

The Awards Scheme

The Singapore Environmental Achievement Awards (SEAA) scheme is organised by the Singapore Environment Council (SEC) and supported by the National Environment Agency (NEA) and Association of Small and Medium Enterprises (ASME).

Set up more than 10 years ago to encourage environmental responsibility amongst local companies, the SEAA has gained much credibility in Singapore for recognising notable sustainable business practices and green efforts.

Categories under the SEAA scheme:

1. Manufacturing Sector for foreign and local manufacturers based in Singapore
2. Services Sector for foreign and local companies based in Singapore
3. **NEW! Small-and-Medium-Enterprise (SME) category for foreign and local manufacturers* based in Singapore. This category is jointly administered by SEC and the Singapore Manufacturers' Federation (SMa) for the manufacturing industry**
4. Green and innovative products - under the SEC-Senoko Power Green Innovation Awards

**A company is considered a SME if it meets these criteria:*

- registered or incorporated in Singapore
- at least 30% of your shareholding is local
- your company's group fixed assets are worth below \$15 million*
- you have not more than 500 employees

** Computed on a group basis i.e. checking up to three levels for corporate shareholders holding 20% or more of the total shareholding in the company and one level down where the company holds more than 50% of the shareholding in a subsidiary company*

Background

The SEAA was initiated by the SEC Industry Committee back in 1996 with the primary objective of promoting a higher level of environmental awareness among industries. After the successful development of the awards scheme, the SEAA was officially launched by then Minister for the Environment, Mr Yeo Cheow Tong in November 1997.

Main Organiser:



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Supporting Organisations:



Through the awards scheme, SEC aims to increase the level of environmental awareness among local companies. The scheme also aims to encourage industries to adopt a more proactive approach towards managing the environment by identifying positive examples through the respective SEAA winners for companies to emulate.

Since the inauguration of the SEAA scheme, companies that have benefited from this scheme include Crusade Cleaning Services, Changi General Hospital, Eagle Services Asia, Alexandra Hospital, City Developments Limited, ST Microelectronics, SSMC, Hitachi Global Storage Technologies, Schering-Plough,

Nanyang Polytechnic, SMRT Corporation and Holcim Singapore. All have reported an increase in business and public interest as a direct result of being awarded the SEAA.

In 2009, the Singapore Manufacturers' Federation (SMa) came on board as a strategic partner of the SEAA scheme to promote sustainable manufacturing practices within the manufacturing sector.

Objectives of SEAA

The SEAA scheme was developed to inspire Singapore-based organisations to become more committed to environmental responsibilities which go beyond internal initiatives, product stewardship and the factory or business unit.

As the only national award that addresses overall management systems, performance, environmental initiatives and awareness within an organisation, the SEAA is the most prestigious environmental award in Singapore.

Companies that win the award join an elite rank of businesses around the world that have affirmed their commitment to environmental excellence and protection of the natural environment.

The criteria for the award focus on assessing the leadership displayed by the company, the environmental improvements made, as well as the ability of the company to establish procedures, provide training for employees and to innovate in order to achieve environmental breakthroughs.

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Benefits of SEAA

1. An award trophy and certificate
2. The right to use the award logo and words - "Winner of the Singapore Environmental Achievement Awards 20XX" on company letterhead, correspondence, advertisements and other publicity materials
3. Recognition and media publicity organised around the presentation of the SEAA, including being a part of a special feature in the Straits Times
4. Participation in the award presentation ceremony at the Singapore Green Summit held annually in June
5. Short-listed applicants will each receive a certificate of commendation

Who Can Apply

1. Any foreign or local company* registered in Singapore, with operations in Singapore one year prior to the closing date for entry (service or manufacturing sector)
2. Any company, as defined in point 1, which has adopted an effective approach to environmental management and sustainable development
 - The application can be on the basis of company-wide adoption of green practices, or implementation in any one of the key company activities
 - Companies with more than one site are welcome to make applications for individual sites

How to Apply

Step 1: Submit the Expression of Interest (EOI) form via www.sec.org.sg

Step 2: Obtain the email reply from SEC on the result of the submission of your EOI within one week of submission (SEC will screen each EOI to ensure that it meets the standards of the SEAA.)

Step 3: If your company is eligible, please email the application form duly filled in with relevant supporting documents to seaa@sec.org.sg, and make payment for the application fee.

