

**Chief Secretary for Administration Office –
Administration Wing**

Environmental Report 2003

Introduction

This is the report of the Administration Wing of the Chief Secretary for Administration's Office on environmental measures in the year 2003.

Environmental Goal

The Administration Wing aims to provide its service in an environmentally friendly manner.

Environmental Measures Implemented in 2003

The Administration Wing continues to practise the principles of 3-R ("Reduce, Reuse and Recycle") in its environmental measures. The following major measures were implemented in 2003 -

Reduce

➤ *Paper Consumption*

When providing high-volume copying service to bureaux of the Government Secretariat, the Copying Office in the Central Government Offices (CGO) maintained the principle of printing on both sides of paper unless requested otherwise by the bureau concerned.

Notes Mail had been put to full use among staff for internal communication, official correspondence and circulation of circulars. Electronic means were deployed in disseminating information and circulars with a view to reducing the number of hard copies to a minimum. Staff were also aware of the need to refrain from making photocopies of documents and using fax leader pages unless absolutely necessary.

The A4 paper consumption in 2003 recorded a reduction of 3,910 reams as compared with 2002, representing a 27.47% drop.

➤ *Energy Consumption*

Continuous efforts were made by the Common Services Section, in conjunction with the maintenance agent, to closely monitor the cleanliness of the fan coil units of the air-conditioning systems in CGO and Murray Building (MB). This

had helped reduce energy consumption and maximize the efficiency of the air-conditioning system.

The Common Services Section also requested the works and maintenance agents to observe the rule of energy saving and to adopt environmentally friendly products, equipment and systems when carrying out various fitting-out and refurbishment works in CGO and MB.

In 2003, the daily operation hour of the air conditioners in CGO had been reduced by one hour. The daily operation hour of part of the lift service and some lighting of the common areas was also reduced by one hour so as to achieve savings in electricity.

Implementation of the above measures as well as other energy saving initiatives proposed by the Environment, Transport and Works Bureau had resulted in a drop of 12% in electricity consumption in 2003 as compared with 2002, which amounted to nearly 3 million KWh.

Reuse

➤ Paper and Envelope

It was an established a practice of reusing envelopes and using the clean side of used paper for photocopying and drafting. Transit envelopes were used whenever possible when there was a genuine need to send unclassified documents under cover. The consumption of envelopes was reduced by 58.99% in 2003.

Recycle

➤ Waste Paper and Machine Oil

'Green' boxes were placed at various office locations to collect waste paper and newspaper suitable for recycling. Staff were aware of the need to put only recyclable paper into the boxes. The cleansing contractors would collect such recyclable paper on a daily basis.

Waste oil from chiller plant rooms in CGO and MB was collected by licensed contractors of the Environmental Protection Department for proper treatment.

Other Green Measures

The following measures were implemented to help conserve the environment -

➤ *Air Quality Improvement*

To help maintain good air quality, the CGO Transport Pool drivers switched off idling engines while waiting. Drivers of other government vehicles were requested to follow the same whilst waiting in CGO and MB.

➤ *Use of Environmental Friendly Products*

The Administration Wing continued to purchase environmental friendly products, where applicable, through the Government Logistics Department and outside contractors. These products included stationery items such as clutch pencils, refillable ball pens, non-chlorinated correction fluid, and other items such as batteries with no mercury content, and unleaded petrol for motor vehicles.

➤ *Participation in Environmental Awareness Activities*

As in previous years, the Administration Wing supported and encouraged staff to participate in activities organized by large organizations to promote green environment. One of these activities was the Community Chest Green Day on 6 June 2003, which aimed to arouse citizens' awareness to act, dress and ride green. To show their support, the participants pledged and practised green acts, such as growing more plants, reducing the use of paper and plastics, using public transport, consuming organic products, in the event.

The Way Forward

The Administration Wing will continue to promote and implement effective measures and housekeeping practices with a view to fostering a green and environmentally friendly working environment. We will partner with our works and maintenance agents in taking forward appropriate green initiatives in CGO and MB that could further reduce pollution and save energy and resources. Indoor Air Quality Measurement will continue to be conducted in CGO and MB to ensure that the air quality fully meets the guideline recommended by the Environment Protection Department. Lastly, we will encourage staff participation in various green management activities organized by environmental groups to enhance their awareness of environmental protection.

Enquiries

Enquiries on this report are welcome and can be sent by post to the Administration Wing, Offices of the Chief Secretary and Financial Secretary, Central Government Offices, West Wing, 11 Ice House Street, Central, Hong Kong; by fax to

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