

To : All Eligible Staff Members
From : Monica Tsang, Director of Administration
Date : 12 January 2024

Dr and Mrs James Tak Wu Awards for Outstanding Service (Staff Awards) 2023-24

Since 1999, the Dr and Mrs James Tak Wu Awards for Outstanding Service have been granted to staff members and students who have consistently demonstrated outstanding service to the University or community. The selection procedures of the Awards are posted on the University webpage (<http://www.ln.edu.hk/occbga/activities/jtw>).

The Staff Awards (Academic Staff Award and Administrative and General Grade Staff Award) are now open for nomination/application to all eligible staff members of the University (please refer to section 4.1 of the “Paper on Dr and Mrs James Tak Wu Awards for Outstanding Service”). **The awardees will each receive a cash award of HK\$20,000 and a trophy.** Names of the awardees, together with the Department/Unit to which they belong, will be engraved on a trophy displayed in the Alumni Lounge on 3/F., Lau Lee Yuen Haan Amenities Building.

Nomination/application is open from **12 January to 16 February 2024**. A write-up of **1 to (at most) 3 pages of A4 size paper with the completed nomination/application form** should reach the Office of Council/Court Business and General Administration (AD205/15, 2/F., Wong Administration Building) **on or before 16 February 2024**.

For enquiries, please contact my colleagues, Ms Jennifer Mok (ext. 8969) or Ms Charmaine Chan (ext. 8943).

Thank you for your kind attention.