

2019 HONG KONG AWARDS FOR ENVIRONMENTAL EXCELLENCE



PROGRAMME BOOKLET

APRIL 2019

1. INTRODUCTION

The Hong Kong Awards for Environmental Excellence (the HKAEE) is led by the Environmental Campaign Committee (ECC) alongside the Environmental Protection Department and in conjunction with nine organisations, namely, 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 aims to encourage businesses and organisations to implement environmental managements; measure organisations' performance and their commitment to environmental management within the industry; and recognise organisations with excellent performance on environmental management.

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.



香港環境卓越大獎
Hong Kong Awards for Environmental Excellence



香港綠色創新大獎
Hong Kong Green Innovations Awards

In 2019, The Awards encompass two annual competitions and one annual commendation scheme, namely

- ✦ ***Hong Kong Awards for Environmental Excellence (HKAEE)*** is a sector-specific competition which recognises the overall environmental achievement of an organisation;
- ✦ ***Hong Kong Green Innovations Awards (HKGIA)*** recognises the achievement of a green innovation;
- and
- ✦ ***Outstanding Green Achiever Commendation Scheme (OGACS)*** recognises outstanding employees for their strong commitment, dedicated efforts as well as exceptional performance and enthusiasm in driving environmental enhancement within their respective organisations or functional units and for the community.

Please refer to the separate booklet or guidelines for details about **HKGIA** and **OGACS**, while the ensuing paragraphs of this booklet refer to the details of **HKAEE**.

1.1 Benefits

By participating in the **HKAEE**, companies / organisations can –

- ✦ improve the corporate brand image and demonstrate its commitment to corporate social responsibility;
- ✦ obtain free professional advice on enhancing effectiveness of environmental initiatives from the technical consultant of the programme; and
- ✦ enhance corporate competitiveness, encourage businesses in the same sector to improve their operations and be more concerned about the environment.



Awards winners of the **HKAEE** –

- ✦ may gain media coverage to showcase their environmental achievements;
- ✦ may be invited to share their environmental achievements and experiences at public events;
- ✦ will be entitled to use the award icons for promotional and publicity purposes in a given period;
- ✦ will be presented with a trophy and / or, a certificate; and
- ✦ will 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.



To recognise the efforts of participants, a “Participation Certificate” will be issued to each eligible participant that has completed the Stage 1 assessment and yet do not receive any awards or certificates. Each participant successfully completing Stage 2 assessment of the **HKAEE** will also receive a complimentary report prepared by the assessors.

To encourage early application for the **HKAEE**, companies / organisations that submit their applications on or before **7 June 2019** may have the opportunity to visit the past HKAEE winners to learn about their environmental initiatives as well as experiences of winning the awards. The Organisers reserve the right to offer or not to offer such an opportunity to any organisation.

A number of other local schemes also offer recognition and benefits¹ to the **HKAEE** awardees, as summarised below:

| Local Schemes | Benefits |
|---|---|
| BOCHK Corporate Environmental Leadership Awards Programme ² | Awardee will be given 1 bonus point on top of the full marks of the scheme |
| BEAM Plus ³ | Awardee will receive 1 bonus credit in BEAM Plus Existing Buildings Version 2.0 – Comprehensive Scheme Applicable to Property Management sector, awardee will receive 1 credit in Management Aspects under BEAM Plus Existing Buildings Version 2.0 – Selective Scheme |
| Caring Company Scheme ⁴ | Awardee will be recognised as having fulfilled the criterion on "Caring for the Environment" under the Scheme |
| Green Mark Certification Scheme ⁵ | Offers discounts on application fee and quarterly surveillance fee for each first application for "Green Mark" certification |
| Green Office Awards Labelling Scheme (GOALS) ⁶ | Awardee will be recognised as having fulfilled 5 Green Office Best Practice Criteria under the scheme |
| CLP Smart Energy Award ⁷ | Awardees will receive 5 bonus points in the <i>CLP Smart Energy Award</i> |
| Hong Kong Green Label Scheme ⁸ | Offers discount on application fee for each first application for "Hong Kong Green Label" certification |
| WWF-Hong Kong's Low-carbon Office Operation Programme (LOOP) and Low Carbon Manufacturing Programme (LCMP) ⁹ | Applicable to Servicing and Trading Sector for non-SMEs, Servicing Industry Sector for SMEs and Trading Sector for SMEs:  Awardee of Gold, Silver and Bronze will receive 5 points and awardee of Certificate of Merit will receive 2.5 points in LOOP labelling verification Applicable to Manufacturing and Industrial Services Sector for non-SMEs and Construction, Manufacturing and Industrial Services Sector for SMEs:  Awardee will be granted exemption from HK\$1,000 application fee in LCMP |

