

**Minutes of 30<sup>th</sup> Meeting of Environment and Conservation Fund**  
**Waste Recovery Projects Vetting Sub-Committee**

Date : 7 June 2011 (Tue)  
Time : 2:30 p.m.  
Venue : Conference Room (Rm 502), 5/F, Southorn Centre, 130 Hennessy Road, Wanchai

**Present**

Prof. Jonathan WONG (Chairman)  
Ms CHEUK Fung-ting, Phyllis  
Mr. CHUA Hoi-wai  
Mr. Jor FAN  
Mr. James LEONG  
Mr. LO Yan-lai  
Mr. LUI Tung-ming, MH  
Mr. POON Yuen-fong, Sanford  
Mr. Alex TAM  
Dr YAU Wing-kwong  
Dr William YU  
Ms Eunice CHAN Environmental Protection Department (EPD)  
Ms Elaine CHUNG EPD (Secretary)  
Mr. Brian LEE EPD (Assistant Secretary)

**Absent with Apologies**

Dr Carol MA  
Mr. TSANG Kam-lam

**In Attendance**

Dr Ellen CHAN EPD  
Mr. YUEN Po-hung EPD  
Ms Betty CHEUNG EPD  
Mr. TAM Chin-hung, Alex EPD

**Welcoming Remarks**

The **Chairman** welcomed all Members and representatives of the EPD to the second meeting of the Waste Recovery Projects Vetting Sub-committee (WRPVSC).

**Agenda Item 1: Confirmation of Minutes of the last meeting held on 11 Feb 2011**

2. The draft minutes of the last meeting held on 11 Feb 2011 were confirmed without any amendment.

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

3. Mr. YUEN Po-hung reported that as at June 2011, 1,744 housing estates/buildings had signed up to join the SSW programme. Out of these participating housing estates/buildings, 111 had received subsidies from the Environment and Conservation Fund (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, 704 commercial & industrial (C&I) buildings had signed up to join the SSW programme.

## **Agenda Item 3: Vetting of New WRP Applications (SSW Model Cases)**

4. Mr. YUEN Po-hung briefed Members on the proposed change regarding adding the collection of glass bottles at the Plastic Recycling Centres for the SSW model projects, and invited Members' views.

5. Taking into account the fact that glass recyclables had often been received by the Plastic Recycling Centres of the SSW model projects from a considerable number of enthusiastic residents, the Meeting discussed and supported that those Centres could also collect glass bottles brought along to the Centres by residents on a value-adding yet passive basis. The arrangement could bring about synergy on local recycling and avoid discouraging those residents from recycling useful materials.

6. After the discussion, Ms Elaine CHUNG briefed Members on the 4 new WRP applications (SSW model cases), i.e. project 181, 187, 189 and 193 respectively and invited Members' views.

7. For project 189, Dr Yau Wing-kwong declared interest and refrained from the discussion.

8. After the discussion, the Meeting supported the 4 applications. Details of the decision were given at the *Appendix I*.

## **Agenda Item 4: Progress on Funding Scheme for Housing Estates for Collection and Recycling of Source Separated Food Waste**

9. Ms Eunice CHAN briefed Members on the WRPVSC Paper 01/2011-12. WRPVSC and the ECF Committee had previously endorsed earmarking \$50 million for a new funding scheme to provide funding support to housing estates for collection and recycling of source separated food waste. As previously agreed, a phased approach would be adopted in implementing the Scheme. Ten housing estates, with each being provided with one on-site food waste treatment facility would be targeted in the initial phase. It was proposed in the Paper that participating estates in the first phase should constitute a good mix of different characteristics so as to consolidate different experiences for sharing in the future. In order to ensure an open and fair selection process when considering applications for the initial phase of the new scheme, the Secretariat had put forward a list of prioritizing parameters, as stipulated in para. 4 of the Paper, for Members' consideration.

