

**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. : BUD 17 3 004
Project title : To augment the brand of “Hong Kong Mediation” in the professional and commercial fields in Mainland China by expanding the brand’s geographical and practical applications and equipping Hong Kong professionals for the new opportunities.
Period covered : From 15/03/18 to 14/03/21
(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)

Mediation is a voluntary and confidential alternative dispute resolution that steadily developed in Hong Kong for decades. Leveraging on the pioneer experience of the prior BUD project that successfully increased the knowledge of "Hong Kong Mediation" in Mainland China, the Applicant further expanded the promotion of use of Hong Kong Mediation through conference and online workshops.

Project Objective(s) (in about 80 words)

Leveraging on the increased knowledge of "Hong Kong Mediation" in Mainland China, this project aims at further expanding the brand in terms of geographical coverage and applicability to users, and enhancing practical mediation skills for Hong Kong and Mainland professionals and business entities, for enabling more mediation business opportunities.

Grantee/Collaborating Organisation/Implementation Agent

Grantee : Joint Mediation Helpline Office

Collaborating Organisation(s) : Hong Kong Bar Association, Hong Kong Institute of Arbitrators,
Chartered Institute of Arbitrators (East Asia Branch),
The Law Society of Hong Kong, The Hong Kong Institute of Surveyors
Hong Kong International Arbitration Centre – Hong Kong Mediation Council,
Hong Kong Mediation Centre Limited, Shanghai Commercial Mediation Center,
China Nansha International Arbitration Centre, South China International
Economic and Trade Arbitration Commission (Shenzhen Court of International
Arbitration) & 廣州仲裁委員會東莞分會

Implementation Agent(s) : NIL

Key Personnel

	<u>Name</u>	<u>Company/Organisation</u>	<u>Tel No. & Fax No.</u>
Project Co-ordinator :	Antony Man	Joint Mediation Helpline Office	2901 1224 & 2899 2984
Deputy Project Co-ordinator :	Chan Bing Woon	Joint Mediation Helpline Office	2901 1224 & 2899 2984

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	<u>15/03/2018</u>	<u>14/3/2021</u>	<u>36</u>
Revised (if applicable)	<u>NA</u>	<u>NA</u>	<u>NA</u>

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.)
1	Full-day conference in Hong Kong	Around 120 participants; Around 15 speakers from HK and Mainland; Total 6 – 7 hours	125 participants; 18 speakers from HK and Mainland; 8 hours	Nil
2	Full-day conference in Mainland China	Around 120 participants; Around 15 speakers; 6 – 7 hours	150 participants; 17 speakers from HK and Mainland; 8 hours	Nil
3a	First half-day mediation workshop in Hong Kong	25 participants; 1 Trainer and 5 coaches; 3 – 4 hours	23 participants; 1 Trainer and 5 coaches; 3 hours	The total number of registration received was 36, 25 registrations were confirmed whereas the remaining registrations were put in the waiting list. Eventually, 2 registrants did not show up. More registrants should be confirmed to prevent no-show (i.e. 120% of the target).
3b	Second half-day mediation workshop in Hong Kong	25 participants; 1 Trainer and 5 coaches; 3 – 4 hours	21 participants; 1 Trainer and 0 coach; 3 hours	The total number of registration received was 27. 6 of the registrants did not pay the registration fee. Fee note should be issued to remind registrants to pay the registration fee. The trainer did not express the need to engage coaches for a workshop of this scale and therefore no coach was invited to assist the trainer.
3c	First half-day mediation webinar in Hong Kong	25 participants; 1 Trainer and 5 coaches; 3 – 4 hours	25 participants; 1 Trainer and 5 coaches; 3 hours	Nil
3d	Second half-day mediation webinar in Hong Kong	25 participants; 1 Trainer and 5 coaches; 3 – 4 hours	15 participants; 1 Trainer and 5 coaches; 3 hours	Although the speaker has accepted the invitation to be the speaker of the workshop long ago (i.e. in early December 2020), his availability, bio and content of workshop were provided in mid-February 2021. As a result, there wasn't sufficient time for promotion. Liaison with Speaker should be more frequent and clear so as to ensure the availability of the speaker for preparing for the workshop. And another speaker should be invited if the speaker is

				occupied, where appropriate.
4a	First half-day mediation webinar in Mainland China	30 participants; 2 speakers and 3 coaches; 3 – 4 hours	41 participants; 6 speakers and 3 coaches; 3.25 hours	Nil
4b	Second half-day mediation webinar in Mainland China	30 participants; 2 speakers and 3 coaches; 3 – 4 hours	88 participants; 4 speakers and 3 coaches; 3.25 hours	Nil

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

(Please list out in table format if necessary.)

