

# 2024 HONG KONG AWARDS FOR ENVIRONMENTAL EXCELLENCE



GUIDEBOOK FOR SCHOOLS SECTOR

( for non-SMEs )

2024

# 1. INTRODUCTION

## 1.1 Background

The Hong Kong Awards for Environmental Excellence (the HKAEE) is led by the Environmental Campaign Committee (ECC) alongside the Environment and Ecology Bureau (EEB) and in conjunction with nine organisations, in alphabetical order, the Advisory Council on the Environment, the Business Environment Council, the Chinese General Chamber of Commerce, the Chinese Manufacturers' Association of Hong Kong, the Federation of Hong Kong Industries, the Hong Kong Chinese Importers' & Exporters' Association, the Hong Kong Council of Social Service, the Hong Kong General Chamber of Commerce and the Hong Kong Productivity Council. The HKAEE is an annual award which aims to encourage companies and organisations to adopt green management, benchmark their performance with the best practices within their sectors, and recognise the achievements of the best-performing companies and organisations.

As an environmental award that aims for excellence, the Awards take the pyramidal shape as the form of its logo to show the commitment of different sectors of society for reaching excellence in environmental performance. At the apex of the logo is a tender leaf that symbolises the growth of environmental awareness in the community. The white ribbon that wraps around the pyramid forms the letter "Q" to represent both quality and qualified environmental performance of the awarded organisations.



## 1.2 Overview of HKAEE

The HKAEE is recognised by the community as one of the most prestigious and reputable award schemes in Hong Kong. Information of this award scheme is summarised in the table below and full details can be found in the individual Guidebooks.

**Table 1: Awards category under Hong Kong Awards for Environmental Excellence**

2024 Hong Kong Awards for Environmental Excellence			
11 Sectors (for non-SMEs)			
			
Construction Industry^	Environmental Industry	Hotels and Recreational Clubs	Manufacturing and Industrial Services®
			
Property Management (Commercial & Industrial / Residential)	Public and Community Services	Restaurants	Schools (Pre-school / Primary / Secondary)
			
Servicing and Trading	Shops and Retailers	Transport and Logistics	
5 Sectors (for SMEs) *			
			
Construction, Manufacturing and Industrial Services®	Environmental Industry		
			
Servicing Industry	Shops and Retailers	Trading	

The Organisers reserve the final right to make the final decision in the event of dispute over the eligibility of an applicant.

