The agenda of the 73rd AHKDN Council Meeting

5 Sept 2025 (Friday)

EGM – endorsement of Financial report 2024-25

AHKDN Financial Report for the year ended on 31 Mar 2025

	(HK$)
Income	
Subscription from members	34,300
Donations and honorarium received	191,646
Training courses income	-
Bank interest income	5,975
Sundry income	9,900
Total income	**241,821**
Expenditure	
Auditor's remuneration	5,000
Bank charges	700
Business registration fee	2,150
Donation	2,000
Internet charges	3,064
Honorarium for training course speakers	5,000
Legal and professional fee	5,950
Printing and stationery	4,647
Project fee paid	146,307
Salaries	26,455
Secretarial fee	3,505
Souvenirs for members	21,733
Sundry expenses	300
Transportation	850
Total expenditure	**227,661**
(Deficit) / Surplus for the year	**14,160**
Non-current assets : property, plant & equipment	-
Current assets	
Deposit and prepayment	31,200
Cash at bank	971,946
Tax recoverable	-
Current liabilities	
Provision for taxation	-
Accrued charges	8,400
Surplus carried forward	**981,846**

1. Confirmation of

- EGM minutes held on 20 Jun 2025
- Minutes of the 72nd AHKDN Council meeting
- 17th AGM President's report and AGM minutes

2. Matters arising

- DEXCOM pump protocol (Annie)
- AHKDN web



3. Sharing on the Advanced Technologies and Treatments for Diabetes - Asia Conference via Zoom (Ms Anna Chui & Ms Hung Chui Shan)

Topic: 73rd AHKDN Council MeetingTime: Sep 5, 2025 07:00 PM Hong Kong SAR
Join Zoom Meetinghttps://us02web.zoom.us/j/81923927858?pwd=WkrGCtpLlXfaTNQLJ8WXCZ9YUUbefz.1Meeting ID: 819 2392 7858Passcode: 112223

4. 17th AGM evaluation

AGM Symposium evaluation

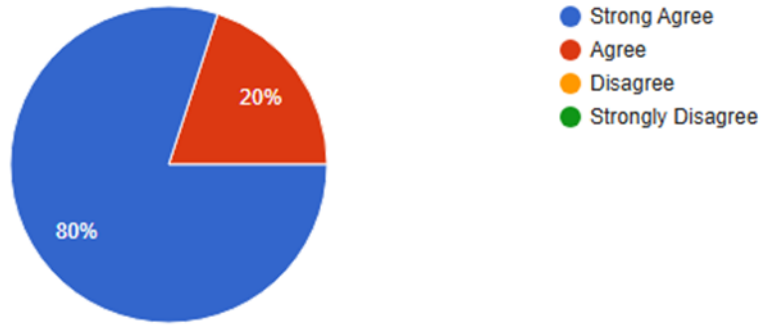
SYMPOSIUM TITLE:	The 17th AHKDN Annual Symposium – Nurturing Wellness: Supporting Approaches to Seniors with Diabetes and Dementia
SYMPOSIUM DATE & TIME:	21 June 2025 (Sat) 14:00 to 17:25
SYMPOSIUM OBJECTIVE:	1. To enhance knowledge on DM with dementia 2. To update the knowledge on non-pharmological treatment for dementia
NUMBER OF ATTENDANCE	93 members + 4 non-members
NUMBER OF RESPONSE	90

The Symposium has achieved its stated objective:

複製圖表

Keynote Speech (1):
Diabetes and Geriatric Giants

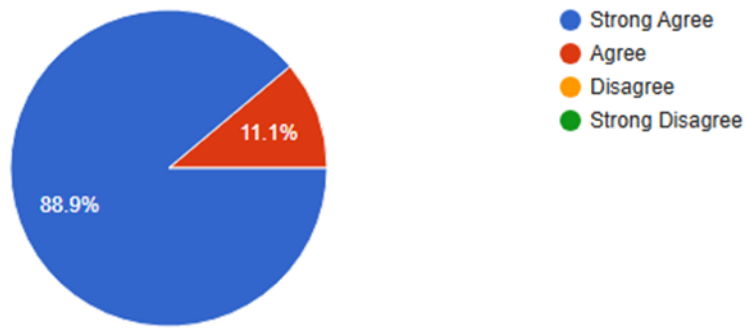
90 則回應



Keynote Speech (2):
Dementia management - non-pharmacological treatment

複製圖表

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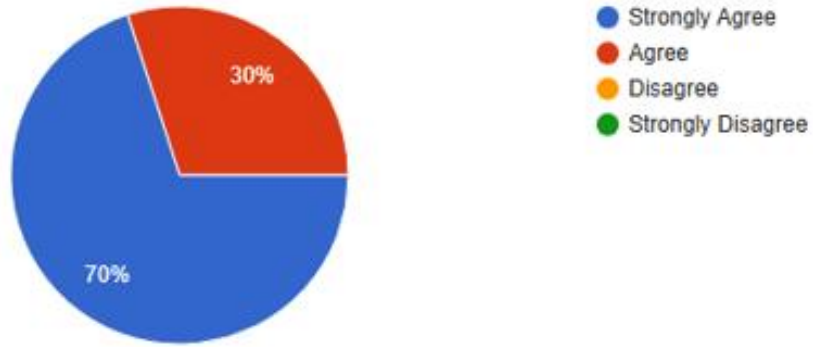


This Symposium is practical for use in your clinical setting

複製圖表

Keynote Speech (1):
Diabetes and Geriatric Giants

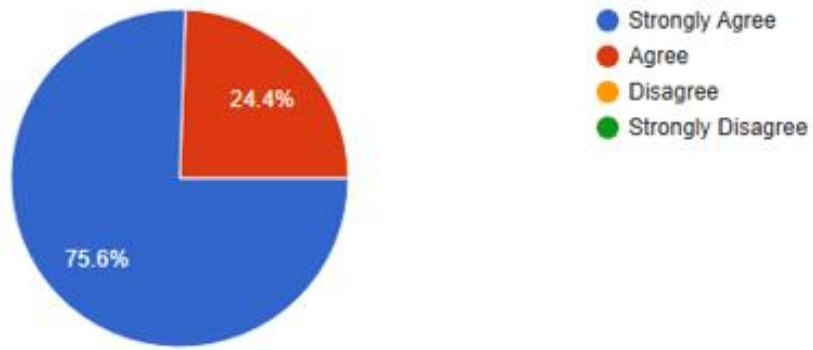
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Keynote Speech (2):
Dementia management - non-pharmacological treatment

