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| **ECF** | | | | | **ENVIRONMENT AND CONSERVATION FUND**  **環境及自然保育基金**  **Completion Report**  **完成報告書** | | | | |
| Funding scheme  資助計劃 | | | ： | Pilot Scheme for Provision of Necessary Equipment for ‘Plastic-free’ School Lunch  校園「走塑」午膳所需設備先導計劃 | | | | | |
| Project number  項目編號 | | | ： | PNE | | | | | |
| Name of school  學校名稱 | | | ： |  | | | | | (English英文) |
|  | | | | | (Chinese中文) |
| Report submission date  遞交報告日期 | | | ： |  | | | | | |
|  | | | | | | | | | |
| Declaration of project leader:  項目負責人聲明：  Note:  This report shall be filled and signed by the project leader as stated in the application form, unless otherwise agreed by the Secretariat.  註：  除非獲得秘書處允許，本報告書須由與申請表格上相符的項目負責人填寫及簽名作實。 | | | | | Dear Sir/Madam,  執事先生/女士：  I certify that the information in this completion report and its attached photographs are true and correct.  本人證實於本完成報告書內所填報的資料及其所夾附的照片全部屬實，且正確無誤。  I undertake that our school shall implement the ‘Pilot Scheme for Provision of Necessary Equipment for ”Plastic-free“ School Lunch’ (Pilot Scheme) for at least 36 months (i.e. Three-year Commitment Period).  本人承諾本校會實行「校園『走塑』午膳所需設備先導計劃」（先導計劃）最少36個月（即三年承諾實行期）。 | | | | |
| **Information of project leader 項目負責人資料** | | | | | | | | | |
| Name  姓名 | ： |  | | | | | (Mr / Mrs / Miss)  （先生／女士／小姐） | | |
| Position held  職位 | ： |  | | | | |  | | |
| Signature  簽署 | ： |  | | | | Official chop of school  學校印章 | ： |  | |
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**附錄C**

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| **Please complete this Completion Report in either Chinese or English and submit it to the Waste Reduction Projects Vetting Sub-committee Secretariat (Secretariat) within two months upon commencement of the Pilot Scheme by either one of the following means:**  **請選擇以中文或英文填妥此完成報告書，並於開始實行先導計劃後的兩個月內，透過以下其中一種方式交回減少廢物項目審批小組秘書處（秘書處）：** |
|  |
| **Submit by hand or by mail 親身或以郵遞方式遞交：**  **5/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong**  **香港灣仔軒尼詩道130號修頓中心5樓** |
|  |
| **Submit by email 以電郵方式遞交：wrp@epd.gov.hk** |
|  |
| **Please note that this Completion Report will, where necessary, be made available for public inspection.**  **請注意，此報告書會在有需要時供公眾查閱。** |

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| 1. **Project schedule**   **項目時間表** | | | | | |
| Completion date of installation of all the Necessary Equipment  所有所需設備完成安裝日期 | | |  | | (dd/mm/yyyy)  （日／月／年） |
| Commencement date of the Pilot Scheme  (i.e. Commencement date of using the Necessary Equipment)  先導計劃實行日期（即所需設備開始使用日期） | | |  | | (dd/mm/yyyy)  （日／月／年） |
| In case your school cannot commence the Pilot Scheme within two months after completion of installation of the Necessary Equipment, please specify the reason(s) and the remedial measures taken (if any)  若貴校未能在所有所需設備完成安裝後的兩個月內實行先導計劃，請詳述原因及已採取的補救措施（如有） | | |  | | |
| End date of the Three-year Commitment Period  三年承諾實行期屆滿日 | | |  | | (dd/mm/yyyy)  （日／月／年） |
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| 1. **Necessary Equipment acquired under the Pilot Scheme**   **透過先導計劃添置的所需設備** | | | | | |
| Necessary Equipment  **所需設備** | | Actual Quantity  實際數量 | | Actual Installation Location\*  實際安裝設施位置\* | |
| Refrigerator雪櫃 | |  | |  | |
| Steam cabinet電蒸櫃 | |  | |  | |
| Dishwasher洗碗機 | |  | |  | |
| Disinfection machine消毒機 | |  | |  | |
| \* | *Please attach photograph(s) of the Necessary Equipment on separate sheet(s) for record. The photograph(s) should also show that acknowledgment has been made to the Environment and Conservation Fund (ECF) by displaying the name and logo of ECF of A4 size in prominent position(s) at the installation location(s).*  *請另頁夾附所需設備的相片以供記錄。有關照片應同時顯示貴校已把A4尺寸的環境及自然保育基金名稱及徽號，張貼於安裝所需設備位置的當眼處以作鳴謝。* | | | | | |

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| 1. **Lunch arrangement during the Pilot Scheme’s first month of commencement #^**   **實行先導計劃後首月的午膳安排 #^** | | | |
| 1. Number of students bringing their own lunch   自備午膳的學生人數 | | |  |
| In case your school cannot achieve the target number of students bringing their own lunch as mentioned in the application form, please specify the reason(s) and the remedial measures taken, planned and/or recommended (if any)  若貴校自備午膳的學生人數未能達到於申請表格所填寫的目標人數，請詳述原因及已採取、正計劃及／或建議的補救措施（如有） | | |  |
| 1. Number of students having lunch served by the lunch supplier (B1 + B2)   由午膳供應商提供午膳的學生人數 （B1 + B2） | | |  |
| B1. | | Number of disposable food containers (in sets)　provided by the lunch supplier  午膳供應商提供的即棄食物容器數量（套） |  |
| B2. | | Number of reusable food containers (in sets)　provided by the lunch supplier  午膳供應商提供的可重用食物容器數量（套） |  |
| 1. Number of students adopting other lunch arrangement(s)   (Please specify the lunch arrangement(s):  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)  採用其他午膳安排的學生人數  （請註明午膳安排： ） | | |  |
| 1. Total Number of Students (A+B+C)   總學生人數（A+B+C） | | |  |
|  |  | | |
| *#* | *Please attach photograph(s) showing the Necessary Equipment in use on separate sheet(s) for reference.*  *請另頁夾附使用所需設備時的照片以供參考。* | | |
| *^* | *Please express the above numbers on an average daily basis.*  *請以每日平均值填寫上述人數／數量。* | | |
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| 1. **Other information/opinions**   **其他資料／意見** | | | |
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