## REPORT ON THE DISASTER RELIEF FUND 2013-14

## INTRODUCTION

This report gives an account of the activities of the Disaster Relief Fund (the Fund) in 2013-14.

### **DISASTER RELIEF FUND**

- 2. The Fund was established on 1 December 1993 following the introduction of a resolution under section 29 of the Public Finance Ordinance (PFO) in the Legislative Council (LegCo). It is to provide a ready mechanism for Hong Kong to respond swiftly to international appeals for humanitarian aid in relief of disasters that occur outside Hong Kong. The Fund is topped up at the start of each financial year and, as necessary, during the financial year, depending on calls for relief and the size of the Fund balance and commitments then.
- 3. As with all other funds covered by PFO, the Financial Secretary has been designated as the administrator of the Fund. The LegCo Finance Committee's consent is required for each disbursement exceeding \$8 million. The Fund is audited by the Audit Commission annually and the audited accounts are submitted to LegCo for information<sup>1</sup>.
- 4. All disbursements of grants from the Fund are made on the advice of the Disaster Relief Fund Advisory Committee (the Committee). Established on 1 February 1994, the Committee is chaired by the Chief Secretary for Administration and made up of both official and non-official members. It advises on the policy and practices regarding the disbursement of funds for disaster relief, the size of grants made to specific recipients and monitors the use of grants. The membership of the Committee in 2013-14 is at **Annex A**.

<sup>&</sup>lt;sup>1</sup> The Director of Audit submits a report on the accounts of the Government of the Hong Kong Special Administrative Region to LegCo in around November every year. The accounts of the Disaster Relief Fund are included in that report.

## PERFORMANCE IN 2013-14

# **Grants Approved**

5. In 2013-14, 30 applications (22 in 2012-13) were received from relief organisations. Among them, 24 (21 in 2012-13) were approved, four (one in 2012-13) were rejected and two were withdrawn. Of the 10 relief organisations which successfully applied for grants, one was granted funding from the Fund for the first time. In addition to grants for relief organisations, a donation was made to the Provincial Government of Sichuan (the Provincial Government) as contribution to their disaster relief efforts in connection with the earthquake measuring 7.0 on the Richter scale that hit Lushan County of Ya'an in Sichuan in April 2013. The total amount of grants approved was \$171.42 million. A summary of the disbursement by relief programmes is as follows –

## **Relief programmes for**

## **Amount of grants made**

*	earthquake victims in Sichuan Province, Mainland (nine cases <sup>2</sup> )	\$128.94 million
*	typhoon victims in the Philippines (eight cases)	\$21.59 million
*	earthquake victims in Gansu Province, Mainland (three cases)	\$8.86 million
*	drought victims in Yunnan Province and Hunan Province, Mainland (two cases)	\$6.12 million
*	flood victims in Sichuan Province, Guangxi Zhuang Autonomous Region and Heilongjiang Province, Mainland (two cases)	\$4.74 million
*	flood victims in Uttarakhand, India (one case)	\$1.17 million

A list of approved programmes and related statistics are at **Annex B**.

-

Inclusive of a grant of \$100 million donated at the government-to-government level to the Provincial Government of Sichuan in May 2013.

### **Effectiveness of the Grants**

6. All grants made in 2013-14 have achieved the purpose of the Fund, which is to provide swift response to international appeals for humanitarian aid for relief to disasters that occur outside Hong Kong, as measured against the following review findings.

# **Processing Time of Applications**

7. The time required for processing an application by the Secretariat of the Committee (the Secretariat) is targeted at within 12 working days from the date of receipt of full information from the applicant to the date of notification of the result. In 2013-14, apart from the withdrawn cases, all applications were processed within the target timeline. The average processing time of the 28 applications from relief organisations was six working days.

