

SME Development Fund/
Dedicated Fund on Branding, Upgrading and Domestic Sales
(Organisation Support Programme)

Final Report of Approved Project

Project ref. no. : D11 001 013
Project title : A Support Programme for SMEs to Adpot the ISO 50001
Energy Management System Standard
Period covered : From 01 / 10 / 11 to 30 / 6 / 13
(dd/mm/yy) (dd/mm/yy)

1. Project Details

(Please mark with "*" if any of the following project details is different from that in the project proposal appended to the project agreement.)

Project Reference and Title

D11 001 013 A Support Programme for SMEs to Adopt the ISO 50001 Energy Management System Standard

Project Summary (in not more than 150 words)

The Hong Kong Electronic Industries Association (HKEIA), in association with the Hong Kong Productivity Council (HKPC), has launched an 18-month Support Programme to assist SMEs in adopting the ISO 50001 Energy Management System (EnMS) standard. The Support Programme aims to help SMEs:

- understand the added-value of an EnMS;
- acquire an understanding of the ISO 50001 EnMS standard; and
- learn the principles and essentials of implementing an ISO 50001 EnMS.

As ISO 50001 EnMS standard is versatile, we expect this project will benefit a wide range of industry including electronics, electrical products and equipment, textiles, apparel and accessories, watch and clocks, paper products and printing, plastics and rubber products, metal products, jewellery, toys and other manufacturing industries.

Project Objective(s) (in not more than 80 words)

The overall objective of this project is to assist SMEs to capitalize on the opportunities and advantages of energy management with the focus on ISO 50001 EnMS standard and lead them in success to maintain business opportunities with global corporations.

Grantee /Collaborating/Implementation Organisation Agent

Grantee : The Hong Kong Electronics Industries Association

Collaborating Organisation(s) : N/A

Implementation Agent(s) : Hong Kong Productivity Council

Key Personnel

	<u>Name</u>	<u>Company/Organisation</u>	<u>Tel No. & Fax No.</u>
Project Co-ordinator :	Basil Wai	The Hong Kong Electronics Industries Association	2778 8328
Deputy Project Co-ordinator :	Clement Li	Hong Kong Productivity Council	2788 5718

Project Period

	<u>Commencement Date</u> (day/month/year)	<u>Completion Date</u> (day/month/year)	<u>Project Duration</u> (No. of months)
As stated in project agreement	01 / 10 / 11	31 / 03 / 13	18 months
Revised (if applicable)	01 / 10 / 11	30 / 06 / 13	21 months

Methodology Employed

This project implementation employed the following methodologies:

- (a) A series of 5 seminars (each accommodating about 250 participants), covering all key requirements of the ISO 50001 EnMS standard, were arranged to allow SMEs to familiarize with the standard requirements, importance and benefits, process approach and the implementation stages. The seminars aimed to provide knowledge to participants to develop and implement a practical and effective EnMS within their operations. Participants learnt the necessary knowledge and skills to identify the key processes and to develop controls, documentation and auditing requirements for the management of an EnMS through case studies and experience-sharing sessions during the seminars, so that SMEs could acquire the necessary information of the ISO 50001 EnMS standard in a systematic approach.
 - (b) Initial Review for 20 SMEs, each of which included a gap analysis on the existing management practices against ISO 50001 requirements and a review to identify the significant sources of energy consumption within the operation. This Initial Review was an essential step for the project team to identify the major barriers and success factors and to consolidate practicable ways to adapt the ISO 50001 requirements in the context of SMEs. Through the process, the 20 participating SMEs worked closely with the project team to translate the findings into guidelines and openly shared their experiences with other SMEs. The 20 SMEs also learnt the ways to close the gaps in meeting the ISO 50001 requirements.
 - (c) A Reference Guide (both printed and web versions) on how to prepare and achieve the ISO 50001 standard, including a summary of the essential requirements of the standard, procedures and skills to identify key processes and to develop controls, documentation and auditing requirements for the management of an EnMS, with industry case studies as a means of experience-sharing. Apart from printing copy, the guide was also put on the project website for widespread sharing.
 - (d) Outreach Dissemination was conducted to gain wider awareness of the ISO 50001 standard among industries. Meetings were arranged for, apart from the HKELA, 10 other industry associations to introduce and explain the ISO 50001 standard and the reference guide.
 - (e) A series of 10 Training Sessions (1-day training, each accommodating 25 participants approximately) aiming to enhance the ISO 50001 knowledge of personnel who are responsible for setting up the EnMS to achieve ISO 50001 certification. The training sessions were structured to provide practical knowledge on ISO 50001 Standard and EnMS to participants. Participants who have successfully completed the training had received recognition for their competence from HKELA.
 - (f) A Hotline was set up to assist SMEs in addressing the technical issues in the course of their preparatory work for EnMS implementation and ISO 50001 standard certification. This serves as a direct channel where SMEs could acquire on EnMS and obtain further support.
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2. Summary of Project Results

