

Trade and Industrial Organisation Support Fund (TSF)

Final Report on Approved Project

Grantee	:	International Dispute Resolution & Risk Management Institute Limited (IDRRMI)	
Implementation Agent(s) (if any)	:	Vocational Training Council – Institute of Professional Education And Knowledge (PEAK)	
Project reference no.	:	T22 003 006	
Project title	:	Facilitating Hong Kong enterprises and mediation professionals to develop the Guangdong-Hong Kong-Macao Greater Bay Area (GBA) market	
(whole project duration)		<u>15/03/2023</u> (dd/mm/yyyy)	<u>14/03/2024</u> (dd/mm/yyyy)

1. Project Details

Project summary (in about 150 words)

Mediation is proven to be the most effective and efficient dispute resolution and the best way to facilitate deal-making. It would be the best tool for SMEs to develop their market and the best protection to their business operations in the GBA including the business in Hong Kong SAR. To empower Hong Kong SMEs and mediation professionals for a more collaborative and legally compliant business environment in the GBA, IDRRMI implemented this project to promote mediation professional knowledge to SMEs.

Over the course of a year, this project significantly advanced the capabilities of Hong Kong SMEs and mediation professionals in the GBA. We conducted a total of six seminars and a major conference, focusing on legal compliance and dispute resolution, which bolstered networking and shared insights among participants. Two seminars in Shenzhen directly engaged GBA enterprises. We also launched two books: a professional guidebook offering best practices in mediation and a directory of mediation practices, enhancing access to mediation services. Promotional materials, including a video and e-banners, were widely disseminated on social media and partner websites, while a dedicated project webpage centralized resources and updates. These efforts are expected to raise legal awareness, improve mediation service provision, and encourage collaboration, thus fostering a more effective dispute resolution culture in the GBA.

Project objectives (in about 50 words)

To strengthen the knowledge of Hong Kong SMEs relating to the legal, compliance and risks in the GBA, and to provide guidance for SMEs to use a low-risk and effective cross-border dispute resolution mechanism. The second objective is to assist Hong Kong mediation professionals to develop a systematic approach for cross-border mediation services and promote Hong Kong mediation services to the enterprises in the GBA.

Collaborating Organisations (if any)

Hong Kong Mediation Centre Limited

Academy of International Dispute Resolution & Professional Negotiation Limited

Mainland-Hong Kong Joint Mediation Center Limited

The Hong Kong Federation of Commerce for Small and Medium Enterprises Limited

Key personnel

	<u>Name</u>	<u>Post title and name of organisation</u>
Project Coordinator	: Prof. Law Wai Hung	Chairman of IDRRMI
Deputy Project Coordinator	: Dr. Chan Ho Man	Vice-Chairman of IDRRMI

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	15/03/2023	14/03/2024	12
Revised (if applicable)	N.A.	N.A.	N.A.

2. Summary of Project Results

Governance

Please state the composition of the steering committee (or other committees) formed under the project. The Steering Committee was formed on 15 March 2023 and below are the committee members.

- Chairman of IDRRMI: Prof. Law Wai Hung, Francis
- Vice-Chairman of IDRRMI: Dr. Chan Ho Man, Alfred
- Legal Consultant of IDRRMI: Ms. Pamela Kwan
- Senior officer of PEAK: Mr. Chan Pan Kuen
- Consultant of PEAK: Mr. Paul Choi
- Accounting Officer of Mainland-Hong Kong Joint Mediation Center Limited: Ms. Alice Ip
- Director of Hong Kong Mediation Centre Limited: Mr. Law Sze Kei, Jackie

