



Best Green Education Initiative Award



Application Manual of the Best Green Education Initiative Award

1. Objectives

- To recognise schools’ outstanding environmental education initiative in promoting sustainability and/or carbon neutrality.
- To gather good exemplars of environmental education practices in the schools sector.

2. Eligibility

- All registered pre-schools, primary schools and secondary schools under the Education Bureau are eligible to participate in the “Best Green Education Initiative Award” (hereafter referred to as the Special Award).
- Each school can only submit ONE environmental education initiative to compete for the Special Award.
- The Organisers reserve the right to determine the eligibility of any applicant school.

3. Assessment Criteria

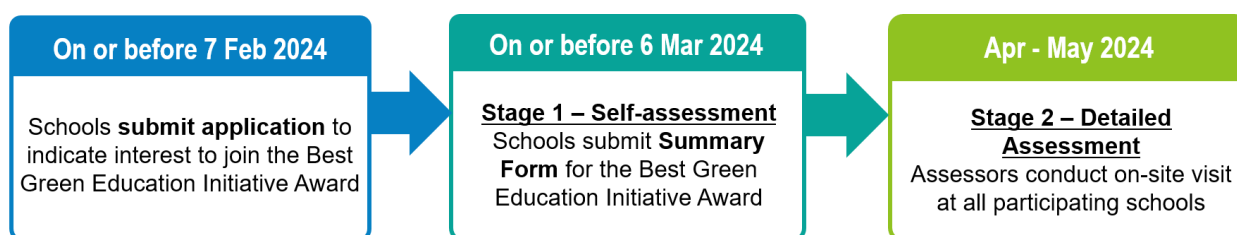
Schools will be required to complete a **Summary Form** through the **online portal** for the outstanding environmental education initiative conducted **from September 2022 to February 2024 (i.e. 2022/23 school year and first term of 2023/24 school year)**, with the following assessment criteria:

Scopes	Components	Weighting
(1) Content	<ul style="list-style-type: none"> • Theme and objectives (relevance to sustainability and/or carbon neutrality) • Programme details (implementation summary) • Curriculum integration (how the initiative links to the school-based curriculum, including key learning areas, values education, STEM education, etc.) 	30%
(2) Stakeholders involvement and collaboration	<ul style="list-style-type: none"> • Involvement of different school members in planning and implementation stage • Partnership with various parties of the school (e.g. different subject panels, activity clubs, parent-teacher association) • Involvement of parents and/or community members • Partnership with external organisations 	30%
(3) Design and creativity	<ul style="list-style-type: none"> • Activity design and mode of delivery (e.g. style, interaction) • Originality and creativity 	20%
(4) Outcome and impact	<ul style="list-style-type: none"> • No. of participants / coverage • Possible changes in knowledge, attitude and behaviour of participants • Feedback from participants and evaluation 	20%
Total:		100%

Important Notes:

- 1) Examples of environmental education initiative include but not limited to lesson plan, life-wide learning activity, whole-school campaign/initiative, activity organised by parent-teacher association.
- 2) Various modes of education initiative/activity including online, offline and blended modes would be considered.
- 3) Schools who participated in the “Best Green Education Initiative Award” **in the past two years** are not allowed to submit the same environmental education initiative as last two years. They are, however, welcome to participate in this year’s Special Award with a different initiative.

4. Application and Assessment Process



Schedule	Details
Extended to 7 February 2024 (Wednesday)	<u>Application</u> <ul style="list-style-type: none">• Schools are required to complete and submit the application form at Appendix a.• Schools applying for more than one school sub-sector and/or different campuses are required to complete and submit separate application forms.• Schools who wish to join both the “Best Green Education Initiative Award” and 2023 HKAEE (Schools Sector) are required to complete and submit separate application forms for the two awards.• Schools without submitting an application for the “Best Green Education Initiative Award” before the application deadline will NOT be considered as eligible participants for this year.• Please contact the technical consultant of the scheme through email (hkaee@wwf.org.hk) or phone (Tel: 2864 1472) if no acknowledgement of application is received within 7 working days from the date of application submission.
On or before 6 March 2024 (Wednesday)	<u>Stage 1 – Self-assessment</u> <ul style="list-style-type: none">• Participating schools are required to complete a Summary Form through the online portal (will be opened for filling in Jan 2024) for the outstanding environmental education initiative conducted from September 2022 to February 2024 (i.e. 2022/23 school year and first term of 2023/24 school year).• The template of the Summary Form is enclosed in <i>Appendix b</i> for schools’ reference only. Submission in paper/PDF format will not be considered.