Project Deliverables

(Please list out the targeted project deliverables as stated in the project proposal appended to the project agreement and provide details of actual result achieved, including beneficiaries, for each of them.)

The project provides both information and technical support that assists SMEs in 10 industries to benefit from energy management with the focus on ISO 50001 EnMS standard. Benefits of this project include increased awareness, enhanced readiness in relation to achieving ISO 50001 EnMS standard and ultimately maintaining competitiveness and developing long-term business opportunities of the industry. The project deliverables included the following items:

(a) Conducting a Series of 5 Seminars

Five seminars were successfully conducted with the aim at providing knowledge to participants to develop and implement a practical and effective EnMS within their operations. These seminars attracted a total of 1,152 enrolment and 803 participants. Details of the five seminars were listed in the table below:

Seminar	Date	Total Number of Participant	Total Number of Enrolment	Venue
1	16 Feb 2012	168	236	Conference Hall, 4/F, HKPC Building, 78 Tat Chee Avenue, Kowloon, HK
2	7 May 2012	133	149	Conference Hall, 4/F, HKPC Building, 78 Tat Chee Avenue, Kowloon, HK
3	15 Jun 2012	127	178	Conference Hall, 4/F, HKPC Building, 78 Tat Chee Avenue, Kowloon, HK
4	26 Oct 2012	108	216	Conference Hall, 4/F, HKPC Building, 78 Tat Chee Avenue, Kowloon, HK
5	21 Jan 2013	267	373	Conference Hall, 4/F, HKPC Building, 78 Tat Chee Avenue, Kowloon, HK
Total		803	1,152	

(b) Carrying out Initial Review for 20 SMEs

An initial review was performed for 20 SMEs in 10 industries including electronics, electrical products and equipment, textiles, apparel and accessories, watch and clocks, paper products and printing, plastics and rubber products, metal products, jewellery, toys and other manufacturing industry. The aims of the initial review were to identify gaps in achieving an EnMS, understand the significant energy use of their typical operations and translate their findings into guidelines for the industry. Details of the 20 SMEs participated in the Initial Review were listed in the table below:

No.	Industry	Company Name	Date of On-site Assessment
1	Electronics	Clover Display Limited	7 Aug 2012
2	Electronics	Glory Mark Electronic Limited	25 Jan 2013
3	Electrical Products and Equipment	Makebest Industries Ltd.	29 Nov 2012
4	Textiles, Apparel and Accessories	Gazelle Enterprises Limited	6 Sep 2012
5	Watch and Clocks	Universe Watch Trading Co. Ltd.	22 Aug 2012
6	Paper Products and Printing	Chung Tai Printing (China) Company Limited	6 Sep 2012
7	Paper Products and Printing	Golden Cup Printing Co. Ltd	8 Oct 2012
8	Paper Products and Printing	Cheong Ming Press Factory Limited	27 Nov 2012
9	Paper Products and Printing	China Translation & Printing Services Ltd.	11 Dec 2012
10	Plastics and Rubber Products	Hexon Enterprises Limited	28 Nov 2012
11	Metal Products	Kinchiff Investment Ltd.	19 March 2013
12	Jewellery	Aaron Shum Jewelry Ltd.	26 Feb 2013
13	Toys	Tsuen Lee Metals & Plastic Toys Co. Ltd.	29 Aug 2012
14	Toys	Wynnewood Corporation Ltd.	4 Sep 2012
15	Toys	Qualidux Industrial Co., Ltd.	18 Sep 2012
16	Toys	Rich China Industries Holdings Ltd	15 Oct 2012
17	Toys	Combine Will Ind. Co. Ltd.	6 Dec 2012
18	Toys	New Area Industries Limited	4 Dec 2012
19	Toys	World Brilliants Limited	24 Oct 2012
20	Other Manufacturing Industry (Food)	Scanfoods Ltd.	7 Dec 2012

(c) Preparing a Reference Guide (Both Printed and Web Versions)

Three thousands printed copies of the Guidebook "Guidebook for ISO 50001 Energy Management System" were produced for distribution to the industries. The Guidebook provided details on how to prepare and achieve the ISO 50001 standard. It included a summary of the essential requirements of the standard, procedures and skills to identify key processes and to develop controls, documentation and auditing requirements for the management of an EnMS, with 5 industry case studies as a means of experience-sharing. At the time of reporting, about 1,600 printed copies had been disseminated through seminars, trade associations and requests from the industry. An electronic version was uploaded into the project website (<http://www.hkeia.org/iso50001/>) for public access.

(d) Conducting Outreach Dissemination to 10 Industry Associations

Outreach Dissemination to 10 industry associations was conducted to introduce the ISO 50001 standard and the reference guide. It aimed to gain wider awareness of the ISO 50001 standard among industries. Outreach dissemination meetings were conducted with representatives of the following industry associations:

No.	Name of Industry Association
1	Hong Kong Apparel Society
2	Hong Kong Federation of Innovative Technologies and Manufacturing Industries
3	Hong Kong Jewelry Manufacturers' Association Limited
4	Hong Kong Watch Manufacturers Association
5	The Hong Kong Critical Components Manufacturers Association
6	The Hong Kong General Chamber of Small and Medium Business
7	The Hong Kong Metals Manufacturers Association
8	The Hong Kong Plastics Manufacturers Association
9	The Hong Kong Printers Association
10	The Toys Manufacturers' Association of Hong Kong

(e) Delivering Ten One-day Training Sessions

Ten training sessions were successfully organized to the target industries. These training sessions aimed to enhance the ISO 50001 knowledge of personnel who are responsible for setting up the EnMS to achieve ISO 50001 certification. The training sessions were structured to provide practical knowledge on ISO 50001 Standard and EnMS to participants. Participants who have successfully completed the training had received recognition for their competence from HKEIA. These training sessions attracted a total of 360 enrolment and 250 participants. Details of the 10 training sessions are provided below:

Training Session	Date	Total Number of Participant	Total Number of Enrolment	Venue
1	14 Sep 2012	25	31	Room 1026, 1/F, HKPC Building, 78 Tat Chee Avenue, Kowloon
2	18 Sep 2012	21	28	Room 1026, 1/F, HKPC Building, 78 Tat Chee Avenue, Kowloon
3	21 Sep 2012	24	37	Room 1026, 1/F, HKPC Building, 78 Tat Chee Avenue, Kowloon
4	25 Sep 2012	29	38	Room 1019, 1/F, HKPC Building, 78 Tat Chee Avenue, Kowloon
5	12 Oct 2012	29	38	Room 1019, 1/F, HKPC Building, 78 Tat Chee Avenue, Kowloon
6	29 Oct 2012	27	41	Room 1007, 1/F, HKPC Building, 78 Tat Chee Avenue, Kowloon
7	2 Nov 2012	25	38	Room 1007, 1/F, HKPC Building, 78 Tat Chee Avenue, Kowloon
8	5 Nov 2012	9	27	Room 1005, 1/F, HKPC Building, 78 Tat Chee Avenue, Kowloon
9	9 Nov 2012	18	30	Room 1005, 1/F, HKPC Building, 78 Tat Chee Avenue, Kowloon
10	30 Nov 2012	43	52	Room 1026, 1/F, HKPC Building, 78 Tat Chee Avenue, Kowloon
Total		250	360	