10. The **Chairman** invited Members' views and key points of the deliberation were summarized below -

(a) **Geographical Distribution**

**Members** suggested that quotas for the projects should be allocated evenly among different districts to ensure that there would be a good mix of geographical locations for the first phase of the Scheme.

(b) **Suitable Siting of the Composter**

For screening out unsuitable applications, the **Chairman** remarked and the **Meeting** agreed that adequacy of space in a refuse room or other suitable area with good ventilation should be set as a basic criterion.

(c) **Commitment of the Applicant**

When assessing the suitability of the proposals, **Members** suggested that the commitment of the applicants, either the residents' organisations or the authorized property management companies, should also carry a considerable extent of weighing alongside with other project details. The commitments could be in terms of manpower, resources or any other sort of contribution. The applicants should be able to display a high degree of commitment and readiness for planning and implementing the projects concerned.

(d) **Relevant Experience**

To facilitate the screening process for identifying suitable applications for the first phase of the Scheme, **Members** also suggested that the applicant's past experience in organising environmental activities/ green measures adopted in the housing estate concerned should also be taken into consideration. Applicants should be required to list out relevant experience and any other information, e.g. the participation and outcome of the implementation of source separation of waste programme, recyclables quantities in the past, installation of waste separation bins for the estate, etc., in supporting the applications.

11. After the discussion of the new scheme for housing estates, **Ms Eunice CHAN** briefed Members on the proposed standard application model for non-governmental organisations (NGOs) to apply ECF funding for on-site treatment of food waste projects under the WRP category.

12. She reported that, similar to housing estates, eligible NGOs could apply funding for collection and recycling of source separated food waste by submitting WRP applications. To streamline the application procedures and to help those interested NGOs in filling out the WRP application forms, the Secretariat had prepared a standardized template which was tailor-made for the mentioned applications. She presented the template to the Meeting and invited Members' views.

13. After a short deliberation, the **Chairman** concluded and the **Meeting** agreed that the template was considered to be in order, and thus was endorsed by the Meeting for further promulgation by the Secretariat to the applicants who had previously shown interest.

## **Agenda Item 5: Vetting of New and Revised WRP Applications**

14. Ms Elaine CHUNG briefed Members on the 1 revised and 7 new WRP applications, i.e. project 180, 186, 182, 183, 191, 185, 188 & 196 respectively and invited Members' views. After the discussion, the Meeting rejected project 183 & 191, approved project 180, 186, 188 & 196 and deferred project 182 and 185. Details of the decision were given at the *Appendix II*.

## **Agenda Item 6: Progress Report on Funding Support to Schools for On-site Meal Portioning (OMP)**

15. Ms Eunice CHAN briefed Members on the WRPVSC Paper 02/2011-12. To encourage schools to implement on-site meal portioning, the WRPVSC and the ECF Committee had endorsed in 2009 that funding would be provided to schools for necessary basic conversion works and installing the required facilities, with a total of \$150 million ear-marked for the funding scheme. Since the launch of the Scheme on 7 December 2009, a total of 89 formal applications had been received. Out of these, 73 schools had been approved with a funding amount of \$95.55 million while 3 applications, with a total amount of \$3.07 million, were being processed. It was estimated that the remaining amount of about \$51 million would be sufficient for about 40 schools to conduct conversion works and install facilities for OMP.

16. She also briefed Members on the agreed criteria for handling OMP applications from schools with relatively small numbers of students or classes. As discussed in the 26<sup>th</sup> and 28<sup>th</sup> WRPVSC Meeting, Members agreed that the total numbers of classes and students of the applicant schools should be taken into account in view of the large number of schools which had expressed interest in the funding scheme. If the relevant number of students or number of classes involved in an application was relatively small compared to that of similar schools, the application would be given a lower priority. However, review could be conducted on such criteria at an appropriate stage of the funding scheme. She reported that, based on the statistics of the Census and Statistics Department, a gradual increase in the total number of school going children of suitable age in the coming few years was projected. In view of the diminishing response from schools in applying for the Scheme in recent months and the adequate fund remaining, she invited Members' views on reconsidering the vetting criteria regarding the issue of schools with relatively small numbers of students or classes.

