AA&I Block Allocation Mechanism
(Works projects not exceeding $30 million)

Involved Parties
- Panel, PWSC, FC, LEGCO
- FSTB, EDB
- Arch SD
- UGC
- UGC Secretariat
- UGC-funded institutions

Legends
- Workflow
- Liaison

1. May, Year 1
Submit AA&I proposals to UGC

2. Jul ~ Aug, Year 1
Consider and select AA&I proposals

3. Sep, Year 1
Announce selection results

4. Sep, Year 1
Submit detailed budget breakdown to UGC/Arch SD

5a. Oct ~ Nov, Year 1
Vet the estimate for F&E

5b. Oct ~ Nov, Year 1
Vet the project estimate

6. Nov, Year 1
Prepare panel and PWSC paper.

7. Nov, Year 1 ~ Jan Year 2
Approve funding for AA&I block allocation under Capital Works Reserve Fund (CWRF)

8. Feb/Mar, Year 2
Issue allocation letter

9. Apr, Year 2
Implement and monitor construction works; Apply for release of funding; Submit quarterly progress report until project completion

10. Monitoring
Monitor project progress; Release funding upon request

11. Completion
Submit a statement of accounts certified by Vice-President to UGC

12. Project Closure
Conduct random check; Close project

Extracted from UGC Notes on Procedures