Note:

- 1 Subject to the endorsement of the respective Scheme Organisers
- 2 BOCHK Corporate Environmental Leadership Awards Programme is organised by the Federation of Hong Kong Industries. For details of the BOCHK Corporate Environmental Leadership Awards Programme, please visit the Programme's website at <http://oneoneone.industryhk.org/main-en.php>
- 3 BEAM Plus is an independent assessment of building sustainability performance. It is certified by the Hong Kong Green Building Council Limited (HKGBC) while the assessment is conducted by the BEAM Society Limited. For details of the BEAM Plus, please visit the HKGBC's website at www.hkgbc.org.hk/eng/BEAMPlus.aspx
- 4 Caring Company Scheme is organised by the Hong Kong Council of Social Service. For details of the Caring Company Scheme, please visit the Caring Company website at www.caringcompany.org.hk

- 5 “Green Mark” certification is managed by the Hong Kong Q-Mark Council, Federation of Hong Kong Industries. For details of the Hong Kong Green Mark Certification Scheme, please visit the FHKI’s website at www.qmark.org.hk
- 6 Green Office Awards Labelling Scheme (GOALS) is organised by the World Green Organisation (WGO). For details of the GOALS, please visit the WGO’s website at <http://thewgo.org/website/eng/goals-green-office/>
- 7 CLP Smart Energy Award is organised by the CLP Power Hong Kong Limited. For details of the CLP Smart Energy Award, please visit the Smart Energy Award Programme website at www.clp.com.hk/en/my-business/green-plus-programme
- 8 “Hong Kong Green Label” certification is organised by the Green Council. For details of the Hong Kong Green Label Scheme, please visit the Hong Kong Green Label Scheme website at www.greencouncil.org
- 9 “LOOP” and “LCMP” are operated by WWF-Hong Kong. For details of LOOP and LCMP, please visit WWF-Hong Kong’s website at www.wwf.org.hk/en/whatwedo/climate_and_energy/what_can_businesses_do/

1.2 Key Activities

The schedule of key activities for the 2019 HKAEE is tabulated below.



| Activity | Date |
|----------------------------------|------------------------|
| Experience Sharing Seminars | April to June 2019 |
| Application Deadline | 21 June 2019 |
| Assessments Period for the HKAEE | July to December 2019 |
| Awards Presentation Ceremony | Second Quarter of 2020 |

2. HONG KONG AWARDS FOR ENVIRONMENTAL EXCELLENCE

2.1 Eligibility

All businesses / organisations and their functional units operating primarily within Hong Kong with their core business fulfilling the definition of respective sector are eligible to apply for the *HKAEE*. Functional units within an organisation can enter the same or separate sectors but each functional unit is limited to enter into one sector only. A functional unit of an organisation will not be allowed to enter into the same sector if the organisation as a whole has already filed an application for such sector or vice versa. If an organisation has multiple functional units intending to join the same sector, each functional unit should demonstrate that it has its own environmental initiatives within its operation before being considered admissible to the *HKAEE*.

