



**Introduction on  
2024 HKAEE (Schools Sector) and  
2024 Best Green Education Initiative Award**

# Objectives

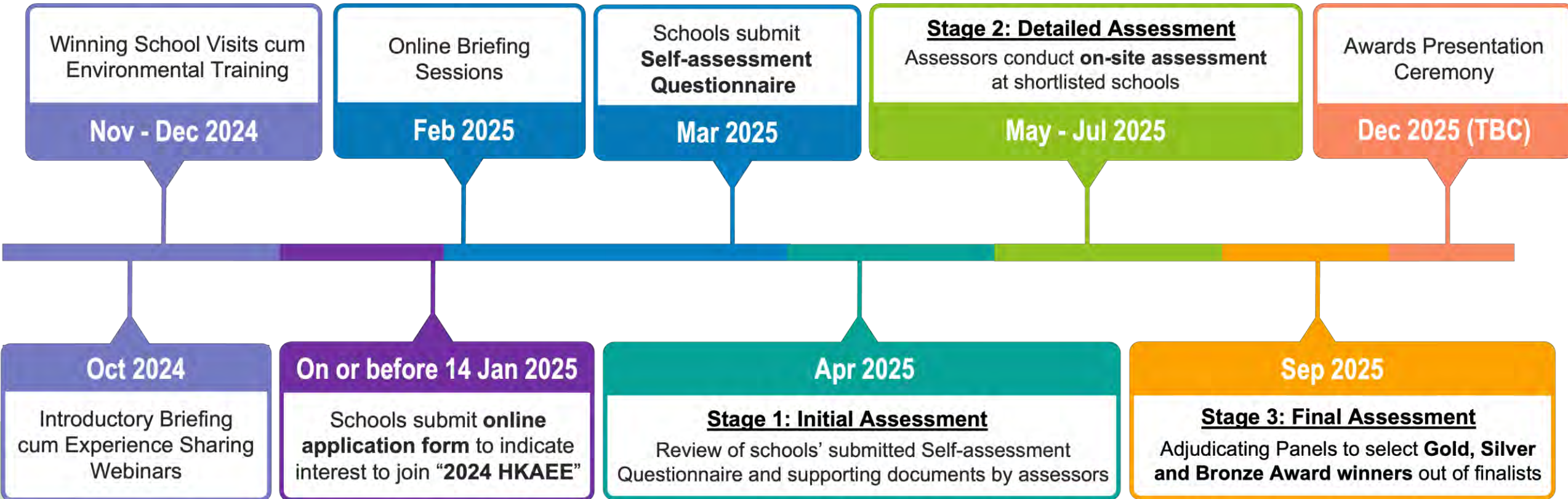
- To recognise efforts put in by schools on environmental management and education.
- To encourage schools' continuous improvement in environmental action and performance by integrating environmental elements into school curriculum and long-term development through a whole-school approach.
- To create an overall environmentally friendly ambience within the schools sector.
- To recognise schools with excellent environmental performance.



# Eligibility

- All registered schools under the Education Bureau (EDB) are eligible.
- The Schools Sector is further divided into three sub-sectors, namely Pre-schools, Primary School and Secondary School.
- Gold Award winners of each sub-sector of the previous year will not be eligible to join the HKAEE within the next two years.

# Scheme Timeline Overview





# Activities and Support

2024 HKAEE (Schools Sector)



Introductory Briefing cum  
Experience Sharing Webinars



Winning School Visits cum  
Environmental Training Activities



Facilitator Support and  
Networking Workshop

## Awards



**Gold Award**  
(x 1)



**Silver Award**  
(x 1)



**Bronze Award**  
(x 1)



**Certificate of Merit**  
(x 10)

<b>Pre-school</b>	<b>HK\$20,000</b>	<b>HK\$15,000</b>	<b>HK\$10,000</b>	<b>HK\$2,000</b>
<b>Primary</b>	<b>HK\$50,000</b>	<b>HK\$40,000</b>	<b>HK\$30,000</b>	
<b>Secondary</b>	<b>HK\$60,000</b>	<b>HK\$50,000</b>	<b>HK\$40,000</b>	

*(Combination and number of awards granted in each sub-sector will be decided by the Final Adjudicating Panel)*

Award-winning schools will also automatically be eligible to be granted with the title of the “Hong Kong Green Organisation” under the Hong Kong Green Organisation Certification (HKGOC) organised by the ECC.



# Other Recognitions

- All eligible schools that have completed Stage 1 but have not received any awards will receive a **Participation Certificate**.
- Schools which have successfully completed Stage 2 will receive a **complimentary report on their environmental performance**.



Performance Report  
表現報告

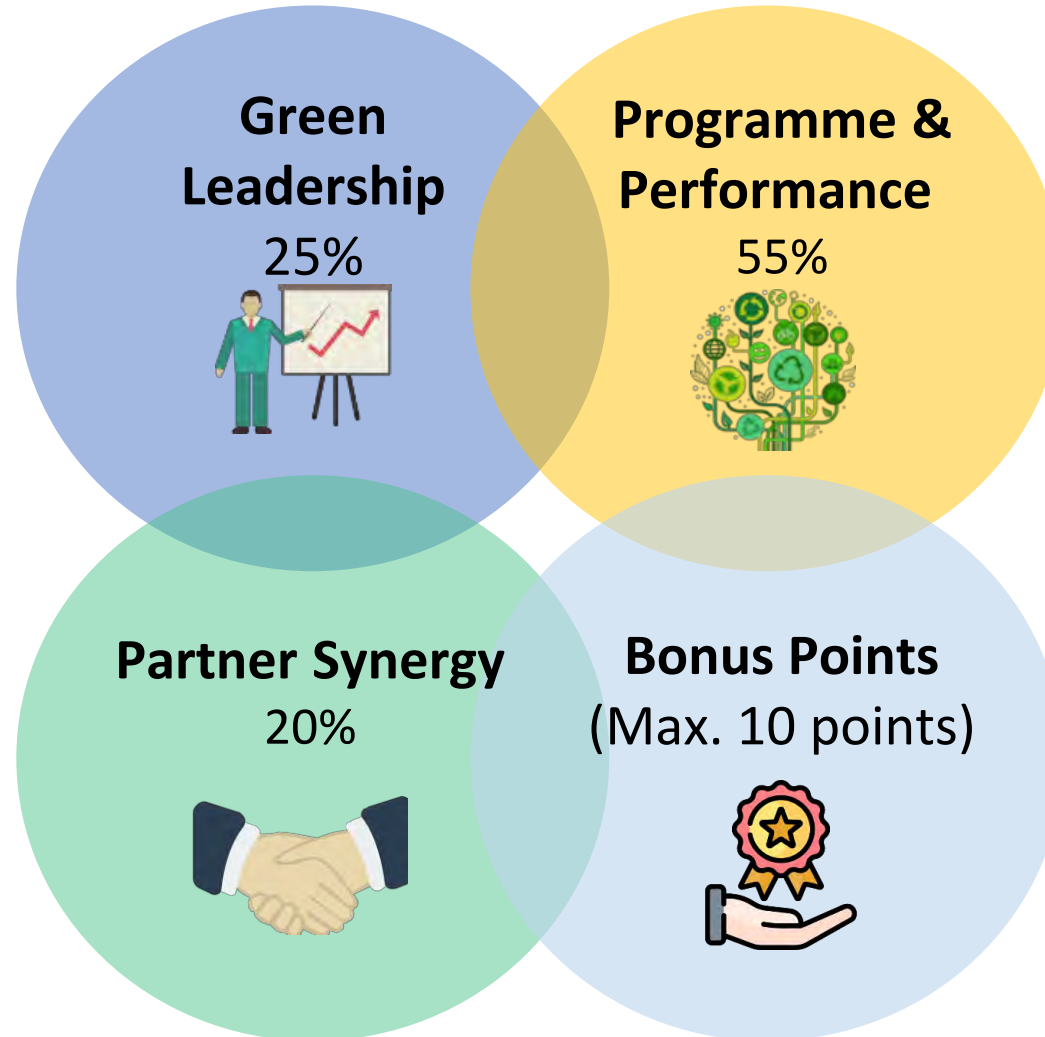
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**Outline strengths and highlight areas where improvements could be made.**

