

# *Environmental Report*

*2008*

*Civil Service Bureau*

## Introduction

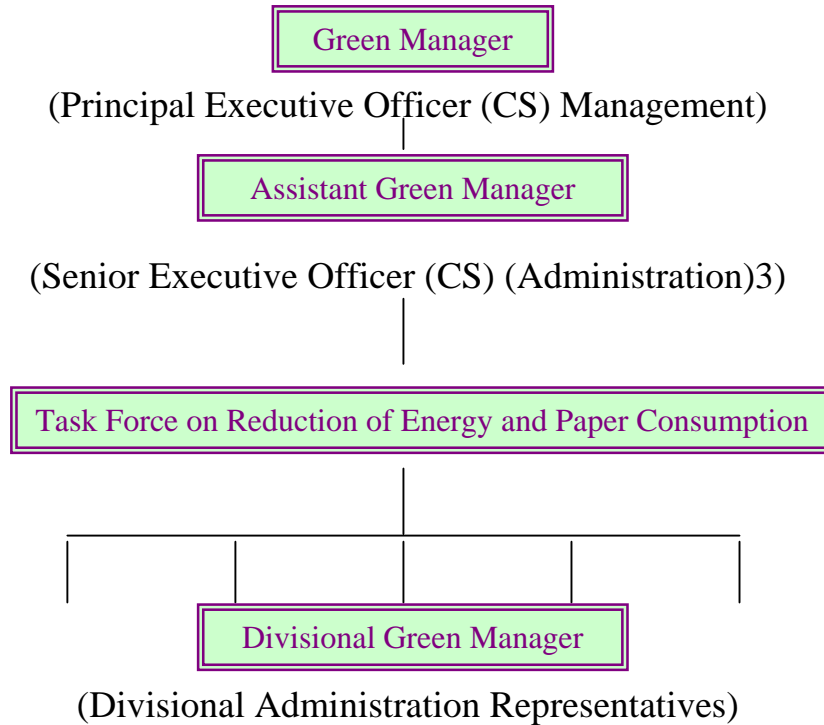
The Civil Service Bureau (CSB) is responsible for the formulation and implementation of policies on the management of the civil service, and our activities are largely office-based. This Environmental Report gives an updated account of the green measures taken and our achievements in green management, and sets out our targets for 2009.

## Our Environmental Policy

2. CSB recognises the significance and importance of a healthy environment. We support the HKSAR Government's central green initiatives to protect and improve our environment and are committed to ensuring that our operations are conducted in an environmentally responsible manner. In particular, we are supportive of the Clean Air Charter signed by the Chief Executive in November 2006 to improve air quality, and adopt appropriate energy and emission reduction measures to contribute to the improvement of air quality.

3. Our green strategies are guided by the four principles of "Reduce, Reuse, Recycle and Replace" (the '4 Rs'). Within our policy framework, we constantly look for opportunities to pursue environmental friendly initiatives in devising and implementing civil service management policies and measures. Inside the bureau, we are committed to adopting environmentally responsible practices and encouraging compliance of green measures by staff through various promotional and educational activities. Furthermore, we review the green measures from time to time with a view to taking appropriate actions to attain continuous improvement. A detailed account of our ongoing green measures is at *Annex*.

4. To pursue and implement green measures in CSB, we have put in place a cross-divisional management framework as shown below-



5. The role of the Green Manager is to promote and oversee the implementation of green housekeeping measures within CSB. The Green Manager is assisted by an Assistant Green Manager and supported by the Task Force on Reduction of Energy and Paper Consumption which is a cross-divisional working group comprising divisional administration representatives normally ranked at the level of Executive Officer I or equivalent. The Task Force assists the Green Manager to identify, execute and review the progress of green measures.