17. After a brief discussion, the Meeting endorsed the progress report of the Scheme and, taking into account of the changes in the situation as well as the need to maximize the utilisation of the earmarked funding, agreed that those applications which had been deferred due to the relative smaller numbers of students or classes could be reconsidered at this stage. Those applications would be resubmitted to the WRPVSC Meeting for further discussion in due course.

## **Agenda Item 7: Vetting of New and Revised OMP Applications**

18. **Mr. TAM Chin-hung, Alex** briefed Members on the summary list of the 2 new OMP applications with a total funding request of \$2.3 million and invited Members' views.

19. After the discussion, the **Meeting** deferred the new application OMP 084 and rejected OMP 088. Details of the decision were given at the **Appendix III**.

## **Agenda Item 8: Progress Report on WRP projects at Eco-park**

### Project 158 - "Management and Operation of Plastic Waste Processing Centre at EcoPark Phase II in Tuen Mun" by Yan Oi Tong Limited

20. **Dr Ellen CHAN** briefed Members on the progress report for the WRP 158. The project was approved with a total amount of \$10,000,000 for managing and operating the Plastic Resources Recycling Centre in the EcoPark Phase II. The centre collected and processed community waste plastics, and turned them into plastic scraps or pellets with added value, thus providing another secure outlet for waste plastics which had fluctuating market demand. The second Half Yearly Progress Report summarized Yan Oi Tong's achievements in the four designated objectives of the ECF project, the operational difficulties of the Plastic Resources Recycling Centre as well as the remedial measures undertaken by Yan Oi Tong to address them in the second half of its first year operation (i.e. September 2010 to February 2011). In essence, despite a number of operational difficulties, Yan Oi Tong had performed well in operating the Centre in processing local waste plastics into value-added materials for subsequent recycling, promoting waste reduction, recovery and recycling through visits to the Centre and extending its community network and creating jobs and providing training opportunities for the underprivileged and unemployed low-skilled workers.

21. Noting that Yan Oi Tong should enhance the throughput of the Centre, the **Meeting** remarked that efforts should be further taken by the organisation to address the difficulties. On the other hand, the organisation's efforts in bringing about significant value in education and promotion to the community were well-acknowledged. The **Chairman** suggested and the **Meeting** agreed that the organisation should submit a detailed budget breakdown in due course such that Members could review the project from a financial control point of view and provide advices for further enhancing its effectiveness.

### Project 159 - "WEEE Go Green" by St. James' Settlement

22. Mr. Alex TAM declared interest and, for the part on budget revision, withdrew from the Meeting.

23. **Ms Elaine CHUNG** briefed Members on the progress report for the WRP 159. The project was approved with a total amount of \$9,999,035 for managing and operating the Waste Electrical and Electronic Equipment (WEEE) Processing Centre in the EcoPark Phase II. According to the progress report, 134.6 tonnes of WEEE had been processed in the first six months of operation. The project had input nearly full logistic capacity in collecting WEEE from the public and the proposed

collection target had generally been met. While reporting the progress of the project, the organisation had also submitted an application for revising the budget to increase the salaries of some of their staff that would not meet the minimum wage requirement which had come into force in May 2011. The additional cost concerned amounted to \$96,694.

24. After a short discussion, the **Meeting** considered the project's progress to be satisfactory and endorsed the progress report. For the budget revision, the Meeting noted the organisation's need to observe the mandatory requirement of the Minimum Wage Ordinance but considered it would be more appropriate for the organisation to try redistributing the amounts amongst the approved budget items and maintain the overall budget at \$9,999,035. Since the project was still at a relatively early stage, there might be prospects for savings from existing budget items or increase in income that could cover the increased expenditure on salary. On the other hand, the **Meeting** also agreed to provide in-principle approval for the organisation to reduce the number of man hours for engaging workers so as to make up the additional cost concerned (i.e. \$96,694) if there should be insufficient fund to cover the additional costs towards the end of the project.