**Useful to facilitate participating schools to evaluate their performance and identify areas for further advancement.**

# Assessment Criteria



Assess environmental performance in the past school year (i.e. 2023/24 school year)



# Green Leadership (25%)

- School Management Support and Commitment
- Environmental Policy
- Education for Sustainable Development / Environmental Education Plan in School Curriculum

# Programme & Performance (55%)

2024 HKAE (Schools Sector)

## Resource Usage and Management

4. Energy Conservation and Carbon Reduction
5. Water Conservation
6. Waste Management
7. Sustainable School Catering
8. Green Procurement
9. Environmental Compliance

## Campus Environment

10. Greening
11. Noise
12. Indoor Air Quality

## Environmental Education

13. Implementation
14. Information Dissemination

## Monitoring and Evaluation on Environmental Management and Education

15. Performance Review
16. Reporting and Follow-up Action

# Partner Synergy (20%)

- Parents and Families
- School Network
- Community Members / Other Organisations
- Service / Product Suppliers

# Bonus Points

- Applicable to "Stage 2 – Detailed Assessment".
  - Efforts in Promoting HKAEE (max. 3 bonus points)
  - Efforts in Hong Kong Green Organisation Certification (HKGOC) (max. 4 bonus points)
  - Efforts in Other Environmental Schemes (max. 3 bonus points)
- A maximum of 10 bonus points will be given.
- Schools are required to provide proofs as appropriate.

# Objectives and Eligibility

## 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.



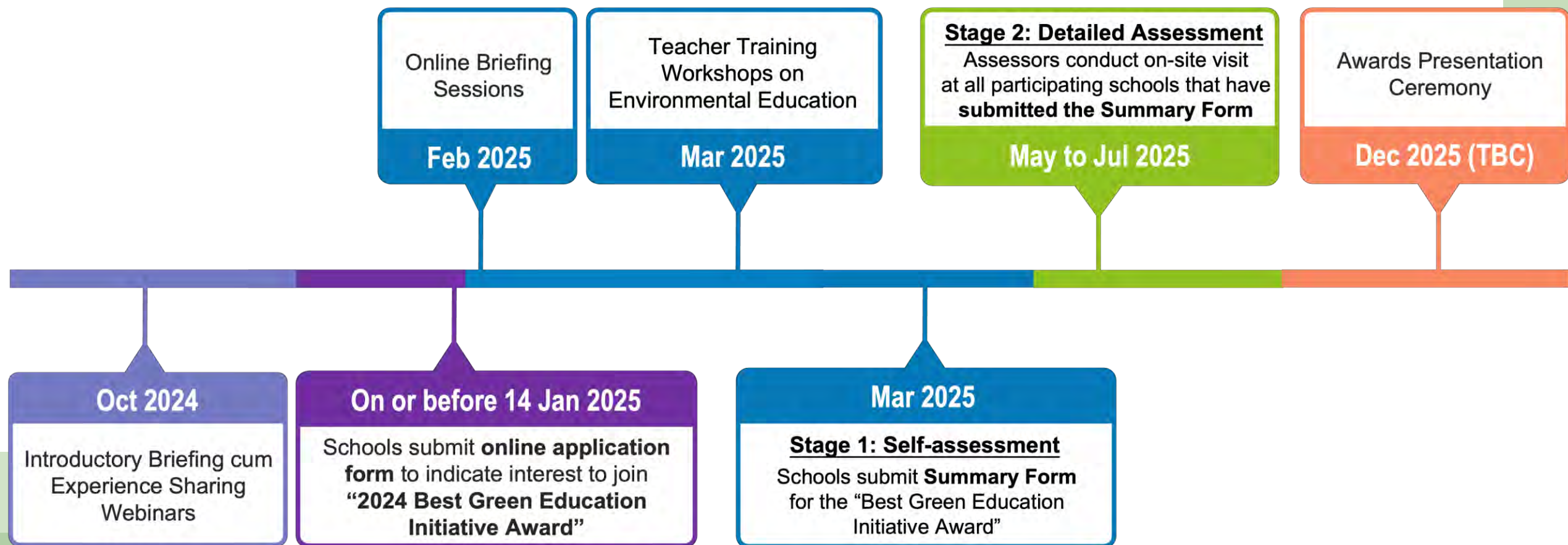
## Eligibility

- All registered pre-schools, primary schools and secondary schools under the Education Bureau are eligible to join.



# Scheme Timeline Overview

2024 BGEIA



# Activity



**Teacher Training Workshops on  
Environmental Education**

- Open for **participating schools** that have applied for the “2024 BGEIA” only
- To enhance the professional capacity of school teachers in designing and implementing environmental education initiatives

# Awards and Recognitions

## Outstanding Award:

- 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.

## Certificate of Merit:

- Schools obtaining a total point of 60 or above.



