

2024 Hong Kong Awards for Environmental Excellence (HKAEE) (Schools Sector) and 2024 Best Green Education Initiative Award (BGEIA)

Introductory Briefing cum Experience Sharing Webinar 29-30/10/2024



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



ENVIRONMENTAL
CAMPAIGN COMMITTEE
環境運動委員會

Funded by





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

Objectives

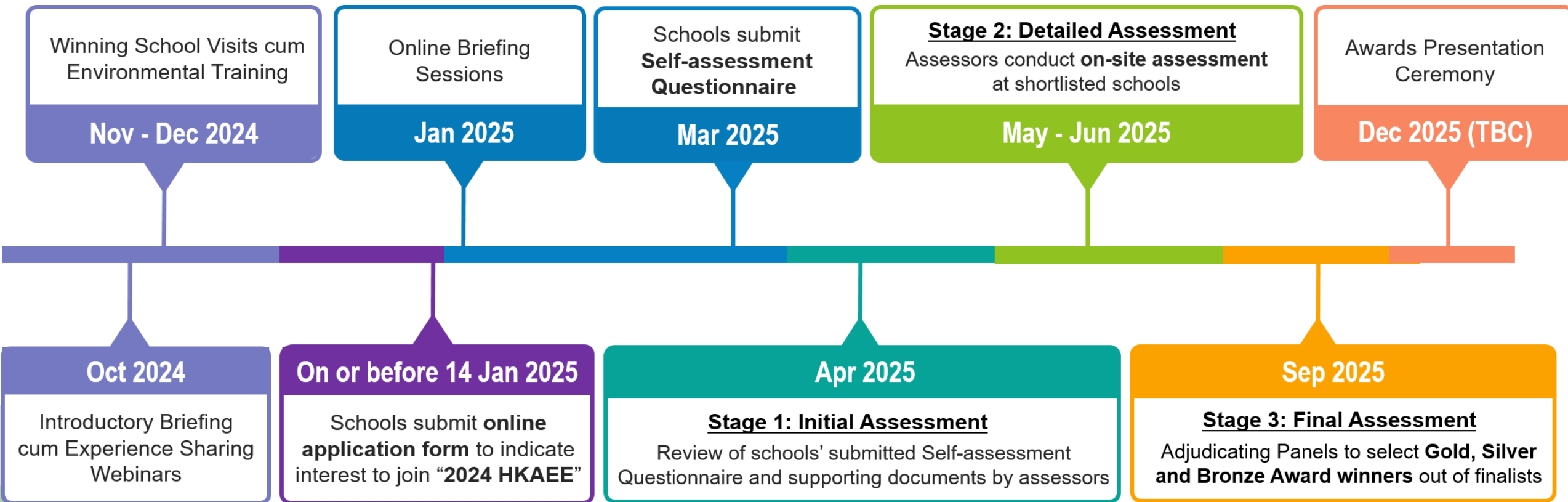
- To recognise efforts put in by schools on environmental management and education.
- To encourage schools' continuous improvement in environmental action and performance by integrating environmental elements into school curriculum and long-term development through a whole-school approach.
- To create 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

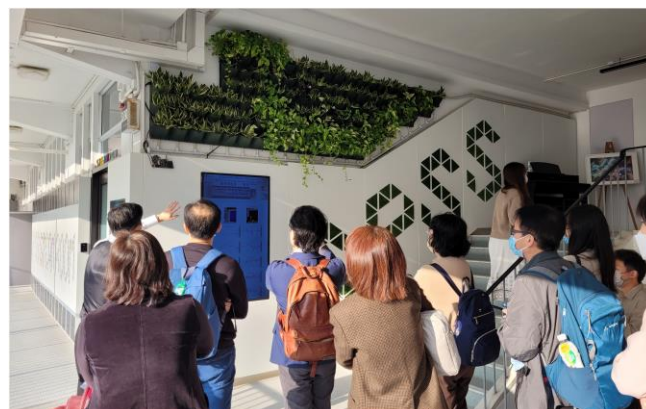


Activities and Support

2024 HKAE (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)

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

(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

<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>

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.

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.

