

**THE UNIVERSITY OF HONG KONG**  
**FACULTY OF SOCIAL SCIENCES**  
**HKU-HKJC ExCEL3**

**Workshop on How to Avoid Disasters for NGOs**

Date: Tuesday June 7, 2016  
Time: 9:30am – 5pm  
Venue: Social Sciences Function Room, 11/F, The Jockey Club Tower  
Centennial Campus, The University of Hong Kong

TIME	TENTATIVE PROGRAMME
9:30am	Welcoming Address and Introduction of Speakers Professor Cecilia Chan Project Director, HKU-HKJC ExCEL3
9:40am	Presentation on the Objectives of the Workshop Mr. Samuel Tong, Corporate Governance and Risk Management Consultant Ms. Margaret Coates, Principal, Margaret Coates, Consultant
9:50am	Small Group Exercise: Discussion of 4 Real Cases
10:20am	Introduction on Risk Management Framework Mr. Samuel Tong
10:55am	Q & A Session
11:15am	Coffee Break
11:30am	Introduction on Risk Registers Ms. Margaret Coates
11:45am	Small Group Exercise: Preparing a Risk Register
12:45pm	Q & A Session
1:00pm	End of Morning Session
2:30pm	Managing Risk Ms. Margaret Coates
3:00pm	Small Group Exercise
4:00pm	Establishing a Risk Management Programme in Your Organisation Mr. Samuel Tong
4:40pm	Q & A Session