

# 2023 HONG KONG AWARDS FOR ENVIRONMENTAL EXCELLENCE



## GUIDEBOOK FOR SCHOOLS SECTOR

( for non-SMEs )

2023

# 1. INTRODUCTION

## 1.1 Background

The Hong Kong Awards for Environmental Excellence (the HKAEE) is led by the Environmental Campaign Committee (ECC) alongside the Environment and Ecology Bureau (EEB) 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. The HKAEE is an annual award which aims to encourage companies and organisations to adopt green management, benchmark their performance with the best practices within their sectors, and recognise the achievements of the best-performing companies and organisations.















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.



## 1.2 Overview of 2023 HKAEE

The HKAEE is recognised by the community as one of the most prestigious and reputable award schemes in Hong Kong. Information of this award scheme is summarised in the table below and full details can be found in the individual Guidebooks.

**Table 1: Awards category under 2023 Hong Kong Awards for Environmental Excellence**

2023 Hong Kong Awards for Environmental Excellence			
10 Sectors (for non-SMEs)			
			
Construction Industry	Hotels and Recreational Clubs	Manufacturing and Industrial Services	
			
Property Management (Commercial & Industrial / Residential)	Public and Community Services	Restaurants	Schools (Pre-school / Primary / Secondary)
			
Servicing and Trading	Shops and Retailers	Transport and Logistics	
4 Sectors (for 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.

## 2. HKAEE (SCHOOLS SECTOR)

### 2.1 Objectives

- To recognise efforts put in by schools on environmental management and education;
- To encourage schools' continuous improvement in environmental action and performance by integrating environmental elements into school curriculum and long-term development through a whole-school approach;
- To create an overall environmentally friendly ambience within the schools sector; and
- To recognise schools with excellent environmental performance.

### 2.2 Eligibility

All registered schools under the Education Bureau (EDB) are eligible to participate in the 2023 HKAEE (Schools Sector). This sector is further divided into three sub-sectors, namely pre-schools, primary schools and secondary schools.

To encourage wider participation, the Gold Award winner of each sub-sector of the previous year will not be eligible to join the HKAEE within the next two years. In other words, Gold Award winners of 2021 HKAEE and 2022 HKAEE (for all three sub-sectors) will not be eligible for entering 2023 HKAEE (Schools Sector), and Gold Award winners of 2023 HKAEE (for all three sub-sectors) will not be eligible to join 2024 and 2025 HKAEE (Schools Sector).

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

### 2.3 Programme Details and Activities

#### 2.3.1 Facilitator Support

- To assist participating schools to understand more about the 2023 HKAEE (Schools Sector), facilitators can be provided for mentoring schools by arranging visit(s) or sharing experience and/or providing suitable advice on green management via suitable channels on a voluntary basis. Each facilitator will be backed up by other team members with different skills to provide more holistic support to schools.
- **Facilitators would ONLY be allocated to schools upon request.** Schools interested in having a facilitator should indicate their request when submitting their applications for the 2023 HKAEE (Schools Sector). The duration of support will be one school year. Please note that schools that have not received facilitator support in the past two school years will be given higher priority in facilitator allocation. Gold, Silver and Bronze winners of 2021 and 2022 HKAEE are not eligible to apply for the support.

