

THE CHINESE UNIVERSITY OF HONG KONG

Committee on Social Responsibility and Sustainable Development

Guidelines for Sustainable Event Planning and Management

The Chinese University of Hong Kong (CUHK) is committed to sustainable development. Every year the University hosts a large number of events either on or off its campus. Some of these events could have a substantial impact on the environment if not planned considerately.

The Guidelines for Sustainable Event Planning and Management have been developed in consultation with the relevant professional and administrative service units, and are maintained by the Social Responsibility and Sustainable Development Office. They include two categories: [Basic Guidelines](#) (Section I), which are either already widely adopted or can be easily implemented; and [Advanced Guidelines](#) (Section II), which are more challenging and are made available for those who would like to do more.

The following points deserve special attention and can also serve as an action checklist to facilitate advance planning and duty assignment. Please always refer to the full guidelines for implementation details and other environmentally-friendly suggestions.

- Go electronic and reduce paper consumption whenever possible and appropriate;
- Limit the number of handouts and souvenirs provided;
- Purchase fair trade or green products, and choose products without excess packaging;
- Choose reusable or recyclable materials/products and eco-friendly or sustainable materials in event production;
- Do not provide corsages and, if name badge holders are used, choose reusable ones and collect them after the event;
- Do away with single-serving bottled water and avoid individually packed beverages and food items;
- Minimize disposables like dishware and utensils (e.g. by providing reusable tableware and/or reminding guests to bring their own mugs, lunchboxes and cutlery);
- Do not use polyfoam meal containers and non-woven polypropylene bags;
- Avoid disposable plastic products by opting for reusable options;
- Help to protect threatened species by not serving or consuming the following food items: shark's fins, bluefin tuna, black moss, humphead wrasse, Hong Kong grouper and sturgeon caviar;
- Reduce food waste: avoid buffets, and order a 6-course menu for Chinese banquets;
- Adopt measures to reduce waste at source, facilitate waste separation and arrange in advance for the collection of recyclables and unconsumed food;
- Keep air-conditioner temperatures at 24–26°C during the summer months;
- Turn off lights, air-conditioners and equipment after use;
- Engage the services of social enterprises which employ the disadvantaged or minorities; and
- Encourage participants to offset carbon emissions from their air travel.

(June 2025)

Committee on Social Responsibility and Sustainable Development

Guidelines for Sustainable Event Planning and Management: Basic Guidelines

1. Go electronic

- 1.1 Use e-flyers for promotions and provide an e-registration option.
- 1.2 Create an event website that people can visit to download slides, handouts, transportation information and presentations (after the event), to minimize paper handouts.
- 1.3 Provide brochures, handouts and notes only to guests who either need or want them.
- 1.4 Print as little as possible, but where printing is necessary use recycled/FSC-certified paper using soy ink or other vegetable-based inks, and print on both sides. (Note: According to the University's [Sustainable Procurement Guidelines](#), recycled paper should be used for all in-house printing in A3 or A4 size. Most printing companies provide an option of recycled paper for printing. For a list of printing companies that use vegetable/soy ink, please refer to the [Business Unit's webpage on centralized tenders](#).)
- 1.5 Format handouts to minimize the amount of paper required. Where possible, print multiple pages on a single sheet of paper.
- 1.6 Use PowerPoint and whiteboards (which can be cleaned and reused) rather than paper flipcharts for discussions and presentations.
- 1.7 Conduct online surveys instead of paper-based evaluations after events. They generate higher response rates, produce quicker results and minimize manual processing.

