



**ENERGY SAVING  
FOR ALL**

# Energy Saving Championship Scheme 2017

## *Introduction on Application Process*

Ir Tony HO  
Technical Assessor 2016



# Application Process

## Registration

- Core Business

- Group 1 (Total 6 Categories)
- Group 2 (Total 4 Categories)

Categories	Group 1	Group 2
(1)	Shopping Mall	Office
(2)	Residential Building/Housing Estate	Shop/Restaurant/Supermarket
(3)	Office Building/ Commercial Building/ Industrial Building	Non-governmental Organization/Community Facility
(4)	Hospital	School (Kindergarten, Primary and Secondary)
(5)	Hotel	
(6)	Post-Secondary Education Institute	




# Registration Period

1 Aug 2017 to 31 Oct 2017

Submit completed application forms

## ENERGY SAVING FOR ALL

 表格 1 Form 1

**慳神有計大比拼**  
Energy Saving Championship Scheme 2017

致 To: 慳神有計大比拼活動秘書處  
Energy Saving Championship Scheme Secretariat

電郵地址 Email: [eschampion2017@emsd.gov.hk](mailto:eschampion2017@emsd.gov.hk) 電話 Phone: 3155 3977

**A. 參與場所資料 Particular of Participating Premises<sup>1</sup>**

參與場所名稱 Participating Premise <sup>1</sup> :	(中文)
	(English)
場所地址 Premises Address:	
參與場所負責人 Name of Responsible Person of Participating Premise:	
所屬團體單位 Name of Organization:	(中文)
	(English)
職位 Post Title:	
電郵地址 Email:	
電話 Tel:	
參與場所總內部樓面面積 Participating Premise Total Internal Floor Area:	

**B. 組別 (請選擇一項) Categories (please select one)**

*Group 1 categories*

- Shopping mall
- Residential building/ Housing estate<sup>2</sup>
- Office/ Commercial/ Industrial building
- Hospital
- Hotel
- Tertiary education institution<sup>3</sup>

<sup>1</sup>每個參與場所只可報名一次及選擇一個組別。 Each participating premise shall submit one application and select one category only.

<sup>2</sup>屋苑內的住宅大廈，若同屬一間管理公司，應遞交一份申請。 For residential buildings in a housing estate where one estate management company is employed, only one application shall be submitted.

環境局 Environment Bureau Page 1 機電工程署 EMSD



# General Information

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- Participating Premise
  - The Building
  
- Name of Organization
  - Owner, FM, Owner's Corporation. Etc.

Internal Floor Area

## A. 參與場所資料 Particular of Participating Premises<sup>1</sup>

參與場所名稱 Participating Premise <sup>1</sup> :	(中文)
	(English)
場所地址 Premises Address:	
參與場所負責人 Name of Responsible Person of Participating Premise:	
所屬團體單位 Name of Organization	(中文)
	(English)
職位 Post Title:	
電郵地址 Email:	
電話 Tel:	
參與場所總內部樓面面積 Participating Premise Total Internal Floor Area:	

Remarks – Item (3) to (5) above also apply for assessing achievements in item (1) and implementation plan in item (2)



# Groups and Categories

- Please select one for each application

Form 1

**B. 組別 (請選擇一項) Categories (please select one)**

*Group 1 categories*

1.  Shopping mall
2.  Residential building/ Housing estate<sup>2</sup>
3.  Office/ Commercial/ Industrial building
4.  Hospital
5.  Hotel
6.  Tertiary education institution<sup>3</sup>

Form 2

*Group 2 categories*

1.  Office
2.  Shop/ Restaurant/ Supermarket
3.  Non-governmental Organization/ Community Facility
4.  School (Kindergarten, Primary and Secondary)



Group 1

Group 2

# ENERGY SAVING FOR ALL

## Part 1 – Continual Energy Saving

- Type of Energy End-use
- Energy Consumption
  - 1 Sept 15 to 31 Aug 2016
  - 1 Sept 16 to 31 Aug 2017
- Major Retrofit??

Submit Energy Bills

-ve Sign for Reduction

Form 1

### Energy Saving Championship Scheme 2017

#### Part 1 – Continual energy saving over Two (2) years (from 1 September 2015 to 31 August 2017)

##### A. Type of energy end-use in the premises

Item	Type of Energy	Yes	No
1	Electricity	<input type="checkbox"/>	<input type="checkbox"/>
2	Town gas	<input type="checkbox"/>	<input type="checkbox"/>
3	Liquefied Petroleum Gas	<input type="checkbox"/>	<input type="checkbox"/>
4	Diesel	<input type="checkbox"/>	<input type="checkbox"/>
5	Others: _____ (please specify)	<input type="checkbox"/>	<input type="checkbox"/>

##### B. Please provide the following information<sup>4</sup> on reduction in energy consumption including all types of energy mentioned in Section A above in the period as shown below.

