

Trade and Industrial Organisation Support Fund (TSF)

Final Report on Approved Project

Grantee	:	Hong Kong Hair & Beauty Merchants Association Limited
Implementation Agent(s) (if any)	:	Hong Kong Quality Assurance Agency
Project reference no.	:	T22 001 009
Project title	:	Enhancement on product safety knowledge of Hong Kong beauty and hair industry
Period covered in this report (whole project duration)	:	From 15/10/2022 to 14/12/2023 (dd/mm/yyyy) (dd/mm/yyyy)

1. Project Details

Project summary (in about 150 words)

This project would like to seek the Government's support to enhance and strengthen the industry's awareness and professional knowledge on the safety of salon and beauty products, enhance the procurement and operational process when selecting the hair and beauty product in order to increase the competitiveness of the industry. Moreover, we would like to develop the guidebook that makes reference to experience from main players in the industry and international standards for the industry's best practice. To narrow down the scope of the project, the project will focus on products that are commonly used and sold in beauty and hair salons (e.g. hair spray, shampoos, conditioners, styling products, hair colour, beauty and skin care products etc.). The project will invite Hong Kong Quality Assurance Agency (HKQAA) to be the project implementation agent for the project execution. HKQAA is a non-profit-distributing organisation established by the Hong Kong Government in 1989, it helps industry and business develop various quality management systems and have a wide range of industrial knowledge and experience, both local and international. HKQAA can also provide a full spectrum of conformity assessment and certification services.

Project objectives (in about 50 words)

- To foster and enhance the industry's awareness and knowledge on the safety of salon and beauty product during procurement and selection.
- To understand the international standards and guidelines, such as regulations on classification, labelling & packaging, for the industry's reference and adoption.
- To improve the industry's professional image in order to enhance and strengthen their competitiveness.

Collaborating Organisations (if any)

1. Federation of Beauty Industry (H.K.) Limited
2. Hong Kong Beauty and Fitness Professionals General Union
3. Hong Kong Image Designer Association (Non Profit Making) Limited (OMC Hong Kong)
4. International Beauty Professionals Validation Association Limited

Key personnel

	<u>Name</u>	<u>Post title and name of organisation</u>
Project Coordinator	Mr Mason Lung	Vice Chairman
Deputy Project Coordinator	Ms Meico Cheong (From 15 Oct 2022 till 6 July 2023)	Senior General Manager, Innovation Business
	Mr. Kwok To Ting (Effective date: 7 July 2023)	COO

Project duration

	<u>Commencement date</u> (dd/mm/yyyy)	<u>Completion date</u> (dd/mm/yyyy)	<u>Project duration</u> (no. of months)
As stated in the project agreement	01/09/2022	31/10/2023	14
Revised (if applicable)	15/10/2022	14/12/2023	14

2. Summary of Project Results

Governance

Please state the composition of the steering committee (or other committees) formed under the project.

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1. Hong Kong Beauty and Hair Merchants Association (Mr Shu Lam Kong, President),
2. Hong Kong Beauty and Hair Merchants Association (Ms Cherie Kong, Director and Secretary General),
3. Hong Kong Quality Assurance Agency (Ms Yubo Ho, Assistant Business Manager, Manufacturing & Service Business),
4. International Beauty Professionals Validation Association Limited (Ms Mandy Chu, Chairman)
5. Federation of Beauty Industry (H.K) Limited (Ms Angela Chan, Chairman)

Project deliverables

Please list out the project deliverables carried out during the project duration in accordance with the approved project proposal and provide details on the actual result achieved for each deliverable.

