

The Pneumoconiosis Compensation Fund Board – Training Grant

The Pneumoconiosis Compensation Fund Board has established a training grant to facilitate health-care workers and occupational safety and health personnel to enhance their knowledge and skills on Pneumoconiosis.

This ‘Training Grant Scheme’ mainly aims to encourage eligible applicants to attend overseas training programmes or conferences that are related to the topic of Pneumoconiosis. Interested fellows and members can contact Trophy Mak of the Board Secretariat at 2541 0032 for further information or visit the web <http://www.pcfb.org.hk/research/resarch.html>. The details of the scheme is appended below



PNEUMOCONIOSIS COMPENSATION FUND BOARD (PCFB) TRAINING GRANT

Objectives

To facilitate health-care workers / occupational safety and health personnel to acquire knowledge and skills on Pneumoconiosis so as:

- i. to bring about an overall improvement in the standard of treatment and rehabilitation of the disease, and
- ii. to result in better preventive measures aiming to reduce the prevalence of the disease in Hong Kong

Eligibility of Applicant

Eligible applicant should be

- i. Hong Kong permanent resident who is ordinarily resident in Hong Kong, and
- ii. being a health-care worker / an occupational safety and health personnel working in related field(s) in Hong Kong for at least 3 years.

General Conditions

The Training Grant can be used to attend

- (i) overseas training programme or
- (ii) international conference.

i. For Overseas Training Course

- a. An overseas training programme can be in term of a training course or clinical attachment.
- b. Although the course may not cover solely subjects related to Pneumoconiosis, the focus should definitely be on areas related to the diagnosis /treatment / rehabilitation / prevention of the disease.
- c. Application for attachment to overseas hospital for Pneumoconiosis related training will also be considered.
- d. The training programme should not be longer than a period of 12 months.
- e. The applicant is responsible for securing a place in the overseas training programme. The applicant can make application to the Board at the same time when s/he applies for the course. However, payment will be made only after the Board has received official confirmation that the applicant is successful in getting a place in the overseas training programme
- f. The applicant may apply for other scholarship provided that this does not contravene the regulations of the other funding body. If successful, the applicant should inform PCFB within 7 days. PCFB reserves the right to make adjustment to its training grant, taking into consideration the scholarship provided by the other funding body.
- g. Successful applicant must submit a written report of not less than 1,000 words to PCFB within 2 months after completing the course. Applicant may also be invited to give a presentation to the Board.
- h. For applicant serving in public institution, a letter of support from the Unit Chief for the applicant to attend the course is required.

Grant Amount and Payment Arrangement

- a. The Training Grant will cover expenses related to the following areas:
 - international transportation (economy class)
 - ground transportation including second-class railway, bus, underground railway or other public transportation (Taxi fare will normally not be reimbursable)
 - airport tax and Visa fee
 - accommodation
 - course fee

A maximum grant of \$100,000 will be allowed for course longer than 6 months. For a course of 6 months or less, a maximum of \$50,000 will be grant.

- b. In order to receive the full Grant, the applicant must successfully complete the course and obtain the relevant certificate. PCFB reserves the right to withhold the full payment and / or to request refund for any paid amount if the applicant fails to complete the course or obtain the relevant certificate.
- c. 50% of the Training Grant will be awarded to the applicant within 4 weeks after the approval process. The remaining 50% will be paid after the Board has endorsed the written report.

(Under special circumstances, PCFB may consider alternative payment arrangements).

- d. Applicant must submit a financial statement, with details of all the expenses, to PCFB before or on the same date that he/she submits the written report. For expense more than HKD200, a receipt/ relevant document is necessary.

ii. For International Conference

- a. The conference must cover subjects related to the diagnosis/ treatment / rehabilitation / prevention of Pneumoconiosis.
- b. The applicant is responsible to enroll in the conference himself / herself. S/he should also be responsible to make all the travel and accommodation arrangements.
- c. Preference will be given to applicants who will be presenting paper(s) on related topic(s) in the conference.
- d. For applicant serving in public institution, formal document showing support of the Unit Chief for the applicant to attend the conference is required
- e. Applicant must submit a written report of not less than 500 words to PCFB within 1 month after his/her return from the conference. Applicant may also be invited to give a presentation to the Board.

Grant Amount and Payment Arrangement

- a. The Grant will cover a maximum of \$ 25,000, or the cost of the following items, whichever is lower
 - international transportation (economy class)
 - ground transportation including second-class railway, bus, underground railway or other public transportation (Taxi fare will normally not be reimbursable)
 - airport tax and Visa fee

- accommodation expense during the conference period
 - the enrollment fee to attend the conference / related workshops/ courses
- b. A reimbursement of the above will be arranged within 2 weeks after the Board formally endorses the report submitted by the applicant. However, under special circumstances, PCFB may consider alternative payment arrangements.
- c. Applicant must submit a financial statement, with details of all the expenses, to PCFB before or on the same date that he submits the written report. For expense more than HKD200, a receipt/ relevant document is necessary.

Application / Selection procedures

1. Applications should be submitted to the Secretariat of PCFB within the following time frames.

i. For Overseas Training Programme

- On or before **31 March** for programme which will commence during June to December of the same year.
- On or before **30 September** for programme which will commence during Jan to May of the following year.

ii. For International Conference

- No less than 8 weeks before the commencement date of the international conference.

(Special consideration will be given if applicant fails to submit the application before the deadline but have good reasons to support the delay.)

2. The application documents should contain the followings

- a detailed resume of the applicant
- photocopies of documents showing the applicant's qualifications and / or working experience
- name and contact details of two referees

(PCFB reserves the right to contact the referees for all the necessary information without notifying the applicant)

- booklet / leaflet showing details of the overseas training programme / international conference
 - any other documents considered relevant by the applicant
- (PCFB reserves the right to request additional documents from applicant when necessary)

3. The application documents will be examined by PCFB's Research Subcommittee. Applicant applying for overseas training longer than 6 months will be invited to attend an interview*. Applicant for overseas training of 6 months or less and applicant for attending international conference might also be invited to attend an interview* if the subcommittee considers this useful.

* The interview panel will consist of 3 – 5 members, of whom the majority 3 will be current members of PCFB's Research Subcommittee. The Chairman of PCFB's Research Subcommittee or his deputy will normally be the Chairman of the panel and the other members will be appointed by the Subcommittee Chairman.

4. The decision by the PCFB's Research Subcommittee is final.

Notification of Result

i. For Overseas Training Programme

- An acknowledge letter will be sent to the applicant within 2 weeks after PCFB receives the application.
- Applicant will be informed of the result within 6 weeks after the application deadline.

ii. For International Conference

- An acknowledge letter will be sent to the applicant within 2 weeks after PCFB receives the application.
- Applicant will be informed of the result 4 weeks before the commencement date of the conference.

Enquiries

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