複製圖表

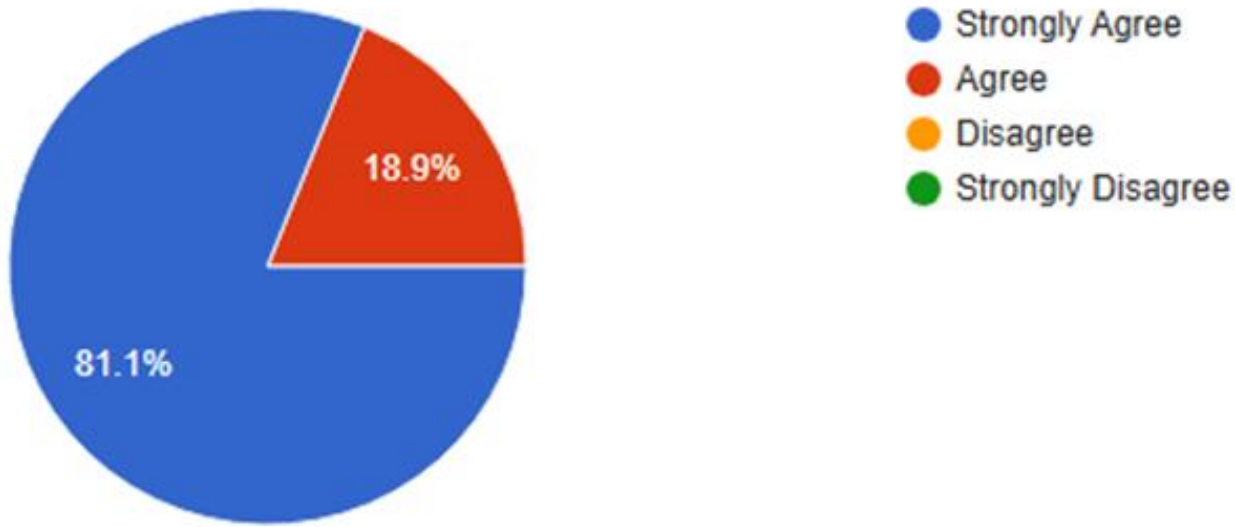
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The speakers have enhanced your learning

複製圖表

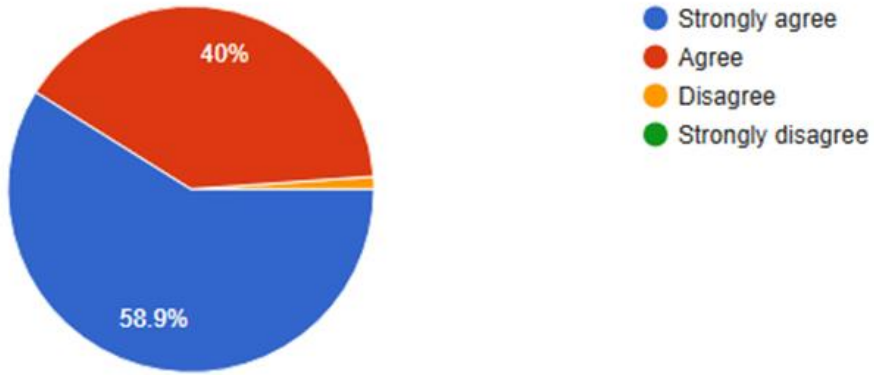
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The physical arrangement of the venue is appropriate

複製圖表

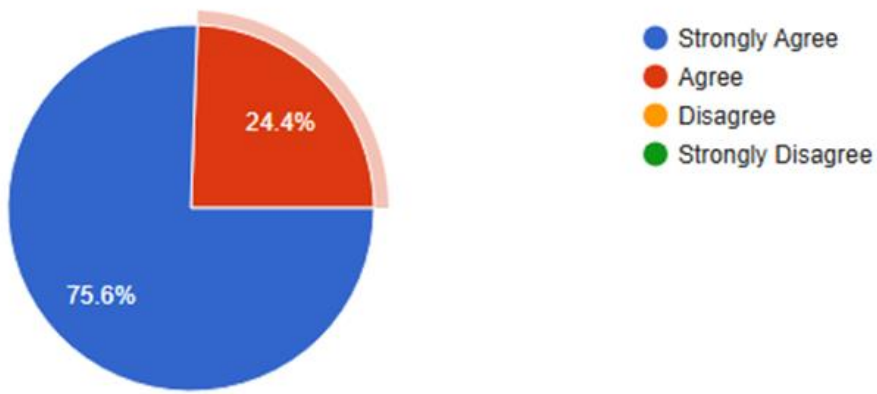
90 則回應



You are satisfied with the Symposium as a whole

複製圖表

90 則回應



Other comments

17 則回應

NIL

Nil

Very useful

NA

Informative

satisfied

Dr Chu provided very interesting sharing

Other comments

17 則回應

場地音響好差，又有雜音，地方敷陰暗，洗手間極其污糟

Nice venue
thanks so much council effort
Excellent symposium arrangement

好食

More high risk disease related to DM

Well done

The speaker is excellent

Good speakers, excellent talk.

tea snack not good

4. 17th AGM evaluation

Financial evaluation

Upcoming actions

- ? Change bank statement mailing address
- Awaiting Fubon bank for approval of change of cheque writer

17th AGM Expenses: 21 June 2025

Income		Expenditure:	
Symposium, AGM & Dinner Total **85** persons Dinner $150 /**One** person	$12,750	Banquet (total **7** tables) $7688 / table Tea buffet (total **120** persons) Extra tea buffet (**10** persons) $320/ head Beverage 1 hour (Fruit Punch) **Deposit** **$ 27,000** **Final Payment** **$ 67,000**	$90,000 $3,200 $800 $94,000
DKSH #026734	$16,000	Gift #500165	$23,998.53
Boehringer Ingelheim (HK) #046531	$ 16,000	Transportation for gift #500166	$133.7
AstraZeneca #103751	$ 12,000	AGM sundry #500099	$50
GSK #70001599	$ 16,000	Transportation for material	$452.9
Ascensia #336984	$ 16,000	AGM speaker honorarium Dr. Kenny Chui # 500097	$2,000
Eli Lilly #055157	$ 16,000	AGM Speaker honorarium Dr. James Luk # 500098	$2,000
Sanofi Bank Transfer	$16,000		
Roche #038752	$16,000		
United Italian Corporation (HK) Ltd #024711	$16,000		
Novo Nordisk #638048	$16,000		
Abbott			
Novartis			
Total	**$168,750**	**Surplus $46,114.87**	**$122,635.13**

5. HKDN supports 慶回歸，贺國慶刊登致意信 （cost $800）



香港糖尿科護士協會
Association of Hong Kong Diabetes Nurses

6. 25th Regional Osteoporosis Conference on 14 Sept 2025 at HK Convention & Exhibition Centre- Invitation as supporting organization

