




MEMORANDUM

TO : All Agency Members
Concerned Government Departments/Organizations

FROM : Belinda Hui 
Chief Officer, International and Regional Networking

SUBJECT : CONSORTIUM OF INSTITUTES ON FAMILY IN THE ASIA REGION (CIFA) INAUGURAL SYMPOSIUM
(JANUARY 24 - 26, 2008; HONG KONG)

DATE : August 20, 2007

I am very pleased to inform you that the Hong Kong Council of Social Service has secured funding from the Social Welfare Department to subsidize 30 delegates on 50% basis to attend the captioned event.

Basic information of the event, the estimated expenses per delegate, subsidy application criteria can be found at HKCSS website:

< <http://www.hkcss.org.hk/IRN/events0708/SubsidizedEvents0708.htm> >

Successful applicants are required to complete our Feedback Form within one month after the completion of the event.

To apply for subsidy, please complete the Subsidy Application Form which can be downloaded from the above website. Completed form should reach our Office on or before **September 12, 2007 (Wednesday)**:

Attention : Miss Noel Chow, Programme Executive, IRN, HKCSS
Address : Room 1305, 13/F, Duke of Windsor Social Service Building,
15 Hennessy Road, Wanchai, Hong Kong

Please mark “**Confidential**” on the envelope and all information will be treated in strict confidence. Should you have any queries on the subsidy application procedures, please contact Ms Noel Chow at 2864-2994 or via email at <noel.chow@hkcss.org.hk>. **Please note that late applications will not be considered.**

Many thanks for your attention and I look forward to your active participation.

cc Ms Jane Tsuei, Business Director, Service Development and Liaison, HKCSS