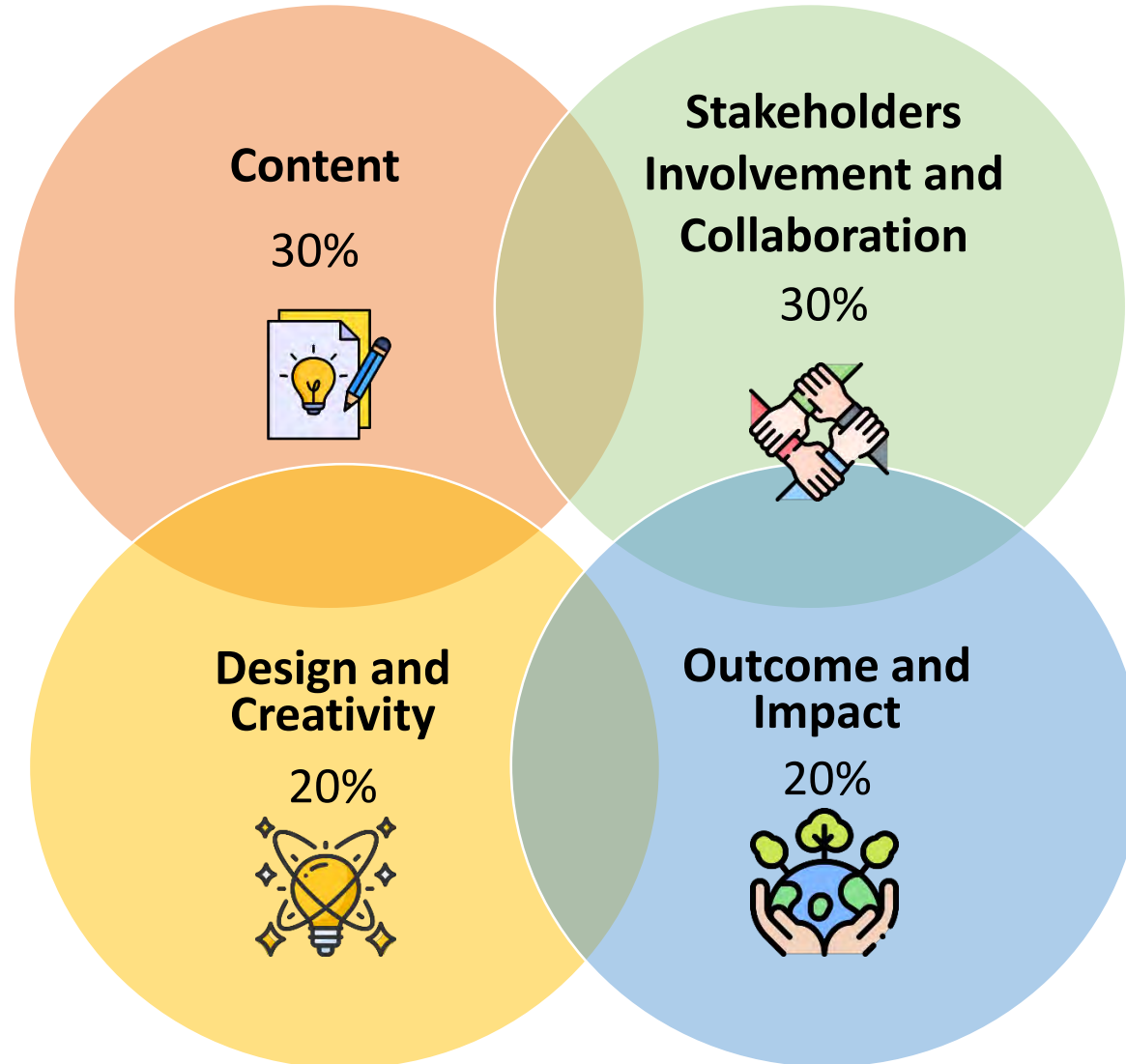
Performance Report  
表現報告

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Schools which have successfully completed Stage 2 will receive a **complimentary report on their education initiative.**

Outline **strengths** and highlight **areas where improvements could be made.**

# Assessment Criteria





## Award Application Details



Application Deadline: 14 January 2025 (Tuesday)

# Application

The screenshot shows the 'Part One: School Profile' section of the application form. It includes a 'Sector' dropdown menu with 'Schools (Pre-school)' selected. Below this, there are several text input fields for school details: 'Name of School (as shown on Certificate of Registration of School)' in both English and Chinese, 'Postal Address', 'School Telephone', 'School Email', and 'School Website'. There are also fields for 'Name of School Sponsoring Body, if applicable' in both languages, and 'Number of Students'. At the bottom, there are fields for 'Number of Teaching and Non-teaching Staff' with 'Full Time' and 'Part Time' sub-fields.

This screenshot shows the same application form as the previous one, but with the 'Sector' dropdown menu open. The menu lists various sectors and award categories: Schools (Pre-school), Schools (Primary), Schools (Secondary), Best Green Education Initiative Award (Pre-school), Best Green Education Initiative Award (Primary), Best Green Education Initiative Award (Secondary), Servicing and Trading, Shops and Retailers, and Schools (Pre-school) (repeated). A red box highlights this dropdown menu. Below the menu, the 'Note' section is visible, containing the same two bullet points as in the previous screenshot. A second red box highlights a smaller dropdown menu below the main one, which lists: Schools (Pre-school), Schools (Primary), Schools (Secondary), Best Green Education Initiative Award (Pre-school), Best Green Education Initiative Award (Primary), Best Green Education Initiative Award (Secondary), and Servicing and Trading.

**Open for Application - Online Application:**

<https://aas.hkaee.gov.hk/HKAEE/ApplicationForm/Apply?lang=en-US>

# Points to note

School can choose to:

- Participate in both “2024 HKAE (Schools Sector)” and “2024 BGEIA”; or
  - Only participate in “2024 HKAE (Schools Sector)”; or
  - Only participate in “2024 BGEIA”
- Schools interested to join both Awards are required to **submit separate online application forms** for the two awards.
  - Schools wishing to apply for **more than one school sub-sectors and/or different campuses** are required to submit **separate online application forms**.

# Facilitator Support

- Facilitators provide assistance on a voluntary basis, they have no responsibility to help the school to gain Awards.
- Share past experiences of participation in the Awards and/or provide suitable advice on green management or education.
- Facilitators would only be assigned to schools **upon request during application**.
- The duration of support will be one school year.
- Schools that have not received facilitator support in the past two school years will be given higher priority in assigning facilitators.
- Gold, Silver and Bronze winners of 2022 and 2023 HKAAE are not eligible to apply for the support.
- Schools that have successfully applied for facilitator support will also be invited to attend a **Networking Workshop** to allow facilitators and school staff of the facilitated schools to meet in person and connect.

# Self-assessment Questionnaire

2024 HKAEE (Schools Sector)

Part (A) Green Leadership (25%)

Sample

Questions	Please tick and elaborate on your answer as appropriate.
<b>1. School Management Support and Commitment</b>	
1.1 School management team (e.g. Sponsoring Body (SSB), Incorporated Management Committee (IMC) or Board, etc.) supports the school's environmental/sustainability direction.	<input type="checkbox"/> Yes <input type="checkbox"/> No
1.2 School principal and/or vice-principals are involved in planning, implementation and review of the school's environmental/sustainability policy and/or environmental initiatives and campaigns.	<input type="checkbox"/> Yes <input type="checkbox"/> No
1.3 Financial resources (e.g. budget) are allocated for environmental/sustainability management and related education activities.	<input type="checkbox"/> Yes (Please provide the budget allocation plan or proof of funding, if any) <input type="checkbox"/> No
1.4 A team / task force / committee responsible for school's environmental/sustainability work is set up.  Sample of structure chart:	<input type="checkbox"/> Yes Members involved (can select more than one): <ul style="list-style-type: none"> <li><input type="checkbox"/> School management team (e.g. Sponsoring Body (SSB), Incorporated Management Committee (IMC) or Board, etc.)</li> <li><input type="checkbox"/> Principal and/or vice-principals</li> <li><input type="checkbox"/> Teachers</li> <li><input type="checkbox"/> Non-teaching staff responsible for facilities/procurement</li> <li><input type="checkbox"/> Janitors</li> <li><input type="checkbox"/> Students</li> <li><input type="checkbox"/> Parents</li> <li><input type="checkbox"/> Others (please specify): _____</li> </ul>



Pre-school

Pri & Sec



Templates of the Self-assessment Questionnaire are uploaded to the **Schools Go Green website** for schools' reference.



Participating schools are required to complete and submit the Self-assessment Questionnaire through the online portal (will be open for filling in Jan 2025)

**Deadline: 19 March 2025 (Wed)**

# Self-assessment Questionnaire

2024 HKAEE (Schools Sector)

- Assess environmental performance in the past school year (i.e. 2023/24 school year – from September 2023 to August 2024).
- Schools should submit separate questionnaires for **different sub-sectors** and/or **campuses**.



# Self-assessment Questionnaire

2024 HKAEE (Schools Sector)

- Main type of questions: “yes / no”
- Schools are required to submit supporting documents as requested by the question when “Yes” is selected. Failure in providing elaboration and relevant proofs/evidence may affect the eligibility to be shortlisted for Stage 2 – Detailed Assessment.
- Elaboration can be provided in “bullet” point format

## Part (A) Green Leadership (25%)

Questions		Please tick and elaborate on your answer as appropriate.
<b>1.</b>	<b>School Management Support and Commitment</b>	
1.1	School management team (e.g. Sponsoring Body (SSB), Incorporated Management Committee (IMC) or Board, etc.) supports the school's environmental/sustainability direction.	<input type="checkbox"/> Yes <input type="checkbox"/> No
1.2	School principal and/or vice-principals are involved in planning, implementation and review of the school's environmental/sustainability policy and/or environmental initiatives and campaigns.	<input type="checkbox"/> Yes <input type="checkbox"/> No

# Excel Templates

- Appendix A - “School Staff Training Record”
- Appendix B – “Resources Consumption Record”
- Appendix C – “Environmental Activities for Students (Pri & Sec) Record”
- Appendix D – “Partner Synergy Record”

**\*Participating schools are required to submit “Appendix A – Appendix D”, to provide resources consumption data and activities record for assessment**

Appendices A - D are uploaded to the [Schools Go Green website](#):



## Supporting Document Checklist

- Schools may refer to “Part (E) Supporting Documents Checklist” at the end of the questionnaire and ensure relevant supporting documents are uploaded before submitting the questionnaire.