# **Evaluation Reports from Grant Recipients**

- 8. Relief organisations in receipt of grants from the Fund are required to submit to the Committee an evaluation report and the audited accounts of the approved relief programme within six months upon completion of the project. In this regard, all the 23 reports due for submission in 2013-14 were received and examined by the Secretariat. All of these reports were accepted as they had satisfactorily met the following targets as prescribed in the guidelines and conditions for the approved grants
  - (a) Use of grants all grants were used for the designated purposes, including the implementation of the relief programmes according to the approved budget as well as seeking approval from the Committee for changes in the use of grants. The condition that not more than 5% of an individual grant should be used to cover overheads or other administrative costs was met. Among the 23 relief programmes, a balance of unused grants of about \$2.51 million from 14 programmes had been returned to the Fund. Moreover, the outstanding unexpended balance of \$0.22 million in 2012-13 had also been returned.
  - (b) Number of beneficiaries all relief programmes have achieved the target number of beneficiaries. The 23 programmes in aggregate provided immediate emergency relief to some 580 000 disaster

victims. The relief items received by the beneficiaries included food (rice, cooking oil, flour, canned food, milk powder, biscuits, etc.), blankets/quilts, mats, mosquito nets, household items, hygiene items, first-aid kits/basic medications, clothing, folding beds, waterproof fabrics, cooking utensils, containers, vectors control kits and baby/women necessities.

- (c) Timeliness of project completion all relief projects were delivered according to the approved schedules.
- 9. For grants made in 2013-14 with audited accounts and evaluation reports due for submission in 2014-15, the Secretariat will closely monitor their submissions. All submissions by the relief organisations will be examined by the Secretariat and circulated to Members of the Committee for reference. The outcome of such examination will also be reported in the next annual report of the Fund.

## **OPERATION OF THE FUND**

# **Guidelines and Conditions for Approval of Grants**

- 10. To enable a fair and objective assessment of funding applications using a consistent approach, the Committee has devised a set of guidelines and conditions for the disbursement of grants. On the advice of the Committee, the funding guidelines and conditions were further reviewed in 2013-14. The credibility of the relief organisations not registered in Hong Kong yet applying for funding from the Fund was of concern to the Committee. For better monitoring of the performance of relief organisations, it was decided that only applications from organisations registered in Hong Kong would be accepted. The set of revised guidelines and conditions is at **Annex C**.
- 11. On the other hand, in recognition of the need for relief organisations to respond swiftly to the changing needs in the disaster-stricken areas, the Committee has decided that a certain degree of flexibility should be provided for relief organisations to make minor adjustments to their relief programmes without the need to seek prior approval from the Committee. These minor adjustments primarily refer to the increase of the total number of beneficiaries and/or quantities of the relief items, provided that the level of the increase does not exceed 20% of the original estimates for the respective

items and that there is no change to the amount of the approved grant. For adjustments with variation in excess of 20%, prior approval of the Committee is required. Such relaxation is applicable to relief programmes approved after 2 December 2013. Relief organisations are required to notify the Committee of the adjustment(s) made within one month.

## **Monitoring of the Use of Grants**

- 12. The following control measures have been put in place to monitor the use of grants made to relief organisations
  - (a) the relief organisation concerned should report to the Committee the critical project milestones, including the commencement date and completion date of a project, within one month from the respective scheduled date;
  - (b) save for those minor adjustments as referred to in paragraph 11 above, should there be signs of deviation from the approved targets, inclusive of the schedule, relief area, number of victims benefited, etc., the relief organisation is required to obtain prior approval from the Committee;
  - (c) the relief organisation should obtain at least three quotations in each procurement exercise to ensure that the procurement of relief materials is conducted in a fair and open manner;
  - (d) the relief organisation should submit an evaluation report and audited accounts on the use of the grant within six months upon completion of the relief programme. The evaluation report submitted should comprise an overall assessment of the programme in terms of the number of victims benefited and the total time used to provide emergency relief to them. Other information such as a statement of need, project goal, relief items, records of the quotations, timeliness of relief actions, coordination with other relief organisations, monitoring effort and project finance, etc. should also be provided, where applicable; and
  - (e) the evaluation report and audited accounts are examined by the Secretariat to ensure that the grant conditions are duly complied with, and will be circulated to Members of the Committee for reference. They are also reviewed by the Audit Commission during the annual audit of the Fund.

