### User Guide of the Online Application and Assessment System

### **Acknowledgement Email**



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 System.

Please contact the technical consultant of the scheme through email or phone if no acknowledgement of application is received.

### **Online Application and Assessment System**

1

uniting	
申請人ID Appt ID	ENTER LOGINID
密碼 Password	ENTER PASSWORD
酸證電郵 Auth Email	ENTER AUTHENTICATION EMAIL
	EKNODG
酸證碼 Code	ENTER VERIFICATION CODE
	登入/Login 忘記密碼/Forgot Password?
	「影片教學」:點學播放 - 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
	Please contact us at T: 2788-5903 (press I) or awards@hkaee.gov.hk for assistance
	如需協助,請致電2788-5903(按I)或電郵 awards@hkaee.gov.hk與我們聯絡



https://aas.hkaee.gov.hk/HKAEE/Applicant/Login

Schools are required to submit the Selfassessment Questionnaire or Summary Form through the online system.

Deadline: 19 March 2025 (Wednesday)

# Online Assessment Portal -Open for Self-assessment

- Self-assessment Questionnaire / Summary Form <u>is now open</u> for completion at the HKAEE Online System.
- The "Application Status" of all schools have been changed to "Stage 1 Open".
- A notification email has been sent to all eligible schools.

Dea	r Applicant,
	2024 Hong Kong Awards for Environmental Excellence (HKAEE).(Schools Sector) – SELF-ASSESSMENT
Tha (HK	nk you for your application to the "2024 Hong Kong Awards for Environmental Excellence AEE) (Schools Sector)". We now proceed to the self-assessment stage of your application.
In c the <u>http</u> and Plea	rder to understand your school's environmental commitment and achievements in detail, Self-assessment Questionnaire is now open for completion at the HKAEE Online System ss://aas.hkaee.gov.hk/HKAEE/Applicant/Login. Please login to fill in the online questionnaire submit it along with relevant supporting documents on or before 19 Mar 2025 (Wed). see read the "Important Notes to Applicant" when completing the Questionnaire.
In a (BG wisi and <u>GUI</u> tead des	addition, the application deadline for the "2024 Best Green Education Initiative Award EIA)" has been extended to <u>5 Mar 2025 (Wed</u> ). If your school has not yet applied and n to participate in the BGEIA, please complete the attached "Annex a – Application Form" email it to <u>hkaee@wwf.org.hk</u> . More information about the BGEIA is available at <u>THIS</u> <u>DEBOOK</u> . All schools that <u>have applied</u> for the "2024 BGEIA" will be invited to attend a cher training workshop in early March to enhance the professional capacity of teachers in igning and implementing environmental education initiatives.
Sho Sec <u>hka</u> call Bes Edu	uld you have any questions regarding the Awards, please feel free to contact the Schools for Technical Consultant, WWF-Hong Kong, via phone at 2864-1472 or via email at <u>ee@wwf.org.hk</u> . For questions relating to the technical issues of the Online System, please the hotline of the Hong Kong Productivity Council at 2788-5903 (press 1). t regards, cation Team, WWF-Hong Kong
Tecl	nnical Consultant for 2024 HKAEE (Schools Sector)
Dear A	pplicant,
	2024 Best Green Education Initiative Award – SELF-ASSESSMENT
Thank now pr	you for your application to the "2024 Best Green Education Initiative Award (BGEIA)" oceed to the self-assessment stage of your application.
In orde Initiativ https:// form a Please	er to understand your school's Green Education Initiative in detail, the Green Educa ve Summary Form is now open for completion at the HKAEE Online Sys <u>/aas.hkaee.gov.hk/HKAEE/Applicant/Login</u> . Please login to fill in the online summ nd submit it along with relevant supporting documents on or before <u>19 Mar 2025 (W</u> read the "Important Notes to Applicant" when completing the Summary Form.
Should Sector	you have any questions regarding the BGEIA, please feel free to contact the Sch Technical Consultant, WWF-Hong Kong, via phone at 2864-1472 or via emai Numfore by Ear questions relating to the technical issues of the Online System of

Best regards, Education Team, WWF-Hong Kong Technical Consultant for 2024 HKAEE (Schools Sector)