## 2. 2024 HKAEE (SCHOOLS SECTOR)

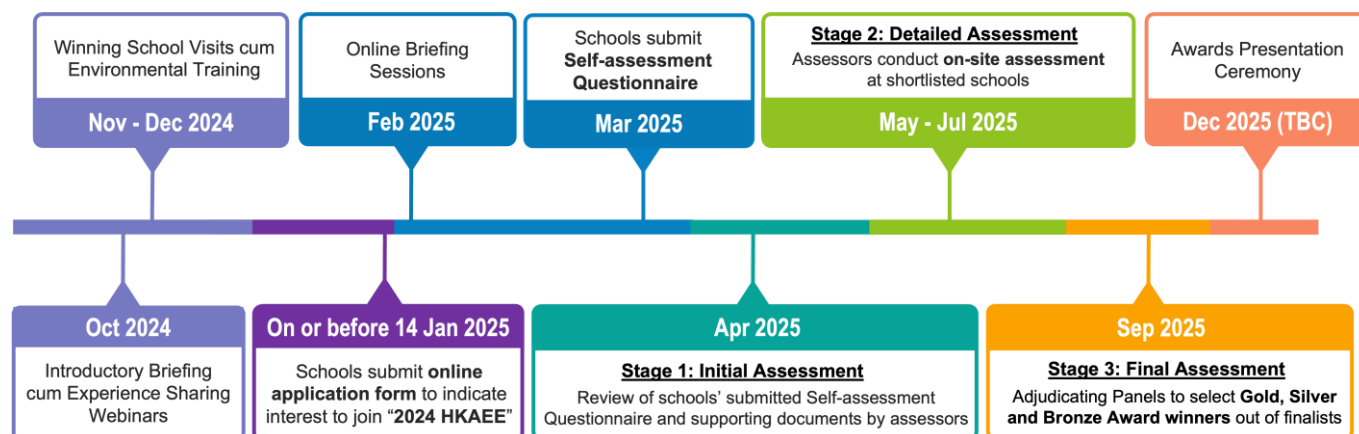
### 2.1 Objectives

- 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; and
- To recognise schools with excellent environmental performance.

### 2.2 Eligibility

- All registered schools under the Education Bureau (EDB) are eligible to participate in the "2024 HKAEE (Schools Sector)".
- The Schools Sector is further divided into three sub-sectors, namely Pre-schools, Primary School and Secondary School.
- To encourage wider participation, the Gold Award winner of each sub-sector of the previous year will not be eligible to join the HKAEE within the next two years. In other words, Gold Award winners of 2022 HKAEE and 2023 HKAEE (for all three sub-sectors) will not be eligible for entering 2024 HKAEE (Schools Sector), and Gold Award winners of 2024 HKAEE (for all three sub-sectors) will not be eligible to join 2025 and 2026 HKAEE (Schools Sector).
- The Organisers reserve the right to determine the eligibility of any applicant school.

### 2.3 Scheme Timeline Overview



## **2.4 Programme Activities and Details**

### **2.4.1 Facilitator Support**

- To assist participating schools to understand more about the “2024 HKAEE (Schools Sector)”, facilitators can be provided for mentoring schools by arranging visit(s) or sharing experience and/or providing suitable advice on green management via suitable channels on a voluntary basis. All facilitators have prior experience in joining the competition and possess different skills to provide more holistic support to schools.
- **Facilitators would ONLY be assigned to schools upon request.** Schools interested in having a facilitator should indicate their request when submitting their applications for the “2024 HKAEE (Schools Sector)”. The duration of support will be one school year. Please note that 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 HKAEE are not eligible to apply for the support.
- All schools that have successfully applied for facilitator support will also be invited to attend a **Networking Workshop** (scheduled for mid-February 2025). This workshop will allow facilitators and school staff of the facilitated schools to meet in person and connect, as well as share practical experiences and difficulties faced when implementing environmental management and education in their schools.
- Heads of Schools are welcome to nominate their teachers to join the networking workshop and may consider counting the time teachers spent in the networking workshop as **Continuing Professional Development hours**. **Details will be announced via email invitation.**

### **2.4.2 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 to join the webinars and may consider counting the time teachers spent in the networking workshop as **Continuing Professional Development hours**. All webinars were successfully held (EDB’s Training Calendar System Pre-school Course Code: [CDI020241278](#), Primary and Secondary Course Code: [CDI020250887](#)).

### **2.4.3 Winning School Visits cum Environmental Training Activities**

- To enable past award-winning schools to share their successful experiences in formulating school environmental management measures and implementing environmental education with potential applicant schools, on-site visits to winning schools cum environmental training activities were organised in November and December 2024. 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 to join the visits and may consider counting the time teachers spent in the networking workshop as **Continuing Professional Development hours**. All visits were successfully held (EDB’s Training Calendar System Pre-school Course Code: [CDI020250554](#), Primary and Secondary Course Code: [CDI020250647](#)).

