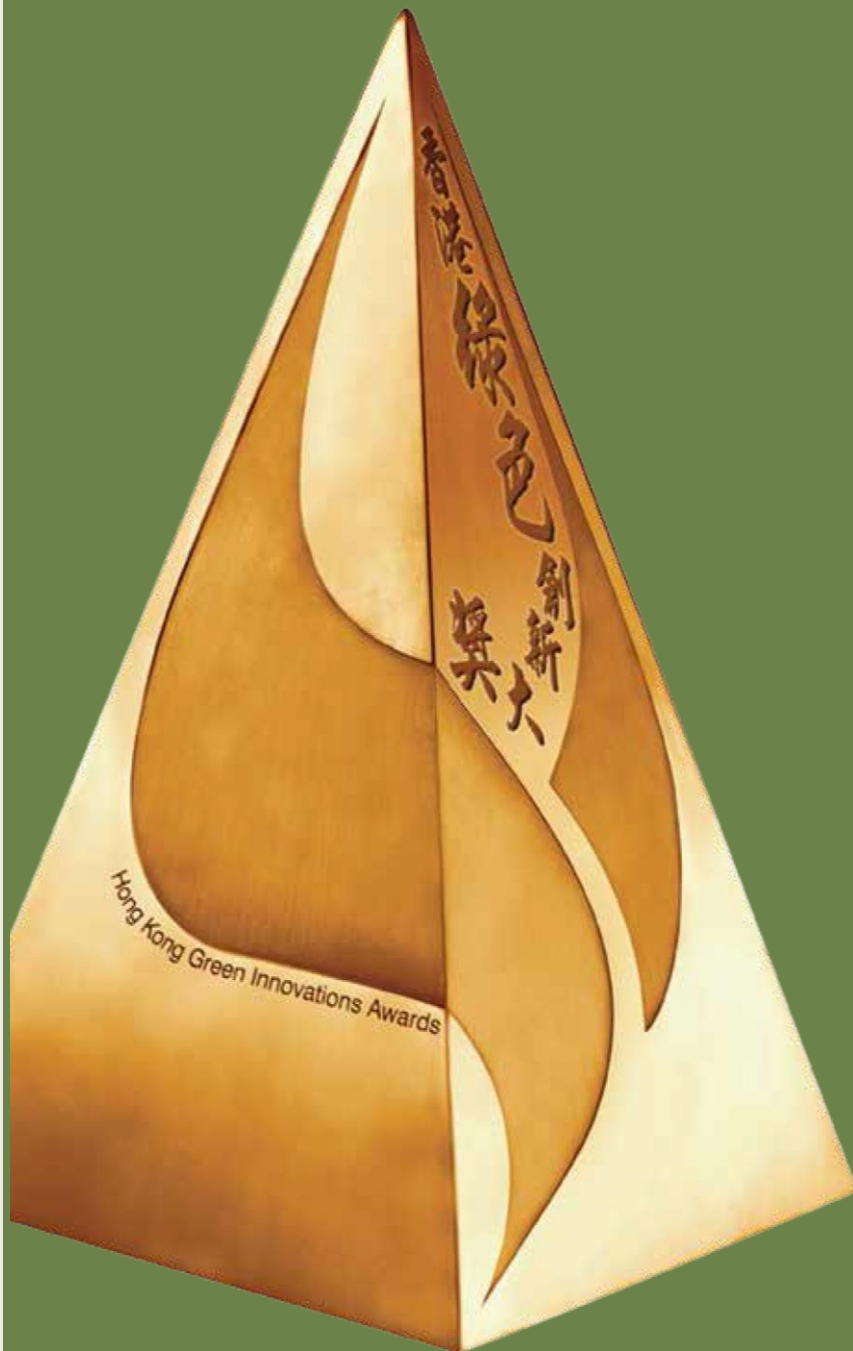


# 2020 HONG KONG AWARDS FOR ENVIRONMENTAL EXCELLENCE

## GUIDEBOOK FOR HONG KONG GREEN INNOVATIONS AWARDS



2020

# 1. INTRODUCTION

## 1.1 Background

The Hong Kong Green Innovations Awards (HKGIA), under the Hong Kong Awards for Environmental Excellence (the HKAEE), is led by the Environmental Campaign Committee (ECC) together with the Environmental Protection Department and in conjunction with nine organisations, in alphabetical order, the Advisory Council on the Environment, the Business Environment Council, the Chinese General Chamber of Commerce, the Chinese Manufacturers' Association of Hong Kong, the Federation of Hong Kong Industries, the Hong Kong Chinese Importers' & Exporters' Association, the Hong Kong Council of Social Service, the Hong Kong General Chamber of Commerce and the Hong Kong Productivity Council.