- 13. For grants made to governments outside the Hong Kong Special Administrative Region (HKSAR), the recipient authorities are also required to submit an evaluation after the completion of the relief programme. Disasters that warrant the disbursement of grants at the government level are usually severe in nature and extensive in scale in terms of damages. The recipient government authorities have to shoulder the primary responsibilities for carrying out the immediate rescue operations and the handling of the post-disaster rebuilding/rehabilitation programmes, which will take a much longer time to complete than the one-off time-limited relief work of a relief organisation. To allow sufficient time for the recipient authorities to focus their efforts on emergency relief work, the timeframe for submission of an evaluation report is usually not specified.
- 14. In March 2014, representatives of the Committee and the Secretariat paid a visit to Ya'an in Sichuan to keep abreast of the progress of the disaster relief work conducted by the Provincial Government with the support of the donation of \$100 million from the Fund. As the donation was used mainly for the procurement of emergency relief equipment, the participating members visited several places in Ya'an including the Department of Transport, Fire Brigade, Sanitation Department and Municipal Centre for Disease Control and Prevention to inspect some of the equipment items procured. They also attended a briefing session conducted by the Sichuan authorities on the use of the donation and the progress of the procurement exercise. Members noted that the equipment procured had greatly facilitated the emergency relief operations in the earthquake-stricken areas and were pleased to learn that the \$100 million donation had been put into effective use. The Provincial Government had maintained a dedicated bank account for the ledgers of the donations received from Hong Kong and Macau in connection with the earthquake and provided the HKSAR Government with an evaluation report accounting for the use of the donation in April 2014. A summary of the report was also submitted to LegCo for reference.

### PARTNERSHIP WITH RELIEF ORGANISATIONS

15. In 2013-14, the Secretariat continued its outreach programme to visit eight individual relief organisations, and invited 13 relief organisations to a tea gathering session in February 2014. The outreach programme has

enabled the Secretariat to gain a better understanding of the mode of operation of individual relief organisations regarding their relief project planning, implementation, quality control and monitoring, as well as their concerns about the use of the grants received from the Fund. The gathering session also provided a useful platform for the relief organisations to exchange views and share their experience in the implementation of relief programmes supported by the Fund. It also fostered a better understanding among the participating organisations on various issues of concern to the Committee pertaining to the disbursement of grants and the monitoring of their use.

## GRANTS APPROVED SINCE ESTABLISHMENT OF THE FUND

## **Summary**

16. By 31 March 2014, the Committee has received a cumulative total of 406 applications by relief organisations for grants from the Fund. these, 331 applications amounting to \$759.27 million were approved, representing a success rate of 81.53%. For the remaining 75 applications, 55 were rejected as they did not comply with the guidelines for approval and 20 were withdrawn by relief organisations. In addition, 21 grants amounting to \$944.82 million were made to governments outside Hong Kong. Altogether, 16 relief organisations and eight governments/authorities have received grants totalling \$1,704.09 million from the Fund. The beneficiaries were mostly earthquakes/tsunamis, floods, typhoons/cyclones droughts/famines. Relevant information and statistics are set out in the ensuing paragraphs.

# **Distribution of Grants by Recipients**

17. Of the 16 relief organisations which have received grants from the Fund, World Vision Hong Kong, The Salvation Army, Hong Kong Red Cross, Oxfam Hong Kong and Amity Foundation, Hong Kong were the five which have received the largest amount of grants totalling \$624.48 million, representing some 36.65% of the total amount approved. Statistics on distribution of grants by recipients are at **Annex D**.

# Distribution of Grants by Countries/Geographical Regions

18. Some 77.93% of the total approved grants (amounting to \$1,327.95 million) were used for carrying out relief programmes in the Mainland; and 17.16% (amounting to \$292.38 million) for programmes in other places in Asia. The remaining 4.91% (amounting to \$83.76 million) were for programmes in Africa, Latin America and Oceania. Statistics on distribution of grants by countries/geographical regions are at **Annex E**.

# Distribution of Grants by Nature of Disaster

19. Around 32.96% (116 cases) of all programmes approved on the advice of the Committee were for the relief of earthquake/tsunami victims; 31.54% (111 cases) for flood victims; 12.78% (45 cases) for typhoon/cyclone victims; 12.50% (44 cases) for drought/famine victims; 6.53% (23 cases) for snowstorm victims and 3.69% (13 cases) for other disasters. Statistics on distribution of grants by nature of disaster are at **Annex F**.

