

# **Chief Secretary for Administration's Office - Efficiency Unit**

## **Environmental Report 2006**

### ***Introduction***

The aim of the Efficiency Unit is to promote a measurable transformation in the management and delivery of public services so that the community's needs are met in the most effective and efficient manner. In this environment report, we cover our:-

- Environmental Policy
- Green Measures
- Achievements in 2006
- Target for the future

### ***Environmental Policy***

In support of the Government's efforts to protect the environment, the Unit is committed to ensuring that all management consultancy services are delivered and internal operations are conducted in a manner conforming to the environmental protection principles and practices. To show the Unit's commitment to environmental improvement, we have continued:-

- (a) to comply with relevant environmental protection ordinances;
- (b) to minimize the consumption of materials and energy;
- (c) to re-use or recycle waste materials;
- (d) to procure products in an environmental responsible manner such as avoiding the use of materials harmful to the environment and using products which can reduce energy consumption;
- (e) to ensure that all staff are aware of their environmental responsibilities and encourage them to provide feedback to improve the green measures;
- (f) to encourage staff to participate in environmental awareness activities; and
- (g) to review the current green measures from time to time so that continual improvement can be made.

## ***Green Measures***

### *(a) Paper Saving*

- Use both sides of the paper in printing and photocopying
- Use electronic mail and intranet for dissemination and communication of information to minimize the use of paper
- Use the clean side of used paper for drafting before collection for recycling

### *(b) Waste Collection for Recycle Purposes*

- Collection of newspapers, publications and other paper waste for recycling
- Collection of empty toner cartridges for recycling
- Collection of used envelopes and loose-minute jackets for re-use

### *(c) Procurement of Environmental Friendly Products*

- Procure energy saving photocopiers with double-sided photocopying functions to save paper
- Procure durable stationery such as clutch pencils, refillable ball pens to reduce consumption of stationery
- Procure 1,1,1-Trichloroethane free correction fluid/thinner, recycled paper and recycled pencils etc. which are environmental friendly
- Procure recycled paper

### *(d) Energy Saving*

- Switch off lights and air-conditioning in unoccupied areas
- Switch off computers and other equipment when they are not in use
- Install energy saving fluorescent tubes T5 and T8 and replace conventional ballasts by electronic ballasts in office areas as far as practicable

### *(e) Green Office Environment*

- Decorate office with potted plants
- Arrange regular cleaning of air ventilation system
- Perform Indoor Air Quality Measurement (IAQM) regularly

### *(f) Participation in Environmental Awareness Activities*

- Support and encourage staff members to participate in environmental awareness activities to arouse colleagues' environmental awareness and to practice green acts where practicable

### ***Achievements in 2006***

In 2006, staff members of the Unit were regularly reminded of the above green measures. Green boxes were also placed in the offices. As a result, consumptions of paper, office stationery and electricity are kept at a low level. To arouse colleagues' awareness to act, dress and ride green, staff members were encouraged to participate in 'The Community Chest Green Day' held on 23 June 2006.

### ***Target for the future***

In the future, the Efficiency Unit will continue:-

- to monitor and improve the environmental management system; and
- to staff awareness and enhance their knowledge on environmental issues

### ***Comments and Enquiries***

We welcome any comments and enquiries on this report. Our contact information is:

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