

Notes on Duties and Administrative Arrangements for Relief Workshop Facilitators

1. Relief Workshop Facilitators (WFs) will make themselves available to facilitate a workshop in a particular timeslot that they have been assigned to, should the need arise.
2. Relief WFs are therefore required to provide a means of contact (e.g. mobile phone) and ensure that they can be contacted through such means, so that they can be called upon at short notice to facilitate a workshop group.
3. Workshop Facilitators have been advised to contact the Relief WF on duty in case of an emergency situation (such as illness) or a sudden unexpected circumstance (e.g. delayed air flight), rendering them unable to facilitate the workshop that they have been assigned to.
4. The honorarium to stand by for a given timeslot in a Qualification Programme Session is \$200.
5. Relief WFs will be remunerated at the normal workshop facilitation rate (i.e. \$2,500 per workshop) if they are being called upon to facilitate a workshop group.
6. Should a Relief WF stand-in for a fellow Workshop Facilitator, the duties will be the same as that of a Workshop Facilitator. These duties have been listed out in the Guidelines for Workshop Facilitators.