



CIWEM HK

P.O. Box 4258, General Post Office,
Hong Kong

香港水務及環境
管理學會

THE CHARTERED INSTITUTION OF
WATER AND ENVIRONMENTAL MANAGEMENT
HONG KONG

Water Saving Competition 2009

Written Submission Guidelines **(Deadline 31 March 2010)**

The Water Saving Competition 2009 is a 9-month event commencing in July 2009 ending in March 2010. The Competition comprises the promotion of water saving, actions to achieve reduction in water consumption, monitoring effective results and developing sustainable practices in water saving within the participating community. The details of this Competition are set out in the following paragraphs. All successful entry teams for the Competition (“entry team”) are required to note and follow the requirements stated in these Guidelines. Any non-compliance may result in their submission being voided for the Competition.

1. Objectives of the Competition

- a. Promote public awareness in saving drinking water.
- b. Actively encourage public participation in saving water resources.
- c. Take proactive and contributory actions to reduce water consumption.

2. Written Submission

- a. The written submission shall be in A4 size, all texts shall be in “Times New Roman” (for submission in English) or “新細明體” (for submission in Chinese) of font size 13. All supporting information e.g. photographs, leaflets, pamphlets, drawings, copy of the water bill, etc., if provided, shall be put in appendices. All supporting information provided in the submission, other than those required for supporting the water consumption data, will be for reference only and will not be scored in marking the submission. The soft copy shall be in Microsoft Word and all attachments shall be in JPEG image attached to the Word document in a format ready for direct printing out from the file.

- b. **7 identical hard copies of the written submission (note more than 2,000 words) and a soft copy on CD should be forwarded by post to:**

CIWEM HK
Water Saving Competition 2009 Organizing Committee
c/o Mr Grant Chau
Hong Kong Productivity Council,
78 Tat Chee Avenue,
Kowloon

3. Deadline for the Written Submission

The written submission should be returned to the Organizing Committee on or before **31 March 2010**.

4. Adjudication Process

- a. Each entry team is required to submit a write-up in English or Chinese in **not more than 2,000 words** on their actions and achievements in fulfilling the objectives of the Competition stated above. The write-up should cover all the points described in the Assessment Criteria. No additional credit marks will be given for the language used.
- b. A copy of the Assessment Criteria is attached for reference.
- c. Each entry team will be invited to a half-hour interview with the Judging Panel in April 2010. Each team can send a maximum of two representatives for the interview. The team may refer to questions in the attached Assessment Criteria and prepare to give a 20-minute presentation to the Judging Panel by using Powerpoint but no more than 20 slides. There will also be a 10-minute question-and-answer session after the presentation. The presentation should be supported with 7 copies of the printed Powerpoint slides to be submitted at the time of the interview. The presentation can be either in English or in Cantonese. No additional credit marks will be given for the language used. To simplify the interview process, except Powerpoint, no other audio visual aids may be used. The interview schedule and rules of the verbal presentation will be issued to all successful entry teams in March 2010 for their preparation of the interview and presentation to the Judging Panel.

5. Areas of Assessment

There are two areas of assessment with different scoring percentage as listed in the table below. The entry teams should refer to the attached Assessment Criteria for further details of the points to be covered in their written submission and verbal presentation.

Areas of assessment	Key points of assessment	Scoring %
Part 1 Involvement and participation in promotional and educational activities in water saving	The implementation of and participation in promotional and educational activities made by the team covering: <ul style="list-style-type: none"> - Promotion of water saving - Action plans or innovative measures for reducing water consumption - Monitoring of effective results - Development of sustainable practices 	75%
Part 2. Achievement in water saving	The quantity of actual reduction in water consumption (see Notes 1, 2 and 3)	25%
Total		100%

Notes :

1. The entry team shall demonstrate to the Judging Panel of their actual achievements in water saving by quantifying the amount of reduction in water consumption after implementation of the water saving schemes or practices mentioned in the Part 1 assessment. For example, it can be demonstrated by comparing the water consumption within a fixed period (e.g. between July 2009 and March 2010 or any two consecutive water bills immediately before the closing date of the Competition) against the same period of time in the past year before the implementation of the water saving scheme.

