



User Guide of the Application and Assessment System

Online Application and Assessment System



The screenshot shows the login interface for the HKAAE Application and Assessment System. At the top left is the HKAAE logo and the text "HKAAE Application and Assessment System". Below this are four input fields: "申請人ID ENTER LOGIN ID Appt. ID", "密碼 ENTER PASSWORD Password", "驗證電郵 ENTER AUTHENTICATION EMAIL Auth Email", and "驗證碼 ENTER VERIFICATION CODE Code". A CAPTCHA image is displayed above the verification code field. A blue "登入 / Login" button is positioned below the fields, with a link for "忘記密碼 / Forgot Password?". At the bottom, contact information is provided: "Please contact us at T: 2788-5903 (press 1) or awards@hkaee.gov.hk for assistance" and its Chinese equivalent: "如需協助，請致電2788-5903(按1)或電郵 awards@hkaee.gov.hk與我們聯絡".



Schools are required to submit the Self-assessment Questionnaire or Summary Form through the online portal



<https://aas.hkaee.gov.hk/HKAAE/applicant/login>

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* Only applicable to the 2023 HKAEE (Schools Sector) Self-assessment Questionnaire



A. System Login & Account Settings

1. System Login

HKAAE 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?

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 awards@hkaee.gov.hk與我們聯絡

Version Code: 1.65.8 20240117

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”

* Items 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 hkaee@wwf.org.hk.

1. System Login

2023 Hong Kong Awards for Environmental Excellence (HKAEE) (Schools Sector) – Acknowledgement of Application [DO NOT REPLY] 2023香港環境卓越大獎（學校界別）- 報名確認通知【請勿回覆】

no-reply-1@hkaee.gov.hk <no-reply-1@hkaee.gov.hk>

週五 5/1/2024 14:39

收件者: 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 2023 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: 2023 [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

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

1. System Login

👤 用戶編號 : 2023 [REDACTED]

ii. You have successfully logged in.

申請資料

申請表格	評審問卷	申請參考編號	界別	機構名稱	營運單位	申請狀況	得獎結果
👁️ 查閱	✎ 編輯	HKAEE-2023 [REDACTED]	學校 (幼兒學校)	ECC Pre-school Test 2		第一階段-開放填寫	

Showing 1 to 10 of 1 entries

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👤 User ID : 2023 [REDACTED]

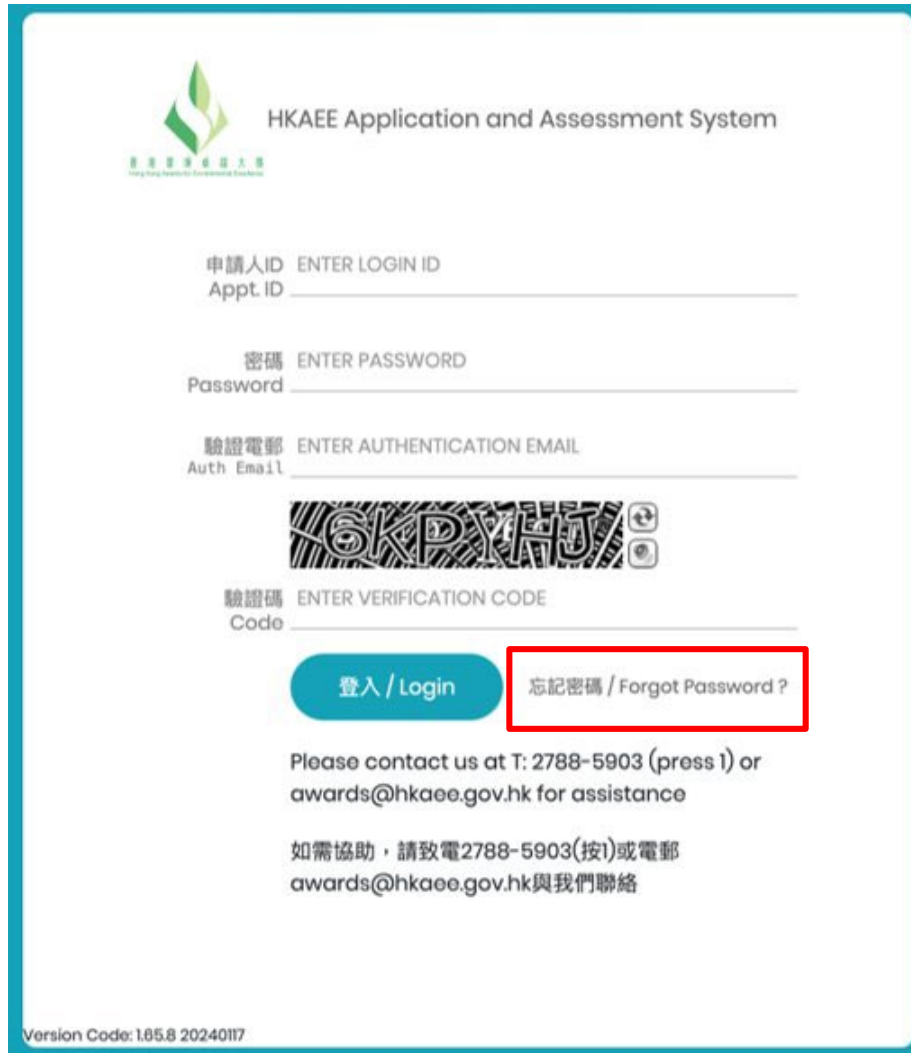
Application Information


Application Form	Assessment Questionnaires	Application Ref No.	Sector	Name of Organization	Name of Functional Unit	Application Status	Award Result
👁️ View	✎ Edit	HKAEE-2023 [REDACTED]	Schools (Pre-school)	ECC Pre-school Test 2		Stage 1 Open	

Showing 1 to 10 of 1 entries

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2. Forgot and Reset Password




 HKAAE Application and Assessment System
Hong Kong Awards for Environmental Excellence

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 ?](#)

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 awards@hkaee.gov.hk與我們聯絡

Version Code: 1.05.8 20240117

i. Click “Forgot Password”.

2. Forgot and Reset Password



 HKAEE Application and Assessment System

登錄 ID ENTER LOGIN ID
Login ID _____

電子郵箱 ENTER EMAIL
Email _____

Confirm/確認

請輸入[登錄ID]及[電子郵箱]以取回登入資料

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
awards@hkaee.gov.hk與我們聯絡

ii. Fill in the “Login ID” and “Authentication Email” (i.e. Email address of the contact person 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.

2. Forgot and Reset Password

RE: HKAEE Online System - Reset Password

no-reply-1@hkaee.gov.hk <no-reply-1@hkaee.gov.hk>

週一 22/1/2024 10:37

收件者: HKAEE <hkaee@wwf.org.hk>

Dear Participant

We receive your request to reset the password for your Applicant ID [202301992]. Please click the following link to proceed.