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. Four seminars in Hong Kong			
1 st seminar in Hong Kong <ul style="list-style-type: none"> • Date: 14 July 2023 • Time: 19:00 - 22:00 (3 hours) • Venue: Hong Kong Mediation Centre, Room 504, 5/F, West Wing, Justice Place, 11 Ice House Street, Central, Hong Kong • Topics covered: Using mediation to resolve the disputes in construction, finance and IP • Speakers: <ol style="list-style-type: none"> 1. Dr Francis Law, Chairman of IDRRMI (Hong Kong speaker) 2. Libby Guo, Senior partner of AllBright Law Offices (Mainland speaker) 3. Dr Richard Leung, Member of Des Voeux Chambers (Hong Kong speaker) 	Target no. of participants: <u>60</u> Target no. of speakers: <u>2</u> local speakers and <u>1</u> Mainland speaker	Actual no. of participants: <u>63</u> Actual no. of speakers: <u>2</u> local speakers and <u>1</u> Mainland speaker	
2 nd seminar in Hong Kong <ul style="list-style-type: none"> • Date: 18 September 2023 • Time: 19:00-22:00 (3 hours) • Venue: Hong Kong Mediation Centre, Room 504, 5/F, West Wing, Justice Place, 11 Ice House Street, Central, Hong Kong • Topics covered: How mediation can help SMEs to resolve their internal conflicts, employee compensation claims and other disputes • Speakers: 	Target no. of participants: <u>60</u> Target no. of speakers: <u>2</u> local speakers and <u>1</u> Mainland speaker	Actual no. of participants: <u>65</u> Actual no. of speakers: <u>2</u> local speakers and <u>1</u> Mainland speaker	

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. Dr Denise Cheung, Managing Director, Private Wealth of Quam Wealth Management Limited (Hong Kong speaker) 2. 尚文齊律師, 廣東粵通律師事務所主任 (Mainland speaker) 3. Chu Heung Ming Stephen, Member of Anthony Rogers Chambers (Hong Kong speaker)			
3 rd seminar in Hong Kong • Date: 12 December 2023 • Time: 19:00-22:00 (3 hours) • Venue: Hong Kong Mediation Centre, Room 504, 5/F, West Wing, Justice Place, 11 Ice House Street, Central, Hong Kong • Topics covered: Application of mediation and risk management in company Environmental, Social and Governance (ESG) development Speakers: 1. Jacky T.K. Lai, counsel 華富財富管理有限公司董事總經理 (Hong Kong Speaker) Presentation topic: How mediation may help in resolving ESG-related disputes 2. But Man Tai (畢文泰顧問律師), Consultant from 廣東Li & Partners, (Hong Kong Speaker) Presentation Topic: 企業發展管理, 法律調解有方-ESG發展領域的調解服務 3. Ma Jiu Hong (馬九紅律師), 珠海市建設工程造價協會會長 (Mainland Speaker) Presentation Topic: 大灣區工程爭議調解方式之探索	Target no. of participants: <u>60</u> Target no. of speakers: <u>2</u> local speakers and <u>1</u> Mainland speaker	Actual no. of participants: <u>62</u> Actual no. of speakers: <u>2</u> local speakers and <u>1</u> Mainland speaker	
4 th seminar in Hong Kong • Date: 6 February 2024 • Time: 19:00-22:00 (3 hours) • Venue: Hong Kong Mediation Centre, Room 504, 5/F, West Wing, Justice Place, 11 Ice House Street, Central, Hong Kong • Topics covered: How to build your market in the GBA safely with the supports from the Hong Kong professional mediation services and risk management services Speakers: 1. Priscilla Leung Mei-fun (梁美芬教授), SBS, JP, 香港立法會議員	Target no. of participants: <u>60</u> Target no. of speakers: <u>2</u> local speakers and <u>1</u> Mainland speaker	Actual no. of participants: <u>64</u> Actual no. of speakers: <u>2</u> local speakers and <u>1</u> Mainland speaker	