**Please note that applicants will be placed in categories according to the size of the parent company.*

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Fee Structure

An application fee is required upon submission of the application form. This is a non-refundable payment for the administration of the Singapore Environmental Achievement Awards (SEAA) scheme:

- **Multinational Organisation:** SGD\$ 2,000.00
- **Local Organisation:** SGD\$ 1,000.00
- **Small and Medium Enterprise:** SGD\$ 500.00

Please attach a cheque to the hard copy of the final application form and submit all items at the address below. All cheques should be made payable to "SINGAPORE ENVIRONMENT COUNCIL". Indicate on the back of the cheque that the amount is "Payment for SEAA application fee".

Address

Singapore Environment Council

1E Cluny Road, Singapore Botanic Gardens, House Number 3, #02-01, Singapore 259601

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The Application Form

The application form is designed to capture information about your achievements according to a set of eight criteria. The application should be type-written and submitted in either MS Word or PDF format.

Please be concise and keep the information provided for each criterion to the **word limit stated**. Use **bullet points where possible**. Upon being short-listed, you will have the opportunity to expand on actions and achievements during the site visit by the Technical Work Group.

All information provided for the application of the SEAA will be treated with strict confidentiality.

PLEASE NOTE: Do refer to the application form as you read the following notes

Part 1 – Company Information

This section is about

Providing the Technical Work Group (TWG) with information on your company, the site(s) put up for award consideration, and who to contact for clarification regarding the award application. You are required to provide a description of the main business activities of your company to reflect the services or products you provide and your principal markets.

Additional clarification

Candidate site address: List the site or premises you would like the TWG to visit.

Correspondence address: List here if it is different from site address

Name of site contact: List here if person is not the same as signatory for the application.

Part 2 – Summary of Environmental Achievement(s)

This section is about

Providing the title, or list of titles, of your company's achievements suitable for award citation. You are also required to summarise each achievement in no more than 40 words, as these summaries will be used in media releases and publications.

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The TWG will

Focus on whether the company is able to show significant and innovative achievements in reducing the environmental impact of work processes, products or services while maintaining or improving long-term viability of the business and productivity levels.

In providing the information for this section, please use the eight criteria listed in Part 3 of the application form as a guide in preparing the summaries requested. (i.e. Summaries of programmes that demonstrate environmental leadership, and the environmental performance of the said programmes.)

Additional clarification

Where you wish to highlight outstanding performance by your company, do show evidence* of steps taken that either improve environmental management (positive impact), or that mitigate the effects (negative impact) to the environment.

In instances where there are areas your company still needs to work on, show that your company recognises them and highlight those as areas for follow-up.

**It is important to provide quantitative data where appropriate and include it as an annex to the application*

Part 3 – Details of Environmental Achievement(s)

This section is about

Providing the TWG with details of the achievements you have listed previously in Part 2 of the application form. You will notice that Part 3 comprises eight judging criteria with which the TWG will assess your application for the award.

Qualities of an outstanding application

1. Has evidence of action that goes beyond that required by legal compliance and beyond established operational or industry standards
2. Shows tangible environmental improvements and addresses the cause of the environmental impact rather than the effects alone

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3. Existence of support and involvement of senior management and correlation with company policy
4. Has evidence of a commitment to on-going improvement
5. Has achievement that is both environmentally and commercially viable
6. How much the achievement can be similarly utilized by other companies

Additional clarification

A word limit is set for each criterion and applicants are encouraged to provide information for all the criteria where applicable.

Gentle reminder: *You should provide quantitative data to support each of the criteria where possible.*

PLEASE NOTE: *The following is a list of questions for each of the eight criteria designed to guide you in completing Part 3 of the application form.*

1. Environmental Leadership, Commitment & Systems

- What are the environmental philosophy, policy and/or corporate mission of your organisation?
- Is there senior management commitment?
- Does your programme go beyond statutory requirements or common industry standards?
- Do you have
 - or are you working towards an Environmental Management System?
 - formal awards e.g. ISO 9000, 14,000, 18,000 etc.
 - other industry based environmental programmes / codes of practice?
- How do you work with your suppliers?
 - Greening the supply chain / procurement practices etc.
 - Have a product stewardship programme
 - Design for the environment
 - Advocate sustainable development

2. Employee and Wider Community Involvement

- What have you done to improve your employees' environmental awareness?