To encourage wider participation, starting from 2019 HKAEE, the Gold Award winner of each sector / sub-sector of the previous year will not be eligible for entering the *HKAEE* within the next **two** years. In other words, Gold Award winners of 2018 HKAEE will not be eligible for entering 2019 and 2020 HKAEE.

The Organisers reserve the right to determine the eligibility of any applicant.



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Hong Kong Awards for Environmental Excellence

2.2 Sectors of HKAEE

The following table summarises the scope of sectors of this award scheme. Full details can be found in individual Guidebooks.

| 2019 Hong Kong Awards for Environmental Excellence | | | |
|---|---|--|---|
| 11 Sectors (non-SMEs) | | | |
|  |  |  |  |
| Construction Industry [^] | Hotels and Recreational Clubs | Manufacturing and Industrial Services [@] | Media and Communication |
|  |  |  |  |
| Property Management (Commercial & Industrial / Residential) | Public and Community Services | Restaurants | Schools [#] (Primary / Secondary) |
|  |  |  | |
| Servicing and Trading | Shops and Retailers | Transport and Logistics | |
| 4 Sectors (SMEs)* | | | |
|  |  |  |  |
| Construction, Manufacturing and Industrial Services [@] | 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.

[^] The nominated construction project should have at least one-third of the project work completed (according to the contract period) at the time of assessment.

[@] Hong Kong based manufacturing companies with their factories in the Pearl River Delta will also be eligible to join the HKAEE under the Manufacturing and Industrial Services Sector (for non-SMEs), or Construction, Manufacturing and Industrial Services Sector (for SMEs).

[#] Restricted to Champions, first runners-up and second runners-up of the Primary School and Secondary School Categories under the past Hong Kong Green School Award organised by the Environmental Campaign Committee as well as all Green Schools.

^{*} Under the HKAEE, an SME is an organisation that (i) meets the definition of Small and Medium Enterprises (SMEs) adopted by the Hong Kong SAR Government; (ii) has substantive business operation in Hong Kong; and (iii) its parent company (if applicable) or itself should not be a listed company.

An SME under the definition of HKSAR Government is a manufacturing business which employs fewer than 100 persons in Hong Kong; or a non-manufacturing business which employs fewer than 50 persons in Hong Kong. The "number of persons employed" includes individual proprietors, partners and shareholders actively engaged in the work of the organisation; and salaried employees of the organisation, including full-time or part-time salaried personnel directly paid by the organisation, both permanent and temporary, at the time of submitting applications.

2019 Hong Kong Awards for Environmental Excellence

Awards Category

The awards to be granted in each of the sector:



or a combination as deemed appropriate by the Final Adjudicating Panel(s).

2.3 Assessment Procedures

Winners will be selected from a rigorous assessment process comprising three stages:



Stage 1 - Initial Assessment

Upon receipt of the application form, a questionnaire will be sent to the eligible applicants for collecting detailed information on their green policies and practices as well as environmental achievements. All information submitted by the applicants will be reviewed according to the assessment criteria of the awards. The Organisers may request additional documents for the purpose of information verification. The Organisers will then select applicants for detailed assessment in Stage 2.

All eligible applicants who have completed Stage 1 assessment and yet do not receive any award will receive a Participation Certificate after completion of all assessment processes.

Stage 2 - Detailed Assessment

Organisations selected for detailed assessment will be visited by a team of assessors. The visit will include a tour of applicant's facilities and interviews with key representatives of the organisation including top management, department heads and general staff. The applicants should arrange the necessary permits and transportation between the Hong Kong-Shenzhen border and the premises in Mainland China, if necessary, for the assessment visit. During the site visit, applicants are encouraged to introduce their environmental performance to the assessors to provide them with an in-depth understanding of their environmental initiatives and the status of implementation.

The assessors will then prepare the assessment reports for submission to the Organisers for further short-listing into the final adjudication in Stage 3.

