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ENVIRONMENTAL RESOURCE KIT



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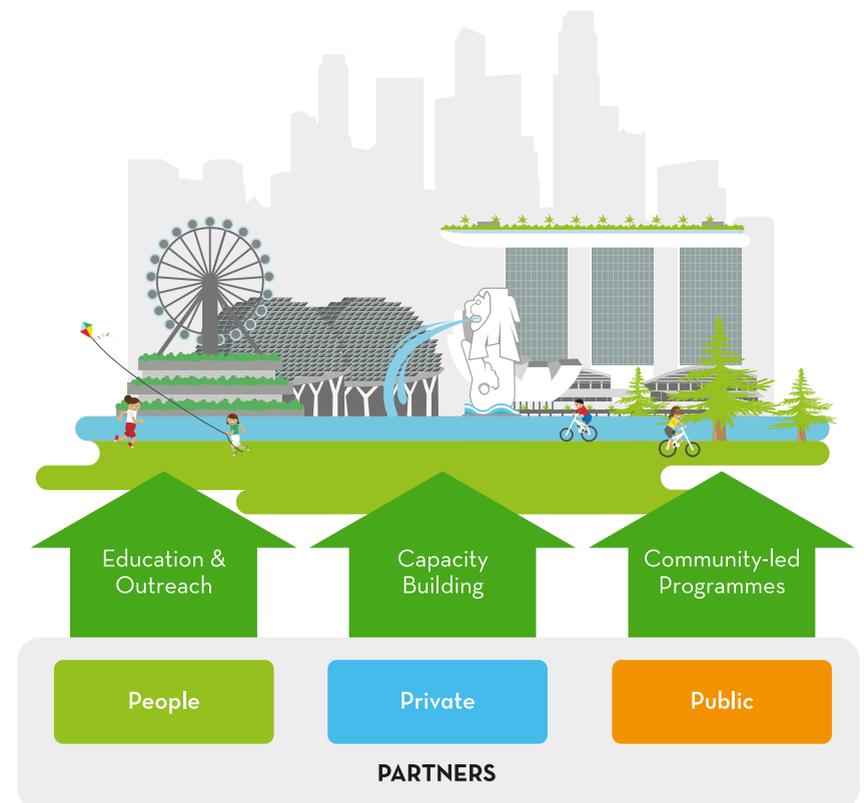
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Accurate as of May 2014



As a small city-state, Singapore is easily impacted by external environmental threats. It has limited land and natural resources. Our living environment can be easily affected if we are not vigilant. Everyone in the community has a part to play in protecting and cherishing the environment and in sustaining our high environmental standards. The National Environment Agency (NEA) works with individuals, corporations, NGOs and interest groups from the 3P (People, Public and Private) sectors to care for the environment.

This resource kit aims to offer information, resources and activities that organisations and interest groups can use as a starting point in protecting and conserving the environment. Whether you are looking for ideas or resources to promote environmental awareness in an organisation or launch resource conservation projects in the community, we hope this kit will help you kick-start a fulfilling environmental journey.



CAPACITY BUILDING FOR CORPORATE ORGANISATIONS



Developing knowledge on the environment and the skills to minimise our impact on it are important. One of the ways to do this is to tap into NEA's **Corporate Environment Champions (Corp EC) Programme** which comprises three modules - Project Management, Systems Thinking and Design Thinking.

Module 1: Project Management (Implementing Environmental Projects)

This 1-day workshop focuses on imparting basic environmental knowledge and practical training in project management that helps new Corp ECs to conceptualise, manage and publicise environmental programmes in their organisation. Interactive group work will be conducted for participants to practise soft skills (e.g. brainstorming, ideas pitching and public speaking etc.) that are useful in implementing environmental projects.

Module 2: Systems Thinking (Understanding Complex Relationship)

This 1-day module explains the tools and skills of Systems Thinking and how to develop holistic environmental initiatives from a wider perspective. It also helps Corp ECs identify the root cause of a problem, reduce uncertainty in decision making when implementing new initiatives, and respond to changing requirements quickly.