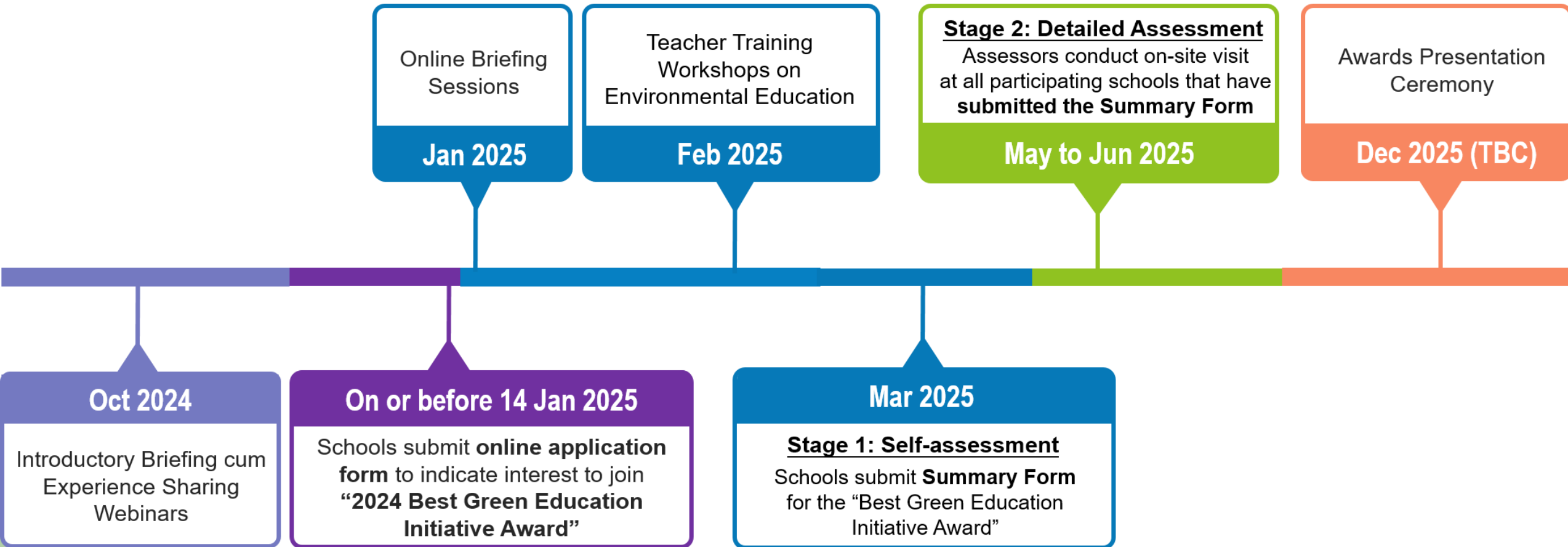


Eligibility

- 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

<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>

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.**



Awards

Application Details

Application deadline: 14 January 2025 (Tuesday)

Application

Sector

Please select sector *

Schools (Pre-school)

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 Best Green Education Initiative Award" should submit a **separate** online application form for the "2024 Best Green Education Initiative Award".

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 * 0 Part Time * 0

Part Two Facilitator Support

Schools participating in the "2024 HKAAEE (Schools Sector)" can apply for Facilitator Support. Facilitators will be assigned to schools to provide extra guidance and advice for one school year upon request.

Note:
1. Schools that have not received facilitator support in the past two school years will be given higher priority in facilitator allocation.
2. Gold, Silver and Bronze winners of 2022 and 2023 HKAAEE are **not** eligible to apply for the support services.

Our school is interested in applying for Facilitator Support: *

Yes No

(Please select "No" if your school is the Gold/Silver/Bronze award winner of 2022 and/or 2023 HKAAEE)

Sector

Please select sector *

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

Schools (Pre-school)

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 Best Green Education Initiative Award" should submit a **separate** online application form for the "2024 Best Green Education Initiative Award".

Construction In

Environmental

Hotels and Rec

Manufacturing

Property Mana

Property Management (Residential)

Public and Community Services

Restaurants

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

... be classified as an affiliated

... ve Region is a manufacturing

... uring business which employs

... ividual proprietors, partners

... mployees of the organisation,

... both permanent and

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

Points to note

School can choose to:

- Participate in both “2024 HKAEE (Schools Sector)” and “2024 BGEIA”; or
 - Only participate in “2024 HKAEE (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.

