

“Green Welfare NGOs”
Support Scheme on Implementation of Energy Audits and Energy
Saving Projects for Welfare NGO’s Premises

Guide to Application

1. Introduction

- 1.1. Green Welfare NGOs is introduced by the Government of the Hong Kong Special Administrative Region of the People’s Republic of China (“Government”) to subsidise and assist welfare non-Governmental organisations (NGOs) which are receiving recurrent subventions from Social Welfare Department (SWD) to replace existing air-conditioners with variable-speed air-conditioners (VSAC), replace existing non-LED lighting fixtures into LED lighting fixtures, and conduct Energy Audit at their premises.
- 1.2. Green Welfare NGOs will last for five financial years from 2022-23 to 2026-27.
- 1.3. This Guide provides guidance on application for joining Green Welfare NGOs and sets out the basic requirements and responsibilities of participating welfare NGO’s premises.

2. Eligibility

- 2.1 The following welfare NGO’s premises which have the full ownership of existing air-conditioning units (AC), lighting fixtures, as well as the legitimate right to conduct energy audit are eligible to apply for joining Green Welfare NGOs:
 - (a) NGOs premises which are receiving recurrent subventions from the SWD; and
 - (b) premises providing SWD-subvented welfare services.

3. Scope of Green Welfare NGOs

- 3.1 Green Welfare NGOs is a Government scheme with various new initiatives to cultivate a positive and green culture and raise

environmental protection awareness in welfare sector by adopting energy efficient systems in welfare NGOs. Major scope of works of the energy saving project includes (i) conducting energy audit in welfare NGO's premises; (ii) replacing existing air-conditioners with VSAC¹; and (iii) replacing non-LED lighting fixtures with LED lighting fixtures. Electrical and Mechanical Services Department ("EMSD") will provide subsidy and one-stop services for eligible welfare NGO's premises set out in paragraph 2.1 above to implement the said energy saving projects in their premises. Under Green Welfare NGOs, EMSD will follow through the entire process of the energy saving projects, including conducting energy audits and formulating energy audit reports, site visits and technical assessments, procuring equipment, installation and commissioning, etc. All the expenses in relation to the installation of the energy saving projects (supply and installation costs and costs of professional services, etc.) will be fully covered by the Government under Green Welfare NGOs.

- 3.2 Under Green Welfare NGOs, associated works such as construction or upgrading of concrete / metal platforms / support frame for accommodating outdoor units of VSAC, replacement of lighting fixtures and associated electric wirings, re-wiring of power supply circuits, etc. are not covered.
- 3.3 Only existing air-conditioners and lighting fixtures under the NGO premises' full ownership, will be considered under Green Welfare NGOs, having regard to the prioritising criteria set out in paragraph 4.1 below.
- 3.4 Applications for replacement of some of the existing AC units and lighting fixtures for welfare NGO's premises where some AC units and lighting fixtures have already been upgraded in recent years, will be considered under Green Welfare NGOs having regard to the prioritising criteria set out in paragraph 4.1 below.
- 3.5 As a general principle, the scope of works will include all the three types of energy saving projects stated conducting energy audit/

¹ If VSAC cannot be installed due to site constraint, AC unit with higher performance, i.e. higher CSPF (Cooling Seasonal Performance Factor), etc, will be considered for replacement.

replacement of VSAC / LED lighting fixtures as a whole package. Depending on the specific circumstances of individual welfare NGO's premises, partial implementation of the scope of works will also be considered having regard to the merit of individual cases, but will be accorded with lower priority.

3.6 Selected welfare NGO's premises will be the owner of the VSAC / LED lighting fixtures installed under Green Welfare NGOs. They will need to bear the costs of the on-going operation and maintenance of the VSAC / LED lighting fixtures, as well as the subsequent removal of the VSAC / LED lighting fixtures at the end of their service life. Upon completion of the installation of the VSAC / LED lighting fixtures, EMSD's Contractor(s) will provide maintenance service within the one-year defects liability period; thereafter NGOs shall be responsible for supporting the on-going operation and maintenance costs of their VSAC / LED lighting fixtures.

3.7 Under no circumstances shall the Government and its employees or agents be held liable for any loss or damage or liabilities arising from the VSAC / LED lighting fixtures installed under Green Welfare NGOs howsoever caused.