2. Purchasing

- 2.1 When organizing events, choose reusable or recyclable materials/products (e.g. frames and marquees, banners, interlocking carpet tiles, decorations) and eco-friendly or sustainable materials (e.g. backdrops, display or exhibition boards, and promotion materials) in event production.
- 2.2 When buying goods in large quantity, avoid products with excess packaging. Where possible, choose products with recycled-content packaging.
- 2.3 Limit the number of handouts such as free pencils, or provide eco-friendly handouts (e.g. pencils with barrels made of recycled paper).
- 2.4 Do not use non-woven polypropylene bags, which are still in general use but are very difficult to recycle. If bags are necessary, they should be made with cotton.
- 2.5 When purchasing souvenirs, consider environmentally-friendly or ethical products with minimal packaging, such as crafts made by social enterprise artisans using discarded materials, fair trade products and service coupons.
- 2.6 Please refer to CUHK's [Sustainable Procurement Guidelines](#) for a list of commonly-purchased products and their recommended green specifications.

3. Activities and accessories

- 3.1 Do not provide corsages at events organized by the University. In exceptional circumstances, organizers may use their discretion.
- 3.2 Avoid activities such as releasing balloons, spraying confetti or flinging water which either waste resources or produce litter.
- 3.3 Avoid excessive decorations.
- 3.4 Print badges, placards and similar items on recycled paper.

4. Reuse and recycling

- 4.1 If name badge holders must be used, use them at more than one event, and remind guests to return them at the end of an event.
- 4.2 Provide a recycling service at the venue. For large-scale events, contact the Housekeeping and Building Management Section of the Estates Management Office at 3943 4049 one to two weeks in advance for large containers for the collection of recyclables (especially plastic bottles and beverage cans) and recycling service.
- 4.3 Place used banners in a collection spot (please refer to the [document](#) for the recycling locations).
- 4.4 For large events, prepare [signage on recycling](#) in advance. If necessary, print messages on handouts. Make public announcements during the event to promote recycling and to advise participants of the recycling arrangements.

5. Food and drink

5.1 Disposables reduction

- 5.1.1 Do not provide single-serving bottled water at events organized by the University.
- 5.1.2 Employ a caterer who can supply reusable cups or glasses for drinks.
- 5.1.3 Arrange the supply of water and beverages in a larger container or portable water dispenser and for guests' cups to be filled using a pitcher or container.
- 5.1.4 Where appropriate, remind participants in advance to bring their own water bottles. Refilling locations can be accessed via the 'CUHK Mobile' app (both iOS and Android versions) or the online campus map on the CUHK website (<http://www.cuhk.edu.hk/english/campus/cuhk-campus-map.html>; check them out under *Facilities> Living Essentials> Water Dispensers*).
- 5.1.5 Arrange with caterers to provide reusable cutlery, dishware, napkins and linen. If disposables must be used, choose recycled paper napkins and dishware with recycled content. Do not use disposable plastic tableware and polyfoam meal containers.
- 5.1.6 Provide sugar, salt, pepper, cream and other condiments in bulk. Avoid individually wrapped packages, coffee stirrers and paper doilies.
- 5.1.7 Do not provide straws. If straws are to be provided on request, use paper or reusable options instead of plastic.

5.2 Food choices

- 5.2.1 Do not serve shark's fin (魚翅), bluefin tuna (藍鱈吞拿), black moss (髮菜), humphead wrasse (蘇眉), Hong Kong grouper (紅斑), sturgeon caviar (鱈魚魚子醬) or other unsustainably-produced seafood. For more information, please refer to the relevant requirements under Annex B (Mandatory Products and their Specification) of CUHK's [Sustainable Procurement Guidelines](#) and the [Sustainable Seafood Guide](#) recommended by WWF.
- 5.2.2 Offer low-carbon or socially-responsible food options such as vegetarian dishes and fair trade, organic coffee, tea or snacks. (**Note:** Growing grains or vegetables requires far less energy, water and other inputs than raising animals, and the production process also generates far fewer carbon emissions. For fair trade, organic products, more information on suppliers can be found in 'Additional Resources' at the end of these guidelines.)

5.3 Food waste reduction

- 5.3.1 For Chinese banquets, adopt a 6-course menu instead of an 8-course menu.
- 5.3.2 Avoid buffets if alternative arrangements are available.
- 5.3.3 Remind diners that they can request canteens to provide meals in smaller portions.
- 5.3.4 If large amounts of surplus food are anticipated (e.g. at a buffet, or if fewer guests turn up than expected), contact a local NGO in advance which can arrange to pick up the surplus food (the food must be untouched and packed in boxes for collection).