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)
<p>(Hong Kong Speaker) presentation topic: The experience on building your market in the GBA safely with the supports from the Hong Kong professional mediation services and risk management services</p> <p>2. Yeung Man Sing (楊文聲律師), Partner of LI & PARTNERS(CHINA) (Hong Kong Speaker) Presentation Topic: Experience Sharing - Construction Mediation in GBA</p> <p>3. Ng Wing, 暨南大學生創新創業訓練計畫項目導師,法律顧問公司始創者 (Mainland Speaker) Presentation topic: 如何运用香港专业调解及风险管理服务有效安全地拓展大湾区市场</p>			
2. Two seminars in Shenzhen			
<p>1st seminar in Shenzhen</p> <ul style="list-style-type: none"> Date: 5 September 2023 Time: 14:00-17:00 (3 hours) Venue: 永卓法律服務(深圳)有限公司, Room 3702 B-C, 37/F, No 4 Excellence Century Plaza, Futian District Fortune 3 Road, Shenzhen, China Topics covered: Best protection of companies IP interest in the GBA by Hong Kong international mediation and risk management professionals Speakers: <ol style="list-style-type: none"> Dr Alex S.Y. Lau, Arbitrator, Mediator, Partner of Hong Kong Intellectual Property Advisory Service Ltd. (Hong Kong speaker) Liu Yang, Lawyer, Director of Shanghai Heji Law Firm (Mainland Speaker) Dr Tsoi Kei Nam, Chairman of E-Commerce and Online Arbitration Committee (Hong Kong Speaker) 	<p>Target no. of participants: <u>60</u></p> <p>Target no. of speakers: <u>2</u> local speakers and <u>1</u> Mainland speaker</p>	<p>Actual no. of participants: <u>62</u></p> <p>Actual no. of speakers: <u>2</u> local speakers and <u>1</u> Mainland speaker</p>	
<p>2nd seminar in Shenzhen</p> <ul style="list-style-type: none"> Date: 14 November 2023 Time: 14:00-17:00 (3 hours) Venue: 深圳東海朗廷酒店24樓星願廷2 Topics covered: How mediation can help SMEs to resolve their international conflicts, employee compensation claims and other disputes in the Mainland 	<p>Target no. of participants: <u>60</u></p> <p>Target no. of speakers: <u>2</u> local speakers and <u>1</u> Mainland speaker</p>	<p>Actual no. of participants: <u>63</u></p> <p>Actual no. of speakers: <u>2</u> local speakers and <u>1</u> Mainland speaker</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)
<p>Speakers:</p> <ol style="list-style-type: none"> Dr, Francis Law, Chairman of International Dispute Resolution & Risk Management Institute Limited from Hong Kong. (Hong Kong Speaker) Presentation topic: 商事調解對大灣區商企的幫助 Lin Hai Hong (林海红律师), 广东宝慧律师事务所专职律师 (Mainland Speaker) Presentation topic: 中小企业跨境投资争议及纠纷解决新思维与新工具 Lily Yin (尹莉莉律师), Senior Partner, Wang Jing & GH Law Firm (Mainland Speaker) Presentation topic: 粤港澳大湾区背景下的劳资关系 			
3. Conference (physical mode)			
<p>One conference (physical mode) in Hong Kong Date: 8 March 2024</p> <ul style="list-style-type: none"> Time: 9:30-18:00(8.5 hours) Venue: Hong Kong Convention and Exhibition Centre (HKCEC) Topics covered: The International Dispute Resolution and Risk Management Conference 2023 cum launching ceremony of the Guidebook for the mediation and risk management practice in the GBA <p>Speakers:</p> <ol style="list-style-type: none"> Dr Patrick Lau, Deputy Executive Director, Hong Kong Trade Development Council (Hong Kong Speaker) Presentation topic: Bridging Businesses to Opportunities- GBA, Belt and Road and beyond QIU Donghong 丘東紅副局長, Deputy Director of the Zhuhai Bureau of Justice (Mainland Speaker) Presentation topic: 坚持和发展新时代“枫桥经验”服务保障粤港澳大湾区建设的珠海实践与探索 Dr Jimmy Ma SBS JP, Members of Liberty Chambers (Hong Kong Speaker) Presentation topic: Mediation Professional Services in GBA and Belt & Road Initiative Regions Mr. CAO Hailei, Deputy Director of the Shenzhen Bureau of Justice from 	<p>Target no. of participants: <u>200</u></p> <p>Target no. of speakers: <u>4</u> local speakers, <u>4</u> overseas speakers and <u>2</u> Mainland speakers</p>	<p>Actual no. of participants: <u>243</u></p> <p>Actual no. of speakers: <u>5</u> local speakers, <u>1</u> overseas speakers and <u>4</u> Mainland speakers</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)