Year	Period of time	Percentage change in energy consumption as compared with consumption in base year from 1.9.2014 to 31.8.2015 <sup>5</sup> (%) ( please use negative sign for reduction )
1	1 September 2015 ~ 31 August 2016	
2	1 September 2016 ~ 31 August 2017	

##### C. Please list out any major operational change of the participating premise which has caused major effect on energy consumption in the past 2 years from 1 September 2015 to 31 August 2017 as compared with the base year (i.e. 1 September 2014 to 31 August 2015).

(Example: 1. Major renovation was conducted in shopping arcade in September to December 2016; 2. Three office floors have been changed to data centre, etc.)

<sup>4</sup> Participating organization is required to submit energy bills for verification in the application. The participant is welcomed to request the event organizer for assistant to get copies of electricity bills on his behalf.

<sup>5</sup> If the period of energy bill is not fallen exactly to the above period, please calculate the energy consumption for the above period on pro rata basis.



## Group 1

# ENERGY SAVING FOR ALL

## Part 2 – Future Energy Saving Plan

- Energy Saving Plan
  - Base Year : 1 Sept 16 to 31 Aug 17
  - Saving Target in %
  - Timeline
- Implementation Plan
  - Energy Saving Measures
  - Scope of Works
  - Programme
  - M&V
  - Potential of Extension

Form 1

### Energy Saving Championship Scheme 2017

#### Part 2 – Future Energy Saving Plan

A. Please kindly give a summary on energy saving target and associated implementation plan(s).

Energy Saving Plan	
1. Total energy consumption (MJ) of Base Year from 1 September 2016 to 31 August 2017	
2. Overall energy saving target (%)	%
3. Timeline to achieve the above energy saving target	From _____ to _____

B. Please kindly provide a summary on your implementation plan(s) to achieve your energy saving target. In the plan, the subject of energy saving measures, scope of works, scale of retrofit or operation change, energy saving calculation, investment budget, work programme, energy saving verification methodology and potential of extending the plan in the future shall be presented.

*(Please also highlight the major energy saving initiatives including the planned to do items)*



## Group 1

# Part 3 – Transparency

- Tracking Energy Saving Results
  - Annual Report
  - Website/ Social Media
  - Newsletter (Staff/inhabitants)
  - Newsletter (General Public)
  - Others

Provide Summary

## ENERGY SAVING FOR ALL

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#### Part 3 – Transparency on tracking energy saving results

A. If you adopted following method(s) to publish your energy saving results, please put tick(s) in appropriate boxes below and provide us more details in section B below.

- Annual Report (such as sustainability report)
- Website/ Social Media
- Newsletter with staff/ inhabitants (such as eNewsletter, notice)
- Newsletter with general public (such as eNewsletter, notice)
- Others: *please specify below*

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

B. Please provide a summary on how your implementation plan(s) could ensure transparency on tracking energy saving results. In connection with Section A above, please also advise us how you published your energy saving results. Photos, screen shots, web links, etc. could be provided for reference.



## Group 1

# Part 4 - Engagement

### • Engagement for Energy Saving Actions

- Occupants
- Tenants
- Staff
- Students
- Community

Achievement: Awards, Certification, Chapters, Campaigns

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Part 4 – Engagement of Occupants/ Tenants / Staff/ Students/ Community in Energy Saving Action Plan