2. The entry team shall provide in their written submission, the necessary supporting data (e.g. water bills) to prove the amount of reduction in water consumption. The water consumption data provided by the entry team should be related to the water saving schemes or practices implemented under Part 1 of the assessment and preferably cover the areas that the entry team has direct control and management of the water usage. The applicant shall state clearly in the written submission the areas and usage (e.g. gardens, shopping areas, club house, swimming pool and leisure facilities, etc.) of which the water consumption data is recorded in the water bills. In case that a complete set of supporting data of the water consumption is not provided for the assessment, no score will be marked for the Part 2 assessment.

3. If an entry team has already been implementing some water saving schemes in the housing estate before the commencement of this Competition, the applicant may include these schemes for the purpose of this Competition provided that the concerned water saving schemes were commenced and implemented not more than 2 years ago. The applicant should also provide supporting water consumption data of the corresponding periods to demonstrate the actual achievement for the Part 2 assessment.

6. Schedule of submissions and events

Item	Submission/Event	Date or (Deadline)
a.	2000 words written submission	(31 March 2010)
b.	Closing of competition	31 March 2010
c.	Announce Interview Schedule	Late March 2010
d.	Verbal presentation by entry teams	April 2010
e.	Announce result of competition	April/May 2010
f.	Award presentation to the winning teams	May/June 2010 (tentative)

7. Judging Panel

Judges from various areas will be invited, such as:

- Representatives of property management associations/institutions
- CIWEM HK and other professional institution committee members
- Representatives of sponsors and/or supporting organizations

CIWEM HK

August 2009

Water Saving Competition 2009

Assessment Criteria

Item No.	Key Points of Assessment	Score	Reference Questions for Written Submission and Verbal Presentation
1	<p>Promotion of water saving</p> <ul style="list-style-type: none"> ● Determine a suitable strategy and achievable targets to promote water saving to the residents of the housing estate. (10 marks) ● Determine an effective system to monitor the results and collect feedbacks from the resident. (5 marks) ● Encourage staff and residents to participate in preparing and implementing the water saving plans. (5 marks) 	20	<p>To what areas and extent that the team has provided management services and has direct control over the water usage in the housing estate? What strategy and targets are set? How does the team design the strategy and targets? How well do they fit the objectives?</p> <p>What systems or procedures are adopted to monitor the results? How to collect feedbacks from residents?</p> <p>How do you encourage staff and resident to participate in setting up the strategy and targets?</p>
2	<p>Implementation of action plans or innovative measures for reducing water consumption</p> <ul style="list-style-type: none"> ● Actions and measures taken. (10 marks) ● Cost effectiveness in implementing the plans and measures. (10 marks) 	20	<p>What plans and measures have been adopted to reduce water consumption? How do you implement the plans and measures?</p> <p>How do you measure the cost effectiveness of the plans and measures? Please provide data, if any, and explain any cost saving or benefit achieved after the plans and measures have been implemented.</p>
3	<p>Monitoring of effective results and feedbacks</p> <ul style="list-style-type: none"> ● Actions taken in monitoring results and collecting feedbacks for assessment. (8 marks) ● Review results and feedbacks to adjust or improve the action plans. (7 marks) 	15	<p>What actions have been taken to monitor the results and collect feedbacks? Any problem encountered? How do you overcome the problem?</p> <p>How do you review the results and feedbacks? What observations or conclusion obtained in the review? Any example of using the feedbacks to improve the action plan?</p>
4	<p>Development of sustainable practices</p> <ul style="list-style-type: none"> ● Short-term and long-term plans to reduce water consumption. (10 marks) ● Make use of the result to develop sustainable practices. (10 marks) 	20	<p>Following the experience gained from this Competition, what are the short-term and long-term plans developed to reduce water consumption?</p> <p>How do you make use of the results and experience obtained in this event to develop sustainable practices?</p>
5	Actual achievement in reducing water consumption after implementation of the proposed plans and measures (see paragraph 5 and Notes 1, 2 and 3 in the Guidelines)	25*	<p>* Mark is scored as follows: $\frac{\% \text{ reduction in water consumption achieved by the team}}{\text{Highest \% reduction in water consumption amongst all teams}} \times 25$</p>
Total		100	