

GUIDE TO APPLICATION

PROGRAMME ON SOURCE SEPARATION OF WASTE

FUNDED BY

ENVIRONMENT AND CONSERVATION FUND



NOVEMBER 2016

1. INTRODUCTION

The Environmental Protection Department (EPD) launched a territory-wide Programme on Source Separation of Domestic Waste (SSW) in January 2005. The SSW programme aims at setting up waste separation and recovery facilities in residents' buildings, on individual floors and /or in common areas, and to broaden the types of waste collected for re-use and recycling, including waste paper, metals, plastics, old clothes, waste electrical and electronic appliances including computers, etc. in order to reduce the amount of waste requiring disposal and at the same time increase the waste recovery rate. The SSW Programme has further been expanded to the Commercial and Industrial (C&I) sectors in 2007.

To enlist housing estates to implement the programme, the Environment and Conservation Fund (ECF) Committee has since 2006 made funding provision for supporting housing estates / residential buildings to acquire suitable waste separation facilities for participating in the programme. In September 2008, the ECF committee endorsed the extension of the programme to cover C&I buildings.

1.1 Purpose of this Guide

This Guide provides guidance on application for funding to implement the *Programme on Source Separation of Waste* (the *Programme*) by means of the Community Waste Reduction Projects (CWRP), and describes the basic requirements and responsibilities for the recipient organisations. Upon approval of funds by the ECF Committee, recipient organisations will sign an agreement with the Government undertaking to observe the conditions of using the allocated grant and the approved budget.

1.2 Nature of Projects

The objective of the *Programme* is to facilitate residents to separate waste at source by providing waste separation facilities on each floor and /or in common areas of the domestic buildings, and broaden the types of recyclables to be recovered, which makes the separation more convenient to residents and mobilise their participation in waste separation and recovery.

The *Programme* also encourages the provision of waste separation and recovery facilities in C&I buildings to facilitate the occupants and visitors. The scope of C&I buildings under the *Programme* carries a broader scope than just buildings used for commercial and industrial purposes under private ownership, it also covers other non-residential buildings belonging to public institutions and non-profit-making organisations (e.g. tertiary educational, medical, religious and community facilities and premises, etc.) that perform various social functions.

1.3 Administration

Administration of grants for projects on the *Programme* is undertaken by the Waste Reduction Projects Vetting Sub-committee Secretariat (the Secretariat) and Waste Reduction and Recycling Group of the Environmental Protection Department.

2. GUIDE TO APPLICATION

2.1 Who may apply?

Incorporated owners' committees, owners' committees or any residents' organisations of private residential buildings are eligible to apply. Property management companies acting on behalf of the residents' organisations of private residential buildings are also eligible if agreement from the residential organisations is obtained before making applications.

Any estates or buildings with the same name of estate/building can only submit one application.

However, applicants from public housing estates owned by Housing Authority, Housing Society, as well as Government quarters will be excluded because they may receive other forms of Government funding.

For C&I buildings of private ownership, applications have to be made by the incorporated owners' committees or owners' committees or by the management companies on behalf of the incorporated owners' committees or owners' committees. For C&I buildings of institutional nature, applications could be made by the relevant public bodies / agencies or non-profit-making organisations or their associated facilities management offices.

2.2 What are the funding limits?

Funds will be granted for partial support to the set-up cost. A limit of 50% of the total actual expenditure spent for the approved items, not exceeding a limit of HK\$1,000 per building floor, will be reimbursed.

The funding support shall cover expenditure on procurement, delivery and installation of waste separation facilities and equipment or tools to be used in the source separation programme only.

2.3 Duration of Projects

The proposed projects must continue to run for at least 36 months after completion of the installation of the waste separation equipment and facilities.