6. Transport

- 6.1 Explore alternatives to face-to-face meeting, such as conference calls, video conferencing, web-based meetings and webcasting.
- 6.2 Choose a venue convenient for public transport access and provide clear directions for those taking public transport.
- 6.3 Encourage participants to offset carbon emissions from their air travel (please refer to [Carbon Offsetting Encouragement Policy](#)).

7. Energy

- 7.1 Liaise with the event venue's utilities manager beforehand to ensure that the temperature of air-conditioners is set at 24–26°C during the summer months.
- 7.2 Make sure lights, air-conditioners and equipment in unused rooms are turned off.

8. Awareness of social and environmental responsibilities

- 8.1 Where possible, support social enterprises that employ the disadvantaged or minorities.
- 8.2 Mention your event's green measures in your event website, publications and promotional materials. Share green information in your publicity material. Not only does this exhibit your own commitment to environmental protection, but it also reminds guests to do their part (e.g. by separating wastes for recycling).
- 8.3 Add the note 'printed with soy inks on recycled paper' or the FSC Certification No. on printed matter to help raise awareness and advertise your green credentials.

Committee on Social Responsibility and Sustainable Development

Guidelines for Sustainable Event Planning and Management: Advanced Guidelines

1. Services

- 1.1 Include environmentally-friendly clauses in contracts (e.g. requirements to discontinue the use of polyfoam meal containers, recycle waste and record the amount recycled) where appropriate.
- 1.2 Before organizing large-scale events, make reference to the Environmental Protection Department's '[A Waste Reduction Guidebook for Large Scale Event Organisers](#)' and consider engaging with [green event consultancy services](#) in order to reduce waste and carbon footprints as far as practicable.

2. Purchasing

- 2.1 Share common event materials such as table cloths among offices whenever possible, particularly if your office does not host events too often, to use fewer materials and save money and storage space.

3. Activities and accessories

- 3.1 Designate a space for collection of unwanted souvenirs, so that they can either be reused or donated to charity.
- 3.2 Where possible, borrow potted plants for decoration instead of using cut flowers, or create decorations that can be given away (e.g. fruit bowls).
- 3.3 Keep noise levels at reasonable levels to minimize disturbance to people near the venue.

4. Recycling

- 4.1 Recruit volunteers to assist in providing instructions to event participants in recycling, such as giving demonstrations on source separation.

5. Food and drink

- 5.1 Where possible, ask attendees to sign up for meals ahead of time (and inform you of dietary requirements) so that you can reduce food waste.
- 5.2 Encourage caterers to use local, seasonal produce as far as possible.

6. Transport

- 6.1 Encourage delegates or guests to carpool.
- 6.2 Consider providing low emission or electric vehicles if transport arrangements must be provided.
- 6.3 For events held on campus, walking routes allow easy and convenient access to most places. Information on walking routes can be provided to participants to encourage walking (please refer to [this map](#)).
- 6.4 Make sure vehicles are fuel-efficient and appropriately sized for the event. Plan the transportation route to make the most efficient use of vehicles.
- 6.5 Reserve parking spaces for the disabled and make sure that they are able to access the venue.

7. Awareness of social and environmental responsibilities

- 7.1 Collect and share figures on green benchmarks, such as the estimated amount of recyclables collected and diverted from landfills, the number of trees saved, or the amount of water or energy saved. These will help to demonstrate the success of your green event. (Note: Some statistics and calculators that may be useful for calculating environmental impacts or benefits are listed in 'Additional Resources' in Section III.)

8. Overall

- 8.1 If you want to excel in hosting events in a sustainable manner, consider purchasing carbon offsets. SRSDO will be happy to discuss with you on how to take this forward.

