

Introduction

This Guide is produced by the Environmental Protection Department (EPD) to assist Controlling Officers within the Hong Kong Special Administrative Region Government in preparing their environmental reports.

Chapter 1 of this Guide provides an overview of the key steps involved. The following chapters suggest some basic principles and possible options that Controlling Officers might wish to consider under each of these key steps. This Guide serves to bring together selected examples, good practices and checklists for Controlling Officers to plan and prepare their environmental reports to suit their own circumstances. Suggestions provided in this Guide are by no means exhaustive.

It should be emphasized that this Guide does not impose unnecessary uniformity on the preparation and presentation of the environmental reports as there are bound to be significant differences among bureaux and departments.

As environmental reporting is a developing field, this Guide will be revised from time to time to reflect new practices and standards.