4. Prioritising Criteria

4.1 As a general principle, we aim to benefit as many NGO's premises as possible under Green Welfare NGOs. Other criteria to be taken into account when prioritising applications received include but are not limited to the following:

- (a) cost effectiveness and energy saving potentials of the VSAC / LED lighting fixtures (e.g. cost of one-off replacement of existing AC and lighting retro-fitting (i.e. service years of existing air-conditioners and lighting fixtures, equipment types, payback period) and estimated energy savings, etc.);
- (b) site accessibility and safety issues (e.g. access platform to and condition of support frame for existing AC and lighting fixtures, etc.);

- (c) conditions of the existing AC and lighting fixtures (e.g. service years, cooling performance and lighting level, etc.) and site readiness for VSAC / LED lighting fixtures installation works (e.g. need to reconfigure existing electrical supply network or modification to existing building structure etc.);
- (d) availability of relevant supporting documents and supplementary information (e.g. building records and schematic of electrical wiring diagrams, inventory information on the existing AC and lighting fixtures etc.);
- (e) availability of welfare NGO's premises to suit the tentative works programme / schedule;
- (f) willingness of the welfare NGO's premises to operate and maintain the VSAC / LED lighting fixtures to be installed under Green Welfare NGOs for the entire lifetime of the equipment concerned; and
- (g) whether the welfare NGO's premises have received / will receive alternative sources of funding² for VSAC / LED lighting fixtures installations/ energy audit exercise.

5. Processing of Applications

5.1. We will process applications according to the following steps:

- (a) interested welfare NGO's premises may submit application forms together with supporting documents and supplementary information (if available) to EMSD;
- (b) based on the information provided in the application forms, supporting documents and supplementary information (if available), preliminary assessment will be conducted by EMSD on interested welfare NGO's premises with good

² Eligible welfare NGO's premises shall keep EMSD updated of the latest status of alternative sources of funding.

potential in accordance with the prioritising criteria set out in paragraph 4.1 above, and may seek SWD's views in case of doubts;

- (c) Consultant(s) to be engaged by EMSD will conduct a baseline energy audit and site surveys at the selected welfare NGOs, based on the application sequence, to assess the technical feasibility of VSAC / LED lighting fixtures installations, taking into account factors including existing electrical provisions, loadings and distribution network, condition of support frame for existing air-conditioners and lighting fixtures, etc. Preliminary design of the VSAC / LED lighting fixtures will also be developed by the Consultant(s) to be engaged by EMSD;
- (d) Based on the site survey and assessment findings as well as the prioritising criteria set out in paragraph 4.1 above, EMSD will select welfare NGO's premises for conducting energy audit and installation of VSAC / LED lighting fixtures at their premises in the financial year 2024-25 according to steps (e) to (g) below. For the remaining welfare NGO's premises which are not selected, their applications will be rolled over and considered alongside with other fresh applications to be received in the coming financial years up to 2026-27;
- (e) Venue in-charges of selected welfare NGO's premises will need to nominate a contact person to liaise with EMSD and its Contractor(s) on the installation works, and will give consent to the conducting energy audit/ installation of VSAC / LED lighting fixtures and grant access to EMSD and its Consultant(s) and Contractor(s) to undertake relevant works, and the timeframe for the installation works and any other terms and conditions set by the Government, etc.;
- (f) Consultant(s) and Contractor(s) to be engaged by EMSD will conduct energy audit/ install the VSAC / LED lighting fixtures at the selected welfare NGO's premises, if authorised; and
- (g) Contractor(s) will only provide maintenance service within

the one-year defects liability period.

5.2. Interested welfare NGO’s premises which submit applications **on or before 29 November 2024** (Batch 1 applications) will be handled with priority. Installation works for the VSAC / LED lighting fixtures will commence in April 2025 the earliest.

5.3. A tentative processing timetable for 2024-25 is set out below:

Batch 1 Applications	Batch 2 Applications	Activities
On or before 29 Nov 2024	On or before 31 Jan 2025	Submission of application forms, supporting documents and supplementary information (if available) by interested welfare NGO’s premises
From Feb 2025	From Apr 2025	Preliminary assessment on interested welfare NGO’s premises with good potential for VSAC / LED lighting fixtures installations based on the application forms, supporting documents and supplementary information received; conduct site surveys at the premises
From Apr to Sep 2025	From Jun to Oct 2023	Notification of application results through letters
From Apr 2025 – Nov 2025	From Jun 2025 – Mar 2026	Installation of VSAC / LED lighting fixtures and conduct site survey at selected welfare NGO’s premises

6. Undertaking to Operate the VSAC / LED lighting Installed under Green Welfare NGOs

6.1. Selected welfare NGO’s premises will be required to continue to operate the VSAC / LED lighting fixtures installed under Green Welfare NGOs for the entire lifetime of the VSAC / LED lighting

fixtures concerned.

- 6.2. VSAC / LED lighting fixtures installed under Green Welfare NGOs are not transferrable.
- 6.3. In case selected welfare NGO's premises fail to comply with paragraphs 6.1 and 6.2 above and no prior notification with reasonable explanation has been given to the Government, the Government reserves the right to consider possible redeployment of the capital items and other materials funded under Green Welfare NGOs, including asking selected welfare NGO's premises to, at their own cost, remove and return the VSAC / LED lighting fixtures installed to the Government.

7. How to Join Green Welfare NGOs

- 7.1. Interested welfare NGO's premises should return the completed application forms (at **Annex A**), relevant supporting documents and supplementary information **on or before 29 November 2024 (Friday) (Batch 1 applications) or 31 January 2025 (Friday) (Batch 2 application)**.