7. EMW Symposium – 27 -28 Sept 2025 Hong Kong Convention & Exhibition Centre.

- Scientific programme Enrolment – 80 members are enrolled

- Lay Programme (Co-organizer of Lay Programme)



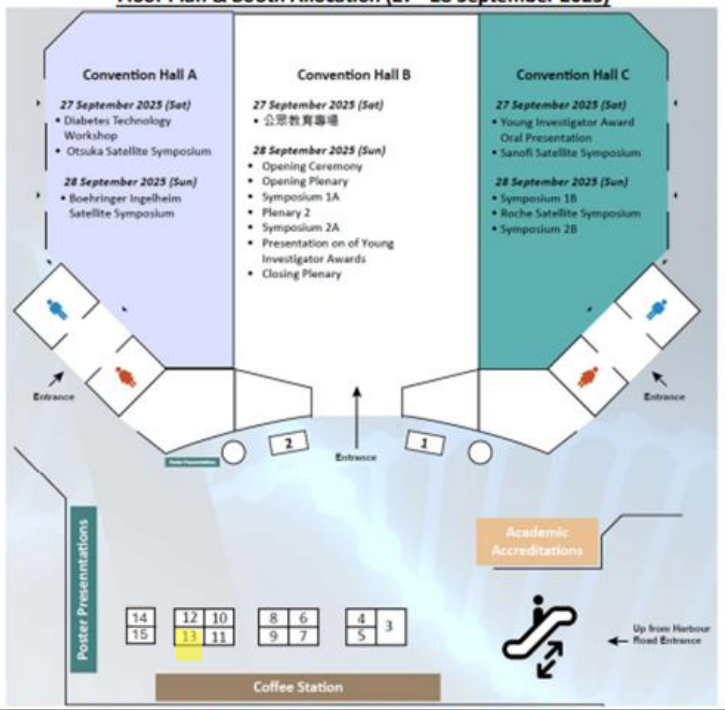
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Microsoft Excel 工作表

27th Diabetes and Cardiovascular Risk Factors - EAST meets WEST Symposium

Sep 27 - 28, 2025 | Hong Kong Convention and Exhibition Centre

Floor Plan & Booth Allocation (27 - 28 September 2025)



Booth No.	27 September 2025 (Sat)	28 September 2025 (Sun)
1	Boehringer Ingelheim (Hong Kong) Limited	
2	Roche Diagnostics (Hong Kong) Limited	
3	Symposium Secretariat & Speaker Reception	
4	Bayer HealthCare Limited	
5	Asia Diabetes Foundation	
6	Otsuka Pharmaceutical (HK) Limited	
7	Dexcom, Inc	
8	Sanofi Hong Kong Limited	
9	Novartis Pharmaceuticals (HK) Limited	
10	Abbott Nutrition	
11	Novo Nordisk Hong Kong Limited	
12	Abbott Diabetes Care	
13	Association of Hong Kong Diabetes Nurses	AstraZeneca Hong Kong Limited
14		Daiichi Sankyo Hong Kong
15		Eli Lilly Asia, Inc.

8. 8th Annual Meeting of Endocrinology, Diabetes & Metabolism Hong Kong – 25-26 Oct 2025

80 complementary quotas by entering the promotional code (AHKDNEDM) at the check-out page (first come first served)

The registration deadline is 15 September 2025.

9. YDA activity

- Running educational workshops for type 1 patients receiving CGM subsidy from YDA – 1st workshop on 30 Aug 2025

尖沙咀柯士甸道8號 香港童軍中心 11樓 1109室
Speaker: Maisy, Kit Man run 1st workshop for type 1 patients receiving YDA CGMS subsidy.
5 facilitators. Mabel, Ching Yee, Theresa, Sau King, Elke

- 24 members and 14 family members joined
- 3 members are children (8 to 10) Remaining 17 + adults, age range 8 to 64, mean age 39 (excluded 3 kids)
- Year of diagnosis
- FU HA hospitals

2024-25 =9	2021-24 = 5	Before 2021=10

- Future direction – revised content and recruit more DM nurses from DM Centres







Microsoft Excel
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Microsoft Excel
工作表

10. Diabetes Education & Management Course 2025 (Theresa)

香港糖尿科護士協會有限公司
Association of Hong Kong Diabetes Nurses Limited

Diabetes Education & Management Course 2025

(8 OCT - 17 DEC 2025 Webinar)

DATE	TIME	TOPIC	SPEAKER
8 OCT 2025 (WED)	1900 TO 2000	DIABETES: AN OLD FRIEND REVISITED	Dr Paul Lee
15 OCT 2025 (WED)		PHARMACOLOGICAL INTERVENTION FOR DIABETES I - ORAL ANTI- DIABETIC DRUGS	Dr Ip Tai Pang
22 OCT 2025 (WED)		PHARMACOLOGICAL INTERVENTION FOR DIABETES II - INJECTABLE THERAPY	Dr Ivy Ng
5 NOV 2025 (WED)		PRACTICAL ISSUES IN INSULIN THERAPY	Ms. Koo Wai Kuen
12 NOV 2025 (WED)		DIABETIC CHRONIC COMPLICATIONS	Dr Victor Hung
19 NOV 2025 (WED)		BLOOD GLUCOSE MONITORING: SELF-MONITORING & CONTINUOUS MONITORING	Ms. Lam Yuen Hung
26 NOV 2025 (WED)		FOOT CARE IN DIABETES	Ms. Stephanie Lai
3 DEC 2025 (WED)		EXERCISE PRESCRIPTION FOR PEOPLE WITH DIABETES	Ms Joey Cheng
10 DEC 2025 (WED)		DIABETES DIET & HEALTHY DIET	Mr. Terry Ting
17 DEC 2025 (WED)		PRIMARY PREVENTION OF DM & UPDATE MANAGEMENT OF HYPERTENSION & DYSLIPIDEMIA	Dr Wong Wai Sheung

"***Attendance Certificate***" will be issued to participants with at least 80% attendance

- Target Audience: Registered nurse & Enrolled nurse
- **CNE Accreditation: 10 CNE**
- Registration Fee: AHKDN member - $800; Non-member - $1,000
- **Enrollment Deadline: 14 Sept 2025**

Apply now! ▶

10. Diabetes Education & Management Course 2025 (Theresa)

Endorsed hourly rate for speaker $2000 per hour

Register a new Zoom link and send to student???