Committee on Social Responsibility and Sustainable Development

Guidelines for Sustainable Event Planning and Management: Additional Resources

1. Resources on campus

Business Unit's webpage on centralized tenders

https://www.fno.cuhk.edu.hk/department/procurement/bus_centralized_tender/

Sustainable Procurement Guidelines

<https://srsdo.cuhk.edu.hk/images/documents/spg.pdf>

Walking trails

<http://www.cuhk.edu.hk/english/images/campus/walking-routes.jpg>

Recycling locations on campus

<https://www.srsdo.cuhk.edu.hk/images/documents/greentips/Location-of-Recycling-Facilities-on-CUHK-Campus.pdf>

Locations of water dispensers on campus

<https://www.srsdo.cuhk.edu.hk/images/documents/greentips/List-of-easily-accessible-water-dispensers-in-CUHK.pdf>

Tips on waste separation

<https://www.srsdo.cuhk.edu.hk/images/documents/greentips/Recycling-tips-poster-for-on-campus-recycling.pdf>

Carbon Offsetting Encouragement Policy

<https://srsdo.cuhk.edu.hk/images/documents/coep.pdf>

2. Seafood Choice Initiative (by WWF)

<http://www.wwf.org.hk/en/whatwedo/footprint/seafood/sci/>

3. A Waste Reduction Guidebook for Large Scale Event Organizers (by Environmental Protection Department)

https://www.wastereduction.gov.hk/sites/default/files/GreenEvent_Guidebook_Eng_201801.pdf

4. Green Services (by Environmental Protection Department)

<https://www.wastereduction.gov.hk/en-hk/waste-reduction-programme/greening-your-events/green-service-event>

5. Social enterprises, fair trade products and related services

Why support social enterprises and fair trade? Besides providing products and services, social enterprises also help to achieve social objectives such as providing employment to disadvantaged groups. They also reinvest profits into the community and disadvantaged groups. Fair trade offers a stable and relatively high income to small producers of goods with highly fluctuating prices, so that these producers are not ruined by fluctuations and are able to support communities that can flourish on a long-term basis.

Some contacts for event-related social enterprise or fair-trade products or services can be found in the 'Social Enterprise Directory' developed by HKCSS-HSBC Social Enterprise Business Centre: <http://socialenterprise.org.hk/en/sedirectory>

6. Calculators and statistics

The following calculators and statistics are intended to provide a useful reference on the impact of your environmental activity. Some of them were developed outside Asia, and may need to be adjusted before they are used in a specific Hong Kong context.

Carbon footprint calculators

Low Carbon Living Calculator (by Environment and Ecology Bureau)
<https://www.carboncalculator.gov.hk/en>

Carbon Footprint Management Toolkit (by City University of Hong Kong)
http://www.cityu.edu.hk/aerc/CFT/cal_profile.asp

SME Carbon Audit Toolkit (by The University of Hong Kong)
<http://www.cityu.edu.hk/aerc/sme/index.asp>

Environmental impact calculators

Paper Calculator (by Environmental Paper Network)
<http://c.environmentalpaper.org/home>

Businesses ACT Paper Calculator (by RainforestMaker)
<http://www.rainforestmaker.org/lawyer-attorney-1685591.html>

Water Footprint Calculator (by The University of Hong Kong)
<http://www.socsc.hku.hk/jcwise/water-footprint-calculator/>

Statistics and figures

Carbon Footprint Repository for Listed Companies in Hong Kong (by Environment and Ecology Bureau)
<https://cnsd.gov.hk/en/green-business-and-industry/carbon-audit/carbon-footprint-repository-for-listed-companies-in-hong-kong/>

Greenhouse Gas Emissions and Trends in Hong Kong (by Environment and Ecology Bureau)
<https://cnsd.gov.hk/en/climate-ready/ghg-emissions-and-trends/>

Statistics for calculating paper use impacts (by Conservatree)
<http://conservatree.org/learn/EnviroIssues/TreeStats.shtml>

The Benefits of Aluminum Recycling (by ThoughtCo.)