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



## 1.2 Eligibility for the HKGIA




Any Hong Kong organisations or their functional units which operate in Hong Kong may apply with an entry they have either conceived of on their own, or modified significantly from existing approaches and developed those to fruition to create environmental value in Hong Kong. In this context, the term “green innovation” refers to any change that increases or enhances environmental benefits in a significantly ingenious manner.

Each applicant may submit one or more entries. Each entry submitted should be a current and recent initiative within **three years** since its full-scale implementation. It must not merely be an idea that has merit and may be successful in the future, or a green innovation brought or directly taken from a third party without any modification or enhancement made by the applicant. The entry should also show proven success in terms of measurable improvement to the environment (e.g. energy conservation, waste management, air quality improvement, water management, noise reduction, etc.). **Green innovative entries exhibiting achievements on eco-antipandemic are most welcome in 2020.**

The Organisers reserve the right to decide whether an application meets the eligibility requirement.

## 1.3 Objectives of the HKGIA

The *Hong Kong Green Innovations Awards* aims to:

-  encourage organisations solving problems with innovative, green and practicable ideas that have been turned into tangible gadgets, equipment or systems etc., resulting in real environmental benefits;
-  encourage organisations sharing their experiences in green innovations with industry and public; and
-  recognise organisations' green innovations.

## 1.4 Purpose of this Guidebook

The purpose of this Guidebook is to explain the application procedures and assessment criteria for the *Hong Kong Green Innovations Awards*. At the Appendix is a checklist to assist organisations in evaluating the achievements of a prospective entry.

## 2. ASSESSMENT PROCESS

Winners will be selected from a rigorous assessment process that comprises two stages:



### **Special Commendation for Small-and-Medium Enterprises (SMEs) or Start-Up Companies**

Outstanding entries submitted by SMEs\* or Start-up# companies that do not receive any Gold, Silver, Bronze award or Certificates of Merit in the 2020 HKGIA may be presented with the special commendation(s).

*\*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" include 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.*

*# A start-up company is an organisation that was established within the past **5 years** at the time of detailed assessment and has substantive business operation in Hong Kong.*

## 2.1 Stage of Detailed Assessment

Upon receipt of the application form, a questionnaire will be sent to the applicants for collecting detailed information if the entry is considered initially eligible under the scheme. An interview will be required for the applicant to present the entry to a team of assessors so that the team may obtain first-hand details about the entry, including its purpose and environmental performance. All information submitted by the applicant and / or examined during this Stage will be reviewed according to the assessment criteria of the awards. The Organisers will then select from the competing entries for final assessment in the next Stage.

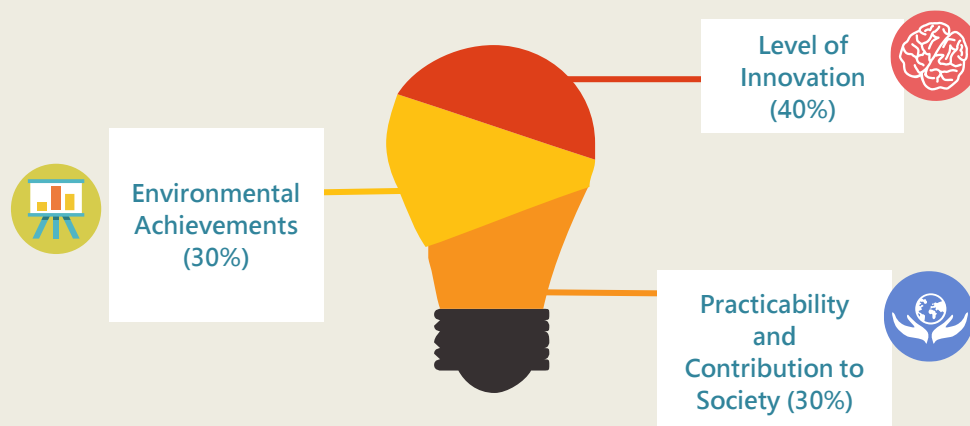
All eligible applicants who have completed Stage of Detailed Assessment and yet do not receive any award will receive a Participation Certificate after completion of all assessment processes.

## 2.2 Stage of Final Assessment

An Adjudicating Panel will be formed to review the entries. During the final assessment stage, the Adjudicating Panel may invite candidates to further present the achievements of their entries in a meeting. The Adjudicating Panel will comprise representatives from various trade associations, government departments, professional bodies and the like.