Future running

- ? 3 half Sat pm physical, including OAH staff
- Change the came as certificate course, ? Paed /GDM element

11. GSK Vaccination video and pamphlet (Theresa, Elke, Tammy)

Signed 2 contracts on-line

Designated vendor – making pamphlets, making video

AHKDN will receive $8000 from 2 jobs (provided consultation for video and pamphlets)

1.4 **GSK** shall pay to **HCO** a fee in the amount of $ 4,000 and **Agency** a fee in the amount of $ 23,000 for event organization and managements as indicated in 2.1 below and further detailed as Annex 1.

12. Implementation of mandatory CNE organized by Nursing Council on 26 Aug 2025

HKAN – current status

Accreditation of CNE Providers

- NCHK has accredited CNE Providers since 2005
- Accreditation may be granted up to a period of three years in maximum
- Submit application for re-accreditation **at least six months** before the end of each accreditation period
- Report any organisational changes to NCHK **within 30 days**

Nurse Planner

- At least **one Nurse Planner** who is responsible for the planning process of and to oversee the CNE programmes/activities

Criteria:

1. must be nursing-related degree holders;
2. must be currently registered/enrolled with NCHK;
3. have at least five years' post-registration/post-enrolment experience; and
4. preferably have experience in educational programme planning

Nurse Planner

For Programmes/activities which are co-organised with other providers -

- Must be planned and implemented with the **direct** involvement of the accredited provider's "Nurse Planner" in all stages of development

Learning Experience

- Re-accreditation of CNE Providers may be delayed due to late submission or insufficient documentary proof
  *(After expiry of accreditation period, CNE Providers **are not** allowed to organise CNE programmes/activities and grant CNE points. Subject to the approval of NCHK, re-accreditation period will only take effect from the approval date of NCHK)*

- CNE Providers should report any organisational changes to NCHK **within 30 days**

Learning Experience

- CNE programmes/activities (including co-organised activities) **must be** overseen by at least one Nurse Planner
- Presenters/speakers **must have knowledge and expertise** in the content area and take an active role in planning, teaching and/or conducting the programme
- CNE Providers **must follow** the guidelines for the award of CNE points. Break and exam time **should not be counted**.

Proposed mandatory CNE

Proposed mechanism of mandatory CNE



Number of CNE points required:

- A minimum of 45 CNE points (for registered nurses) and 30 CNE points (for enrolled nurses) in the 3-year cycle

Tentative timeframe

(subject to approval of Secretary for Health):

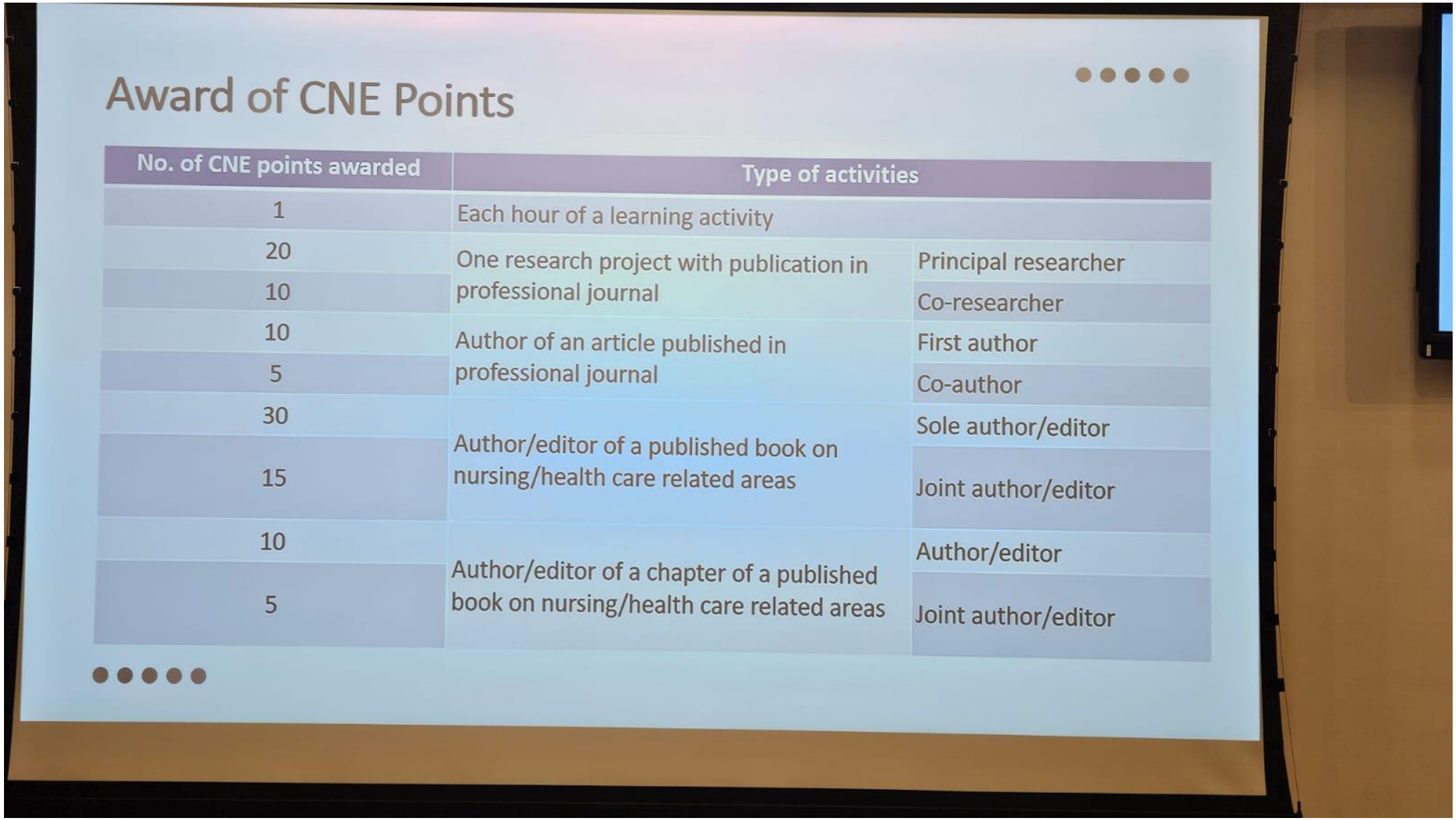
CNE cycle:

1 June (i.e. six months before the issue of the practising certificate) and ends on 31 May of the third year (i.e. six months before the practising certificate expires)

