



Reward and Recognition Scheme
for Non-teaching Staff
非教學人員獎勵及嘉許計劃

Dear Colleagues,

Further to our announcement in mid-July, we are pleased to inform you that the **Reward and Recognition Scheme for Non-teaching Staff 2016-17** is now open for nominations and applications until **28 October 2016**. Apart from the existing Individual Award and Team Award, an Exemplary Service Award is newly introduced for frontline and middle-level non-teaching staff who have provided exemplary services. Guidelines and application/nomination forms can be found from the [Scheme Website](#).

In order to enable interested staff to understand more about the Scheme, two information sessions will be held.

Dates: 24 August 2016 and
6 October 2016

Time: 1:00 to 2:00 p.m. (light lunch will be served from 12:40 p.m.)

Venue: iCafé Activities Room (WLB301), Level 3, Shaw Campus

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

Personnel Office

親愛的同事：

如我們於7月中的電子通告所述，「**非教學人員獎勵及嘉許計劃2016-17**」由即日起至2016年10月28日接受提名和申請。除了現有的個人獎項及團隊獎項外，本年度新增設模範服務獎以嘉許提供典範服務的前線及中層非教學人員。有關計劃的指引及申請/提名表格，請瀏覽[計劃網頁](#)。

以便有興趣的同事多了解此計劃，請參加以下其中一次的說明會。

日期：2016年8月24日及

2016年10月6日

時間：下午1時至2時(由12:40開始提供簡便午餐)

地點：iCafé活動室(WLB301)

為方便安排說明會，請參加者點擊[此處](#)報名。謝謝！

人事處