Secretariat
Disaster Relief Fund Advisory Committee
December 2014

# Disaster Relief Fund Advisory Committee Membership in 2013-14 2013-14 年度賑災基金諮詢委員會 成員名單

## Chairman

Chief Secretary for Administration 政務司司長 ) ex-officio ) 當然委任

## **Members**

# Executive Council Members 行政會議成員

The Honourable Franklin LAM Fan-keung 林奮強議員 (up to 1 August 2013) (至二零一三年八月一日止)

The Honourable CHENG Yiu-tong, GBS, JP 鄭耀棠議員, GBS, JP (from 16 August 2013 onwards) (由二零一三年八月十六日起)

The Honourable Starry LEE Wai-king, JP 李慧琼議員, JP

# Legislative Council Members 立法會成員

The Honourable CHEUNG Kwok-che 張國柱議員

Dr the Honourable Priscilla LEUNG Mei-fun, SBS, JP 梁美芬議員, SBS, JP

# Other Members 其他成員

Dr Alice YUK Tak-fun, JP 郁德芬博士, JP

Mr Leo KUNG Lin-cheng, BBS, JP 孔令成先生, BBS, JP

Secretary for Financial Services and the Treasury) ex-officio財經事務及庫務局局長)當然委任

Secretary for Labour and Welfare) ex-officio勞工及福利局局長) 當然委任

# **Secretary**

Chief Executive Officer (Administration) 總行政主任(行政)

## Disaster Relief Fund

#### 賑災基金

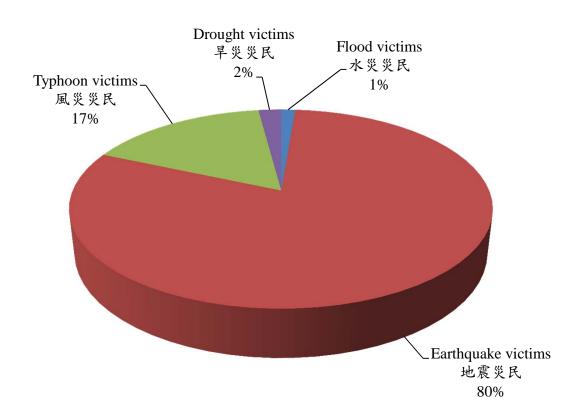
#### Grants approved in 2013-14 2013-14 年度批出款項 1.4.2013-31.3.2014