Original copy of the completed application forms should be returned by post or by hand. Participating welfare NGO's premises are advised to submit other supporting documents and supplementary information through electronic means as far as practicable in order to reduce the use of paper (though submission of the relevant documents and information in hard copy will also be accepted). Postal and email addresses are set out below:

Postal address: Energy Efficiency Office, 7/F., Electrical and Mechanical Service Department Headquarters, 3 Kai Shing Street, Kowloon, Hong Kong

(Please state Application for Green Welfare NGOs on the envelope)

E-mail address: gwngo@emsd.gov.hk

(Please state the name of participating welfare NGO's premises)

For enquiry, please contact the Event Secretariat of EMSD by telephone at 3528 6351 or by e-mail (gwngo@emsd.gov.hk).

8. Important Points to Note

- 8.1. To facilitate the application process, interested welfare NGO's premises should provide the relevant supporting documents and supplementary information as set out in the application form as far as possible, so that their applications can be processed more quickly. Applications without the necessary documents or information in full will still be considered but will be accorded with lower priority.
- 8.2. Selected welfare NGO's premises will be the owner of the VSAC / LED lighting fixtures installed under Green Welfare NGO and they will have to bear the costs of the on-going operation and maintenance of the VSAC / LED lighting fixtures. Upon completion of the installation of the VSAC / LED lighting fixtures, EMSD's Contractor(s) will provide maintenance service within the one-year defects liability period, and thereafter the welfare NGO's premises concerned shall be responsible for supporting the on-going operation and maintenance costs of their VSAC / LED lighting fixtures.
- 8.3. Whether VSAC / LED lighting fixtures can be installed at a premise under Green Welfare NGOs will be subject to the specific conditions of individual sites. Below are some examples of major issues which may render a site not readily suitable for installation of VSAC / LED lighting fixtures under Green Welfare NGOs:
 - (a) Ownership of existing air-conditioners and lighting fixtures;
 - (b) Service years of existing air-conditioners and lighting fixtures, e.g. existing air-conditioners or non-LED lighting fixtures have been put into operation in the last 5 years³;
 - (c) Limitation of the existing electricity supply network in

³ Applicant NGOs should declare that they could meet the service requirements of (b) and (g) which are subject to checking by the Government, if required.

supporting the proposed VSAC / LED lighting fixtures;

- (d) Safety and accessibility concerns, e.g. installation at high level, no access platform to or improper support frame for existing air-conditioners and lighting fixtures, etc.;
- (e) Insufficient space for VSAC / LED lighting fixtures installations;
- (f) The site is on a declared monument or graded historic building⁴;
- (g) The premises are planned to end their services/ stop receiving recurrent subvention from SWD in the coming 3 years³ from the application date; and
- (h) Any restrictions set out in the land lease / tenancy agreements (if applicable) in relation to participation in Green Welfare NGOs.

8.4. Upon completion of the project (i.e. installation of VSAC / LED lighting fixtures and conducting energy audit are completed) and handover of the VSAC / LED lighting fixtures / energy audit report to the welfare NGO's premises concerned, the latter will be required to submit a progress report each year (e.g. no later than 1 month after the cut-off date) for the entire lifetime of the VSAC / lighting fixtures concerned / year-round energy consumptions and any energy improvement projects incurred. Template of the progress report will be provided by the Government to selected welfare NGO's premises for supplying further information in relation to the installed VSAC / LED lighting fixtures upon request by the Government.

8.5. Except for any third party materials, all intellectual property rights⁵ in all results, findings, compilations of data and information and any

⁴ The list of declared monument or graded historic building can be found from the following websites:
<https://www.amo.gov.hk/en/historic-buildings/monuments/index.html>
<https://www.aab.gov.hk/en/historic-buildings/results-of-the-assessment/index.html#new>

other materials provided in the application form, supporting documents, supplementary information and materials, progress reports and other publications and publicity materials created by participating welfare NGO's premises under Green Welfare NGOs (collectively referred to as "Materials") shall belong to the participating welfare NGO's premises. Participating welfare NGO's premises shall grant unconditionally and irrevocably to the Government and its authorised users the right to copy, publish, issue and make available to the public copies of, and make an adaptation of the Materials.

- 8.6. Unless otherwise stated, all intellectual property rights in the VSAC / LED lighting fixtures and energy audit report (including the design of the VSAC / LED lighting fixtures and energy audit report) provided or installed under Green Welfare NGOs shall belong to the Government immediately upon creation.
- 8.7. Interested welfare NGO's premises are reminded to take note of any relevant circular(s) / circular memorandum(s) or documents as issued by SWD from time to time. Eligible welfare NGOs may seek advice from SWD if provision of subvented services in the selected premises will seriously be affected due to installation of the approved energy saving projects and related works.

9. Enquiries

- 9.1. For enquiries, please contact the Event Secretariat of EMSD by telephone at 3528 6351 or by e-mail (gwngo@emsd.gov.hk).

Environment and Ecology Bureau
Electrical and Mechanical Services Department
October 2024