<https://www.thoughtco.com/the-benefits-of-aluminum-recycling-1204138>

The Benefits of Paper Recycling (by ThoughtCo.)

<https://www.thoughtco.com/the-benefits-of-paper-recycling-1204139>

香港中文大學（中大）致力推動可持續發展。每年大學在校園內外均舉辦大量活動，如計劃不周，或對環境構成重大影響。

《可持續發展活動籌辦及管理指引》編製時諮詢了相關專業及行政服務部門，由社會責任及可持續發展處負責維持。《指引》分為兩個類別：已普及採用或較易實施的第一節〈[基本指南](#)〉，和難度較高及供行有餘力者挑戰的第二節〈[進階指南](#)〉。

以下為一些值得特別關注的要項，亦可視作行動清單，用以促進事前計劃及職責分配。欲了解實施細節和其他環保建議，請參閱完整指引。

- ❑ 在可行和適當的情況下電子化文書，減少用紙；
- ❑ 減少列印講義和贈送禮品的數量；
- ❑ 採購公平貿易或綠色產品，並選擇沒有過度包裝的商品；
- ❑ 選用可重用或可回收的物料及產品和採用環保或可持續的物料製作活動；
- ❑ 避免提供襟花，如需使用名片夾，選用可重用款式並在活動完結後收集重用；
- ❑ 避免提供即棄樽裝水、獨立包裝飲料和食品；
- ❑ 避免使用即棄食物器皿及餐具（例如提供可重用餐具、提醒賓客自攜水杯、飯盒及餐具）；
- ❑ 避免使用發泡膠食物容器和不織布袋；
- ❑ 選用可重用產品以替代即棄塑膠產品；
- ❑ 協力保護瀕危物種，嚴禁提供或食用下列菜式：魚翅，藍鰓吞拿魚、髮菜、蘇眉、紅斑及鱘魚魚子醬；
- ❑ 減少廚餘：避免供應自助餐，在中式餐宴中點選六餸菜單；
- ❑ 實施源頭減廢措施，促進廢物分類，提前安排收集可回收物及剩餘食物；
- ❑ 在夏季將冷氣溫度調節在攝氏 24 至 26 度之間；
- ❑ 使用後關上電燈、冷氣及其他電器；
- ❑ 委聘僱用弱勢社群或少數族裔的社會企業所提供的服務；及
- ❑ 鼓勵參加者抵銷乘搭飛機的碳排放。

（2025 年 6 月）

社會責任及可持續發展委員會

可持續發展活動籌辦及管理指引： 基本指南

1. 電子化文書

- 1.1 使用電子傳單作宣傳，並提供電子方式登記選項。
- 1.2 建立活動網站，讓參加者瀏覽下載簡報、講義、交通資訊及演講（於活動後），盡量減少紙本文書。
- 1.3 僅向有需要的賓客提供小冊子、講義和筆記。
- 1.4 盡量減少列印紙張，如必須打印，選用再造紙或森林管理委員會（FSC）認證紙張、並使用大豆或其他植物油墨作雙面印刷。（註：根據大學的〈[可持續採購指引](#)〉（只提供英文版），所有 A3 或 A4 尺寸的內部印刷品必須使用再造紙，大部分印刷公司亦提供再造紙印刷選項；亦可參閱[商務組中央投標網頁](#)（只提供英文版），獲取採用植物或大豆油墨的印刷公司清單。）
- 1.5 調整講義格式，減少列印用紙量。如可行，選擇每張多頁列印。
- 1.6 進行討論及報告時，使用 PowerPoint 簡報及白板（可清洗及重用），取代紙本圖文演示。
- 1.7 活動後以線上問卷代替紙本調查，既可得到更高回應率，亦能減少人手處理程序，加快獲取結果。