<p>China (Mainland Speaker) Presentation topic: 推動深圳商事調解服務助力粵港澳大灣區建設</p> <p>5. Prof. WANG Guiguo, President of Zhejiang University Academy of International Strategy and Law Zhejiang University (Mainland Speaker) Presentation topic: 法自然以推动商事争议调解</p> <p>6. Mr. XIAO Wenqi, 广州市律师协会监事 (Mainland Speaker) Presentation topic: 让国际调解加入“中国元素”，持续为中国对外经贸交往保驾护航</p> <p>7. Prof. Rajesh SHARMA, Associate Professor of RMIT (Australia Speaker) Presentation topic: Future of Dispute Resolution in GB and BRI Region</p> <p>8. Ms. Peggy AU-YEUNG, Principal Government Counsel (Legal Enhancement and Dev Off), Department of Justice Hong Kong SAR (Hong Kong Speaker) Presentation topic: 律政司就推動粵港澳大灣區法治建樓的工作</p> <p>9. Ms. Peggy AU-YEUNG, Principal Government Counsel (Legal Enhancement and Dev Off), Department of Justice Hong Kong SAR (Hong Kong Speaker) Presentation topic: 律政司就推動粵港澳大灣區法治建樓的工作</p> <p>10. Dr. Alfred CHAN, Vice-Chairman of IDRRMI from Hong Kong (Hong Kong Speaker) Presentation topic: 拓展大灣區業務的頭3位主要因素</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. Guidebook			
<p>Publishing date: 8 March 2024</p> <p>Name: Practices Guidebook for the Mediation and Risk Management Professionals in the GBA (大灣區專業調解及風險管理服務實務指南)</p> <p>Topics covered: Practices Guidebook for the Mediation and Risk Management Professionals in the GBA</p> <p>The editors' group for the guidebook and directory was formed on 15 May 2023</p> <p>Editors' group members:</p> <ul style="list-style-type: none"> • Prof. Francis Law, Chairman of IDRRMI • Dr Alfred Chan, Vice-Chairman of IDRRMI • Mr Chan Bing Woon, Member of Chief Justice's Civil Justice Reform Monitoring Committee • Mr Nick Chan, National People's Congress member • Ms Yedi Ip, Manager and member of the Management Committee of Beijing Zhongwen • Dr. Patrick Lau, Deputy Executive Director of Hong Kong Trade Development Council • Prof Hon Priscilla Leung, Hong Kong Legislative Councillor • Ms Lin Hixhong, Member of the Marriage and Family Law Professional Committee of the Guangdong Law Society • Ms Liu Yang, Director of Shenzhen Copyright Society • Dr Jimmy Ma, Council member and Court member of Lingnan University • Prof Stephen Wong Kai-yi, Director, China Law Society • Mr Xiao Wenqi, Legislative consulting expert of the Standing Committee of the Guangdong Provincial People's Congress • Prof. Yun Zhao, Associate Dean (Mainland Affairs) & Professor of Hong Kong University 	<p>One e-version plus <u>500</u> hard copies in English and Traditional Chinese</p>	<p>One e-version plus <u>500</u> hard copies in English and Traditional Chinese</p>	
5. Promotion Video			
<ul style="list-style-type: none"> • Launching date: 14 October 2023 • Languages in voice-over: Cantonese and Putonghua • Languages in subtitle: Simplified and Traditional Chinese • Broadcasting channels: - Project webpages: 	<p>Target length of video: <u>5</u> minutes</p>	<p>Actual length of video: <u>5</u> minutes</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)
https://gbamediation.com - Applicant's website: https://idrrmi.org/zh/%e9%a6%96%e9%a0%81/ - Hong Kong Mediation Centre: https://www.mediationcentre.org.hk/tc/news/Newsview.php?id=351 - Academy of International Dispute Resolution & Professional Negotiation: https://aidrn.org - Mainland-Hong Kong Joint Mediation Center: https://mhjmc.org/en/ - Youku: https://v.youku.com/v_show/id_XNjQyNTM4NjM0OA==.html - LinkedIn: https://www.linkedin.com/feed/update/urn:li:activity:7243892402564841473 - Douyin: https://www.douyin.com/video/7417713983995596058 - Bilibili: https://www.bilibili.com/video/BV13KsmerE9V/?vd_source=d3ecbc9c1d4fabaf654ff2063dba23ef			
6. Directory			
Publishing date: 8 March 2024 Topics covered: Directory of Professional Mediation and Risk Management Services in the GBA Name: Directory of Professional Mediation and Risk Management Services in GBA (大灣區專業調解及風險管理服務目錄) The editors' group for the guidebook and directory was formed on 15 May 2023 Editors' group members: same as guidebook	One e-version plus 500 hard copies in Traditional Chinese and English	One e-version plus 500 hard copies in Traditional Chinese and English	
7. Project webpages			
Launching date: 30 June 2023 Web address: https://gbamediation.com Other details: to promote the project, disseminate the project information, recruit participants of project events including seminars and the conference	Target no. of webpages: 1 webpages	Target no. of webpages: 1 webpages	After consultation with the website designer, it was not suggested to revamp IDRRMI's existing website https://www.idrrmi.org/ to be the project webpages as the website has a lot of information and it is time consuming to classify the information. To save costs and administration and

