

Guidelines on ‘SC.Net Buddy for You’ Matching Scheme

1/ Role Difference between SC.Net Members and CIIF Committee Members

- Role of SC.Net Members
SC.Net members mainly provide support and add value to the projects by means of knowledge/experience transfer or assisting stakeholders’ engagement. Once matched-up, SC.Net members will become partners of the respective project teams, buddies or counsellors, and they are not responsible for the performance of the projects.
- Role of CIIF Committee Members
Each CIIF project will be matched with a CIIF Committee Member who will be the mentor of the project. Mentors are responsible for monitoring and navigating the performance of projects. For projects with outstanding performance, mentor will recognise their achievement and conclude the contributory factors. For projects with unsatisfactory performance, mentor, together with the CIIF Secretariat, will schedule review meetings or conduct site visits where they will review the objectives and directions of the project with the project team, and also put forward proposals for project improvement. They have the responsibility to report the case to the Sub-committee concerned.

2/ Criteria for Matching

- The CIIF Secretariat will match SC.Net members in accordance with their professional knowledge/experience/personal networks/interests and the needs of project teams, and will also consider whether the SC.Net member to be matched can be complementary to the project mentor in terms of experience and professional discipline;
- Matching is a relationship building process which is more than one-off co-operation and requires both parties to match on a voluntary and mutual trust basis. Once matched-up, the project teams are strongly encouraged to make good use of the expertise, experience and time of the SC.Net member;
- Considering the time commitment of SC.Net members to developing a meaningful engagement with the project teams, it is recommended that each SC.Net member can be matched with a maximum of two projects while the project team can be matched with more than one SC.Net member in accordance with the requirements at different stages;
- The CIIF encourages the SC.Net member and project team to liaise with each other during the matched period, and if necessary, contact the subject Project Officer of the Secretariat. The Secretariat will render assistance whenever necessary; and

- The matched project is required to designate a contact person to liaise with the matched SC.Net member during the matched period. The CIIF Secretariat will notify both parties the contact details after the partners are matched.

3/ Scope of Matching [mainly on practice]:

- Sharing practical experience in implementing projects, including tips for success, challenges ahead, solutions, etc.
- Advice on launching CIIF projects at community level
- Leveraging on individual expertise to foster knowledge transfer
- Capitalising on personal or community networks to maximise the project outcomes, e.g. assisting in liaising with stakeholders of respective sectors for their participation in projects, enhancing the publicity strategies of projects, etc.
- The Secretariat will not provide matching merely for cash sponsorship or in kind donation.

4/ Practical Arrangements

- After analysing the needs expressed by project teams, the CIIF Secretariat will arrange the best suitable SC.Net member with appropriate background and expertise to pair-up with project team. Upon agreement of both parties, the matching arrangements will be implemented.
- The CIIF Secretariat will arrange an initial meeting for the matched partners, which is proposed to be conducted in the form of a site visit.
- The matched partners may liaise with each other in taking forward the project, and if necessary, contact the Project Officer of the Secretariat for support. The project team is required to report the matching progress to the CIIF Secretariat in the Quarterly Performance Report on Key Milestones Form.
- The CIIF Secretariat will assess and review the effectiveness of matching SC.Net Buddy for You, based on the contents of the report.

[This is a translated copy of the Chinese version which was produced on 20 June 2011]