## **Agenda Item 9: Any Other Business**

### Discussion on the Way Forward of SSW Model Projects

25. **Ms Betty CHEUNG** invited Members' views on the way forward of SSW model projects and for the renewal of the existing model projects.

26. She reported that the WRP 162, being the model project which was used as a base for the development of the framework of the ECF funded SSW model projects, would come to the project end in mid-August, after being run for 18 months. The organisation concerned had recently expressed interest in submitting an application for renewing the project. As stipulated in the Guide to Application for the WRP, organisations were generally required to sustain the project on their own upon the completion of the funded projects. However, in view of the satisfactory project performance of the WRP 162 and its significance in helping to facilitate plastic recyclables recovery in the community, the Secretariat would like to seek Members' advice on the way forward of the WRP 162 and, similarly, for other SSW model projects in future.

27. In response to **Members'** enquiry on the significance of the SSW model projects to the overall increment in the recovery rate in Hong Kong, **Dr Ellen CHAN** elaborated that those SSW model projects were considered significant not just in promoting but also in facilitating collection and recycling of useful resources, especially waste plastics, in different districts. The Government has committed to raise the recovery rate of municipal solid waste from 49% in 2009 to 55% by 2015. EPD would continue to work with various stakeholders to promote waste reduction and recycling. Suitable locations would be identified in various districts to set up community recycling points for regular recovery of plastics and other recyclables with little commercial value. These recycling points would form a community recycling network. The SSW model projects would serve as district hubs in the network and provide support to the community recycling points.

28. **Mr. YUEN Po-hung** supplemented that those SSW model projects could also bring about synergy and provide value-adding services to the community recycling network as these centres would make use of balers to minimize volume of the plastic waste. The baled plastic waste could then be channelled to the Plastic Resources Recycling Centre at EcoPark Phase II or other plastic recyclers.

29. After a short discussion, taken into account the significance of the SSW model projects in enhancing the recovery rate and sustaining the momentum of recycling in the districts, the **Meeting** indicated in-principle-support for allowing the renewal of the projects, subject to the outcome reviews of the individual cases.

30. The **Chairman** further invited Members' views on new directions upon project renewal and key points of the deliberations were summarized below –

(a) Project Duration

In contrast to the current SSW model projects that usually lasted for a period of 12 months to 18 months, **Members** suggested that the project period could be extended to a minimum of 24 months for the model projects to be renewed in view of the benefits in allowing the applicants to have better project planning within the prolonged timeframe as well as in sustaining the skilled labour by longer contractual term.

(b) Project Advancements

**Members** remarked that the proposals for the renewed SSW model projects should display a considerable level of advancement in terms of budget allocation and operational arrangements of the project, including an increased scope of work to be taken up by the officer grade staff and improved logistics, as the applicants should have gained adequate experience in project planning and implementation from the previous projects.

(c) Experience Sharing

The **Chairman** suggested and **Members** supported that sharing sessions or seminars could be organised for applicants of the SSW model projects as a platform for sharing experience and exchanging views on tackling difficulties encountered during the implementation of the projects. Indicating support to the suggestion, **Dr Ellen CHAN** invited Members who were interested in sharing their experience in management to join the sharing sessions in due course.

## **Agenda Item 10: Date of Next Meeting**

31. The **Chairman** announced that the next Meeting was scheduled to be held on 26 Jul 2011 (Tue) and the Secretariat would inform Members the exact time and venue in due course. The meeting was adjourned at 6:50 p.m.