Module 3: Design Thinking (Rethinking Through the Eyes of the Consumer)

This 1-day workshop trains participants to approach problems through a user-centric standpoint. With Design Thinking, Corp ECs will be able to better connect with their target audience, and develop effective and innovative environmental programmes that address the needs of the community.

To apply, please contact us at contact_NEA@nea.gov.sg
Note: Corp EC Programme is also applicable to interest groups and NGOs.

CAPACITY BUILDING FOR INTEREST GROUPS AND NGOS

In addition to the Corp EC training modules, NEA also runs training workshops that cater specifically to the needs of environmental interest groups and non-governmental organisations (NGOs).

Social Entrepreneurship Module

This module helps participants understand the different definitions and concepts of social entrepreneurship, and the tools that can help make a social enterprise successful. You will learn to apply the knowledge and draw examples from case studies to develop a sustainable business plan to promote positive social and environmental changes.

Volunteer Management Module

This module focuses on key volunteer management principles and equips participants with volunteer supervisory skills. You will discover how to apply the best practices in volunteer management that are relevant to your outreach programmes.



QUICK STARTS IN THE OFFICE



Here are some quick starts to make your office cleaner and greener!

Recycling Corner

Start an office recycling corner to cultivate good recycling habits among co-workers. Encourage the recycling of office supplies like paper, bottles, ink cartridges and electronic wastes etc. It is easy. Just follow the step-by-step guidelines on <http://bit.ly/1hcGp9K>.



3Rs (Reduce, Reuse, Recycle) Practices

Encourage your colleagues to practise 3Rs in the office such as printing on both sides of the paper or using their own cutleries and coffee mug. Here are some 3R tips that they may find useful <http://bit.ly/1qldaC7>.



Energy Efficiency

Promote energy conservation in the organisation to help reduce energy consumption and electricity bills. Start with putting up reminder notes in the office to remind everyone to switch off electrical appliances at the mains after office hours and especially over the weekends.

Work with the relevant departments to encourage the purchase of energy efficient appliances such as air-conditioners and refrigerators with three or more ticks on the energy label, and computers and printers with the Singapore Green Label or Energy Star label. For more energy saving tips that you can practise in the office or even at home, visit <http://bit.ly/1qgIDs6>.

Project Eco-Office

Get your office accredited with Project Eco-Office, a local certification scheme developed to promote environmentally friendly offices. This programme will enable companies to gauge their environmental performances over time and allocate their resources more efficiently. Please visit <http://www.sec.org.sg/ecooffice/> for more information.

Happy Toilet Programme

The Happy Toilet Programme encourages organisations to conduct audits on their toilet facilities to achieve the Happy Toilet standards. It aims to encourage users to keep the toilets clean and helps everyone to have a pleasant toilet experience. Please visit <http://bit.ly/1g4j3yy> for more information.

Environmental Trails and Visits

Clean Singapore Learning Trail

Do your part to keep Singapore's shoreline clean and pristine, and protect the natural ecosystem of the beaches. Find out more about what your organisation or interest group can do to keep our beaches litter-free at <http://bit.ly/1hoQtoa>.



Visit to Semakau Landfill and incineration plants

Visit Semakau Landfill to explore this ecological wonderland with rich biodiversity next to what mostly used to be our trash. Learn about Singapore's efficient waste management system that helps maintain Singapore as a clean city state and why we will run out of landfill space by around 2035. Find out more at <http://bit.ly/RoNbFK>.

Note: Semakau Landfill will be closed to visitors till mid 2015 due to large scale construction work for Phase II development.



Public Health and Cleanliness

Dengue Prevention Volunteers

Help prevent dengue by spreading awareness on dengue and educating the public on simple dengue prevention tips through activities, talks and visits. Volunteers will be trained on dengue preventive measures and how to recognise dengue symptoms and identify potential breeding sites. Please call 1800-CALL-NEA or email contact_NEA@nea.gov.sg to find out more.

Tray Return Programme at Hawker Centre

Take part in the Tray Return Programme to help make our hawker centres pleasant and clean. Encourage patrons to return their trays and clean up after their meals as an act of graciousness towards one another. Please call 1800-CALL-NEA or email contact_NEA@nea.gov.sg for more details.

