

Invitation to the Stakeholders Briefing Session
on the Implementation of the New Indoor Air Quality Objectives
for the Indoor Air Quality Certification Scheme for Offices and Public Places

6 October, 2017

Dear Sir/Madam,

We are writing from the Hong Kong Productivity Council (HKPC), on behalf of the Environmental Protection Department (EPD), to cordially invite your organization to attend a Stakeholders Briefing Session on the review of Indoor Air Quality Objectives (IAQO) for the Indoor Air Quality Certification Scheme for Offices and Public Places (the IAQ Scheme) and the implementation of the revised IAQ Scheme. Details of the Stakeholders Briefing Session are as follows:

Date: 9 November 2017 (Thursday)

Time: 2:30pm – 4:30pm (Registration starts at 2:00pm)

Venue: 4/F Conference Hall, HKPC Building, 78 Tat Chee Avenue, Kowloon Tong, Hong Kong

Language: Cantonese (if English / Putonghua simultaneous interpretation (SI) service is required, please indicate in the registration form)

To improve indoor air quality (IAQ) and promote public awareness of the importance of IAQ, EPD has launched the IAQ Scheme since 2003 as one of the core initiatives under the IAQ Management Programme. The IAQ Scheme adopts a voluntary and self-regulatory approach, and aims at promoting good IAQ management and encouraging building/premises owners or property management companies to enhance the IAQ of their premises such as offices or public places which are served by mechanical ventilation and air conditioning (MVAC) system.

We have completed a review and proposed to revise the IAQO to align with the latest development of the World Health Organization (WHO) IAQ guidelines. Details about the implementation of the revised IAQ Scheme will be covered in the Stakeholders Briefing Session.

Please disseminate this invitation to your members, and complete and return the enclosed registration form by **20 October 2017** if they are interested in attending the Briefing Session. We will confirm successful enrollment after the registration deadline and send you the briefing documents later by email.

Should you have any enquiries, please feel free to contact Ms. Cheng (tel: 2788 5840) or Ms. Wong (tel: 2788 5716).

Regards,



HKPC

Mr. Grant Chau
Environmental Management Division
Hong Kong Productivity Council

Encl. registration form



實施有關辦公室及公眾場所室內空氣質素檢定計劃的新室內空氣質素指標 持份者簡報會邀請函

先生／女士：

就檢討辦公室及公眾場所室內空氣質素檢定計劃（「檢定計劃」）的室內空氣質素指標（「指標」），以及實施將修訂的檢定計劃，香港生產力促進局現代表環境保護署（「環保署」）致函，誠邀 貴機構代表出席有關的持份者簡報會。持份者簡報會詳情如下：

日期：2017 年 11 月 9 日（星期四）

時間：下午 2 時 30 分至 4 時 30 分（開始登記時間為下午 2 時）

地點：香港九龍塘達之路 78 號生產力大樓 4 樓會議廳

語言：粵語（如需即時傳譯(英文/普通話)，請於報名表格上註明）

為改善室內空氣質素及加強公眾對室內空氣質素重要性的認識，環保署自二零零三年開始推行檢定計劃，該計劃是室內空氣質素管理計劃的重點措施之一。檢定計劃採用自願及自我規管的方式推行，旨在推動良好的室內空氣質素管理，並鼓勵樓宇／處所的業主或物業管理公司提高其處所（如設有機械通風及空調系統的辦公室或公眾場所）的室內空氣質素。

我們已對現行的指標完成了檢討並提出修改的建議，以配合世界衛生組織關於室內空氣質素指引的最新發展。我們會在持份者簡報會上，介紹有關實施將修訂的檢定計劃的詳情。

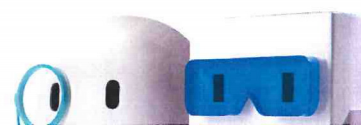
請將此邀請函發送給 貴機構的會員，如他們有興趣出席持份者簡報會，請在 **2017 年 10 月 20 日或之前**填妥及交回附上的報名表格。我們將於截止報名日期後，以電郵確認成功報名者，及發送有關簡報會的文件。