Question number	Examples of supporting document	Ready
<b>Section 1: School Management Support and Commitment</b>		
1.3	Budget allocation plan / proof of funding	<input type="checkbox"/>
1.4	Structure chart of the environmental/sustainability team / task force / committee and respective roles of each member	<input type="checkbox"/>
1.5	Copy of signed Food Wise Charter / Energy Saving Charter / 4T Charter / Charter on External Lighting / Glass Container Recycling Charter / Bye Bye Microbeads Charter / Other Charters	<input type="checkbox"/>
<b>Section 2: Environmental Policy</b>		
2.1	Annual school plan and/or multi-year school development plan	<input type="checkbox"/>
2.2	Environmental/Sustainability/ESG policy	<input type="checkbox"/>
2.3	Channels of publicising Environmental/Sustainability/ESG policy	<input type="checkbox"/>
<b>Section 3: Education for Sustainable Development / Environmental Education Plan in School Curriculum</b>		
3.1	"Education for Sustainable Development" and/or "Environmental Education" plan	<input type="checkbox"/>
3.4	Appendix A – School staff training record	<input type="checkbox"/>
<b>Section 4: Energy Conservation and Carbon Reduction</b>		
4.1	Energy-saving and carbon reduction guideline	<input type="checkbox"/>
4.4	Appendix B – Resources consumption record	<input type="checkbox"/>
4.5	Energy audit report	<input type="checkbox"/>
4.6	Carbon audit report	<input type="checkbox"/>
4.7	Activity record (schemes / incentives for practising energy saving)	<input type="checkbox"/>
<b>Section 5: Water Conservation</b>		
5.1	Water-saving guideline	<input type="checkbox"/>
5.4	Activity record (schemes / incentives for practising water saving)	<input type="checkbox"/>
5.5	Appendix B – Resources consumption record	<input type="checkbox"/>
<b>Section 6: Waste Management</b>		
6.1	Waste reduction guideline	<input type="checkbox"/>
6.5	Activity record (schemes / incentives for practising reduce, reuse and recycle general waste)	<input type="checkbox"/>
<b>Section 7: Sustainable School Catering</b>		
7.5	Activity record (schemes / incentives for developing the habit of cherishing food)	<input type="checkbox"/>
<b>Section 8: Green Procurement</b>		
8.1	Green procurement and/or sustainable consumption of biological resources guideline(s)	<input type="checkbox"/>
<b>Section 13: Environmental Education – Implementation</b>		
13.1 - 13.5	Appendix C – Environmental activities for students record	<input type="checkbox"/>
<b>Section 15: Monitoring and Evaluation on Environmental Management and Education – Performance Review</b>		
15.2	Samples and corresponding results of activity or initiative-based evaluation	<input type="checkbox"/>
15.3	Samples and corresponding results of students' overall environmental literacy evaluation	<input type="checkbox"/>
15.4	Samples and corresponding results of teachers' overall environmental literacy evaluation	<input type="checkbox"/>

<b>Section 16: Monitoring and Evaluation on Environmental Management and Education – Reporting and Follow-up Action</b>		
16.1	Environmental management and environmental education evaluation results record	<input type="checkbox"/>
16.2	Environmental/Sustainability report	<input type="checkbox"/>
16.3	Channels of sharing the evaluation results	<input type="checkbox"/>
16.4	Follow-up improvement plan	<input type="checkbox"/>
<b>Section 17: Parents and Families</b>		
17.1 - 17.2	Appendix D – Partner synergy record	<input type="checkbox"/>
17.4	Activity record (schemes / incentives for adopting green practices at home)	<input type="checkbox"/>
<b>Section 18: School Network</b>		
18.1 - 18.3	Appendix D – Partner synergy record	<input type="checkbox"/>
<b>Section 19: Community Members / Other Organisations</b>		
19.1 - 19.4	Appendix D – Partner synergy record	<input type="checkbox"/>
<b>Section 20: Service / Product Suppliers</b>		
20.1	Purchasing or tender documents with green procurement specifications	<input type="checkbox"/>
<b>Bonus Point (1) Efforts in Promoting HKAEE</b>		
B1.1	Proof of promoting HKAEE	<input type="checkbox"/>
B1.2	Communication record with referred partners	<input type="checkbox"/>
<b>Bonus Point (3) Efforts in Other Environmental Schemes</b>		
B3.1	[Only applicable for Secondary Schools] Copy of certificate(s) or record of participating in "Sustainable Development (SD) School Award Programme – SD Participation Award"	<input type="checkbox"/>
B3.2	[Only applicable for Secondary Schools] Copy of certificate(s) or record of participating in "Sustainable Development (SD) School Award Programme – SD Community Project Award"	<input type="checkbox"/>
B3.5	Copy of record of participating in "We-recycle@School"	<input type="checkbox"/>
B3.6	Copy of valid Indoor Air Quality Certificate	<input type="checkbox"/>
B3.7	Record of participating in "Greening School Subsidy Scheme" (official funding record / copy of certificate or photo of trophy) / "One Person, One Flower Scheme" (copy of activity record book) / "Planting Herbs in School Scheme" (copy of activity record book)	<input type="checkbox"/>
B3.8	[Only applicable for Primary Schools] Copy of certificate(s) or record of participating in "Cherish Water Campus" Integrated Education Programme	<input type="checkbox"/>
B3.9	Copy of certificate(s) or record of participating in "Jockey Club Energy Saver in Schools Project"	<input type="checkbox"/>
B3.10	[Only applicable for Primary Schools] Copy of certificate(s) or record of participating in "Green Elites Campus Accreditation Programme"	<input type="checkbox"/>
B3.11	Copy of valid "Green Rating" Certificate under BEAM Plus Existing Schools Version 1.0	<input type="checkbox"/>
B3.12	Copy of certificate(s) or record of participating in "Happy Green Schools" Label Programme	<input type="checkbox"/>

# Assessment – Points to Note

- Adjustment on Weighting of Assessment Area
- Adjustment to the Key Components of the Assessment Area