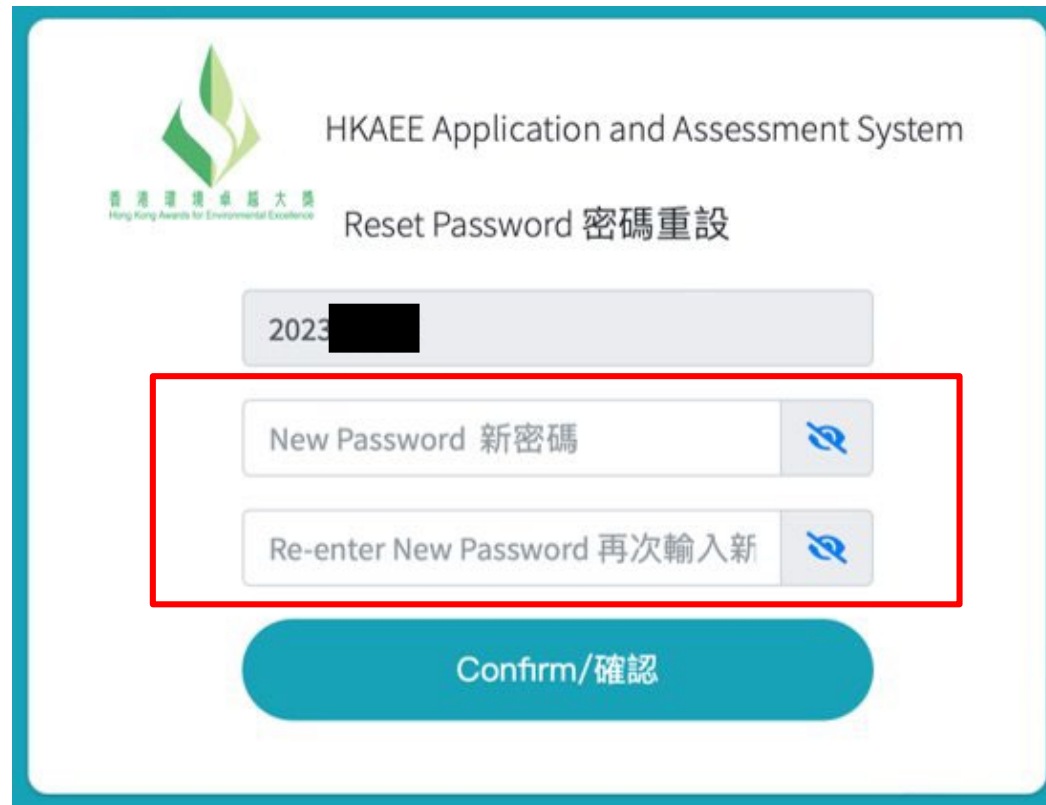
[RESET PASSWORD NOW](#)

Should you have any queries, please feel free to contact our hotline at 2788 5903 (press 1).

Yours sincerely,
HKAEE Technical Consultant

iii. The link for resetting your password will be sent to your authentication email address. Click “RESET PASSWORD NOW”.

2. Forgot and Reset Password



The screenshot shows the 'Reset Password' page of the HKAE Application and Assessment System. At the top left is the logo for the Hong Kong Awards for Environmental Excellence. The page title is 'Reset Password 密碼重設'. Below the title, there is a text input field containing '2023' followed by a blacked-out area. A red rectangular box highlights two password input fields: 'New Password 新密碼' and 'Re-enter New Password 再次輸入新', both with toggle icons for visibility. Below these fields is a large teal button labeled 'Confirm/確認'.

iv. Enter new password.



The screenshot shows a confirmation page with the heading 'Friendly Reminder 溫馨提示'. Below the heading, it states 'Change Password Successfully 成功更改密碼!'. At the bottom right, there is a green button labeled 'Confirm/確認'.

v. The password has been successfully changed.

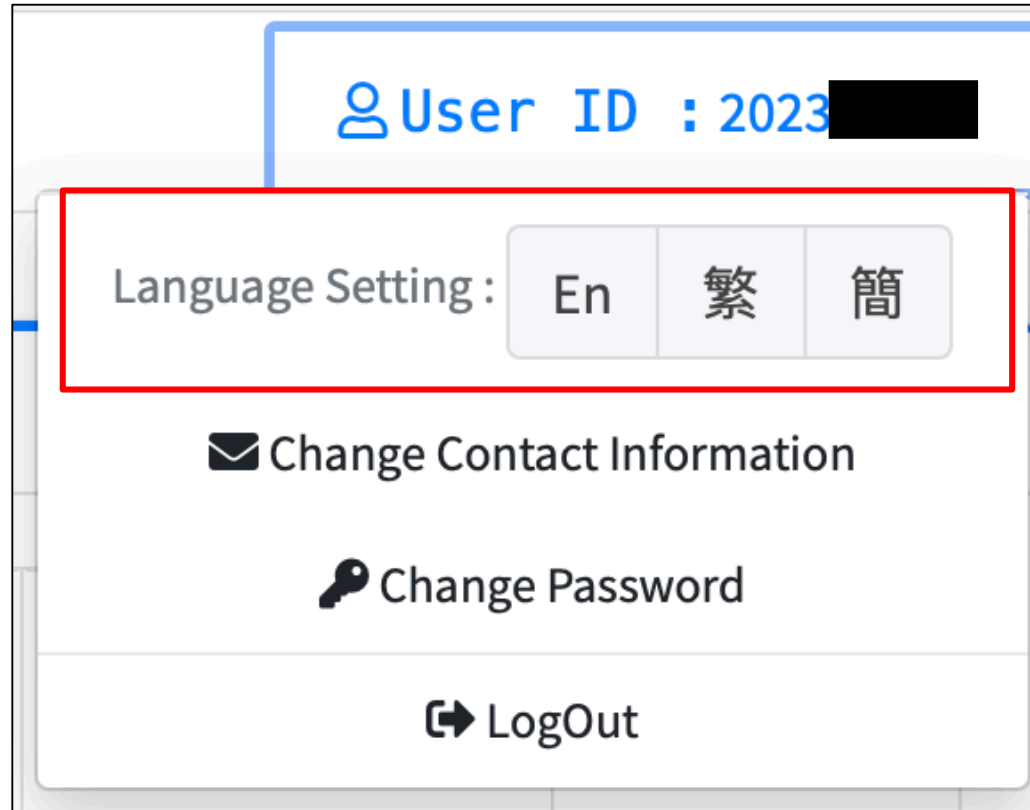
3. Change System Settings

The screenshot displays a web application interface. At the top right, a user profile section shows 'User ID : 2023' followed by a redacted ID, highlighted with a red box. Below this, a dropdown menu is open, containing options for 'Language Setting' (En, 繁, 簡), 'Change Contact Information', 'Change Password', and 'LogOut'. The main content area is titled 'Application Information' and contains a table with one entry. The table has columns for 'Application Form', 'Assessment Questionnaires', 'Application Ref No.', 'Sector', 'Name of Organization', and 'Name of Functional Unit'. The entry shows 'View' and 'Edit' buttons, 'Application Ref No.' as 'HKAE-2023' followed by a redacted ID, 'Sector' as 'Schools (Primary)', 'Name of Organization' as 'WWF Testing_Dummy 2_Primary School', and 'Name of Functional Unit' as 'Stage 1 Open'. Below the table, it says 'Showing 1 to 10 of 1 entries'. At the bottom left, there is a copyright notice: 'Copyright © 2024 HKAEE. All rights reserved.' and at the bottom right, the version number: 'Version 0.0.1'.