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)
			registration, it was suggested that a new webpages be set up just for this project.
8. Promotional activities			
(a) Leaflets (project information) Contents: to promote the events including: <ul style="list-style-type: none"> • 4 seminars in Hong Kong • 2 seminars in Shenzhen • Conference • Guidebook/ directory Distribution channels: offices of IDRRMI, all of the collaborating organizations, the associated centres of IDRRMI such as 5 branch centres and 2 joint centres in Hong Kong and the Mainland	Target no. of designs: <u>2</u> versions with e-versions (Traditional Chinese version & Simplified Chinese version) Target no. of printed copies: <u>500</u> hard copies each	Actual no. of designs: <u>2</u> versions (Traditional Chinese version & Simplified Chinese version) Actual no. of printed copies: <u>500</u> hard copies each	Hard copies have been distributed by the offices of IDRRMI, collaborating organisations and associated centres of IDRRMI.
(b) Printed advertisements in Hong Kong Economic Journal to promote the conference	Half page, 1 issue	No posted	Based on the expensive quotation (\$20,000), it had been proposed to cancel this arrangement due to over budget (budgeted amount was \$10,000).
(c) Leaflets for conference Contents: to promote the conference Distribution channels: offices of IDRRMI, all of the collaborating organizations, the associated centres of IDRRMI such as 5 branch centres and 2 joint centres in Hong Kong and the Mainland	Target no. of designs: <u>1</u> version with e-version Target no. of printed copies: <u>250</u>	Actual no. of designs: <u>1</u> version with e-version (English and Chinese Version) Actual no. of printed copies: <u>250</u> English and Chinese Version)	Hard copies have been distributed by the offices of IDRRMI, collaborating organisations and associated centres of IDRRMI.
(d) Conference kits Contents: Each kit including name badge for registration, conference programme, conference folder, souvenir and paper bag Distribution channels: at the registration counter of the conference on 8 March 2024	Target no. of conference kits: <u>200</u> pieces	Actual no. of conference kits: <u>200</u> pieces Included: <ul style="list-style-type: none"> - Name Badge - Conference Programme - Conference folder - Conference Souvenir - Paper Bag (Guidebook and Directory had been distributed to participant, paper bag was the packaging for conference kits, guidebook and directory) 	
(e) Online advertisements (e banners) Contents: to promote the advantages of international mediation to resolve disputes resolutions in Hong Kong and GBA.	Target duration of on-line advertisement: <u>12</u> months each	Actual duration of on-line advertisement: 4 months from 15 Nov 2023 to 14 March 2024.	As the registration for the seminars is satisfactory and the number of seats is limited, we consider that the posting of the e-banners on the websites of the applicant and collaborating organisations is sufficient for the promotion of