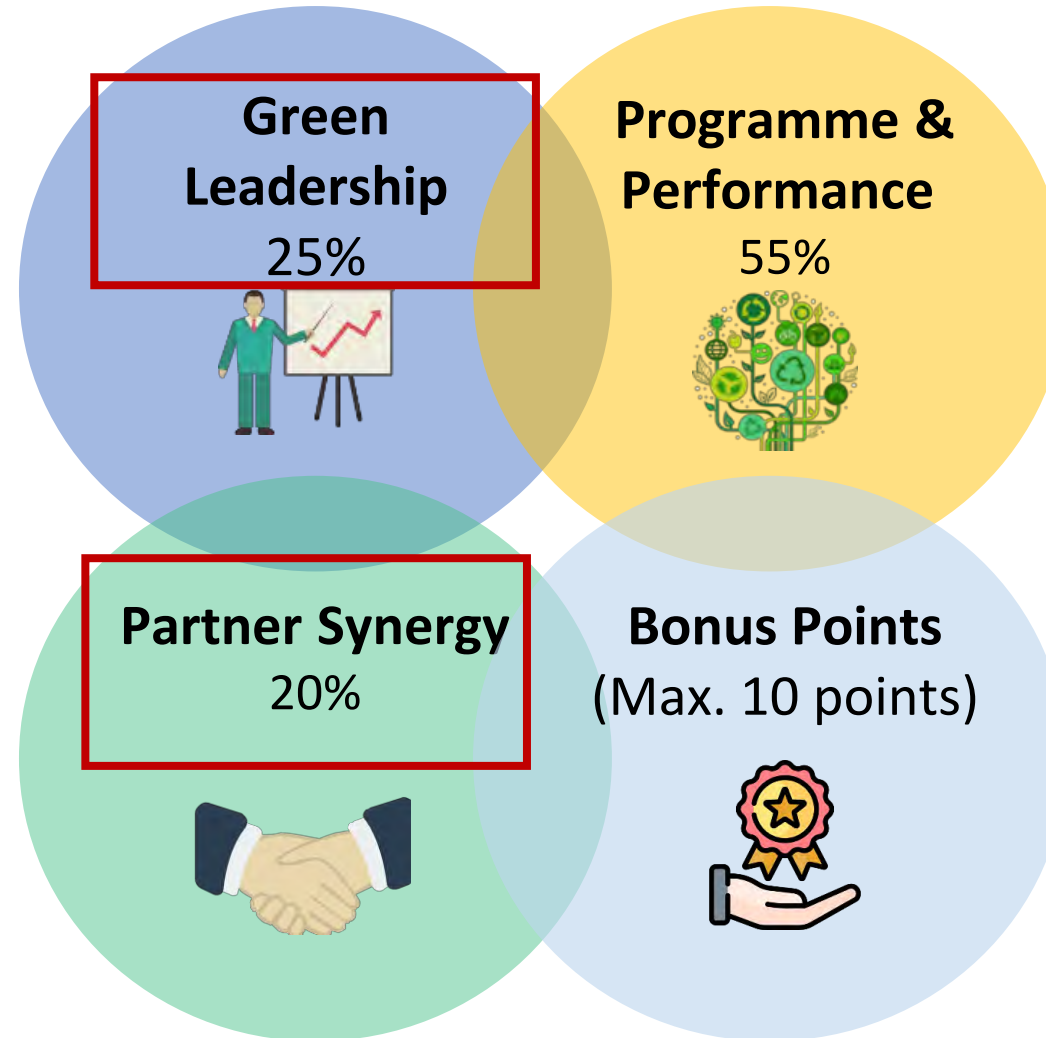
**Feb 2025**

## **Online Briefing Sessions**

Explain more Points to Note on the  
Self-assessment Questionnaire

# Weighting of Assessment Area

2024 HKAEE (Schools Sector)





# Adjustment to the Key Components of the Assessment Area

## Programme and Performance

### Resource Usage and Management

- 4. Energy Conservation and Carbon Reduction
- 5. Water Conservation
- 6. Waste Management
- 7. Sustainable School Catering
- 8. Green Procurement
- 9. Environmental Compliance

### Campus Environment

- 10. Greening
- 11. Noise
- 12. Indoor Air Quality

### Environmental Education

- 13. Implementation
- 14. Information Dissemination

### Monitoring and Evaluation on Environmental Management and Education

- 15. Performance Review
- 16. Reporting and Follow-up Action

Adjusted



# Adjustment to the Key Components:

## 15. Performance Review

Monitoring and Evaluation on Environmental Management and Education	
15.	Performance Review
15.1	<p>The progress and performance of various aspects of environmental management and environmental education are monitored and evaluated on a regular basis.</p> <p><input type="checkbox"/> Yes Aspects reviewed / monitored / evaluated (can select more than one):</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Energy Conservation and Carbon Reduction</li> <li><input type="checkbox"/> Water Conservation</li> <li><input type="checkbox"/> Waste Management</li> <li><input type="checkbox"/> Sustainable School Catering</li> <li><input type="checkbox"/> Green Procurement</li> <li><input type="checkbox"/> Environmental Compliance</li> <li><input type="checkbox"/> Greening</li> <li><input type="checkbox"/> Noise</li> <li><input type="checkbox"/> Indoor Air Quality</li> <li><input type="checkbox"/> "Education for Sustainable Development" and/or "Environmental Education" Activities</li> <li><input type="checkbox"/> Environmental Information Dissemination</li> </ul> <p>(Please indicate the frequency, share the method of monitoring and evaluation)</p> <p><input type="checkbox"/> No</p>

Monitoring and Evaluation on Environmental Management and Education

15.2	<p>(For activities listed in Appendix C under "Section 13 – Environmental Education Implementation")</p> <p>Activity or initiative-based evaluation<sup>^</sup> is conducted to assess students' environmental literacy (knowledge, attitude and behaviour).</p> <p>[<sup>^</sup>Evaluation format can include pre- and post-questionnaire or post-activity evaluation form or interview, etc.]</p>	<p><input type="checkbox"/> Yes (Please share samples of the evaluation and provide the corresponding results)</p> <p><input type="checkbox"/> No</p>
15.3	<p>Evaluation of students' overall environmental literacy (knowledge, attitude and behaviour) is conducted on a regular basis (at least once a year).</p>	<p><input type="checkbox"/> Yes (Please share samples of the evaluation and provide the corresponding results)</p> <p><input type="checkbox"/> No</p>
15.4	<p>Evaluation of teachers' overall environmental literacy (knowledge, attitude and behaviour) is conducted on a regular basis (at least once a year).</p>	<p><input type="checkbox"/> Yes (Please share samples of the evaluation and provide the corresponding results)</p>

Assessment of Environmental Education activities and environmental literacy

# Adjustment to the Key Components:

## 16. Reporting and Follow-up Action

16. Reporting and Follow-up Action	
16.1	<p>Our school records environmental management and environmental education evaluation results.</p> <p><input type="checkbox"/> Yes Aspects with records of evaluation results (can select more than one):</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Energy Conservation and Carbon Reduction</li> <li><input type="checkbox"/> Water Conservation</li> <li><input type="checkbox"/> Waste Management</li> <li><input type="checkbox"/> Sustainable School Catering</li> <li><input type="checkbox"/> Green Procurement</li> <li><input type="checkbox"/> Environmental Compliance</li> <li><input type="checkbox"/> Greening</li> <li><input type="checkbox"/> Noise</li> <li><input type="checkbox"/> Indoor Air Quality</li> <li><input type="checkbox"/> "Education for Sustainable Development" and/or "Environmental Education" Activities</li> <li><input type="checkbox"/> Environmental Information Dissemination</li> </ul> <p>(Please provide a copy of the record of evaluation results for each selected items)</p> <p><input type="checkbox"/> No</p>
16.2	<p>An annual environmental/sustainability report is compiled to summarise the school's environmental initiatives and capture the school's overall environmental performance of the school year.</p> <p><input type="checkbox"/> Yes (Please provide a copy of environmental/sustainability report)</p>
16.3	<p>Environmental management and environmental education evaluation results are made known to different school stakeholders.</p> <p><input type="checkbox"/> Yes Stakeholders involved (can select more than one):</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> School management (principal and/or vice-principals)</li> <li><input type="checkbox"/> Teachers</li> <li><input type="checkbox"/> Non-teaching staff responsible for facilities/procurement</li> <li><input type="checkbox"/> Janitors</li> <li><input type="checkbox"/> Students</li> <li><input type="checkbox"/> Parents</li> <li><input type="checkbox"/> Public</li> <li><input type="checkbox"/> Others (please specify): _____</li> </ul> <p>(Please list the channels of sharing the evaluation result)</p> <p><input type="checkbox"/> No</p>
16.4	<p>Follow-up improvement plans and actions are devised and implemented based on the evaluation results of environmental management and environmental education.</p> <p><input type="checkbox"/> Yes (Please share the follow-up improvement plans)</p> <p><input type="checkbox"/> No</p>
16.5	<p>School members are involved in devising the follow-up improvement plans/actions.</p> <p><input type="checkbox"/> Yes Stakeholders involved (can select more than one):</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> School management (principal and/or vice-principals)</li> <li><input type="checkbox"/> Teachers</li> <li><input type="checkbox"/> Non-teaching staff responsible for facilities/procurement</li> <li><input type="checkbox"/> Janitors</li> <li><input type="checkbox"/> Parents</li> <li><input type="checkbox"/> Others (please specify): _____</li> </ul> <p><input type="checkbox"/> No</p>

**Environmental Management and Education Evaluation:  
Recording and disclosing results, devising follow-up actions**

# Environmental Education Initiative Summary Form

2024 BGEIA

Summary of Environmental Education Initiative  
(The initiative must be relevant to sustainability and/or carbon neutrality)

Sample

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	



Template of the Summary Form is uploaded to the [Schools Go Green website](#) for schools' reference.