## 2.4.4 Online Briefing Sessions

- To familiarise participating schools with the use of the online portal and preparation for completing the Self-assessment Questionnaire, two online briefing sessions are scheduled for mid-February 2025. **Details will be announced via email invitation.**

## 2.5 Application, Assessment Process and Schedule

Schedule	Details
<b>Activity : Introductory Briefing cum Experience Sharing Webinars</b>	
29 Oct 2024 (Tuesday)	Primary & Secondary Schools (One session) <ul style="list-style-type: none"> <li>All school managers, teachers and non-teaching staff in Hong Kong are welcome to join</li> <li>Registration details please refer to <b>EDB's Training Calendar System (Course Code: <a href="#">CDI020250887</a>)</b></li> <li>Video recordings and PPT Presentation materials are uploaded to the ECC's <a href="#">Schools Go Green website</a> for schools' review.</li> </ul>
30 Oct 2024 (Wednesday)	Pre-schools (One session) <ul style="list-style-type: none"> <li>All school managers, teachers and non-teaching staff in Hong Kong are welcome to join</li> <li>Registration details please refer to <b>EDB's Training Calendar System (Course Code: <a href="#">CDI020241278</a>)</b></li> <li>Video recordings and PPT Presentation materials are uploaded to the ECC's <a href="#">Schools Go Green website</a> for schools' review</li> </ul>
<b>Activity : Winning School Visits cum Environmental Training</b>	
Nov – Dec 2024	Six sessions of on-site visits (Two sessions for each sub-sector) <ul style="list-style-type: none"> <li>All school managers, teachers and non-teaching staff in Hong Kong are welcome to join</li> <li>Registration details please refer to <b>EDB's Training Calendar System</b> (Pre-school Sessions Course Code: <a href="#">CDI020250554</a>) (Primary and Secondary Sessions Course Code: <a href="#">CDI020250647</a>)</li> <li>PPT Presentation materials are uploaded to the ECC's <a href="#">Schools Go Green website</a> for schools' review</li> </ul>
<b>Application</b>	
Nov 2024 – Jan 2025	<ul style="list-style-type: none"> <li>Schools interested in joining the “2024 HKAEE (Schools Sector)” are required to complete and submit the <b>application form</b> through the <a href="#">online portal</a> <b>on or before 14 January 2025 (Tuesday)</b> to indicate their wish to:               <ol style="list-style-type: none"> <li>participate in the Award</li> <li>apply for facilitator support (if necessary)</li> </ol> </li> <li>Schools wishing to apply for more than one school sub-sectors and/or different campuses are required to submit <b>separate</b> online application forms.</li> <li>Schools are required to complete and submit the “2024 HKAEE (Schools Sector)” online application form before the application deadline in order to be considered as eligible participants for this year.</li> <li>Please contact the technical consultant of the scheme through email (<a href="mailto:hkaee@wwf.org.hk">hkaee@wwf.org.hk</a>) or phone (Tel: 2864 1472) if no acknowledgement of application is received within 7 working days from the date of online application submission.</li> <li>To reduce paper usage, schools are highly encouraged to submit their application through the <a href="#">online portal</a>. PDF form is also available as an alternative at Annex 1.</li> </ul>




