



2024

# Best Green Education Initiative Award



## Application Guidebook of the 2024 Best Green Education Initiative Award

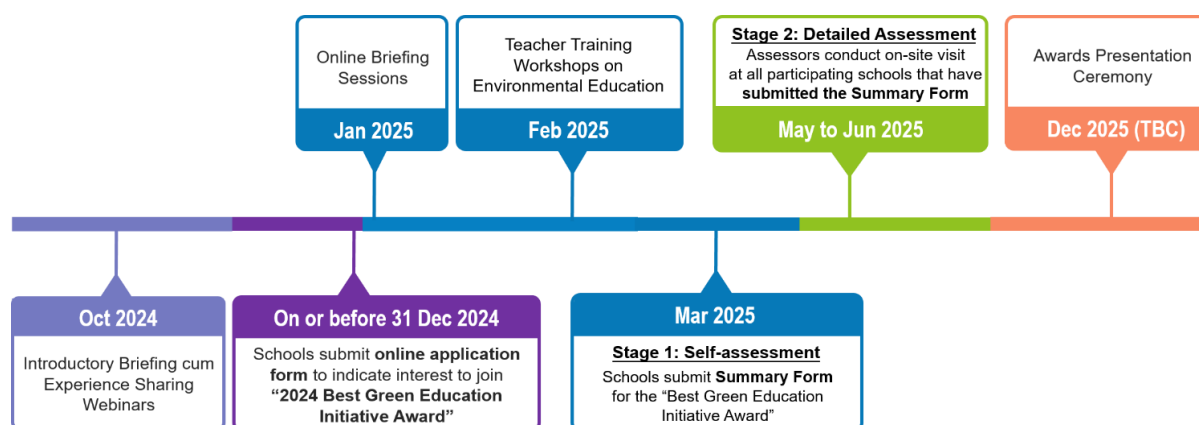
### 1. Objectives

- To encourage schools to develop environmental education initiatives in promoting sustainability and/or carbon neutrality.
- To recognise and 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 “2024 Best Green Education Initiative Award”.
- Each applicant school can only submit **ONE environmental education initiative** to compete for the “2024 Best Green Education Initiative Award” in its sub-sector. Schools participating in more than one school sub-sectors are required to submit **different** environmental education initiatives for each school sub-sector.
- The Organisers reserve the right of final decision to determine the eligibility of any applicant school.

### 3. Scheme Timeline Overview



### 4. Programme Activities and Details

#### 4.1 Introductory Briefing cum Experience Sharing Webinars

- To assist schools to learn more about the application and assessment details of the “2024 HKAEE (Schools Sector)” and the “2024 Best Green Education Initiative Award”, two webinars will be organised in late Oct 2024. Representatives of past award-winning schools will also share their journey in establishing a green campus and promoting environmental education during the webinars.
- Heads of Schools are welcome to nominate their teachers and school staff to join the webinar(s) and may consider counting the time teachers spent in the webinar(s) as **Continuing Professional Development hours**. The webinars are open for registration from late September, please refer to the EDB’s Training Calendar System (Pre-school Course Code: [CDI020241278](#), Primary and Secondary Course Code: [CDI020250887](#)). Video recordings and PPT Presentation materials will be uploaded to the ECC’s [Schools Go Green website](#) for schools’ review.

## 4.2 Online Briefing Sessions

- To familiarise participating schools with the use of the online portal and preparation for completing the Summary Form, two online briefing sessions are tentatively scheduled for January 2025. Details will be announced in due course.

## 4.3 Teacher Training Workshops on Environmental Education

- To enhance the professional capacity of school teachers in designing and implementing environmental education initiatives, two sessions of teacher training workshops will be organised for participant schools of the “2024 Best Green Education Initiative Award” (tentatively scheduled for February 2025).
- Heads of Schools are welcome to nominate their teachers to join the networking workshop and may consider counting the time teachers spent in the networking workshop as **Continuing Professional Development hours**. Details will be announced in due course.

## 5. Application, Assessment Process and Schedule

Schedule	Details
<b>Activity : Introductory Briefing cum Experience Sharing Webinars</b>	
29 Oct 2024 (Tuesday)	Primary & Secondary Schools (One session) <ul style="list-style-type: none"><li>• All school managers, teachers and non-teaching staff in Hong Kong are welcome to join.</li><li>• Registration details please refer to EDB’s Training Calendar System (Course Code: <a href="#">CDI020250887</a>).</li><li>• Video recordings and PPT Presentation materials will be uploaded to the ECC’s <a href="#">Schools Go Green website</a> for schools’ review.</li></ul>
30 Oct 2024 (Wednesday)	Pre-schools (One session) <ul style="list-style-type: none"><li>• All school managers, teachers and non-teaching staff in Hong Kong are welcome to join.</li><li>• Registration details please refer to EDB’s Training Calendar System (Course Code: <a href="#">CDI020241278</a>).</li><li>• Video recordings and PPT Presentation materials will be uploaded to the ECC’s <a href="#">Schools Go Green website</a> for schools’ review.</li></ul>

