

2020 HONG KONG AWARDS FOR ENVIRONMENTAL EXCELLENCE

GUIDELINE FOR OUTSTANDING GREEN ACHIEVER COMMENDATION SCHEME

1. PURPOSE

The Outstanding Green Achiever Commendation Scheme (OGACS) (the Commendation Scheme) is established under the Hong Kong Awards for Environmental Excellence (HKAEE), to promote a green culture in workplace and encourage employees to show their environmental attributes. It recognises the contributions of outstanding individuals for their strong commitment, dedicated efforts, exceptional performance and enthusiasm in driving environmental enhancement within their organisations and/or the community as well as going the extra mile in their environmental endeavours.

The Hong Kong Awards for Environmental Excellence is led by the Environmental Campaign Committee 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.

2. ELIGIBILITY OF APPLICANTS

- The applicant(s) **must** be employed under the same organisation at the time of application and during assessment. He/she should **NOT** be the owner of the organisation;
- The applicant(s) must seek consent from his/her respective organisation for his/her participation in the Commendation Scheme; and
- His/her respective organisation should also participate in 2020 HKAEE and successfully accomplish Stage 1 Assessment (except for 2018 and 2019 HKAEE Gold Awardees)

There is no restriction on the number of applications to be supported by each / the same organisation / functional unit.

Note: Applicants from the Schools sector of HKAEE are **NOT** eligible to join this Commendation Scheme.

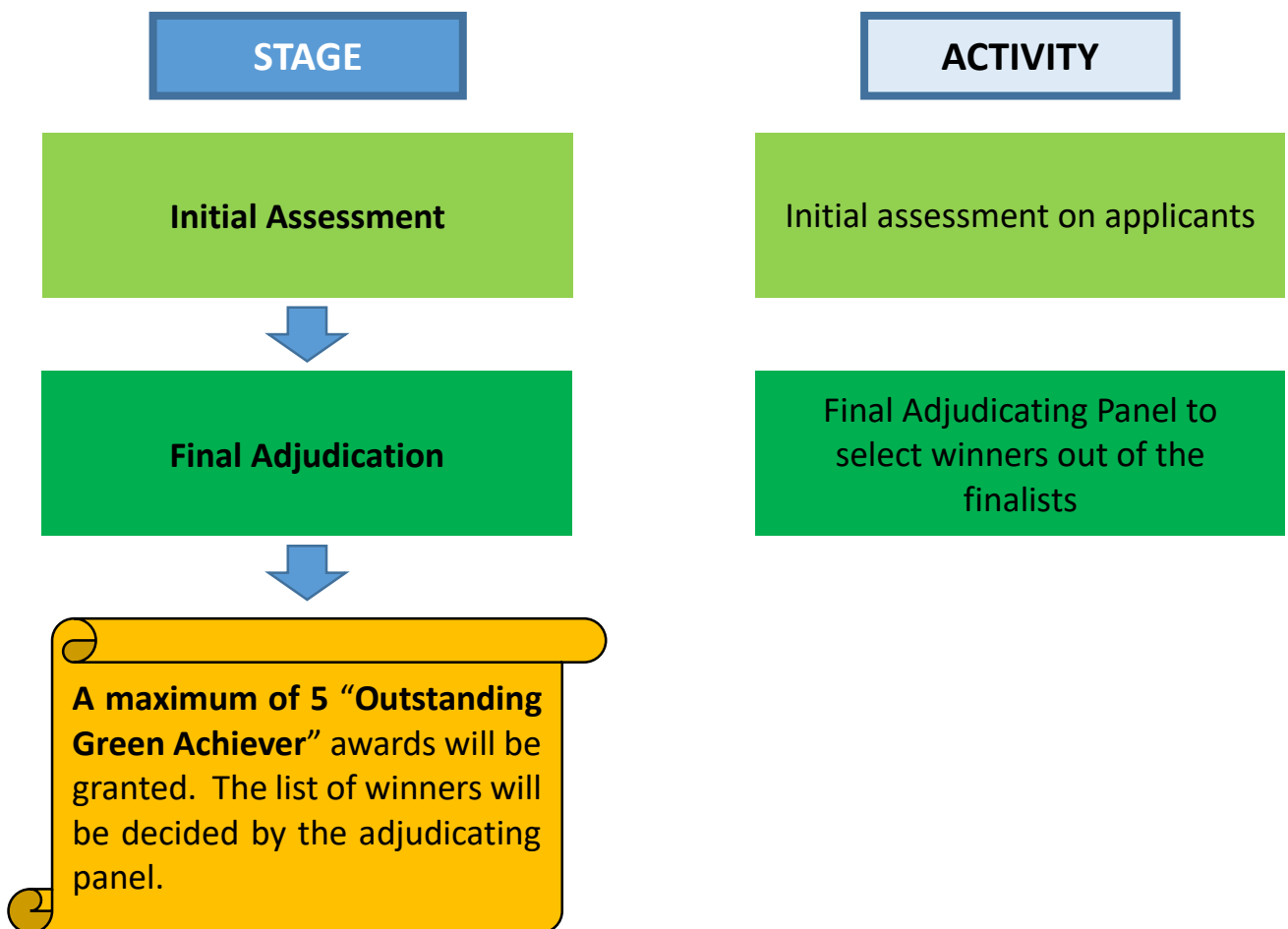
3. BENEFITS

Award winners of the Commendation Scheme –

- will be presented with a trophy and/or a certificate; and
- may be invited to share their achievements and experience in public events.

To recognise the efforts of applicants, a Certificate of Appreciation will also be issued to eligible applicants who have completed the Stage of Initial Assessment but are not selected to receive any award or certificate. Organisations / functional units of applicant(s) who have completed the Stage of Initial Assessment will also be presented with Certificates of Appreciation.

4. ASSESSMENT PROCEDURE



The assessment process consists of two stages, including (i) Initial Assessment and (ii) Final Adjudication –

Stage of Initial Assessment

Upon receipt of the application form, a questionnaire will be sent to the eligible applicant for collecting detailed information. The Consultant will conduct on-site/phone interviews with the applicants with reference to information submitted by the applicants and rate their performance according to a comprehensive and rigorous scoring system. Outstanding candidates will then be shortlisted for Final Adjudication.

Stage of Final Adjudication

During the final adjudication stage, shortlisted candidates will be invited to present their achievements to the panel members. The panel will assess the candidates and decide on the final results with reference to the assessment reports prepared by the Technical Consultant. The Final Adjudicating Panel will comprise representatives from various trade associations, government departments, professional bodies and the like.

5. ASSESSMENT CRITERIA

	Commitment	Achievement	Collaboration	Creativeness
Weighting	30%	25%	25%	20%

Commitment

- The applicant accords high priority to environmental issues and has a clear objective to pursue sustainable development for the business and the community;
- The applicant shows enthusiasm and innovation in creating a green corporate culture and work environment; and
- The applicant always goes the extra mile to achieve environmental goals.

Achievement

- The applicant understands the environmental impacts arisen from the organisation's business operations; and
- The applicant achieves significant environmental outcomes and benefits for his / her organisation and / or the community utilising his / her environmental skills and / or knowledge / experience.

Collaboration

- The applicant showcases strong collaboration with different stakeholders on environmental issues through his / her personal / business network; and
- The applicant demonstrates excellent communication ability and initiative to transfer his / her professional knowledge and experience to other stakeholders.

Creativeness

- The applicant applies his / her innovative ideas to create environmental values in the organisation and / or the community.