### A. System Login and Account Settings

1. System Login

2. Forgot and Reset Password

- 3. Change System Settings
  - 3.1 Change Language
  - 3.2 Change Information of Contact Person
  - 3.3 Add Authorised Email Address(es)
  - 3.4 Change Password

### B. Fill in Self-assessment Questionnaire/Summary Form

### 1. Directory\*

- 2. Answer Selection
- 3. Character Limit of Text Boxes
- 4. Upload Attachment
- 5. Save Questionnaire/Summary Form
- 6. Login Timeout
- 7. Supporting Documents Checklist\*
- 8. Declaration
- 9. Download Questionnaire/Summary Form
- 10. Submit Questionnaire/Summary Form

\* Only applicable to the 2024 HKAEE (Schools Sector) Self-assessment Questionnaire

### A. System Login & Account Settings

6

# 1. System Login

車請人的 Appt ID	ENTER LOGIN ID
密碼 Possword	ENTER PASEWORD
報題電報 Auto Emall	ENTER AUTHENTICATION FRAME
	KRAHI
脑腔翻 Code	ENTER VERIFICATION CODE
	全人/Login 高起密碼/Forgot Password ?
	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I)或電郵 gwgrds@hkgee.gov.hk與我們聽終

Fill in the following to log in to the system:

- "Applicant ID"
- "Password"
- "Authentication Email" (i.e. Email address of the contact person in the online application submitted)
- "Verification Code"
- Click "Login"
- Thems are listed in the acknowledgement email issued after school's online application is received.

If you are unable to retrieve your "Applicant ID", please contact the technical consultant, WWF-Hong Kong by email to <u>hkaee@wwf.org.hk</u>.

# 1. System Login

RE: 2024 Hong Kong Awards for Environmental Excellence (HKAEE) (Schools Sector) – Acknowledgement of Application [DO NOT REPLY] 2024 –

From no-reply@hkaee.gov.hk <no-reply@hkaee.gov.hk> Date Mon 2024-12-30 17:50

To HKAEE <hkaee@wwf.org.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 Password:

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

i. "Login ID" and "Password" are listed in the acknowledgement email issued after school's online application is received.

# 1. System Login

olication Informa	tion						
pplication Form	Assessment Questionnaires	Application Ref N	o. Sector	Name of Organization	Name of Functional Unit	Application Status	Award Res
iView	🕼 Edit	HKAEE-2024	Schools (Secondary)	WWF Production Site Testing - 2025.1.3 (HKAEE Sec		Stage 1 Open	
nowing 1 to 10 of 1	entries						
ight © 2025 HKA	EE. All rights reserved.					음User	Version r ID : 2024
right © 2025 HKA	EE. All rights reserved.					۵User	Versio r ID : 2024
right © 2025 HKA lication Informa oplication	EE. All rights reserved. tion Assessment A Questionnaires N	pplication Ref	Sector	Name of Organization	Name of Functional Unit	오 User Application Status	Versio r ID : 2024 Award Result
ight © 2025 HKA lication Informa plication rm	EE. All rights reserved. tion Assessment A Questionnaires N Lift Edit H	pplication Ref	Sector Best Green Education Initiativ (Primary)	Name of Organization ve Award WWF Production Site Testing - 2025.1 (BGEIA Pri)	Name of Functional Unit	Application Status Stage 1 Open	Versio r ID : 2024 Award Result

COLUMN T	
中語人ID Appt ID	ENTER LOOKS ID
Password	ENTER PASSWORD
Auth Email	ENTER AUTHENTICATION EMAIL
	KOKPXXHU
ioda Coda	ENTER VERIFICATION CODE
	20人/Login 忘記密碼 / Forget Password ?
	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1)或電郵

### i. Click "Forgot Password".



ii. Fill in the "Login ID" and "AuthenticationEmail" (i.e. Email address of the contactperson in the online application submitted).

Then click "Confirm".

If you are unable to retrieve your "Applicant ID", please contact the technical consultant, WWF-Hong Kong by email to hkaee@wwf.org.hk.

From: no-reply@hkaee.gov.hk <no-reply@hkaee.gov.hk> Sent: 29 January 2025 20:15 To: HKAEE <hkaee@wwf.org.hk> Subject: RE: HKAEE Online System - Reset Password Dear Participant We receive your request to reset the password for your Applicant ID [2024]. Please click the following link to proceed. **RESET PASSWORD NOW** Should you have any queries, please feel free to contact our hotline at 2788 5903 (press 1). Yours sincerely, iii. The link for resetting your password will be sent to **HKAEE** Technical Consultant your authentication email address. Click "RESET PASSWORD NOW".





v. The password has been successfully changed.

iv. Enter new password.