Details of the deliverable conducted	Quantifiable target (as stated in the approved project proposal)	Actual result achieved	Reasons for not achieving the target (if applicable)
1. Desktop research			
<p>Completion date: 14/2/2023</p> <p>The following standards of products commonly sold or used in beauty and hair salon are referenced and studied:</p> <ol style="list-style-type: none"> 1. China Safety and Technical Standards for Cosmetics 2015 2. European Union: CLP regulation, Cosmetics Regulation 1223/2009 CDSB related 3. USA: The Food and Drug Administration - Regulations Related to Cosmetics 4. Japan: Japan Cosmetics Regulation 5. South Korea: The Ministry of Food and Drug Safety (MFDS) – Cosmetic Act 	<u>1</u> time	<u>1</u> time	
2. Consultation with stakeholders			
<p>Stage 1 consultation</p> <p>Completion date: 14/7/2023</p> <p>The following aspects were observed and discussed:</p> <ol style="list-style-type: none"> 1. Current practice on product selection and operational process 2. Challenges and weaknesses on selection process 3. Feedback on the project findings to be included in the guidebook <p>Stage 2 consultation</p> <p>Completion date: 14/09/2023</p> <p>The following aspects were observed and discussed:</p> <ol style="list-style-type: none"> 1. Acquiring feedback and comments on the draft guidebook 	<p>Stage 1 consultation:</p> <p>Target no. of participants: 23 stakeholders (3 beauty and hair associations, 10 hair salons and 10 beauty salons)</p> <p>Target duration: 2 hours each</p> <p>Stage 2 consultation:</p> <p>Target no. of participants: 23 stakeholders (3 beauty and hair associations, 10 hair salons and 10 beauty salons)</p> <p>Target duration: 2 hours each</p>	<p>Actual no. of participants: 30 stakeholders (8 beauty and hair associations, 11 hair salons and 11 beauty salons)</p> <p>Actual duration: 2 hours each</p>	
3. Kick-off seminar			
<p>Date: 18 April 2023</p> <p>Time: 14:00 – 17:00 (3 hours)</p> <p>Venue: Room 1, HKQAA, 19/F, K Wah Centre, 191 Java Road, North Point</p> <p>Mode: Hybrid</p> <p>Topics covered:</p> <ol style="list-style-type: none"> 1. 致歡迎辭 (香港美髮美容業商會會長 江樹林先生) 2. 致辭 (立法會批發及零售界議員 邵家輝太平紳士) 3. 項目簡介 (香港品質保證局創新業務助理總監 蔣齊仲女士) 	<p><u>1</u> time</p> <p>Target no. of participants: <u>80</u> (30 onsite and 50 online)</p> <p>Target no. of speakers: <u>3</u></p> <p>Target duration: <u>3</u> hours</p>	<p><u>1</u> time</p> <p>Actual no. of participants: <u>107</u> (61 onsite and 46 online)</p> <p>Actual no. of speakers: <u>4</u></p> <p>Actual duration: <u>3</u> hours</p>	

Details of the deliverable conducted	Quantifiable target (as stated in the approved project proposal)	Actual result achieved	Reasons for not achieving the target (if applicable)
4. 業界經驗分享 (Salon Go Ahead 總監 許迪生先生) 5. 業界經驗分享 (Nature Beauty 總監 鄭思佩女士) 6. 座談會分享 7. 活動總結 8. 問答環節 Other details: - The seminar was promoted by eDM, through the network of project applicant, HKQAA and collaborating organisations. - The seminar was recorded and uploaded to project webpages.			
4. Two training seminars			
Session 1: Date: 7 December 2023 Time: 09:30 – 12:30 (3 hours) Venue: Room 1, HKQAA, 19/F, K Wah Centre, 191 Java Road, North Point Mode: Hybrid Topics covered: 1. 交流環節 2. 致歡迎辭 (香港美髮美容業商會會長 江樹林先生) 3. 項目簡介及本地美容美髮產品安全法規 (香港品質保證局葉朗軒先生) 4. 不同國家的美容美髮產品安全 (香港品質保證局葉朗軒先生) 5. 最佳實踐 (香港品質保證局葉朗軒先生) 6. 問答環節 Other details: - The seminar was promoted by eDM, through the network of project applicant, HKQAA and collaborating organisations. - The seminar was recorded and uploaded to project webpages.	1 time Target no. of participants: <u>80</u> (30 onsite and 50 online) Target no. of speakers: <u>1</u> Target duration: <u>3</u> hours	1 time Actual no. of participants: <u>93</u> (40 onsite and 53 online) Actual no. of speakers: <u>2</u> Actual duration: <u>3</u> hours	
Session 2: Date: 7 December 2023 Time: 14:00 – 17:00 (3 hours) Venue: Room 1, HKQAA, 19/F, K Wah Centre, 191 Java Road, North Point Mode: Hybrid Topics covered: 1. 交流環節 2. 致歡迎辭 (香港美髮美容業商會會長 江樹林先生) 3. 項目簡介及本地美容美髮產品安全法規 (香港品質保證局葉朗軒先生) 4. 座談會分享 5. 不同國家的美容美髮產品安全 (香港品質保證局葉朗軒先生) 6. 最佳實踐 (香港品質保證局葉朗軒先生) 7. 問答環節 Other details: - The seminar was promoted by eDM, through the network of project applicant, HKQAA and collaborating	1 time Target no. of participants: <u>80</u> (30 onsite and 50 online) Target no. of speakers: <u>3</u> Target duration: <u>3</u> hours	1 time Actual no. of participants: <u>95</u> (39 onsite and 56 online) Actual no. of speakers: <u>6</u> Actual duration: <u>3</u> hours	