Schedule	Details
<b>Self-assessment</b>	
Feb – Mar 2025	<ul style="list-style-type: none"> <li>Participating schools are required to complete and submit the <b>Self-assessment Questionnaire through the <a href="#">online portal</a> on or before 19 March 2025 (Wednesday) (open for filling in early Feb 2025) to review their environmental performance in the <b>past school year (i.e. 2023/24 school year)</b>.</b></li> <li>The templates of the <a href="#">Self-assessment Questionnaire</a> [Annex 2 for pre-schools; Annex 3 for primary and secondary schools] are uploaded to the ECC's Schools Go Green website for schools' reference only. <b>Submission in paper/PDF format will <u>not</u> be considered.</b></li> <li>Schools may refer to <a href="#">Highlights of Best Practices for the Schools Sector [Annex 4]</a> and <a href="#">Report on Overall Performance of Past Participating Schools</a> available at the ECC's Schools Go Green website to learn more about the ways for improving the school's environmental performance.</li> <li>Schools could arrange meetings with facilitators (if necessary) to obtain advice from facilitators to prepare for the submission of Self-assessment Questionnaire.</li> </ul>
<b>Activity : Online Briefing Sessions</b>	
13 Feb 2025 (Thursday)	<ul style="list-style-type: none"> <li>Open for all participating schools to join</li> <li>Details will be announced via email invitation</li> </ul>
<b>Activity : Networking Workshop</b>	
28 Feb 2025 (Friday)	<ul style="list-style-type: none"> <li>Open for facilitators and schools that have successfully applied for facilitator support to join</li> <li>Details will be announced via email invitation</li> </ul>
<b>Assessments</b>	
Apr 2025	<u>Stage 1 – Initial Assessment</u> <ul style="list-style-type: none"> <li>The technical consultant will review the Self-assessment Questionnaire and supporting documents submitted by participating schools and may request supplementary information for verification purposes.</li> <li>The Organisers will shortlist schools for entering Stage 2 – Detailed Assessment.</li> <li>All eligible schools that have completed Stage 1 but with no awards afterwards will receive a <b>Participation Certificate</b> upon completion of all assessment processes.</li> </ul>
May – Jul 2025	<u>Stage 2 – Detailed Assessment</u> <ul style="list-style-type: none"> <li>Assessors will conduct an on-site visit at each shortlisted school. The visit will comprise a school tour arranged by the school (to showcase the school's environmental facilities and measures) and an interview with the school representatives, including but not limited to its school management, teaching and non-teaching staff, students, etc.</li> <li>During the on-site visit, schools are encouraged to elaborate their environmental initiatives to the assessors through presentation to provide them with an in-depth understanding of their environmental performance and the progress of implementation.</li> <li>Assessors will then prepare the assessment reports for submission to the Organisers for further selection of schools entering Stage 3 – Final Assessment.</li> <li>Participating schools that have successfully completed Stage 2 will receive a complimentary report outlining school's strengths in the aspect of Green Leadership, Programme and Performance and Partner Synergy, and pinpointing areas for further improvements. The report would be very useful to facilitate participating schools to evaluate their performance and identify areas for further advancement.</li> </ul>
Sep 2025	<u>Stage 3 – Final Assessment</u> <ul style="list-style-type: none"> <li>The Final Adjudicating Panel (the Panel) will comprise representatives from schools, government departments and professional bodies.</li> <li>Each finalist school will be invited to attend the final adjudication meeting to further introduce its environmental projects and achievements. The Panel will conduct final assessment on the environmental performance of each finalist school.</li> </ul>



Schedule	Details
<b>Awards Presentation Ceremony</b>	
Dec 2025 (TBC)	<ul style="list-style-type: none"> <li>Award-winning schools will be invited to attend the Awards Presentation Ceremony.</li> </ul>

## 2.5 Assessment Criteria

Participating schools will be assessed under three main areas, namely **Green Leadership**, **Programme and Performance** and **Partner Synergy**, with the following key components and weighting:

Assessment Area	Key Components	Weighting
A) Green Leadership 	<ul style="list-style-type: none"> <li>School Management Support and Commitment</li> <li>Environmental Policy</li> <li>Education for Sustainable Development / Environmental Education Plan in School Curriculum</li> </ul>	25%
B) Programme and Performance 	<ul style="list-style-type: none"> <li>Resource Usage and Management (Energy Conservation and Carbon Reduction, Water Conservation, Waste Management, Sustainable School Catering, Green Procurement and Environmental Compliance)</li> <li>Campus Environment (Greening, Noise and Indoor Air Quality)</li> <li>Environmental Education (Implementation and Information Dissemination)</li> <li>Monitoring and Evaluation on Environmental Management and Education (Performance Review, Reporting and Follow-up Action)</li> </ul>	55%
C) Partner Synergy 	<ul style="list-style-type: none"> <li>Parents and Families</li> <li>School Network</li> <li>Community Members / Other Organisations</li> <li>Service / Product Suppliers</li> </ul>	20%
<b>Total:</b>		<b>100%</b>