Schedule	Details
May – Jun 2024	<p><u>Stage 2 – Detailed Assessment</u></p> <ul style="list-style-type: none"> • The technical consultant will review the Summary Form and supporting documents submitted by schools and may request supplementary information if necessary. • Assessors will conduct on-site visit at participating schools who have submitted the Summary Form.

5. Award and Recognition

Schools will be awarded with certificates of recognition accordingly:

Award	Eligibility
Outstanding Award	<ul style="list-style-type: none"> • Best 3 performing schools in each of the Pre-school, Primary School and Secondary School sub-sectors, and the schools should obtain 80 marks or above (Total: 9 awards). • Winning schools will receive the certificate at the Awards Presentation Ceremony.
Certificate of Merit	<ul style="list-style-type: none"> • Schools obtaining 60 marks or above. • Schools will receive an electronic certificate as recognition.

6. Enquiry

For enquiries for the “Best Green Education Initiative Award”, please contact the technical consultant – WWF-Hong Kong via the following channels:



Tel: 2864-1472



E-mail: hkaee@wwf.org.hk



You may also visit our Schools Go Green website to get latest updates on the award scheme.

Website: <https://school.ecc.org.hk/en/programmes/hkaee.html>

7. Acknowledgements

Funded by



環境及自然保育基金
ENVIRONMENT AND CONSERVATION FUND

Environment and Conservation Fund

Organisers



中華人民共和國香港特別行政區政府
環境及生態局
Environment and Ecology Bureau
The Government of the Hong Kong Special Administrative Region
of the People's Republic of China

Environment and Ecology Bureau



ENVIRONMENTAL
CAMPAIGN COMMITTEE
環境運動委員會

Environmental Campaign Committee



Advisory Council on the Environment



BUSINESS
ENVIRONMENT
COUNCIL
商界環保協會

Business Environment Council



香港工業總會
FHKI
Federation of
Hong Kong Industries

Federation of Hong Kong Industries



Hong Kong General Chamber of Commerce
香港總商會1861

Hong Kong General Chamber of Commerce



Hong Kong Productivity Council



香港中華總商會
CGCC
The Chinese General Chamber
of Commerce, Hong Kong

The Chinese General Chamber
of Commerce



香港中華廠商聯合會
The Chinese Manufacturers'
Association of Hong Kong

The Chinese Manufacturers' Association
of Hong Kong



香港中華出入口商會
The Hong Kong Chinese Importers' & Exporters' Association

The Hong Kong Chinese Importers'
and Exporters' Association



The Hong Kong Council of Social Service

Best Green Education Initiative Award Application Form

Please return the duly completed Application Form via email to hkaee@wwf.org.hk
on or before **7 February 2024 (Wednesday)**.

***Compulsory**

Sector*

(Please put "✓" in the appropriate box below.)

Schools (Pre-school) Schools (Primary) Schools (Secondary)

Note:

1. Schools applying for **more than one school sub-sector and/or different campuses** are required to submit **separate** applications.
2. Schools who are intended to join the **2023 HKAEE (Schools Sector)** should submit a **separate** application form for the 2023 HKAEE.

Part One – School Profile

Name of School (as shown on Certificate of Registration of School)

In English* _____

In Chinese* _____

Postal Address* _____

School Telephone* _____

School Email* _____

School Website _____

Name of School Sponsoring Body, if applicable

In English _____

In Chinese _____

Number of Students*

Number of Teaching and Non-teaching Staff

Full Time* _____

Part Time* _____

Part Two – Contact Details and Declaration

Please provide the following information about the teacher-in-charge/contact person of your school.