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)
<p>1. e-banners on social media including:</p> <ul style="list-style-type: none"> • YouTube • LinkedIn • Google • Douyin • Bilibili • Youku <p>2. e-banners on the websites of collaborating organisations:</p> <ul style="list-style-type: none"> • IDRRMI (https://idrrmi.org/zh/%E9%A6%96%E9%A0%81/) • Hong Kong Mediation Centre Limited (https://www.mediationcentre.org.hk/) • Mainland-Hong Kong Joint Mediation Center Limited (https://mhjmc.org/) • Academy of International Dispute Resolution & Professional Negotiation Limited (https://aidrn.org/) • Project Website: https://gbamediation.com 	<p>Target duration of on-line advertisement: 12 months each</p>	<p>Actual duration of on-line advertisement: 6 months each (15 April 2023 to 14 March 2024)</p>	<p>the project, therefore we would to promote the concept and advantages of international mediation to resolve dispute resolution for Hong Kong and GBA.</p> <p>Due to the design and production of the e-banners, the e-banners were posted on 15 April 2023. As these are in-kind sponsorship items, the shortfall will be made up in cash if the total contribution is less than 10% of the total project expenditure.</p>

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.

<u>Project deliverable</u> (all deliverables as set out in the approved project proposal)	<u>Original target completion date</u> ¹	<u>Revised target completion date</u> (if applicable)	<u>Status</u> (C/P/D/N A)	<u>Reasons for not meeting the original target completion date</u>
(a) To form a steering committee	30/04/2023		C	
(b) To form the editors' group for the guidebook and directory	30/04/2023	15/05/2023	D	Pls. see note (a)
(c) Define the scope for revamping the existing website and launch the project webpages	30/04/2023	30/06/2023	D	Pls. see note (b)
(d) Design and produce the project information leaflets (2 versions)	30/04/2023	31/07/2023	D	Pls. see note (c)
(e) Design and place the e-banners for promotion on collaborating organizations' website and social media	30/04/2023		D	Pls. see note (d)
(f) Prepare and organize the 1 st seminar in Shenzhen	14/08/2023	14/10/2023*	C	
(g) Prepare and organize the 1 st and 2 nd seminars in Hong Kong	14/08/2023	14/10/2023*	C	
(h) Production of promotional video	14/08/2023	14/10/2023*	C	
(i) Interview and site survey with interested parties and related organizations to get more insights of market needs for the guidebook and directory	14/08/2023	14/10/2023*	D	Pls. see note (e)
(j) Prepare and organize the 3 rd seminar in Hong Kong	14/01/2024	12/12/2023	C	
(k) Prepare and organize the 2 nd seminar in Shenzhen	14/01/2024	14/11/2023	C	
(l) Design and drafting the directory	14/01/2024	14/01/2024	C	
(m) Design and drafting the guidebook	14/01/2024	14/01/2024	C	
(n) Printing of the guidebook and directory	14/01/2024	26/02/2024	D	Pls. see note (f)
(o) Prepare and organize the 4 th seminar in Hong Kong	14/03/2024	06/02/2024	C	
(p) Design and printing all materials (including the leaflets) for the conference	14/03/2024	26/02/2024	C	
(q) Place advertisement on newspaper for the promotion of the conference	14/03/2024	--	D	Pls. see note (g)
(r) Prepare and organize the conference cum launch of guidebook and directory	14/03/2024	08/03/2024	C	
(s) Upload the project information to the project webpages (ongoing throughout the project)	14/03/2024	14/03/2024	C	

Note:

- To identify suitable editors, it took more time to invite the industry experts and finally the editors' ground was formed on 15 May 2023.
- We proposed to revamp the IDRRMI's existing website <https://www.idrrmi.org/> to be the project webpages, but the website designer suggested to set up a new webpages for this project as it will be more cost effective. It took more preparation time to set up a new project webpages and it was completed on 30 June 2023.

¹ As stated in the approved project proposal.

- (c) To align the project image with project website, the design of leaflet deferred to June 2023 and production on 31 July 2023.
- (d) To optimise the effects of promotions on social media, the project team would like to make use of a bit longer time for the preparation, no charges and expenses has been spent on social media for e-banner from 15 March 2023 to 14 Oct 2023.
- (e) To accommodate the interviewee's schedules, the interviews and site survey were completed on 14 January 2024.
- (f) Due to review and editing the content of directory and guidebook, it delayed the printing the directory and guidebook to 26 Feb 2024
- (g) The quotation for placing advertisement on newspaper (Economics Times) for promotion of the conference was \$20,000 and our budget for this arrangement was \$10,000. Due to over budget costing, newspaper advertisement for promoting conference had been cancelled.