### 3. ASSESSMENT CRITERIA

The assessment will be based on the following three criteria:



#### 3.1 Level of Innovation

##### *3.1.1 Existence and recentness of innovative elements*

The ability for the applicant to demonstrate the innovative elements is crucial during the assessment. In addition, the uniqueness of the entry amongst the local counterparts is an important element in the assessment.

Innovation can be thought of providing solutions through creating new ideas, making meaningful improvement in existing product or technologies. During the assessment of an entry, the degree of novelty and changes over the past or present will be critically examined and evaluated for its worthiness. Entries that are recently and fully implemented with a certain/high level of innovation would be more preferable.

A green innovation which can demonstrate a significant technology breakthrough and its great ability to provide better alternatives for environmental improvement will often receive a higher compliment.

##### *3.1.2 Degree of originality*

For an entry to be considered outstanding, the applicant should demonstrate that there is no similar invention in the market that has already brought environmental benefits. If something similar exists in the marketplace, the applicant should demonstrate its uniqueness and the efficiency compared to the existing invention, or that it could bring benefits to the environment. In this regard, the applicant should provide all records of valid patents received on the entry for examination.

During the assessment process, a higher preference will be given to the entries which are the result of the applicant's own prudent planning and dedicated effort in materialising some unique and indigenous concepts. For entries which are results of combined efforts of the applicant and external parties, the work an applicant has accomplished to overcome hurdles or challenges and make such concept work will also be our focus of the award assessment. The more the applicant has put in effort, the higher the ranking will be. Entries that are the outcome primarily through the support of external parties with only some degree of the applicant's own adaption are less preferred, but will still be considered during the assessment.



## 3.2 Environmental Achievements

### *3.2.1 Measurable improvement to the environment*

The degree of success about an entry will be assessed through an evaluation of its environmental achievements. Quantifiable results on the environmental benefits is highly preferred, which include but not limited to the amount of energy saved; the amount of waste recovered, recycled or reused; indication of improving air quality and noise level reduction, etc. can be used as indicators for tracking the progress and evaluating the entry's achievement. Verification methods for the achievement result is also a vital reference during the assessment.

### *3.2.2 Ability to generate benefits to multiple environmental aspects*

It is very often seen that high-value green innovations not only provide appreciable benefits to a particular environmental aspect, but are also recognised to have multiple benefits on various environmental attributes.

During the assessment, an entry with appreciable benefits to additional independent environmental aspects will be given an edge over others. To fulfill the assessment criteria, the applicant should provide sound evidence or data of benefits in various environmental aspects, including but not limited to, energy saving performance; reduction of raw material usage; reduction of hazardous materials usage; air quality improvement; reduction of noise level and water management, etc. for assessment.

### *3.2.3 Accreditations or external stakeholder acknowledgements obtained*

Rewards and recognition are powerful tools for motivating and improving the performance of a green innovation. They can also be used as one of the important indicators to evaluate the success of a green innovation. In this regard, the applicant should provide all records of the number of third-party accreditations obtained, certificates or awards in recognition of environmental achievement and evidence of stakeholder acknowledgment on the entry for examination.



## 3.3 Practicability and Contribution to Society

### *3.3.1 Applicability in multiple areas*

Putting a green innovation into practice and allowing it to achieve noticeable contributions to the community are on-going challenges. One of the major assessment criteria of the Hong Kong Green Innovations Awards is the practicability of an entry, i.e., that it is easily and readily adoptable or applicable for users across various sectors.

Entries with enormous potential to meet broader needs and high capabilities for applications in various sectors will receive a higher score in this aspect of assessment. Applicants are expected to provide evidence showing that their entry can meet the commonness of the environmental issue addressed within the sector and cross sectors.

### *3.3.2 Level of cost-effectiveness*

Quantifying the costs and cost savings associated with a green innovation may require practitioners to collect data from different stakeholder organisations for evaluation. In most instances, the initiator of a green innovation

can use a simple direct cost evaluation method to analyze costs and cost savings of implementing the green innovation. This approach often involves quantifying and evaluating cost savings concerning various aspects such as the capital costs associated with new technologies; the costs of operating and maintaining that new equipment; the costs of modifying operations to comply with the innovation; and the costs of complying with the innovation's monitoring, record keeping, and reporting requirements. The applicant should explain the above in detail and provide all relevant information and data during the assessment process.

In sum, an entry with a higher return on investment (ROI) in economic, environment aspects, etc. will generally be rated higher than those with a lower ROI.