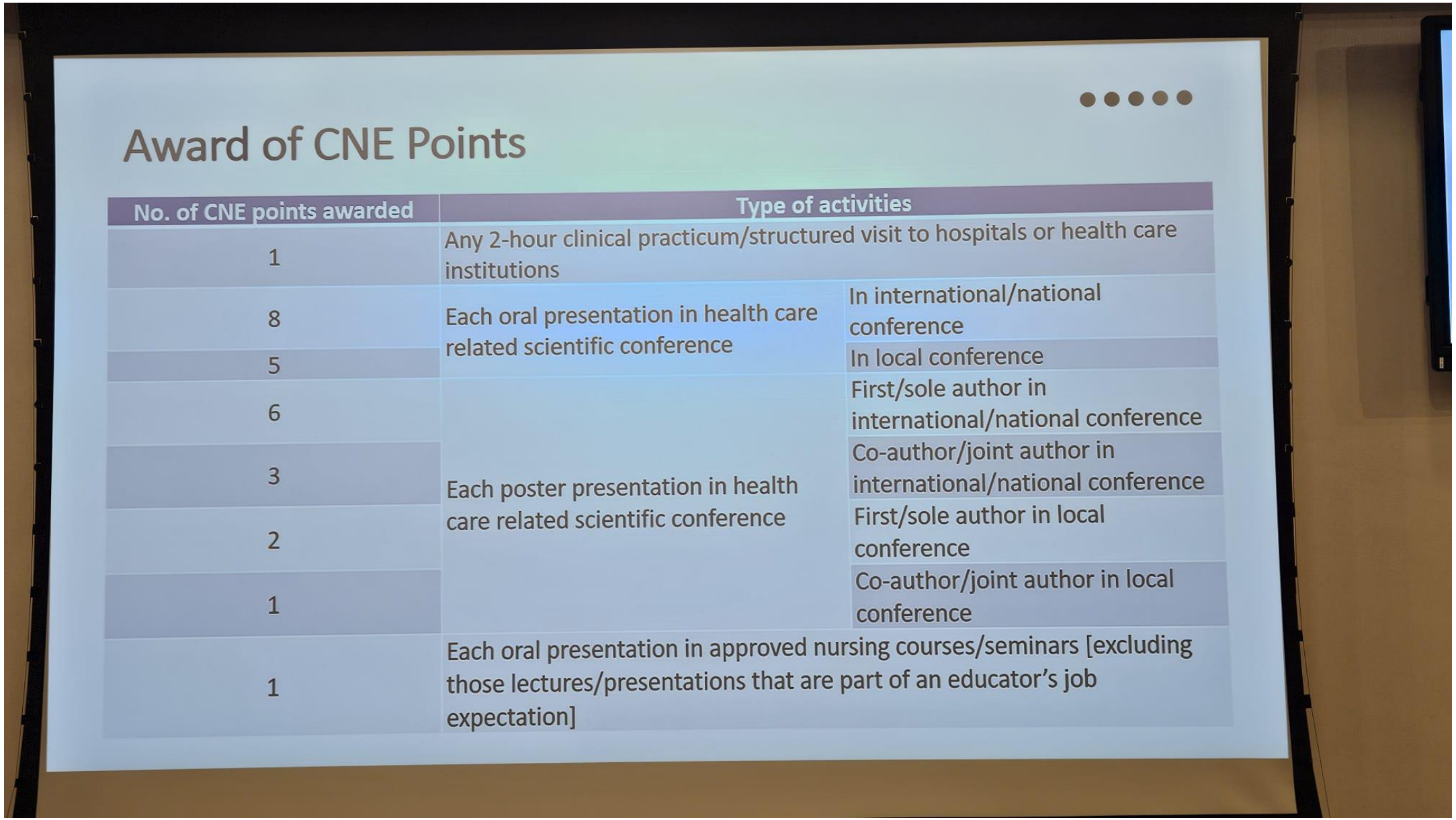
Tentative 1st mandatory CNE cycle:

1 June 2026 to 31 May 2029

(i.e. Nurses must fulfill the CNE requirements before renewal of practising certificate 2030 – 2032)



CNE administrator – needs to verify the above



Award of CNE Points

No. of CNE points awarded	Type of activities	
1	Any 2-hour clinical practicum/structured visit to hospitals or health care institutions	
8	Each oral presentation in health care related scientific conference	In international/national conference
5		In local conference
6	Each poster presentation in health care related scientific conference	First/sole author in international/national conference
3		Co-author/joint author in international/national conference
2		First/sole author in local conference
1		Co-author/joint author in local conference
1	Each oral presentation in approved nursing courses/seminars [excluding those lectures/presentations that are part of an educator's job expectation]	

CNE administrator – needs to verify the above

Proposed mechanism of mandatory CNE

Engagement of reputable organisations to take up the role of **CNE Administrators**

Proposed Roles of CNE Administrators –

1. To set up personal CNE profile for enrollees, evaluate CNE submissions, calculate and record the CNE points awarded to enrollees;
2. To provide necessary documentary evidence to the enrollee concerned when he/she elects to register with a new CNE Administrator;
3. To submit to the Professional Development Committee ("PDC") a list of enrollees with their CNE points accumulated within the reporting cycle and the log sheet of each individual enrollee upon completion of each CNE cycle; and
4. To answer enrollee's enquiries on the Mandatory CNE Programme.

Proposed mechanism of mandatory CNE

Proposed Criteria for Accreditation of CNE Administrators

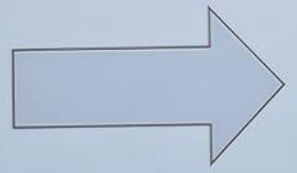
An applicant organization /association should satisfy the following –

1. be an established body which has been registered as a company or within legal framework;
2. be accredited as a provider of CNE by NCHK;
3. have clear governance and organization structure to ensure smooth planning and execution of the role of a CNE Administrator;
4. have capacity to deploy suitable manpower and resources to support the functions of a CNE Administrator; and
5. have knowledge on CNE system and ability to collect and manage feedback.

