**CIC SUSTAINABLE CONSTRUCTION AWARD 2023**

**APPLICATION FORM FOR ORGANISATIONS  
(Template for preparation and reference only)**

**Submission on or before 5:00pm on 30 June 2023.**

1. Online submission

Complete the online application form and upload the supplementary information (File format: Word/Excel/PPT/PDF/JPG) at CIC Sustainable Construction Award website: [www.scaward.cic.hk](https://www.scaward.cic.hk). File size should be limited to 10 pages within 20MB; videos can be submitted via web links) and Carbon Assessment Tool Report1.

**Enquiry**

Tel: 2100 9000

Email: [scaward@cic.hk](mailto:scaward@cic.hk)

**Notes**

|  |  |
| --- | --- |
|  | To gain bonus credits, applicants can create an account of CIC Carbon Assessment Tool CAT (<https://cat.cic.hk>) to enter **at least six months of data** between January 2021 and June 2023 and generate a report for submission. Applicants should provide the username and project name used in CAT. |
|  | Each organisation can submit more than one application; each application should include one project only. |
|  | Each project can be applied in one sub-category only. |
|  | Applicants are recommended to list out essential and innovative measures only. |
|  | Applicants in the "Organisations" category shall nominate their practitioners to participate in all sub-categories under “Industry Practitioners” category. |
|  | Awardees (Gold, Silver, Bronze) under "Organisations" category will be requested to submit a video of the awarded project for promotional purposes in future. Please submit all original footage of the video for possible post-production in future. |
|  | Applicants should read the relevant requirements set out in the "[Eligibility](https://www.scaward.cic.hk/application/#eligibility)" section on the CIC Sustainable Construction Award website: <www.scaward.cic.hk>. |
|  | For projects which have been enrolled in the Sustainable Construction Award 2020, significant improvements are expected for resubmission in the Award 2023. |

**Project Information**

|  |  |
| --- | --- |
| Sub-category | 🞎 Project Owner (Public Sector)  🞎 Developer (Private Sector)  🞎 Contractor (New Works)  🞎 Contractor (RMAA Works) |
| Project Name |  |
| Project Type | 🞎 Civil 🞎 Building 🞎 Foundation 🞎 RMAA  🞎 Others, please specify: |
| Contract Period (mm/yyyy – mm/yyyy) |  |
| Website (If any) |  |
| Project Address |  |
| Location of Project | 🞎 Hong Kong 🞎 Other Cities in Greater Bay Area |
| Project Profile (Limited to 200 words) |  |

**Organisation Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Organisation |  | | |
| Organisation Address |  | | |
| Contact Person |  | Title |  |
| Telephone |  | | |
| E-mail |  | | |
| How do you know about our Award? | 🞎 CIC Website and Publications 🞎 Social Media  🞎 CIC Events 🞎 Others, please specify: | | |

(All fields are mandatory and please put a √ in appropriate boxes)

**Project Highlights**

(Please elaborate on the following aspects. A maximum of 600 words in English / Chinese for each part is allowed.)

|  |  |  |
| --- | --- | --- |
| Part A - Engagement and Communication (25%) | | |
| **Question** | **Description** | |
| ***A1. Corporate Culture*** | | |
| * Corporate culture and policy * Management support in resource * Talent development for staff and workers * Cultivation for new generation | |  |
| Number of reportable accidents per 100,000 man-hours: | |  |
| Number of statutory notices/prosecutions on non-compliance with safety, hygiene & environmental regulations received: | |  |

|  |  |
| --- | --- |
| ***A2.***  ***External Engagement*** | |
| * Public engagement * Site planning and arrangement for community |  |

|  |  |
| --- | --- |
| **Part B - Supply Chain Management (20%)** | |
| **Question** | **Description** |
| * Early collaboration during site planning * Assessment of sustainability performance of suppliers and sub-contractors * Sustainable procurement * Application of advanced technology * Building long-term relationships with project team |  |

|  |  |
| --- | --- |
| **Part C - Measures and Achievement (25%)** | |
| **Question** | **Description** |
| * Air, noise, water and waste management * Energy saving and carbon reduction * Heritage, landscape and habitat conservation |  |

|  |  |
| --- | --- |
| **Part D – Digitalisation Technology (10%)** | |
| **Question** | **Description** |
| * Use of digitalisation technologies & solutions to mitigate environmental impacts on diverse aspects, e.g. use of materials, waste generation, carbon footprint, energy efficiency, water efficiency and etc. * Use of digitalisation technologies & solutions to achieve sustainable construction in different ESG (environmental, social and governance) aspects. |  |