### *3.3.3 Efforts in creating awareness among the business community or general public*

Green innovations that are able to provide significant environmental benefits to the communities will often warrant solid recognition.

During the assessment, focus will be given to evaluating an applicant's ability to disseminate about the entry and to increase awareness to the community. Entries involving a very extensive range of efforts to educate the community will be ranked higher. Assessment indicators sought in this assessment aspect are such as the number of recipients associated with the educational efforts, corporate communication materials, media reports, introduction of the entry in journals of professional bodies and experience-sharing seminars.

The assessment will also give credit on an entry if the applicant can clearly demonstrate that views of people in the communities have been solicited and that the applicant can bring environmental benefits with the entry.



## 4. APPLICATION FORM

### HONG KONG GREEN INNOVATIONS AWARDS

Application Deadline: 11 Dec 2020

#### SECTION 1 - Organisation Information

Name of Organisation (holding a valid Hong Kong Business Registration Certificate or other legal entities):

in English:

in Chinese:

Telephone:

E-mail:

Address:

Website:

BR Number:

Number of employees (under the Business Registration of the applicant organisation):

Hong Kong (Full time):

(Part time):

Parent Company (Full time):

(Part time):

Is your company or its parent company (if applicable) listed company?

☐ Yes

☐ No

Year of Establishment of Organisation: \_\_\_\_\_

#### SECTION 2 – Entering for Award Competition

Details of the *entry submitted* for award competition.

(Please use additional sheet if space is not enough)

(a) Title of the green innovative entry

\_\_\_\_\_

(b) Date of completion / commencement of full-scale implementation / ready for the market:

\_\_\_\_\_

(c) How is the entry developed by your company?

☐ invented by your company

☐ collaborated with partner(s)

(Please specify the name of the partner(s): \_\_\_\_\_)

☐ brought or taken from a third party with modification or enhancement

(d) What is your involvement / contribution of your company in the development of the innovative entry?

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(e) Has the entry obtained any patent?

☐ No   ☐ Application in progress (Please provide the relevant document)

☐ Yes (please provide a copy of patent document and the patent number: \_\_\_\_\_)

(f) Please describe your entry and provide details about its major features, including major differences from existing similar products / methods / systems adopted in the market.

*(Please keep the information for this question within 300 words. You may attach supplementary information such as photo, leaflet and schematic diagram, etc.)*

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(g) Please specify the environmental benefit of the entry:

☐ Energy Conservation   ☐ Waste Management   ☐ Air Quality Improvement

☐ Water Management   ☐ Noise Reduction

☐ Others (Please specify): \_\_\_\_\_

Please elaborate and/or quantify the environmental performance of your entry:

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(h) Does this entry exhibit any eco-antipandemic achievements? If yes, please specify:

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### SECTION 3 - Contact Details and Declaration

Please provide the following information about the contact person of your organisation.

	Contact 1	Contact 2
Name of Contact Person:		
Designation:		
Telephone:		
E-mail:		

How did you learn about Hong Kong Green Innovations Awards?

(Can select more than one)

- ☐ Mass media (e.g. TV and newspaper)
- ☐ Social Media (e.g. Facebook, YouTube and Instagram)
- ☐ Roving exhibitions
- ☐ Through the Technical Consultant
- ☐ Referral from another company / organisation  
(Please specify the name of the company / organisation: \_\_\_\_\_)
- ☐ Advertisement or posters
- ☐ Official website or eDMs
- ☐ Experience Sharing Seminars held by the Organiser
- ☐ Through participation in Hong Kong Awards for Environmental Excellence (HKAEE) or Hong Kong Green Organisation Certification (HKGOC)
- ☐ Through commerce chambers / trade associations  
(Please specify name of chamber / association: \_\_\_\_\_)
- ☐ Others (Please specify: \_\_\_\_\_)

*Please read the consent statement at the next page before signing and submitting this application form.*

Signature with Organisation Chop:

\_\_\_\_\_

Name of Signatory:

\_\_\_\_\_

Designation of Signatory:

\_\_\_\_\_

Date:

\_\_\_\_\_

The HKGIA Technical Consultant (Hong Kong Productivity Council, HKPC) has adopted a Personal Data (Privacy) Policy. You may contact HKPC's Personal Data Controlling Officer for further details. You have the right to request access to, and amend your personal data in relation to your application. If you wish to exercise these rights, please send email to: edm@hkpc.org.

