



*Reward and Recognition Scheme
for Non-teaching Staff*

非教學人員獎勵及嘉許計劃

Dear Colleagues,

Further to an announcement in mid-September on [Reward and Recognition Scheme for Non-teaching Staff 2014-15](#), we are pleased to inform you that nominations and applications for the Scheme will be open from 1 November 2014. The objective of the scheme is to recognize the exceptional contributions of non-teaching staff towards the achievement of the University's goals. Details of the scheme can be found in the [website](#).

As the Scheme is quite new to most staff, in order to clarify your understanding of the Scheme and its nomination / application procedures, a short kick-off session will be held as follows

Date: 22 October 2014 (Wednesday)

Time: 12:30 – 2:00 pm (light refreshment will be served)

Venue: AAB908, 9/F, Academic and Administrative Building,

Who should come: staff who are interested to

- (1) enter application(s) with others as a team,
- (2) nominate another staff, or
- (3) being nominated

To facilitate preparation of the session, please click [here](#) to enroll. Thank you for your attention.

Personnel Office



親愛的同事：

如9月中『[非教學人員獎勵及嘉許計劃 2014-15](#)』電子通告所述，此計劃將於2014年11月1日開始接受提名和申請。此計劃旨在嘉許非教學人員為達成大學目標所作出的傑出貢獻，詳情亦可瀏覽[專頁](#)。

因這個計劃對大部份同事較新，為幫助你們了解該計劃及其提名和申請程序，請參加以下的啓動簡報會。

日期：2014年10月22日（星期三）

時間：中午12:30至2:00（會中提供簡單小食及飲品）

地點：教學及行政大樓9樓908室

誰應參加：凡對以下有興趣的同事

- (1) 與其他同事一起以團隊形式申請參加，
- (2) 提名其他同事，或
- (3) 將會被提名。

為方便安排啓動簡報會，請參加者點擊[此處](#)報名。謝謝！

人事處