Keep Singapore Clean Movement

You can help keep Singapore litter-free together with many other participating organisations in the Bright Spots programme. Join in or organise litter-picking activities and educational outreach. Find out more at <http://www.publichygienecouncil.sg> or contact admin@publichygienecouncil.sg.



INDUSTRY PROGRAMMES

Energy Efficiency

Energy Efficiency National Partnership (EENP)

EENP is a partnership programme for corporations to become more energy efficient. Partners can look forward to gaining access to incentive schemes, discounted energy efficiency learning events, sharing sessions, and opportunities to be recognised for achievements in energy efficiency. For more information on EENP, please visit <http://bit.ly/1qlfuJa>.

Singapore Certified Energy Manager Programme (SCEM)

The SCEM Programme trains engineering professionals as energy managers by giving them a thorough understanding of key energy issues in the building or industrial sector. The programme also helps participants develop technical skills and competencies needed to manage and track energy usage for their organisation. Companies may tap into the SCEM Training Grant, a co-funding scheme available to qualified candidates, to develop energy management capacity in the organisation. For more details, please visit <http://bit.ly/1kGOcvb>.

Environmental Certification

Singapore Green Labelling Scheme (SGLS)

The SGLS is Singapore's leading environmental standard and certification mark that endorses consumer products with lesser negative impact on the environment. The scheme also helps consumers identify green products when making purchases. With increasing green consumerism, companies with SGLS will have a competitive edge over their counterparts. Please visit <http://www.sec.org.sg/sgls/> for more information on SGLS.



Waste Minimisation

Singapore Packaging Agreement (SPA)

Since SPA's introduction in 2007 as a platform for companies to collaborate with the government and NGOs to reduce packaging waste, the signatories have cumulatively reduced close to 15,000 tonnes of packaging waste, and saved more than S\$31 million in the first six years of the agreement.

Signatories that made notable efforts and achievements in reducing packaging waste are recognised at the annual 3R Packaging Awards. To obtain more information on ways to reduce packaging waste and increase cost savings, please visit <http://www.nea.gov.sg/SPA>.

3R (Reduce, Reuse, Recycle) Programme for Hotels

This programme is a joint initiative with the Singapore Hotel Association (SHA) to help hotels reduce the amount of waste they generate, and cut down on their business costs. Participating hotels will form green committees to conduct waste audits, set waste reduction and recycling goals, and review existing practices. A 3R e-Guidebook that provides practical guidelines on planning and implementing a 3R programme for hotels is available for download at <http://www.nea.gov.sg/3RGBH>.

Waste Minimisation for Industries

Under the recycling programme for JTC industrial estates, recycling bins are provided in strategic locations for the collection of paper, aluminium cans, plastic, metal and glass, and there are designated collection corners at bin centres to collect wood waste for reuse. This programme helps companies to reduce waste and achieve cost savings through more efficient and effective use of resources. Please refer to the 'Guidebook on Waste Minimisation for Industries' at <http://bit.ly/1gGGttn>.

Singapore Standard for End-of-Life ICT Equipment

The SS 587, Singapore Standard for the Management of End-of-Life ICT Equipment is an environmental management system standard providing organisations with guidelines on how to manage the infocomm technology (ICT) equipment waste that they generate in an environmentally and socially responsible way. Your organisation can benefit from the positive goodwill arising from implementing corporate environmental responsibility initiatives and the reduced risk of data security breaches. The standard document is available for purchase at <http://www.singaporestandardseshop.sg>.

INTEREST GROUPS / NON-PROFIT AND NGOS



Environmental Interest Group

You may wish to start an interest group with friends or the grassroots to gather like-minded people to discuss, explore, promote and lobby a particular environmental cause. Simply approach your nearest Community Club or Residents' Committee to find out how you can start an environmental interest group in your neighbourhood.