Application Form	Assessment Questionnaires	Application Ref No.	Sector	Name of Organization	Name of Functional Unit
View	Edit	HKAE-2023 [Redacted]	Schools (Primary)	WWF Testing_Dummy 2_Primary School	Stage 1 Open

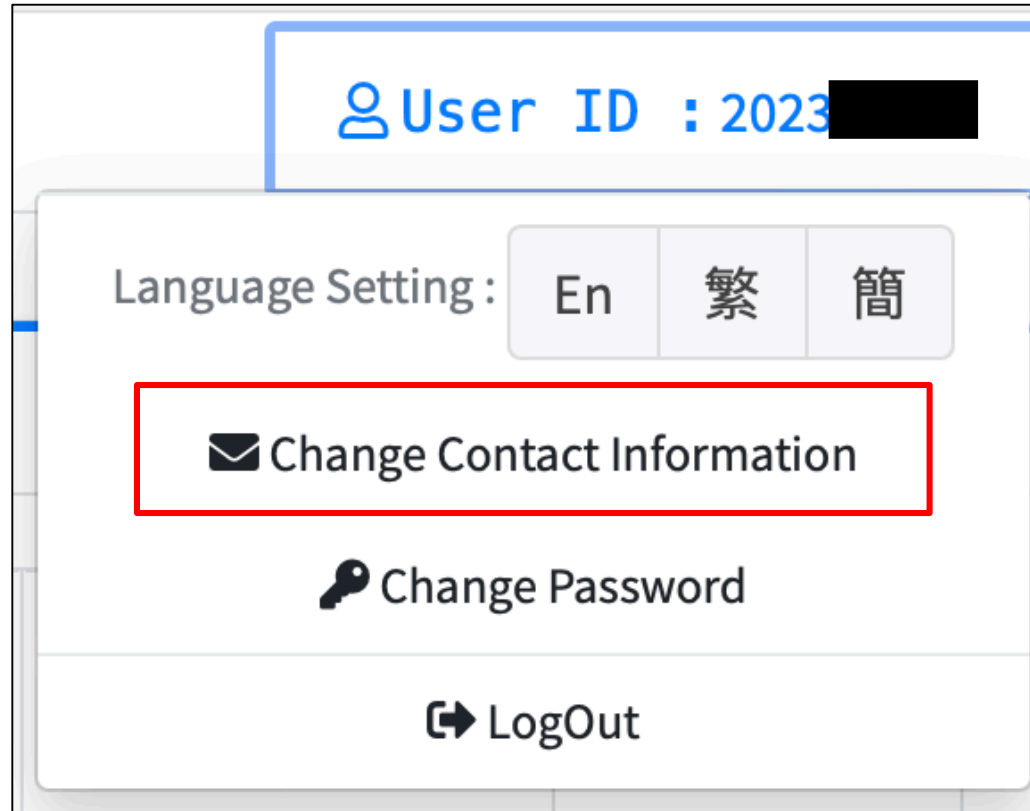
After clicking “User ID” at the top right-hand corner, options for changing system and account settings will appear.

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



User ID : 2023 [REDACTED]

Change Contact Information

+ Create

Save

ii. Click "Edit".

-	Default	Name	Designation	Telephone	E-mail	Address
 	<input checked="" type="checkbox"/>	WWF Testing	post	00000000	hkaee@wwf.org.hk	.

Showing 1 to 1 of 1 entries

Previous 1 Next

Authorized emails for receiving One-Time-Passcode for login (if more than one, please add and separate by comma (,))

hkaee@wwf.org.hk

3.2 Change Information of Contact Person

Change Contact Information

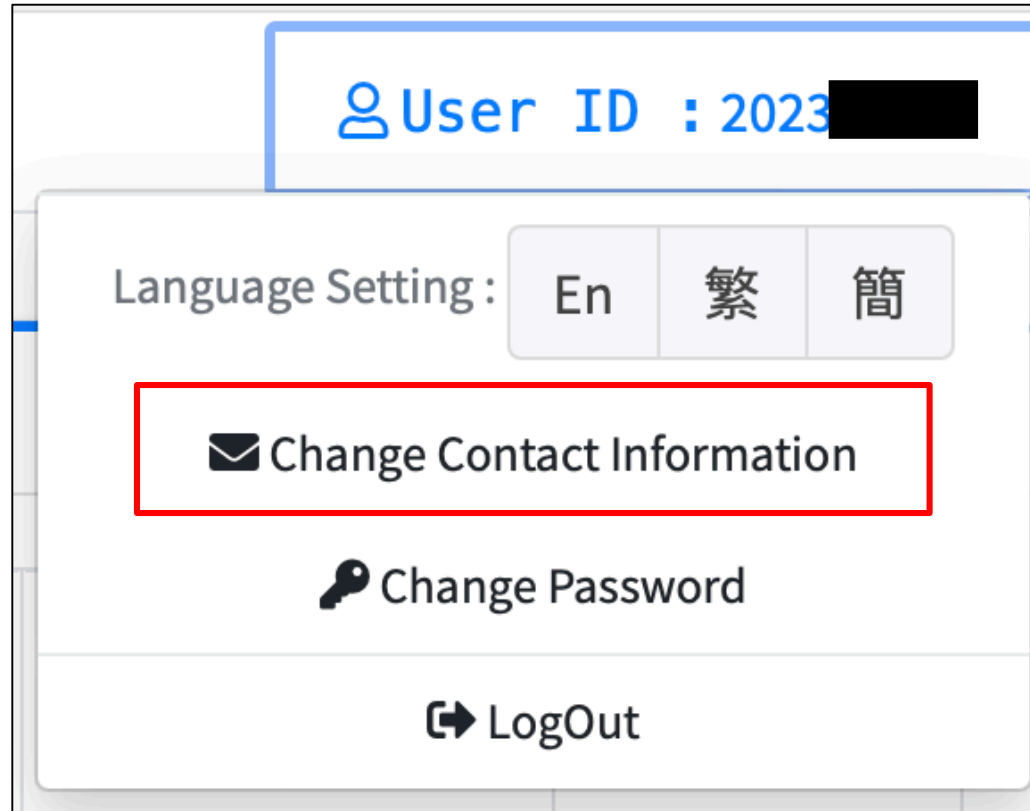
Name *	<input type="text" value="WWF Testing"/>	Designation *	<input type="text" value="WWF testing"/>
Telephone *	<input type="text" value="00000000"/>	E-mail *	<input type="text" value="hkaee@wwf.org.hk"/>
Address *	<input type="text" value="."/>		
Default <input checked="" type="checkbox"/>			

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ii. Update the contact information.
Click “Save” to save the changes.