# 3. Change System Settings

pplication Info	mation					Language Setting: En 繁 簡 ■ Change Contact Information
Application Form	Assessment Questionnaires	Application Ref No.	Sector	Name of Organization	Name of Functional Unit	Change Password
View		HKAEE-2024-	Schools (Primary)	WWF Production Site Testing - 2025.1.3 (HKAEE Pri)		Pending
Showing 1 to 10	of 1 entries					

After clicking "User ID" at the top right-hand corner, options for changing system and account settings will appear.

# 3.1 Change Language



Click "User ID" at the top right-hand corner. Select your preferred language.

### **3.2 Change Information of Contact Person**



i. Click "User ID" at the top right-hand corner. Choose "Change Contact Information".

### **3.2 Change Information of Contact Person**

. Click "Edit".											Language Setting: En 繁 Change Contact Information P Change Password
+⊢ Default	** N	ame	H Designa	ation	94.	Telephone	64	E-mail	n)	Add	ire G+ LogOut
dit Delete	W (H	WF Production Site Testing - 2025.1.3 IKAEE Sec)	WWF Pr (HKAEE	oduction Site Testing - 2025.1.3 Sec)		WWF Production Site Testing - 2025.1.3 (HKAEE Sec)				WWI (HK)	F Production Site Testing - 2025.1.3 AEE Sec)
g 1 to 1 of 1 entries rized emails for receiving One-Time-Passcode for	login (if more than or	ne, please add and separate by comma	a (,))								Previous 1

# **3.2 Change Information of Contact Person**

		SUser ID ::	2024
Change Contact Information			
Name *		Designation *	
WWF Production Site Testing - 2025.1.3 (HKAEE :	Sec)	WWF Production Site Testing - 2025.1.3 (HKAEE Sec)	
Telephone *		E-mail *	
WWF Production Site Testing - 2025.1.3 (HKAEE	Sec)		
Address *			
WWF Production Site Testing - 2025.1.3 (HKAEE	Sec)		
Default 🗹			
	ii. Update the contact	information.	
Copyright © 2025 HKAEE. All rights reserved.	Click "Save" to save the	ne changes.	ersion 0.0.1
		B Save	🗷 Back

### 3.3 Add Authorised Email Address(es) for Login

anguage Setting :	En	繁	笛笛
			间
Schange Conta	act Info	ormati	on
🔑 Change	Passw	ord	

i. Click "User ID" at the top right-hand corner. Choose "Change Contact Information".

# 3.3 Add Authorised Email Address(es) for Login

Change Contact Informatio	n											+ Create	E Sav
÷	<b>†</b> 4-	Default	-14	Name	<b>7</b> 6	Designation	14	Telephone	-	E-mail	94	Address	-14
🖻 Edit 👕 Delete				WWF Production Site Testing - 2025.1.3 (HKAEE Pri)		WWF Production Site Testing - 2025.1.3 (HKAEE Pri)		WWF Production Site Testing - 2025.1.3 (HKAEE Pri)				WWF Production Testing - 2025.1.3 (HKAEE Pri)	Site
howing 1 to 1 of 1 entries			0									Previous 1	Nex

ii. If your school would like to add email address(es) for login (in addition to the email of the contact person), please input the new email address(es) in the text box. Separate multiple email addresses by a comma (,).

# 3.4 Change Password

	-	5h	100
anguage Setting :	En	繁	間
Schange Cont	tact In	formati	on

i. Click "User ID" at the top right-hand corner. Choose "Change Password".

# **3.4 Change Password**

Change Password	
urrent Password	
	2
ew Password 新密碼	
	8
-enter New Password 再次輸入新密碼	
	27

Copyright © 2024 HKAEE. All rights reserved.