|  |
| --- |
| **Part E - Innovations and Bonus (20%)** |
| Please specify three innovative technologies and measures contributing to sustainable construction, with supporting, that have been implemented in your project.  A maximum of 5 bonus credits will be given if your project has fulfilled 4 of the following requirements with supporting:   * Application of CIC Carbon Assessment Tool, <https://cat.cic.hk> * Use of materials with CIC Green Product Certification, [http://cicgpc.hkgbc.org.hk](http://cicgpc.hkgbc.org.hk/) * Adoption of sustainable materials (Please nominate the supplier’s name and contact details. Shortlisted supplier will receive plaque) * Obtain a certificate of the CIC Sustainable Finance Certification Scheme，<https://sfcs.cic.hk/en/Home> |
| Bonus:   * Application of CIC Carbon Assessment Tool, please attach the Result Analysis Report with at least six-month data between January 2021 and June 2023 * CIC Green Product Certification, please attach the certificate * Obtained a certificate under the CIC Sustainable Finance Certification Scheme, please attach the certificate * Adoption of sustainable materials: Material name: Supplier’s company name: Supplier’s contact name and email: Highlights of the materials: |

|  |
| --- |
| **Supplementary Information** |
| The file format of supplementary information should be Word/ Excel/ PPT/ PDF/JPG and the file size should be limited to 10 pages and within 20MB in total. |
| |  | | --- | | Please state the channel(s) that your organisation / project may use to promote CIC Sustainable Construction Award (if any, e.g. poster, e-banner, internal email, etc). |   Has your project obtained relevant achievement/ award(s)/ accreditations? Please specify:   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | |  |  |  | | --- | --- | --- | | ❑ ISO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | ❑ BEAM Plus (Grade:\_\_\_\_\_\_\_) | ❑ CIC Awards (\_\_\_\_\_\_\_) | | ❑ Considerate Contractor Site Award | ❑ Others (please specify): | | |

|  |
| --- |
| **Declaration** |
| I/We declare that:   * I / We have read, observed and acknowledged the entire contents of this Application Form and the nomination kit, in particular the “Rules and Conditions” section of this Application Form. * I / We understand that I am / we are bound and agree to be bound by the terms and conditions of the Award as set out throughout this Application Form of the Award. * The information given in this Application Form is correct to the best of my / our knowledge. * I/We agree to grant Sustainable Construction Award Organising Committee the permission to reproduce, print and/or publish the materials submitted for any use in association with the CIC or SCA. * I/ We agree the “Personal Information Collection Statement” and all other information on this Application Form.   To keep you informed of the CIC activities and industry developments which may be of interest, the CIC would like to use your personal data, including your name, phone number and correspondence and email addresses, to update you in relation to training courses, trade testing, registration, events and other aspects of its work and the construction industry. Should you find such use of your personal data not acceptable, please indicate your objection by ticking the box below.  ❑ I / We object to the proposed use of my / our personal data in any marketing activities arranged by the CIC and its Secretariat. |
|  |

