

**The Second Standing Committee of CityU Convocation
Management Report of Convocation Activities in 2010 - 2011**

Convocation activities	Number of participants	Expenses	Fee collected from the participants	Net expenses of the Convocation activities absorbed by the University / specified unit	Other organizer
2/1/2010 Orientation for the Second Standing Committee (SC)	17 participants including: • 13 SC members • 4 staff members of Alumni Relations Office (ARO)	\$3,632 (refreshment and professional photo-taking for publicity of SC)	Nil	Yes (By ARO), \$3,632	Nil
9/2/2010 Inauguration Ceremony of the Second SC	75 participants including: • 20 SC members • 12 Alumni Association leaders • 9 Convocation members • 12 students • 22 staff members	\$12,240.4 (refreshment for ceremony, dinner with alumni leaders after ceremony hosted by ARO, photo-taking, design and production charges)	Nil	Yes (by ARO), \$12,240.4	Nil
17/7/2010 Reunion for Ex-SU Leaders	95 participants including: • 60 alumni • 23 students • 12 staff members	\$18,107 (including refreshment, celebratory materials, coach, lucky draw prizes, photo-taking, backdrop)	\$2,050 (participation fee)	Yes (by ARO), \$16,057	Co-hosted with ARO and Students' Union (SU)
17-18/7/2010 Alumni Summer Camp	Some 140 participants including: • 120 alumni • 3 staff members and others	\$22,859.1 (dinner, breakfast, hostel fee, children's workshop, lucky draw prizes, game materials, etc)	\$19,710 (participation fees)	Yes (by ARO), \$3,149.1; [\$4802.2 was raised as condolence money for a deceased Social Work alumnus at the "Basin Feast" held on the evening. Convocation Chairman delivered the care and condolence money to the alumnus' family afterwards.]	Nil

Other Engagements	SC representatives to join/ support the events	Role(s)	Fee collected from the participants	Net expenses of the Convocation activities absorbed by the University / specified unit	Organizer
6/1/2010 Organizing Committee Meeting for the Congregation	1 SC representative: Karmen Chan	Member of the Organizing Committee	Nil	Nil	The University
19/1/2010 Naming Ceremony of the Hu Fa Kuang Sports Centre	1 SC representative: Karmen Chan	Guest	Nil	Nil	Development Office
12/2/2010 Civility Dialogue Series No. 5 "De Facto Referendum or Political Farce?"	2 SC representatives: •Jeffrey Tam •William Khoo	Guests	Nil	Nil	Alumni Civility Hall (ACH)
28/2/2010 Voluntary service for CityU Delegation - Standard Chartered Hong Kong Marathon 2010	7 SC representatives: •Karmen Chan •Danny Ho •Iris Lam •Eddie Lau •Joe Lee •Florence Ng •Richard Yen	Volunteers (1 Convocation SC as Organizing Committee member)	Nil	Nil	Jointly organized by Student Development Services (SDS), Human Resources Office, Campus Development & Facilities Office, Finance Office, ARO, Department of Management Sciences & the Convocation
3/3/2010 Distinguished Lecture Series featuring speaker Dr Allen Lee Peng-fei	3 SC representatives: •Karmen Chan •Allen Ho •Jeffrey Tam	Guests	Nil	Nil	The University
18/3/2010 Inauguration of the Hong Kong Centre for Maritime and Transportation Law	1 SC representative: •Karmen Chan	Guest	Nil	Nil	The School of Law
23/3/2010 Alumni Forum: Investment Strategies	3 SC representatives: •Karmen Chan •Louis Kwok •Joe Lee	Guests	Nil	Nil	ARO