## ii. Input current and new passwords.Click "Save" to save the changes.



# **3.4 Change Password**

Schools are required to change a new password within 90 days. Please note the requirements for setting the new password:

### At least 8 characters

At least one uppercase English letter, one lowercase English letter, one number and one special character

### B. Fill in Self-assessment Questionnaire / Summary Form

olication Info	mation						
Application Form	Assessment Questionnaires	Application Ref No.	Sector	Name of Organization	Name of Functional Unit	Application Status	Award Result
<b>į</b> View	🕼 Edit	HKAEE-2024	Schools (Secondary)	WWF Production Site Testing - 2025.1.3 (HKAEE Sec)		Stage 1 Open	
Showing 1 to 10	of 1 entries						

After the "Application Status" of your school is changed to "Stage 1 Open", you could click "Edit" under "Assessment Questionnaires" to start filling in the questionnaire/form.

Name of School: WWF Production Site Testing - 2025.1.3 (HKAEE Sec)		
		Number of Employees: (Full-time): 10 (Part-time): 10
Sub-sector*: Primary School Secondary S	School	Number of Students: 100
Address: WWE Production Site Testing - 2025 1.3 (HKAEE Sec)	a.)	
Name of Contact Person: WWF Production Site Testing - 2025.1.3 (HKAEE Sec)	Tel: WWF Production Site Testing - 2025.1.3 (HKAEE Sec)	Email:
	Important Notes to Applicant	
<ul> <li>Schools are required to answer all the questions and submit information based on the e</li> <li>Please select the appropriate box and provide elaboration on your answer as request characters (including punctuation and spaces). If your answer exceeds the word lin</li> </ul>	environmental performance in the <b>past school year (i.e. 2023/24 school year – From Sept</b> ted. It is recommended to provide elaborations in "bullet" point format. Text description of eac	ember 2023 to August 2024). h answer is limited to <u>a maximum of 4000</u>
<ul> <li>Schools are also required to submit supporting documents as requested by the quest Detailed Assessment. Schools may refer to "Part (E) Supporting Documents Checkline Participating schools are required to submit "Appendix A – Appendix D", to provide restriction of the submit "Appendix A – Appendix D".</li> </ul>	stion when "Yes" is selected. Failure in providing elaboration and relevant proofs/evidence ma ist" at the end of the questionnaire and ensure relevant supporting documents are uploaded esources consumption data and activities record. Excel templates of all Appendixes have been	restion. ay affect the eligibility to be shortlisted for Stage 2 – before submitting the questionnaire. n uploaded to the Schools Go Green website for

Basic information of the school has been inserted automatically by the system.

### HKAEE (Schools Sector) Self-assessment Questionnaire

### Best Green Education Initiative Award Summary form

PART (A) GREEN LEADERSHIP (25%)			SUMMARY OF ENVIRONMENTAL EDUCATION INITIATIVE	
1	Questions	Please tick and elaborate on your answers as appropriate.	(The INTIATIVE MUST BE RELEVANT TO SUSTAINABLETT AND/OK CARDON HE	
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.	☐ Yes ☐ No	Name of initiative:	Number of entered characters.0/4000
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.	Ves No	Theme(s):	
		Yes (Please provide supporting document(s) of the budget allocation plan or		Number of entered characters.0/4000
1,3	Financial resources (e.g. budget) are allocated for environmental/sustainability management and related education activities.	proof of funding, if any) Number of entered characters:0/4000	Learning objective(s):	
		□ No		Number of entered characters:0/4000

Tick the appropriate box(es) and input your answers in the corresponding text box(es) (if appropriate).

Input the content of the Green Education Initiative in the relevant text boxes.

# **1. Directory** (only applicable to the HKAEE Self-assessment Questionnaire)

	Questions	Please tick and elaborate on your answers as appropriate.
1	School Management Support and Commitment	1
1.1	School management team (e.g. Sponsoring Body (SSB), Incorporated Management Committee (IMC) or Board, etc.) supports the school's environmental/sustainability direction.	C Yes 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.	□ Yes □ No
1.3	Financial resources (e.g. budget) are allocated for environmental/sustainability management and related education activities.	Yes (Please provide supporting document(s) of the budget allocation plan or proof of funding, if any) Number of entered characters:0/400/
		□ Yes
	A team / task force / committee responsible for school's environmental/sustainability work is	Members involved (can select more than one):

i. Click "Directory" in the menu bar at the bottom right-hand corner.