2.4 How to apply?

Applicants should first obtain an application form from -

- Waste Reduction Projects Vetting Sub-committee Secretariat
5/F Southorn Centre, 130 Hennessy Road
Wan Chai, Hong Kong
Tel: 2835 1219; Fax: 2827 8138
- Waste Reduction and Recycling Group
Waste Reduction and Recycling Division
Environmental Protection Department (EPD)
2/F East Wing, 88 Victoria Road
Kennedy Town, Hong Kong
Tel: 2872 1766; Fax: 2872 0389
- Environment and Conservation Fund Website
(hyperlink: <http://www.ecf.gov.hk/en/application/index.html>)

Applicants could then approach prospective recycling bin suppliers and contractors for obtaining quotations to supply and install suitable bins for their buildings. After preparing/ collecting the quotation and other application supporting documents as listed in Section 3.3 of this guide, the applicants should call EPD to arrange site inspections by EPD staff to check if the applicants' premises are suitable for installing the proposed types of recycling facilities. The EPD staff will also check if the supporting documents are sufficient and in order. The applicants will be requested to clarify and revise the documents, and to provide supplementary information when necessary.

Applicants should return to EPD the completed application form and supporting documents, with appropriate revisions in response to EPD's comments. EPD would in turn submit the application and documents, together with other applications received, to the Waste Reduction Projects Vetting Sub-committee for official vetting and approval in scheduled meetings for vetting other CWRP simultaneously.

2.5 What are the vetting procedures?

A Waste Reduction Projects Vetting Sub-committee (the Vetting Sub-committee) established under the ECF Committee will consider and vet the applications for the **Programme**. The following steps will be taken after an application is received -

Step 1: Upon receipt of an application by EPD, an interim reply will be sent to the applicant to acknowledge receipt of the application.

Step 2: A list of applications, with sufficient and proper supporting documents that have been checked meeting the basic vetting criteria will be submitted and recommended to the Vetting Sub-committee for consideration in scheduled meetings for vetting other CWRP together.

Step 3: The Vetting Sub-committee will either approve the application or reject it. The Vetting Sub-committee will also consider the budget, and where necessary, amend the budget details and set ceiling for individual expenditure items.

Step 4: The Secretariat will inform the applicants of the results. The Secretariat will also upload information of the approved projects on the ECF website.

Note for Applicants: Decisions of the ECF Committee / the Vetting Sub-committee in respect of project approvals and conditions of grants will be final.

2.6 What are the vetting criteria?

The following criteria are used in assessing individual applications:

- (1) Projects must help the private residential buildings/estates or C&I buildings to participate in the *Programme*. The project must promote and realise the principle of source separation and facilitate the residents, occupants and visitors in these premises to take part in waste separation and recovery;
- (2) Projects should adopt any one of the recognised waste recovery separation modes mentioned in the Guidebook published by the EPD for the *Programme* or other proposed recovery modes that are in line with the *Programme*;
- (3) Whether the proposed budget is prudent, realistic and cost-effective;
- (4) Whether the project is well-planned and practicable, and in compliance with relevant laws and regulations such as Fire Safety and Buildings Regulations;
- (5) The technical and project management capability of the applicant, as well as the past performance of the applicant, including the effectiveness of past projects, and the applicant's ability to comply with the funding conditions;
- (6) Whether the proposed project has alternative sources of funding support;

- (7) Whether the proposed project should more appropriately be funded by other sources.

2.7 Avoidance of Conflict of Interests

To avoid conflict of interest, members of the Vetting Sub-committee who are directly or indirectly related to an application will be required to declare interest and refrain from taking part in the discussion of that application by leaving the venue where the deliberation takes place. This will apply to members who are part of the project team and/or members who belong to the same organisation.

2.8 Announcement of outcome

The applicant will be notified of the decision of the Vetting Sub-committee as soon as practicable depending on the schedule of the Vetting Sub-committee meetings.

2.9 Can I withdraw my application?

The applicant organisation can write to the EPD to withdraw an application at any time before an agreement is signed between the Government and the applicant organisation.

2.10 Can I resubmit my application?

An application may be resubmitted after withdrawal. In completing the application form for a resubmitted application, the applicant should set out clearly the differences of the resubmitted application vis-à-vis the previous one. The revised application will be treated as a new application, and will be subject to the same assessment procedures.

3. COMPLETING THE APPLICATION FORM

3.1 General

- 3.1.1 All sections of the application form should be completed with supporting documents wherever required. Where the information sought is not applicable or not available, please fill in “NA”.
- 3.1.2 The application form should be typed or printed on both sides of a paper, and shall be duly signed by the person-in-charge of the proposed project and affixed with seal of the applicant organisation.
- 3.1.3 Applicants should read the “Guide to Application” carefully, and provide clear and concise information. Additional pages may be attached to the form if such is necessary.
- 3.1.4 Acknowledgment will be sent to the applicant organisation after receipt of an application.

3.2 Sections in the Application Form

3.2.1 Name of Applicant Organisation

Give the name of applicant in Chinese and English. The applicant must be either one of the following organisations: incorporated owners’ committee, owners’ committee or any residents’ organisation of a private residential / C&I building; or a property management company making an application on behalf of the incorporated owners’ committee, owners’ committee or any residents’ organisations of a private residential / C&I building; or a public body / agency / institution or non-profit-making organisation or its associated facilities management office.

3.2.2 Name and Address of Estate/ Building

The name and address of estate / building shall be provided. If the application covers more than one building, separate sheet(s) can be attached to provide the relevant information of each building.

3.2.3 Number of Blocks, Floors and Households

If the application covers more than one building, the total number of blocks and floors of all buildings involved should be calculated and provided. For residential estate / building, the applicant should fill in the

number of households whereas for C&I buildings, the applicant should enter “NA”.

3.2.4 Person-in-charge of the Project

For residential estate / building and private C&I buildings, the Chairman or the Vice-chairman of the residents’ organisation or manager of the property management company should be the person-in-charge of the project. For C&I buildings of institutional and community nature, an officer at manager level in the related facilities management office should act as the person-in-charge.

If the application is submitted by a property management company on behalf of the residential building/estate or C&I building, the property management company has to seek the agreement or authorisation in writing from the incorporated owners’ committee / owners’ committee / residents’ organisation. The relevant document should be attached to the application form.

3.2.5 Contact Person

The applicant should give the details of a contact person of the application. The contact person will be responsible for daily operation and management of the *Programme* and submission of monthly statistics to EPD on the quantity of recyclables collected from the source separation programme together with the quantity of waste disposed of for a consecutive period of at least 36 months.

3.2.6 Types of Waste Separation Facilities

The applicant should state which type(s) of waste separation facilities to be installed in the buildings. He/she should ensure the installation of waste separation facilities be technically feasible and comply with all relevant laws and regulations in Hong Kong. Brochures and specifications of the waste separation facilities should be submitted to facilitate the vetting.

3.2.7 Location of Waste Separation Facilities

The applicant should state which location(s) on each floor he/she plans to install the waste separation facilities. For residential building, funds will normally be granted to install waste separation facilities at the floor material recovery room/cleaner room/refuse room or staircase landing area on each floor.

For C&I building, waste separation facilities may not necessarily be installed on each floor. The applicant can select and specify which floors to place the facilities.

It would be helpful if the applicant can provide relevant floor plan(s) to illustrate the location(s) to place the proposed waste separation facilities.

3.2.8 No. of Floors Requiring Waste Separation Facilities

The applicant should fill in the total number of floors to be installed with waste separation facilities. The amount of approved budget will depend on the total number of floors of the buildings which will be installed with waste separation facilities in the individual application.

3.2.9 Expenditure on Waste Separation Facilities per Floor

The cost of the proposed waste separation facilities on each floor should be provided.

3.2.10 Detailed Breakdown of Budget

The applicant should give the name or description, unit cost, quantity and total cost of each item to be procured under the project. Each expenditure item should be reasonable, realistic and with detailed breakdown. The applicant is also required to use the lowest quotation among the quotations obtained.

For procurement of items, there is a requirement on the minimum number of written quotations to be obtained. The requirement is stated in **Section 4.4**.

3.2.11 Total Expenditure

Total expenditure will only cover expenditures on procurement, delivery or installation of waste separation facilities and equipment or tools to be used in the *Programme*. The applicant should absorb the recurrent operating and maintenance costs of the project as well as expenditure on promotion programmes and materials. Nevertheless, the applicant can request EPD to offer some assistance such as publicity materials and organising exhibition, etc. on the *Programme* for his/her estate.

3.2.12 Total Grant Applied

The total grant applied for each project is limited to 50% of the total actual expenditure spent on the approved items. A limit of HK\$1,000 is set for waste separation facilities per building floor.

3.2.13 Declaration

The declaration should carry the signature of the Person-in-charge and the official stamp of the organisation.

3.2.14 Personal Data Collection Statement

Before signing the *Personal Data Collection Statement*, the applicant should read carefully and understand its content and **Conditions for the Uses and Allocation of Fund** (Part 4 of the Guide to Application).

3.3 Submission of Application

Each application should be made by submitting:

- i) completed application form;
- ii) personal data collection statement;
- iii) registration documents of the applicant organisation (e.g. registration document of incorporated owners, business registration certificate of the property management company, etc.);
- iv) written consent issued by the incorporated owners' committees or owners' committees;
- v) quotations of waste separation facilities to be acquired; and
- vi) specifications of waste separation facilities to be acquired.

Failure to provide sufficient information and supporting document will cause delay in processing of the application. All applications should be sent by mail to the following address:

Waste Reduction and Recycling Group
Waste Reduction and Recycling Division,
Environmental Protection Department
2/F East Wing, 88 Victoria Road
Kennedy Town, Hong Kong.
(ECF Application – Programme on Source Separation of Waste)

4 CONDITIONS FOR THE USE AND ALLOCATION OF FUND

4.1 Contractual Requirements

For each project for which funds have been approved, the recipient organisation has to sign an agreement with the Government and comply with all the terms of the agreement.

4.2 Use of Funds

4.2.1 The allocated funds shall not be used as payment to individual members of the public as a financial reward for their participation in the activities associated with the project.

4.2.2 The benefits must accrue to the local community as a whole, and not just an individual, a single private organisation or a consortium of private companies.

4.3 Disbursement Funds and Budget Control

4.3.1 Full funding disbursement of the approved cost by the Vetting Subcommittee or 50% of the actual expenditure, whichever is the less, will be reimbursed to the applicants after EPD has received the invoices, checked and confirmed the completion of installation of waste separation facilities.

4.3.2 The total amount to be reimbursed for the project will not exceed the approved budget.

4.3.3 The amount to be reimbursed for individual item of the budget will not exceed the approved amount for that item. Prior approval must be obtained from the EPD should there be any changes in the approved amount.

4.3.4 Any item not on the approved list of budget items will not be reimbursed. Prior approval must be obtained from the EPD should there be any changes in the approved items.

4.3.5 Income derived from sale of recyclables in the project is not required to be ploughed back into the project account. Estates / buildings may use the income to offset the capital cost or other expenses of the projects.

4.4 Procurement of Equipment and Facilities

Important Notice: The recipient organisation is obliged to adhere to a high standard of integrity and spend the funds in an open, fair and accountable manner. Recipient organisation is advised to observe the Best Practice Checklist issued by the Corruption Prevention Department of the ICAC namely “Strengthening Integrity and Accountability – Government Funding Schemes Grantee’s Guidebook” as well as the “Integrity and Corruption Prevention Guide on Managing Relationship with Public Servants” which can be downloaded from the following hyperlinks of the ICAC website –

http://www.icac.org.hk/filemanager/en/Content_1031/GranteeBPC.pdf

http://www.icac.org.hk/filemanager/en/Content_1031/ps.pdf

http://www.icac.org.hk/filemanager/en/Content_1031/quick-ps.pdf

- 4.4.1 Written quotations are required to be sought for purchase of goods and services. For purchase of goods and services of value \$5,000 or below, written quotation(s) from at least one supplier should be obtained; for purchase of goods and services of value more than \$5,000 but less than \$10,000, written quotations from at least two suppliers should be obtained; for purchase of goods and services of value at \$10,000 or above, written quotations from at least three suppliers are required. The lowest bid should be selected unless prior agreement from the Vetting Sub-committee is obtained.
- 4.4.2 In case an applicant organisation intends to procure the items from a specified company/organisation/individual without following the open procurement process in paragraph 4.4.1 above, it has to provide details of the proposed procurement, justifications for the special procurement arrangement, and its relationship with the company/organisation/ individual concerned in the application form. If such application including the proposed special procurement arrangement is approved, subsequent approval from the Vetting Sub-committee will not be required.
- 4.4.3 Procurement of goods/services (including disposals of valuables e.g. recyclables) must be conducted in an open and fair manner. A mechanism should be put in place for staff/workers to declare any conflict of interest and to prohibit staff/workers from soliciting or accepting any advantage when handling the ECF funded projects. All records of declaration of interest should be properly documented and submitted to the EPD for inspection. Please refer to Appendix I for the probity requirements for recipient organisations of grants from the ECF.

4.5 Title of Equipment and Capital Items

The applicants shall have full ownership of the equipment and capital items. They shall use the equipment and facilities continuously to sustain the residents' action in waste separation and recovery and will be responsible for the use, maintenance, repair and ultimate disposal of the waste separation equipment and facilities. However, the recipient organisation is required to seek EPD's agreement on the method of disposal of the waste separation equipment and facilities during the 36-month project period.

4.6 Use of Project Results

The recipient organisation is required to grant unconditionally and irrevocably to the Government the right to publish results, findings and any other information provided in the application form, other publications or publicity material.

4.7 Notification of Completion and Return of Monthly/Quarterly¹ Statistics

The recipient organisation is required to submit a notification to EPD within 2 months after installation of the waste separation facilities has been completed. The recipient organisation also has to return monthly/quarterly¹ statistics to EPD on the quantity of recyclables collected from the *Programme* together with the quantity of waste disposed of for a consecutive period of at least 36 months. EPD will carry out visits or surprise checks to examine the progress and achievements of the project.

¹ Applicants for domestic buildings and commercial buildings should submit a monthly and quarterly statistic, respectively.

4.8 Statement of Accounts

4.8.1 For projects receiving a grant of or below HK\$300,000, auditing will not be required. However, the Secretariat and EPD reserve the right to check all financial records kept by the recipient organisations relating to the use of the grant.

4.8.2 For projects receiving a grant more than HK\$300,000, recipient organisations are required to submit a complete statement of accounts, attached to the notification of completion, to EPD. The statement of accounts must be audited by certified public accountants (practising) within the meaning of section 2 of the Professional Accountants Ordinance (Cap 50), providing assurance that the audited accounts properly presented the financial position and that the conditions of grants are met.

4.9 Acknowledgement of Support and Disclaimer

- 4.9.1 To acknowledge the source of funding, “ECF” should be added at the beginning of the project title which should be used in all publicity materials relating to the project. Both the name and logo of the ECF must also be acknowledged in all publicity materials relating to the project.
- 4.9.2 The logo of ECF may be used and printed onto the waste separation facilities, equipment, tools or various categories of publicity materials with a view to promulgating the contribution of the fund. Examples of publicity materials include publicity leaflets/posters/banners; reports and publications of project outcome; and advertisements on newspaper and electronic media.
- 4.9.3 Use of the name and logo of ECF for other purposes is subject to the prior approval of the Secretariat.
- 4.9.4 In no circumstances shall the name and logo of ECF be used for publicity for commercial interest or other purposes which may damage the image and/or cause any liability to ECF.
- 4.9.5 Projects which receive funding support from the ECF, including the activities, publicity and other events organised under the projects, as well as their related educational, publicity and other related materials, should not be used for purposes of personal, political, commercial or religious publicity of any individuals or organisations. Nor should any such activities, events or materials arising from an ECF-funded project be presented in a way as to induce public perception of any personal, political, commercial or religious publicity of any kind, or misrepresent any association of any individuals or organisations with the ECF. In addition, activities and events organized and materials produced under the projects should not be implemented or distributed in a way which may adversely affect ECF's image, or cause any liability to ECF.

4.10 Suspension/Termination of Funding Support

- 4.10.1 The Vetting Sub-committee may suspend/terminate support for a project under the following circumstances -
- (a) if the project does not commence within six months of the approval of the grant and no reasonable explanation has been given;
 - (b) EPD considers that the project has not progressed satisfactorily and no reasonable explanation has been given;

- (c) the person-in-charge leaves the recipient organisation prior to the completion of procurement procedures and installation of the separation facilities and there is no one available who has been involved in the project and considered suitable by the Vetting Sub-committee and/or EPD to take over the role of team leader; or
- (d) if the recipient organisation fails to comply with the funding conditions as set out in this Guide and/or in the agreement and no reasonable explanation has been given.

4.10.2 Any suspension or termination of a project will affect the organisation's future chance of getting financial support from ECF, and the organisation's management will be informed.

4.10.3 The ECF shall be entitled to be refunded by the recipient organisation of some or all of a grant which has been used other than in accordance with the terms of the approved project.

4.10.4 Any major changes to the project must be approved by the Vetting Sub-committee/EPD. Such major changes include:-

- (a) revision to the budget ;
- (b) change of waste recovery mode;
- (c) change of objectives/contents/ budget of projects;
- (d) change of person-in-charge;
- (e) transfer of project to another organisation; or
- (f) deferral of completion reports/monthly statistics submission date.

4.10.5 The Vetting Sub-committee may suspend/terminate funding support for a project if the project is being carried out under any of the above circumstances without prior approval.

4.10.6 Any proposed minor changes to a project should be submitted to the EPD for approval in advance.

4.11 Others

4.11.1 The Government, ECF Committee, and their sub-committees and secretariats, shall bear no responsibility, financial or otherwise, for expenditure or other liabilities arising from the projects.

4.11.2 The Secretary for the Environment may at any time, if he/she considers fit, amend or add to the above conditions, without prior notice to recipient organisations.

- END -

Probity Requirements for Recipient Organisations of Grants from the Environment and Conservation Fund

1. Introduction

As Government funds involve public money, there is high public expectation on the recipient organisations of grants from the Environment and Conservation Fund (ECF) to adhere to a high standard of integrity and spend the funds in an open, fair and accountable manner.

2. Probity Provisions

To uphold the integrity of staff members and agents of the recipient organisation in relation to the funded project, the recipient organisation shall:

- require its staff members, subcontractors, agents, assisting/sponsoring organisers and other personnel who are in any way involved in the ECF-funded project, not to offer, solicit or accept from any person any money, gifts or advantages as defined in the Prevention of Bribery Ordinance (Cap 201) in relation to the project;
- be liable for any loss or damage to the ECF, or its trustee, or the Secretariat of the ECF Committee or its Vetting Subcommittees arising from the termination of the funding agreement, where the termination is attributed to the commitment of any offence under the Prevention of Bribery Ordinance in relation to the funded project by the recipient organisation or its staff members, subcontractors, agents, assisting/sponsoring organisers or other personnel who are in any way involved in the project;
- ensure, during the period of the project, that it (including its staff members, subcontractors, agents or other personnel) shall not undertake any service, task or job or do anything whatsoever for or on behalf of the recipient organisation or any third party (other than in the performance of the funding agreement) which conflicts, or which may be seen to conflict, with the recipient organisation's duties to the ECF (or its trustee, or the ECF Committee or its Vetting Subcommittees, or the Secretariat to the ECF Committee or its Vetting Subcommittees) under the funding agreement, unless and to the extent the Secretariat of the ECF Committee or the relevant Vetting Subcommittee has been fully informed, and whose permission has been obtained, by the recipient organisation in a timely fashion of all the circumstances in which the permission is sought; and
- notify the Secretariat of the ECF Committee or the relevant Vetting Subcommittee in writing of all or any facts which may reasonably be considered to give rise to a situation where the financial, professional, commercial, personal, or other interests of the recipient organisation or any of its directors, staff members, agents, assisting/sponsoring organisers and contractors, or any of their respective associates

or associated persons, conflict or compete, or may conflict or compete, with the recipient organisation's duties to the ECF (or its trustee, or the ECF Committee or its Vetting Committees, or the Secretariat to the ECF Committee or its Vetting Subcommittees) under the funding agreement.

3. Staff Recruitment

- The recipient organisation or the Person-in-charge (PIC) should maintain fairness and transparency in recruiting staff for the ECF-funded project, and ensure that all such staff members recruited with ECF grants are well qualified, suitably deployed, and properly remunerated.

4. Procurement

- In procuring goods and services in relation to the ECF-funded project and implementation of activities under the project, the recipient organisation or the PIC should:
 - adopt a set of standard procurement procedures to procure all goods and services in an open, fair and competitive basis, which should be no less stringent than the requirements set out in the ECF's Guide to Application, Terms & Conditions for the Allocation and Use of Fund, and other relevant conditions prescribed for the grant of fund, to ensure consistency in practice.
 - segregate the duties in the procurement process as far as possible, e.g. assign different staff members to source suppliers/contractors for invitation of quotations/tenders, approve quotations/tenders, and certify the goods/services received.
 - specify the approving authorities and the procurement methods for purchases of different values (e.g. open tendering for purchases of significant value or restricted tendering for minor purchases of a specified amount), which should be no less stringent than the requirements set out in the ECF's Guide to Application, Terms & Conditions for the Allocation and Use of Fund, and other relevant conditions prescribed for the grant of fund.
 - state the approving authorities for purchases by single source quotation or tender (preferably by a panel in case of high value purchases) and require the staff concerned to give justifications in writing.
 - include in the tender/quotation invitation documents probity clauses to prohibit all bidders from offering or soliciting bribes in relation to the bidding exercise.
 - incorporate anti-collusion clauses in the tender/quotation invitation document, and require the bidders to submit, together with their bids, a declaration pledging compliance with the anti-collusion clause.

- add probity clauses to prohibit all contractors'/service providers' staff from offering, soliciting or accepting bribes, in the contracts to be awarded.
- Seek ICAC's tailor-made advice, if necessary, on procurement in relation to the ECF-funded projects.
- In sourcing suppliers and service providers, the recipient organisation should:
 - compile lists of suppliers/service providers for approval by the designated authority in the recipient organisation to facilitate sourcing of suppliers/service providers for the goods or services that are required frequently.
 - invite the required number of suitable suppliers/service providers on the respective approved lists to bid on a fair-share basis (e.g. by rotation).
 - add other suppliers nominated, with justifications for their nominations and approval by designated authority, by the users or other staff.
 - source, for those without any approved list, suitable suppliers/service providers for invitations to bid, taking into account their company size, experience and past performance records, if any, through the Internet and nominations by the users and other staff, and include the current supplier/service provider as appropriate.

5. Handling of Project Assets

- The PIC should be responsible for the overall control and management of project assets (i.e. all capital items and equipment, minor works installations, educational materials and computer software procured with ECF grant for use of the project), including any movements or transfers of these items among users. He should keep a register to record the movements of each item, such as the date of issue and the recipient, date and cost of acquisition, detailed description of the equipment and its physical location. He should also mark on each item to show that it is an asset of ECF.
- The PIC should conduct and record random and regular (e.g. yearly) physical checks on these assets.
- The PIC should report on any loss or damages to these assets, or any unserviceable assets, to the management of the recipient organisation for necessary action. He should also report to the police and the Secretariat for all assets which are lost or stolen.

6. Record Keeping

- The recipient organisation should maintain, for a minimum period of 7 years after the completion of the project, full and proper books of accounts and records in respect of the project.

- The recipient organisation should allow the Secretariat and its authorized representatives to access to all or any of the books and records for conducting audit, inspection, and verification whenever required.

*Secretariat, Waste Reduction Projects Vetting Subcommittee
November 2016*