Applicants successfully completing Stage 2 assessment will receive a complimentary report on their environmental performance. The report will outline the organisation's strengths and highlight areas where improvements in environmental management could be made.

Stage 3 - Final Assessment

Adjudicating Panels will review the environmental performance of applicants. During the final assessment phase, the Adjudicating Panels may invite candidates to further present their achievements in a meeting. Each Adjudicating Panel will comprise representatives from various trade associations, government departments, professional bodies and the like.

2.4 Assessment Criteria

The assessment criteria for the *HKAEE* are based on the well-established “Eco-Business Model”. This model is designed to exemplify the strong relationship between the internal operation of a business and the surrounding environment. The key factors, including *Green Leadership*, *Programme and Performance* and *Partner Synergy*, are generally considered to be vital in the overall integration of environmental measures within an organisation.

Eco-Business Model



Green Leadership

Green leadership refers to the level of commitment demonstrated by an organisation’s senior management in the pursuit of environmental objectives within the organisation and the commitment of managers and staff to the implementation of environmental initiatives. Indicators to be reviewed include the types of environmental programmes established by management, the amount of training provided and resources used for the programmes, the degree of staff involvement in carrying out programme tasks, and the manner in which programme progress is monitored for continual improvement.



Programme & Performance

This aspect evaluates the accomplishments achieved by organisations when carrying out their environmental programmes. Environmental measures undertaken during the daily operations of the organisation will be evaluated for effectiveness. The scope of evaluation includes the extent to which an organisation has complied with environmental regulations, conserved energy and water, reduced / reused / recycled waste material, as well as improved environmental qualities such as noise control, ambient and indoor air quality.



Partner Synergy

Partner synergy looks at how an organisation explores opportunities to inform and influence suppliers and contractors about the importance of environmental management and encourage them to adopt their own environmental strategies in their individual operations. The extent to which the organisation participates in environmental education for its customers and the general community is also relevant.

2.5 Weightings of the Assessment Factors for Each Sector

| Name of Sector | | Green Leadership | Programme and Performance | Partner Synergy |
|---|--|------------------|---------------------------|-----------------|
| The 11 Sectors for non-SMEs | | | | |
| Construction Industry  | | 20% | 60% | 20% |
| Hotels and Recreational Clubs  | | 20% | 60% | 20% |
| Manufacturing and Industrial Services  | | 20% | 60% | 20% |
| Media and Communication  | | 25% | 50% | 25% |
| Property Management (Commercial & Industrial / Residential)  | | 20% | 45% | 35% |
| Public and Community Services  | | 25% | 40% | 35% |
| Restaurants  | | 20% | 50% | 30% |
| Schools (Primary / Secondary)  | | 30% | 35% | 35% |
| Servicing and Trading  | | 25% | 45% | 30% |
| Shops and Retailers  | | 25% | 45% | 30% |
| Transport and Logistics  | | 25% | 60% | 15% |
| The 4 Sectors for SMEs | | | | |
| Construction, Manufacturing and Industrial Services  | | 20% | 60% | 20% |
| Servicing Industry  | | 30% | 35% | 35% |
| Shops and Retailers  | | 25% | 45% | 30% |
| Trading  | | 25% | 50% | 25% |

In order to recognise applicants' efforts to promote the HKAEE and Hong Kong Green Organisation Certification (HKGOC) as well as their participation and efforts in the HKGOC and other recognised certification or award schemes, a maximum of 10 bonus points will be given to the applicants during Stage 2 assessment of the HKAEE, as follows:

Bonus Points Awarded for Efforts in Promoting HKAEE and HKGOC (maximum 3 bonus points)

- 🌱 Applicants who have promoted HKAEE / HKGOC through their business network and / or promotional channels / platforms (e.g. display the awarded logos and stickers in premises, website, and electronic screens, etc.; imprint the awarded logo in name cards, letterhead; and publish featured articles through media) will earn a **maximum of 1 bonus point**.
- 🌱 Applicants who have successfully referred their business partners (e.g. suppliers) to join the HKAEE will earn a **maximum of 2 bonus points**.