	Applicant/Recipient Authority 申請機構/收款機關	Date of Approval 撥款日期	Beneficiaries 受息人士	Nature of Programme 項目內容	Relief Areas 赈奖地區	Grant Approve 批出款項 (\$million 百萬元)
1	Amity Foundation (Hong Kong) 愛德基金會(香港)	2.5.2013	Earthquake victims 地震災民	Rice, cooking oil, quilts and rice cookers 食米、食油、棉被及電飯煲	China - Sichuan 中國 - 四川	5.30
2	Oxfam Hong Kong 樂苑會	2.5.2013	Earthquake victims 地震災民	Waterproof fabrics, mosquito nets and folding beds 防水帆布、蚊帳及摺床	China - Sichuan 中國 - 四川	2.06
3	Save the Children Hong Kong 香港救助兒童會	2.5.2013	Earthquake victims 地震災民	Health and hygiene kits, and baby kits 健康及衞生用品包,以及嬰兒用品包	China - Sichuan 中國 - 四川	3.50
4	The Salvation Army 教世軍	2.5.2013	Earthquake victims 地震災民	Folding beds 摺床	China - Sichuan 中國 - 四川	6.18
5	World Vision Hong Kong 香港世界宣明會	2.5.2013	Earthquake victims 地震災民	Folding beds and mattresses 摺床及床墊	China - Sichuan 中國 - 四川	4.67
6	Provincial Government of Sichuan 四川省政府	3.5.2013	Earthquake victims 地震災民	Cash grant 現金	China - Sichuan 中國 - 四川	100.00
7	ADRA China 安澤國際收援協會(中國)	16.5.2013	Earthquake victims 地震災民	Family-size cooking kits, hygiene kits and vector control kits 煮食用具包、衞生包及防蚊物資	China - Sichuan 中國 - 四川	2.50
8	CEDAR Fund 施達基金會	27.5.2013	Earthquake victims 地震災民	Waterproof fabrics, cooking oil, metal food containers and women necessities 防水帆布、食油、小糧倉及婦女必需品	China - Sichuan 中國 - 四川	3.13
9	Habitat for Humanity China Note 中華仁人家園協會 <sup>tt</sup>	27.5.2013	Earthquake victims 地震災民	Quilts, cooking oil and self-generated power torches 棉被、食油及手電筒	China - Sichuan 中國 - 四川	1.60
10	Oxfam Hong Kong 樂施會	23.8.2013	Drought victims 早災災民	Rice 食米	China - Yunnan 中國 - 雲南	1.39
11	Amity Foundation (Hong Kong) 愛德基金會(香港)	23.8.2013	Flood victims 水災災民	Rice, cooking oil, quilts, women necessities and mosquito nets 食米、食油、棉被、婦女必需品及蚊帳	China - Sichuan & the Guangxi Zhuang Autonomous Region 中國 - 四川及廣西壯族自 治區	4.09
12	Save the Children Hong Kong 香港救助兒童會	28.8.2013	Flood victims 水災災民	Hygiene kits, household kits, tarpaulins, blankets and solar lamps 衛生用品包、家居用品包、防水帆布、毛氈及太陽能燈	India - Uttarakhand 印度 - 阿坎德邦	1.17
13	Amity Foundation (Hong Kong) 愛德基金會(香港)	6.9.2013	Earthquake victims 地震災民	Flour and cooking oil 麵粉及食油	China - Gansu 中國 - 甘肅	2.84
14	The Salvation Army 教世軍	6.9.2013	Earthquake victims 地震災民	Folding beds, cotton coats and cotton quilts 摺床、棉衣及棉被	China - Gansu 中國 - 甘肅	5.48
15	Social Workers Across Borders 無國界社工	6.9.2013	Earthquake victims 地震災民	Quilts with covers and thermal underwear 棉被連被套及保暖内衣	China - Gansu 中國 - 甘肅	0.54
16	Social Workers Across Borders 無國界社工	23.9.2013	Flood victims 水災災民	Coats 大衣	China - Heilongjiang 中國 - 黑龍江	0.65
17	The Salvation Army 教世軍	11.10.2013	Drought victims 旱災災民	Rice 食米	China - Hunan 中國 - 湖南	4.73
18	World Vision Hong Kong 香港世界宣明會	2.12.2013	Typhoon victims 風災災民	Food kits, non-food item kits and hygiene kits 食物包、生活用品包及衛生包	The Philippines 菲律賓	7.00
19	Save the Children Hong Kong 香港救助兒童會	2.12.2013	Typhoon victims 風災災民	Household kits, water kits and hygiene kits 生活用品包、食水包及衞生包	The Philippines 菲律賓	3.50
20	Amity Foundation (Hong Kong) 愛德基金會(香港)	2.12.2013	Typhoon victims 風災災民	Food kits, water filters, plastic pails, slippers and tents 食物包、濾水器、塑膠水桶、拖鞋及帳篷	The Philippines 菲律賓	2.06
21	ADRA China 安澤國際收援協會(中國)	19.12.2013	Typhoon victims 風災災民	Food packages 食物包	The Philippines 菲律賓	3.00
22	CEDAR Fund 施達基金會	19.12.2013	Typhoon victims 風災災民	Food packages, non-food item packages, hygiene kits for children and bottled water 食物包、生活用品包、小童衞生包及瓶装水	The Philippines 菲律賓	1.24
23	Social Workers Across Borders 無國界社工	19.12.2013	Typhoon victims 風災災民	Solar lamps and torches 太陽能燈及手電筒	The Philippines 菲律賓	0.67
24	Operation Blessing Hong Kong 葛福行動	14.1.2014	Typhoon victims 風災災民	Mats and blankets, hygiene items and kitchen wares 地墊及毛毯包、衛生包及廚具包	The Philippines 菲律賓	1.66
25	Habitat for Humanity China Note 中華仁人家園協會 the	14.1.2014	Typhoon victims 風災災民	Emergency shelter kits 緊急維修星舍工具包	The Philippines 菲律賓	2.46
ote A first-time recipient of grant from the Disaster Relief Fund 首次獲得販災基金撥款之救後機構 <b>Grand Total</b>						171.42