Schedule	Details
<b>Application</b>	
Nov – Dec 2024	<ul style="list-style-type: none"> <li>Schools interested in joining the “2024 Best Green Education Initiative Award” are required to complete and submit the <b>application form</b> through the <a href="#">online portal on or before 31 December 2024 (Tuesday)</a>.</li> <li>Schools wishing to apply for more than one school sub-sectors and/or different campuses are required to complete and submit <b>separate online application forms</b>.</li> <li>Schools interested to join both the “2024 Best Green Education Initiative Award” and “2024 HKAEE (Schools Sector)” are required to complete and submit <b>separate online application forms</b> for the two awards.</li> <li>Schools are required to complete and submit the “2024 Best Green Education Initiative Award” online application form before the application deadline in order to be considered as eligible participants for this year.</li> <li>Please contact the technical consultant of the scheme through email (<a href="mailto:hkaee@wwf.org.hk">hkaee@wwf.org.hk</a>) or phone (Tel: 2864 1472) if no acknowledgement of application is received within 7 working days from the date of online application submission.</li> <li>To reduce paper usage, schools are highly encouraged to submit their application through the <a href="#">online portal</a>. PDF form is also available as an alternative at Annex 1.</li> </ul>
<b>Stage 1 – Self-assessment</b>	
Jan – Mar 2025	<ul style="list-style-type: none"> <li>Participating schools are required to complete and submit a <b>Summary Form on or before 5 March 2025 (Wednesday)</b> through the <a href="#">online portal</a> (will be open for filling in Jan 2025) for the outstanding environmental education initiative conducted between <b>September 2023 and February 2025 (i.e. 2023/24 school year and first term of 2024/25 school year)</b>.</li> <li>When filling in the Summary Form, participating schools are advised to read through the <a href="#">Guidelines and Tips for Selecting Environmental Education Initiative (Part 7 refers)</a> and <a href="#">Outstanding Environmental Education Initiatives Sharing</a> of past award-winning schools available at the Schools Go Green website.</li> <li>The template of the Summary Form is enclosed in Appendix b for schools’ reference only. Submission in paper/PDF format will <b>not be considered</b>.</li> </ul>
<b>Activity : Online Briefing Sessions</b>	
Late Jan 2025 (TBC)	<ul style="list-style-type: none"> <li>Open for all participating schools to join.</li> <li>Details will be announced in due course.</li> </ul>
<b>Activity : Environmental Education Teachers Training Workshops</b>	
Mid-Feb 2025 (TBC)	<p>Two sessions of teacher training workshop (Pre-schools: one session, Primary &amp; Secondary Schools: one session)</p> <ul style="list-style-type: none"> <li>Open for participating schools that have applied for the “2024 Best Green Education Initiative Award” only.</li> <li>Details will be announced in due course.</li> </ul>

Schedule	Details
<b>Stage 2 – Detailed Assessment</b>	
May – Jun 2025	<ul style="list-style-type: none"> <li>The technical consultant will review the Summary Form and supporting documents submitted by participating schools. Schools may be requested to provide supplementary information for verification purposes.</li> <li>Assessors will conduct <b>on-site visits</b> at participating schools that have submitted the Summary Form</li> <li>Participating schools that have successfully completed Stage 2 will receive a complimentary report outlining strengths and areas of improvement of the environmental education initiative.</li> </ul>
<b>Awards Presentation Ceremony</b>	
Dec 2025 (TBC)	<ul style="list-style-type: none"> <li>Award-winning schools will be invited to attend the Awards Presentation Ceremony.</li> </ul>

## 6. Assessment Criteria

- Schools will be required to complete a **Summary Form** through the **online portal** for the outstanding environmental education initiative conducted **between September 2023 and February 2025 (i.e. 2023/24 school year and first term of 2024/25 school year)**. The assessment criteria are as follows:

Scopes	Components	Weighting
(1) Content	<ul style="list-style-type: none"> <li>Theme and learning objectives (Concepts and issues relevant to sustainability and/or carbon neutrality)</li> <li>Programme details</li> <li>Curriculum integration</li> </ul>	30%
(2) Stakeholders involvement and collaboration	<ul style="list-style-type: none"> <li>Involvement of different school members in planning and implementation stages</li> <li>Collaboration among various parties within the school</li> <li>Involvement of parents and/or community members</li> <li>Partnership with other schools and/or external organisations</li> </ul>	30%
(3) Design and creativity	<ul style="list-style-type: none"> <li>Activity design and mode of delivery</li> <li>Originality and creativity of the initiative and teaching materials</li> </ul>	20%
(4) Outcome and impact	<ul style="list-style-type: none"> <li>Feedback from participants and overall evaluation of learning outcomes</li> <li>Changes in knowledge, attitude and behaviour of participants before and after the activity</li> <li>Outreach impact and the continuity of the initiative</li> </ul>	20%
<b>Total:</b>		<b>100%</b>