如有任何查詢，請聯絡鄭小姐（電話：2788 5840）或黃小姐（電話：2788 5716）。



香港生產力促進局環境管理部
周錦文敬啟
二零一七年十月六日

附件：報名表格



Stakeholders Briefing Session
on the Implementation of the New Indoor Air Quality Objectives
for the Indoor Air Quality Certification Scheme for Offices and Public Place
實施有關新辦公室及公眾場所室內空氣質素檢定計劃的新室內空氣質素指標
持份者簡報會

9 November 2017 (2:30pm – 4:30pm)
2017 年 11 月 9 日 (下午 2 時 30 分至 4 時 30 分)

4/F Conference Hall, HKPC Building, 78 Tat Chee Avenue, Kowloon Tong, Hong Kong
香港九龍塘達之路 78 號生產力促進局大樓 4 樓會議廳

Registration Form

報名表格

Please complete this form in BLOCK LETTERS and return by the following means:

填妥表格後請用以下方式交回：

Deadline for Registration: 20 October 2017

截止報名日期：2017 年 10 月 20 日

Email 電郵: karenwong@hkpc.org / Fax 傳真: (852) 3187 4534

Company Name:

公司名稱:

Address:

地址:

Sector:

界別:

☐ Property developer/ management

物業發展/管理公司

☐ Professional body

專業團體

☐ Academic institution

學術機構

☐ Trade and Association

行業團體及商會

☐ Green group

環保團體

☐ Transport operator

運輸營運商

☐ Current /past IAQ certificate holder of the IAQ Scheme

現時/過去的檢定計劃證書持有者

☐ Others (please specify):

其他 (請說明):

Contact Person:

聯繫人名稱:

Tel:

電話:

Email:

電郵:

Fax:

傳真:

No. Participant Name:

編號 參加者姓名:

Position:

職位:

Email:

電郵:

1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

SI Service required (The Briefing Session will be conducted in Cantonese):

需要即時傳譯 (簡報會將以粵語進行):

English for Participant No.:

☐

英文 參加者編號:

Putonghua for Participant No.:

☐

普通話 參加者編號:

Arrangement:

Please note that the total quota allowed is 280 participants. Registration is on a first-come-first-serve basis. The organizer may limit the number of participants if there is oversubscription. Please take note of any updates in the confirmation notice.

安排：

請注意此簡報會名額為 280 人。報名以先到先得的形式處理。如果報名人數超過上限，我們或會限制參加人數，請留意有關確認通知書中任何的更新安排。

Note:

The event will be cancelled if typhoon signal No. 8 or above OR black rainstorm warning remains hoisted after (or is announced by the Hong Kong Observatory to be hoisted at after) 11:00 a.m. You will be notified of the re-scheduling arrangement as soon as possible.

注意：

如果 8 號或以上颱風信號或黑色暴雨警告在上午 11 時生效（或由香港天文台宣布將會於上午 11 時或之後懸掛），此簡報會將被取消。我們會盡快通知閣下改期之安排。

Declaration:

I declare that all information provided in this registration form is, to the best of my knowledge, true, accurate and complete. I have read and accepted all the terms and conditions of this registration form.

聲明：

本人聲明，根據本人所知，此報名表格中提供的資料，均為真實，正確無誤及完整。本人已細閱並同意報名表格上所有的條款及細則。

☐ I object to the proposed use of my personal data including, without limitation, name, age, gender, phone number, fax number, job title, member status, and professional qualification, correspondence address and email address ("Personal Data") for the purpose of sending me information relating to HKPC's latest developments, industry support services, consultancy services, training courses and related events, and other marketing activities as may be organized by HKPC.

本人反對香港生產力促進局建議使用我的個人資料，包括但不限於姓名、年齡、性別、電話號碼、傳真號碼、職位、會員身份、學術和專業資格、通訊地址以及電子郵件地址（“個人資料”），向本人發送有關香港生產力促進局的最新發展，行業支援服務，諮詢服務，培訓課程及相關活動，以及香港生產力促進局可能舉辦的其他營銷活動的資料。

Applicant's Signature:

申請人簽名:

Date:

日期:
