

Minutes of 24th Meeting of Environment and Conservation Fund
Waste Recovery Projects Vetting Sub-Committee

Date : 17 December 2009 (Thu)
Time : 10:00 a.m.
Venue : Conference Room (Rm 502), 5/F, Southorn Centre, 130 Hennessy Road, Wanchai

Present

Prof. Jonathan WONG (Chairman)
Mr. CHAN Chi-kwong, Charles
Mr. LO Yan-lai
Mr. LUI Tung-ming, MH
Ms NG Chui-yiu, Jennifer
Mr. TSANG Kam-lam
Dr. YAU Wing-kwong
Ms Eunice CHAN Environmental Protection Department (EPD)
Ms Elaine CHUNG EPD (Secretary)
Mr. Brian LEE EPD (Assistant Secretary)

Absent with Apologies

Mr. James LEONG
Mr. LEUNG Wai-on

In Attendance

Dr. Ellen CHAN EPD
Mr. YUEN Po-hung EPD

In Attendance for Agenda Items 5 & 6

Mr. Warren LAW Electrical and Mechanical Services Trading Fund (EMSTF)

Welcoming Remarks

The **Chairman** welcomed all Members and representatives of the EPD to the forth meeting of the Waste Recovery Projects Vetting Sub-committee (WRPVSC). He also introduced new representatives of the EPD to Members:

- **Ms Eunice CHAN**, Representative of the EPD
(To replace Mr. Francis WONG)
- **Mr. YUEN Po-hung**, Representative of the EPD
(To replace Mr. C.S. LAI)

Agenda Item 1: Confirmation of Minutes of the last meeting held on 11 September 2009

2. The draft minutes of the last meeting held on 11 September 2009 were confirmed without any amendment.

Agenda Item 2: Progress report on Source Separation of Waste (SSW) Programme

3. **Mr. YUEN Po-hung** reported that up to November 2009, 1,256 housing estates/buildings had signed up to join the SSW programme. Out of these participating housing estates/buildings, 101 had received subsidies from the ECF through WRPVSC's approval to support the purchase and installation of waste separation facilities on each floor of the buildings to facilitate residents to participate in waste recycling. Moreover, 560 commercial & industrial (C&I) buildings had signed up to join the SSW programme.

4. For supplementary information, **Ms Eunice CHAN** reported to Members on the status of free waste separation bin applications under the Environmental Campaign Committee (ECC)'s programme. As at 15 December 2009, 2,172, 495 and 647 sets of waste separation bins had been granted to residential buildings, C&I buildings and schools respectively.

Agenda Item 3: Vetting of Revised WRP Application

Revised Project 151 "Bring your Bag" by The Hong Kong Down Syndrome Association

5. **Ms Elaine CHUNG** briefed Members on the revised WRP application of project 151. The applicant originally planned to recruit about 1,200 newspaper retailers in the Sha Tin district to participate in the project. The applicant now proposed to change the project scope to cover about 80 newspaper retailers, and to organise environmental education and recycling activities in about 20 housing estates and 2-4 schools.

6. After discussion, the **Meeting** supported the revised proposal as it could increase the environmental awareness of the Sha Tin community through promoting less use of plastic bags at different locations. The social benefit of the project in helping Down's syndrome was also noted. In this respect, the **Meeting** pointed out that the applicant should as far as possible deploy Down's syndrome members for the production of the reusable shopping bags. Noting that the efficiency of these members might be lower than able bodies, the applicant should review the number of shopping bags that could be produced within the project period. Regarding the application for printing the logo of the supporting organisation which would be providing delivery service of the shopping bags to the newspaper retailers, the **Meeting**, while allowing the printing of the logo, concluded that the exact role of the organisation should be stated on the bags. The revised proposal was approved by the **Meeting** and the total approved budget of \$477,700 remained unchanged.

Agenda Item 4: Vetting of New WRP Applications

7. As Caritas Hong Kong was the working partner of the applicants, acting as the recipient organisation of used computer monitors as stated in the proposals, **Mr. Charles CHAN** declared interest and refrained from participating in the discussion of project 162 and 160.