|  |  |
| --- | --- |
| **Personal Information Collection Statement**  The information you provide to the Construction Industry Council (“CIC”), including any personal data as defined in the Personal Data (Privacy) Ordinance (Cap. 486), will be used solely for the purposes relating to the activities of the CIC, particularly assessment and publicity purposes relating to the CIC Sustainable Construction Award.  To keep you informed of the CIC activities and industry developments which may be of interest, the CIC would like to use your personal data, including your name, phone number and correspondence and email addresses, to update you in relation to training courses, trade testing, registration, events and other aspects of its work and the construction industry.  You are free to decide whether you wish to receive such information. If you choose not to do so, please put a check mark in the box above your signature in the "Declaration" section of this Application Form.  The CIC will not transfer your personal data to any third parties without your prior consent.  It is obligatory for you to supply the CIC with complete information. The CIC may be unable to process and/or consider your application if you do not provide complete information.  You are also entitled to request access to and correction of any errors in your personal data. If you wish to do so please write to the Manager – Industry Development (E&S Department) at 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon, Hong Kong. | |
| **Rules and Conditions**  All applicants of the CIC Sustainable Construction Award (Award) are subject to these Rules and Conditions (Rules and Conditions) and other rules and conditions that may be imposed by the CIC (the Organiser) and/or the Judging Panel (as defined on the CIC Sustainable Construction Award website: https://www.scaward.cic.hk/) as deemed necessary. The Rules and Conditions are as follows: | |
|  | Shortlisted organisations, upon invitation, MUST arrange a site interview for the representatives of the Technical Committee to conduct onsite assessments. Failing to arrange a site interview might result in disqualification. |
|  | Shortlisted organisations MUST attend a final assessment to present and elaborate their submissions, as well as to answer questions from the Judging Panel. Absence from the final assessment will result in automatic disqualification. |
|  | The decision of the Judging Panel will be final and absolute on all matters about the process or the interpretations of the Rules and Conditions, voting or any other related issues. The decision of the Judging Panel is binding on all applicants. |
|  | No award may be granted if no entry is deemed appropriate by the Judging Panel. |
|  | Before an award is granted, the Organiser reserves the right in their sole and absolute discretion to reject or disqualify any submission without any explanation. Reasons to disqualify a submission include a reasonable belief that these Rules and Conditions have been breached. |
|  | The Organiser is empowered and has absolute discretion to grant or withhold an award and its decision is final. |
|  | If, after an award is granted, any information supplied in the respective application is discovered to be fraudulent or untrue, or an awardee is proven to the satisfaction of the Organiser to be associated with a fraudulent or dishonourable act, the Organiser reserves the right, after consulting the Judging Panel, to withdraw the Award. The Organiser reserves all rights to recover damages or other compensation from the awardee. The awardee will not be entitled to damages or other compensation as a result of the withdrawal of the Award. |
|  | None of the documents and materials submitted with or as part of the application (including all supporting materials for display or demonstration) will be returned to the applicant(s). The Organiser can select to retain or destroy all such documents and materials at its sole discretion. |
|  | The applicant(s) authorise the Organiser to use all works submitted by the applicant(s), including information provided by the applicant(s) during the interview with the Judging Panel, and the names, photographs or videos of the applicant(s) for promotion, marketing, publicity, display or other purposes without any prior consent of the applicant(s). The CIC has the right to publish and exhibit any or all submissions, including the winning submissions, in platforms such as CIC publications, CIC website, other media platforms etc. |
|  | The Organiser shall require the applicants and awardees to participate and present in publicity events, including the taking of photographs and participation in videos, in relation to the Award unconditionally and the applicants and awardees shall not unreasonably refuse to participate in the same. |
|  | Any opinions, ideas, conclusions or recommendations expressed by the participants of the Award does not reflect the views of the Organiser. The Organiser shall not be held liable for any indirect, special, punitive, consequential, lost profits or other damages of any kind in connection with the materials and activities of the Award. |
|  | All applicants must be the sole and exclusive owner of the copyright in the video. The video submitted should not infringe any rights of any third party. All applicants should only use third party’s music excerpts or film/video segments in the video with the prior written consent of the relevant third party. Applicants must acknowledge any authorised use of music excerpts or film/video segments in the video in accordance with the relevant copyright laws. The Organiser shall not be responsible whether directly or indirectly for any liability arising whatsoever or howsoever from any violation of any copyright laws. Applicants agree and undertake to accept and be responsible for all such liability arising therefrom. For details about the Copyright Ordinance (Chapter 528), please visit https://www.elegislation.gov.hk/hk/cap528 |
|  | Applicants should declare the video does not:   * infringe or violate, or involve elements that infringe or violate applicable law and regulations, including but not limited to crimes, violence, obscenity, indecency, libel, defamation, privacy invasion, or threatening; * infringe or violate any intellectual property rights, including but not limited to copyrights, patent, trademarks, trade names, trade secrets or other proprietary rights, held by any third party, regardless whether such rights are known to the applicants; * contain any confidential information of any third party; * contain an individual or group of persons, who does not give consent to take such video; * contain viruses, corrupted files, or other materials that may cause damage to another's computer; or   advertise or otherwise solicits funds or sales of goods or services. |
|  | If the video submitted by the applicant infringes or violates any third party’s rights, including but not limited to intellectual property rights, and/or any legislation, law or regulation, the Organiser shall not be responsible for any consequences. |
|  | When the Organiser suffers from any claim or investigations conducted by any competent authorities, by reason of any right allegedly subsist in the video or infringement of the same, applicants agrees to hold the Organiser harmless and to indemnify the Organiser in full for any direct or indirect loss and damage, economic loss, loss of reputation and/or any consequential loss and damage or otherwise, together with any expenses, costs and further loss and damage suffered and incurred by the Organiser as a result of such claims and investigations. |
|  | The Rules and Conditions are subject to change by the Organiser when necessary. The Organiser reserves the right to amend the Rules and Conditions without prior announcement. |