The screenshot shows the login interface for the HKAE Application and Assessment System. It includes the HKAE logo, the system name, and several input fields: '申請人ID / Appt. ID' (ENTER LOGIN ID), '密碼 / Password' (ENTER PASSWORD), '驗證電郵 / Auth Email' (ENTER AUTHENTICATION EMAIL), and '驗證碼 / Code' (ENTER VERIFICATION CODE). A CAPTCHA image with the code 'EKNUDG' is displayed. Below the fields are buttons for '登入 / Login' and '忘記密碼 / Forgot Password?'. At the bottom, there is a video guide link: '[影片教學] : 點擊播放 - 如何使用HKAE網上申請及評審系統'.



Participating schools are required to complete and submit the Summary Form through the online portal (will be open for filling in Jan 2025)

**Deadline: 19 March 2025 (Wed)**

# Consideration on Selecting Environmental Education Initiative

- The initiative should be 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 **ONE environmental education initiative** to compete for the “2024 BGEIA” 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 “BGEIA” in the past three years (i.e. 2021 to 2023) are required to submit a **different initiative** to participate in “2024 BGEIA”.



# Consideration on Selecting the Initiative

General Requirement	
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	<ul style="list-style-type: none"> <li>i. A single outstanding environmental education activity, OR</li> <li>ii. A series of interrelated environmental education activities focused on the same theme</li> <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	<p>Examples include but not limited to:</p> <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 <b>not</b> 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>

Other Key Considerations	
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	<p>Planning and implementation stages:</p> <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> <p>Target audience:</p> <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>
(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, reflections)</li> <li>Have the initiative been promoted externally and have its outcomes with external parties? Through what channels have the 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>



**Guidelines and Tips for Selecting Environmental Education Initiative**



**Outstanding Green Education Initiative Sharing**



# Schools Go Green Website HKAEE (Schools Sector) Subpage

## Awards Details:

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



## About the Award

Environmental Excellence is one of the most reputable and credible environmental awards in Hong Kong, under which the Schools Go Green Awards recognize participating schools' efforts in environmental management and environmental education, and commends schools with excellent environmental achievements.

HKAEE  
(Schools Sector)

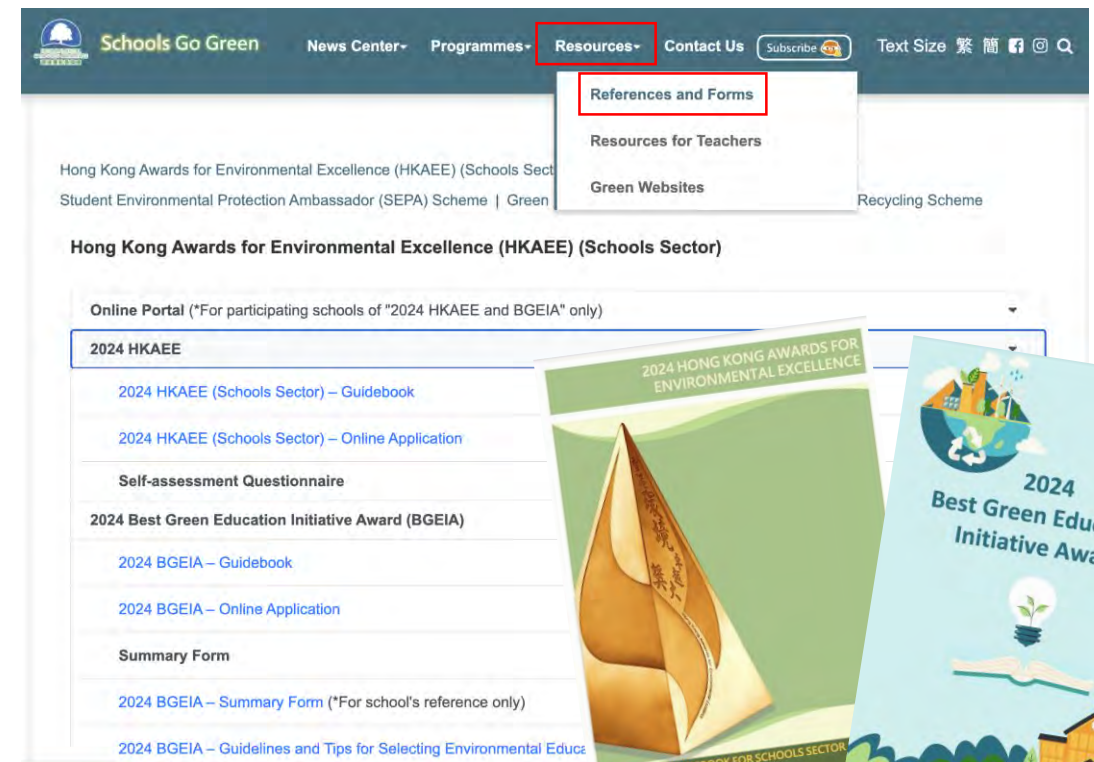
Home | Major Activities & Support | Assessment | Awards & Winner List | Other Schemes | Reports

Best Green Education  
Initiative Award

Home | Major Activities & Support | Assessment | Awards & Winner List | Outstanding Green Education Initiative Sharing

## Guidebook, Online Application Portal and Self- assessment Templates:

<https://school.ecc.org.hk/en/resources/forms.html#hkaee>





## Reference

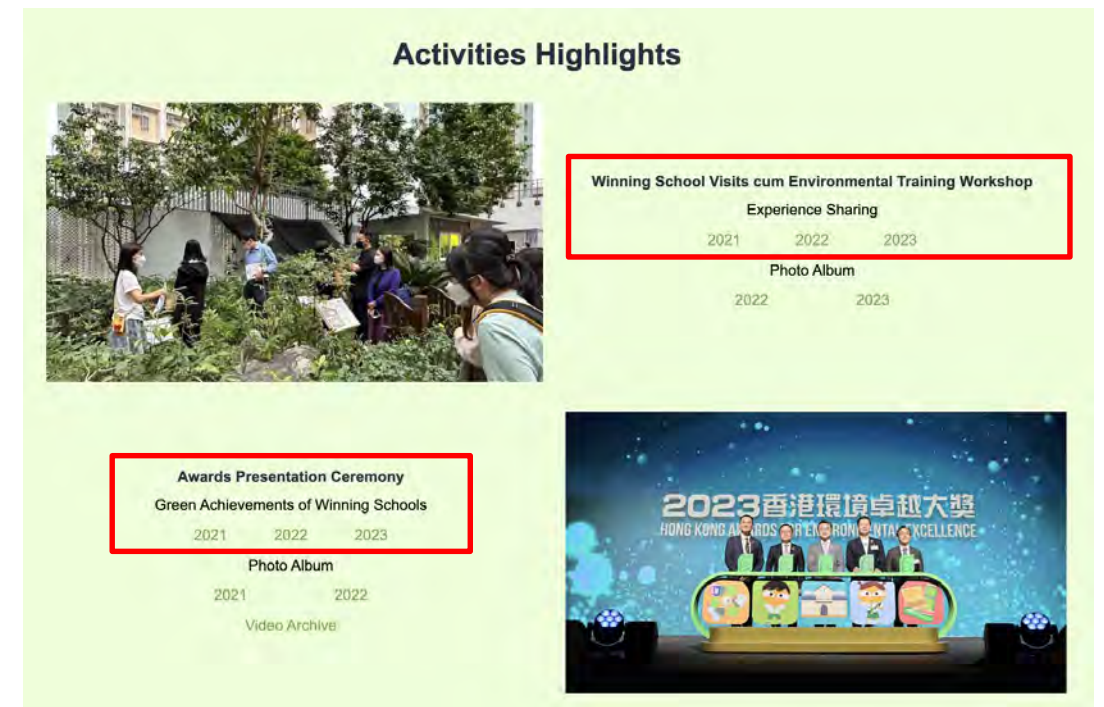
### Schools Go Green Website – HKAE (Schools Sector) Subpage