## 7. Guidelines and Tips for Selecting Environmental Education Initiative

<b>General Requirement</b>	
Theme and learning objectives	<ul style="list-style-type: none"> <li>The initiative must be relevant to sustainability and/or carbon neutrality</li> </ul>
Period of implementation	<ul style="list-style-type: none"> <li>Environmental education initiative <b>conducted</b> between September 2023 and February 2025 (i.e. 2023/24 school year and first term of 2024/25 school year)</li> </ul>
Suggested scope	i. A single outstanding environmental education activity, OR ii. A series of interrelated environmental education activities focused on the same theme <ul style="list-style-type: none"> <li><b>Avoid</b> listing all environmental education activities implemented throughout the entire school year</li> </ul>
Mode of teaching / activity	<ul style="list-style-type: none"> <li>Both online, offline and blended modes would be considered</li> </ul>
Example	Examples include but not limited to: <ul style="list-style-type: none"> <li>Lesson plan</li> <li>Cross-curricular/ Cross-disciplinary learning activity</li> <li>Life-wide learning activity</li> <li>Whole-school campaign/initiative</li> <li>Activity organised by parent-teacher association</li> </ul>
Important note	<ul style="list-style-type: none"> <li>Schools who participated in the “Best Green Education Initiative Award” in the <b>past three years (i.e. 2021 to 2023)</b> are <u>not</u> allowed to submit the same environmental education initiative as in the last three years. They are, however, welcome to participate in “2024 Best Green Education Initiative Award” with a different initiative</li> </ul>
<b>Other Key Considerations</b>	
Assessment Criteria	Guiding Questions
(1) Content	<ul style="list-style-type: none"> <li>Are the theme and learning objectives of the initiative relevant to the concepts and issues of sustainability and/or carbon neutrality?</li> <li>How does the initiative cater for different learning levels, interests and needs of participants?</li> <li>What subjects/key learning areas are involved in the initiative? How does the initiative link to the school-based curriculum (e.g. values education, STEAM education, Other Learning Experiences, etc.)?</li> </ul>
(2) Stakeholders involvement and collaboration	Planning and implementation stages: <ul style="list-style-type: none"> <li>Which school members are involved in the planning and implementation of the initiative?</li> <li>Does the initiative involve collaboration among different stakeholders within the school (e.g. different subject panels, activity clubs, parent-teacher association)?</li> <li>Does the initiative involve partnership with other school-related stakeholders (e.g. alumni) and/or other schools and/or external organisations?</li> <li>What roles do different stakeholders play in the planning and implementation stages?</li> </ul> Target audience: <ul style="list-style-type: none"> <li>What stakeholder(s) are the key target audience of the initiative (e.g. school members, parents and/or community members, etc.)?</li> </ul>

Other Key Considerations	
Assessment Criteria	Guiding Questions
(3) Design and creativity	<ul style="list-style-type: none"> <li>• What learning and teaching strategies or mode of delivery (e.g. style, interaction) are adopted in the activity?</li> <li>• What kinds of teaching materials are used in the initiative?</li> <li>• How do the activity and related teaching materials engage participants' attention towards environmental protection and foster their interest/motivation in learning?</li> <li>• Does the activity connect to the participants' real-life experiences?</li> <li>• Does the activity offer opportunity for participants to practise or apply what they have learnt?</li> </ul>
(4) Outcome and impact	<ul style="list-style-type: none"> <li>• What are the outcomes and effectiveness of the activity? What is the feedback from participants on the activity?</li> <li>• Have participants experienced changes in knowledge, attitudes and behaviours after participating in the activity?</li> <li>• What methods are adopted to assess the effectiveness of the activity and/or the overall learning outcomes of the participants? (e.g. surveys, participants' reflections)</li> <li>• Has the initiative been promoted externally and have its outcomes been shared with external parties? Through what channels have the initiative and its outcomes been promoted and shared?</li> <li>• Can the initiative be further sustained and enhanced (e.g. conducting related extension activities, expanding its audience coverage)?</li> </ul>

## 8. Award and Recognition

Schools will be awarded with a trophy/certificate as shown below:

Award	Eligibility
Outstanding Award	<ul style="list-style-type: none"> <li>• Top three scored schools obtaining a total point of 80 or above from each of the Pre-school, Primary School and Secondary School sub-sectors.</li> <li>• Winning schools will receive a trophy at the Awards Presentation Ceremony.</li> </ul>
Certificate of Merit	<ul style="list-style-type: none"> <li>• Schools obtaining a total point of 60 or above.</li> <li>• Schools will receive an electronic certificate as recognition.</li> </ul>

## 9. Enquiry

For enquiries about the details of the "2024 Best Green Education Initiative Award", please contact the technical consultant of the scheme – WWF-Hong Kong via the following channels:



Tel: 2864-1472



E-mail: [hkaee@wwf.org.hk](mailto:hkaee@wwf.org.hk)



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

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

## 10. Acknowledgements

### Funded by



Environment and Conservation Fund

### Organisers



中華人民共和國香港特別行政區政府  
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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

### Co-organisers



Advisory Council on the Environment



Business Environment Council



Federation of Hong Kong Industries



Hong Kong General Chamber of Commerce



Hong Kong Productivity Council



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