**4T 約章計劃 – 資料收集**

**4T Charter Scheme – Information to be collected**

致 To : 活動秘書處 Event Secretariat 傳真 Fax : 3740 0676

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*(此表格最好是以打字方式填寫，並將軟拷版本電郵至上述電郵地址)*

*It is preferable to have this form typed and send its soft version to us via the above email)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

參與4T約章的機構須因應要求提交相關資料，如參與建築物的能源節約目標與時間表（見B部份）、減碳目標與時間表（可供選擇的額外承諾）（見C部份）及其成效（見D部份）。收集的資料只供內部分析，整合數據將會公佈。

Upon requested, participating organization is required to submit relevant information related to the 4T Charter, such as energy saving target with timeline (see section B below), carbon reduction target with timeline (Optional additional pledges) (see section C below) and result of participating premises (see section D below). This information will be used for internal analysis only and aggregated data will be published.

1. 基本資料Basic Information

|  |  |
| --- | --- |
| 序號Sequence Number : |  |
| 機構名稱Name of Organization : |  |
| 參與場所名稱Name of Participating Premises: |  |
| 聯絡人名稱Name of Contact Person: |  |
| 電郵地址 Email: |  |
| 電話 Tel:  |  |

1. 制定時間表以訂立節能目標 Establishing energy saving target with timeline:-

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| (i) | 基準年份Base Year  | : | 年份Year |  |
| (ii) | 目標年份Target Year | : | 年份Year |  |
| (iii) | 與基準年份相比，目標年份能源節省的百份比Percentage of Energy Reduction by Target Year when compare with Base Year | : |  | % |
| (iv) | 基準年份的總能源消耗1Total Energy Consumption[[1]](#footnote-1) of Base Year | : |  | 兆焦耳(MJ) |

1. 因減碳可供選擇的額外承諾

Optional additional pledges for carbon reduction □ 是Yes □ 否No

除了節省能源，鼓勵簽署4T約章的參與者因應減碳而訂立目標和時間表，例如實行再生能源系統、綠色運輸及減少廢物等。並分享計劃的措施和成果。

In addition to energy saving, signatories of 4T charter scheme are also encouraged to set targets and timelines for the reduction of carbon emissions, such as installation of more renewable energy systems, adoption of green transport and waste reduction, etc., and share their measures and achievements.

|  |  |  |  |
| --- | --- | --- | --- |
| (i) | 基準年份Base Year  | : | 年份Year |
| (ii) | 目標年份Target Year | : | 年份Year |
| (iii) | 與基準年份相比，目標年份減碳排放的百份比Percentage of Reduction of Carbon Emissions by Target Year when compare with Base Year | : | % |
| (iv) | 基準年份的總減碳排放Total Carbon Emissions of Base Year | : |  |

公噸二氧化碳當量(tonnes CO2-e)

請到以下環境保護署的網頁查閱更多資料：https://cnsd.gov.hk/en/climate-ready/

For more details, please refer to EPD’s website: <https://cnsd.gov.hk/tc/climate-ready/>

1. 為了確保具透明度，參與機構將會採用以下公佈節能成效及減碳\*的方法（請於適當的空格填上剔號）
To achieve transparency, organization of participating premises will adopt following method(s) to publish its energy saving results and carbon reduction results\* (please put tick(s) in appropriate boxes):-

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | 年度報告 Annual Report |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  | 網站 Website |  |  |  | 内聯網 Intranet |
|  |  |  |  |  |  |  |
|  |  | 對外通訊 Newsletter (for public) |  |  |  | 内部通訊 Memo / Circular |
|  |  |  |  |  |  |  |
|  |  | 其他: *請註明如下*Others: *please specify below*

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備注：參與機構須因應要求提交能源節約及減碳\*的成效，如每年度一次。

Note – Participating organization / premises is required to report energy saving results and carbon reduction results\*, say, on annual basis upon requested.

1. 鼓勵全民（如員工/ 學生/ 住戶/ 租客）共同參與達成節能目標及減碳目標\*的方法（請於適當的空格填上剔號）Measures for encouraging inhabitants (including staff/ students/ occupants/ tenants) to work together on the energy saving target and carbon reduction target\*. Please put tick(s) in appropriate box(es):-

|  |  |  |
| --- | --- | --- |
|  |  | 讓員工／學生／居住者／承租人參與計劃節能項目及減碳項目\*Involve inhabitants in planning of energy saving programme and carbon reduction programme\*  |
|  |  |
|  |  |  |
|  |  | 就節能項目及減碳項目\*的進度訂下目標，並向員工／學生／住戶／租客給予反饋。Set goals and provide feedback to inhabitants on progress of energy saving programme and carbon reduction programme\* |
|  |  |
|  |  |  |
|  |  | 鼓勵員工／學生／住戶／租客參與實踐節能計劃及減碳計劃\*Encourage participation of inhabitants in implementation of energy saving programme and carbon reduction programme\* |
|  |  |
|  |  |  |
|  |  | 為員工／學生／住戶／租客提供簡介會或支援訓練來鼓勵他們參與節能計劃及減碳計劃\*Provide briefing or supportive coaching for inhabitants on energy saving and carbon reduction\*  |
|  |  |
|  |  |  |
|  |  | 就節能計劃及減碳計劃\*與員工／學生／住戶／租客進行定期溝通Communicate regularly with inhabitants on energy saving programme and carbon reduction programme\*  |
|  |  |
|  |  |  |
|  |  | 開創目標和成果共享的機會Create opportunities for sharing of goals and accomplishments |
|  |  |
|  |  |  |
|  |  | 其他: *請註明如下*Others: *please specify below*

|  |
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|  |

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|  |  |

備注：參與機構須因應要求，提交文件證明以上有關方法得以實施。

Note – Participating organization/premises is required to provide documentary proof of above measures upon requested.

\* : if selected Optional additional pledges

\* : 可供選擇的額外承諾

1. For information, 1 kWh is equivalent to 3.6 Mega Joules (MJ)

 以參考，1千瓦小時相當於3.6兆焦耳 [↑](#footnote-ref-1)