Proposed mechanism of mandatory CNE

Nurses

- Complete CNE programmes/activities organised by CNE Providers
- Obtain CNE points throughout the 3-year CNE cycle
- Enrol with **one** CNE Administrator
- Submit the CNE records with documentary proofs to CNE Administrator



CNE Administrators

Proposed mechanism of mandatory CNE

CNE Administrators

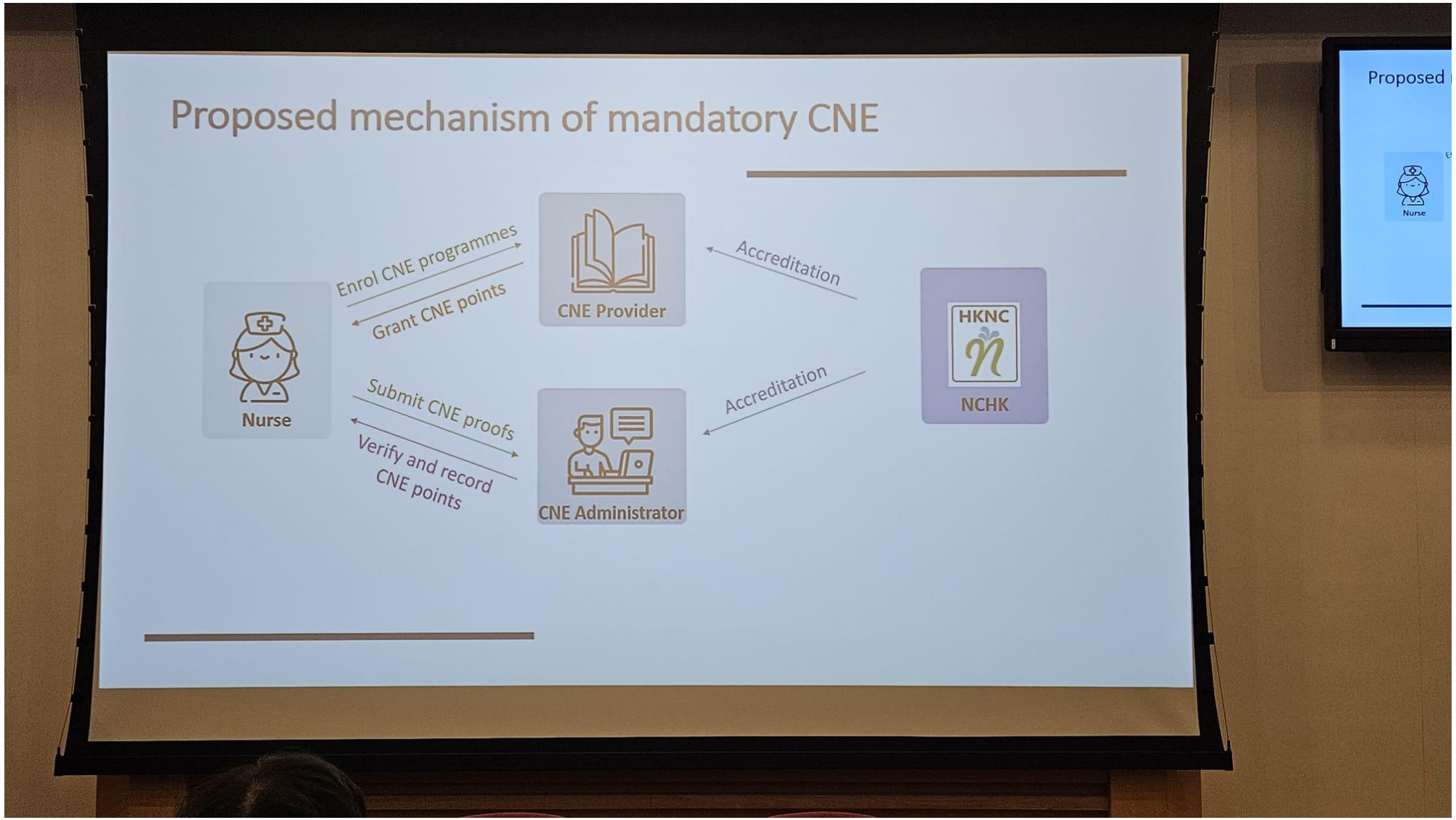
- Verify and record CNE points obtained by individual nurses
- Answer the enquiries of individual nurses
- Submit the summary of CNE points obtained by individual nurses to NCHK

→ **NCHK**

Proposed mecha

CNE Administrators

- Verify and record CNE points
- Answer the enquiries of indiv
- Submit the summary of CNE



CNE provider can also be a CNE administrator

Preparatory works in the coming months

NCHK

- Review and update relevant manuals
- Compile Manual for CNE Administrators
- Invite organisations to submit applications for accreditation as CNE administrators
- Consider applications for accreditation as CNE administrators
- Announce implementation details

Re-accreditation as a
Provider of Continuing Nursing Education

I am pleased to inform you that the Nursing Council of Hong Kong ("the Council") has approved to re-accredit your organisation as a provider of Continuing Nursing Education ("CNE") for the period from 12 March 2024 to 11 March 2027 or the date of implementation of the Mandatory CNE Scheme, whichever is the earlier. If the Council implements the Mandatory CNE Scheme before 11 March 2027, we will inform you in due course.

Under the prevailing Voluntary CNE Scheme, whilst the Council continues to accept the applications for accreditation as CNE providers, the Council does not validate individual CNE programmes.

If you wish to maintain your accreditation beyond the aforesaid accreditation period, please submit a new application together with all the required information, **at least six months before the end of such accreditation period**. Similarly, you need to apply afresh when the Council implements Mandatory CNE Scheme in the future. A provider accredited under the Voluntary CNE Scheme may not necessarily be accredited as a provider under the Mandatory CNE Scheme.

CNE provider – submit application before 10 Sept 2026 -
Inform HKNC- change of President email address to ahkdn_president@ahkdn.com.hk

13. Endorsement of lipohypertrophy pamphlet prepared by EBP group

如何預防脂肪增生？

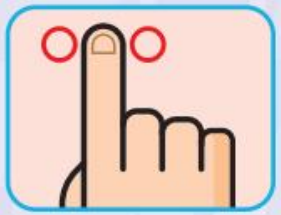
香港糖尿科護士協會
Association of Hong Kong Diabetes Nurses

