

Enhancement of the Event Management System - briefing session

For the Attention of Event Organizers in All Departments/Units

In the last triennium, data on public events were collected from Faculties and non-Faculty-based units concerned each year for compilation of the Knowledge Exchange (KE) annual report for submission to the University Grants Committee. For the 2012-15 triennium, UGC has formally recognized public events as one of the performance indicators on KE. Furthermore, UGC has recently added a new chapter on KE in the Common Data Collection Format (CDCF) exercise, under which all UGC-funded institutions are required to report data on public events under a prescribed table for “Social, Community and Cultural Engagement” from 2012-13 onward.

The KE Working Group has advised that in order to reduce the burden of manual data collection on Faculties, the Event Management System (EMS) should be enhanced to enable extraction of public events data for reporting to UGC in the annual CDCF exercise.

With the support of the Management Information Unit and Information Technology Services (ITS), the EMS enhancement exercise has been completed. The enhanced system will be rolled out by ITS at midnight on December 30, 2012. Please note that during the roll-out process, there may be a few minutes of service interruption.

Colleagues are invited to attend the following briefing session, which will introduce the new reporting function of the EMS:

Date: January 14, 2013 (Monday)

Time: 2:30 – 3:30 pm

Venue: T1, Meng Wah Complex

Note: The briefing session will be conducted in Cantonese.

Registration:

<http://hkuems1.hku.hk/hkuems/ec_regform.aspx?ueid=20870>

For enquiries, please contact the Knowledge Exchange Office at keoffice@hku.hk.