In order to recognise participating schools' efforts in promoting the HKAEE as well as their achievements in the Hong Kong Green Organisation Certification (HKGOC) and other recognised certification or award schemes, a maximum of 10 bonus points will be given to the participating schools during **Stage 2 – Detailed Assessment** of the HKAEE as follows:

### **(1) Bonus Points Awarded for Efforts in Promoting HKAEE (maximum 3 bonus points)**

- If participating schools have promoted HKAEE through their school network and / or promotional channels / platforms (e.g. display the awarded logos and stickers on campus, website, and electronic screens, etc.; imprint the awarded logo in name cards, letterhead; and publish featured articles through media), **a maximum of 1 bonus point will be granted.**
- If participating schools have successfully referred their partners (e.g. schools that are not under the same School Sponsoring Body, suppliers or contractors, external organisations, etc.) to join the HKAEE, **a maximum of 2 bonus points will be granted.**



- If participating schools have promoted HKAEE through their school network and successfully referred their partners, they may be awarded with the title of “Outstanding HKAEE Promotional Partner” if they have fulfilled certain criteria. Please refer to the [“Outstanding Promotional Partner Commendation Scheme”](#) website for details.

**(2) Bonus Points Awarded for Efforts in Hong Kong Green Organisation Certification (HKGOC) (maximum 4 bonus points)**

- If participating schools possessed a valid Wastewi\$e / Energywi\$e / IAQwi\$e / Carbon Reduction Certificate / recognition of Hong Kong Green Organisation issued by the ECC, **1 bonus point per Certificate will be granted**. Please refer to the [HKGOC](#) website for details.

**(3) Bonus Points Awarded for Efforts in Other Environmental Schemes (maximum 3 bonus points)**

If schools have participated in and possessed a valid certificate from the following schemes in the **2023/24 school year**, **1 bonus point per scheme** will be granted.

Environmental Scheme	Applicable Sub-sector(s)	Organiser
<a href="#">Sustainable Development School Award Programme - “SD Participation Award”, “SD Community Project Award”</a>	Secondary	Council for Sustainable Development
<a href="#">Green Prefect Programme</a>	Primary	ECC
<a href="#">Student Environmental Protection Ambassador Scheme</a>	Secondary	
<a href="#">We-recycle@School</a>	Primary Secondary	Environmental Protection Department
<a href="#">IAQ Certification Scheme</a>	Pre-school Primary Secondary	
<a href="#">Greening School Subsidy Scheme</a> / <a href="#">“One Person, One Flower” Scheme</a> / <a href="#">Planting Herbs in School Scheme</a>	Pre-school Primary Secondary	Leisure and Cultural Services Department
<a href="#">“Cherish Water Campus” Integrated Education Programme</a>	Pre-school Primary	Water Supplies Department
<a href="#">Jockey Club Energy Saver in Schools Project</a>	Primary Secondary	Business Environment Council
<a href="#">Green Elites Campus Accreditation Programme</a>	Primary	CLP Power Hong Kong Limited
<a href="#">Achieved “Green Rating” under BEAM Plus Existing Schools Version 1.0</a>	Primary Secondary	Hong Kong Green Building Council Limited
<a href="#">“Happy Green Schools” Label Programme</a>	Pre-school Primary Secondary	The Hongkong Electric Company

- The Organisers reserve the right of final decision in granting bonus points to participating schools.

