**Appendix 2**

|  |  |
| --- | --- |
| 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 |  |