**Appendix 2**

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| --- |
| Work Plan of ○○○ (Full Name) ○○○ Office |
| Purpose of setting up the office |  |
| Office address | Room ○○, ○○ Floor, No. ○○, Alley ○○, Lane ○○, Section ○○, ○○ Road/Street, ○○ Village, ○○ Township/District, ○○ City/County |
| Contact Information | Tel: , Email: ＠  |
| Program of work |  |
| Organizational structure and staff duties |  |
| Source(s) of funds |  |