(f) Providing Hotline Service

A hotline (Telephone No.: 2778 8328) was set up to assist SMEs in addressing the technical issues regarding ISO 50001 EnMS development, implementation and certification. It served as a direct channel where SMEs could obtain direct and immediate support. A total of 169 calls were received during the project period.

The major project information has been uploaded into the project website (<http://www.hkeia.org/iso50001/>) for widespread experience sharing. This information included presentation materials of the seminars and training sessions as well as the bilingual reference guide. Number of the hotline was also provided in the website to provide a direct channel to assist SMEs in addressing the technical issues in the course of their preparatory work for EnMS implementation and ISO 50001 standard certification.

Actual Benefits to SMEs/Enterprises

(Please indicate in clear, specific, tangible and quantifiable terms the benefits of the project and its contribution to enhancing the competitiveness of Hong Kong's SMEs / enterprises in general or SMEs / enterprises in specific sectors / assist Hong Kong enterprises in general or in specific sectors in developing brands, upgrading and restructuring business operations, and promoting domestic sales in the Mainland, in not more than 400 words.)

In order to assist SMEs to capitalize on the opportunities and advantages of energy management with the focus on ISO 50001 EnMS standard, this project provided both information and support to 10 industries to better understand the ISO 50001 EnMS standard. Its specific benefits included:

- (a) **A Series of 5 Seminars** – Five seminars were organized that attracted a total of 1,152 enrolment and 803 participants from different industries. The contents of the five seminars were designed specifically for SMEs with different themes to allow them to acquire knowledge covering areas of standard requirements, latest energy reduction initiatives, successful stories, initial review observations, etc. According to the survey questionnaires collected after the seminars, on average more than 98% respondents to the survey found that the seminars were very helpful. In addition, on average 91% respondents to the survey expressed that they are willing to apply the knowledge learned from the seminars to improve their business operation.
 - (b) **Initial Review for 20 SMEs** – an initial review was performed for 20 SMEs in 10 industries. An on-site visit was carried out for each participating SME and a gap analysis report was provided to each of them, which consisted of an executive summary, observation highlights and recommendations for the development and implementation of EnMS. The initial review benefited all participating SMEs. The experience gained from the initial review was included in the guidebook for widespread sharing with the industries. As presented by one of the SME representatives during one of the seminars, the gap analysis was very useful for them to gauge their practices against ISO 50001 standard, and they would apply the recommendations given in the report to improve and enhance their business operation.
 - (c) **A Reference Guide** – 3,000 printed copies of the Reference Guide “Guidebook for ISO 50001 Energy Management System” were produced for distribution to the industries. At the time of reporting, about 1,600 printed copies had been disseminated through seminars, trade associations and requests from the industry. The electronic version of the Guide was uploaded into the project website (<http://www.hkeia.org/iso50001/>) that could be accessed by the public. The remaining copies would be distributed to the industries through various channels such as upcoming seminars/trainings on associated topics, client visits and meetings, and so on.
 - (d) **Outreach Dissemination to 10 Industry Associations** – Ten industry associations were visited for outreach dissemination to introduce the ISO 50001 standard and the reference guide to the representatives of these associations. Relevant information would be further promulgated to their members through these associations.
 - (e) **Ten One-day Training Sessions** – Ten training sessions were organized and attracted a total of 360 enrolment and 250 participants from different industries. The contents of the training sessions were specifically designed for SMEs to enhance their knowledge for setting up the EnMS to achieve ISO 50001 certification. Participation certificates were issued to participants who had completed the training.
 - (f) **A Hotline** – A hotline (2778 8328) was set up to assist SMEs in addressing the technical issues in the course of their preparatory work for ISO 50001 implementation. A total of 169 calls were received during the project period in which 90% of the calls enquired about the initial review and 10% of the calls enquired about details of the seminars.
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Milestones (in chronological order)