Besides forming your own interest group, you could also join existing environmental organisations to show your support for the environment. Below are some established groups that you can link up with:

- Green Drinks Singapore
<http://sggreendrinks.wordpress.com/>
- Keep Singapore Beautiful Movement
<http://ksbm.sg/>
- Public Hygiene Council
<http://www.publichygienecouncil.sg>
- Restroom Association (Singapore)
<http://www.toilet.org.sg/join2.html>
- Singapore Environment Council
<http://www.sec.org.sg/earthhelper/ext-volunteer-register.php>
- Waterways Watch Society
<http://www.wws.org.sg/partnerus.php>
- WWF Singapore
http://www.wwf.sg/make_a_difference/volunteer/



Incubation Hubs and Co-Working Spaces

Check out co-working spaces in Singapore that support innovative start-ups by offering consultancy and advisory services such as providing one-to-one mentorship as well as working spaces. Some of these co-working spaces and incubators are The Hub Singapore (<http://thehub.sg>) and *SCAPE HubQuarters (<http://www.scape.com.sg/hubquarters>).

More Capacity Building Programmes for NGOs / NPOs

In addition to the training workshops conducted by NEA, there are professional training programmes conducted by other organisations that focus on topics such as governance, volunteer development and fundraising. The following are some examples:

- Social Service Institute
<http://www.socialserviceinstitute.sg>
- Lien Centre for Social Innovation
<http://centres.smu.edu.sg/lien/initiatives/ileap-2014/>
- Managing & Organising Volunteer Efforts (MOVE)
<http://move.org.sg/>

FUNDING SCHEMES



A summary of NEA's funding schemes for environmental initiatives are listed below. Details can be found at <http://app2.nea.gov.sg/grants-awards>.

1

3P Partnership Fund

The 3P Partnership Fund is designed to encourage and assist organisations from the 3P sectors to work together to develop and implement innovative and sustainable environmental initiatives that advocate environmental responsibility and outreach to the community. To find out how you can make use of this fund to reach out to the community, visit <http://bit.ly/1lMYXjD>.

2

Call for Ideas Fund (CIF)

The Call for Ideas Fund (CIF) provides co-funding for innovative projects by individuals or organisations that meet the NEA Strategic Outcomes and promote greater environmental ownership in the community. If you are looking for financial support to turn your innovative environmental idea into a reality, visit <http://bit.ly/1enNj77>.

3

3R (Reduce, Reuse, Recycle) Fund

The 3R Fund is developed to encourage organisations to undertake waste minimisation and recycling projects that result in an increase in the amount of waste recycled or a reduction in the amount of waste generated. More information on the 3R Fund is available at <http://bit.ly/1gGH7Hp>.

4

Design for Efficiency Scheme (DfE)

The Design for Efficiency Scheme (DfE) aims to encourage investors in new manufacturing facilities to integrate energy and resource efficiency features or improvements in their development plans early in the design stage. If your organisation is investing in setting up new facilities in Singapore, please visit <http://bit.ly/1hyRmgY> to find out more.

5

Energy Efficiency Improvement Assistance Scheme (EASe)

The Energy Efficiency Improvement Assistance Scheme (EASe) aims to encourage companies in the manufacturing and building sectors to carry out detailed studies on their energy consumption, and identify potential areas for energy efficiency improvement. To find out more, please visit <http://bit.ly/1uxOv29>.

6

Grant for Energy Efficient Technologies (GREET)

The Grant for Energy Efficient Technologies (GREET) seeks to encourage owners and operators of new and existing industrial facilities to invest in energy efficient equipment or technologies. For more information on how GREET can help your organisation be more energy efficient, visit <http://bit.ly/1mVj4fW>.

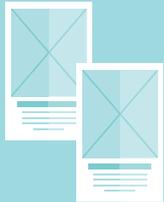
For other funding schemes that promote energy efficiency in the manufacturing and building sectors, and small and medium enterprises, as well as for more information on ways to improve energy efficiency, please visit <http://app.e2singapore.gov.sg/>.

RESOURCES

Below is a list of resources available that can help kick-start your environmental event or initiative.



1



Marketing Templates

Ready-to-use templates for posters and electronic direct mailers that you can adapt or use immediately to publicise your environmental initiative: <http://bit.ly/1exsFak>.