2. 採購

- 2.1 籌辦活動時，選用可重用或可回收的物料（如攤位的支架和帳篷、橫額、拼裝地毯及裝飾佈置）和在活動製作中採用環保或可持續的物料（如背幕、展示板及宣傳物品）。
- 2.2 批量採購時，避免選用過度包裝的產品，可行時選擇以再造物料包裝的產品。
- 2.3 減少禮品的數量（如免費鉛筆），或贈送環保禮品（如再造紙筆桿鉛筆）。
- 2.4 避免使用較難回收的不織布袋，需要時提供棉花製成的環保袋。
- 2.5 採購紀念品時，考慮包裝較少的環保或道德產品，如社會企業工匠使用廢棄物料製作的手工藝品、公平貿易產品和服務券。
- 2.6 請參閱中大《[可持續採購指引](#)》（只提供英文版），獲取常用採購產品清單及其建議綠色規格。

3. 活動及配套

- 3.1 大學舉辦的活動中，禁止提供襟花。在特殊情況下，主辦方可酌情使用襟花。
- 3.2 避免進行浪費物資或製造垃圾的活動，如釋放汽球、噴灑五彩紙屑或水戰。
- 3.3 避免過度裝飾佈置。
- 3.4 採用再造紙印刷名牌、標語牌或類似物品。

4. 重用及回收

- 4.1 如必須使用名片夾，在多個活動中循環使用，並提醒賓客在活動完結後交回名片夾。
- 4.2 在活動場地中提供回收服務。如舉行大型活動，請在活動前一至兩星期聯絡物業管理署庶務及樓宇管理組，以便安排大型回收箱（尤其是膠樽及飲料鋁罐）及回收服務，電話 3943 4049。
- 4.3 將使用過的橫額放置在回收點。（參閱回收設施位置[文件](#)）
- 4.4 大型活動中提前準備《[回收分類指引](#)》，必要時在印刷品上列印訊息。在活動中作出公開廣播，推動回收及告知參加者回收安排。

5. 食物及飲料

5.1 減少即棄用品

- 5.1.8 大學舉辦的活動中，禁止提供即棄樽裝水。
- 5.1.9 聘用提供可重用水杯或玻璃杯的餐飲供應商。
- 5.1.10 安排將食水和飲料盛載於較大的容器或便攜式飲水機中，賓客可用水壺或容器添飲至杯子內。
- 5.1.11 可行時預先提醒參加者自攜水樽，飲水機位置可查找「CUHK Mobile」應用程式（設 iOS 及 Android 版本），或瀏覽中大網站的線上校園地圖（<https://www.cuhk.edu.hk/chinese/campus/cuhk-campus-map.html>；選擇「設施>生活所需>飲水機」）
- 5.1.12 安排餐飲供應商提供可重用餐具、器皿、餐巾及枱布。如必須使用即棄用品，選用再造紙餐巾及含再造成分的器皿，並禁止使用即棄膠餐具及發泡膠食物容器。
- 5.1.13 供應家庭裝砂糖、鹽、胡椒、奶油等調味料，避免使用獨立包裝食材、咖啡攪拌棒和餐墊紙。
- 5.1.14 禁止提供飲管。如須應要求提供飲管，採用紙製或可重用飲管，禁用塑膠飲管。

5.2 食物選擇

- 5.2.3 禁止供應魚翅、藍鰭吞拿魚、髮菜、蘇眉、紅斑、鱈魚魚子醬及其他非持續方式生產的海鮮。欲知更多資訊，請參閱中大《[可持續採購指引](#)》（只提供英文版）中〈附件 B〉的相關要求，及世界自然基金會《[海鮮選擇指引](#)》的建議。
- 5.2.4 提供低碳或負社會責任的食物選項，如素食、公平貿易產品、有機咖啡、茶或小食。（註：種植穀物或蔬菜所需的能源、水源及其他投入均較飼養動物少，生產過程中釋出的碳排放也較低。《指引》尾頁的〈額外資源〉中列出公平貿易及有機產品供應商的更多資訊。）