Save Back

3.3 Add Authorised Email Address(es) for Login



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

3.3 Add Authorised Email Address(es) for Login

User ID : 2023 [REDACTED]

Change Contact Information [+ Create](#) [Save](#)

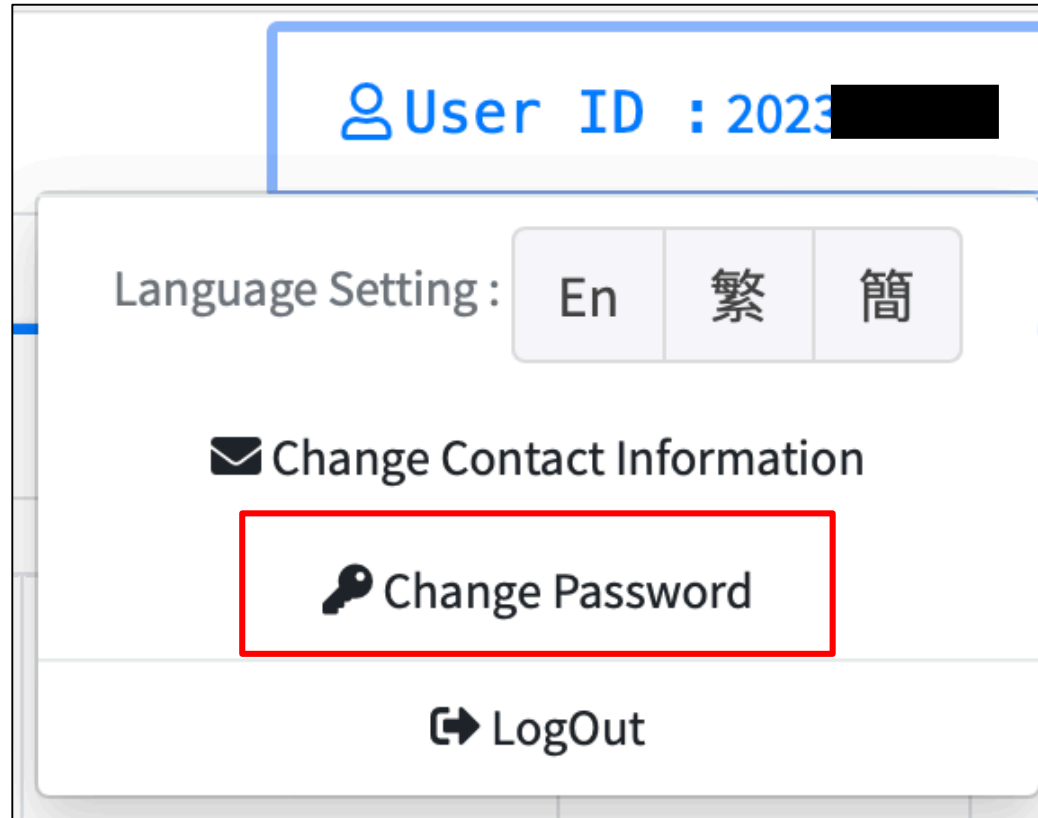
-	Default	Name	Designation	Telephone	E-mail	Address
Edit Delete	<input checked="" type="checkbox"/>	WWF Testing	post	00000000	hkaee@wwf.org.hk	.

Showing 1 to 1 of 1 entries [Previous](#) [1](#) [Next](#)

Authorized emails for receiving One-Time-Passcode for login (if more than one, please add and separate by comma (,))

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



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

3.4 Change Password

Change Password

Current Password

New Password 新密碼

Re-enter New Password 再次輸入新密碼

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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

Application Information

Application Form	Assessment Questionnaires	Application Ref No.	Sector	Name of Organization	Name of Functional Unit	Application Status	Award Result
View	Edit	HKAEE-2023-0502	Schools (Pre-school)	ECC Pre-school Test 2		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 Testing_Dummy 2_Primary School		Number of Employees: (Full-time): 1 (Part-time): 0
Sub-sector*: <input checked="" type="checkbox"/> Primary School <input type="checkbox"/> Secondary School (*Schools should submit separate questionnaires for different sub-sectors/campuses.)		Number of Students: 2
Address: Dummy 2_Primary School_address		
Name of Contact Person: WWF Test	Tel: .	Email: hkaee@wwf.org.hk

Important Notes to Applicant

- The assessment system will automatically logout if no action is performed **within 20 minutes**, please click the **“Save” button** to save the parts you have inputted.
- Schools are required to answer all the questions and submit information based on the environmental performance in the **past school year (i.e. 2022/23 school year – From September 2022 to August 2023)**.
- Please select the appropriate box and **provide elaboration** on your answer as requested. The elaboration can be provided in “bullet” point format.
- Schools are also 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. Schools may refer to the **Supporting Documents Checklist** at the end of the questionnaire and ensure relevant supporting documents are uploaded before submitting the questionnaire.
- Schools can provide quantifiable data or relevant information such as charts, photos or statistics by uploading digital files to the online portal, with a maximum file size of 50MB per file. Please click the **“Attachment” button** to upload the files. If you wish to provide more data or information, please upload the documents with no personal data contained to a cloud platform and send the link with your school name to hkaee@wwf.org.hk.
- Schools may be required to submit additional information when necessary.
- Provision of any false or misleading information will lead to disqualification.
- Before submission, schools could click the **“Download” button** to save a copy of the completed questionnaire in WORD for record.
- Schools may refer to [Highlights of Best Practices \(Annex 4\)](#) available at Schools Go Green website to learn about the ways for improving the school’s environmental performance.
- The ESG (Environmental, Social, and Governance) considerations are used to promote responsible and sustainable practices. Questions related to the environmental element are indicated in this questionnaire for schools’ reference.
- [User guide of the HKAEE Application and Assessment System](#) will be uploaded to the Schools Go Green website in early Feb 2024 for participating schools’ reference.