No.	Deliverable	Details
1.	Full-day conference in Hong Kong	Date : 19 May 2018 (Saturday)
		Time : 9:15am to 5:15pm
		Venue : Function Hall, 1/F., Justice Place, 18 Lower Albert Road, Central, Hong Kong
		Topics : Development, Opportunities and Future of Mediation in Hong Kong, Mainland and the Belt and Road Regions cum the 4th Shanghai-Hong Kong Commercial Mediation Forum
		Speakers : Ms. Teresa Cheng, GBS, SC, JP; Mr. Hu Shi Hao; Mr. Registrar Lung Kim Wan; Mr. Wang Xie; Mr. Antony Man; Mr. Justice Anthony Rogers, GBS, QC, JP, FCIS; Ms. Long Fei; Prof. Yang Li; Mr. Vod Chan; Mr. Ranse Howell; Ms. Tang Li Ming; Ms. Elaine Liu, JP; Mrs. Cecilia Wong; Ms. Sylvia Siu, JP; Ms. Zhang Wei; Mr. Sun Jia Rong; Mr. Chao Wei Lin; Mr. Chan Bing Woon, SBS, JP
2.	Full-day conference in Mainland China	Date : 25 October 2019 (Friday)
		Time : 9:15am to 5:15pm
		Venue : Nanjing Han Fu Hotel, 262 Changjiang Road, Xuanwu Dist, Nanjing
		Topic : Nanjing – Hong Kong Mediation Conference – The Application, Advantages and Training of Commercial Mediation
		Speaker : Ms. Quinnci Wong, Mrs. Cecilia Wong, Mr. CW Ling, Mr. Vod Chan, Ms. Sylvia Siu, JP, Ms. Elaine Liu, JP, Mr. Richard Leung, Dr. Lawrence Lee, 李華女士, 張亦軍女士, 白玉博先生, 于麗玲女士, 劉國林律師, 周連勇律師, 鄒毅律師, 姜欣法官, 楊學鵬先生
3a.	First half-day mediation workshop in Hong Kong	Date : 3 October 2018 (Wednesday)
		Time : 2:30pm to 5:30pm
		Venue : Financial Dispute Resolution Centre, Unit 3701-4, 37/F, Sunlight Tower, 248 Queen’s Road East, Wan Chai
		Topic : Mediating Cross-Border Dispute
		Speaker : Dr. Christopher To
3b.	Second half-day mediation workshop in Hong Kong	Date : 22 November 2018 (Thursday)
		Time : 2:30pm to 5:30pm
		Venue : Financial Dispute Resolution Centre, Unit 3701-4, 37/F, Sunlight Tower, 248 Queen’s Road East, Wan Chai
		Topic : Workshop on Mediation of Disputes with Cross-Cultural Elements
		Speaker : Mr. Lim Tat
3c.	First half-day mediation webinar in Hong Kong	Date: : 5 February 2021 (Friday)
		Time : 2:30pm to 5:30pm
		Format : Zoom webinar
		Topic : Essential Knowledge of Business Culture in China for Cross-border disputes

		Speaker : Mr. Thomas So
3d.	Second half-day mediation webinar in Hong Kong	Date: : 2 March 2021 (Tuesday)
		Time : 2:30pm to 5:30pm
		Format : Zoom webinar
		Topic : Handling Business Disputes with Cross-cultural Elements
		Speaker : Mr. Samuel Wong
4a.	First half-day mediation webinar in Mainland China	Date : 25 February 2021 (Thursday)
		Time : 2:00pm to 5:15pm
		Format : Zoom webinar
		Topic : Alternative Dispute Resolution
		Speaker : Ms. Sylvia Siu, JP, Ms. Cindy Fong, Mr. Peter Ma, 郭穎玫律師, 潘愛儀大律師, 華詩韻大律師, 區小平大律師
4b.	Second half-day mediation webinar in Mainland China	Date : 3 March 2021 (Wednesday)
		Time : 2:00pm to 5:15pm
		Format : Zoom webinar
		Topic : Alternative Dispute Resolution
		Speaker : Ms. Cindy Fong, Mr. Peter Ma, 溫觀生律師, 周一余律師

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)		Original target completion date	Revised completion date (if applicable)	Status (C/P/D) #	Reason for deviation from its original target completion date
(a)	Plan and deliver 1 Full-day Conference in Hong Kong	14/06/2018		C	
(b)	Plan and deliver 2 Half-day workshops in Hong Kong	14/10/2018	22/11/2018	D	See Note (1)
(c)	Plan and deliver 1 Full-day Conference in China	14/03/2019	25/10/2019	D	See Note (2)
(d)	Plan and deliver 2 Half-day webinars in Hong Kong and 2 Half-day webinars in China	14/03/2021		C	

Note:

- (1) More time than expected was spent to invite speakers and confirm their availability. We will confirm speakers' availability earlier in the future.
- (2) The conference in China was deferred due to the change of location and collaborating organisation, which were detailed in the change request dated 1 November 2019.

Reasons for Deferring or Not Achieving certain Milestones, if any.

JMHO was aware of the need to change the location of one of the major events of the project in order to achieve the objective of building up the brand of “Hong Kong Mediation” in the Mainland more effectively.

It took some time to identify suitable collaborating organisation so as to make sure the event could be organised smoothly in the Mainland with the support from a local organisation.

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

Nil