5.3 減少廚餘

- 5.3.1 在中式餐宴中，以六餸菜單取代八餸菜單。
- 5.3.2 如可安排其他形式餐飲，避免供應自助餐。
- 5.3.3 提醒用餐者可要求食堂提供小份餐食。
- 5.3.4 如預計有大量剩食（如自助餐中出席賓客較預期少），應提前聯絡本地非政府組織安排收取剩食（食品必須原封不動並以盒裝盛載方便收集）。

6. 交通

- 6.1 探究面對面會議的替代方案，如電話會議、視像會議、網絡會議及網上廣播。
- 6.2 選擇公共交通較便利的場地，為乘搭公共交通者指示明確路線。
- 6.3 鼓勵參加者抵銷乘搭飛機的碳排放（請參閱中大《[碳補償鼓勵政策](#)》）。

7. 能源

- 7.1 提前聯絡活動場地的設施管理員，確保夏季的冷氣溫度調節在攝氏 24 至 26 度之間。
- 7.2 確保在未使用房間中關掉電燈、冷氣及電器。

8. 社會及環境責任意識

- 8.1 可行時，支持僱用弱勢社群或少數族裔的社會企業。
- 8.2 在活動網頁、出版物及宣傳品中提及活動的環保措施，在宣傳物資中分享綠色資訊，不單可表現對實現環保的承諾，亦可提醒賓客盡己所能，如進行廢物分類回收。
- 8.3 在印刷品上加入「以大豆油墨及再造紙印刷」或森林管理委員會（FSC）認證編號，協助提高環保意識並宣揚實現環保的承擔。

社會責任及可持續發展委員會

可持續發展活動籌辦及管理指引： 進階指南

1. 服務

- 1.3 在合同適當處加入環保條文（例如要求停用發泡膠容器、回收廢物及記錄回收量）。
- 1.4 舉辦大型活動前可參考環保署的《[大型活動減廢指南](#)》及考慮使用[綠色活動諮詢服務](#)，盡量減廢減碳。

2. 採購

- 2.2 可行時與其他辦公室共用常見活動物資，如餐桌布，尤其如辦公室較少舉辦活動，共用可使用較少物資、節省金錢及儲存空間。

3. 活動及配套

- 3.4 劃出空間收集多餘的紀念品，以便重用或捐贈予慈善機構。
- 3.5 可行時借用盆栽取代鮮花作裝飾，或製作可送贈的裝飾物（例如果盤）。
- 3.6 將噪音聲浪控制在合理水平，降低對場地附近人士的影響。

4. 回收

- 4.2 招募義工，協助向活動參加者提供回收指引，例如示範源頭分類。

5. 食物及飲料

- 5.3 可行時請與會者提前報名用餐（並告知飲食要求），以減少剩食。
- 5.4 聯絡餐飲供應商，盡可能提供本地及時令食品。

6. 交通

- 6.6 鼓勵代表團或賓客共乘車輛。
- 6.7 如必須提供交通工具，考慮選用低排放或電動車輛。
- 6.8 在校園內舉辦的活動，大部分場地均可輕鬆方便地步行到達。主辦方應提供步行路線資訊，以鼓勵參加者步行前往（請參閱[此地圖](#)）。
- 6.9 確保所有車輛符合高燃油效益，且載客量適用於活動規模，規劃交通路線以提高運載效益。
- 6.10 為傷健人士預留泊車位，確保他們能到達活動場地。

7. 社會及環境責任意識

- 7.2 收集並分享環保基準數據，例如預期回收量及堆填量、保護樹木數量或節省用水用電量，有助於顯示活動的環保成果。（註：《指引》[第三節](#)的〈額外資源〉中列出了一些統計數字和計算機，有助於審計活動的環境影響或效益。）

