



**Office of the Vice-President (Administration) and Secretary
Memorandum**

To : Deans and Heads of Departments/Offices
Directors of Centres/Institutes/Units

From : Andy S.C. Lee
Vice-President (Administration) and Secretary

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Green Event Regulations

Hong Kong Baptist University (HKBU) aspires to attain the highest possible standards in achieving the goals of a low-carbon campus and cultivating a sustainable culture among all members of the University community. In this regard, the [HKBU Campus Sustainability Guide](#) was developed in 2016 to assist colleagues and students in contributing to the advancement of environmental sustainability.

To further support the University's aim stated in the *Institutional Strategic Plan 2018-2028* to "create a low-carbon and environmentally sustainable campus", the Task Force on Sustainable Campus under the Environmental Health and Safety Committee has formulated a set of Green Event Regulations to reinforce sustainable practices when University events are organised.

I would urge you to follow these regulations when planning and organising all University events, whether on- or off-campus, in order to reduce adverse impacts upon the environment.

1. Minimise single-use disposable waste

- 1.1 **No single-use plastic bottles of water for all events.** As an alternative, water dispensers are available from the Estates Office (EO). Please contact EO* to reserve water dispensers for your functions.
- 1.2 **No single-use disposable tableware (e.g. plastic cups, plates and utensils) for all events.** Departments/units should retain only reusable tableware for departmental events and meetings. A standardised set of reusable tableware can be ordered from EO*.

1.3 **Request reusable tableware from caterers.** Where reusable tableware cannot be provided by caterers, EO has set aside around 200 sets of reusable tableware for University events. For large-scale events, rent reusable tableware from external service providers. Please contact EO* for details.

* at extension 5646.

1.4 **No disposable straws.** As HKBU is the first “No Straw University” in Hong Kong, free straws should not be given out at any events.

1.5 **Reuse name badges and undated banners for regular/annual events.** Reuse name badges and avoid giving out corsages and souvenirs. Minimise the use of dated or “one-off” banners.

2. Minimise food waste

2.1 **Avoid unnecessary food waste.** Order only sufficient portions of food at catered events by confirming the total number of people attending the events in advance.

2.2 **Donate uneaten food.** Encourage event participants to take leftovers home and/or to donate unspoiled food to nearby food banks or charity centres. Information about donating food is available [here](#).

3. Conserve energy and resources

3.1 **Reduce paper consumption through e-communication.** Use only electronic means of communication when advertising event registration and sending bulk mailings.

3.2 **Facilitate recycling at all events.** Provide well-labelled boxes at your event venue to facilitate recycling and reuse.

3.3 **Consider open areas with natural light and ventilation** as a venue, particularly for daytime events.



Andy S.C. Lee

Vice-President (Administration) and Secretary

c.c. President and Vice-Chancellor
Provost, Vice-Presidents and Associate Vice-Presidents
Director of Estates
All student bodies via Office of Student Affairs
All staff via e-Announcement