## A Whole-School Approach to Education for Sustainable Development (ESD)

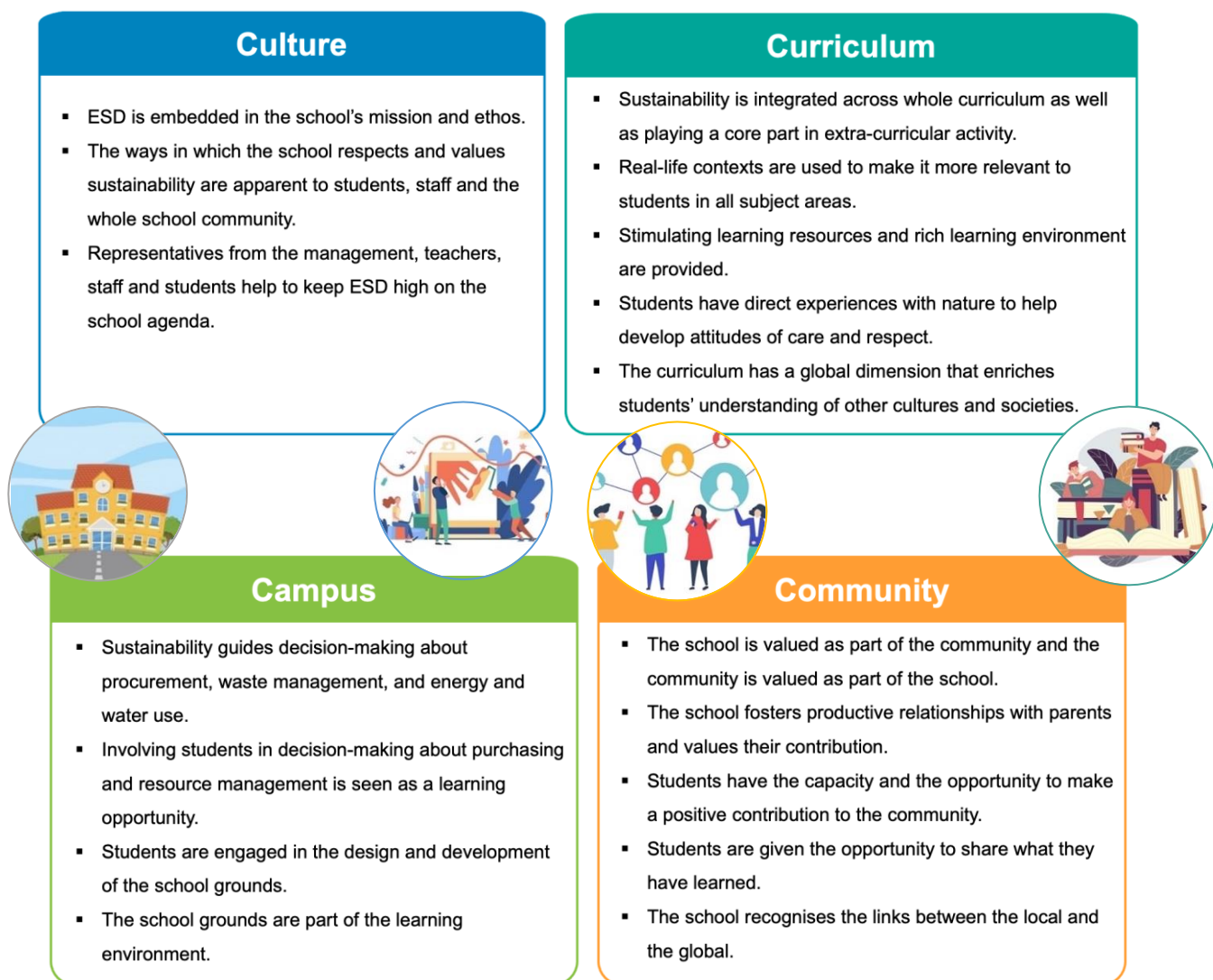
(Source and reference: WWF)

The **assessment criteria for “2024 HKAEE (Schools Sector)”** were devised by integrating the core components of **the whole-school approach to ESD**.

Schools are microcosms of society, where young people establish many social norms and expectations. Environmental education, or in the wider scope of “Education for Sustainable Development (ESD)” is therefore not only about what happens in the classroom, but also about what happens in the whole school and the wider community.

A whole-school approach encompasses the 4Cs – Culture, Curriculum, Campus and Community.