# DISASTER RELIEF FUND (AS AT 31 MARCH 2014) 賑災基金〈截至2014年3月31日〉

# RATIO OF BENEFICIARIES BY NATURE OF DISASTER FOR GRANTS APPROVED IN 2013-14

2013-14年度批出款項按災禍類別劃分的受惠人士比率

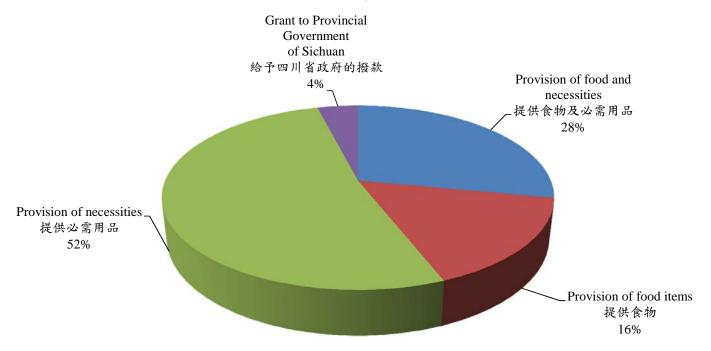


Total estimated number of beneficiaries: Around 1.70 million persons and 0.13 million families 預計受惠人士總數:約一百七十萬人及十三萬個家庭

# DISASTER RELIEF FUND (AS AT 31 MARCH 2014)

# 賑災基金〈截至2014年3月31日〉 NATURE OF RELIEF ITEMS FOR GRANTS APPROVED IN 2013-14

2013-14年度獲撥款賑災計劃的項目內容



Total number of grants 撥款項目總數:25

Food items include rice, cooking oil, flour, food packages, bottled water, etc.. 食物包括食米、食油、麵粉、食物包及瓶裝水等。

Necessities include waterproof fabrics, mosquito nets, folding beds, mattresses, quilts/blankets, hygiene kits, household kits, family-size cooking kits, plastic pails, baby kits/women necessities, solar lamps, power torches, emergency shelter kits, etc..

必需用品包括防水帆布、蚊帳、摺床、床墊、棉被/毛氈、衞生用品、家居用品、煮食用具、塑膠水桶、嬰兒/婦女必需品、太陽能燈、手電筒及緊急維修屋 舍工具包等。

# Guidelines for Grants from the Disaster Relief Fund (July 2013)

# I. <u>Coverage</u>

- (1) Grants should only be made in cases of a specific disaster, not an ongoing problem.
- (2) Grants should only be made in cases of disasters of such nature and scale that stimulate a response by the international community.

# II. Assessment of Proposals

- (3) Grants should be made in response to-
  - (a) an appeal made to the international community by a government or a relief organisation for disaster relief aid in the country or locality concerned; or
  - (b) an application submitted by a locally registered relief organisation<sup>Note</sup> for a disaster relief project being or to be carried out by the organisation. Retroactive funding is not supported.
- (4) The appeal/application should be based on humanitarian grounds. Political considerations will not be taken into account.
- (5) The appeal/application should have received a measure of public support in Hong Kong.
- (6) Any application by a relief organisation should be supported by a proposal outlining the nature and scale of the aid project, the number and type of beneficiaries and the size of grant required.
- (7) The relief organisation should have demonstrated a sound track record in providing similar types of disaster relief services and activities.

Note The relief organisation should be a charitable organisation exempted from tax under Section 88 of the Inland Revenue Ordinance, Cap. 112.

- (8) The size of the grant should be sufficient to make an impact.
- (9) When there is more than one application of a similar nature and for the same disaster, regard should be given to the likely number of beneficiaries, the promptness with which the relief may be provided and the nature of the relief to be provided.

