Hong Kong Institute of Certified Public Accountants
香港會計師公會

HKICPA seminar:
IT Solutions for NGOs in Hong Kong

Programme Code: S151123AS

Most of the Non-governmental Organizations (NGOs) in Hong Kong, especially those of small and medium size, are operating with very limited resources and yet they understand investment in IT may enhance their efficiency, effectiveness and even accountability. The program will start with an analysis of NGOs' IT adoption in Hong Kong, then introduce donation program for Microsoft software and other IT facilities. Other NGO specific applications will also be discussed such as flag bag management, donor management system and volunteer management system.

The seminar will also analyze the online collection methods and the related hassles encountered by NGOs, and the impact of emerging electronic payment on the NGOs in Hong Kong.

Date	**Monday, 23 November 2015**
Time	**6:30 p.m. – 8:30 p.m.**
Venue	Hong Kong Institute of CPAs, 27/F., Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong
Format	Seminar
Language	English
Fee	HK$190 for HKICPA member or student; and IA/ HKIAAT member or student HK$180 for online enrolment HK$330 for non-member
Objectives	• Understand the IT adoption landscape in NGOs field in Hong Kong • Understand the IT needs of the small and medium size NGOs • Understand the IT resources available for NGOs in Hong Kong with cost effectiveness in mind • Explore flag selling and flag bag solutions to avoid fraud and error • Study online collection and electronic payment for donation and operation
Speaker	**Shirley Kiang** General Manager, Weborganic, The Hong Kong Council of Social Service Associate, ACCA Full Member, Hong Kong Computer Society Master of Information Management and Systems, Monash University Bachelor of Arts, The Chinese University of Hong Kong Ms. Kiang started working in Information Technology Resource Centre at The Hong Kong Council of Social Service (HKCSS) as Centre Manager in 2001, and was promoted to Chief Operating Officer before deploying to Information Learning Resource Centre (WebOrganic) as General Manager this year. Ms. Kiang has been serving the IT needs for Hong Kong NGOs of all sizes from voluntary organizations with no full time staff to multi-service organizations with staff force of over 2,000. Prior to joining HKCSS she had been working in IT companies including AST and Asia Online.
Participants	Professional accountants who work with medium and small NGOs, in the roles of corporate governance, consultant or management
Competency*	Information technology; Risk management
Rating*	Advanced level
CPD hours	2

* For descriptions of competency and rating, please refer to the Institute's online CPD Learning Resource Centre.

CPA Hong Kong Institute of **Certified Public Accountants** 香港會計師公會

HKICPA Event Enrolment Form (For Support Programme)

Finance & Operations Department,
Hong Kong Institute of CPAs,
37/F, Wu Chung House, 213 Queen's Road East, Hong Kong

Please click here for online enrolment (for HKICPA members only)

Payment & Enrolment Status Enquiry: 2287 7381 e-mail: finance@hkicpa.org.hk Fax : 2893 9853	Course Information Enquiry: 2287 7386 / 2287 7253 e-mail: cpd@hkicpa.org.hk

FOR OFFICE USE

Deadline: 7 working days before the date of the programme

No.	Membership No.	Status (1)	Full Name of Participant(s) (Block Letters)	Company	Email address *(2) (Block Letters)	Programme Code	Fee (HK$)
1							
2							
3							
4							

* Email address is for enrolment confirmation purpose. Please refer to note (2) for details.

Total (HK$)

❒ I am unemployed and not working. I am planning to rejoin the workforce.
The Institute reserves the right to allocate places to enable the enjoyment of more members in this event.
The Institute's decision is final. Applicant must submit the enrolment form 10 working days before the event.

Contact Person : _____ Tel No. : _____ Fax No. : _____ E-mail : _____

Payment Method *(Please tick the appropriate box)*

❑ Cheque (no._____) payable to "Hong Kong Institute of Certified Public Accountants" or "HKICPA" (6)

❑ VISA / MasterCard ❑ BOC HKICPA UnionPay card

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Cardholder's Name (block letters): | Cardholder's Signature: | Date:

❑ I would like to have an official receipt. *(Remarks: Official receipt will be sent to your email address provided above).*

Notes:
1. Membership Status: **NP** = Non-Practising, **P** = Practising, **IA** = International Affiliate, **S** = Student, **HKIAAT** = HKIAAT Student or Member, **GAA** = GAA Passport holder, **NM** = Non-Member.
2. Successful applicants will receive confirmation of registration by email at least 3 working days before the event. Unsuccessful applicants will also be notified around the same time. If you have not heard from the Institute regarding your registration 2 working days before the event and if you have other enquiries related to the programme, please make enquiry at 2287 7386 or 2287 7253.
3. NO ADMISSION TICKET will be issued. Please bring your HKICPA membership card or confirmation email for admission purpose.
4. All applications are on a first-come-first-served basis.
5. Application by fax will ONLY be accepted when payment is made by credit card. Cash is strictly not accepted. Please ensure all the particulars relating to payment are completed, otherwise the application cannot be processed. There is NO need to send in the enrolment form again if it has already been faxed to the Institute.
6. Please issue SEPARATE CHEQUE for each event.
7. NO REFUND/CANCELLATION will be entertained after the application is processed.
8. All scheduled events will be cancelled and postponed to a date to be announced in the event of typhoon signal no. 8 or above or if a Black Rainstorm warning is hoisted. For details of bad weather arrangement for CPD programmes, please refer to the Institute's homepage.
9. The Institute reserves the right to change the venue, date, speaker or to cancel the event due to unforeseen circumstances.
10. Your personal data collected from the enrolment process and administration of courses will be used for the purpose of the administration of the course on which you are enrolled. Such data collected may be accessible by the Institute's officers, persons or committees processing the application and related matters. In addition, the Institute may use the collected data for statistical research and analysis and, if applicable, for validation of CPD hours. The Institute intends to use the personal data of your name, email address and correspondence address to inform you, where relevant, of CPD activities, members' benefits, goods, services, facilities and events organized or provided by the Institute or other organizations. Members and registered students may opt out of receiving such materials at any time by logging in via the following link https://www.hkicpa.org.hk/en/members-area/comm-preference/ . Non-members may opt out of receiving such materials at any time by sending an email to the Institute at privacyofficer@hkicpa.org.hk or a letter to the Institute's privacy officer. For more information about the privacy policy of the Institute, please go to http://www.hkicpa.org.hk/en/service-tools/privacy-policy/
11. No unauthorized audio or video recording is allowed at CPD events.

For payment by cheque, please fill-in your postal address for refund in case the event is full or cancelled. *(Remarks: For payment by credit card, refund will be made directly to your credit card.)*	
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