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

HKAEE (Schools Sector) Self-assessment Questionnaire

GREEN LEADERSHIP (20%)

Questions		Please tick and elaborate on your answers as appropriate.	
1 Environmental Policy			
1.1	"Education for Sustainable Development" and/or "Environmental Education" is embedded in annual school plan and/or multi-year school development plan, as one of the major concerns.	<input type="checkbox"/> Yes (Please provide a copy of related document or website link) <input type="text"/>	<input type="checkbox"/> No
1.2	An environmental/sustainability/ESG policy and/or guideline is formulated.	<input type="checkbox"/> Yes (Please provide a copy of related document or website link) <input type="text"/>	<input type="checkbox"/> No
1.3	The policy and/or guideline is made known to different stakeholders through various media (e.g. website, newsletter, handbook, notice around campus, etc.).	<input type="checkbox"/> Yes Stakeholders included (can select more than one): <input type="checkbox"/> Environmental management group <input type="checkbox"/> All teachers <input type="checkbox"/> All non-teaching staff (e.g. janitors) <input type="checkbox"/> All students <input type="checkbox"/> Parents <input type="checkbox"/> Visitors <input type="checkbox"/> Others (Please specify): (Please list and provide proof of publicising the policy and/or guideline, e.g. website link or other materials) <input type="text"/>	<input type="checkbox"/> No

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

Best Green Education Initiative Award Summary form

SUMMARY OF ENVIRONMENTAL EDUCATION INITIATIVE (THE INITIATIVE MUST BE RELEVANT TO SUSTAINABILITY AND/OR CARBON NEUTRALITY)

Name of initiative:	<input type="text"/>
Theme(s):	<input type="text"/>
Objective(s):	<input type="text"/>
Mode of initiative: (e.g. online, offline, blended mode)	<input type="text"/>

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

1. Directory (only applicable to the HKAAE Self-assessment Questionnaire)

GREEN LEADERSHIP (20%)

Questions		Please tick and elaborate on your answers as appropriate.
1	Environmental Policy	
1.1	“Education for Sustainable Development” and/or “Environmental Education” is embedded in annual school plan and/or multi-year school development plan, as one of the major concerns.	<input type="checkbox"/> Yes (Please provide a copy of related document or website link) <input type="text"/> <input type="checkbox"/> No
1.2	An environmental/sustainability/ESG policy and/or guideline is formulated.	<input type="checkbox"/> Yes (Please provide a copy of related document or website link) <input type="text"/> <input type="checkbox"/> No
1.3	The policy and/or guideline is made known to different stakeholders through various media (e.g. website, newsletter, handbook, notice around campus, etc.).	<input type="checkbox"/> Yes Stakeholders included (can select more than one): <input type="checkbox"/> Environmental management group <input type="checkbox"/> All teachers <input type="checkbox"/> All non-teaching staff (e.g. janitors) <input type="checkbox"/> All students <input type="checkbox"/> Parents <input type="checkbox"/> Visitors <input type="checkbox"/> Others (Please specify): _____ (Please list and provide proof of publicising the policy and/or guideline, e.g. website link or other materials) <input type="text"/> <input type="checkbox"/> No

GREEN LEADERSHIP (20%)

1. Environmental Policy
2. School Management Support and Commitment
3. Education for Sustainable Development / Environmental Education Plan in School Curriculum
(Details of how the work is implemented will be assessed in the “Programme and Performance” Section.)

PROGRAMME AND PERFORMANCE (55%)

4. Energy Conservation and Carbon Reduction (E)
5. Water Conservation (E)
6. Waste Management (E)
7. Sustainable School Catering (E)
8. Green Procurement (E)
9. Environmental Performance Monitoring and Evaluation
10. Environmental Compliance
11. Greening (E)
12. Noise (E)
13. Indoor Air Quality (E)
14. Hong Kong Green Organisation Certification (E)
15. Implementation (E)
16. Evaluation
17. Information Dissemination

PARTNER SYNERGY (25%)

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

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

2. Upload Attachment

GREEN LEADERSHIP (20%)

Questions		Please tick and elaborate on your answers as appropriate.
1	Environmental Policy	
1.1	“Education for Sustainable Development” and/or “Environmental Education” is embedded in annual school plan and/or multi-year school development plan, as one of the major concerns.	<input type="checkbox"/> Yes (Please provide a copy of related document or website link) <input type="text" value="Annual School Plan"/> <input type="checkbox"/> No
1.2	An environmental/sustainability/ESG policy and/or guideline is formulated.	<input type="checkbox"/> Yes (Please provide a copy of related document or website link) <input type="text"/> <input type="checkbox"/> No
1.3	The policy and/or guideline is made known to different stakeholders through various media (e.g. website, newsletter, handbook, notice around campus, etc.).	<input type="checkbox"/> Yes Stakeholders included (can select more than one): <input type="checkbox"/> Environmental management group <input type="checkbox"/> All teachers <input type="checkbox"/> Others (Please specify): (Please list and provide proof of publicising the policy and/or guideline, e.g. website link or other materials) <div style="display: flex; justify-content: space-between; align-items: center;"> Directory Attachment Download Save Submit Back </div>

i. Click “Attachment” in the menu bar at the bottom right-hand corner.

2. Upload Attachment




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

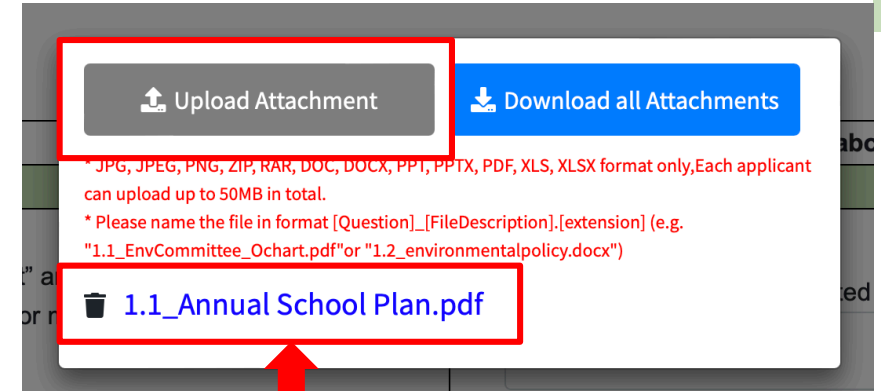
⚠ Total upload limit: **50MB**

⚠ 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:

Name	
 1.1_School Year Plan.pdf	
 3.1_School Environmental Education Plan.docx	
 16.1, 16.2_Appendix C_Environmental Education.xlsx	



iii. 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.

2. Upload Attachment

- Examples of unsuccessful attachment uploads

The image displays three examples of unsuccessful file uploads on a web application. Each example shows a form with an 'Upload Attachment' button and a 'Download all Attachments' button. A red box highlights the error message, and a blue callout box points to it with a red arrow.

