



2024 Best Green Education Initiative Award



Application Guidebook of the 2024 Best Green Education Initiative Award

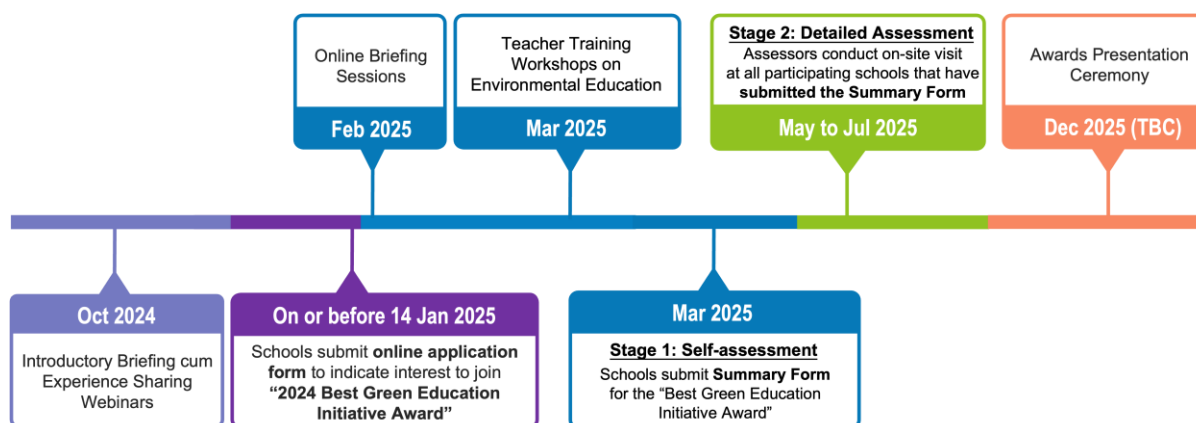
1. Objectives

- 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 were organised in late Oct 2024. Representatives of past award-winning schools also shared their journey in establishing a green campus and promoting environmental education during the webinars. Video recordings and PPT Presentation materials are uploaded to the ECC’s [Schools Go Green website](#) for schools’ review.
- 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. All webinars were successfully held (EDB’s Training Calendar System for more details Pre-school Course Code: [CDI020241278](#), Primary and Secondary Course Code: [CDI020250887](#)).

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 scheduled for mid-February 2025. **Details will be announced via email invitation.**

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** (scheduled for early March 2025) will be organised for schools that **have applied** for the “2024 Best Green Education Initiative Award”.
- Heads of Schools are welcome to nominate their teachers to join the training workshop and may consider counting the time teachers spent in the training workshop as **Continuing Professional Development hours**. **Details will be announced via email invitation.**

5. Application, Assessment Process and Schedule

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

Schedule	Details
Application	
Nov 2024 – Mar 2025	<ul style="list-style-type: none"> • Application deadline is extended to <u>5 March 2025 (Wednesday)</u>. Schools interested in joining the “2024 Best Green Education Initiative Award” are required to complete and submit the Application Form at Annex a. • Schools wishing to apply for more than one school sub-sectors and/or different campuses are required to complete and submit <u>separate online application forms</u>. • Schools interested to join both the “2024 Best Green Education Initiative Award” and “2024 HKAEE (Schools Sector)” are required to complete and submit <u>separate online application forms</u> for the two awards. • 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. • 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 online application submission.
Stage 1 – Self-assessment	
Feb – Mar 2025	<ul style="list-style-type: none"> • Participating schools are required to complete and submit a Summary Form <u>on or before 19 March 2025 (Wednesday)</u> through the online portal (open for filling in early Feb 2025) 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). • When filling in the Summary Form, participating schools are advised to read through the Guidelines and Tips for Selecting Environmental Education Initiative (Part 7 refers) and Outstanding Environmental Education Initiatives Sharing of past award-winning schools available at the Schools Go Green website. • The template of the Summary Form is enclosed in Annex b for schools’ reference only. Submission in paper/PDF format will <u>not be considered</u>.
Activity : Online Briefing Sessions	
13 Feb 2025 (Thursday)	<ul style="list-style-type: none"> • Open for all participating schools to join. • Details will be announced via email invitation.
Activity : Environmental Education Teachers Training Workshops	
4 Mar 2025 (Tuesday) 5 Mar 2025 (Wednesday)	<p>Pre-schools (one session) Primary & Secondary Schools (one session)</p> <ul style="list-style-type: none"> • Open for participating schools that <u>have applied</u> for the “2024 Best Green Education Initiative Award” only. • Details will be announced via email invitation.

Schedule	Details
Stage 2 – Detailed Assessment	
May – Jul 2025	<ul style="list-style-type: none"> 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. Assessors will conduct on-site visits at participating schools that have submitted the Summary Form Participating schools that have successfully completed Stage 2 will receive a complimentary report outlining strengths and areas of improvement of the environmental education initiative.
Awards Presentation Ceremony	
Dec 2025 (TBC)	<ul style="list-style-type: none"> Award-winning schools will be invited to attend the Awards Presentation Ceremony.