- ✓ Highlights of Best Practices (Schools Sector)
- ✓ Overall Performance of Participating Schools



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

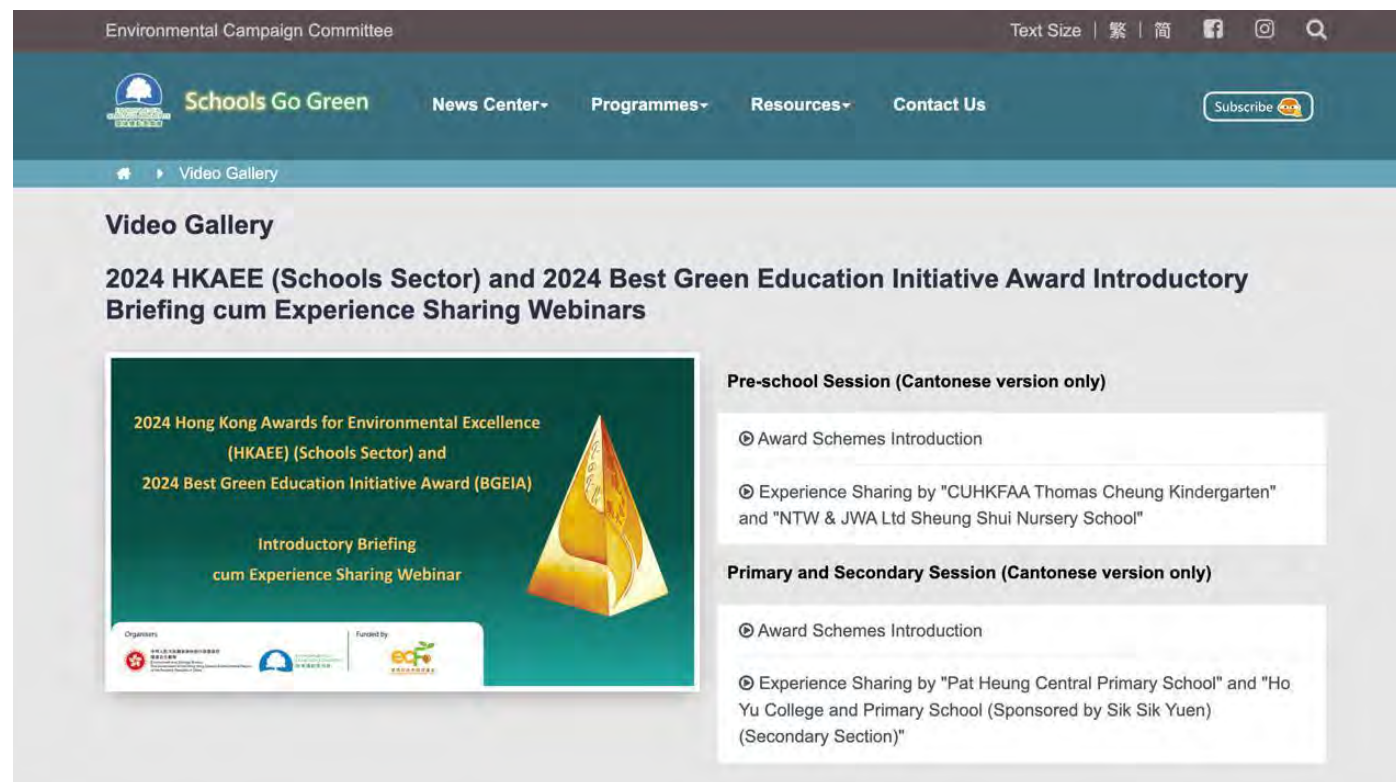
- ✓ Past Award-winning schools' Experience Sharing
- ✓ Green Achievements Highlights



[https://school.ecc.org.hk/en/programmes/hkaee.html#activities\\_highlight](https://school.ecc.org.hk/en/programmes/hkaee.html#activities_highlight)

# Introductory Briefing cum Experience Sharing Webinars

- Video recordings of the Sharing Webinars are uploaded to the **Schools Go Green Website** Video Gallery for school's reference.



The screenshot displays the 'Schools Go Green' website interface. At the top, the 'Environmental Campaign Committee' logo is visible on the left, and 'Text Size | 繁 | 简' along with social media icons for Facebook and Instagram are on the right. The main navigation bar includes 'Schools Go Green', 'News Center', 'Programmes', 'Resources', and 'Contact Us'. A 'Subscribe' button is located in the top right corner. Below the navigation, the page is titled 'Video Gallery'. The featured video is titled '2024 HKAEE (Schools Sector) and 2024 Best Green Education Initiative Award Introductory Briefing cum Experience Sharing Webinars'. The video thumbnail shows a green background with a golden award pyramid and text: '2024 Hong Kong Awards for Environmental Excellence (HKAEE) (Schools Sector) and 2024 Best Green Education Initiative Award (BGEIA) Introductory Briefing cum Experience Sharing Webinar'. Logos for the Environmental Campaign Committee, the award organizers, and the funding body are at the bottom of the thumbnail. To the right of the video, there are two session descriptions for the Cantonese version only. The 'Pre-school Session' includes 'Award Schemes Introduction' and 'Experience Sharing by "CUHKFAA Thomas Cheung Kindergarten" and "NTW & JWA Ltd Sheung Shui Nursery School"'. The 'Primary and Secondary Session' includes 'Award Schemes Introduction' and 'Experience Sharing by "Pat Heung Central Primary School" and "Ho Yu College and Primary School (Sponsored by Sik Sik Yuen) (Secondary Section)"

# Important Date

Submit Online Application Form



**Application Deadline: 14 January 2025 (Tuesday)**

<https://aas.hkaee.gov.hk/HKAEE/ApplicationForm/Apply?lang=en-US>



# Points to Note



Thank you!

An acknowledgement email will be sent to the email address you provided shortly. If you are not able to receive it, please check your spam folder first. If you are still not receiving the email, please contact us at 2788 5903 (press 1) or email to [awards@hkaee.gov.hk](mailto:awards@hkaee.gov.hk).

