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**for information**

## **The Green Manager Scheme**

### **Introduction**

This paper briefs Members on the Green Manager Scheme (GMS).

### **Background**

2. In 1992, the Government was committed to setting a good green example for the private sector. In 1993, the Secretary for Planning, Environment and Lands (SPEL) proposed the establishment of the Green Manager Scheme (GMS) in the government. Under the scheme, Green Managers were to be appointed in each government bureau/department to oversee green housekeeping matters in their offices, and send quarterly reports to PELB who would monitor the effectiveness of the scheme. It was intended that whilst the focus would be on green initiatives in the early stage of the GMS, there would be a need to extend the scheme to cover environmental audits (EA) and environmental management systems (EMS) later.

3. The GMS came into force in January 1994 when all government bureaux/departments had appointed their Green Managers. They were responsible for implementing a programme of green housekeeping within their departments. These included waste minimisation practices, energy and water conservation, publicising the commitment to protecting the environment, formulating action plans and recording achievements.

4. SPEL commissioned consultants, at a cost of \$1.6 million, to carry out pilot EAs in a number of departments including the Planning Department and Electrical and Mechanical Services Department in 1993/94. The intention was to enhance our knowledge and experience on the implementation of EAs, which is the first step to implementing EMSs. The consultants identified the key environmental issues associated with the operation of these departments, and concluded that the benefits of EA and EMS could be realised within the public sector.

5. In late 1995, the Government extended the Green Manager Scheme to cover both EA and EMS. To provide advice and training on EA and EMS to bureaux and departments, a further consultancy was commissioned, at a cost of \$4 million, to organize and conduct a training programme to assist departments and bureaux in implementing EA and EMS and to undertake actual auditing work for government offices. One of the purposes of the actual auditing work is to train up government staff to do their own EAs.

## **Progress on Green Housekeeping**

6. The following indicates the progress so far made in implementing the GMS -

- i) Eighty-nine government bureaux and departments have appointed Green Managers.
- ii) Green Managers have adopted a total of over 70 green house-keeping measures involving waste minimisation, waste recovery, energy conservation, staff participation, publicity and education. One of the early successes was an 85% increase in waste paper collection for recycling between the second quarter of 1996 and the same period of 1997 with an overall increase of 37% in 1997. At present, 90 bureaux and departments use the blank side of used paper for drafting. In 1997, compared with 1996, the number of bureaux and departments that used recycled paper and recycled laser printer cartridges increased by 39% and 17% respectively. Increases of 2% and 17% were recorded in using double-side copiers and avoiding the use of fax leader pages respectively. The number of bureaux and departments that recover waste paper has increased from 80 to 88. Despite these efforts the consumption of paper continued to increase by 6% in 1996 and 14% in 1997.
- iii) Our consultants successfully organized 17 environmental audit training sessions for 356 government officers from 59 departments and bureaux.
- iv) The consultants set up a telephone help line to provide technical guidance to those participating bureaux and departments on the development and implementation of their own EA and EMSs.
- v) The consultants have recently produced a training video and a training manual on EA.
- vi) Fourteen bureaux and departments have conducted EAs for their offices and operations and two more are conducting EAs at the moment.
- vii) Seven bureaux and departments have set up working groups to develop EMS.
- viii) One department (Architectural Services Department) has an EMS in place and has recently obtained ISO 14000 certification.

- ix) The Green Managers of 16 of the most proactive departments and bureaux participated in an enabling workshop held on 3 December 1997 to share their experiences in conducting EAs and setting up EMSs. The workshop was facilitated by an expert environmental auditing trainer.
- x) Two Plenums of Green Managers took place in March 1997 and in January 1998 to brief Green Managers on various environmental developments, to further broaden their environmental knowledge, to discuss experiences, to enable PELB/EPD to obtain feedback and to identify further opportunities for improvement.
- xi) A brochure "Waste Paper Recycling from Office" as well as relevant publicity materials such as posters and wall pledge cards, had been distributed to all government departments in 1997 to encourage Green Managers to start waste paper recycling programmes in office buildings.
- xii) A video titled "Green Offices" which introduces practical tips and examples to reduce waste in offices and to promote the GMS was also provided to all government departments in 1997.

7. Government is also promoting the GMS in the private sector through the following measures -

- i) We continue to compile and update a Green Manager Information Database in order to maintain liaison with private sector green managers to promote initiatives related to corporate environmental management.
- ii) The Environmental Protection Department (EPD) collaborates with the Hong Kong Productivity Council (HKPC), the Centre of Environmental Technology (CET) and the Hong Kong Quality Assurance Agency (HKQAA) to provide training to interested private sector companies.
- iii) The EPD maintains regular contacts through liaison meetings with Industry Department, HKPC, CET and HKQAA to discuss how each party could collaborate and contribute towards promotion of new corporate environmental management initiatives.
- iv) We continue to distribute a booklet "A Simple Guide to Set Up an Environmental Management System" published in 1997 to interested private sector companies and business/industry associations to increase awareness on the benefits of EMS and to provide guidance on the way forward in establishing the system.

- v) We shall distribute a pamphlet "Corporate Environmental Reporting" to Green Managers this summer to encourage them to produce systematic and comprehensive reports on their environmental efforts and performance.
- vi) We collect input from certifying bodies in Hong Kong to compile and update a directory of ISO 14001 certified companies in Hong Kong. This is now disseminated through EPD's homepage.
- vii) A booklet "Advisory Note on Energy Efficiency in Existing Commercial Buildings in Hong Kong" has been published to provide guidance to Green Managers and building users on energy efficiency and conservation.
- viii) In addition to the distribution within the government departments, the brochure "Waste Paper Recycling from Office" and relevant publicity materials were distributed to the Hong Kong Hotels Association in 1997 to facilitate staff training and establishing waste recovery programmes.
- ix) The video "Green Offices" was also provided to the Hong Kong Hotels Association, 21 Public/Quasi-Government Organizations, Provisional Municipal Councils and District Boards, Green Groups, 25 Professional and Academic Institutions, 36 Trade and Industry Groups, 14 Public Utilities and 6 Broadcasting Companies.
- x) The Industrial Support Fund (ISF), administered by the Industry Department, funds industrial and technological development projects, including environmental projects relevant to Green Managers. The ISF has funded four environment-related projects in 1997/98 financial year.

### **Future Developments**

8. We are at present examining a wide range of new or expanded programmes which will have positive impacts on the GMS in both the public and private sectors. These include areas such as energy efficiency, procurement, environmental reporting and training.

### **Advice Sought**

9. Members are requested to note the contents of this paper.

**Planning, Environment and Lands Bureau**  
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