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| **Progress Report** **工作進度報告書** | **Secretariat Use 秘書處專用**Serial Number 編號:  |
|  | Project Title計劃名稱 |
| COUNTRYSIDECONSERVATIONFUNDINGSCHEME鄉郊保育資助計劃 |
|  |
| Date of Approval批准日期 |
|  |
| Amount of Approved Grant獲批資助款項 |
|  |
| Other Source of Fund and Amount其他資金來源及金額 |
| Dear Sir,I certify that the attached the progress report and statement of account (reporting period ) are correct and that the goods and services purchased and acquired are necessary for the activities of the project and that the prices are fair and reasonable.執事先生：本人證實所夾附的第 份工作進度報告書和帳目報表 (報告期間 ) 均正確無誤，所購買的物料和獲取的服務，是本計劃內的活動所必要的，而且價格公道合理。 |
| **Project Type 計劃類型** |
| 🞏 Nature ConservationManagement Agreement Projects (MA)自然保育管理協議項目 (保育管理) |
| 🞏 Formulation of Proposals on Restoration of Built Heritage (BH) 文物建築復修計劃書的擬定 (文物建築) |
| 🞏 Cultural Rehabilitation/Revitalisation Projects (CR)文化復興/復育項目 (文化復興/復育)🞏 Research Activities onCountryside Conservation and Revitalisation (RA)鄉郊保育及復育研究活動 (研究活動) | Recipient Organisation獲資助機構 |
| Person-in-charge機構負責人 |
| Position Held職位 Signature簽署 |
|  |
|  |  |
|  | Submission Date of Report 遞交報告日期 First Submission 第一次遞交 Latest Revision 最新修改  |    |
|  |
|  |  |
|  | Official Chop of Organisation機構正式印鑑 |
|  |  |

**Please complete this Progress Report and submit it to the Secretariat of the Countryside Conservation Funding Scheme. Please note that Section I of this report may be made available for public inspection. 請填妥這份工作進度報告書，並送交鄉郊保育資助計劃秘書處。請注意，這份報告書的第 I部份可能會供公眾查閱。**

1. **PROJECT DETAILS AND OUTCOME 項目詳情及成果**
2. Project Schedule 項目時間表

|  |  |
| --- | --- |
| Commencement Date 開始日期 | Completion Date 完成日期 |
| Original原定 | Actual實際 | Original原定 | Expected預計 |
|  |  |  |  |

1. Change of Project Objective and/or Scope 計劃目的和／或範圍的更改 *(If yes, please specify change and reasons. 如有，請註明有何更改及所持理由。)*

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1. Implementation Progress 推行進展 *(Please compare with the proposed progress in the approved application. 請以獲批的建議進展作比較。)*

Please fill in the relevant section below according to the project type.

(MA: 3(a); BH: 3(b); CR: 3(c); and RA: 3(d))

請按項目類別填寫以下相關部分。

(保育管理: 3(a); 文物建築: 3(b); 文化復興/復育: 3(c); 及研究活動: 3(d))

* 1. MA Project 保育管理項目
1. Habitat Conservation 生境保育
Summary 撮要

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| --- |
| *E.g. total area of land conserved /managed, condition of habitats**例如：保育／管理的土地面積總計，生境的狀況* |
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*(Please provide breakdowns by habitat types / habitat management measures, if applicable.*

*如適用，請細分不同的生境種頪／生境管理措施。)*

|  |  |  |
| --- | --- | --- |
| Habitat Type / Habitat Management Measure生境種頪／生境管理措施 | Proposed Area建議面積 | Actual Area實際面積 |
|  |  |  |
|  |  |  |
|  |  |  |
| Total 總計 |  |  |

1. Species Conservation 物種保育
Summary 撮要

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| --- |
| *E.g. new species records, major findings and major changes in biodiversity.**例如：新物種的記錄，主要研究成果及生物多樣性的主要轉變。* |
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1. Progress of Activities Carried Out 推行活動的進展