The diagram below illustrates the key aspects of a whole-school approach to ESD. A holistic and integrated approach ensures that sustainability is embedded in the school ethos, teaching and learning, the management of the school estate and links with the wider community. It is a shared, core purpose, bringing together everyone involved in the school to identify changes they want to see, set priorities, plan solutions and put them into action.



There are many ways of developing a whole-school approach to Education for Sustainable Development. It is not something that can be ‘completed’ and ticked off – it is something we constantly build into our everyday activities. And as the world is always changing, it needs to evolve to keep pace.

## 2.6 Awards

Participating schools with excellent environmental performance and achievements will be awarded with a **trophy / certificate and cash prize** at the Awards Presentation Ceremony of the HKAEE. Details of the awards for each sub-sector are listed below:



**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	
Primary	HK\$50,000	HK\$40,000	HK\$30,000	HK\$2,000
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.

## 3. 2024 Best Green Education Initiative Award

In addition to the “2024 HKAEE (Schools Sector)”, a standalone “2024 Best Green Education Initiative Award” is launched to encourage schools to develop initiatives in promoting sustainability and/or carbon neutrality, as well as to recognise and gather good exemplars of environmental education practices in the schools sector. For details, please refer to the application manual for the “[2024 Best Green Education Initiative Award](#)”.

Schools can choose to participate in both awards above or either one. Schools interested in applying for both “2024 HKAEE (Schools Sector)” and “2024 Best Green Education Initiative Award” are required to submit **separate applications** through the [online portal](#).

## 4. Enquiry

For enquiries about the details of the “2024 HKAEE (Schools Sector)”, please contact the technical consultant of the scheme – WWF-Hong Kong via the following channels:



Tel: 2864-1472



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



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

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

## 5. Acknowledgements

The Organisers wish to thank the Environment and Conservation Fund for funding the HKAEE.

### 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

## Annex 1 – Application Form

To reduce paper usage, schools are highly encouraged to submit the application form through the [online portal](#). PDF form is also available as an alternative. Please return the duly completed Application Form via email to [hkaee@wwf.org.hk](mailto:hkaee@wwf.org.hk) on or before **14 January 2025 (Tuesday)**.

\*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 Best Green Education Initiative Award” should submit a **separate** 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\* \_\_\_\_\_

Part Time\* \_\_\_\_\_

## Part Two – Facilitator Support

Schools participating in the “2024 HKAEE (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 award winners of 2022 and 2023 HKAEE are **not** eligible to apply for the support services.

Our school is interested in applying for the Facilitator Support\*:

(Please put “√” in the appropriate box below.)

☐ Yes      ☐ No

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

## Part Three – Outstanding Promotional Partner Commendation Scheme

☐ Our school is interested in joining the "[Outstanding Promotional Partner Commendation Scheme](#)". Please click the hyperlink for more information and application.

## Part Four – Outstanding Green Achiever Commendation Scheme

☐ The employee(s) of our school are interested in joining the "[Outstanding Green Achiever Commendation Scheme](#)". Please click the hyperlink for more information and application.

## Part Five – Experience Sharing Webinars and Visit Activities

Six sessions of **On-site Visits to Past Award-winning Schools cum Environmental Training Activities** will be held between mid-Nov and mid-Dec 2024. School managers, teachers and non-teaching staff of all schools in Hong Kong are welcome to join. If your school wishes to nominate staff members to join the activity, please submit the **online application** through the **EDB's Training Calendar System** on or before the Application Deadline of that session (Pre-school Sessions Course Code: [CDI020250554](#) – application closed, Primary and Secondary School Sessions Course Code: [CDI020250647](#)).

## Part Six – 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 “HKAEE (Schools Sector)”?** \*

**(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](http://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](mailto:change-info@hkpc.org)) and WWF-Hong Kong (email: [supporter@wwf.org.hk](mailto: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 the 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 “2024 HKAEE (Schools Sector)” technical consultant through email ([hkaee@wwf.org.hk](mailto: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.**

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