- Invalid file format:** The error message is "Unsuccessful, invalid file format". The callout box contains the text "Invalid file format".
- File exceeds upload limit:** The error message is "Unsuccessful, file exceed 50MB". The callout box contains the text "File exceeds upload limit".
- Files exceed total upload limit:** The error message is "Each applicant can upload up to 50MB in total.". The callout box contains the text "Files exceed total upload limit".

Each screenshot also includes a white box with the following instructions:

- * JPG, JPEG, PNG, ZIP, RAR, DOC, DOCX, PPT, PPTX, PDF, XLS, XLSX format only, Each applicant can upload up to 50MB in total.
- * Please name the file in format [Question]_[FileDescription].[extension] (e.g. "1.1_EnvCommittee_Ochart.pdf" or "1.2_environmentalpolicy.docx")

Additional form fields visible include "Number of Employees: (Full-time): 1 (Part-time): 0" and "Please provide a copy of related document or website link".

2. Upload Attachment

Upload Attachment **Download all Attachments**

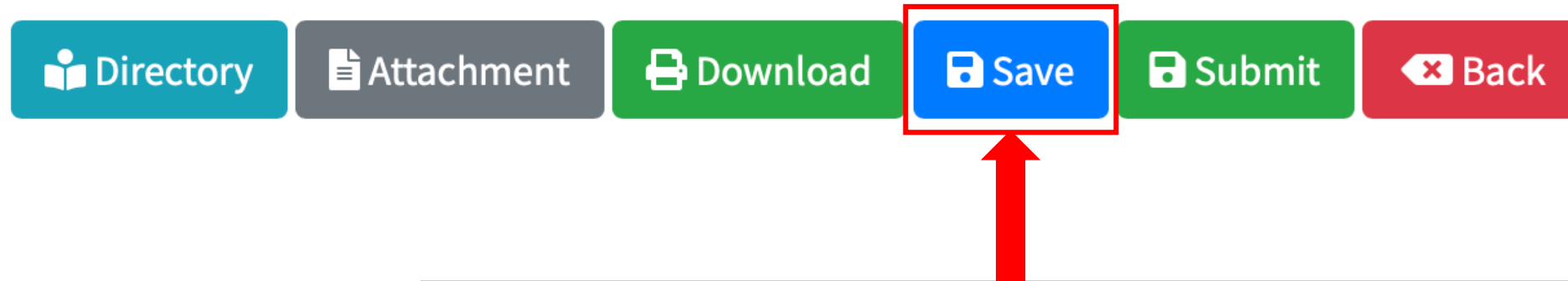
* JPG, JPEG, PNG, ZIP, RAR, DOC, DOCX, PPT, PPTX, PDF, XLS, XLSX format only, Each applicant can upload up to 50MB in total.
* Please name the file in format [Question]_[FileDescription].[extension] (e.g. "1.1_EnvCommittee_Ochart.pdf" or "1.2_environmentalpolicy.docx")

[1.1_Annual School Plan.pdf](#)

Done

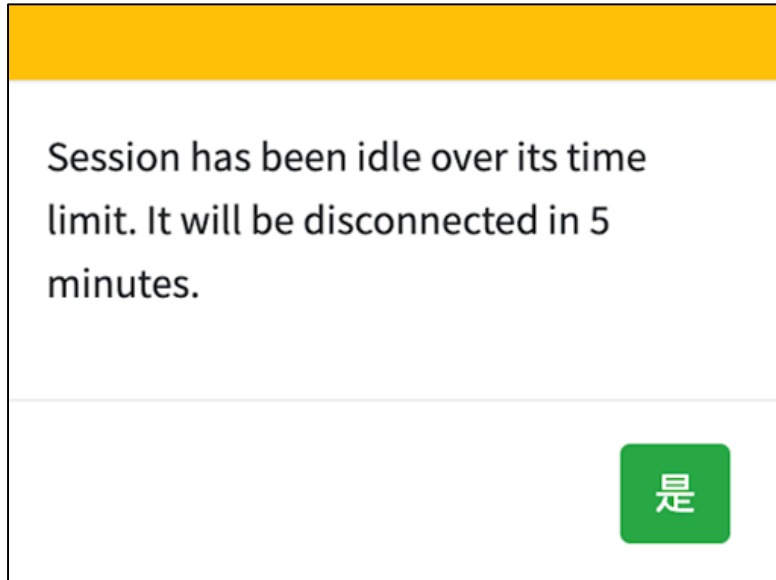
Successfully uploaded

3. Save Questionnaire/Summary Form



- Save function is provided for the online questionnaire/form.
- It is suggested to click “Save” regularly when filling in the questionnaire/form to avoid data loss.

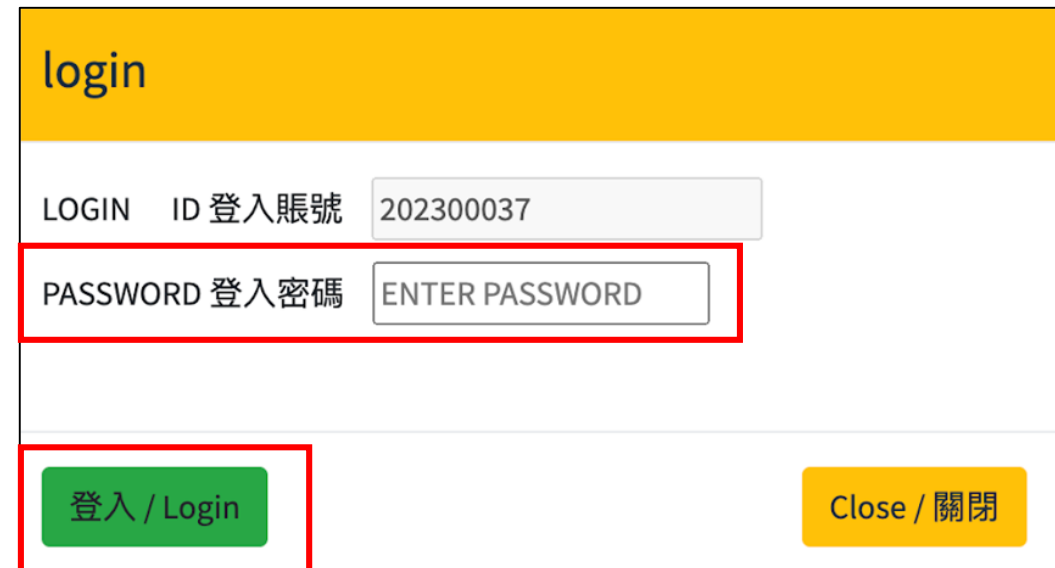
4. Login Timeout



Session has been idle over its time limit. It will be disconnected in 5 minutes.