#### PART (A) GREEN LEADERSHIP (25%)

an o chi o chi mano bennen	
2. Environmental Poli	cy .
3. Education for Susta School Curriculum (Details of how the wo and Performance" Sec	inable Development / Environmental Education Plan in rk is implemented will be assessed in the Programme rtion.)
PART (B) PROGRAMME	AND PERFORMANCE (55%)
4. Energy Conservatio	n and Carbon Reduction
5. Water Conservation	
6. Waste Management	
7. Sustainable School	Catering
8. Green Procurement	
9. Environmental Com	pliance
10. Greening	
11. Noise	
12. Indoor Air Quality	
13. Implementation	
14. Information Disser	nination
15. Performance Revie	sw
16 Deporting and Fall	ow-up Action

ii. By selecting the assessment item,you will be directed to thecorresponding question(s).

### 2. Answer Selection



Schools need to select the appropriate option for each question. For questions with sub-options, if "Yes" is selected for the main option, at least one sub-option must be selected.

### **3. Character Limit of Text Boxes**

Resource	Usage and Management	Questions with text boxes have a character limit of 4000
4	Energy Conservation and Carbon Reduction	(including punctuation and spaces). Schools are required
		to ensure that the answers do not exceed the limit.
		(Please list the items)
4.2 Energy-saving devices are installed.	Devices with "Grade 1" energy label LED lighting Energy Management System Automatic light sensor	
		Number of entered characters:100/4000
		I No

SUMMARY OF ENVIRONMENT (THE INITIATIVE MUST BE RE	TAL EDUCATION INITIATIVE LEVANT TO SUSTAINABILITY AND/OR CARBON NEUTRA If the answer exceeds the word limit set by	y the
Implementation summary and description of the programme:	system, please attach a WORD/PDF file to	
(e.g. content of each activity implemented) *	ingtestin	•
(in point form)	estingtes	
*Submission of related documents may be requested for	Number of entered characters:4000/4000	
assessment when necessary.	30	

#### PART (A) GREEN LEADERSHIP (25%)

	Questions	Please tick and elaborate on your answers as appropriate.
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.	C Yes 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.	□ Yes □ No
1.3	Financial resources (e.g. budget) are allocated for environmental/sustainability management and related education activities.	Yes (Please provide supporting document(s) of the budget allocation plan or proof of funding, if any) Number of entered characters:0/4000
	i. Click "	Attachment" in the menu bar at the bottom
	right-na	nd corner.
		Members involved (can select more than one):
	A team / task force / committee responsible for school's environmental/sustainability work is set up.	Directory     Attachment     Download     Save     Submit     Save     Submit     Save     Submit

ii. Click "Upload Attachment", select the appropriate file(s) or drag the file(s) from desktop to the online system.

Total upload limit: **50MB** 

▲ Combine multiple files in ".zip" format, if necessary
▲ To provide more data/information, you may upload the documents to a cloud platform (please make sure no personal information is included in the submitted documents), and send the link with your school name by email to hkaee@wwf.org.hk

### Example of file name:

3.5	Name
PUF	2.1_School Year Plan.pdf
<b>W</b> -	3.1_School Environmental Education Plan.docx
Xa	13.1_13.5_School Year Plan.xlsx



"1.1\_EnvCommittee\_Ochart.pdf"or "1.2\_environmentalpolicy.docx")

📥 Download all Attachments

2.1\_Annual School Plan.pdf

### iv. The file is successfully uploaded.

If you wish to remove the uploaded file(s), please click the trash bin icon on the left of the file name.

• Examples of unsuccessful attachment uploads





# 5. Save Questionnaire/Summary Form



# 6. Login Timeout



login		
LOGIN ID 登入賬號	202401726	
PASSWORD 登入密碼	ENTER PASSWORD	
登入/Login		Close / 關閉

If you remain idle on the online system for 15-20 minutes, a pop-up message will appear. To re-login, input your password and press "Login".

### 7. Supporting Documents Checklist

### (only applicable to the HKAEE Self-assessment Questionnaire)

#### PART (E) SUPPORTING DOCUMENTS CHECKLIST

The following table listed out the questions that requires schools to provide supporting document (if "Yes" is selected) before submission of the selfassessment questionnaire. Failure in providing relevant proofs/evidence may affect the eligibility to be shortlisted for entering Stage 2 – Detailed Assessment.