### **Highlights of Achievements in 2008**

6. In 2008, we implemented a series of initiatives to strengthen our ongoing efforts in green management and achieved progress in the following aspects:

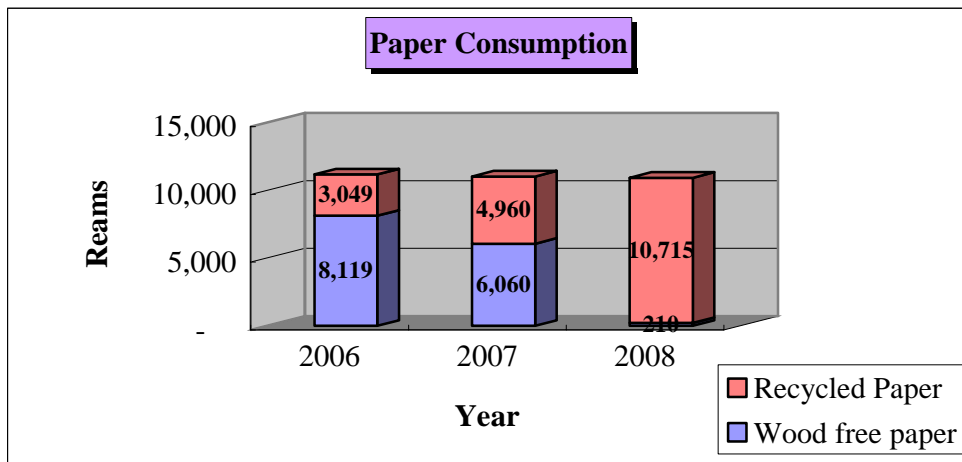
(A) *Paper Consumption*

- We aimed to reduce paper consumption both within CSB and in other government departments when transacting business with CSB;
- in 2008, we recorded a reduction of 0.9% in paper consumption when compared to 2007. In aggregate terms, consumption has dropped by more than 2% over the two years since 2006;
- we encouraged the use of recycled papers and increased its proportion in our total paper consumption to 98%, well exceeding our pledged target of 90%;
- we worked jointly with the Hospital Authority (HA) to roll out the on-line Medical and Dental Benefits Eligibility Checking System (ECS) to replace the paper-based eligibility verification procedures. The ECS was fully rolled out for civil servants, their eligible dependants and other persons eligible for civil service medical and dental benefits on 30 June 2008 and the use of paper-form GF181 was no longer necessary;



- we successfully completed the rollout of Phase 1 of the CSB Human Resource Management Information System (HRMIS) which would enable CSB to collect civil service personnel statistics and management information from bureaux/departments through electronic means instead of paper returns starting from the first quarter of 2008;
- we ceased hard-copy re-circulation of circulars, internal circulars and other documents within CSB. Instead, the relevant documents are uploaded onto the CSB Information Portal and e-mail reminders are issued on a regular basis to draw the attention of staff to the documents; and
- we encouraged wider use of LCD projectors to facilitate meeting presentation, thus reducing the need for printing out meeting documents.

### Paper Consumption in the past three years



### (B) Energy Consumption

- We replaced the T8 model fluorescent lamps with the more energy efficient T5 model in offices at Queensway Government Offices;
- in response to EMSD's call exercise, ArchSD nominated our new office at Fairmont House for assessment of compliance with the