Assessment

Self-assessment Questionnaire



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

Part (A) Green Leadership (25%)

Questions	Plans
1. School Management Support and Commitment	
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): <input type="checkbox"/> School management team (e.g. Sponsoring Body (SSB), Incorporated Management Committee (IMC) or Board, etc.) <input type="checkbox"/> Principal and/or vice-principals <input type="checkbox"/> Teachers <input type="checkbox"/> Non-teaching staff responsible for facilities/procurement <input type="checkbox"/> Janitors <input type="checkbox"/> Students <input type="checkbox"/> Parents <input type="checkbox"/> Others (please specify): _____

(Please provide supporting document(s) of the environmental/sustainability team.)

Sample

HKAEE Application and Assessment System

申請人ID ENTER LOGIN ID
Appt. ID _____

密碼 ENTER PASSWORD
Password _____

驗證電郵 ENTER AUTHENTICATION EMAIL
Auth Email _____

驗證碼 ENTER VERIFICATION CODE
Code _____

登入 / Login 忘記密碼 / Forgot Password ?

[影片教學]：點擊播放 - 如何使用HKAEE網上申請及評審系統
[Video guide]: click to view - How to use HKAEE Online Application and Assessment System

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)

Reference

Schools Go Green Website – HKAEE (Schools Sector) Subpage

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

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

News Center ▾ Programmes ▾ Resources ▾ Contact Us [Subscribe](#)

Reports

- 💡 Highlights of Best Practices (Schools Sector)
- 💡 Overall Performance of Participating Schools 2021 2022