**Consent Statement**

I hereby declare that the information given above is accurate to the best of my knowledge, and agree that all decisions made by the Organisers (i.e. Environmental Protection Department and Environmental Campaign Committee and its Secretariat) and adjudicating panel are final and binding in all aspects relating to the HKGIA. I understand that any false or misleading information may lead to disqualification of my application.

I agree that personal data (including name, phone number, correspondence address and email address) provided by me will be used for the purpose of the administration, evaluation and management of my application. I understand if I cannot provide the relevant personal data, the processing of my application by the Organisers and the Technical Consultant may be affected.

The HKGIA Technical Consultant (Hong Kong Productivity Council, HKPC) intends to use the personal data (including your name, phone number, correspondence address and email address) that you have provided to promote the latest development, consultancy services, events and training courses of HKPC. Should you find such use of your personal data not acceptable, please indicate your objection by ticking the box below.

☐ I object to the proposed use of my personal data in any marketing activities arranged by the HKGIA Technical Consultant (HKPC).

The Environmental Protection Department (EPD) and / or the Environmental Campaign Committee (ECC) and its Secretariat also intend to use the personal data (including your name, phone number, correspondence address and email address) that you have provided to promote the latest development, policies, activities and schemes of the EPD and / or the ECC. Should you find such use of your personal data not acceptable, please indicate your objection by ticking the box below.

☐ I object to the proposed use of my personal data in any marketing activities arranged by the EPD and / or the ECC and its Secretariat.

Please complete the Application Form and send it to the HKGIA Technical Consultant (Hong Kong Productivity Council) through the below channels –

Email	:	awards@hkaee.gov.hk
Mailing Address	:	HKGIA Technical Consultant, Hong Kong Productivity Council, HKPC Building, 78 Tat Chee Avenue, Kowloon Tong, Kowloon, Hong Kong

*Important Note:*

*Applicants should immediately call the HKGIA hotline Tel: 2788 5903 if no acknowledgement of application is received within 7 working days from the date of application*

## 5. ACKNOWLEDGEMENTS

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

### 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

## 6. ENQUIRY



2788 5903



[awards@hkaee.gov.hk](mailto:awards@hkaee.gov.hk)



[www.hkaee.gov.hk](http://www.hkaee.gov.hk)

## 7. DISCLAIMER

The information contained in this programme booklet has been produced for guidance only. While every precaution has been taken to ensure its accuracy, no responsibility for any claims, losses or expenses as a result of any material in this publication can be accepted by the Organisers or any organisations involved in this project.

## Appendix – Checklist for Evaluation of Green Innovations

### LEVEL OF INNOVATION

	Yes	No
<i>Existence and Recentness of Innovative Elements</i>		
➤ Address all challenges associated with your green innovation properly.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Demonstrate uniqueness / recentness in your own business sector.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Demonstrate uniqueness / recentness in Hong Kong.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Demonstrate uniqueness / recentness in the global world.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Significant breakthrough with fundamental change over past practices.	<input type="checkbox"/>	<input type="checkbox"/>
<i>Degree of Originality</i>		
➤ Develop on own prudent concept and dedicated effort.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Work on and accomplished by a creative team.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Obtain patents or intellectual property protection for your green innovation.	<input type="checkbox"/>	<input type="checkbox"/>

### ENVIRONMENTAL ACHIEVEMENTS

	Yes	No
<i>Measurable Improvement to the Environment</i>		
➤ Achieved the intended goal that has been verified.	<input type="checkbox"/>	<input type="checkbox"/>
<i>Ability to Generate Benefits to Multiple Environmental Aspects</i>		
➤ Generated other environmental benefits.	<input type="checkbox"/>	<input type="checkbox"/>
<i>Accreditations or External Stakeholder Acknowledgements Obtained</i>		
➤ Received accreditation, certification, award, customer acknowledgement or other form of recognition.	<input type="checkbox"/>	<input type="checkbox"/>

### PRACTICABILITY AND CONTRIBUTION TO SOCIETY

	Yes	No
<i>Applicability in multiple areas</i>		
➤ Highly applicable to organisations within your own business sector.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Highly applicable to organisations outside your own business sector or the general community.	<input type="checkbox"/>	<input type="checkbox"/>
<i>Level of Cost-Effectiveness</i>		
➤ Generated significant cost savings.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Fast payback period or high return on investment.	<input type="checkbox"/>	<input type="checkbox"/>
<i>Efforts in Creating Awareness amongst the Business Community or General Public</i>		
➤ Widely disseminated to the community through various means.	<input type="checkbox"/>	<input type="checkbox"/>
➤ Contributory feedback received from the community.	<input type="checkbox"/>	<input type="checkbox"/>