#### Note:

(1) Schools should provide information on their environmental performance and achievements in the **2023/24 school year (i.e. from September 2023 to August 2024)**. Information from other school years will <u>not</u> be considered as valid proofs/evidence for this assessment. Participating schools are required to submit "Appendix A – Appendix D", to provide resources consumption data and activities record. Excel templates of all Appendixes have been uploaded to the Schools Go Green website for participating schools to fill in.

(2) To ensure a smooth assessment process, schools are recommended to rename the electronic files before submission, by indicating relevant "Question number" at the start of file name. (e.g. 2.1 School Year Plan.pdf, 3.1 School Environmental Education Plan.docx)

Question number	Examples of supporting document				-	Ready	
Section	1: School Management Support and Commitment						
1.3	Budget allocation plan / proof of funding					p	
1.4	Structure chart of the environmental/sustainability team / task force / committee and	nd respecti	ve roles of each	member			
1.5	Copy of signed Food Wise Charter / Energy Saving Charter / 4T Charter / Charter Recycling Charter / Bye Bye Microbeads Charter / Other Charters	on Extern	al Lighting / Glas	s Container		Π	
Section	2: Environmental Policy						
2.1	Annual school plan and/or multi-year school development plan						
2.2	Environmental/Sustainability/ESG policy				1		
2.3	Channels of publicising Environmental/Sustainability/ESG policy					Ô	11
Section	3: Education for Sustainable Development / Environmental Education Plan in School	ol Curriculu	um				
3.1	"Education for Sustainable Development" and/or "Environmental Education" plan					Ø	
3.4	Appendix A – School staff training record						
Section	4: Energy Conservation and Carbon Reduction						
4.1	Energy-saving and carbon reduction guideline				1		
4.4	Appendix B – Resources consumption record					D	
4.5	Energy audit report						
4.6	Carbon audit report					Ū.	
4.7	Activity record (schemes / incentives for practising energy saving)						
Section	5: Water Conservation	_			_	-	_
5.1	Water-saving guideline	Directory	Attachment	🖶 Download	Save Save	Submit	💌 Ba
5.4	Activity record (schemes / incentives for practising water saving)					a	



- The checklist locates at Part (E) of the questionnaire
- School may tick the uploaded supporting documents as "Ready"

### 8. Declaration

### Before submitting the questionnaire/form, please read and tick the box of "Declaration by Applicant".



Our school hereby declares that all of the information given is true and accurate to the best of our knowledge and agree that all decisions made by the Organisers (i.e. Environment and Ecology Bureau and Environmental Campaign Committee and its Secretariat) and adjudicating panel are final and binding in all aspects relating to the Special Award. Our school understands that any false or misleading information may lead to disqualification of our application.

#### **Data Retention Policy**

This policy stipulates the kinds of personal data collected, means of collecting personal data, duration of retention, ways of using the personal data and data security measures for the "Best Green Education Initiative Award" (hereafter referred to as the Special Award).

#### 1. Purpose of Collection and Use of Personal Data

The personal data provided in the summary form for the Special Award will be used for the following purposes -

(a) for the administration, evaluation and management of the application for the competition by the Technical Consultant(s) of the Special Award; and

(b) for the promotion of latest environment-related development, policies, activities and schemes by the Environment and Ecology Bureau and/or the Environmental Campaign Committee and its Secretariat.

#### 2. Category of Personal Data

Each participant of the Special Award is asked to provide the (i) name, (iii) phone number, (iii) correspondence address and (iv) email address of a contact person ("Contact Person") in the summary form.

#### 3. Means of Collection

The provision of personal data by the Contact Person in the Special Award summary form is voluntary. The summary form should be submitted through the online portal. If participating schools do not provide sufficient information, the processing of their applications may be affected.

#### 4. Access to Personal Data

Each Contact Person has the right to request access to and correction of his/her personal data as stipulated in the Personal Data (Privacy) Ordinance (Chapter 486). Enquiries concerning the personal data collected by means of the Special Award summary form should be addressed to supporter@wwf.org.hk.

#### 5. Duration of Retention

The personal data collected from the Contact Person will be erased or destroyed 24 months after the completion of the assessment of the Special Award.