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

Activities Highlights

Winning School Visits cum Environmental Training Workshop Experience Sharing

2021 2022 2023

Photo Album

2022 2023

Awards Presentation Ceremony Green Achievements of Winning Schools

2021 2022

Photo Album

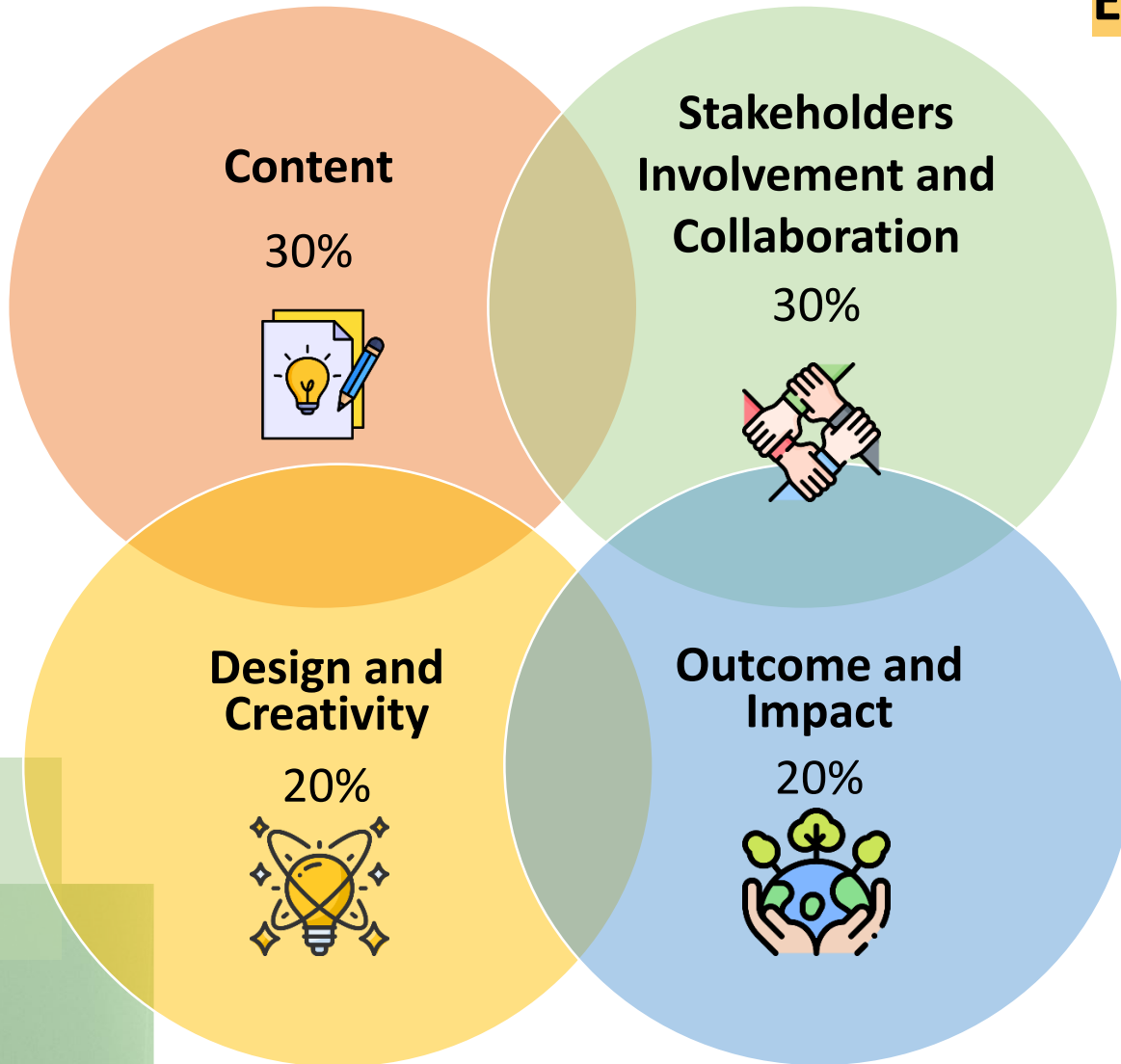
2021 2022

Video Archive

2020 50

https://school.ecc.org.hk/en/programmes/hkaee.html#activities_highlight

Assessment



Environmental Education Initiative Summary Form

環境教育方案摘要 (方案必須與可持續發展及/或碳中和相關)	
方案名稱:	Sample
主題:	
學習目標:	
所涵蓋的學科 / 學習領域:	
教學 / 活動模式: (例如: 網上、實體、混合模式)	
對象: (目標群組和參與人數)	
參與規劃和推行的持份者及其角色: (請列出 (i) 校內 - 參與的學校管理層、教師、員工和學生的人數和職位 / 級別; (ii) 校外 - 其他學校及 / 或外間機構的合作夥伴)	
推行時段: (必須在 2023 年 9 月至 2025 年)	

HKAE Application and Assessment System

申請人ID ENTER LOGIN ID
Appt. ID

密碼 ENTER PASSWORD
Password

驗證電郵 ENTER AUTHENTICATION EMAIL
Auth Email

驗證碼
Code

登入 / Login 忘記密碼 / Forgot Password?

[影片教學]: 點擊播放 - 如何使用HKAE網上申請及評審系統
[Video guide]: click to view - How to use HKAE Online Application and Assessment System

Please contact us at T: 2788-5903 (press 1) or awards@hkaee.gov.hk for assistance

如需協助, 請致電2788-5903(按)或電郵



Template of the Summary Form is uploaded to the **Schools Go Green website** for schools' reference.

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

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-sector 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”.



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 schools' efforts in environmental management and environmental education, and commends schools with excellent environmental achievements.

HKAEE
(Schools Sector)

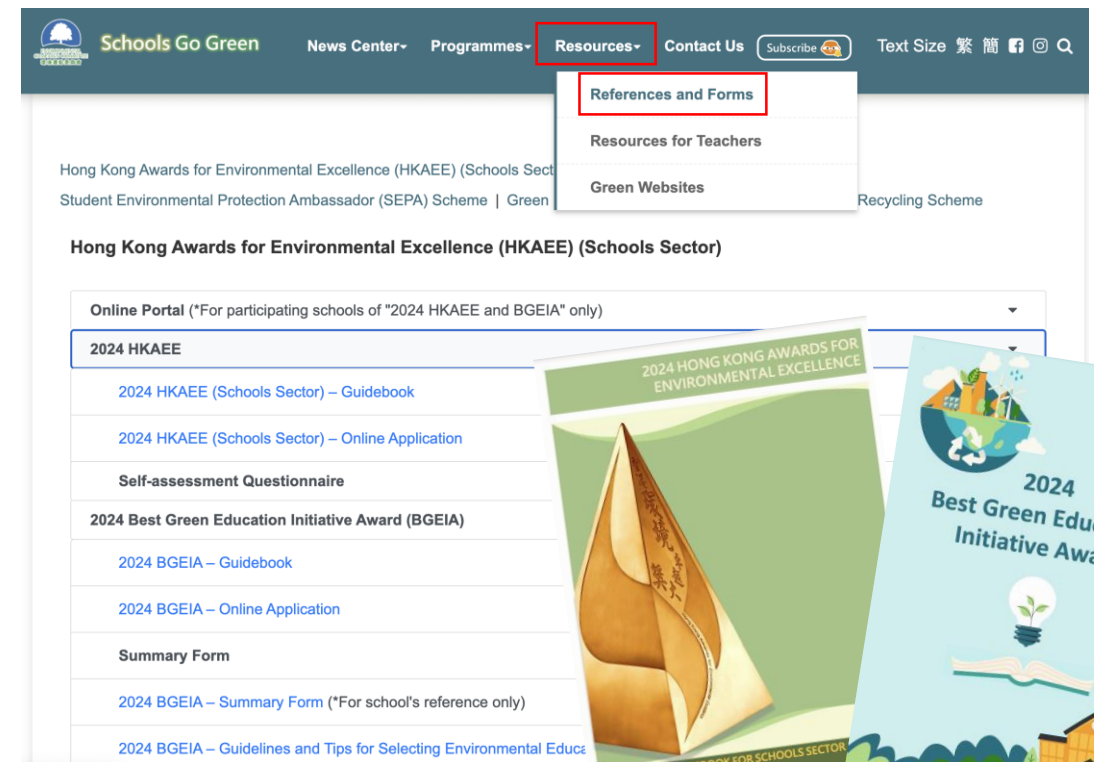
Home | Major Activities & Support | Assessment | Awards & Winner List | Other Schemes | Reports