Details of the deliverable conducted	Quantifiable target (as stated in the approved project proposal)	Actual result achieved	Reasons for not achieving the target (if applicable)
organisations. - The seminar was recorded and uploaded to project webpages.			
5. Guidebook			
Completion date: 14/10/2023 The following standards are referenced: 1.China Safety and Technical Standards for Cosmetics 2015 2.European Union: CLP regulation, Cosmetics Regulation 1223/2009 CDSB related 3.USA: The Food and Drug Administration - Regulations Related to Cosmetics 4.Japan: Japan Cosmetics Regulation 5.South Korea: The Ministry of Food and Drug Safety (MFDS) – Cosmetic Act	Target no. of guidebooks: <u>300</u> hard copies and e-version	Actual no. of guidebooks: <u>300</u> hard copies and e-version	
6. Project webpages			
Launching date: 13 February 2023 Web address: https://hkqbma.org.hk/hkqaa/ Other details: Content includes project introduction, events and activities details, photos of the activities, video records of seminars and e-version of the guidebook.	Target no. of webpages: <u>1</u> set	Actual no. of webpages: <u>1</u> set	
7. Promotion			
7.1 eDM by HKQAA & HKQBMA	Target no. of designs: <u>4</u> versions: (i) Kick-off seminar (1 time) (ii) Consultation with stakeholders (1 time) (iii) Promote the Guidebook (1 time) (iv) 2 Training seminars (1 time)	Actual no. of designs: <u>4</u> versions: (i) Kick-off seminar (1 time) 16 March, 2023 (ii) Consultation with stakeholders (1 time) 2 May, 2023 (iii) Promote the Guidebook (1 time) 15 Oct, 2023 (iv) 2 Training seminars (1 time) 15 Oct, 2023	
7.2 Advertisement on HKQAA's e-newsletter	Target no. of pages: <u>1</u> page each, <u>2</u> issues: (i) Kick-off seminar (1 time) (ii) Training seminars and the Guidebook (1 time)	Actual no. of pages: <u>1</u> page, <u>2</u> issue: (i) Kick-off seminar 1 April, 2023 (ii) Training seminars and the Guidebook (1 time) 15 Oct, 2023	
7.3 Advertisement on hair and beauty magazines	Target no. of pages: <u>1</u> page each, <u>2</u> magazines: (i) Advertisement on Estetica Magazine China (1 time) (ii) HK Beauty Magazine (1 time)	Actual no. of pages: <u>1</u> page, <u>1</u> magazines: (iii) Kick-off seminar 1 April, 2023 The remaining advertisement will be issued in phase 2 of the project.	

Key implementation stages

Please indicate in the status below if the deliverable is completed according to schedule (C), completed but delayed (D) or not achieved (N). If it is delayed or not achieved, please indicate the actual completion date (if applicable) and provide the reasons.

Project deliverable (all deliverables as set out in the approved project proposal)	Original target completion date ¹	Actual completion date (if applicable)	Status (C/D/N)	Reasons for not meeting the original target completion date
<ul style="list-style-type: none"> • To form a steering committee • Desktop research (Deliverable 1) 	14/02/2023	14/2/2023	C	
(a) Create project webpages (Deliverable 6)				
<ul style="list-style-type: none"> • 1st advertisement on HKQAA's e-newsletter (Deliverable 7.2) • Design and publish one eDM for kick-off seminar (Deliverable 7.1) 	14/04/2023	14/05/2023 (Note)	C	
(b) Conduct the kick-off seminar (Deliverable 3)				
Prepare the Guidebook based on the desktop research and Stage 1 stakeholder consultation	14/07/2023	14/7/2023	C	
<ul style="list-style-type: none"> • Design and publish one eDM for consultation with stakeholders (Deliverable 7.1) 	14/07/2023	15/7/2023	C	
Stage 1 consultation with 23 stakeholders				
(d) (Deliverable 2)				
Stage 2 consultation with 23 stakeholders	14/09/2023	14/09/2023	C	
(e) (Deliverable 2)				
<ul style="list-style-type: none"> • Fine-tune and finalize the Guidebook based on Stage 2 stakeholder consultation 	14/10/2023	14/10/2023	C	
Arrange printing of the Guidebook				
(f) (Deliverable 5)				
<ul style="list-style-type: none"> • 2nd advertisement on HKQAA's e-newsletter (Deliverable 7.2) • Advertisements on two hair and beauty magazines (Deliverable 7.3) • Design and publish one eDM for promoting the Guidebook (Deliverable 7.1) • Design and publish one eDM for 2 training seminars (Deliverable 7.1) 	14/12/2023	14/12/2023	C	
Conduct the two training seminars				
(g) (Deliverable 4)				

Note:

The kick-off seminar was postponed in order to accommodate the schedules of the speakers.

Approval for amendment to project proposal was given on 24 March 2023