s) : Hong Kong Quality Assurance Agency (HKQAA)

Key Personnel

	<u>Name</u>	<u>Company/Organisation</u>	<u>Tel No. & Fax No.</u>
Project Co-ordinator	Doris Chan	HKPMA	2577 6384
Deputy Project Co-ordinator	Jorine Tam	HKQAA	2202 9390

Project Period

	<u>Commencement Date</u> (day/month/year)	<u>Completion Date</u> (day/month/year)	<u>Project Duration</u> (No. of months)
As stated in project agreement	01/02/2018	31/07/2019	18 months
Revised (if applicable)	01/02/2018	30/11/2019	22 months

2. Summary of Project Results

Project Deliverables

(Please list out the project deliverables as stated in the project proposal appended to the project agreement and provide details related to the actual result achieved for each of them.)

	Project deliverable	Quantifiable target number (e.g. 100 participants)	Actual result achieved (e.g. 90 participants)	Reasons for not achieving the target, if applicable (e.g. The total number of registered participants was over 120. However, some of them did not show up eventually. Will strengthen promotion and try to make up for the shortfall in the following two seminars.)
a)	Guidebook	E version of Guidebook	E version of Guidebook	-
b)	3 seminars	80 participants each	Total 274 participants	-
c)	7 training workshops	25 participants each	Total 146 participants	Participant enrolled but no show due to ad hoc job arrangement.
d)	Project website	1 website	1 website	-
e)	Promotion leaflets	2000 printed copies	2000 printed copies	-
f)	EDM	100 Hong Kong enterprises included in the directory	100 Hong Kong enterprises included in the directory	-
g)	Newspaper supplement	4 full pages	4 full pages	-

Details of the deliverables (e.g. date, duration, venue, speaker, topic discussed, etc.)

(Please list out in table format if necessary.)

Details of the deliverable conducted	Actual result achieved
a) Guidebook Publishing date: 30/9/2018 Topics covered: Upgrade pest control services of HK Pest control SMEs No. of pages: 32 pages (Chinese), 37 pages (English) Distribution channels: Internet Soft copy available at:[pcs.hkqaa.org]	
b) 3 seminars 1st session Date: 30/10/2018 Time: 2:30-5pm (2.5 hours) Venue: HKU Space 8/F Other details:	Actual no. of participants from Hong Kong: 97
2nd session Date: 4/12/2018 Time: 2:30-5pm (2.5 hours) Venue: HKU Space 8/F Other details:	Actual no. of participants from Hong Kong: 97
3rd session Date: 16/4/2019 Time: 2:30-5pm (2.5 hours) Venue: HKU Space 8/F Other details:	Actual no. of participants from Hong Kong: 80

Details of the deliverable conducted	Actual result achieved
c) 7 training workshops	
1 st workshop Date: 19/2/2019 Time: 9:30-4:30pm (7 hours) Venue: HKQAA Topics covered: GD introduction and the ways to upgrade Pest control SMEs Speakers: Caroline Ma from HKQAA and Ella Chan from AFCD	Actual no. of participants: 20
2 nd workshop Date: 13/3/2019 Time: 9:30-4:30pm (7 hours) Venue: HKQAA Topics covered: GD introduction and the ways to upgrade Pest control SMEs Speakers: Caroline Ma from HKQAA and Ella Chan from AFCD	Actual no. of participants: 22
3 rd workshop Date: 30/4/2019 Time: 9:30-4:30pm (7 hours) Venue: HKQAA Topics covered: GD introduction and the ways to upgrade Pest control SMEs Speakers: Tommy Lo from HKQAA and Ella Chan from AFCD	Actual no. of participants: 21
4 th workshop Date: 22/5/2019 Time: 9:30-4:30pm (7 hours) Venue: HKQAA Topics covered: GD introduction and the ways to upgrade Pest control SMEs Speakers: Tommy Lo from HKQAA and Ella Chan from AFCD	Actual no. of participants: 19
5 th workshop Date: 26/9/2019 Time: 9:30-4:30pm (7 hours) Venue: HKQAA Topics covered: GD introduction and the ways to upgrade Pest control SMEs Speakers: Tommy Lo from HKQAA and Alice Chiu from AFCD	Actual no. of participants: 22
6 th workshop Date: 30/10/2019 Time: 9:30-4:30pm (7 hours) Venue: HKQAA Topics covered: GD introduction and the ways to upgrade Pest control SMEs Speakers: Tommy Lo from HKQAA and Amy Woo from AFCD	Actual no. of participants: 17
7 th workshop Date: 27/11/2019 Time: 9:30-4:30pm (7 hours) Venue: HKQAA Topics covered: GD introduction and the ways to upgrade Pest control SMEs Speakers: Tommy Lo from HKQAA and Amy Woo from AFCD	Actual no. of participants: 25
d) Project website	
Launching date: 30/9/2019 Web address: pcs.hkqaa.org	Target no. of website: 1
e) Promotion leaflets	

Details of the deliverable conducted	Actual result achieved
Contents: Related to upgrading pest control services Distribution channels: Industry association, Seminars and Workshops	Actual no. of printed copies: 2000
f) EDM	
Publishing date: Frequently Distribution channels: By emails, whatsapp Soft copy available at: [pcs.hkqaa.org]	Actual no. of Hong Kong enterprises included in the directory: 100
g) Newspaper supplement	
1 st & 2 nd Supplement Name of newspaper: Mingpao and Hong Kong Economic Times Date of publication: 27/9/2018	Actual no. of pages (printed advertisement): 1 Full page
3 rd & 4 th Supplement Name of newspaper: Mingpao and Hong Kong Economic Times Date of publication: 28/3/2019	Actual no. of pages (printed advertisement): 1 Full page

Milestones (in chronological order)

(# Please indicate if the milestone is completed (C), deferred (D) or not achieved (N). If it is deferred, please indicate the revised completion date. For those milestones which are deferred or not achieved, please also provide the reasons under item 2.4.)

<u>Milestone</u> (as set out in the approved project proposal appended to the project agreement)	<u>Original target completion date</u>	<u>Revised completion date</u> (if applicable)	<u>Status</u> (C/D/N) #
(a) Guidebook	30/9/2018	30/9/2018	C
(b) 3 Seminars	31/7/2019	16/4/2019	C
(c) 7 Workshops	31/7/2019	30/11/2019	D
(d) Website	30/9/2018	30/9/2018	C
(e) Design and print leaflets	31/10/2018	31/10/2018	C
(f) EDM	31/7/2019	30/11/2019	D
(g) Newspaper Supplement	31/3/2019	31/3/2019	C

2.5 Future Plan for Promoting the Project Deliverables (Nil if not applicable)

Nil