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

7. Guidelines and Tips for Selecting Environmental Education Initiative

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

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

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"> 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. Winning schools will receive a trophy at the Awards Presentation Ceremony.
Certificate of Merit	<ul style="list-style-type: none"> Schools obtaining a total point of 60 or above. Schools will receive an electronic certificate as recognition.

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



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
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

Co-organisers



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

2024 Best Green Education Initiative Award Application Form

Please return the duly completed Application Form via email to hkaee@wwf.org.hk
on or before **5 March 2025 (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** application forms.
2. Schools interested in joining the “2024 HKAEE (Schools Sector)” should submit a **separate** application form for the “2024 HKAEE (Schools Sector)”.

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 the previous years
- ☐ Education Bureau Circular Memorandum
- ☐ 2024 Introductory Briefing cum Experience Sharing Webinars
- ☐ 2024 Winning School Visits cum Environmental Training Activities
- ☐ 2023 HKAEE Presentation Ceremony (Schools Sector) cum Green School Information and Experience Session
- ☐ Email invitation / eDM issued by the ECC
- ☐ ECC’s Schools Go Green website
- ☐ ECC’s Social Media (e.g. Facebook, Instagram, YouTube and LinkedIn)
- ☐ Mass media (e.g. TV and newspaper)
- ☐ Email invitation / e-News / Whatsapp messages issued by the WWF-Hong Kong (Technical Consultant of the Scheme)
- ☐ WWF-Hong Kong’s Social Media (e.g. Facebook, Instagram and YouTube)
- ☐ Through District School Heads Associations / District School Liaison Committees
- ☐ Through School Sponsoring Body
- ☐ Through Hong Kong Institute of Vocational Education (Sha Tin) website / email / Facebook Post / Whatsapp messages (Applicable to pre-schools only)
- ☐ Learnt from other school 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 open for filling in early Feb 2025).
Submission in paper/PDF format will not be considered.

Submission Deadline: 19 March 2025 (Wednesday)

Name of School:		
Sub-sector*: <input type="checkbox"/> Pre-school <input type="checkbox"/> Primary School <input type="checkbox"/> Secondary School (*Schools should submit <u>separate summary forms</u> and <u>different environmental education initiatives</u> 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 summary form 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). Each applicant school can only submit <u>ONE environmental education initiative</u> 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. Schools who participated in the “Best Green Education Initiative Award” in the past three years (i.e. 2021 to 2023) are not 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 <u>different initiative</u>. Please provide details of the initiative in the appropriate boxes. Text description of each answer is limited to <u>a maximum of 4000 characters (including punctuation and spaces)</u>. If your answer exceeds the word limit of the system, please attach a WORD/PDF file to provide a detailed elaboration for that item. Schools can provide quantifiable data or relevant information such as charts, photos or statistics by uploading digital files to the online portal, with documents upload limit up to 50MB in total. 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 for participating schools' reference. When filling in the Summary Form, participating schools are advised to read through the Guidelines and Tips for Selecting Environmental Education Initiative and Outstanding Environmental Education Initiatives Sharing of past award-winning schools available at the Schools Go Green website. 		

Summary of Environmental Education Initiative

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

Name of initiative:	
Theme(s):	
Learning objective(s):	
Subject(s)/ Key Learning area(s) involved:	
Mode of teaching / activity: <i>(e.g. online, offline, blended mode)</i>	
Target(s): <i>(Target group(s) and no. of participants)</i>	
Stakeholder(s) involved in the planning and implementation stages and their respective roles: <i>(Please list (i) internal – the number and position/grade of school senior management team members, teachers, staff and students involved; (ii) external – partners from other schools and/or external organisations)</i>	
Period of implementation: <i>(Must be conducted between September 2023 and February 2025 (i.e. 2023/24 school year and first term of 2024/25 school year). Please state the date/period of each activity conducted clearly in the following format: dd/mm/yyyy)</i>	

<p>Implementation summary and description of the programme:</p> <p><i>(e.g. content of each activity implemented) *</i></p> <p><i>*Submission of related documents may be requested for assessment when necessary.</i></p>	
<p>Learning outcomes:</p> <p><i>(e.g. evaluation methods adopted for each activity, participants feedback and learning effectiveness, overall effectiveness of the programme)</i></p>	
<p>Highlights of the initiative:</p>	
<p>Programme promotion:</p> <p><i>(Sharing with the public or external parties)</i></p> <p><i>(If yes, please list the promotion method(s) and date(s) of promotion in the following format: dd/mm/yyyy)</i></p>	
<p>Recognition:</p> <p><i>(e.g. media coverage, award/commendation)</i></p>	<p><input type="checkbox"/> Yes (Please share related link or supporting document)</p> <p><input type="checkbox"/> No</p>

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.

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.

***** Thank you *****