Applicants who have promoted HKAEE / HKGOC through their business network and successfully referred their business partners may also be awarded with the title of “**Outstanding HKAEE Promotional Partner**” if they have fulfilled certain criteria, please refer to Section 2.6 for details.

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

- 🌱 Applicants who have joined *Wastewi\$e / Energywi\$e / IAQwi\$e / Productwi\$e* Certificates will earn **0.5 bonus point** per Certificate.
- 🌱 Applicants who possess valid *Wastewi\$e / Energywi\$e / IAQwi\$e / Productwi\$e* Certificates will earn an extra **0.5 bonus point** per Certificate.
- 🌱 Applicants who possess a valid *Carbon Reduction Certificate* will earn **1 bonus point**.
- 🌱 Applicants who possess a valid recognition of *Hong Kong Green Organisation* will earn an extra **1 bonus point**.

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

- 🌱 Applicants who possess a valid certificate from environmental schemes such as *ISO 14001, ISO 20121, ISO 50001, IECQ HSPM QC 080000, Hong Kong - Guangdong Cleaner Production Partners (Manufacturing) Recognition Scheme, Hong Kong Green Mark Certification Scheme, WWF-Hong Kong's Low-carbon Office Operation Programme (LOOP) and Low Carbon Manufacturing Programme (LCMP), Quality Restaurant Environmental Management Scheme, CLP Smart Energy Award 2018, WGO's Green Office Awards Labelling Scheme (GOALS), FHKI's BOCHK Corporate Environmental Leadership Awards, BEAM Plus New Buildings / BEAM Plus Existing Buildings / BEAM Plus Interiors* or other schemes recognised by the Organisers will earn **1 bonus point**. The Organisers reserve the right to grant bonus points to any applicants.

*Note :

1. HKGOC consists of five Certificates, namely "*Wastewise Certificate*", "*Energywise Certificate*", "*Productwise Certificate*", "*IAQwise Certificate*" and "*Carbon Reduction Certificate*". Participants can further obtain the recognition of "*Hong Kong Green Organisation*" by demonstrating the environmental practices in multiple aspects. Please refer to the HKGOC programme booklet for details.
2. ISO 14001 is an environmental management system standard published by the International Organization for Standardization.
3. ISO 20121 is an event sustainability management system standard published by the International Organization for Standardization.
4. ISO 50001 is an energy management system standard published by the International Organization for Standardization.
5. IECQ HSPM QC 080000 is a standard on hazardous substances process management published by the IEC Quality Assessment System for Electronic Components.
6. Hong Kong - Guangdong Cleaner Production Partners (Manufacturing) Recognition Scheme is jointly organised by Hong Kong SAR Environment Bureau and the Economic & Information Technology Commission of Guangdong Province.
7. Hong Kong Green Mark Certification Scheme is a system certification scheme operated by the Hong Kong Q-Mark Council, Federation of the Hong Kong Industries.
8. Low-carbon Office Operation Programme and the Low Carbon Manufacturing Programme are schemes operated by WWF-Hong Kong. The bonus point will only be granted to applicants in applicable Sectors.
9. Quality Restaurant Environmental Management Scheme is a voluntary environmental accreditation scheme for the food and beverage trade jointly operated by the Hong Kong Federation of Restaurants & Related Trades and Hong Kong Productivity Council.
10. CLP Smart Energy Award 2018 is organised by CLP Power Hong Kong Limited which aims to recognise organisations who have implemented energy conservation measures and achieved outstanding energy saving results.
11. Green Office Awards Labelling Scheme (GOALS) is a recognition scheme for offices organised by the World Green Organisation (WGO).
12. BOCHK Corporate Environmental Leadership Awards is organised by the Federation of Hong Kong Industries aiming to promote environmental practices among the manufacturing and services enterprises in Hong Kong and the Pan Pearl River Delta (PRD) region.
13. BEAM Plus is an independent assessment of building sustainability performance. It is certified by Hong Kong Green Building Council Limited (HKGBC) while the assessment is handled by the BEAM Society Limited.
14. The presentation of the award to any winning organisation is still subject to further consideration of prosecutions for or convictions of non-compliance with environmental regulations, if any, before the date of the Presentation Ceremony.

