



Hong Kong Awards for Environmental Excellence 2018



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Sponsor

Organisers



Hong Kong Awards for Environmental Excellence

Aims

- To encourage organisations to implement environmental management;
- To measure organisations' performance and their commitment to environmental management within the industry; and
- To recognise organisations with excellent performance on environmental management.

Sectors

Organisations or their functional units operating primarily in Hong Kong may apply to compete for the Award in accordance with the sector they belong to.

Non-SMEs Category (11 Sectors)



SMEs Category (4 Sectors)



Awards

Gold Award, Silver Award, Bronze Award and Certificates of Merit will be granted in each sector. The list of awards will be decided by the Adjudicating Panels.

Assessment Process

- 1 Stage 1 Initial Assessment**
Document review of all entries by the technical consultant
- 2 Stage 2 Detailed Assessment**
Field assessments of shortlisted entries by the technical consultant
- 3 Stage 3 Final Assessment**
Final adjudicating panels to select winners out of the finalists

Assessment Criteria



Recognition and Benefits of Participation

- Organised by Environmental Campaign Committee, together with Environmental Protection Department and main chambers of commerce in Hong Kong, HKAEE is a highly credible environmental award in Hong Kong.
- Improving corporate branding and promoting corporate social responsibility.
- Obtaining free professional advice on enhancing effectiveness of environmental initiatives from the technical consultant of the programme.
- Enhancing corporate competitiveness, encouraging businesses in the same sector to improve their operations and be more concerned about the environment.
- Winning organisations may gain media coverage opportunity or be invited to public events to showcase and share their environmental achievements and experiences.
- Receiving a trophy / certificate for display at prominent places in the organisations to allow the public to know more about their environmental commitment and contribution.

New!

Outstanding Promotional Partner Commendation Scheme

Aims

To recognise companies / organisations that put in great efforts to help promote the HKAEE and Hong Kong Green Organisation Certification (HKGOC) and have successfully invited their business partners to participate in the HKAEE.

Eligibility

Participating in the 2018 HKAEE and having successfully accomplished Stage 1 Assessment (to be conducted in July / August 2018) ^{Note}

To become “Outstanding HKAEE Promotional Partner”

Companies / Organisations must complete at least one task in each of the following three categories -

- 1 Assisting in Scheme Promotion**
(e.g. Promoting through corporate publication, company / organisation's website, external activities, social media, putting up HKAEE / HKGOC posters and distributing leaflets; displaying “Hong Kong Green Organisation” stickers, etc)
- 2 Referring three or more business partners or other companies to participate in 2018 HKAEE**
(There should not be any affiliation between the organisation doing the referral and the organisations being referred.)
- 3 Conducting Large-scale Promotion**
(e.g. Promoting through large display screens in shopping malls; electronic screens at the lift lobby; advertising panels at bus / train stations or piers; public transport; offering free venue for HKAEE / HKGOC roving exhibition)

Commendation

Organisations that have successfully met the above requirements will receive an appreciation certificate with their names acknowledged on the HKAEE website as recognition. Organisations with outstanding performance in (2) and (3) above may also have an opportunity to receive commendation at the 2018 HKAEE Presentation Ceremony.

Note: 2017 HKAEE Gold Awardee is not bounded by this eligibility restriction.

The Organisers reserve the right to make the final decision in the event of dispute.

2018 Hong Kong Awards for Environmental Excellence (HKAEE) Application Form

(Please put ✓ in the appropriate box(es))

Application by 19 June 2018 Act Now!