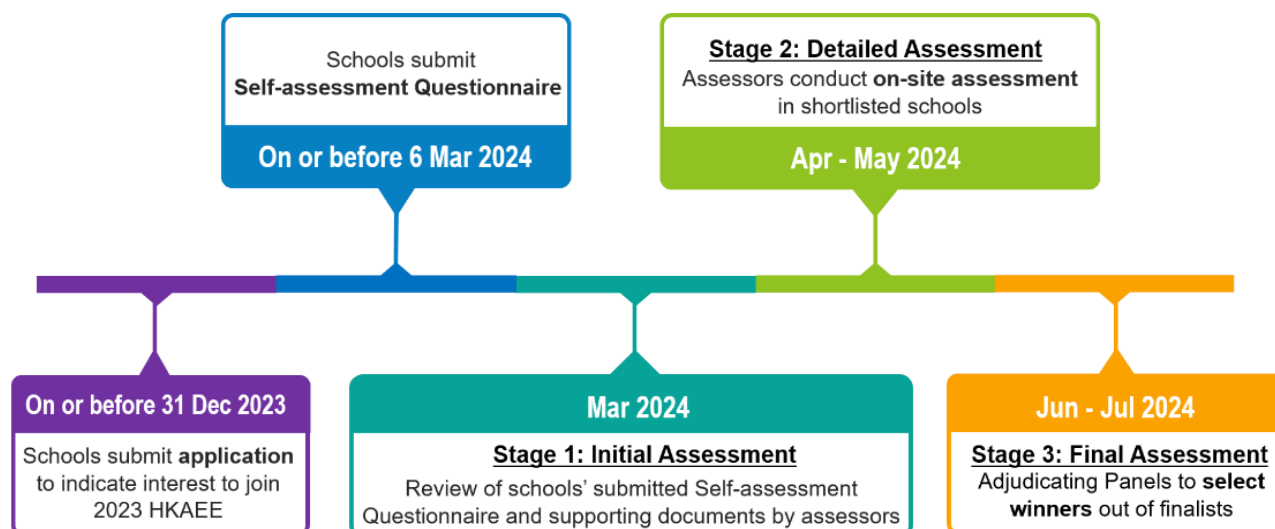
#### 2.3.2 Winning School Visits cum Environmental Training Workshops

- To enrich participating schools' understanding of the assessment criteria under the 2023 HKAEE (Schools Sector) and enable past winning schools of the HKAEE to share their successful experiences in formulating school environmental management policies and implementing environmental education, winning school visits cum environmental training workshops will be arranged in November and December 2023. For more details, please refer to EDB's Training Calendar System [Pre-school Course Code: [CDI020240070](#), Primary and Secondary Course Code: [CDI020240390](#)] or ECC's [Schools Go Green website](#).

### 2.3.3 Online Briefing Sessions

- To familiarise participating schools with the use of the online portal and preparation for completing the Self-assessment Questionnaire, two online briefing sessions are temporarily scheduled for Jan 2024. Details will be announced in due course.

## 2.4 Application, Assessment Process and Schedule






Schedule	Details
<b>Application</b>	
Oct – Dec 2023	<ul style="list-style-type: none"> <li>Schools who wish to join the 2023 HKAEE are required to complete and submit the <b>application form</b> through the <a href="#">online portal</a> <b>on or before 31 December 2023 (Sunday)</b> to indicate their wish to: <ul style="list-style-type: none"> <li>i) participate in the Award</li> <li>ii) apply for facilitator support (if necessary)</li> </ul> </li> <li>Schools applying for more than one school sub-sector and/or different campuses are required to submit <b>separate</b> online applications.</li> <li>Schools without submitting an application before the application deadline will <b>NOT</b> be considered as eligible participants for this year.</li> <li>Please contact the technical consultant of the scheme through email (<a href="mailto:hkaee@wwf.org.hk">hkaee@wwf.org.hk</a>) or phone (Tel: 2864 1472) if no acknowledgement of application is received within 7 working days from the date of online application submission.</li> <li>To reduce paper usage, schools are highly encouraged to submit their application through the <a href="#">online portal</a>. Paper form is also available as an alternative at Annex 1.</li> </ul>
<b>Winning School Visits cum Environmental Training Workshops</b>	
Nov – Dec 2023	<ul style="list-style-type: none"> <li>Details of the sessions could be found on EDB's Training Calendar System [Pre-school Course Code: <a href="#">CDI020240070</a>, Primary and Secondary Course Code: <a href="#">CDI020240390</a>] or ECC's <a href="#">Schools Go Green website</a>.</li> </ul>