Engaging your occupants/ tenants/ staff/ students	Yes	Planning to do
1. Involve occupants/ tenants/ staff/ students in planning and implementation of energy saving programs	<input type="checkbox"/>	<input type="checkbox"/>
2. Set goals and provide feedback to occupants/ tenants/ staff/ students on progress of energy saving programs	<input type="checkbox"/>	<input type="checkbox"/>
3. Communicate regularly with occupants/ tenants/ staff/ students on energy saving programs	<input type="checkbox"/>	<input type="checkbox"/>
4. Organize energy saving activities for occupants/ tenants/ staff/ students	<input type="checkbox"/>	<input type="checkbox"/>
5. Encourage participation of occupants/ tenants/ staff/ students in the energy saving programs	<input type="checkbox"/>	<input type="checkbox"/>
6. Provide briefing or supportive coaching for occupants/ tenants/ staff/ students and encourage them to participate in the energy saving programs	<input type="checkbox"/>	<input type="checkbox"/>
7. Create opportunities for sharing of goals and accomplishments.	<input type="checkbox"/>	<input type="checkbox"/>
Engaging the community	Yes	Planning to do
8. Share with the general community, the lessons learnt in setting up the energy saving programs,	<input type="checkbox"/>	<input type="checkbox"/>
9. Identify your influences to the society and communicate your contributions to the community	<input type="checkbox"/>	<input type="checkbox"/>
10. Get involved in and support local energy saving initiatives of the community	<input type="checkbox"/>	<input type="checkbox"/>
11. Report your energy saving initiatives in newsletters, magazines and other publications	<input type="checkbox"/>	<input type="checkbox"/>
12. Publish environmental or sustainability report to communicate your energy saving performance with stakeholders as well as community	<input type="checkbox"/>	<input type="checkbox"/>
13. Carry out regular review to determine energy management opportunities for improvement affecting the community	<input type="checkbox"/>	<input type="checkbox"/>
14. Sign environment-related charters launched/supported by the Hong Kong SAR Government. (e.g. Energy Saving Charter 2017, 4Ts Charter etc.)	<input type="checkbox"/>	<input type="checkbox"/>
15. Participation in or achievements/awards obtained from the following competitions, certification or charter schemes over the past year from 1 September 2015 to 31 August 2017.		
(a) "Hong Kong Awards for Environmental Excellence" organized by the Environmental Campaign Committee (ECC)	<input type="checkbox"/>	<input type="checkbox"/>



## Group 1

# ENERGY SAVING FOR ALL

## Part 5 – Adoption of Technologies and Practices

- Technologies
  - Building Services System
  - Innovative
  - Renewables
  
- Practices
  - Energy Leadership/Policy/Organization
  - Energy Management System
  - Training

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#### Part 5 – Adoption of Energy Saving and Renewable Energy Technologies and Practices

##### A. Energy Management Leadership

Leadership	Yes	Planning to do
1. Establish energy saving policy and demonstrate the management's commitment to energy saving	<input type="checkbox"/>	<input type="checkbox"/>
2. Involve management and staff in the energy saving programme and activities	<input type="checkbox"/>	<input type="checkbox"/>
3. Communicate the energy saving policy and plan with staff in a two-way manner	<input type="checkbox"/>	<input type="checkbox"/>
4. Establish incentives or rewards to staff for their energy saving initiatives	<input type="checkbox"/>	<input type="checkbox"/>
<b>Policy</b>		
5. Establish and operate a sound energy management system such as ISO 50001	<input type="checkbox"/>	<input type="checkbox"/>
6. Apply the energy saving policy organization-wide	<input type="checkbox"/>	<input type="checkbox"/>
7. Establish energy saving target	<input type="checkbox"/>	<input type="checkbox"/>
8. Develop energy saving plan and measures to achieve the target	<input type="checkbox"/>	<input type="checkbox"/>
9. Green procurement policy for purchasing energy efficient equipment, including energy efficient electrical appliances for the organization/premises	<input type="checkbox"/>	<input type="checkbox"/>
<b>Organization, resources, communication and training</b>	Yes	Planning to do
10. Appoint "Green Manager" or working group to coordinate and help implement the energy saving plan. Please advise name of the Green Manager: _____	<input type="checkbox"/>	<input type="checkbox"/>
11. Collect ideas from staff and answer their questions or concerns	<input type="checkbox"/>	<input type="checkbox"/>
12. Provide training for staff and encourage them to participate in the energy saving programmes	<input type="checkbox"/>	<input type="checkbox"/>
13. Set goals or energy saving targets and provide feedback to staff on progress of energy saving activities.	<input type="checkbox"/>	<input type="checkbox"/>
14. Review energy bills regularly and keep track of the progress of the energy saving programme defined	<input type="checkbox"/>	<input type="checkbox"/>
15. Communicate the accomplishments of the energy saving programmes to the community.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Continual improvement</b>	Yes	Planning to do



## Group 1

# ENERGY SAVING FOR ALL

## Part 5 – Adoption of Technologies and Practices

- Summary of energy saving projects
- Summary of innovative saving practices
- Renewable energy projects
- Examples:
  - Renewable Energy
  - EMOs implemented after Energy Audit
  - Outperforming based on Energy Code
  - Signing Energy Saving/4Ts Chapters
  - Adopt Retro-commissioning on centralize A/C system
  - Achieved BEAM Plus awards

C. Please provide a summary on energy saving projects conducted for the achievement of energy saving over the 2 years from 1 September 2015 to 31 August 2017.