Name of Contact Person* _____

Designation* _____

Contact Number* _____

Email* _____

How do you learn about the Best Green Education Initiative Award?

(Can select more than one)

- Have participated in previous years
- Education Bureau Circular Memorandum
- Invitation letter / Email Invitation / eDM from the ECC Secretariat
- ECC "Schools Go Green" website
- Mass media (e.g. TV and newspaper)
- Social media (e.g. Facebook, LinkedIn, Instagram, YouTube)
- Through the technical consultant – WWF-Hong Kong
- Through District School Heads Associations / District School Liaison Committees
- Learnt from other teaching staff
- Referral from another school / organisation (Please specify the name of the school / organisation):

- Others (Please specify):

School Statement

Please read the points to note and declaration below before submitting your application.

The HKAEE Technical Consultant (Hong Kong Productivity Council, HKPC) and the Technical Consultant for the Schools Sector (World Wide Fund for Nature Hong Kong, WWF-Hong Kong) undertake to comply with the requirements of the Personal Data (Privacy) Ordinance to ensure that personal data kept are accurate and secure. You may contact HKPC's Personal Data Controlling Officer for further details or visit WWF-Hong Kong's website (wwf.org.hk/en/privacy) for the full version of Privacy Policy. If you wish to request access to or amend any of your personal information, please contact HKPC (email: change-info@hkpc.org) and WWF-Hong Kong (email: supporter@wwf.org.hk / service hotline: 2526 1011 / mailing address: WWF-Hong Kong at 15/F, Manhattan Centre, 8 Kwai Cheong Road, Kwai Chung, NT). The personal data collected will be erased or destroyed 24 months after the completion of the assessment of HKAEE each year.

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. Environment and Ecology Bureau (EEB) and Environmental Campaign Committee (ECC) and its Secretariat) and adjudicating panel(s) are final and binding in all aspects relating to the HKAEE. I understand that any false or misleading information may lead to disqualification of my application.

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

Your personal information (including name, contact number and email address) may be used by the Technical Consultant for HKAEE Schools Sector (WWF-Hong Kong) for the purposes of sending you organisational updates, surveys, event invitations and other marketing communications. You may opt out of receiving communications from WWF-Hong Kong at any time free of charge. Should you find such use of your personal data unacceptable, 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 Technical Consultant for HKAEE Schools Sector (WWF-Hong Kong)

The EEB and/or the ECC and its Secretariat also intend to use the personal data (including name, contact number and email address) that you have provided to promote the latest development, policies, activities and schemes of the EEB and/or the ECC. Should you find such use of your personal data unacceptable, 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 EEB and/or the ECC and its Secretariat.

Please contact the technical consultant of "Best Green Education Initiative Award" through email (hkaee@wwf.org.hk) or phone (Tel: 2864 1472) if no acknowledgement of application is received within 7 working days from the date of application submission.

**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 separate forms for different sub-sectors and campuses.)		
Number of Employees:	Number of Students:	
Address:		
Name of Contact Person:	Tel:	Email:
<u>Important Notes to Applicant</u>		
<ul style="list-style-type: none"> • The assessment system will automatically logout if no action is performed within 20 minutes, please click “Save” button to save the parts you have inputted. • Schools are required to complete the form for the outstanding environmental education initiative conducted from September 2022 to February 2024 (i.e. 2022/23 school year and first term of 2023/24 school year). • Each school can only submit ONE environmental education initiative to compete for the award. • Schools which participated in the Best Green Education Initiative Award in the past two years can only submit a different initiative for this year's award. • 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 “Attachment” button 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 hkaee@wwf.org.hk. • Schools may be required to submit additional information for assessment when necessary. • Provision of any false or misleading information will lead to disqualification. • Before submission, schools could click the “Download” button to save a copy of the completed summary form in WORD for record. • User guide of the HKAEE Application and Assessment System will be uploaded to the Schools Go Green website in early Feb 2024 for participating schools' reference. • 		

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.

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.