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- Does your organisation have innovative ways of rewarding employees for improved environmental performance?
- What measures do you have to encourage staff involvement in your environmental programmes and the wider community?
 - Do you have staff environment days /programmes?
 - Do you promote and support community activity and volunteering?
 - Does your company sponsor any local environmental cause?
- How do you promote good health and safety at work?
 - At your site?
 - In (global) supply chains?
 - Do you have specific programmes which aim to improve working conditions?

3. Environmental Performance & Results

- Has your company / project reduced the use of resources (water, energy, raw materials)?
- Resources
 - Reduce use of fossil fuels, metals, paper, aggregates and minerals (raw materials)
 - Increase use of renewable and recycled materials
 - Generate or use renewable energy
- Efficiency
 - Use materials (including water) and energy efficiently?
 - Have you reduced your company's environmental impact by minimising transport?
 - Are there recycling initiatives in place?
- Are there improvements in discharges to land, air and water?
 - Waste, emissions and pollution
 - Reduce waste of all kinds
 - Reduce emission of greenhouse gases, ozone-depleters, toxic substances, radioactive substances and persistent synthetic substances to air, water and land
- Has your organisation improved biodiversity ?
 - Biological diversity and productivity
 - Have you improved biodiversity at your work/production site or within the community?
 - Do you sponsor programmes to encourage conservation?
 - Protect and enhance native species and their habitats.
 - Increase the proportion of resources that are from sustainably-managed sources (e.g. not over-fished, over-harvested, clear-felled or taken from the wild).
 - Relate these answers to leadership section above.

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4. Environmental Monitoring and Reporting

- Do you compile and publish an environmental report for your organisation?
- Do you routinely record consumptions?
 - e.g. energy, water and discharges
 - e.g. waste, effluent, air emissions
- Do you record accidents, spills or other significant events?
- Has your company had any summons from the NEA or MOM in the last 3 years?
 - If so what were they and how has your company rectified these problems?
- Did you undertake an environmental audit of your site?
- Have you set targets for environmental improvement?
- Have you measured progress towards meeting these targets?
- How were improvements communicated to the organisation? (e.g. feedback)

5. Economic Benefit of Your Environmental Achievement(s)

- How has your organisation's actions demonstrated economic viability?
- Is there a benefit to capital and/or operating costs?
- Have financial savings been made?
- How does the achievement contribute to the long term viability of your business?
 - Provide information on the costs and benefits and if appropriate include a simple pay back calculation,
 - E.g. $\frac{\text{Total Investment}}{\text{Cost savings per annum}} = \text{Return on investment (ROI)}$
- Do you consider environmental impacts when making decisions about internal financial management systems and the financial services bought by the business unit?

6. Innovation

- Does the organisation have novel approaches that promote sustainable business?
- Does the achievement go well beyond compliance and industry norms?
- How does the organisation set an example or go above and beyond standard practice?
- How has the organisation "thought outside the box"?

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7. Replication Activity

- How has best practice been shared with a wider audience? (e.g. through seminars, business network groups, case studies etc.)
- Is this achievement transferable to other companies within the same or other industries? (ie. Can it be replicated cost-effectively?)

8. Strategic Vision

- What are your organization's strategic plans for further improvement in the short and long term?

Evaluation Process

1. The Technical Work Group (TWG) will collate and short-list all award applications
2. Site visits to short-listed applicants will be conducted by the TWG and an external consultant
3. A summary of the findings from the site visits and the original application material will be presented by the TWG to the judging panel
4. Selection of awardees will be conducted by the judging panel

Applicant Duties and Responsibilities

1. The applicant is expected to provide any missing or additional information upon request by the TWG in their assessment of the application.
2. The short-listed applicant must provide controlled access to their premises for on-site visits. For those short-listed as finalists, access to premises should also be granted for filming and interviews with key management.
3. The short-listed finalist is expected to release any non-proprietary information to be used for the promotion of the winning initiatives through the SEAA scheme and Singapore Green Summit awards ceremony and gala event.

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Further Information & Assistance:

Andrew Ong
SEAA Secretariat

Singapore Environment Council
1E Cluny Road #02-01
Singapore 259601

Tel: (65) 6337 6062

Fax: (65) 6337 6035

Email: seaa@sec.org.sg

Website: <http://www.sec.org.sg/awards/seaa>

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