Non-SMEs sectors

- Construction Industry** *The nominated construction project(s) should have at least one-third of the project work completed (according to the contract period) at the time of assessment.*
Construction period from _____ to _____
- Manufacturing and Industrial Services** *Hong Kong based companies with their factories in Pearl River Delta will also be eligible to join the HKAEE under this sector.*
- Hotels and Recreational Clubs*** **Media and Communication*** **Property Management (Commercial & Industrial)** **Property Management (Residential)**
- Public and Community Services** **Restaurants*** **Schools (Primary)#** **Schools (Secondary)#**
- Servicing and Trading*** **Shops and Retailers*** **Transport and Logistics***

SMEs sectors^

- Construction, Manufacturing and Industrial Services***
Hong Kong based companies with their factories in Pearl River Delta will also be eligible to join the HKAEE under this sector.
- Servicing Industry***
- Shops and Retailers***
- Trading***

* Please submit a copy of Business Registration Certificate together with this Application Form.

Restricted to Champions, First runners-up and Second runners-up of the Primary School and Secondary School Categories under the past Hong Kong Green School Award organised by the Environmental Campaign Committee as well as all Green Schools.

^ Under the HKAEE, an SME is an organisation that (i) meets the definition of Small and Medium Enterprises (SMEs) adopted by the Hong Kong SAR Government; (ii) has substantive business operation in Hong Kong; and (iii) its parent company (if applicable) and itself should not be a listed company.

An SME under the definition of the Government of Hong Kong Special Administrative Region is a manufacturing business which employs fewer than 100 persons in Hong Kong; or a non-manufacturing business which employs fewer than 50 persons in Hong Kong. The "number of persons employed" include individual proprietors, partners and shareholders actively engaged in the work of the company; and salaried employees of the company, including full-time or part-time salaried personnel directly paid by the company, both permanent and temporary, at the time of submitting applications.

Part One Organisation Profile (holding a valid Hong Kong Business Registration Certificate or other legal entities)

Name of Organisation

(English) : _____ (Chinese) : _____

Name of Functional Unit / Construction Project / Factory (if applicable)

(English) : _____ (Chinese) : _____

Address : _____

Website : _____

Name of Parent Company (if applicable)

(English) : _____ (Chinese) : _____

Number of Employees (under the Business registration of the applicant organisation)

(Hong Kong) Full Time : _____ Part Time : _____ (Parent Company) Full Time : _____ Part Time : _____ (Pearl River Delta) Full Time : _____ Part Time : _____
(for manufacturing only)

Is your company or its parent company (if applicable) listed company? Yes No

Part Two Outstanding Promotional Partner Commendation Scheme

We are interested in joining the "Outstanding Promotional Partner Commendation Scheme" to help promote the HKAEE (The Technical Consultant will contact you on the scheme details separately).

Part Three Environmental Visit

Submit your application on or before **1 June 2018** to get a chance for free visit to our past award winners. Please choose one of the following :

- The Government of the Hong Kong Special Administrative Region – Water Supplies Department – Tuen Mun Water Treatment Works (3 August)
- Hongkong International Terminals Limited (8 August) The Kowloon Motor Bus Company (1933) Limited – Kowloon Bay Depot (10 August)
- Discovery Bay Services Management Limited – Discovery Bay (Residential) (17 August) Cathay Pacific Catering Services (H.K.) Ltd. (22 August)

Note: A maximum of 150 seats are available for the visits. Only one representative is allowed to join the visit for each application. The Organisers have the right to determine the final participants if the quota is exceeded. The content, location, date and time of the visits are subject to changes under special circumstances.

Part Four Contact Details and Declaration

Please provide the following information about the contact person of your organisation :

Name : _____ Designation : _____

Telephone : _____ Fax : _____ E-mail : _____

Address : _____ (if different from Part One)

HKAEE Technical Consultant (Hong Kong Productivity Council, HKPC) has adopted a Personal Data (Privacy) Policy. You may contact HKPC's Personal Data Controlling Officer for further details. You have the right to request access to, and amend your personal data in relation to your application. If you wish to exercise these rights, please send email to: edm@hkpc.org.

CONSENT STATEMENT

I hereby declare that the information given above is accurate to the best of my knowledge, and agree that all decisions made by the Organisers (i.e. Environmental Protection Department and Environmental Campaign Committee and its Secretariat) and adjudicating panel(s) are final and binding in all aspects relating to the HKAEE.