Self-assessment	
Jan – Mar 2024	<ul style="list-style-type: none"> <li>Participating schools are required to complete a <b>Self-assessment Questionnaire</b> through the <a href="#">online portal</a> <b>on or before 6 March 2024 (Wednesday)</b> (will be opened for filling in Jan 2024) to review their environmental performance in the <b>past school year (i.e. 2022/23 school year)</b>.</li> <li>The templates of the Self-assessment Questionnaire [Annex 2 for pre-schools; Annex 3 for primary and secondary schools] and Highlights of Best Practices for the Schools Sector [Annex 4] are uploaded to the <a href="#">Schools Go Green website</a> for schools' reference only. <b>Submission in paper/PDF format will not be considered.</b></li> <li>Two online briefing sessions will be arranged for participating schools to familiarise themselves with the use of the online portal and requirements for submitting the Self-assessment Questionnaire.</li> <li>Schools could arrange meetings with facilitators (if necessary) to obtain advice from facilitators to prepare for the submission.</li> </ul>
Assessments	
Mar 2024	<p><u>Stage 1 – Initial Assessment</u></p> <ul style="list-style-type: none"> <li>The technical consultant will review the Self-assessment Questionnaire and supporting documents submitted by schools and may request supplementary information if necessary.</li> <li>The Organisers will shortlist eligible schools for Stage 2 – Detailed Assessment.</li> <li>All eligible schools that have completed Stage 1 but have not received any awards will receive a Participation Certificate after the completion of all assessment processes.</li> </ul>
Apr – May 2024	<p><u>Stage 2 – Detailed Assessment</u></p> <ul style="list-style-type: none"> <li>Assessors will conduct an on-site visit at shortlisted schools. The visit will comprise a school tour arranged by the school (to showcase the school's environmental facilities and measures) and an interview with school representatives, including but not limited to its top management, teaching and general staff, students, etc.</li> <li>During the on-site visit, schools are encouraged to introduce their environmental initiatives to the assessors to provide them with an in-depth understanding of their environmental performance and the status of implementation.</li> <li>Assessors will then prepare the assessment reports for submission to the Organisers for further short-listing schools into Stage 3 – Final Assessment.</li> <li>Schools that have successfully completed Stage 2 will receive a complimentary report on their environmental management and education. The report will outline the school's strengths and highlight areas where improvements could be made, which is very useful to facilitate participating schools to evaluate their performance and identify areas for further advancement.</li> </ul>
Jun - Jul 2024	<p><u>Stage 3 – Final Assessment</u></p> <ul style="list-style-type: none"> <li>The Panel will comprise representatives from schools, government departments and professional bodies.</li> <li>The Panel will invite finalist schools to make a short presentation during the final adjudication and review their environmental performance.</li> </ul>

## 2.5 Assessment Criteria

Participating schools will be assessed under three main areas, namely **Green Leadership**, **Programme and Performance** and **Partner Synergy**, with the following key components and weighting:

Assessment Area	Key Components	Weighting
A) Green Leadership 	<ul style="list-style-type: none"> <li>• Environmental Policy</li> <li>• School Management Support and Commitment</li> <li>• Education for Sustainable Development / Environmental Education Plan in School Curriculum</li> </ul>	20%
B) Programme and Performance 	<ul style="list-style-type: none"> <li>• Resource Usage and Management (Energy conservation and carbon reduction, water conservation, waste management, sustainable school catering, green procurement, environmental performance monitoring and evaluation and environmental compliance)</li> <li>• Campus Environment (Greening, noise and indoor air quality)</li> <li>• Environmental Education (Implementation, evaluation and information dissemination)</li> </ul>	55%
C) Partner Synergy 	<ul style="list-style-type: none"> <li>• Parents and Families</li> <li>• School Network</li> <li>• Community Members / Other Organisations</li> <li>• Service / Product Suppliers</li> </ul>	25%
<b>Total:</b>		<b>100%</b>

In order to recognise participating schools' efforts in promoting the HKAEE as well as their achievements in the Hong Kong Green Organisation Certification (HKGOC) and other recognised certification or award schemes, a maximum of 10 bonus points will be given to the participating schools during Stage 2 – Detailed Assessment of the HKAEE as follows:

### **Bonus Points Awarded for Efforts in Promoting HKAEE (maximum 3 bonus points)**

If participating schools have promoted HKAEE through their school network and / or promotional channels / platforms (e.g. display the awarded logos and stickers on campus, website, and electronic screens, etc.; imprint the awarded logo in name cards, letterhead; and publish featured articles through media), **a maximum of 1 bonus point will be granted.**

If participating schools have successfully referred their partners (e.g. schools that are not under the same Sponsoring Body, suppliers or contractors, external organisations, etc.) to join the HKAEE, **a maximum of 2 bonus points will be granted.**

If participating schools have promoted HKAEE through their school network and successfully referred their partners, they may be awarded with the title of "Outstanding HKAEE Promotional Partner" if they have fulfilled certain criteria. Please refer to the ["Outstanding Promotional Partner Commendation Scheme"](#) website for details.