**Summary on New and Revised WRP Applications (SSW Model Cases) Vetted at 30<sup>th</sup> Meeting of Waste Recovery Projects Vetting Sub-Committee on 7 June 2011**

No.	Proponent	Project Title	Proposed Budget (\$)	Approved Amount (\$)	Decision	Remarks
181	Cheung Sha Wan Kai Fong Welfare Association Ltd 長沙灣街坊福利會有限公司	Sham Sui Po and YTM Community Waste Recovery Scheme 深水埗及油尖旺區社區廢物回收計劃	1,036,902	932,730	Approved	<p>The <b>Meeting</b> supported the application which, in-principle, followed the standard SSW model case framework. In addition, the <b>Meeting</b> discussed and agreed the followings –</p> <p>(1) Organisations of approved SSW model projects should be required to submit relevant supporting document(s), e.g. reference prices quoted from the Rating and Valuation Department, if they would like to apply for increases in the budget for rental fee of the Plastic Recycling Centres to ensure that the requests were fair and reasonable. The <b>Meeting</b> delegated the right to the Secretariat for approving the increases in the relevant budget for up to \$15,000 per month.</p> <p>(2) The <b>Meeting</b> also delegated the right to the Secretariat for recalculating the approved budgets in accordance with the principles agreed by the WRPVSC.</p>
187	Synergy Community Service Centre 青暉社區服務中心	Kwun Tong Community Waste Recovery Scheme 觀塘社區廢料回收計劃	986,362	932,730	Approved	<p>The <b>Meeting</b> supported the application which, in-principle, followed the standard SSW model case framework. The <b>Chairman</b> emphasized again that progresses of the SSW model cases had to be reviewed on a half-yearly basis so as to closely monitor the project performances.</p>

No.	Proponent	Project Title	Proposed Budget (\$)	Approved Amount (\$)	Decision	Remarks
189	Tai Po Environmental Association 大埔環保會	Ways for Plastic Recycling PR 工作坊	1,395,220	1,346,220	Approved	The <b>Meeting</b> supported the application which, in-principle, followed the standard SSW model case framework.
193	Action Health Limited 健康行動有限公司	Recovery Action in North District 北區環保回收行動	1,842,310	985,530	Approved	The <b>Meeting</b> supported the application which, in-principle, followed the standard SSW model case framework. Taking into account the experience of the applicant, the <b>Meeting</b> decided to approve the project for a period of 12 months instead of 24 months as proposed by the applicant.

**Summary on New and Revised WRP Applications Vetted at 30<sup>th</sup> Meeting of  
Waste Recovery Projects Vetting Sub-Committee on 7 June 2011**

No.	Proponent	Project Title	Proposed Budget (\$)	Approved Amount (\$)	Decision	Remarks
180 revised	Hong Kong Dumper Truck Drivers' Association 香港泥頭車司機 協會	Green glass green (2 <sup>nd</sup> phase) 「玻璃再生璀璨」第 二期	1,999,994.3	1,948,703.8	Approved	Noting that the applicant had enhanced the cost effectiveness of the project on glass bottle recycling by streamlining the collection logistics and taking into account of its satisfactory performance in implementing the current project, the <b>Meeting</b> approved the revised application.
186	Shatin Inhabitants Association Limited 沙田居民協會有 限公司	Glorious Glasses in Shatin 低碳環保在沙田 – 沙田玻璃顯生輝	1,256,900	1,185,020	Approved	The <b>Meeting</b> supported the application and remarked on the following –  In addition to collecting glass bottles from the housing estates, the applicant should be encouraged to provide collection service to the restaurants located in the housing estates such that the quantity of glass recyclables to be collected could be increased, and thus further enhancing the project's cost effectiveness.
182	Shatin Women's Association 沙田婦女會	PC Recycle and Salvage Project 電腦回收再生計劃	1,874,000	-	Deferred	Noting that territory-wide computer recycling programmes were already in place with the support from the computer trade and NGOs to provide collection services and recycling work for waste computers and computer accessories, <b>Members</b> expressed doubts on the significance on deploying a considerably high amount of resources to set up a separate recycling system by the applicant.  In view of the cost effectiveness of the project, the Meeting deferred the application and asked the applicant to reconsider the focus of the project to better collaborate with existing recycling networks.