1 選用適當的針頭長度

大部份體型：4或5毫米
體型較瘦者：4毫米
針筒使用者：6毫米



2 有系統的輪流替換注射

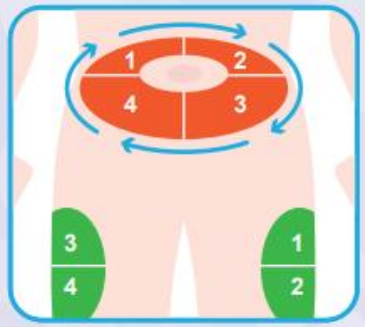


注射時與前次的注射點距離約一指寬(2厘米)。

注射點輪替
每週輪替注射點在一個小區塊內。



四區輪替
每週使用一個區塊，
下週再轉換另一區塊。
如圖示：1➔2➔3➔4



如每天注射三針或以上，
最好選用最少三個打針部位，如：
早餐：☑ 大腿
午餐：☑ 腹部
晚餐：☑ 腹部±手臂
睡前：☑ 臀部

3 避免重用針頭，每次用完即棄

用過的針頭已經變鈍，而針上的潤滑劑亦已經耗盡，重用針頭會為皮膚帶來更大的傷害。

4 定期檢查注射部位

- 每次打針前，必須檢查注射部位是否有異常。
- 至少每年一次：請醫護人員進行專業注射部位檢查。

注射胰島素之

如何預防脂肪增生





此資料只作一般教育用途和參考。如有疑問，請向醫護人員查詢。

2025年5月修訂

香港糖尿科護士協會 All rights reserved

什麼是脂肪增生？

脂肪增生是注射胰島素常見的併發症。注射部位的皮下脂肪組織因長期注射技巧不當，出現增厚或硬化的病變。有時脂肪增生不易被肉眼察覺得到，需要用手觸摸檢查。



脂肪增生的影響？

1. 導致胰島素吸收減慢或減少，引致高血糖。
2. 但有時又會令胰島素突然釋放，導致無故的低血糖，使血糖波動。

脂肪增生的高危因素

1. 注射部位缺乏有系統的輪流替換
2. 重複使用針頭
3. 使用過長的針頭(8毫米)
4. 每日注射胰島素的總劑量較高
5. 每日注射胰島素的次數較多
6. 肥胖：身體質量指數達25kg/㎡或以上
7. 較瘦的一型糖尿病患者

如何自我檢查脂肪增生？

觀察注射部位

- 留意皮膚表面是否有隆起、腫塊、凹陷或局部變色（如紅腫或暗沉）。
- 皮膚質地改變 ：如有變厚、硬化或失去彈性。
- 將左右相同部位比對，觀察是否有明顯差異。



觸診檢查是否有皮下腫塊

- 打圈觸摸：用手指在皮膚上打圈，感受是否有異常硬塊或結節。
- 捏合確認 ：以手指捏起注射區域的皮膚及皮下組織，確認是否有脂肪增生的隆起感。
- 觸感特徵 ：脂肪增生通常感覺柔軟但有厚度，與正常皮膚略有不同。



詳情請觀看視頻 ▶

脂肪增生的處理

- 一旦發現注射部位出現脂肪增生，需立刻避開該區域，以避免影響胰島素吸收和療效。
- 定期更換注射位置（如腹部、腿部、手臂不同區域），有助於預防脂肪組織變化並保持吸收穩定。
- 改變注射位置後，胰島素吸收速度可能增加，導致血糖迅速下降。建議在此階段密切監測血糖，並與醫療人員討論是否需要調整劑量。
- 停止使用受影響的注射區域後，部分患者的脂肪增生在數月內可能逐漸改善。



什麼是脂肪增生？

脂肪增生是注射胰島素常見的併發症。注射部位的皮下脂肪組織因長期注射技巧不當，出現增厚或硬化的病變。有時脂肪增生不易被肉眼察覺得到，需要用手觸摸檢查。



脂肪增生的影響？

1. 導致胰島素吸收減慢或減少，引致高血糖。
2. 但有時又會令胰島素突然釋放，導致無故的低血糖，使血糖波動。

脂肪增生的高危因素

1. 注射部位缺乏有系統的輪流替換
2. 重複使用針頭
3. 使用過長的針頭(8毫米)
4. 每日注射胰島素的總劑量較高
5. 每日注射胰島素的次數較多
6. 肥胖：身體質量指數達25kg/m²或以上
7. 較瘦的一型糖尿病患者

如何自我檢查脂肪增生？

觀察注射部位



- 留意皮膚表面是否有隆起、腫塊、凹陷或局部變色（如紅腫或暗沉）。
- 皮膚質地改變 ：如有變厚、硬化或失去彈性。
- 將左右相同部位比對，觀察是否有明顯差異。

觸診檢查是否有皮下腫塊



- 打圈觸摸：用手指在皮膚上打圈，感受是否有異常硬塊或結節。
- 捏合確認 ：以手指捏起注射區域的皮膚及皮下組織，確認是否有脂肪增生的隆起感。
- 觸感特徵 ：脂肪增生通常感覺柔軟但有厚度，與正常皮膚略有不同。

詳情請觀看視頻 ▶

脂肪增生的處理

- 一旦發現注射部位出現脂肪增生，需立刻避開該區域，以避免影響胰島素吸收和療效。
- 定期更換注射位置（如腹部、腿部、手臂不同區域），有助於預防脂肪組織變化並保持吸收穩定。
- 改變注射位置後，胰島素吸收速度可能增加，導致血糖迅速下降。建議在此階段密切監測血糖，並與醫療人員討論是否需要調整劑量。
- 停止使用受影響的注射區域後，部分患者的脂肪增生在數月內可能逐漸改善。



14. The 18th AGM (date and venue)

15. Membership update

16. Report from Sub-committee

- EBP Committee (Amy)
- Clinical Work Group on Diabetes Nursing Accreditation (Amy)

1. Report from the related Associations and Societies

- Hong Kong College of Medical Nursing (HKCMN) – Jo Jo
- Diabetes Hongkong (DHK) – Sarita
- Diabetes Division (DD), HKSEMR – Tammy
- Youth Diabetes Action (YDA)- Maisy

18. AOB

- endorsement of PT clerks Ken & Nina working hours
- upcoming contact of president/ vice president from outsiders for collaboration

  (recent in Zoom connection with Mr Kester Ng from AstraZeneca for Education Symposium in CKM on 20 Aug 2025)

Ken's work schedule for AHKDN (JAN 2025 – AUG 2025)