24/3/2010 Civility Dialogue Series and High Table Dinner	3 SC representatives: •Karmen Chan •Patrick Lee •Danny Ho	Guests	Nil	Nil	ACH
26/3/2010 Inauguration Ceremony of SU	1 SC representative: Karmen Chan	Guest	Nil	Nil	SU
28/3/2010 CityU Alumni Regatta 2010	1 SC representative: Karmen Chan	Guest	Nil	Nil	Rowing Team Alumni Association
1/4/2010 Meeting of Student Leaders Club	1 SC representative: Karmen Chan	Alumni representative	Nil	Nil	SDS
10/4/2010 Reunion Dinner for CityU Delegation - Standard Chartered Hong Kong Marathon	2 SC representatives: •Patrick Lee •Richard Yen	Guests	Nil	Nil	The University
14/4/2010 Community Chest Flag Day 2009 - Cheque and Award Presentation Ceremony	1 SC representative: Allen Ho	Convocation representative	Nil	Nil	The Community Chest
15/4/2010 Edmond Ko Singing Contest	2 SC representatives: •Iris Lam •Eddie Lau	Guests	Nil	Nil	Student Residence office (SRO)
16/4/2010 High Table Dinner Gathering	2 SC representatives: •Karmen Chan •Cedric Cheng	Guests	Nil	Nil	Hall 1
20/4/2010 Advisory Committee for the Graduate Employment	1 SC representative: Karmen Chan	Member of the Advisory Committee	Nil	Nil	Career And Internship Office
21/4/2010 Alumni Civility Hall JUMP Scholarships	1 SC representative: Karmen Chan	Invited penalist	Nil	Nil	ACH

24/6/2010 Focus Groups on the Development of Education Services	1 SC representative: Karmen Chan	Alumni representative	Nil	Nil	The Education Commission
25-26/8/2010 Student Orientation 2010	1 SC representative: Karmen Chan	Guest speaker (another two alumni speakers presented their speech from 23~24 August 2010)	Nil	Nil	SDS & the Community College
29/9/2010 Civility Dialogue Series No.8 "Democracy Promoted or Betrayed" featuring speaker Albert Ho	1 SC representative: Karmen Chan	Guest	Nil	Nil	ACH
5/11/2010 Selection Panel for the Teaching Excellence Awards 2010/11	1 SC representative: Karmen Chan	Invited penalist	Nil	Nil	The University
16/11/2010 Advisory Committee for the Graduate Employment	1 SC representative: Karmen Chan	Member of the Advisory Committee	Nil	Nil	Career And Internship Office
26/11/2010 CityU Banquet	8 SC representatives: ·Karmen Chan ·Cedric Cheng ·Allen Ho ·Danny Ho ·William Khoo ·James Kong ·Iris Lam ·Eddie Lau ·Anthony Ng	Participants	Nil	Nil	SU
26/11/2010 Thanksgiving Dinner cum President's Circle Starting Ceremony	1 SC representative: Karmen Chan	Guest	Nil	Nil	The University

27/11/2010 Voluntary work for Community Chest Flag Day	2 SC representatives and 1 alumni volunteer: ·Louis Kwok ·Richard Yen	Volunteers	Nil	Nil	The Community Chest
12/12/2010 CityU Homecoming Gala	7 SC representatives	Convocation Chairman as Deputy Chairman of Organizing Committee of Homecoming Gala. Convocation Chairman and other SC representatives as coordinators of Convocation booth & doll-making workshop at Convocation Office	Nil	Cost to be absorbed by ARO	ARO

Other Meetings					
2/1/2010 Orientation and First Meeting of SC					
11/1/2010 Organizing Committee Meeting for the CityU Delegation - Standard Chartered Hong Kong Marathon					
15/1/2010 SC's Meeting with the President, Vice-President (Development and External Relations) & AVP(Alumni Relations)					
1/2/2010 Convocation Chairman's Meeting with the Dean of SEE					
3/3/2010 Organizing Committee Meeting for the CityU Delegation - Standard Chartered Hong Kong Marathon					
18/3/2010 Meeting with the representatives of SU organised by ARO					
17/4/2010 Second Meeting of SC					
21/4/2010 OC Meeting for "Reunion for the Ex-SU Leaders" co-hosted with ARO and SU					
4/5/2010 OC Meeting for "Reunion for the Ex-SU Leaders" co-hosted with ARO and SU					
15/5/2010 Third Meeting of SC					
17/5/2010 Meeting with the Development Office					
19/5/2010 Organizing Committee Meeting for the CityU Homecoming Gala					
28/5/2010 OC Meeting for "Reunion for Ex-SU Leaders" co-hosted with ARO and SU					
14/6/2010 SC's meeting with the President, Vice-President (Development and External Relations) & AVP(Alumni Relations)					
22/6/2010 OC Meeting for "Reunion for Ex-SU Leaders" co-hosted with ARO and SU					
2/8/2010 First meeting for Constitutional Review					
5/8/2010 Meeting with the Development Office					
17/8/2010 Second meeting for Constitutional Review					
10/11/2010 Meeting with Chief Information Officer of the University					
20/11/2010 Fourth SC Meeting					
2/12/2010 Organizing Committee Meeting for the CityU Homecoming Gala					