I agree that personal data (including name, phone number, fax number, correspondence address and email address) provided by me will be used for the purpose of the administration, evaluation and management of my application. I understand if I cannot provide the relevant personal data, the assessment of my application by the Organisers and the Technical Consultant may be affected.

HKAEE Technical Consultant (Hong Kong Productivity Council, HKPC) intends to use the personal data (including your name, phone number, fax number, correspondence address and email address) that you have provided to promote the latest development, consultancy services, events and training courses of HKPC. Should you find such use of your personal data not acceptable, please indicate your objection by ticking the box below.

I object to the proposed use of my personal data in any marketing activities arranged by HKAEE Technical Consultant (HKPC).

The Environmental Protection Department (EPD) and / or the Environmental Campaign Committee (ECC) and its Secretariat also intend to use the personal data (including your name, phone number, fax number, correspondence address and email address) that you have provided to promote the latest development, policies, activities and schemes of the EPD and / or the ECC. Should you find such use of your personal data not acceptable, please indicate your objection by ticking the box below.

I object to the proposed use of my personal data in any marketing activities arranged by the EPD and / or the ECC and its Secretariat.

Application can be submitted through:

Email : awards@hkaee.gov.hk Fax : 3187 4516 Online Application : www.hkaee.gov.hk

Address : HKAEE Technical Consultant (Hong Kong Productivity Council), HKPC Building, 78 Tat Chee Avenue, Kowloon Tong, Hong Kong

Please immediately call the HKAEE Hotline (Tel: 2788 5903) if no acknowledgement of application is received within 7 working days from the date of application.

How do you know about the Hong Kong Awards for Environmental Excellence? (can select more than one)

- Mass media (e.g. TV and newspaper) Social media (e.g. Facebook, Youtube, LinkedIn and Instagram) Roving exhibitions
- Through the Technical Consultant Referral from another company / organisation (Name of the company / organisation: _____)
- Outdoor advertisement or posters Official website or eDMs Experience Sharing Seminars held by the Organiser
- Through participation in Hong Kong Green Innovations Awards (HKGIA) or Hong Kong Green Organisation Certification (HKGOC) Others (Please specify: _____)
- Through commerce chambers / trade associations (Name of chamber / association: _____)

2018 Hong Kong Green Innovations Awards (HKGIA) Application Form

(Please put ✓ in the appropriate box(es))

Application by 19 June 2018 Act Now!

Part One Organisation Profile (holding a valid Hong Kong Business Registration Certificate or other legal entities)

Name of Organisation (English) : _____
(Chinese) : _____
Address : _____
Telephone : _____ Fax : _____
Email : _____ Website : _____

Part Two Details of the Entry submitted for HKGIA (Please use separate sheets if more space is required)

Title of the green innovative entry : _____
Was the entry developed by your company? Yes No (If not, please specify the name of the partner : _____)
Has the entry obtained any patent? No Application in progress (Please provide the relevant document)
 Yes (Please provide a copy of patent document and the patent number : _____)
Implementation period : From _____ (Conception) to _____ (Completion / Commencement of full-scale implementation)
What problem has the entry solved? _____

What is the existing similar product / method / system commonly adopted in the market before the commencement of the nominated entry? What is the uniqueness of your entry comparing to the existing similar product / method / system available in the market? Please describe your entry and provide details about its major features.
(You may attach supplementary information such as photo, leaflet, schematic diagram)

Please describe the entry's environmental performance comparing to the existing similar product / system / method available in the market by giving concrete data as far as possible :

Part Three Contact Details and Declaration

Please provide the following information about the contact person of your organisation :

Name : _____ Designation : _____
Telephone : _____ Fax : _____ E-mail : _____
Address : _____ (if different from Part One)

HKGIA Technical Consultant (Hong Kong Productivity Council, HKPC) has adopted a Personal Data (Privacy) Policy. You may contact HKPC's Personal Data Controlling Officer for further details. You have the right to request access to, and amend your personal data in relation to your application. If you wish to exercise these rights, please send email to: edm@hkpc.org.