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

If participating schools possessed a valid Wastewi\$e / Energywi\$e / IAQwi\$e / Carbon Reduction Certificate / recognition of Hong Kong Green Organisation issued by the ECC, **1 bonus point per Certificate will be granted**. Please refer to the [HKGOC](#) website for details.

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

If schools have participated in and possessed a valid certificate from the following schemes in the **2022/23 school year**, 1 bonus point per scheme will be granted.

Environmental Scheme	Applicable Sub-sector(s)	Organiser
<a href="#">Green Prefect Programme</a>	Primary Secondary	ECC
<a href="#">Student Environmental Protection Ambassador Scheme</a>		
<a href="#">Sustainable Development School Award Programme - "SD Participation Award", "SD Community Project Award"</a>	Secondary	Council for Sustainable Development
<a href="#">"Cherish Water Campus" Integrated Education Programme</a>	Pre-school Primary	Water Supplies Department
<a href="#">IAQ Certification Scheme</a>	Pre-school Primary Secondary	Environmental Protection Department
<a href="#">Greening School Subsidy Scheme / "One Person, One Flower" Scheme / Planting Herbs in School Scheme</a>	Pre-school Primary Secondary	Leisure and Cultural Services Department
<a href="#">Jockey Club BEAM Plus in Schools Project</a>	Primary Secondary	Business Environment Council
<a href="#">Green Elites Campus Accreditation Programme</a>	Primary	CLP Power Hong Kong Limited
<a href="#">"Happy Green Schools" Label Programme</a>	Primary Secondary	The Hongkong Electric Company

The Organisers reserve the right to grant bonus points to any participating school.



## A Whole-School Approach to Education for Sustainable Development (ESD)

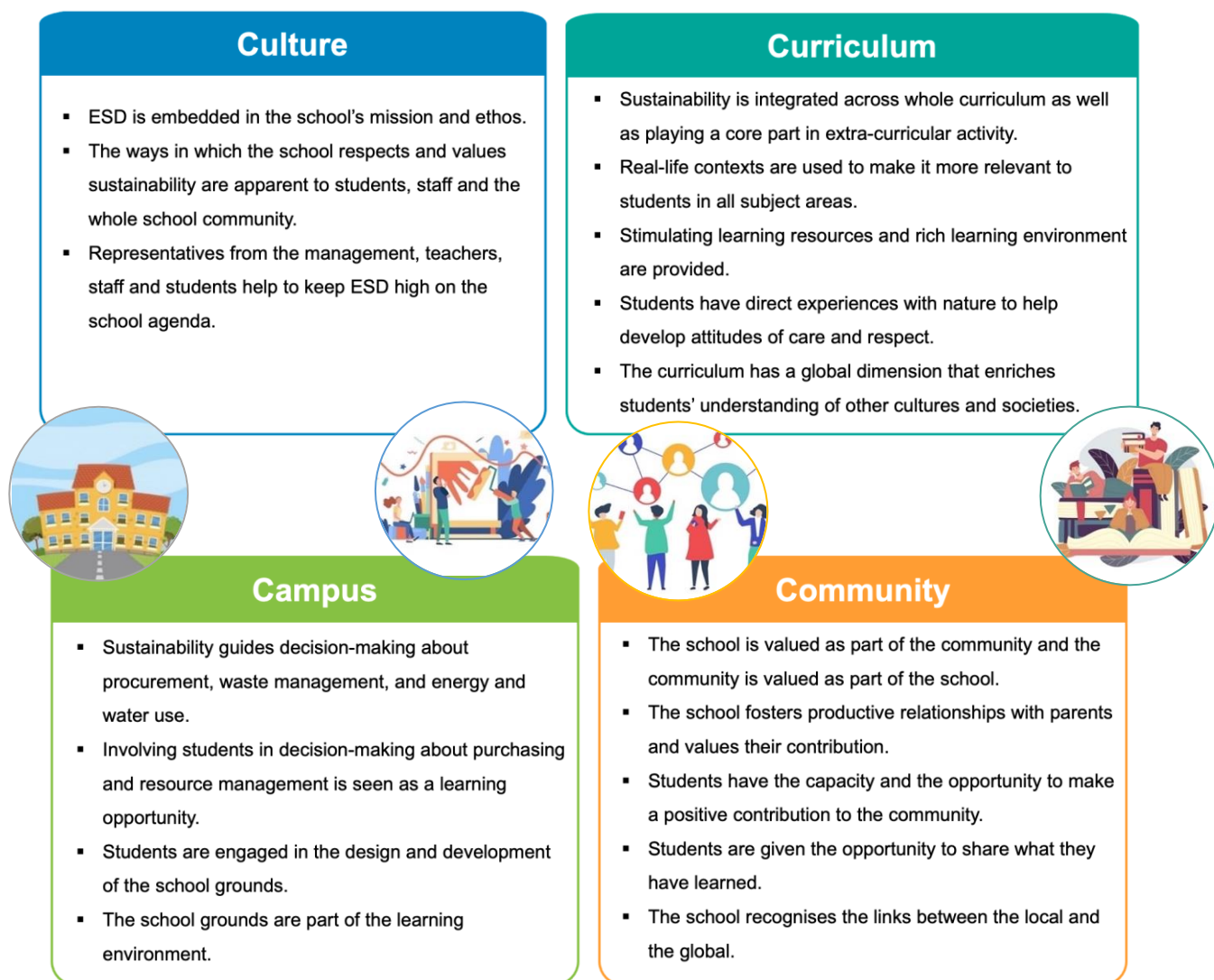
(Source and reference: WWF)

