**Ministry of Environment, Solid Waste Management and Climate Change**

**FOR OFFICIAL USE ONLY**

**REF No.**

Environmental awards 2023

for Public sector

**PARTICIPATION FORM**

**A. Organisation/Institution details**

|  |
| --- |
| Name of Organisation/Institution |

|  |
| --- |
|  |

|  |
| --- |
| Address |

|  |
| --- |
|  |

|  |  |
| --- | --- |
| Telephone Number | Email |

|  |  |  |
| --- | --- | --- |
|  |  |  |

**B. Contact Person details**

|  |
| --- |
| Full name (Block letters) |

|  |
| --- |
|  |

|  |
| --- |
| Designation |

|  |
| --- |
|  |

|  |
| --- |
| Contact address (*if different from Section A*) |

|  |
| --- |
|  |

|  |  |
| --- | --- |
| Telephone Number (Office and mobile) | Email |

|  |  |  |
| --- | --- | --- |
|  |  |  |

***NOTE: The contact details must be correctly and clearly written for future correspondences.***

**C. Best Environmental Initiatives**

|  |
| --- |
| 1. Select (✔) the best environmental initiatives implemented in your organisation |

|  |  |
| --- | --- |
|  | Energy conservation / Energy efficiency (e.g., Installation of photovoltaic panels, replacement of lighting, electrical appliances and machines with energy efficient ones, energy audit, etc) |
|  | Water conservation and management (e.g., implementation of rain water harvesting, low impact development strategies etc) |
|  | Waste management (e.g., separate bins for sorting of waste, composting, biogas production, separate collection of waste by recyclers, recycling of electronic material, etc) |
|  | Sustainable procurement (e.g., procurement of greener products for office use and for workshops/events, etc) |
|  | Green Building practices (e.g., Green lease agreement, optimising natural ventilation and natural lighting, etc) |
|  | Bringing nature into premises (e.g., placing of indoor plants, green roofs, green walls, green corners, etc) |
|  | Promoting circularity (e.g., practice of repairing and re-use policy, donation of unused items, repurpose of equipment, vacant building, etc) |
|  | Application of Green Human Resource practices (e.g., Training of staff in sustainability, green recruitment principles, etc) |
|  | Digitalisation (Greening of meetings, workshops and events, going paperless etc.) |
|  | Zero plastic office (e.g., use of reusable cutlery, paper plates/cups, glass water bottles, etc) |
|  | Amenities for health and wellness promotion (e.g., Provision of open spaces, availability of fitness facilities, promoting physical activity, promoting clinical preventive services, etc) |

|  |
| --- |
| If your initiative(s) falls outside the above list, please indicate here: |

|  |
| --- |
|  |

|  |
| --- |
| 2. Provide a summary of your initiative(s) (**not exceeding 500 words**). |

|  |
| --- |
|  |

|  |
| --- |
| 3. Provide a write up of your initiative(s) answering the following questions. |

|  |
| --- |
| 1. Describe your initiative including aims and objectives. 2. When was the initiative implemented? 3. Describe how the project was implemented. 4. What is the environmental impact of the initiative? 5. Challenges encountered and how was it resolved? 6. How was the project / initiative innovative? 7. How viable and sustainable is this initiative? (Provide specific measurable impacts in terms of CO2 emission, energy saved, hectares of biodiversity conserved, kgs of waste recycled, reduced, re-used etc.) 8. What was the impact on the staff and the organisation culture? |

**Note: Please provide photos, graphics or any relevant documents as evidence to support your**

**entry.**

**Disclaimer**

**I hereby declare that:**

* **The information contained in this participation form is true and correct.**
* **I have read and understood the guidelines.**
* **I agree to the terms and conditions of this Award.**
* **I agree that The Organiser may use the names of the Winners, quotes, photos, videos from the Award Ceremony where the Participants are visible in any media channels.**

***Name of Head of Organisation : ………………………………………………….***

***Signature : …………………………….……………………***

***Date : ………………………………………………….***

*The duly filled participation form and relevant documents should be submitted to this Ministry via email on* [*sustainabledevelopmentdivision@gmail.com*](mailto:sustainabledevelopmentdivision@gmail.com)*, not later* ***than 08th May 2023******at latest by 10hrs00****.*