#### 6. Security Measures

The personal data collected from the Contact Person is restricted for access and use by the authorised persons of the Special Award responsible for administration, evaluation, handling and management of the Special Award applications, and encrypted electronically during transmission.

# 8. Declaration



The personal data provided in the questionnaire for the HKAEE (Schools Sector) will be used for the following purposes -

(a) for the administration, evaluation and management of the application for the competition by the Technical Consultant(s) of the HKAEE (Schools Sector); and

(b) for the promotion of latest environment-related development, policies, activities and schemes by the Environment and Ecology Bureau and/or the Environmental Campaign Committee and its Secretariat.

A pop-up message will appear if the box of "Declaration by Applicant" remains unticked.

### 9. Download Questionnaire/Summary Form



Before submitting the questionnaire/form, you could click "Save" and then "Download" in the menu bar at the bottom right-hand corner to download a WORD version of the completed questionnaire/form.

Submit

Back

Yes

Close

i. Please click "Submit" in the menu bar at the bottom right-hand corner after completion.

Download

Save

Are you sure you want to submit the Summary Form?

Attachment

No

Directory

ii. Click "Yes" if you confirm your submission.Note: Schools are not allowed to change the answers after submission.

Thank you for participating in the 2024 HKAEE (Schools Sector). Technical Consultant of the Award Scheme will conduct Stage 1 – Initial Assessment and review the self-assesment questionnaire and supporting documents submitted by your school.

Please note that participating schools are required to submit supporting documents as requested by the question. Failure in providing elaboration and relevant proofs/evidence may affect the eligibility to be shortlisted for Stage 2 – Detailed Assessment. If your school wishes to provide more data or information, please upload the documents with no personal data contained to a cloud platform and send the link with your school name to hkaee@wwf.org.hk.

Stage 2 – Detailed Assessment will be conducted from May to July 2025. Schools shorlisted for Stage 2 will be notified via email and assessor(s) will conduct an on-site visit.

Should you have any questions regarding the Award, please feel free to contact the Schools Sector Technical Consultant, 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).

Thank you for participating in the "2024 Best Green Education Initiative Award". Technical Consultant of the Award will review the summary form and supporting documents submitted by your school.

Stage 2 – Detailed Assessment will be conducted from May to July 2025. All participating schools who have submitted the Summary Form will be notified via email and assessor(s) will conduct an on-site visit.

Should you have any questions regarding the Award, please feel free to contact the Schools Sector Technical Consultant, 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).

### iii. Successfully submitted.

Close

To submit the questionnaire/form, you must answer all the questions. Otherwise, a message box will appear.

### • Examples of unsuccessful submission

	Questions	Please tick and elaborate on your answer as appropriate.
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.	□ Yes □ No
1.2	School principal and/or vice-pri and review of the school's environmental/sustainability policy and/or environmental initiatives and campaigns.	□ Yes □ No
1.3	Financial resources (e.g. budget) are allocated for environmental/sustainability management and related education activities.	<ul> <li>Yes         (Please provide supporting document(s) of the budget allocation plan or proof of funding, if any)         Number of entered characters:0/4000         No.     </li> </ul>

learning effectiveness, overall effectiveness of the programme)		please fill in (Highlights of the Initiative, Programme promotion)
Highlights of the initiative: (in point form)		Number of entered characters:0/4000
Programme promotion: (Sharing with the public or external parties)	Answer is not filled in	
(If yes, please list the promotion method(s) and date(s) of promotion in the following format: dd/mm/yyyy)		Number of entered characters:0/4000
Recognition: (e.g. media coverage, award/commendation)	Yes (Please share related link or supporting document) cc	<i>a</i>
	No Attachment	Number of entered characters:2/4000

To submit the questionnaire/form, you must answer all the questions. Otherwise, a message box will appear.

• Examples of unsuccessful submission

	Renewable energy facilities are installed.	<ul> <li>Yes</li> <li>(Please list the items)</li> </ul>	(I)please fill in (QN4.3)
4.3			Number of entered characters:7/4000
		You must in each q	select either "Yes" or "No" uestion.

To submit the questionnaire/form, you must answer all the questions. Otherwise, a message box will appear.

### • Examples of unsuccessful submission





### Enquiry

**2024 HKAEE (Schools Sector)** 

**Technical Consultant – WWF-Hong Kong** 



hkaee@wwf.org.hk



2864 1472