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| --- | --- |
| Activity 活動 | *(E.g. habitat management measures, biodiversity surveys/monitoring.**例如：生境管理措施、生物多樣性調查／監察。)* |
| Date 日期/Duration 為期/Frequency 次數 | *(E.g. specific dates for one-off/irregular activities, duration and frequency for regular/seasonal activities, time required for establishing new farmland. 例如：單次／非恆常活動的日期，恆常／季節性活動的時期及次數，開發農地所需時間。)* |
| Implementation Progress推行進展 | *(E.g. crop/host plants planting, habitat restoration, fishpond drain down. Please attach appendix(ces) for reference if applicable. 例如：栽種農作物／寄主植物，修復棲息地，魚塘降水。如適用，請附加資料以供參考。)**Report on project slippage, problems encountered, remedial measures taken to overcome problems and their effectiveness (if any).**請匯報計劃延誤、遇到的問題、為解決問題所採取的補救措施及這些措施的成效（如有）。* |

*(Please use separate tables for different activities 不同活動請分別以不同表單填寫)*

1. Architectural and Cultural Assets Conservation under MA Project

保育管理項目下的文物建築及文化資產保育

 Summary 撮要

*E.g. restoration progress, major findings*

*例如：修復進展，主要研究成果*

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 Progress of Activities Carried Out 推行活動的進展

|  |  |
| --- | --- |
| Activity 活動 | *(E.g. repair, protect or appropriate additions works onto building(s) or building compound inside project area, ecotours, workshops, festivals, volunteer schemes. 例如：維修、保護及適度加建項目內合適的建築物或建築群，生態旅遊、工作坊、節慶、義工計劃。)* |
| Date 日期 /Duration 為期 /Frequency 次數 | *(E.g. specific dates for one-off/irregular activities, duration and frequency for regular/seasonal activities, time required for building restoration or time required for preparing activities. 例如：單次／非恆常活動的日期，恆常／季節性活動的時期及次數，建築修復所需時間或準備活動所需時間。)* |
| Implementation Progress推行進度 | *(E.g. repair, protect or appropriate additions works onto building(s) or building compound inside project area, like farmhouse, storage hut, pavilion, etc, or time required for preparing activities. 例如：維修、保護及適度加建項目內合適的建築物或建築群，如農舍、倉庫、亭子等，或準備活動所需時間。)**Report on project slippage, problems encountered, remedial measures taken to overcome problems and their effectiveness (if any).**請匯報計劃延誤、遇到的問題、為解決問題所採取的補救措施及這些措施的成效（如有）。* |

*(Please use separate tables for different activities 不同活動請分別以不同表單填寫)*

* 1. BH Project 文物建築項目
1. Building Restoration 建築修復
Summary 撮要

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| --- |
| *E.g. restoration progress**例如：修復進展* |
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1. Progress of the Preparation for the Activities to be Carried Out 籌辦活動的進展

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| --- | --- |
|  Activity 活動 | *(E.g. repair, protect or appropriate additions works onto building(s) or building compound inside project area. 例如：維修、保護及適度加建項目內合適的建築物或建築群。)* |
| Date 日期/Duration 為期/Frequency 次數 | *(E.g. specific dates for one-off/irregular activities, duration and frequency for regular/seasonal activities, time required for building restoration. 例如：單次／非恆常活動的日期，恆常／季節性活動的時期及次數，建築修復所需時間。)* |
| Implementation Progress推行進展 | *(E.g. repair, protect or appropriate additions works onto building(s) or building compound inside project area, like farmhouse, storage hut, pavilion. 例如：維修、保護及適度加建項目內合適的建築物或建築群，如農舍、倉庫、亭子等。)**Report on project slippage, problems encountered, remedial measures taken to overcome problems and their effectiveness (if any).**請匯報計劃延誤、遇到的問題、為解決問題所採取的補救措施及這些措施的成效（如有）。* |

* 1. CR Project 文化復興/復育項目
1. Summary 撮要

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| *E.g. major findings**例如：主要研究成果* |
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1. Progress of Activities Carried Out 推行活動的進展

*If the activities of the CR project are mainly public education and community engagement activities, please report* ***all activities and progress of the project*** *in this part and completion of Section 4(d) below is not necessary.*

