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

**FOR OFFICIAL USE ONLY**

**REF No.**

Environmental awards 2024

for Public sector

**PARTICIPATION FORM**

**A. Organisation/Institution details**

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| Name of Organisation/Institution |

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| Address |

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

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**Contact Person details**

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| Full name (Block letters) |

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| Designation |

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| Contact address (*if different from above*) |

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| Telephone Number (Office and mobile) | Email |

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***NOTE:***

* ***The contact details must be correctly and clearly written for future correspondences.***
* *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* ***19th April 2024at 16hrs00****.*

**B. Questionnaire**

**Fill in the form below and provide details where applicable. Please provide photos, graphics or any relevant documents as evidence to support your initiatives.**

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| **1.0 IN-HOUSE OPERATIONS** |
| **A. Resource Efficiency** |
| **(i) Energy** |
| 1. Energy consumption:   Does your Organisation/Institution have an energy transition plan? If yes, please provide details. |
| 1. Energy Efficiency:   Has your Organisation/Institution adopted any energy efficient measures? Can you please elaborate and to what extent have these measures been implemented? You may provide details or attach evidence. |
| 1. Compliance:   How far has your Organisation/Institution adopted any guideline or complied with any regulations with regard to energy efficiency or energy efficient appliances, etc? |
| 1. Energy labelled appliances:   Has your Organisation/Institution started any transition in using energy efficient labelled appliances or climate friendly equipment such as air conditioning, refrigerants, etc? Please provide details. |
| 1. Renewable energy:  * Has the Organisation/Institution made any effort to prioritise green alternatives (renewable energy, etc.) to traditional business practices? * Does the Organisation/Institution make use of any renewable sources of energy e.g solar panels, solar water heaters, etc? * What proportion of the total energy consumption is derived from renewable energy sources? * Does the Organisation/Institution have any strategy (short/mid/long term) to increase the proportion of renewable energy? |
| **(ii) Water Efficiency** |
| 1. What measures has the Organisation/Institution adopted in using water efficiently? |
| 1. Has there been any sustainable water practices implemented e.g. rain water harvesting for irrigation or cleaning purposes? |
| 1. Has the Organisation/Institution taken any measures to reduce water pollution? |
| **(iii) Digital transformation** |
| 1. Has the company adopted digital transformation such as provision of online services, paper digitisation? Please provide details. |
| **(iv) Mobility** |
| 1. Has the Organisation/Institution adopted any policy with regard to sustainable mobility? Please provide details. |
| 1. Has the Organisation/Institution made any traceable effort to reduce its fuel consumption through adoption of sustainable transport practices and type of vehicles such as car-pooling, hybrid/electric vehicles, etc? Please provide details. |
| **B. Circular Economy** |
| (i) Does the Organisation/Institution have a strategy to promote circular economy? |
| (ii) What is being done with regard to promote sustainable waste management practices such as food and electronic waste, or reducing packaging, etc? You may provide any additional details or attach evidence to demonstrate that your company has avoided, minimised or recovered its waste production as a direct result of its circular economy strategy? |
| (iii) Does the Organisation/Institution have Initiatives supporting transition from non-biodegradable to bio-degradable plastic products (e.g., packaging) |
| (iii) Has the Organisation/Institution adopted any eco-designed products? |
| (iv) How has the project been received by customers and stakeholders? |
| (v) How has digitalisation been efficient in terms of waste minimisation e.g paper waste? Please provide details. |
| **2.0 CERTIFICATION AND REPORTING** |
| **A. CERTIFICATION** |
| (i) Does the Organisation/Institution follow any formal certificates based on environmental standards but not limited to ISO 14001, ISO 50001, ISO 22000, MauriGAP, Ecocert, Ecolabel, Made in Moris, HACCP, EU, GMP, etc.)?  (ii) Does your Organisation/Institution use a recognised energy management system? – ISO 50001 |
| **B. REPORTING** |
| (i) Does your Organisation/Institution provide sustainability data in line with sustainability reporting frameworks (such as GRI, TCFD, SASB, SFDR)? |
| (ii) Does your Organisation/Institution focus on specific UN Sustainable Development Goals (SDGs)? |
| (iii) Does your Organisation/Institution set targets and report progress on the UN SDGs? |
| (iv) Does your Organisation/Institution publish a sustainability report? |
| (v) Are your sustainability disclosures assured or verified by a third-party audit firm? |
| **3.0 OUTREACH AND ENGAGEMENT WITH THE COMMUNITY** |
| (i) Has the Organisation/Institution supported stakeholders (NGOs, Cooperatives….) which are engaged in ecological transitions? Please provide details. |
| (ii) Does the Organisation/Institution create awareness about its sustainable goals among its stakeholders? |
| (iii) Has there been engagement of the Organisation/Institution in terms of supporting national initiatives? |

**C. If your initiative(s) falls outside the above list, please indicate here:**

Please provide a summary of your initiative(s) – maximum of 250 words

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**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 19th April 2024 *at 16hrs00****.*