8. **Ms Elaine CHUNG** briefed Members on the 4 new WRP applications, i.e. project 155, 162, 160 and 163 respectively. After discussion, the **Meeting** approved projects 155 & 162, and rejected project 163. For project 160, the Meeting concluded that the proposal should be revised. Details of the decision were given at the ***Appendix I***.

9. During the discussion on WRP 162, the Meeting agreed that to facilitate progress monitoring of WR Projects, the WRPVSC Secretariat could take necessary actions including requesting organisations running WR projects to provide visit schedules and other documents for demonstrating the project progress, and suspending payments when an organisation failed to provide such documents or if the progress of the project was not satisfactory.

Proposed variations to Project 142A - “中西區及半山居民廢料回收計劃” by Central & Western Mid-Levels Owners Association

10. **Ms Elaine CHUNG** reported that after implementing the project, the applicant found that they had expenditure which had not been taken into consideration in the proposal. Therefore, they applied for a revision of the approved budget aiming to manoeuvre the grant among the approved items to cover the shortfall.

11. After a short discussion, the **Meeting** approved the budget revision with the total approved amount of \$469,200 remained unchanged.

Proposed variations to Project 147 - “Waste to Food – Community Trial Project of Kitchen Waste Recovery with Vermi-composting” by Kadoorie Farm & Botanic Garden Corporation

12. **Ms Elaine CHUNG** reported that budgets of \$56,000 and \$30,000 were approved for the recruitment of a part-time project coordinator and a part-time project assistant respectively. The applicant had successfully filled the position of project assistant, but failed to recruit a qualified candidate for the post of project coordinator. In order to cope with the staff shortfall, the applicant applied for a revision of approved budget to adjust the fund allocation by using the budget for the project coordinator to increase the number of days of employment for the project assistant at the staff rate of \$500/day.

13. After a short discussion, the **Meeting** approved the budget revision with the total approved amount of \$276,777.80 remained unchanged.

14. After the discussion, Dr. YAU Wing-kwong left the meeting at 12:25 p.m.

Agenda Item 5: Progress Report for the Funding Support to Schools for On-site Meal Portioning

15. Mr. Warren LAW, representative of the Electrical and Mechanical Services Trading Fund (EMSTF), and his colleague joined the meeting at 12:25 p.m. to provide technical advice and supplementary information for the agenda items 5 & 6.

16. **Ms Eunice CHAN** briefed Members on the progress of the funding scheme. Following the approval of the proposals to provide funding support to schools for implementing on-site meal portioning and to deploy the EMSTF to conduct relevant works at the 22nd and 23rd WRPVSC Meetings respectively, 3 briefing sessions had been carried out in November and December 2009 by the EPD to explain the details of the funding scheme to schools. The funding scheme was open for application starting from 7 December 2009 and about 130 schools had expressed interest as at 17 December 2009. The EMSTF had started to arrange for site visits to these schools to assess their feasibility.

17. **Ms Eunice CHAN** invited members' views on the proposals for adding roller curtains and refrigerators to the approved list of facilities and equipment. The former proposal was in response to comments given by many schools at the 3 briefing sessions and the latter proposal was suggested by the EMSTF when liaising with lunch suppliers. In addition, the Secretariat proposed to exempt schools from the requirement of keeping funds provided in a separate account opened with a licensed bank, and to transfer the ownership of facilities/equipment to schools upon completion of installation. Details of the decisions were summed up as follows -

- (a) The **Meeting** agreed to add roller curtains to the approved list of facilities and equipment since such curtains could help to provide a more enclosed and cleaner area for students to have lunch. However, **Members** opined that refrigerators should only be added to the approved list of facilities and equipment if it was a mandatory requirement of the Food and Environmental Hygiene Department (FEHD) for schools to keep food samples. The Secretariat should clarify with the Department concerned.

[PMN: The Secretariat consulted the FEHD that it was not a mandatory requirement for school lunch suppliers to provide refrigerators and keep food samples. In such case, "refrigerators" would not be included as a support-in-principle item for the projects.]