*如文化復興/復育項目的主要活動為公眾教育及社區參與活動，請將****項目的所有活動及進展****於本部分匯報，而毋須填寫以下4(d)部分。*

|  |  |
| --- | --- |
| Activity 活動 | *(E.g. ecotours, workshops, festivals, volunteer schemes. 例如：生態旅遊、工作坊、節慶、義工計劃。)* |
| Date 日期/Duration 為期/Frequency 次數 | *(E.g. specific dates for one-off/irregular activities, duration and frequency for regular/seasonal activities, time required for preparing activities. 例如：單次／非恆常活動的日期，恆常／季節性活動的時期及次數，準備活動所需時間。)* |
| Venue 地點 |  |
| Implementation Progress推行進展 | *(E.g. preparation of event, feedbacks of Participants. Please attach appendix(ces) for reference, if applicable. 例如：活動的籌備、參與者的回應。如適用，請附加資料以供參考。)**Report on project slippage, problems encountered, remedial measures taken to overcome problems and their effectiveness (if any).**請匯報計劃延誤、遇到的問題、為解決問題所採取的補救措施及這些措施的成效（如有）。* |

*(Please use separate tables for different activities 不同活動請分別以不同表單填寫)*

* 1. RA Project 研究活動項目
1. Summary 撮要

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| --- |
| *E.g. major findings**例如：主要研究成果* |
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1. Progress of Activities Carried Out 推行活動的進展

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| --- | --- |
| Activity 活動 | *(E.g. seminars, interviews, research.**例如：座談會、訪問、研究。)* |
| Date 日期/Duration 為期/Frequency 次數 | *(E.g. specific dates for one-off/irregular activities, duration and frequency for regular/seasonal activities, time required for preparing activities. 例如：單次／非恆常活動的日期，恆常／季節性活動的時期及次數，準備活動所需時間。)* |
| Implementation Progress推行進展 | *(E.g. survey and research result. Please attach appendix(ces) for reference, if applicable. 例如：調查及研究結果。如適用，請附加資料以供參考。)**Report on project slippage, problems encountered, remedial measures taken to overcome problems and their effectiveness (if any).**請匯報計劃延誤、遇到的問題、為解決問題所採取的補救措施及這些措施的成效（如有）。* |

*(Please use separate tables for different activities 不同活動請分別以不同表單填寫)*

1. Public Education and Community Engagement 公眾教育及社區參與
2. Landowner / Tenant / Villager Engagement 土地擁有人／租戶*／*村民的參與

Summary 撮要

|  |
| --- |
| *E.g. number of landowners / tenants / villagers engaged**例如：已參與的土地擁有人／租戶／村民數目* |
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1. General Public Engagement 公眾參與
Summary 撮要

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| --- |
| *E.g. types of activities organised, target groups engaged and participation numbers**例如：已舉辦的活動種類，參與的目標群體及參與人數* |
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1. Publications and Publicity 出版物及宣傳

Summary 撮要

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| --- |
| *E.g. publications produced, video, media coverage and social media posts**例如：已製作的出版物、影片、媒體報導及社交媒體貼文* |
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1. Progress of Activities Carried Out 推行活動的進展

|  |  |
| --- | --- |
| Name of Activity 活動名稱 | *(E.g. ecotours, workshops, festivals, volunteer schemes. 例如：生態旅遊、工作坊、節慶、義工計劃。)* |
| Venue 地點 |  |
| Implementation Progress推行進度 | *(E.g. actual implementation dates / periods. 例如：實際舉行日期／時期。Summary of progress during reporting period.報告期間的推行進度撮要。**Report on project slippage, non-compliance of KPI(s) and deliverables, problems encountered, remedial measures taken to overcome problems and their effectiveness (if any).**請匯報計劃延誤、未能達標的項目表現指標及成果、遇到的問題、為解決問題所採取的補救措施及這些措施的成效（如有）。* |