(# Please indicate if the milestone is completed (C), deferred (D) or not achieved (N). If it is deferred, please indicate the revised completion date. For those milestones which are deferred or not achieved, please also provide the reasons under item 2.4.)

	<u>Milestone</u> (as set out in the approved project proposal appended to the project agreement)	<u>Original target completion date</u>	<u>Revised target completion date</u> (if applicable)	<u>Status</u> (C/D/N) #
(a)	Organization of Seminars	28 / 2 / 2013		C
(b)	Conducting Initial Review	15 / 9 / 2012	31 / 3 / 2013	C
(c)	Organization of Training Sessions	28 / 3 / 2013		C
(d)	Preparation of Reference Guide	15 / 12 / 2012	30 / 4 / 2013	C
(e)	Commencement of Reference Guide Dissemination	16 / 12 / 2012	1 / 5 / 2013	C
(f)	Conducting Outreach Dissemination	31 / 3 / 2013	30 / 6 / 2013	C
(g)	Providing Hotline Service	31 / 3 / 2013	30 / 6 / 2013	C
(h)	Uploading Information onto Website	31 / 3 / 2013	30 / 6 / 2013	C

Marketing/Dissemination Activities (in chronological order)

(Please provide details of all completed and on-going promotional and/or dissemination activities for each of the project deliverables. Such activities may include advertisements, seminars, workshops, etc.)

<u>Date/ Period</u>	<u>Description</u>	<u>No. of beneficiaries (SMEs/Enterprises*)</u> *please delete as appropriate
16/2/2012	First Seminar at HKPC	236 registrations and 168 participants
03 / 2012	Disseminating seminar information through project website	1,000
03 / 2012	Disseminating seminar information through HKPC GMN website	500
7/5/2012	Second Seminar at HKPC	149 registrations and 133 participants
06 / 2012	Disseminating seminar information through project website	1,000
06 / 2012	Disseminating seminar information through HKPC GMN website	500
15/6/2012	Third Seminar at HKPC	178 registrations and 127 participants
07 / 2012	Disseminating seminar information through project website	1,000
07 / 2012	Disseminating seminar information through HKPC GMN website	500
14/9/2012	First Training Workshop at HKPC	25 participants
18/9/2012	Second Training Workshop at HKPC	21 participants
21/9/2012	Third Training Workshop at HKPC	24 participants
25/9/2012	Fourth Training Workshop at HKPC	29 participants
12/10/2012	Fifth Training Workshop at HKPC	29 participants
16/10/2012	Fourth Seminar at HKPC	216 registrations and 108 participants
11 / 2012	Disseminating seminar information through project website	1,000
11 / 2012	Disseminating seminar information through HKPC GMN website	500
29/10/2012	Sixth Training Workshop at HKPC	27 participants
2/11/2012	Seventh Training Workshop at HKPC	25 participants
5/11/2012	Eighth Training Workshop at HKPC	9 participants
9/11/2012	Ninth Training Workshop at HKPC	18 participants
30/11/2012	Tenth Training Workshop at HKPC	43 participants
21/1/2013	Fifth Seminar at HKPC	373 registrations and 267 participants
02/2013	Disseminating seminar information through project website	1,000
02/2013	Disseminating seminar information through HKPC GMN website	500
Total no. of beneficiaries :		8,553

Future Plan for Promoting the Project Deliverables

The project deliverables are kept online for public access. The remaining copies of the Reference Guide would be distributed to the industries through various channels such as seminars/training on associated topics, client visits and meetings, and so on.