2.6 Outstanding Promotional Partner Commendation Scheme

The “Outstanding Promotional Partner Commendation Scheme” aims to recognise organisations that put in great efforts to help promote the HKAEE and Hong Kong Green Organisation Certification (HKGOC) and have successfully invited their business partners to participate in the HKAEE, so as to encourage more corporates and organisations from different business sectors in going green together!



Eligibility

- ✔ Participating companies / organisations have to enroll into 2019 HKAEE first **and** successfully accomplish Stage 1 Assessment (to be conducted in July / August 2019).
- ✔ 2018 HKAEE Gold Awardee is only required to fulfill the two requirements below.

To become “Outstanding HKAEE Promotional Partner”, the companies / organisations has to complete the following **two requirements**:

1. Assisting in Scheme Promotion

Disseminating HKAEE / HKGOC Information to the public or business partners through the following channels (at least **three channels**) —

- ✔ Company / Organisation Mobile App
- ✔ Corporate Publication
- ✔ Activities for External Parties
- ✔ Company / Organisation Website
- ✔ Social Media
- ✔ Email
- ✔ Large display screens / advertising panels in shopping malls
- ✔ Electronic screens at the external wall / lift / lobby of buildings
- ✔ Displaying HKAEE / HKGOC posters in public area within the company / organisation.
- ✔ Distributing relevant leaflets / flyers to the public / visitors / business partners.
- ✔ Pro-actively putting up more than one “Hong Kong Green Organisation” stickers at various prominent locations (e.g. entrance / exit of shopping malls and shop windows) of company / organisation.
- ✔ Offering free venue for HKAEE / HKGOC roving exhibition.
- ✔ Other promotional activities accepted by the Organiser

2. Referring Business Partners or Other Companies to Participate in 2019 HKAEE

Refer **three or more** companies / organisations to participate in 2019 HKAEE. The companies / organisations referred should also complete Stage 1 assessment (to be conducted in July / August 2019). There should not be any affiliation between the organisation doing the referral and the organisations being referred. Examples include parent company and its subsidiaries or companies under the same business group, etc.

Commendation

All “Outstanding HKAEE Promotional Partners” will receive commendation certificates / trophies. Their names will also be acknowledged on the HKAEE website. Companies / Organisations with outstanding performance may also have an opportunity to be commended at the Presentation Ceremony of HKAEE.

2.7 Notes for Application

For details of the assessment criteria, and application procedures for individual sectors of HKAEE, please refer to respective Guidebooks.

The application forms of HKAEE and the Outstanding Promotional Partner Commendation Scheme are available for download on the official website (www.hkaee.gov.hk). In addition, application of HKAEE can also be made online with the official website during the application period. All applications should be submitted on or before the application deadline of **21 June 2019** and late applications may not be processed. The name of organisation and functional unit, if any, indicated in the application form will be used in the award and publicity, and cannot be changed without justifiable reasons.

3. ACKNOWLEDGEMENTS

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

Sponsor



Environment and Conservation Fund

Organisers



Environmental Campaign Committee



Environmental Protection Department



Advisory Council on the Environment



Business Environment Council



Federation of Hong Kong Industries



Hong Kong General Chamber of Commerce



Hong Kong Productivity Council



The Chinese General Chamber of Commerce



The Chinese Manufacturers' Association of Hong Kong



The Hong Kong Chinese Importers' and Exporters' Association



The Hong Kong Council of Social Service

4. ENQUIRY



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