是

If you remain idle on the online system for 15-20 minutes, a pop-up message will appear.



login

LOGIN ID 登入賬號 202300037

PASSWORD 登入密碼 ENTER PASSWORD

登入 / Login

Close / 關閉

To re-login, input your password and press “Login”.

5. Supporting Documents Checklist

(only applicable to the HKAEE Self-assessment Questionnaire)

Supporting Documents Checklist:

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

Note:

(1) Schools should provide information on their environmental performance and achievements in the **2022/23 school year (i.e. from September 2022 to August 2023)**. Information from other school years will not be considered as valid proofs/evidence for this assessment.

(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. 1.1 School Year Plan.pdf , 3.1 School Environmental Education Plan.docx)

Question number	Examples of supporting document	Ready
Section 1: Environmental Policy		
1.1	Annual school plan / multi-year school development plan	<input type="checkbox"/>
1.2	Environmental/sustainability policy and/or guideline	<input type="checkbox"/>
1.3	Proof of publicising the policy and/or guideline	<input type="checkbox"/>
1.7	Environmental/sustainability report	<input type="checkbox"/>
Section 2: School Management Support and Commitment		
2.3	Resources allocation plan / proof of funding	<input type="checkbox"/>
2.4	Copy of signed Carbon Reduction Charter / Food Wise Charter / Energy Saving Charter / 4T Charter / Charter on External Lighting / Glass Container Recycling Charter / Bye Bye Microbeads Charter	<input type="checkbox"/>
Section 3: Education for Sustainable Development / Environmental Education Plan in School Curriculum		
3.1	"Education for Sustainable Development" and/or "Environmental Education" plan	<input type="checkbox"/>
3.2	Appendix A – School staff training record	<input type="checkbox"/>
Section 4: Energy Conservation and Carbon Reduction		
4.1	Energy-saving and carbon reduction guideline	<input type="checkbox"/>
4.4	Appendix B – Resource consumption record	
4.5	Carbon audit report	
Section 5: Water Conservation		

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

- Locates at the last part of the questionnaire
- School may tick the attached supporting documents as "Ready"

6. Declaration

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

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 HKAEE. 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 HKAEE (Schools Sector).

1. Purpose of Collection and Use of Personal Data

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.

2. Category of Personal Data

Each participant of HKAEE (Schools Sector) is asked to provide the (i) name, (ii) phone number, (iii) correspondence address and (iv) email address of a contact person (“Contact Person”) in the questionnaire.

3. Means of Collection

The provision of personal data by the Contact Person in the HKAEE (Schools Sector) questionnaire is voluntary. The questionnaire 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 HKAEE (Schools Sector) questionnaire 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 questionnaire.

[Directory](#)

[Attachment](#)

[Download](#)

[Save](#)

[Submit](#)

[Back](#)

6. Declaration

Our school hereby declares that a... Ecology Bureau and Environmental... that any false or misleading informa...

Data Retention Policy

This policy stipulates the kinds of pe... HKAEE (Schools Sector).

1. Purpose of Collection and Use of Personal Data

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the Organisers (i.e. Environment and... e HKAEE. Our school understands

nd data security measures for the

Your submission is NOT completed yet. Please click the checkbox to agree on the Applicant Declaration at the bottom of Questionnaire, and then click Submit again.

OK

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

7. Download Questionnaire/Summary Form



AutoSave OFF SCHPRE_eng_HKAAE-2023-1990-20240130115634049 - Compatibility Mode - Saved to my Mac

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Annex 2
2023 Hong Kong Awards for Environmental Excellence
Schools Sector (Pre-school Sub-sector)
Self-assessment Questionnaire

ENVIRONMENTAL CAMPAIGN COMMITTEE
環境運動委員會

香港環境卓越獎
Hong Kong Awards for Environmental Excellence

Submission Deadline: 6 March 2024 (Wednesday)

Name of School: WWF_Testing_Dummy_1_Pre-school		
Number of Employees: 1	Number of Students:	
Address: Dummy_1_Pre-school__address		
Name of Contact Person: WWF Testing	Tel: 00000000	Email: hkaee@wwf.org.hk

Important Notes to Applicants

- Schools should submit separate questionnaires for different campuses.
- The assessment system will automatically logout if no action is performed within 20 minutes, please click the "Save" button to save the parts you have inputted.
- Schools are required to answer all the questions and submit information based on the environmental performance in the past school year (i.e. 2022/23 school year – From September 2022 to August 2023).
- Please select the appropriate box and provide elaboration on your answer as requested. The elaboration can be provided in "bullet" point format.
- Schools are also 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. Schools may refer to the Supporting Documents Checklist at the end of the questionnaire and ensure relevant supporting documents are uploaded before submitting the questionnaire.
- Schools can provide quantifiable data or relevant information such as charts, photos or statistics by uploading

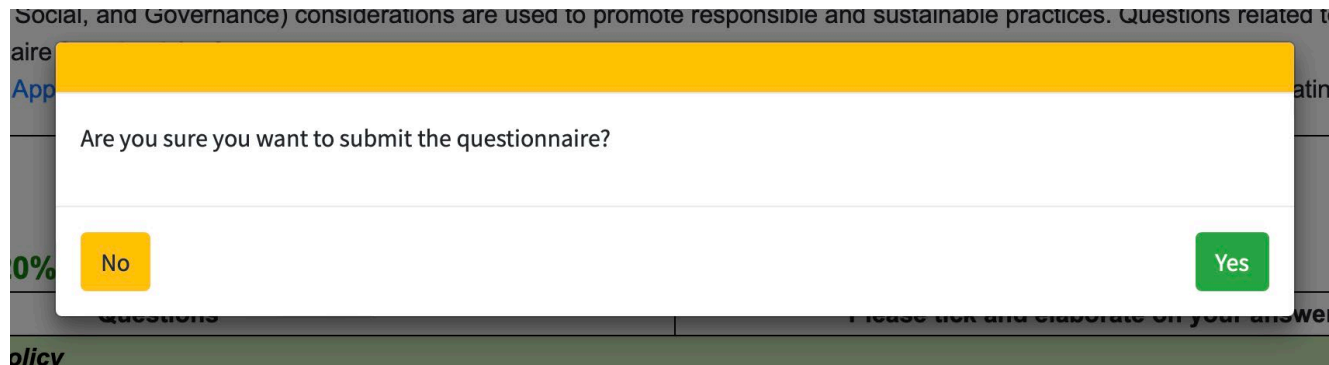
Page 1 of 18 4585 words English (United States) Accessibility: Unavailable Focus 156%

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.

