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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 | | | | ： | On-site Meal Portioning Projects in Schools  學校現場派飯項目 | | | | | | |
| Project number  項目編號 | | | | ： | OMP | | | | | | |
| 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 person-in-charge as stated in the application form, unless otherwise agreed by the Secretariat.  註：  除獲得秘書處允許，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 ‘On-site Meal Portioning (OMP) Projects in Schools’ for at least 36 months (i.e., Three-year Commitment Period).  本人承諾本校會實行「學校現場派飯項目」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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| *\** | *The project leader should be the Principal or Vice Principal of the school.*  *項目負責人須由學校的校長或副校長擔任。* | | | | | | | | | | |

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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) after one month and within two months of the commencement of OMP by either one of the following means:**  **請選擇以中文或英文填妥此完成報告書，並於開展實行現場派飯首月後及兩個月內，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）：** |
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| **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** |
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| **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 conversion and installation works of ‘Full Project Management Services’  「一站式項目管理服務」改裝及安裝工程完成日期 | |  | (dd/mm/yyyy)  （日／月／年） |
| Completion date of procurement and/or installation works by school’s own means (if applicable)  學校自行購置物資及／或安裝工程完成日期（如適用） | |  | (dd/mm/yyyy)  （日／月／年） |
| Commencement date of implementing OMP  開始實行現場派飯的日期 | |  | (dd/mm/yyyy)  （日／月／年） |
| 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. **Locations of installation works and facilities for OMP ^**   **現場派飯安裝工程及設施的處所 ^** | | | |
| Location of kitchen  廚房位置 | |  | |
| Location of designated dining area  飯堂位置 | |  | |
| Other location(s) with facilities installed  其他安裝設施位置 | |  | |
| ^ | *Please attach photograph(s) of the facilities of the OMP Project 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).*  *請另頁夾附現場派飯設施的相片以供記錄。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，張貼於現場派飯安裝工程及設施的處所當眼處以作鳴謝。* | | |

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| 1. **OMP arrangement #**   **現場派飯的安排 #** | | | | | |
| Location(s) at which students dine  學生午膳的  地方 | | Designated dining area  (e.g. canteen)  指定用膳區  （如：飯堂） | Classrooms  課室 | Other dining locations  (Please specify)  其他用餐場所  （請註明） | |
| No. of classes participating  參加班數 | |  |  |  | |
| No. of students participating  參加學生人數 | |  |  |  | |
| Remarks (if applicable)  附註（如適用） | | Students dine in \_\_\_\_\_ shift(s)  學生會分 \_\_\_\_\_ 批午膳 |  |  | |
| Food waste reduced after the implementation of OMP (in terms of weight of food waste)  開始實行現場派飯後的廚餘減少量（以廚餘重量計） | | | |  | % |
| *#* | *Please attach photograph(s) showing students participating in OMP on separate sheet(s) for reference.*  *請另頁夾附學生參與現場派飯的照片以供參考。* | | | | |
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| 1. **Summary of project outcomes during the first month of implementation**   **實行現場派飯後首月成果概要** | | | | | |
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| 1. **Key challenges encountered during the first month of implementation (if any)**   **實行現場派飯後首月內遇到的主要挑戰（如有）** | | | | | |
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| 1. **Targets that could not be fully achieved during the first month of implementation and the reason(s) (if any)**   **實行現場派飯後首月未能完全達到的目標及原因（如有）** |
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| 1. **Remedial measures taken (if any) and their effectiveness**   **已採取的補救措施（如有）及其成效** |
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| 1. **Other information/opinions (if any)**   **其他資料／意見（如有）** |
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