The **assessment criteria for 2023 HKAEE (Schools Sector)** were devised by integrating the core components of **the whole-school approach to ESD**.

Schools are microcosms of society, where young people establish many social norms and expectations. Environmental education, or in the wider scope of “Education for Sustainable Development (ESD)” is therefore not only about what happens in the classroom, but also about what happens in the whole school and the wider community.

A whole-school approach encompasses the 4Cs – Culture, Curriculum, Campus and Community.

The diagram below illustrates the key aspects of a whole-school approach to ESD. A holistic and integrated approach ensures that sustainability is embedded in the school ethos, teaching and learning, the management of the school estate and links with the wider community. It is a shared, core purpose, bringing together everyone involved in the school to identify changes they want to see, set priorities, plan solutions and put them into action.



There are many ways of developing a whole-school approach to Education for Sustainable Development. It is not something that can be ‘completed’ and ticked off – it is something we constantly build into our everyday activities. And as the world is always changing, it needs to evolve to keep pace.

## 2.6 Awards

Participating schools with excellent environmental performance and achievements will be awarded with a trophy / certificate and cash prize at the Presentation Ceremony of the HKAEE. Details of the awards for each sub-sector are listed below:



**Gold Award**  
(x 1)



**Silver Award**  
(x 1)



**Bronze Award**  
(x 1)



**Certificate of Merit**  
(x 10)

Pre-school	HK\$20,000	HK\$15,000	HK\$10,000	HK\$2,000
Primary	HK\$50,000	HK\$40,000	HK\$30,000	
Secondary	HK\$60,000	HK\$50,000	HK\$40,000	

(Combination and number of awards granted in each sub-sector will be decided by the Final Adjudicating Panel)



Award-winning schools will also 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

## 3. Best Green Education Initiative Award

In addition to the 2023 HKAEE (Schools Sector), a standalone school-based special award "Best Green Education Initiative Award" is launched to recognise schools' remarkable achievements in environmental education and gather good exemplars of initiatives and practices in the schools sector. For details, please refer to the application manual for the "[Best Green Education Initiative Award](#)".

Schools can choose to participate in both awards above or either one. Schools interested in applying for both 2023 HKAEE (Schools Sector) and "Best Green Education Initiative Award" are required to submit **separate applications** through the [online portal](#).

## 4. ENQUIRY

For enquiries for the 2023 HKAEE (Schools Sector), please contact the technical consultant of the scheme – WWF-Hong Kong via the following channels:



Tel: 2864-1472



E-mail: [hkaee@wwf.org.hk](mailto:hkaee@wwf.org.hk)



You may also visit our Schools Go Green website to get latest updates on the award scheme.

