

Chapter 4

Report Preparation

1. Gather Information and Data
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5. Print and Release Report

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The process by which the Controlling Officers prepare their environmental reports is expected to vary amongst the bureaux and departments depending on available resources. However, some common stages can be identified as below:

1. Gather information and data

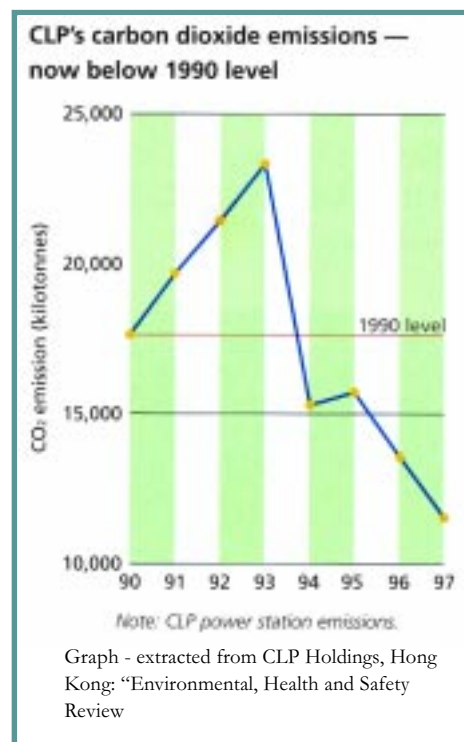
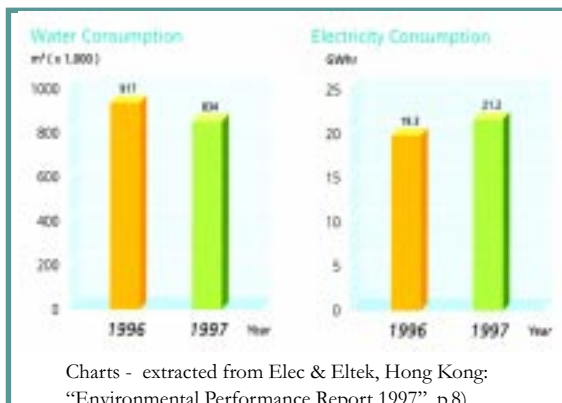
To produce a quality environmental report, information and data gathering on environmental performance forms a very important element. Most bureaux or departments are first time reporters and may need some prompts on key steps to follow. These are set out below:

- Draft content list - start with the organization's significant environmental aspects and can also consider audience expectations;
- Decide on the type of information and data that will be required to gauge performance of each environmental issue. It is necessary to decide on the relevant performance indicator and the appropriate unit of measurements;
- Identify key staff responsible for key work areas to contribute specific data and information; and
- Establish the appropriate time scale for data or information collection.

2. Write Report

A few points to note when writing the report:

- Match the style of the report with the identified key target audiences; and
- Present data in a way that is comprehensible to the target audiences. Tables, charts and graphs present performance with better clarity than text. Here are some examples:



Examples - Performance in the format of chart and graph

OFFICE TYPE	MEDIAN	TARGET	ACTUAL
1. Naturally ventilated cellular	190kWh/m ²	152kWh/m ²	168kWh/m ²
2. Naturally ventilated open plan	221kWh/m ²	177kWh/m ²	225kWh/m ²
3. Air-conditioned	328kWh/m ²	262kWh/m ²	289kWh/m ²
4. Prestige air-conditioned	514kWh/m ²	411kWh/m ²	341kWh/m ²

Table - extracted from the Environment Agency for England and Wales: "Annual Environmental Report 97/98", p.14)

Example - Performance in the format of table

3. Obtain Internal Approval

When drafting is completed, the report will require internal vetting and approval by top management and the Controlling Officer of the bureau or department. To demonstrate top management commitment, it would be desirable for the Controlling Officer to put a personal statement as foreword to the report on the bureau or department's commitment to responsible care for the environment or sustainable development. It will also underline the importance of environmental initiatives within the overall business strategy of the bureau or department.

4. Decide on Distribution Strategy

It is important that the report is made accessible to the general public and its key target audiences. In drawing up the distribution strategy, considerations could be given to the following channels:

- public libraries as reference;
- the Legislative Council Secretariat;
- PELB and EPD headquarters;
- the bureau or the department's own internal circulation;
- the bureau or the department's own reference library(ies);
- direct mailing to key target audiences; and
- on display for collection at the bureau or department's own information counters.

In addition to printed hard copies, the Controlling Officer can also consider the use of websites for disseminating reports to keep in line with the world trend.

5. Print and Release Report

Before putting the report to print, it is necessary to estimate the number of copies of reports required for distribution and consider the type of paper to be used. Thoughts could be given to use recycled paper as far as practicable and with due consideration on quality and percentage content of recycled paper.

When the report is available, it is desirable to select the most appropriate means to communicate and raise awareness of key target audiences. Options include:

- a press release;
- briefing sessions;
- special leaflets; and
- highlights on the bureau or department's websites.