- (b) To be consistent with the approach for the Minor Works Projects, the **Meeting** agreed to exempt schools from the requirement of keeping funds provided in a separate account opened with a licensed bank so as to minimize the administrative time and work.
- (c) In view of the need for schools to oversee the repairs and maintenance of the facilities/equipment, the **Meeting** agreed to transfer the ownership of facilities/equipment to schools upon completion of installation. In addition, **Members** suggested that acknowledgement with name and logo of the ECF should be made on/near the facilities/equipment that were funded by the scheme.

18. After the discussion, Mr. LO Yan-lai and Mr. TSANG Kam-lam left the meeting at 12:40 p.m.

Agenda Item 6: Vetting of New On-site Meal Portioning Project (OMP) Applications

19. Ms Elaine CHUNG briefed Members on the 2 new OMP applications, i.e. project 001 and 002. After discussion, the Meeting supported both projects and details of the decision were given at the *Appendix II*.

20. In response to the query from Members about the budget difference between the 2 projects, Mr. Warren LAW clarified that budgets might vary quite significantly between different applicants subject to the schools' actual situations, including designs of schools, locations of the planned dining areas, and their different operational needs. He supplemented that although there might be differences in the budget, all the facilities/equipment that the 2 schools were applying for were covered by the approved list of items. Moreover, the EMSTF would ensure the prices of items were reasonable by checking against the rate book which had been adopted by their department. For the sake of fairness, the Meeting also remarked that schools could choose to purchase basic items (for example: tables, chairs and dining wares) of different designs to suit individual needs, as long as the price for each item was the same among all applications.

21. During the discussion on project 002, the Members further deliberated on whether the WRPVSC should support similar projects in future, noting that all students of the school would have lunch in individual classrooms instead of having lunch together at the common area, e.g. the covered playground. After some discussions, Members concluded that having lunch together at the common area was the preferred mode for on-site meal portioning; however, if schools were constrained to arrange students to have lunch in classrooms, the later mode was also supportable taking into account the benefit in minimizing wastage. Therefore, the Meeting agreed that similar projects could also be supported by the WRPVSC in future.

22. The Chairman also proposed and Members agreed that the EMSTF should prepare a list of requests for site visits received, with indication on the feasibility of each school, for discussion of a proper selection mechanism at the next WRPVSC Meeting.

[PMN: As it was not a mandatory requirement for school lunch suppliers to provide refrigerators and keep food samples, the budget for purchasing refrigerators (\$6,800) were deducted from both applications. Therefore, the approved budgets for OMP 001 and 002 became \$1,337,056.33 and \$1,564,902.04 respectively.]

Agenda Item 7: Progress Report for the Plastic Waste Processing Centre/WEEE Processing Centre at Eco-Park Phase II in Tuen Mun

23. Dr. Ellen CHAN reported that the progress of the 2 processing centres at Eco-Park Phase II was considered to be satisfactory.

24. For the plastic waste processing centre, the organisation concerned, Yan Oi Tong, had already recruited staff for the operation of the centre. An opening ceremony was tentatively scheduled to be held on 3 March 2010 and the organisation intended to invite all WRPVSC Members to the ceremony. Acknowledgement of the ECF would also be made clearly at the processing centre.

25. For the WEEE processing centre, as there was some outstanding issue in the tendering process for the construction by the Government, the commencement of WEEE processing would be postponed to around mid-2010.

Agenda Item 8: Any Other Business

26. Mr. Charles CHAN suggested that the Meeting might consider reviewing the objectives and evaluating the performance of the WRPVSC. Indicating support to the suggestion, the Chairman concluded that a brainstorming session could be held at the next meeting to invite Members' views on any new goal to be initiated by the WRPVSC.

Agenda Item 9: Date of Next Meeting

27. The Chairman announced that the date of next meeting should be fixed depending on the progress of preparing the list of potential OMP applications. The Secretariat should inform the exact date and venue in due course. The meeting was adjourned at 1:21 p.m.