*(Please use separate tables for different activities. 不同活動請分別以不同表單填寫。)*

1. **Key Performance Indicators (KPIs) and Deliverables of Project**

**項目表現指標及成果**

*(Please adjust, if applicable, to fit the nature of the project. 如有需要，請根據項目性質更改下表。)*

|  |  |  |  |
| --- | --- | --- | --- |
| Types of KPI指標種類 | Deliverables and KPI 成果和表現指標+ | During the Reporting Period報告期間 | Whole Project Period整個項目期間 |
| M1-6第1-6個月 | M7-12第7-12個月 | M13-18第13-18個月 | M19-24第19-24個月 | M25-30第25-30個月 | M31-36第31-36個月 | Approved Target核准目標+ | Cumulative Performance累積表現@ |
| T\* | P^ | T\* | P^ | T\* | P^ | T\* | P^ | T\* | P^ | T\* | P^ |
| Engagement of Stakeholders持份者參與 | Deliverables 成果 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| KPI 表現指標 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Effectiveness of Proposed Conservation and Revitalisation Initiatives擬議的保育及活化措施的成效 | Deliverables 成果 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| KPI 表現指標 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Effectiveness to Increase Public Awareness 提高公眾意識的成效 | Deliverables 成果 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| KPI 表現指標 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Others其它 | Deliverables 成果 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| KPI 表現指標 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Others其它 | Deliverables 成果 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| KPI 表現指標 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

+ Approved project targets stated in the approval letter

 批核信中所核准的項目目標

\*T Approved targets for the specified reporting periods stated in the approval letter

批核信中所核准的指定報告期間目標

^P Performance for the reporting periods (Please fill in the performance of all completed reporting periods)

報告期間的表現(請填入所有已完成報告期間的表現)

@ $(\frac{\begin{array}{c}Cumulative performance in all completed reporting periods\\已完成報告期間的累積表現\end{array}}{\begin{array}{c}Approved target\\核准目標\end{array}}x100\%)$

1. **STATUS OF CAPITAL ITEMS 資本物品的狀況**

Please report the status of capital items, educational material and computer softwares procured with the grant, which should be listed out below with photos and conditions of the items attached. Photos of all capital items procured with the grant should be taken afresh within the reporting period.

請匯報利用資助購買的資本物品、教材及電腦軟件的狀況，並附上圖片。所有利用資助購買的資本物品的相片須在每一次提交進度報告前重新拍攝。

|  |  |  |  |
| --- | --- | --- | --- |
| Item No. 物品編號 | Status 狀況 | Photo 圖片 | Remarks 備註 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **FINANCIAL REPORT 財務報告**

*(As per approved budget items. 須按各項已批准的預算開支列出。)*

1. Overall Position 整體狀況

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Opening Balance as at |  |  |  |  |  |
| 開始結餘截至 | : | $ | 元 |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Income during the period | from |  | to |  |  |  |  |
| 這段期間的收入 | 由 | 至 | : $ | 元 |

|  |  |  |  |
| --- | --- | --- | --- |
| ***Less*** Expenditure during the abovementioned period |  |  |  |
| ***減去***在上述期間的支出 | : $ |  | 元 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Closing Balance as at |  |  |  |  |  |
| 期終結餘截至 | : | $ | 元 |

1. Detailed Breakdown of Incomes 收入分項詳情 (including project interest 包括項目利息)

|  |  |  |
| --- | --- | --- |
| Items 分項 | Amount 金額 | Use 用途 |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. Detailed Breakdown of Expenditure 支出分項詳情

|  |  |  |  |
| --- | --- | --- | --- |
| Items分項 | Approved Budget獲批准預算 | Actual Expenditure實際開支 | Expected Expenditure預計開支 |
|  |  |  |  |
|  |  |  |  |
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1. Amount of Advance Payment 預支金額

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1. Balance to be Claimed 現在申請發放的金額 (if any 如有)

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1. Estimated Amount of Unspent Balance of Approved Grant upon Completion of the Project 預算計劃完成時，批准款額中尚未動用的餘款

*(Any unspent balance must be returned to the CCFS 任何未動用的資助款項須交還資助計劃)*

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Note: Written explanation should be submitted should the organisation fail to complete or cancel any activity which has received funding support.

註： 獲得資助計劃撥款資助的任何活動倘若未能完成或已取消者，有關機構必須提交書面解釋。