CONSENT STATEMENT

I hereby declare that the information given above is accurate to the best of my knowledge, and agree that all decisions made by the Organisers (i.e. Environmental Protection Department and Environmental Campaign Committee and its Secretariat) and adjudicating panel(s) are final and binding in all aspects relating to the HKGIA.

I agree that personal data (including name, phone number, fax number, correspondence address and email address) provided by me will be used for the purpose of the administration, evaluation and management of my application. I understand if I cannot provide the relevant personal data, the assessment of my application by the Organisers and the Technical Consultant may be affected.

HKGIA Technical Consultant (Hong Kong Productivity Council, HKPC) intends to use the personal data (including your name, phone number, fax number, correspondence address and email address) that you have provided to promote the latest development, consultancy services, events and training courses of HKPC. Should you find such use of your personal data not acceptable, please indicate your objection by ticking the box below.

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How do you know about the Hong Kong Green Innovations Awards? (can select more than one)

- | | | |
|---|---|--|
| <input type="checkbox"/> Mass media (e.g. TV and newspaper) | <input type="checkbox"/> Social media (e.g. Facebook, Youtube, LinkedIn and Instagram) | <input type="checkbox"/> Roving exhibitions |
| <input type="checkbox"/> Through the Technical Consultant | <input type="checkbox"/> Referral from another company / organisation (Name of the company / organisation: _____) | |
| <input type="checkbox"/> Outdoor advertisement or posters | <input type="checkbox"/> Official website or eDMs | <input type="checkbox"/> Experience Sharing Seminars held by the Organiser |
| <input type="checkbox"/> Through participation in Hong Kong Awards for Environmental Excellence (HKAEE) or Hong Kong Green Organisation Certification (HKGOC) | | <input type="checkbox"/> Others (Please specify: _____) |
| <input type="checkbox"/> Through commerce chambers / trade associations (Name of chamber / association: _____) | | |

Hong Kong Green Innovations Awards

Aims

- To encourage organisations solving problems with innovative, green and practicable ideas that have been turned into tangible gadgets, equipment or systems, resulting in real environmental benefits;
- To recognise organisations' green innovations; and
- To encourage organisations sharing their experiences in green innovations with industry and public.

Assessment Criteria



Level of Innovation

- Existence of innovative elements
- Degree of originality

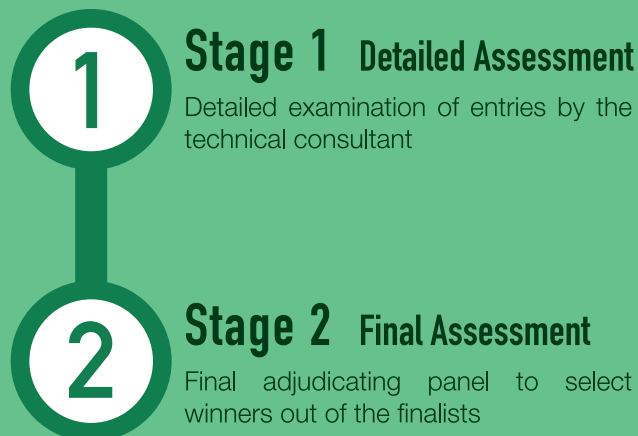
Environmental Achievements and Cost-effectiveness

- Degree of measurable improvement to the environment
- Ability to generate benefits to multiple environmental aspects
- Number of accreditations or external stakeholder acknowledgements
- Level of cost-effectiveness

Practicability and Contribution to Society

- Extent of potential application to meet broader needs
- Amount of efforts in creating awareness amongst the business community or general public

Assessment Process



Awards

Gold Award, Silver Award, Bronze Award and Certificates of Merit will be granted.

The list of awards will be decided by the Adjudicating Panels.