	Date	Description of work	PIC	Time consumed (hrs)
1	13/2/2025	Convert and prepare fillable PDF	TH	2
2	14/2/2025	Word form update	TH	1
3	7/4/2025	Fillable PDF update	TH	1
4	19/4/2025	Design Key Visual of 17th AGM	KM	2
5	21/4/2025	Design Key Visual of 17th AGM	KM	2
6	3/5/2025	Design Name Tag of 17th AGM	KM	2
7	5/5/2025	Design Key Visual of 17th AGM	KM	2
8	6/5/2025	Document scan	KM	0.75
9	6/5/2025	Design Name Tag of 17th AGM	KM	1
10	6/5/2025	Design Key Visual of 17th AGM	KM	1
11	10/5/2025	Design e-Poster of 17th AGM	KM	4
12	12/5/2025	Modification of e-Poster of 17th AGM	KM	1.5
13	13/5/2025	Modification of e-Poster of 17th AGM	KM	1.5
14	14/5/2025	Draw AHKDN organization chart	TH	1
15	15/5/2025	Draw AHKDN organization chart	TH	0.5
16	16/5/2025	Modification of A5 leaflet "如何預防脂肪增生" (2nd version)	KM	1
17	16/5/2025	Modification of e-Poster of 17th AGM	KM	0.5
18	18/5/2025	Photo retouch (for AGM Programme Book)	KM	0.5
19	19/5/2025	Packing of event stuff	KM	0.5
20	21/5/2025	Re-design Version 3 of Fillable "CNE Application Form" PDF	TH	2
21	23/5/2025	Modification of Name Tag of 17th AGM	KM	2
22	25/5/2025	Modification of e-Poster of 17th AGM	KM	2.5
23	29/5/2025	Prepare materials for Name Tag printing	KM	1
24	13/6/2025	Design e-Programme Book of 17th AGM	KM	2
25	14/6/2025	Design e-Programme Book of 17th AGM	KM	2
26	15/6/2025	Design e-Backdrop of 17th AGM	KM	1
27	16/6/2025	Modification of e-Certificate of 17th AGM	TH	0.5
28	16/6/2025	Modification of e-Programme Book of 17th AGM	KM	2
29	16/6/2025	17th AGM Acknowledgement PPT update	KM	0.5
30	17/6/2025	Modification of e-Programme Book of 17th AGM	KM	1
31	18/6/2025	Modification of e-Programme Book of 17th AGM	KM	1
32	19/6/2025	Modification of e-Programme Book of 17th AGM	KM	1
33	19/6/2025	Video edit for 17th AGM	KM	1
34	20/6/2025	Video edit for 17th AGM (Game)	TH	2
35	21/6/2025	Modification of e-Programme Book of 17th AGM	KM	2
36	4/7/2025	Modification of e-Certificate of 17th AGM	TH	0.5
37	28/7/2025	Google form edit	TH	0.5
38	30/7/2025	Google form edit & Word file update	TH	1.25
39	31/7/2025	Google form edit & Word file update	TH	0.5
40	3/8/2025	Google form edit & Word file update	TH	0.5
41	4/8/2025	Google form edit & Word file update	TH	0.5
42	10/8/2025	Modification of A5 leaflet "如何預防脂肪增生" (2nd version)	KM	2
			Total	55

Ken's claim 55 hours (Jan 2025 to Aug 2025)

Nina's claim (55 hrs) x $130 = $7150

Nina's work schedule for AHKDN (Jan 2025 - Aug 2025)

Date	Description of work	Time consumed (hours)
7/1/2025	Uploaded event photos of 16th AGM	0.5
8/1/2025	Updated & uploaded templates of the AHKDN receipts	0.5
8/1/2025	Updated work schedule (July to Dec 2024)	2.5
17/1/2025 - 4/2/2025	- Created Google Form for membership application / re-join / renewal / upgrade - Uploaded current membership list - emails sent with google form's link to members for notification of membership renewal	3.5
3/2/2025	Added AHKDN membership - Including sent the welcome letter & reset password to them - Updated membership list	0.5
11/2/2025	Coordination work with colleagues	0.5
1/3/2025	Sent reminder emails with google form's link to all members	0.5
25/3/2025	Sent reminder emails with google form's link and e-banking tips to all members	1
28/3/2025	As per yuen hung's request, checked her email & sent new application form	0.5
11/4/2025	- Coordination work with colleagues - Sorted membership renewal & payment details and updated to the membership list	2.5
14/4/2025 - 15/4/2025	Added AHKDN membership (renewal/wrong payment / rejoined / new members) - Including sent the welcome letter & reset password to them - Updated membership list - Coordination work - Amended mistake of member's info	3.5
23/4/2025	- Checked & sorted payment cheques for new/renewed members - Deposited cheques to Fubon Bank - Updated renewal and payment details in membership list - Uploaded relvants documents to Google drive for Treasurer & coordination work	4
28/4/2025	- Sent final reminder emails to members - Coordination work	0.75
6/5/2025	Added AHKDN membership - Including sent the welcome letter & reset password to them - Updated membership list	0.5
9/5/2025	Handover files from Treasurer and coordination work for audit purpose	1
15/5/2025	Checked AHKDN email & coordination work (KYC's issue from Fubon Bank)	0.25
26/5/2025	Coordination work with colleagues for audit purpose	1
29/5/2025 - 31/5/2025	Updated peachtree file & excel ledgers related to accounting & audit: - Coordination work with Treasurers - Note: Bank transactions total 504 for the year from 1 Apr 2024 to 31 Mar 2025 - Tried to find, sort and define unknown transactions - Integrated bank transactions ledger - Adjusted categories for the peachtree ledger of last year	17
1/6/2025	Handover laptop and files to Treasurer for audit purpose	1
4/6/2025	Added AHKDN membership - Including sent the welcome letter & reset password to them - Updated membership list - Coordination work	1.25
10/6/2025 - 11/6/2025	- Coordination work with colleagues - Sorted member's payment details for audit purpose - Prepared replies to auditor	3.5
12/6/2025 - 13/6/2025	Added AHKDN membership - Including sent the welcome letter & reset password to them - Amended email and name of some members - Updated and sorted membership list & coordination work Coordination work with colleagues	4

Nina's work schedule for AHKDN (Jan 2025 - Aug 2025)

Date	Description of work	Time consumed (hours)
14/6/2025	- Videos uploaded to AHKDN youtube channel - Created QR codes for videos	2
14/6/2025 - 16/6/2025	Assisted Treasurer for sorting corret details of membership/bank payment of 2024-2025 - Coordination with colleauges and Treasurers - Checked and tried to find, sort and define unknown transactions - Sorted member's payment details for audit purpose - Updated renewal and payment details to membership list and relevant excel	8.25
20/6/2025	- Checked & sorted payment cheques for new/renewed members - Deposited cheques to Fubon Bank - Updated membership list - Uploaded relvants documents to Google drive for Treasurer & coordination work	4.5
26/6/2025	- Coordination work with colleagues - Sorted member's payment details for audit purpose - Prepared replies to auditor	1.5
30/6/2025	- Issued e-receipts for all renewed / new / re-joined members - Sent e-receipts to all renewed / new / re-joined members - Updated the login expiry date for renewed members in AHKDN membership system	8
4/7/2025	AHKDN membership renewal - Confirmed all renewed members, extended their access right in AHKDN website - Deleted all expired members from AHKDN website portal - Removed all expired members' emails from contact list - Updated membership records & coordination work	2.5
24/7/2025	Uploaded serveral PDF to AHKDN webpage	1.5
19/8/2025	Updated member's emails address & updated membership list	0.5
31/8/2025	Updated work schedule (Jan to Aug 2025)	5
	Total:	**74.5**

Kindly make payment by cheque or bank transfer to my following bank account after approval. Thank you!

Payee Name: **CHAN LING NA**
Bank A/C No.: **829-454529-833**
Bank Name: **HSBC**

Nina’s claim (74.5 hrs) x $130 = $9685