多謝！

系統將發送登記電郵到申請表所提供的電郵地址。如未能收到登記電郵，請先檢查一下垃圾郵件資料夾。若您還是沒有收到登記電郵，請致電 2788 5903 (按1)或電郵至[awards@hkaee.gov.hk](mailto:awards@hkaee.gov.hk)與我們聯絡。

RE: 2024 Hong Kong Awards for Environmental Excellence (HKAEE) (Schools Sector) - Acknowledgement of Application [DO NOT REPLY]  
2024香港環境卓越大獎(學校界別) - 報名確認通知【請勿回覆】

FROM: no-reply-1@hkaee.gov.hk  
TO: schools@eeb.gov.hk

Dear Participant,

On behalf of the Environmental Campaign Committee (ECC), we would like to thank your school for joining the 2024 Hong Kong Awards for Environmental Excellence (HKAEE) (Schools Sector).

WWF-Hong Kong has been commissioned by the ECC as the Technical Consultant for the "HKAEE (Schools Sector)". The Organisers will review the eligibility of your school's application according to the scheme requirements.

You may view your application status or update your contact information by logging into your account through the HKAEE Application System at <https://aas.hkaee.gov.hk/HKAEE/Applicant/Login> with the following login details -

Login ID: 2024 [REDACTED]  
Password: [REDACTED]

Please follow the steps below to login to the System -

1. Enter the above Applicant Login ID and Password.
2. Enter the recipient email address of this email in "Authentication Email"
3. Input the "Verification Code" shown in the picture of the login page
4. Click "Login" to proceed

Please click "User ID" at the top right hand corner and choose "**Change Password**" after the first log-in (Note: schools are required to change a new password within 90 days). User guide of the HKAEE Application and Assessment System has been uploaded to the School Go Green website (<https://school.ecc.org.hk/en/resources/forms.html#hkaee>) for participating schools' reference.

If your school is interested in joining the "2024 Best Green Education Initiative Award" as well, please **submit a separate online application form** for the "2024 Best Green Education Initiative Award".

Should you have any questions regarding the "2024 HKAEE (Schools Sector)", please feel free to contact the Schools Sector Technical Consultant of the scheme - WWF-Hong Kong, via phone at 2864 1472 or via email at [hkaee@wwf.org.hk](mailto:hkaee@wwf.org.hk). For questions relating to the technical issues of the Application System, please call the hotline of the Hong Kong Productivity Council at 2788 5903 (press 1).

RE: 2024 Best Green Education Initiative Award - Acknowledgement of Application [DO NOT REPLY]  
2024最佳環境教育方案大獎- 報名確認通知【請勿回覆】

FROM: no-reply-1@hkaee.gov.hk  
TO: schools@eeb.gov.hk

Dear Participant,

On behalf of the Environmental Campaign Committee (ECC), we would like to thank your school for joining the 2024 Best Green Education Initiative Award.

WWF-Hong Kong has been commissioned by the ECC as the Technical Consultant for the "Best Green Education Initiative Award". The Organisers will review the eligibility of your school's application according to the scheme requirements.

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School will receive an acknowledgement email within 7 working days from the date of online application submission, which includes Login ID and password of the Online Assessment Portal. Please contact the technical consultant of the scheme through email or phone if no acknowledgement of application is received.

# Important Date

## Submission of Self-assessment Questionnaire / Summary Form

**Deadline: 19 March 2025 (Wednesday)**

# Upcoming Activity

February 2025

## Online Briefing Sessions

To familiarise participating schools with the use of the online portal and preparation for completing the Self-assessment Questionnaire.



# Upcoming Activity

February 2025

## **Networking Workshop for Facilitators and Facilitated Schools**

Open for facilitators and schools that have successfully applied for facilitator support to join, and share practical experiences and difficulties faced when implementing environmental management and education in their schools.

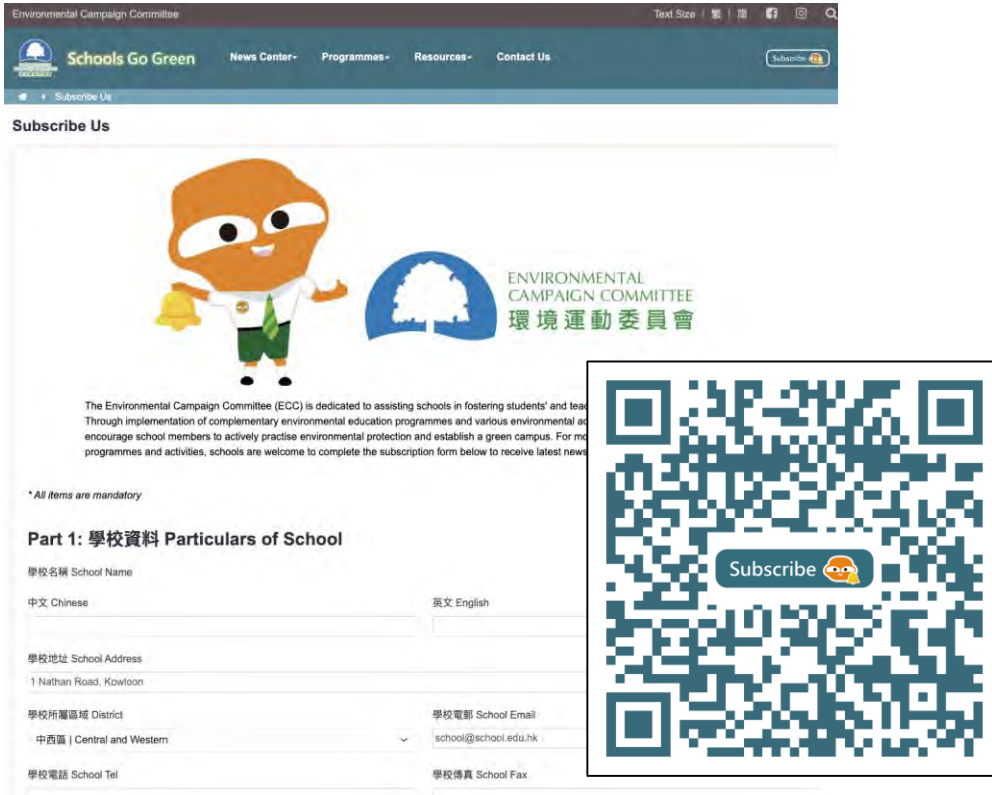
# Upcoming Activity

March 2025

## **Teacher Training Workshops on Environmental Education**

Open for participating schools that have applied for the “2024 BGEIA” only, enhancing the professional capacity of school teachers in designing and implementing environmental education initiatives.

# Subscribe ECC Latest News



Environmental Campaign Committee

Schools Go Green News Center Programmes Resources Contact Us

Subscribe Us

Subscribe Us

The Environmental Campaign Committee (ECC) is dedicated to assisting schools in fostering students' and teachers' environmental awareness. Through implementation of complementary environmental education programmes and various environmental activities, we encourage school members to actively practise environmental protection and establish a green campus. For more information on our programmes and activities, schools are welcome to complete the subscription form below to receive latest news.

\* All items are mandatory

Part 1: 學校資料 Particulars of School

學校名稱 School Name

中文 Chinese 英文 English

學校地址 School Address  
1 Nathan Road, Kowloon

學校所屬區域 District 學校電郵 School Email  
中西區 | Central and Western school@school.edu.hk

學校電話 School Tel 學校傳真 School Fax

Subscribe

## Visit Schools Go Green Website

<https://school.ecc.org.hk/en/contactus/subscribe.html>

- Complete the online subscription form
- Get latest updates on ECC's programme details and activity

## WWF Education Information WhatsApp Group



WWF Education Team has set up the “WWF Education Information” Group to disseminate the latest teaching resources and activity promotions, and to facilitate forwarding of information to other colleagues. We sincerely invite all educators to join.

*\*The group is a one-way information dissemination platform of WWF, in Traditional Chinese only.*



## Enquiry

2024 HKAEE (Schools Sector)

Technical Consultant – WWF-Hong Kong



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



2864 1472