

**Best Green Education Initiative Award  
Stage 1 – Self-assessment  
Summary Form**

**\*\*\*This Summary Form is for schools' reference only\*\*\***

**Schools should submit the Summary Form through the [online portal](#) (will be opened for filling in Jan 2024).  
Submission in paper/PDF format will not be considered.**

**Submission Deadline: 6 March 2024 (Wednesday)**

Name of School:		
Sub-sector*: <input type="checkbox"/> Pre-school <input type="checkbox"/> Primary School <input type="checkbox"/> Secondary School (*Schools should submit <b>separate forms</b> for different sub-sectors and campuses.)		
Number of Employees:	Number of Students:	
Address:		
Name of Contact Person:	Tel:	Email:
<b><u>Important Notes to Applicant</u></b>		
<ul style="list-style-type: none"> <li>• The assessment system will automatically logout if no action is performed <b>within 20 minutes</b>, please click <b>“Save” button</b> to save the parts you have inputted.</li> <li>• Schools are required to complete the form for the outstanding environmental education initiative conducted <b>from September 2022 to February 2024 (i.e. 2022/23 school year and first term of 2023/24 school year)</b>.</li> <li>• Each school can only submit <b>ONE</b> environmental education initiative to compete for the award.</li> <li>• Schools which participated in the Best Green Education Initiative Award in the past two years can only submit a <b>different</b> initiative for this year's award.</li> <li>• Schools can provide quantifiable data or relevant information such as charts, photos or statistics by uploading digital files to the online portal, with a maximum file size of 50MB per file. Please click the <b>“Attachment” button</b> to upload the files. If you wish to provide more data or information, please upload the documents with no personal data contained to a cloud platform and send the link with your school name to <a href="mailto:hkaee@wwf.org.hk">hkaee@wwf.org.hk</a>.</li> <li>• Schools may be required to submit additional information for assessment when necessary.</li> <li>• Provision of any false or misleading information will lead to disqualification.</li> <li>• Before submission, schools could click the <b>“Download” button</b> to save a copy of the completed summary form in WORD for record.</li> <li>• <a href="#">User guide of the HKAEE Application and Assessment System</a> will be uploaded to the Schools Go Green website in early Feb 2024 for participating schools' reference.</li> <li>•</li> </ul>		

## Summary of Environmental Education Initiative

**(The initiative must be relevant to sustainability and/or carbon neutrality)**

Name of initiative:	
Theme(s):	
Objective(s):	
Mode of initiative: <i>(e.g. online, offline, blended mode)</i>	
Target group(s) and no. of participants:	
Stakeholder(s) involved in the planning and implementation stages: <i>(e.g. specifying the number and position/grade of school senior management team members, teachers, staff and students involved)</i>	
Period of implementation: <i>(Must be conducted from September 2022 to February 2024 (i.e. 2022/23 school year and first term of 2023/24 school year). Please state the date/period of each activity conducted clearly in the following format: dd/mm/yyyy)</i>	
Description (less than 200 words): <i>(e.g. content of the activities implemented and the outcomes, etc.)*</i>  <i>*Submission of related documents including plan, schedule, or evaluation may be requested for assessment when necessary.</i>	
Highlights of the initiative: <i>(in point form, with less than 100 words)</i>	
Sharing or recognition by external parties: <i>(e.g. media coverage, award/commendation)</i>	<input type="checkbox"/> Yes (Please share related link or supporting document)  <input type="checkbox"/> No

### ***Declaration by Applicant***

Our school hereby declares that all of the information given is true and accurate to the best of our knowledge and agree that all decisions made by the Organisers (i.e. Environment and Ecology Bureau and Environmental Campaign Committee and its Secretariat) and adjudicating panel are final and binding in all aspects relating to the Special Award. Our school understands that any false or misleading information may lead to disqualification of our application.

\_\_\_\_\_  
Signature (*with school chop*)

\_\_\_\_\_  
Name of participating school

\_\_\_\_\_  
Name of signatory

\_\_\_\_\_  
Designation of signatory

**\*\*\* Thank you \*\*\***

### **Data Retention Policy**

This policy stipulates the kinds of personal data collected, means of collecting personal data, duration of retention, ways of using the personal data and data security measures for the “Best Green Education Initiative Award” (hereafter referred to as the Special Award).

#### **1. Purpose of Collection and Use of Personal Data**

The personal data provided in the summary form for the Special Award will be used for the following purposes –

- (a) for the administration, evaluation and management of the application for the competition by the Technical Consultant(s) of the Special Award; and
- (b) for the promotion of latest environment-related development, policies, activities and schemes by the Environment and Ecology Bureau and/or the Environmental Campaign Committee and its Secretariat.

#### **2. Category of Personal Data**

Each participant of the Special Award is asked to provide the (i) name, (ii) phone number, (iii) correspondence address and (iv) email address of a contact person (“Contact Person”) in the summary form.

#### **3. Means of Collection**

The provision of personal data by the Contact Person in the Special Award summary form is voluntary. The summary form should be submitted through the online portal. If participating schools do not provide sufficient information, the processing of their applications may be affected.

#### **4. Access to Personal Data**

Each Contact Person has the right to request access to and correction of his/her personal data as stipulated in the Personal Data (Privacy) Ordinance (Chapter 486). Enquiries concerning the personal data collected by means of the Special Award summary form should be addressed to [supporter@wwf.org.hk](mailto:supporter@wwf.org.hk).

#### **5. Duration of Retention**

The personal data collected from the Contact Person will be erased or destroyed 24 months after the completion of the assessment of the Special Award.

#### **6. Security Measures**

The personal data collected from the Contact Person is restricted for access and use by the authorised persons of the Special Award responsible for administration, evaluation, handling and management of the Special Award applications, and encrypted electronically during transmission.