

## **2003 Environmental Report of Commerce Industry and Technology Bureau (Communications and Technology Branch )**

### **Introduction**

This Report sets out the environmental policy, commitments and progress of green measures taken by the Communications and Technology Branch (CTB) (formerly the Information Technology and Broadcasting Branch) of the Commerce Industry and Technology Bureau in the year 2003. We are highly conscious of the need to protect the environment and are fully committed to supporting government policies on environmental protection.

The policy objectives of CTB are :

- to position Hong Kong as a leading e-business community and digital city in the globally connected world of the 21<sup>st</sup> century;
- to facilitate the development of the telecommunications industry and enhance Hong Kong's position as a telecommunications hub; and
- to promote the development of the broadcasting and film industries and enhance Hong Kong's position as a broadcasting and film production centre.

### **Environmental Goal**

2. CTB undertakes a whole range of initiatives in its daily operation to protect the environment. We strive to inculcate an environmentally responsible culture among our staff.

## **Green Management**

3. CTB has adopted the following green measures to achieve our environmental goal –

- ✓ Promote communication through electronic means.
- ✓ Work towards the concept of paperless office to reduce the use and despatch of paper.
- ✓ Re-use and recycle waste materials.
- ✓ Procure products which are environmentally friendly.
- ✓ Seek continual improvement in the efficient use of resources and energy.

## **Green Housekeeping Measures**

### **Paper Saving**

- ✓ Wide use of electronic mails for internal and external communication: our mail database has increased by 16.7% in 2003 when compared with 2002.
- ✓ Combine the various bulletin boards on the intranet so that documents which are of common interest to our staff such as circulars, briefs, speeches can be stored and accessed through electronic means.
- ✓ Upload reports and consultation papers on our homepage for public access through the Internet to reduce the number of printed copies.
- ✓ Use blank side of used paper for drafting, printing, photocopying and fax documents: consumption of paper in 2003 has reduced by 20% when compared with 2002.
- ✓ Despatch unclassified documents to bureaux / departments without using envelopes: consumption of envelopes in 2003 has reduced by 6% when compared with 2002.
- ✓ Avoid the use of paper Christmas card and make use of the Internet and e-mail facilities for seasonal greetings.

## Energy Saving

- ✓ Switch off lights, computers and electrical appliances when not in use. Daily checks are conducted.
- ✓ Use staircase instead of the lift for inter-floor traffic.
- ✓ Keep room temperature at a reasonable level to avoid excessive air-conditioning.

## Recycling of Resources

- ✓ Provide green boxes for collection of waste paper for recycling.
- ✓ Arrange with contractor to collect waste paper periodically: 7,900 kg of waste paper was collected in 2003 for recycling.
- ✓ Re-use file jackets.
- ✓ Collect used printer cartridges for re-cycling.

## Green Procurement

- ✓ Procure environmentally friendly products such as recycled papers and refillable ball pens.
- ✓ Procure energy-saving photocopier and plain paper fax machine.
- ✓ Take into consideration the environmental protection element in selecting items and services.

## Better Workplace

- ✓ Arrange regular cleaning of air ventilation system and carpet.
- ✓ Install and arrange regular cleaning of tap water filters in pantry.
- ✓ Decorate office with potted plants.

## Green Awareness

- ✓ Post notices in office to remind staff of energy and water saving.
- ✓ Encourage staff to use own mug instead of paper cups.
- ✓ Re-circulate guideline on green housekeeping.
- ✓ Remind drivers of the need to switch off idling engines.

## Future

4. We are committed to implementing environmental protection measures. We will continue to improve the Branch's environmental performance and to promote staff's environmental awareness and knowledge in the years to come.

## Your suggestions are welcome

5. We welcome any comments and suggestions on this report. You can reach us by :-

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