8. 全面指南

- 8.2 如欲以完善的可持續方式舉辦活動，可考慮購買碳補償支持減碳項目，社會責任及可持續發展處樂意共同探討實踐方案。

社會責任及可持續發展委員會

可持續發展活動籌辦及管理指引： 額外資源

1. 校內資源

商務組中央招標網頁

https://www.fno.cuhk.edu.hk/department/procurement/bus_centralized_tender/

可持續採購指引

<https://srsdo.cuhk.edu.hk/images/documents/spg.pdf>

步行路線

<https://www.cuhk.edu.hk/chinese/images/campus/walking-routes.jpg>

校園回收設施位置

<https://www.srsdo.cuhk.edu.hk/images/documents/greentips/Location-of-Recycling-Facilities-on-CUHK-Campus.pdf>

校園飲水機位置

<https://www.srsdo.cuhk.edu.hk/images/documents/greentips/List-of-easily-accessible-water-dispensers-in-CUHK.pdf>

回收分類指引

<https://www.srsdo.cuhk.edu.hk/images/documents/greentips/Recycling-tips-poster-for-on-campus-recycling.pdf>

碳補償鼓勵政策

<https://www.srsdo.cuhk.edu.hk/images/documents/coep-chi.pdf>

2. 《海鮮選擇指引》（世界自然基金會編製）

<https://www.wwf.org.hk/oceans/seafood/>

3. 大型活動減廢指南（環境保護署編製）

https://www.wastereduction.gov.hk/sites/default/files/GreenEvent_Guidebook_Chi_201801.pdf

4. 綠色服務（環境保護署編製）

<https://www.wastereduction.gov.hk/zh-hk/waste-reduction-programme/greening-your-events/green-service-event>

5. 社會企業、公平貿易產品及相關服務

為何支持社會企業和公平貿易？社會企業除了提供產品和服務，也會協助實現社會目標，如為弱勢社群或少數族裔提供就業，將利潤重新投資在社區和弱勢社群中。公平貿易為產品價格波動較大的小型生產者提供相對穩定和較高的收入，使他們免受波動影響，足以支持社區的長期繁榮發展。

欲獲得活動相關的社會企業、公平貿易商品或服務的聯絡資料，可參閱由香港社會服務聯會及匯豐銀行成立的社會企業商務中心編製的《社企指南》：<https://socialenterprise.org.hk/zh-hant/sedb>

6. 計算機及統計數字

下列多項計算機和統計數字可為活動的環境影響提供參考，當中部分在亞洲以外地區開發，運用時需因應香港具體情況進行調整。

碳足跡計算機

低碳生活計算機（環境及生態局開發）

<https://www.carboncalculator.gov.hk/tc>

家居碳足跡管理（香港城市大學開發）

http://www.cityu.edu.hk/aerc/CFT/chi/cal_profile_c.asp

中小型企業碳審計工具箱（香港城市大學開發）

<http://www.cityu.edu.hk/aerc/sme/chi/index.asp>

環境影響計算機

紙張計算機（Environmental Paper Network 開發）

<http://c.environmentalpaper.org/home>

企業 ACT 紙張計算機（RainforestMaker 開發）

<http://www.rainforestmaker.org/lawyer-attorney-1685591.html>

水足跡計算機（香港大學開發）

<http://www.socsc.hku.hk/jcwise/water-footprint-calculator/?lang=zh-hant>

統計數字

香港上市公司碳足跡數據庫（環境及生態局編製）

<https://cnsd.gov.hk/tc/green-business-and-industry/carbon-audit/carbon-footprint-repository-for-listed-companies-in-hong-kong/>

香港的溫室氣體排放及趨勢（環境及生態局編製）

<https://cnsd.gov.hk/tc/climate-ready/ghg-emissions-and-trends/>

計算使用紙張影響的統計數字（Conservatree 編製）

<http://conservatree.org/learn/EnviroIssues/TreeStats.shtml>

回收鋁金屬的效益（ThoughtCo.編製）

<https://www.thoughtco.com/the-benefits-of-aluminum-recycling-1204138>

回收紙張的效益（ThoughtCo.編製）

<https://www.thoughtco.com/the-benefits-of-paper-recycling-1204139>