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>



Schools Go Green Website – Video Gallery

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



The screenshot shows the 'Schools Go Green' website interface. At the top, there is a navigation bar with the Environmental Campaign Committee logo, the 'Schools Go Green' title, and links for 'News Center', 'Programmes', 'Resources', and 'Contact Us'. A 'Subscribe' button is also present. Below the navigation bar, the page title is 'Video Gallery'. The main content area features a large banner for the '2021 HKAEE (Schools Sector) – Virtual Winning School Visits cum Environmental Training Workshops'. The banner includes the text 'Hong Kong Awards for Environmental Excellence (Schools Sector)' and 'Virtual School Visits cum Environmental Training Workshops'. Below the banner, there are two sections of video content:

- Session 1 – Primary & Secondary Schools (Cantonese version only)**
 - Virtual Visit of Kowloon Tong School (Primary Section)
 - Experience Sharing by Kowloon Tong School (Primary Section)
 - Virtual Visit of St. Paul's Secondary School
 - Experience Sharing by St. Paul's Secondary School
- Session 2 – Primary & Secondary Schools**
 - Virtual Visit of The Independent Schools Foundation Academy (Primary and Secondary School)
 - Experience Sharing by The Independent Schools Foundation Academy (Primary and Secondary School)

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.

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. 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.

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 -

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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.

Winning School Visits cum Environmental Training Activities

Sub-sector	Date and Time	Visiting School	School Address	EDB TCS Course Code	Application Deadline
Pre-school	18 Nov 2024 (Mon) 14:30 – 16:30	PLK Thomas Liu Lit Ching Kindergarten	G/F, Ching Hay House, Ching Tin Estate, Tuen Mun, New Territories	CDI020250554 	5 Nov 2024 (Tue)
	19 Nov 2024 (Tue) 14:30 – 16:30	PLK Chan Seng Yee Kindergarten	G/F, Block 2, Shui Sum House, Tin Shui Estate, Tin Shui Wai, Yuen Long, New Territories		
Primary School	5 Dec 2024 (Thu) 14:30 – 16:30	The Harbour School (Primary Section)	332 Ap Lei Chau Bridge Road	CDI020250647 	21 Nov 2024 (Thu)
	11 Dec 2024 (Wed) 14:30 – 16:30	Kwong Ming School	Shui Pin Wai Estate, Yuen Long, New Territories		
Secondary School	9 Dec 2024 (Mon) 14:30 – 16:30	St. Joseph's Anglo-Chinese School	46 New Clear Water Bay Road, Kowloon		
	10 Dec 2024 (Tue) 14:30 – 16:30	St. Paul's Secondary School	18A Ventris Road, Happy Valley, Hong Kong		

- Please refer to the Training Calendar System of the Education Bureau for more details. Participants are required to apply for the event through **the online TCS**.
- Attending principals and teachers are eligible to obtain CPD training hour under EDB.
- **Free transportation** will be provided between the visited schools and Kowloon Tong MTR Station.

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ENVIRONMENTAL CAMPAIGN COMMITTEE
環境運動委員會

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

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



28641472