**Waste Recovery Projects Vetting Sub-committee Secretariat
January 2010**

**Summary on New WRP Applications Vetted at 24th Meeting of
Waste Recovery Projects Vetting Sub-Committee on 17 December 2009**

No.	Proponent	Project Title	Proposed Budget	Approved Amount	Decision	Remarks
155	Hong Kong Federation of Youth Development Association 香港青展協會	Kwun Tong's buildings waste reduction program 觀塘區樓層分類及廢料回收計劃	\$792,350	\$571,350	Supported	<p>The Meeting supported the application for the following reasons:</p> <ol style="list-style-type: none"> (1) Most of the target buildings in Kwun Tong District in the list provided by the applicant are either single block or old buildings which have not joined the SSW Programme and are difficult to be reached. (2) The project could help speed up and supplement the recruitment work of the EPD's SSW programme in Kwun Tong District <p>The Meeting also suggested the following for monitoring the progress:</p> <ol style="list-style-type: none"> (1) The applicant should provide more details on the working schedules of the project manager and other staff. (2) The applicant should monitor the performance, e.g. quantities of recyclables collected, buildings recruited under the project for quantifying the project effectiveness. (3) The disbursement of fund should be conducted in 3 phases, giving out about 30% of the total grant each at 6 months' intervals. Upon completion of each phase, the applicant should submit a report which will be evaluated at the Meeting. Further fund will only be disbursed if the progress is considered satisfactory.

No.	Proponent	Project Title	Proposed Budget	Approved Amount	Decision	Remarks
162	Central & Western Mid-Levels Owners Association 中西區半山業主聯會	中西區及半山居民廢料回收計劃	\$1,866,498	\$1,701,903	Supported	<p>The Meeting supported the application taking into account of the following –</p> <p>(1) The proposed project is a continuity of an existing project. The existing project is considered to be effective in recruiting buildings to join the SSW Programme.</p> <p>(2) The project is also considered to be value-adding as it provides job opportunities for the unemployed youngsters in the district.</p> <p>The Meeting also decided on the following –</p> <p>(1) To cut the budget for the employment of a part-time project officer (計劃主任(二)) amounting to \$118,800 and an environmental ambassador (環保大使) amounting to \$89,100.</p> <p>(2) The applicant to be advised to employ a senior environmental ambassador (高級環保大使), with an approved grant of \$108,000, so as to provide more opportunities and training for youngsters.</p>

No.	Proponent	Project Title	Proposed Budget	Approved Amount	Decision	Remarks
160	Eco-Environment Conservation & Education Association 環保生態保育協會	Green Green Life of Home 青蔥新生活	\$999,986	-	Requested for revision	<p>The Meeting would like to advise the applicant to revise the proposal and commented on the following:</p> <ol style="list-style-type: none"> (1) The project should be more focused on rural areas and a tailor-made model specifically for waste collection and recovery in rural areas would be more desirable. (2) The Meeting advises the applicant to consider collaborating with local groups so as to enhance the effectiveness of the project. (3) The manpower of the project should be reviewed, noting that the cost of coordinators accounts for a relatively high proportion of the project. (4) The frequencies of collecting recyclables/items should be reviewed taking into account the quantities of items.
163	Recycle City Charity	Research and development of micro waste reduction information platform on mobile	\$532,000	-	Rejected	<p>The Meeting rejected the application as the project was considered not cost-effective.</p>

**Summary on New On-site Meal Portioning Project (OMP) Applications Vetted at 24th Meeting of
Waste Recovery Projects Vetting Sub-Committee on 17 December 2009**

No.	Proponent	Type of School	Type of Works Contractor	Expected Implementation Date	Proposed Budget	Approved Amount	Decision
001	HK & Kowloon Kwa Sun Fong Chong College 港九街坊婦女會孫方中書院	Aided Secondary School	Full Project Management Services provided by EMSTF	1 September 2010	\$ 1,343,856.33	\$1,337,056.33	Supported
002	Tin Ka Ping Secondary School 田家炳中學	Aided Secondary School	Full Project Management Services provided by EMSTF	1 September 2010	\$ 1,571,702.04	\$1,564,902.04	Supported