Website: <https://school.ecc.org.hk/en/programmes/hkaee.html>

## 5. ACKNOWLEDGEMENTS

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

### Funded by



Environment and Conservation Fund

### Organisers



中華人民共和國香港特別行政區政府  
環境及生態局  
Environment and Ecology Bureau  
The Government of the Hong Kong Special Administrative Region  
of the People's Republic of China

Environment and Ecology Bureau



ENVIRONMENTAL  
CAMPAIGN COMMITTEE  
環境運動委員會

Environmental Campaign Committee



Advisory Council on the Environment



BUSINESS  
ENVIRONMENT  
COUNCIL  
商界環保協會

Business Environment Council



香港工業總會  
FHKI Federation of  
Hong Kong Industries

Federation of Hong Kong Industries



Hong Kong General Chamber of Commerce



Hong Kong Productivity Council



香港中華總商會  
CGCC The Chinese General Chamber  
of Commerce, Hong Kong

The Chinese General Chamber of Commerce



香港中華廠商聯合會  
The Chinese Manufacturers'  
Association of Hong Kong

The Chinese Manufacturers' Association  
of Hong Kong



香港中華出入口商會  
The Hong Kong Chinese Importers' & Exporters' Association

The Hong Kong Chinese Importers'  
and Exporters' Association



The Hong Kong Council of Social Service

## Annex 1 – Application Form

To reduce paper usage, schools are highly encouraged to submit their application through the [online portal](#). Paper form is also available as an alternative. Please return the duly completed Application Form via email to [hkaee@wwf.org.hk](mailto:hkaee@wwf.org.hk) on or before **31 December 2023 (Sunday)**.

**\*Compulsory**

### Sector\*

(Please put “√” in the appropriate box below.)

☐ Schools (Pre-school)      ☐ Schools (Primary)      ☐ Schools (Secondary)

Note:

1. Schools applying for **more than one school sub-sector and/or different campuses** are required to submit **separate** application forms.
2. Schools who are intended to join the “**Best Green Education Initiative Award**” (**Special Award**) should submit a **separate** application form for the Special Award.

## Part One – School Profile

**Name of School (as shown on Certificate of Registration of School)**

In English\* \_\_\_\_\_  
 In Chinese\* \_\_\_\_\_  
 Postal Address\* \_\_\_\_\_  
 School Telephone\* \_\_\_\_\_  
 School Email\* \_\_\_\_\_  
 School Website \_\_\_\_\_

**Name of School Sponsoring Body, if applicable**

In English \_\_\_\_\_  
 In Chinese \_\_\_\_\_

**Number of Students\*** \_\_\_\_\_

**Number of Teaching and Non-teaching Staff**

Full Time\* \_\_\_\_\_  
 Part Time\* \_\_\_\_\_

## Part Two – Facilitator Support

Schools participating in the 2023 HKAEE can apply for Facilitator Support. Facilitators will be allocated to schools to provide extra guidance and advice for one school year upon request.

Note:

1. Schools that have not received facilitator support in the past two school years will be given higher priority in facilitator allocation.
2. Gold, Silver and Bronze winners of 2021 and 2022 HKAEE are **not** eligible to apply for the support.

Our school is interested in applying for the Facilitator Support\*:

(Please put “√” in the appropriate box below.)

☐ Yes      ☐ No

(Please tick "No" if your school is the Gold/Silver/Bronze winner of 2021 and/or 2022 HKAEE)

## Part Three – Outstanding Promotional Partner Commendation Scheme

☐ Our school is interested in joining the "[Outstanding Promotional Partner Commendation Scheme](#)". Please click the hyperlink for more information and application.

## Part Four – Outstanding Green Achiever Commendation Scheme

☐ Our school is interested in joining the "[Outstanding Green Achiever Commendation Scheme](#)". Please click the hyperlink for more information and application.

## Part Five – Visits Activity

Six sessions of Winning School Visits cum Environmental Training Workshops for 2023 HKAEE will be held from late Nov and mid-Dec 2023. Schools managers, teachers and non-teaching staff are all welcome to join. If your school wishes to nominate staff members to join the activity, please submit an online application through EDB's Training Calendar System on or before the Application Deadline of that session [Pre-school Sessions Course Code: [CDI020240070](#), Primary and Secondary School Sessions Course Code: [CDI020240390](#)].