Item	Energy Saving Project	Completion Date (MM/YYYY)	Estimated/ Actual Annual Saving (MJ or kWh)

D. Please provide a summary<sup>8</sup> on innovative or practical energy saving practices as well as renewable energy technologies/practices being adopted or will be adopted in your implementation plan (for future energy saving target), including following specific aspects:-

- (a) renewable energy technologies/practices
- (b) implementing energy management opportunities identified by energy audits
- (c) outperforming building energy code (BEC) for retrofit works
- (d) signing up Energy Saving Charter 2017<sup>9</sup> and 4Ts Charter<sup>10</sup>
- (e) adopting retro-commissioning on centralized air conditioning system
- (f) achieving Building Environmental Assessment Method (BEAM) Plus award<sup>11</sup>

You may also highlight the results by citing the savings in energy consumption, payback period, participation of your occupants/ tenants/ staff/ students or even the general public.



## Group 1

# ENERGY SAVING FOR ALL

## Part 6 – Energy Saving Technologies for Modelling by Others

- Summary of energy saving technologies and practices that can be modelled by other organizations of similar nature of business

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#### Part 6 – Energy Saving Technologies and Practices for modelling by others

Please provide a summary on specific energy saving technologies and practices adopted by you (as mentioned in Part 3 to 5) that can be modelled by other organizations in your trade or similar premise. Please provide real example of case(s) of adoption where available.



## Group 2

# Part 2 – Implementation of Energy Saving Plan by 4Ts Approach

- Implementation of Energy Saving Plan
- By 4 Ts Approach
  - Target
  - Timeline
  - Transparency
  - Together

## ENERGY SAVING FOR ALL

Form 2

### Energy Saving Championship Scheme 2017

#### Part 2 – Implementation of Energy Saving Plan by 4Ts Approach

A. Please set out energy saving targets with a timeline

- |  |   |       |       |
|--|---|-------|-------|
| (i) Base Year  | : | Year  | _____ |
| (ii) Target Year   | : | Year  | _____ |
| (iii) Percentage of Energy Reduction by Target Year<br>when compare with Base Year | : | _____ | %     |
| (iv) Total Energy Consumption <sup>6</sup> of Base Year                            | : | _____ | (MJ)  |

B. If you have implemented measures for encouraging inhabitants (including staff/ students/ occupants/ tenants) or even the community to work together on the energy saving activities, please give a brief summary on your engagement measures and results.

*(Please refer to checklist in Part 4 of Form 2.1 for possible adoption references)*

C. Please also put tick(s) in appropriate box(es) for implemented engagement measures:-

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Involve inhabitants in setting target and planning of energy saving programme |
| <input type="checkbox"/> | Communicate regularly with inhabitants on energy saving programme             |

<sup>6</sup> For information, 1 kWh is equivalent to 3.6 Mega Joules (MJ)



## Group 2

# ENERGY SAVING FOR ALL

## Part 3 – Adoption of Energy Saving Technologies and Practices

- Innovation
- Practices
  - Signing up of Energy Saving / 4Ts Chapter
  - Conduct Energy Audit and Implement EMO
  - Adopt Renewable Energy

Form 2

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#### Part 3 – Adoption of Energy Saving Technologies and Practices

A. Please give a summary on innovative or practical energy saving technologies/practices being adopted, including following specific aspects:-

- signing up Energy Saving Charter 2017<sup>7</sup> and 4Ts Charter<sup>8</sup>
- conducting energy audit and implementing energy management opportunities
- adopting renewable energy technologies

*(Please refer to checklist in Part 5 of Form 2.1 for possible adoption references)*



## Group 2

# Part 4 – Energy Saving Technologies and Practices for Modelling by Others

- Technologies and Practices to be modelled by others of similar natures of business

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Form 2

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Part 4 – Energy Saving Technologies and Practices for modelling by others

A. Please kindly give a summary on specific energy saving technologies and practices adopted by you (as mentioned in Part 3) can be modelled by other organizations in your trade or similar premise. Please provide real example of case(s) of adoption where available.



Group 1

Group 2

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# Site Visit to Verify Information

- Site visit will be conducted to Participating Premises
- Verification of submitted information, e.g.
  - General Building Environment
  - Installed energy saving systems/ facilities/ measures
  - Documents
  - Certificates and awards, etc



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Q&A