New Application

Project Number	22/2014
Project Title	International Conference on Food Waste 2015 : Policy into Action
Principal Investigator (PI)	Dr. AN Kyoung-jin, School of Energy and Environment, City University of Hong Kong
Project summary	This conference will provide in-depth sharing regarding the latest experiences and technology for the reduction and handling food waste. This can demonstrate to different stakeholders about how to boost sustainable use of resources in urban setting.
Research Theme	Waste recycling
Project Duration	1 December 2014 To 30 November 2015 (12 months). Conference Period: 3-day conference in mid-November 2015 (tentatively)
Proposed Budget	The total budget for the conference is $699,268 The application seeks ECF funding support at $499,268 (i.e. about 71.4% of the total budget) to cover the following items:

Item	Estimates ($)	Amount Requested ($)
1. Venue setup for 4 lecture theatres		
- rental payment: $700/hour x 8h x 3.5day x 4	78,400	78,400
- set up & decoration: $800 x 4	3,200	3,200
2. Subsidy for invited speakers		
- 11 overseas keynote speakers		
· airfare: $8,000 x 11	88,000	88,000
· accommodation: $2,000 x 11	22,000	22,000
· honorarium: $5,000 x 11	55,000	55,000
- 2 local keynote speakers		
· honorarium: $5,000 x 2	10,000	10,000
3. Registration Fees		
- $3,500 x 20	70,000	70,000
4. Production of Conference Materials		
- brochures: $2 x 200	400	400
- conference booklets: $20 x 200	4,000	4,000
- certificates of complimentary: $5 x 230	1,150	1,150

(Cont'd) Item	Estimates ($)	Amount Requested ($)
5. Production of Exhibition Panels		
- $500 x 40	20,000	20,000
6. Engagement of project coordinators/ assistant for the conference		
- 1 senior research assistant (SRA):		
· $28,450/month x 3 months	85,350	-
· 5% MPF	4,268	-
- 5 research assistant II (RAII):		
$14,330/month x 1 month x 5	71,650	-
- twenty student research assistant (RA):		
$50/hour x 10hours x 3day x 20	30,000	-
7. Publicity		
- banner: $500 x 4	2,000	2,000
- poster: $20 x 100	2,000	2,000
- leaflets: $1 x 200	200	200
- postage: $500	500	500
8. Opening/Closing Ceremony		
- rental payment: $1,800/hour x 3hours x 2	10,800	10,800
- setup and decoration: $1000 x 2	2,000	2,000
9. Transportation		
- 4 coaches (45-seater) for guests		
$8,000/day x 3 days x 4	96,000	96,000
- 1 coach (25-seater) for keynote speakers		
$6,500/day x 2 days x 1	13,000	13,000
10. Insurance		
- 5% health insurance of all staff	9,350	$618
11. General Expenses		
- light refreshments		
$4,000 x 5 sessions	20,000	20,000
Total	**699,268**	**499,268**

Revisions of the budget made by the PI in the course of responding to EPD's request for clarifications are marked in blue.

Assessments/Remarks	See Appendix. Members are invited to advise whether the funding application should be supported and if supported, the exact amount of fund to be granted.

Secretariat, ECF Research Projects Vetting Subcommittee
August 2014_