

# **Constitutional and Mainland Affairs Bureau**

## **Environmental Report 2009-10**

### **Introduction**

This is the eleventh Environmental Report of the Constitutional and Mainland Affairs Bureau (CMAB). It sets out our environmental goal and green measures taken in 2009-10.

2. The CMAB currently operates in the Central Government Offices. The Registration and Electoral Office and four Mainland Offices under CMAB's purview operate independently in separate local and Mainland premises.

3. We are responsible for -

- overseeing the full and faithful implementation of the Basic Law;
- coordinating and promoting closer ties and cooperation with the Mainland;
- ensuring that external affairs matters relating to the HKSAR are handled in accordance with the Basic Law and in the interests of Hong Kong;
- coordinating liaison between the HKSAR Government and Taiwan organizations in Hong Kong;

- taking forward the community's discussion on the models, roadmap and timetable for implementing universal suffrage for the Chief Executive and the Legislative Council;
- ensuring that local elections are held fairly, openly and honestly in accordance with the relevant provisions of the Basic Law; and
- matters relating to human rights and access to information.

Although these responsibilities do not have direct environmental impact, we are conscious of the importance of environmental protection and are fully committed to supporting the Government's policies in this area.

### **Environmental Goal**

4. As the activities of the Bureau are mainly office-based, we have adopted green office practices and initiatives to ensure that any environmental impact arising from the day-to-day operation of the Bureau is addressed in an environmentally-friendly manner.

### **Green Measures Adopted in 2009-10**

5. We strive to adopt technology to optimize the use of resources and minimize wastage and pollution. In 2009-10, we have taken the following measures in pursuance of our commitment in environmental protection -

### *Paper Consumption*

- Re-using the blank side of previously used paper for drafting and printing.
- Printing on both sides of paper.
- Minimizing photocopies.
- Distributing circulars and publications by electronic means.
- Avoiding printing or photocopying documents unless hard copies are absolutely necessary.
- Re-using envelopes, loose minute file jackets and action tags.
- Not using envelopes for unclassified documents.
- Avoiding the use of fax leader pages.
- Uploading publications and consultation papers on the Intranet and Internet websites for general reference.
- Sharing reference materials on the local area network.
- Encouraging the use of electronic means for transmission of documents and correspondence.
- Reducing the number of newspapers and magazines subscribed by critically reviewing the subscription and circulation lists.
- Requesting less hard copies of government newsletters/publications.
- Implementing the web-based Electronic Leave Application and Processing System which enables most of the leave applications to be processed online and reduces the use of Government forms on paper.
- Sending festive greeting cards by electronic mail, uploading them to

CMAB's website and minimizing the use of printed cards.

- ❑ Introducing the use of an eCirculation system for periodic re-circulation of documents/circulars by electronic means.

### ***Waste Recovery***

- ❑ Collecting used paper, out-dated newspapers and publications for recycling.
- ❑ Collecting used printer cartridges for recycling.
- ❑ Collecting file folders and envelopes for re-use.
- ❑ Collecting used clips for re-use.
- ❑ Collecting unused stationery from officers for re-distribution.
- ❑ Engaging commercial contractor to dispose of unserviceable furniture and equipment for recycling.

### ***Energy Consumption***

- ❑ Switching off lights, air conditioners, photocopiers, computers and other electrical appliances when they are not in use.
- ❑ Reducing common area lighting to minimum during office hours.
- ❑ Conducting routine checks during lunch hour and after office hours to ensure that any unnecessary lights, air-conditioners and other electrical appliances are switched off.
- ❑ Maintaining room temperature at 25.5 °C during summer months to maximize energy saving. Staff are encouraged to adopt and support the "Dress Down in Summer" promoted by the Civil Service Bureau.
- ❑ Installing auto-switch-off lamps in the office.
- ❑ Using staircases instead of lifts for inter-floor traffic as far as possible.

- ❑ Using video conferencing system to reduce the need and frequency of duty travel.

### *Green Purchasing*

- ❑ Replacing air conditioners which are energy inefficient with those of “Energy Efficient Grade 1”, i.e. those certified by the Electrical and Mechanical Engineering Department as the most energy efficient.
- ❑ Procuring photocopiers, computer workstations and printers which are equipped with automatic energy saving function.
- ❑ Using recycled toner cartridges for our printers and fax machines as far as possible.
- ❑ Replacing the Cathode-ray tube monitors with liquid crystal display monitors, as the latter consume less power.
- ❑ Purchasing environmentally-sound products such as compatible toner cartridges for printers.
- ❑ Using the green stationery items supplied by the Government Logistics Department, such as refillable ball pens and recycled pencils.
- ❑ Using bio-degradable plastic bags for collection of refuse.

### *Staff Awareness*

- ❑ Issuing guidelines on green measures to all colleagues to promote staff awareness on environmental protection.
- ❑ Displaying posters publicizing messages on environmental protection.
- ❑ Ensuring proper maintenance of our departmental vehicles and reminding our drivers to switch off vehicle engines while waiting to

avoid idling emission and achieve fuel saving.

- ❑ Energy saving stickers are displayed in the office. Colleagues are reminded to switch off electrical appliances when they left the office or they are not in use.

### ***Green and Healthy Working Environment***

- ❑ Improving the air quality of the office by cleaning the air ventilation systems regularly.
- ❑ Maintaining a non-smoking environment in the office premises.
- ❑ Re-using decorative materials at festive seasons.
- ❑ Putting plants in the common and waiting areas.
- ❑ Procuring occupational and safety office equipment to promote healthy working condition.

### **Clean Air Charter**

6. To achieve the commitments of the Clean Air Charter, we have adopted the following measures in our daily operation -

- ❑ Enhancing energy efficiency: adopting energy-efficient office equipment and energy saving initiatives such as maintaining office temperature at 25.5 °C and using venetian blinds to adjust room temperature, reducing lighting to minimum for meeting operational needs, reminding staff to dress casual and smart during the summer, posting energy saving stickers on the switches, etc.

- ❑ Controlling Air Pollution on High Pollution Days: proper maintenance and minimizing the use of our departmental vehicles, encouraging use of public transport whenever possible, avoiding use of products with high Volatile Organic Compounds content, using staircases instead of lifts for inter-floor traffic, etc.
- ❑ Experience sharing: promoting awareness of green office environment among colleagues by posting green tips on notice board and participating in the briefing sessions/seminars organized by the Environment Bureau on promotion of green office environment.

### **The Way Forward**

7. Green measures taken in 2009-10 will continue in 2010-11. We would take advantage of technology and introduce energy saving measures to protect our environment, improve operational efficiency and maintain a high level of green management practices. We will continue disposing of unserviceable items through commercial contractor for recycling. Enhanced measures will be implemented to save energy consumption after office hours by reducing lighting to minimum for illumination in common areas, switching off the office equipment (such as photocopiers, shredders and other electrical appliances) to avoid idling, and reminding our staff to switch off any unused office equipment and

electrical appliances. We will sustain our efforts to provide our staff a green and healthy office environment and encourage them to participate in environmental protection practices and activities in order to promote green culture and environmental awareness. Furthermore, we will review the effectiveness of our various green measures at regular intervals and use more green products, such as recycled paper, environmental friendly stationery, etc., so as to seek continual improvement and identify new initiatives to reduce resource consumption.

### **Feedback**

8. We welcome your feedback on this report for our continuous improvement in our green measures. If you have any comments or suggestions, please send them to us by way of -

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