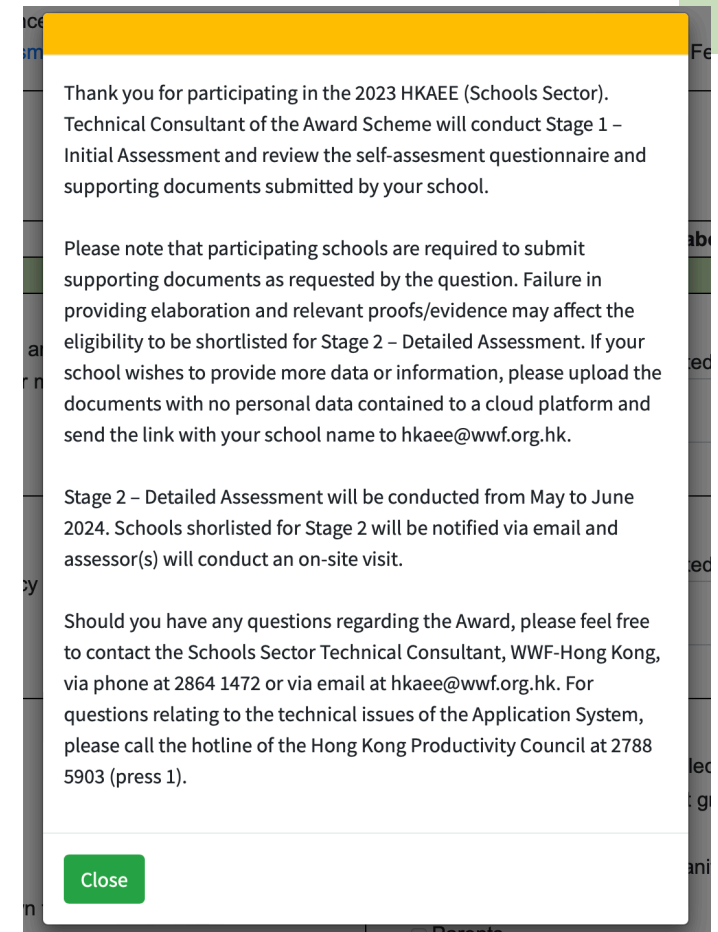
8. Submit Questionnaire/Summary Form



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



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



iii. Successfully submitted.

8. Submit Questionnaire/Summary Form

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

- Examples of unsuccessful submission

GREEN LEADERSHIP (20%)

Questions		Please tick and elaborate on your answers as appropriate.
1 Environmental Policy		
1.1	"Education for Sustainable Development" and/or "Environmental Education" is embedded in annual school plan and/or multi-year school development plan, as one of the major concerns.	<input type="checkbox"/> Yes (Please provide a copy of related document or website link) <input type="checkbox"/> No
1.2	An environmental/sustainability/ESG policy and/or guideline is formulated.	<input type="checkbox"/> Yes (Please provide a copy of related document or website link) <input checked="" type="checkbox"/> No

! please fill in (QN1.1,QN1.3,QN1.4,QN1.5....)

SUMMARY OF ENVIRONMENTAL EDUCATION INITIATIVE (THE INITIATIVE MUST BE RELEVANT TO SUSTAINABILITY AND/OR CARBON NEUTRALITY)

Name of initiative:	xx
Theme(s):	xx
Objective(s):	
Mode of initiative: (e.g. online, offline, blended mode)	

Attachment Download Save Submit Back

! please fill in (Objective(s), Mode of Initiative, Target group(s) and no. of participants, Stakeholder(s) involved in the planning and implementation stages, Period of implementation, Description, Highlights of the initiative, Sharing or recognition by external parties)

8. Submit Questionnaire/Summary Form

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

- Examples of unsuccessful submission


2.3	Resources (e.g. manpower and monetary) are allocated for environmental/sustainability management and related education activities.	<input type="checkbox"/> Yes (Please provide the resources allocation plan or proof of funding if any) XXXXXX <input type="checkbox"/> No	 please fill in (QN2.3)
-----	--	--	--

You must select either “Yes” or “No” in every question.

8. Submit Questionnaire/Summary Form

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

- Examples of unsuccessful submission

1.3	The policy and/or guideline is made known to different stakeholders through various media (e.g. website, newsletter, handbook, notice around campus, etc.).	<input checked="" type="checkbox"/> Yes Stakeholders included (can select more than one): <ul style="list-style-type: none"><input type="checkbox"/> Environmental management group<input type="checkbox"/> All teachers<input type="checkbox"/> All non-teaching staff (e.g. janitors)<input type="checkbox"/> All students<input type="checkbox"/> Parents<input type="checkbox"/> Visitors<input type="checkbox"/> Others (Please specify): (Please list and provide proof of publication link or materials) <input type="checkbox"/> No	<div data-bbox="1982 668 2346 782" style="border: 2px solid red; padding: 5px;"> please fill in (QN1.3)</div> <div data-bbox="1676 1011 2423 1182" style="background-color: #003366; color: white; padding: 10px; border: 1px solid #003366;">If you tick “Yes”, at least 1 sub-option is required.</div>
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Online Portal is Now Opened

- Self-assessment Questionnaire/Summary Form [is now opened](#) for completion at the HKAEE Online System
- The “Application Status” of all schools have been changed to “Stage 1 Open”
- A confirmation email has been sent to all eligible schools

Dear Applicant,

**2023 Hong Kong Awards for Environmental Excellence (HKAEE) (Schools Sector)
– Self-assessment**

Thank you for your application to the 2023 Hong Kong Awards for Environmental Excellence (HKAEE) (Schools Sector).

We now proceed to the self-assessment stage of your application. In order to understand your school’s environmental commitment and achievements in detail, the Self-assessment Questionnaire is now opened for completion at the HKAEE Online System <https://aas.hkaee.gov.hk/HKAEE/Applicant/Login>. Please login to fill in the Questionnaire and submit on or before **06 Mar 2024 (Wednesday)**. Please observe the “Important Notes to Applicant” when completing the Questionnaire.

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 Online System, please call the hotline of the Hong Kong Productivity Council at 2788 5903 (press 1).

Best regards,

HKAEE Technical Consultant

Dear Applicant,

Best Green Education Initiative Award (Special Award) – Self-assessment

Thank you for your application to the Best Green Education Initiative Award (Special Award).

We now proceed to the self-assessment stage of your application. In order to understand your school’s environmental commitment and achievements in detail, the Green Education Initiative Summary Form is now opened for completion at the HKAEE Online System <https://aas.hkaee.gov.hk/HKAEE/Applicant/Login>. Please login to fill in the Summary Form and submit on or before **06 Mar 2024 (Wednesday)**. Please observe the “Important Notes to Applicant” when completing the Summary Form.

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 Online System, please call the hotline of the Hong Kong Productivity Council at 2788 5903 (press 1).

Best regards,

HKAEE Technical Consultant



Enquiry

2023 HKAEE (Schools Sector)
Technical consultant – WWF-Hong Kong



hkaee@wwf.org.hk



2864 1472