

HSBC – HKBCF Breast Health for Life
Free Mammography Screening Programme
Project Committee

Terms of Reference
(As of 27 Oct 2016)

1. Accountability

The HSBC – HKBCF Breast Health for Life - Free Mammography Screening Programme (hereafter the “Programme”) Project Committee (hereafter the “Committee”) is formed under the governance of Hong Kong Breast Cancer Foundation Limited (“HKBCF”), and shall be responsible to the Management Committee of HKBCF.

2. Responsibilities

The primary responsibility of the Project Committee is to oversee the governing of the Programme to ensure it is implemented in accordance with the Donation Agreement dated 19 August 2016 signed between HKBCF and the Advisory Committee of the Hongkong Bank Foundation. The Project Committee is delegated with the authority in dealing with all matters in relation to the Programme. These include but not limited to the following:

- 2.1 To monitor and review the work plan and budget to ensure that the performance targets and project milestones are achieved.
- 2.2 To review the financial and progress reports on the Programme before submission to HSBC.
- 2.3 To review the Third Party Reviewer’s reports on the implementation of the Programme before submission to HSBC.
- 2.4 To review the procurement, tendering process and vendor management of the major fit-out work, equipment purchase and installations in relation to the Programme in order to ensure compliance with the HKBCF’s procurement, tendering process and vendor management, or a standard higher than those of HKBCF.
- 2.5 To oversee that HSBC Environmental Protection Guidelines for NGO Partners are adopted where feasible in the implementation of the Programme.
- 2.6 To undertake any other responsibilities in relation to the Programme as instructed by the Management Committee of HKBCF.

3. Composition and Terms of Service

The Project Committee shall have not less than five Committee members appointed by the Management Committee of HKBCF. The Committee members shall be selected representatives from HKBCF's Management Committee, panel of medical advisors, patients and volunteers, together with the Founder of HKBCF, Dr. Polly Cheung and at least one of the Project Committee members has financial expertise. All Project Committee members shall be appointed for the whole duration of the Programme unless otherwise resolved by the Management Committee of HKBCF. The Chairman of the Project Committee shall be elected among the Committee members by themselves.

4. Meeting and Minutes

The Project Committee shall meet as and when required. Three members present with the Chairman of the Committee or the appointed deputy shall form a quorum of meeting. Minutes of the Project Committee meeting shall be kept for at least six years after the completion of the Programme.

5. Secretarial Support

The Secretariat of HKBCF shall provide sufficient secretarial support to the Project Committee.