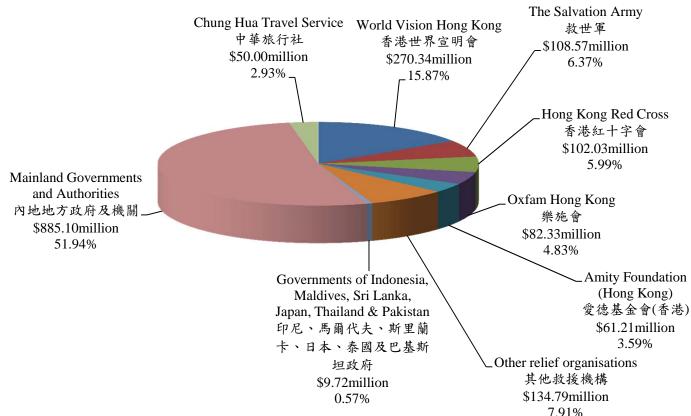
# III. Conditions of Grant

- (10) Individual grants should take the form of one-off cash payments.
- (11) The grant should be given to the government concerned or to a reputable relief organisation in the field.
- (12) Up to 5% of the grant may be used to cover overheads or other administrative costs. The rest should be spent entirely on disaster relief services and activities.
- (13) The government/relief organisation concerned should be required to submit an evaluation report and/or an audited account as appropriate to the Government of the Hong Kong Special Administrative Region on the use of the grant within a specified period.

## DISASTER RELIEF FUND (AS AT 31 March 2014) 賑災基金(截至2014年3月31日)

## DISTRIBUTION OF GRANTS BY RECIPIENTS SINCE ESTABLISHMENT OF FUND

由基金成立開始按救援機構/政府劃分的撥款金額



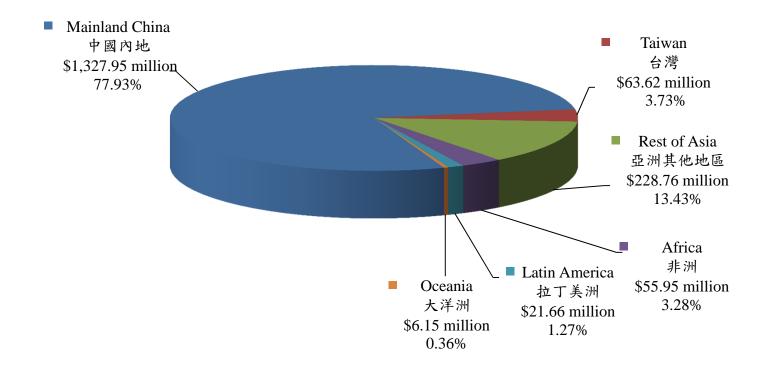
<sup>\*</sup> The other relief organisations are ADRA China, The Association of Chinese Evangelical Ministry, CEDAR Fund, Hong Kong Committee for United Nations Children's Fund, Jian Hua Foundation, Médecins Sans Frontières, Mercy Corps, Operation Blessing Hong Kong, Save the Children Hong Kong, Social Workers Across Borders and Habitat for Humanity China.
\*其他救援機構包括安澤國際救援協會、中國福音事工促進會、施達基金會、聯合國兒童基金香港委員會、建華基金會、無國界醫生、國際美慈組織、慈福行動、香港救助兒童會、無國界社工及中華仁人家園協會。

Total grant: \$1,704.09million

撥款總額:17.0409 億元

# 

# DISTRIBUTION OF GRANTS BY COUNTRIES/GEOGRAPHICAL REGIONS SINCE ESTABLISHMENT OF FUND 由基金成立開始按國家/地區劃分的撥款金額



Total grant: \$1,704.09million 撥款總額: 17.0409 億元

# DISASTER RELIEF FUND (AS AT 31 MARCH 2014)

賑 災 基 金 (截至2014年3月31日)

# NUMBER OF PROGRAMMES APPROVED BY NATURE OF DISASTER SINCE ESTABLISHMENT OF FUND

由基金成立開始按災禍類別劃分的獲撥款賑災計劃