In addition, submit your application on or before 15 December 2023 to get a chance for free visit to one of the following companies. Please choose one of the following:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> A.S. Watson Group (HK) Limited -<br>Watson's Water | <input type="checkbox"/> Hongkong International Theme Parks<br>Limited - Hong Kong Disneyland | <input type="checkbox"/> MTR Corporation Limited -<br>Caribbean Coast |
| <input type="checkbox"/> Sino Estates Management Limited -<br>Olympian City | <input type="checkbox"/> Television Broadcasts Limited  | <input type="checkbox"/> Not attend                                   |

Note: A maximum of 150 seats are available for the visits. Only one representative is allowed to join the visit for each application. The Organisers have the right to determine the final participants if the quota is exceeded. The content, location, date and time of the visits may subject to changes under special circumstances.

## Part Six – Contact Details and Declaration

Please provide the following information about the teacher-in-charge/contact person of your school.

Name of Contact Person\* \_\_\_\_\_

Designation\* \_\_\_\_\_

Contact Number\* \_\_\_\_\_

Email\* \_\_\_\_\_

**How do you learn about the Hong Kong Awards for Environmental Excellence? (Can select more than one)**

- ☐ Have participated in previous years
- ☐ Education Bureau Circular Memorandum
- ☐ Invitation letter / Email Invitation / eDM from the ECC Secretariat
- ☐ ECC "Schools Go Green" website
- ☐ Mass media (e.g. TV and newspaper)
- ☐ Social media (e.g. Facebook, LinkedIn, Instagram, YouTube)
- ☐ Through the technical consultant – WWF-Hong Kong
- ☐ Through District School Heads Associations / District School Liaison Committees
- ☐ Learnt from other teaching staff
- ☐ Referral from another school / organisation (Please specify the name of the school / organisation):  
\_\_\_\_\_
- ☐ Others (Please specify):  
\_\_\_\_\_

## School Statement

Please read the points to note and declaration below before submitting your application.

The HKAEE Technical Consultant (Hong Kong Productivity Council, HKPC) and the Technical Consultant for the Schools Sector (World Wide Fund for Nature Hong Kong, WWF-Hong Kong) undertake to comply with the requirements of the Personal Data (Privacy) Ordinance to ensure that personal data kept are accurate and secure. You may contact HKPC's Personal Data Controlling Officer for further details or visit WWF-Hong Kong's website ([wwf.org.hk/en/privacy](http://wwf.org.hk/en/privacy)) for the full version of Privacy Policy. If you wish to request access to or amend any of your personal information, please contact HKPC (email: [sec@hkaee.gov.hk](mailto:sec@hkaee.gov.hk)) and WWF-Hong Kong (email: [supporter@wwf.org.hk](mailto:supporter@wwf.org.hk) / service hotline: 2526 1011 / mailing address: WWF-Hong Kong at 15/F, Manhattan Centre, 8 Kwai Cheong Road, Kwai Chung, NT). The personal data collected will be erased or destroyed 24 months after the completion of the assessment of HKAEE each year.

### 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. Environment and Ecology Bureau (EEB) and Environmental Campaign Committee (ECC) and its Secretariat) and adjudicating panel(s) are final and binding in all aspects relating to the HKAEE. I understand that any false or misleading information may lead to disqualification of my application.

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

Your personal information (including name, contact number and email address) may be used by the Technical Consultant for HKAEE Schools Sector (WWF-Hong Kong) for the purposes of sending you organisational updates, surveys, event invitations

and other marketing communications. You may opt out of receiving communications from WWF-Hong Kong at any time free of charge. Should you find such use of your personal data unacceptable, 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 Technical Consultant for HKAEE Schools Sector (WWF-Hong Kong)

The EEB and/or the ECC and its Secretariat also intend to use the personal data (including name, contact number and email address) that you have provided to promote the latest development, policies, activities and schemes of the EEB and/or the ECC. Should you find such use of your personal data unacceptable, 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 EEB and/or the ECC and its Secretariat.

Please contact the 2023 HKAEE (Schools Sector) technical consultant through email ([hkaee@wwf.org.hk](mailto:hkaee@wwf.org.hk)) or phone (Tel: 2864 1472) if no acknowledgement of application is received within 7 working days from the date of application submission.

## DISCLAIMER

The information contained in this guidebook 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 guidebook.