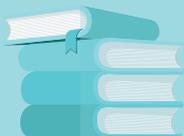
2



Educational Materials

Brochures, posters and other educational materials can be easily downloaded from the NEA website or collected from our Customer Service Centre located at the Environment Building. More details at <http://bit.ly/1klU5Sl>.

3



Guidebook on Waste Minimisation for Industries

Use this guidebook to help your organisation reduce waste through efficient and effective use of resources. Download at <http://bit.ly/1gGGttn>.

4



Environmental Exhibits

Make use of NEA's exhibition panels to educate your colleagues or the community on environmental issues. Find out more on the loan of these environmental exhibits at <http://bit.ly/1kUXDsm>.

If you need further assistance, please contact us at contact_nea@nea.gov.sg.

CHECKLIST

Below is a general check list for your environmental initiative or event to help you keep track of your project.

Getting Started in Organising an Environmental Event



1. Identify a relevant environmental topic

Choose an environmental topic (e.g. 3Rs or energy efficiency) that resonates best with your organisation. Determine the type of activity, date, venue, and target audience.



2. Form a group or committee

Look for colleagues, partners or sponsors whom you can work with and tap into each other's strengths.



3. Work out the details

Plan your logistics, manpower and budget. A typical event will need a programme, emcee, photography and refreshments. Walk the talk by making sure your event is eco-friendly and clean up after the event is over.



4. Spread the word

Publicise your event. Leverage social media to build attendance and you can also consider using posters, eNewsletters, emails and web banners to promote your event.



5. Evaluate your event

Conduct a survey to find out what made your event tick and how to improve your event the next time. Send thank you emails or letters to your helpers and put up event photos on your social media sites to share with others.

ENVIRONMENTALLY FRIENDLY EVENTS

Be a role model and show support for the environment through your actions. Make sure your event is an environmentally-friendly one. Refer to the following guides to help you plan an eco-friendly event.

Guidelines for Making an Event Environmentally Friendly

You may use this checklist developed by NEA to guide you in making your event environmentally-friendly. As a general guide, remember to:

- Cut down on waste and encourage recycling
- Make use of natural lighting or ventilation to save energy
- Keep the place clean after the event

More details of the guidelines can be found at <http://bit.ly/1o4rWQI>.

Sustainability Guidelines for the Singapore MICE Industry

Recently published by the Singapore Tourism Board (STB) to encourage the event organising industry to adopt sustainable practices, this guide is a good reference to make your event a sustainable one. Find out more at <http://bit.ly/PZjB2f>.



DO YOU KNOW?

Dengue Prevention

- The mosquito can lay eggs about three times in its lifetime, and about 100 eggs are produced each time. A puddle of water the size of a twenty-cent coin is all that is needed for a mosquito to breed and multiply.
- The eggs can lie dormant in dry condition for up to nine months, after which they can hatch if exposed to favourable conditions, i.e. water and food.
- Approximately 70% of mosquito breeding sites are found in the household.

Energy Efficiency

- Air-conditioning accounts for 30% of the typical household electricity bill and up to 60% of a commercial building's energy usage.
- Every one degree increase in the air-conditioning temperature can help a household save \$25 annually. The recommended temperature range is 23°C to 25°C.
- An air-conditioner uses the energy of 32 fans. Consider running the air-conditioner for a short while and switching to a fan after that to cool a room.



Public Cleanliness

- In a recent study by NEA, 6 out of 10 always bin their litter while the rest do not.
- Passive littering acts such as leaving one's trash on a park table after a BBQ and leaving unwanted items near lift landings etc., are also considered littering.

Waste Minimisation & 3Rs

- Singapore's population grew about 2.5 times over the past 40 years but our waste disposed has increased more than six-fold during the same period from 1,200 tonnes per day in 1970 to 8,289 tonnes per day in 2013.
- At our current rate of waste growth, Semakau Landfill will run out of space by 2035. A new waste-to-energy incineration plant will be needed every seven to 10 years and a new offshore landfill will be needed every 30 to 35 years. This is unsustainable in land scarce Singapore.
- Practising the 3Rs (Reduce, Reuse, Recycle) not only plays a crucial role by preventing waste generation at source and diverting waste from disposal but also minimises the depletion of limited non-renewable natural resources.