No.	Proponent	Project Title	Proposed Budget (\$)	Approved Amount (\$)	Decision	Remarks
183	Toysreplay Association Limited 繼續再玩協會有限公司	Toys Exchanging 玩具回收贈兒童/ 玩具轉換站	670,670	0	Rejected	The <b>Meeting</b> rejected the application as there were existing channels for the public to donate and recycle used toys, and the proposal was considered not cost effective.
191	Remar Association Hong Kong Limited	Containers with used items to be sent as humanitarian aid	126,000	0	Rejected	The <b>Meeting</b> rejected the application as it was considered that the proposal mainly targeted overseas countries and might not bring about sustained effect in local communities. Moreover, there was no mechanism for the WRPVSC to monitor the outcome and effectiveness of the project.
185	Leung King Estate Owners & Residents Concern Group 良景邨業主居民關注組	Community-Base Organic Waste Rcycle-Reuse Scheme 社區為本有機廢物回收再用計劃	1,107,020	-	Deferred	The <b>Meeting</b> deferred the application and requested the applicant to further provide clarification and justification for the target participants and the suitable siting of the composter.
188	The Outward Bound Trust of Hong Kong 香港外展訓練學校	For a green culture: phrase 1- Reduce waste, recover waste 建立綠色文化 (第一期: 珍源惜廢)	290,500	268,500	Approved	The <b>Meeting</b> approved the application in view of its benefit in helping to reduce food waste. The Meeting also remarked the followings –  (i) Similar to the new funding scheme for housing estates to set up on-site composters, the applicant should be requested to rent the composting machine for a period of 12 months, instead of direct purchase, so as to encourage the supplier to provide better after-sale service.  (ii) The applicant should be advised to apply for free waste separation bins from the Environmental Campaign Committee (ECC) or to apply for the bins under the ECF scheme of SSW Programme.

No.	Proponent	Project Title	Proposed Budget (\$)	Approved Amount (\$)	Decision	Remarks
196	Hong Kong Outlying Islands Women's Association 香港離島婦女聯會	To unearth the treasure kitchen waste recycle scheme 「家家有餘」環保教育計劃	1,999,020	1,736,230	Approved	<p>In considering its benefit in promoting and implementing food waste recovery in the outlying islands by setting up a community based network for the collection and treatment of food waste, the <b>Meeting</b> approved the application. The Meeting also remarked the followings –</p> <p>(i) Considering the proposed staff cost was on the high side, the <b>Meeting</b> decided to trim down the total budget for the project coordinator and project assistant from \$806,400 to \$760,400 while cutting the budget for the clerical assistant amounted to \$151,200. The work to be conducted should also include technical support for the composter. <i>[PMN: A cap of \$18,000 for the monthly salary of the project coordinator was set via e-mail dated 21 June 2010.]</i></p> <p>(ii) Suggested the applicant to collect rental fee from the participants for the use of the farmland, instead of allowing free usage as originally proposed, so as to engage for better commitment.</p>

**Summary on New and Revised On-site Meal Portioning Project (OMP) Applications Vetted at 30<sup>th</sup> Meeting of Waste Recovery Projects Vetting Sub-Committee on 7 June 2011**

**New OMP Applications**

<b>No.</b>	<b>Proponent</b>	<b>Type of School</b>	<b>Type of Works Contractor</b>	<b>Expected Implementation Date</b>	<b>Proposed Budget (\$)</b>	<b>Approved Amount (\$)</b>	<b>Decision</b>
084	HKFYG Lee Shau Kee Primary School 香港青年協會李兆基小學	Aided Primary School	Full Project Management Services provided by EMSTF	Sept 2011	1,394,233.00	-	Deferred
088	Haven of Hope Sunnyside School 靈實恩光學校	Aided Special School	Full Project Management Services provided by EMSTF	Sept 2011	960,380.00	0	Rejected