

Rules for “Solar Photovoltaic System Installation Role Model Election 2019”

Election Rules

- a) The solar photovoltaic system including its supporting structure (“the system”) shall comply with the legislation in Hong Kong. It shall be located in the territory of HKSAR. The system shall be also connected to the power grid and have successfully joined the Feed-in Tariff scheme by **30th November, 2019**.
- b) Participating individual/company shall submit the completed enrollment form, written report, and a copy of the relevant documents (For example: Safety Certificate or Acknowledgement Letter issued by the Buildings Department (BD)) by post or by hand on or before **3rd December, 2019**.
- c) System owner (individual/company) is allowed to submit multiple enrolment forms with different projects so as to have the opportunity to win more than one award.
- d) By submitting the enrolment form and written report, system owner (individual/company) agrees to let the Electrical and Mechanical Services Department (EMSD) and the adjudicating panel (department/organization) disclose the information provided therein for promotion purpose without prior notification or approval given.
- e) System owner (individual/company) shall allow EMSD to send adjudicators to conduct site visit at the location where the system is installed and disseminate related information to the public.
- f) Should the participating system breach any related statutory requirements or its quality is in questions, EMSD has the right to disqualify the enrolment and any award it has obtained.
- g) Projects under the “Solar Harvest” (Solar Energy Support Scheme for Schools and Welfare Non-Governmental Organisations) will not be considered in this election.

Enrollment for Election

System owner (individual/company) shall submit the following document by hand or by post:

- (1) A completed enrolment form;
- (2) A written report (maximum 10 pieces of A4 paper printed on both sides in Times New Roman, with font size no less than 12 and spacing no less than 1.5; comprising main text, photos, power circuit diagram, etc.); and
- (3) A copy of the relevant documents (For example: Safety Certificate, Acknowledgement Letter issued by BD).

Preliminary Round

- December 2019 to February 2020
- Adjudicating Panel comprises representatives of EMSD, BD, The Hong Kong Institution of Engineers - Building Services Division (HKIE-BS), Solar Energy Society of Hong Kong (SESHK),

The Hong Kong Association of Energy Engineers (HKAEE), CLP Power Hong Kong Limited (CLP) and The Hongkong Electric Company, Limited (HK Electric).

- To examine all the enrolled projects and conduct individual site visits selectively, before recommending around 10 projects to the Adjudicating Panel for shortlisting as finalists.

Interview by the Adjudicating Panel

- February 2020 / March 2020
- Adjudicating Panel comprises representatives of EMSD, BD, HKIE-BS, SESHK, HKAEE, CLP and HK Electric.
- Adjudicating Panel will interview the finalists :
 - Each finalist is allowed to send a maximum of two representatives for the interview
 - Each finalist will have around 10 minutes to brief the Adjudicating Panel on their project, followed by another 10-minute Q & A session
 - Briefing and Q & A will be conducted in Cantonese
 - The Adjudicating Panel will review the participating projects along with their submitted written reports in the course of finalising the list of “Solar Photovoltaic System Installation Role Model” award winners

Judging Criteria

Marking Scheme	Weighting (%)
Design	30%
Materials	30%
Installation	30%
Maintenance	10%

Result Announcement

- March 2020 / April 2020
- Number of the Awards to be confirmed
- The list and details of “Solar Photovoltaic System Installation Role Model” will be announced at HK RE Net

Awards Presentation Ceremony

Date, time and venue (to be confirmed)