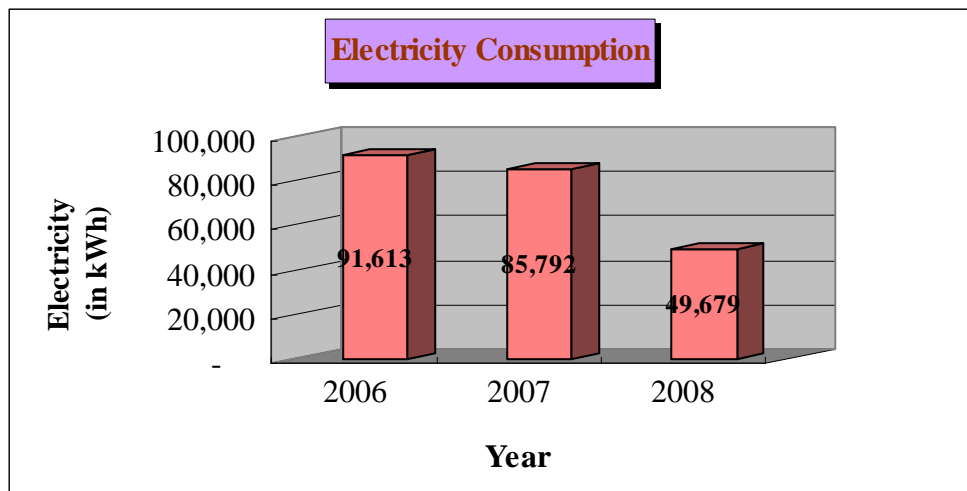
Code of Practice for Energy Efficiency of Lighting Installations (2005 edition)<sup>1</sup> under The Hong Kong Energy Efficiency Registration Scheme for Buildings. A registration certificate was successfully issued to our office at Fairmont House for the compliance;

<sup>1</sup> The Hong Kong Energy Efficiency Registration Scheme for Buildings is launched by the Electrical & Mechanical Services Department and serves to promote the application of the Building Energy Codes (BEC). The Code of Practice for Energy Efficiency of Lighting Installations aims to set out the minimum design requirements on energy efficiency of lighting installations. It forms a part of the set of comprehensive BEC that addresses energy efficiency requirements on building services installations. A registration certificate will be issued to a building/office that successfully meets the individual BEC standards.

- to further complement our energy saving measures, we installed T5 model fluorescent lamps in the new offices at the Citibank Tower. Occupancy sensors were also installed in selected areas of the new offices; and
- we completed the replacement of about 100 worn out personal computers with lower power consumption models.



### Energy Consumption in the past three years



**Note:**

The figures only represent the electricity consumption of the CSB’s offices in leased premises (one in 2006 and 2007 and two in 2008) for which the Bureau is responsible for paying the electricity bills. Electricity consumption of CSB’s offices in multi-user buildings managed by the Government Property Agency and the Departmental Administration Unit, for which we are not able to work out our share in consumption, is not covered in this report. In 2008, CSB had three electricity meters in two leased premises, the bills of which were paid by the Bureau, recording a total electricity consumption of 49,679 kWh.

**(C) *Commitment to Clean Air Charter***

- We replaced a departmental car with a more environment-friendly model that emits less carbon dioxide in 2008. Out of the three cars under CSB's management, two have already switched to the model; and
- all of the three cars use unleaded petrol. Compared with 2007, total fuel consumption in 2008 decreased by 15.7%.

**(D) *Staff Awareness***

- We distributed green messages/tips to staff through pop-up messages on the internal computer network;
- from June to September 2008, we posted up a message through the internal computer network to appeal for colleagues' continued support for dressing smart casual to work during summer;
- we encouraged staff to participate in the activities relating to promotion of green environment, e.g. the Green Day organised by the Community Chest;
- we encouraged staff to use staircases for inter-floor traffic; and
- CSB Volunteer Team organised an environmental conservation visit to the Hong Kong Wetland Park in October 2008.

**Initiatives/Targets in 2009**

7. Building on the achievements attained in past years, we shall continue to strive for improvement in our environmental performance under the principles of the '4Rs'. To enhance operational efficiency and, also, to further our efforts in reinforcing our current measures, we shall implement the following initiatives in 2009:

<p>Paper Consumption</p>	<ul style="list-style-type: none"> <li>□ To maintain a high proportion of recycled papers in our total paper consumption at around 98%;</li> <li>□ To continue to develop Phases 2 and 3 of CSB HRMIS. Depending on the progress of the system development work, Phases 2 and 3 are planned to be rolled out in 2009 and 2010;</li> <li>□ To replace 190 old and worn out printers with models equipped with double-side printing function; and</li> <li>□ To replace the hard-copy guidance notes on completion of performance appraisals on Official Languages Officers with an electronic version placed on a computer platform for access and retrieval.</li> </ul>
<p>Energy Consumption</p>	<ul style="list-style-type: none"> <li>□ To closely monitor the electricity consumption in our leased office premises; and</li> <li>□ To continue implementing energy saving measures like provision of more energy efficient T5 model fluorescent lamps when refurbishing new offices and replacement of worn out personal computers with lower power consumption models.</li> </ul>
<p>Commitments to Clean Air Charter</p>	<ul style="list-style-type: none"> <li>□ To continue promoting shared use of vehicles and encourage taking public transport where operationally feasible; and</li> <li>□ To replace obsolete photocopiers with new models that are equipped with environmental friendly facilities, e.g. with low ozone emission design.</li> </ul>
<p>Staff Awareness</p>	<ul style="list-style-type: none"> <li>□ To monitor the energy and paper consumption level and alert staff to any significant increase/decrease in consumption;</li> <li>□ To continue disseminating computer pop-up messages to promote green tips; and</li> <li>□ To continue organising environmental conservation visits to the Hong Kong Wetland Park on a regular basis by the CSB Volunteer Team.</li> </ul>
<p>Other Reduction and Recycling Friendly Measures</p>	<ul style="list-style-type: none"> <li>□ To use plastic bags produced from degradable or recycled materials; and</li> <li>□ To make use of battery recharge equipment to reduce the need for non-rechargeable battery.</li> </ul>



## **The Way Forward**

8. Promoting green management is an on-going commitment of CSB, and by reinforcing and expanding our current measures, we strive to sustain our efforts and achievements. We would continue to review the effectiveness of our various green measures and seek continuous improvement in the efficient use of resources and energy.

## **Feedback Mechanism**

9. Comments or feedback on this Environmental Report are welcome. Please send them to us through the following avenues –

E-mail : [csbts@csb.gov.hk](mailto:csbts@csb.gov.hk)

Fax : 2868 5069

Post : Civil Service Bureau  
10/F, Central Government Offices, West Wing  
11 Ice House Street  
Central, Hong Kong

**Civil Service Bureau**  
**July 2009**

## Ongoing Green Measures in Civil Service Bureau

### (A) *Paper Consumption*

- We distribute documents (like CSB Circulars, Circular Memoranda, etc.) to bureaux/departments (B/Ds) through electronic means and cease/reduce distribution of printed publications whenever possible;
- we share information with B/Ds via the electronic platforms in the Central Cyber Government Office and the CSB Homepage. This provides B/Ds and/or members of the public with paperless access to a host of information and guidelines on the administration of the civil service;
- as far as practicable, we develop dedicated electronic management systems to collect and process information from B/Ds and/or the public. On-line applications for government jobs and implementation of the service-wide e-Leave system are two major paperless initiatives which have been put in place;
- we promote the wider use of e-learning among government staff via the Cyber Learning Centre Plus;
- internally, we allow all CSB staff convenient access to our Local Area Network, CSB Information Portal and the Departmental Portal so that they can communicate, share information and transact business electronically;
- we print on both sides of paper and avoid making photocopies and using fax leader pages where practicable;
- we use the blank side of used paper for drafting/printing;

- ❑ we reuse loose minute file jackets and envelopes, or use transit envelopes;
- ❑ we provide green boxes for collection of used papers for reuse or recycling;
- ❑ we avoid circulation of flimsies within CSB and, where such circulation is necessary, reduce the number of copies for circulation;
- ❑ we encourage our staff to use less paper and to be more discriminatory with the printing out of e-documents for a functional purpose or for record on file;
- ❑ we send out electronic seasonal greeting cards during festive seasons; and
- ❑ we issue e-salary statements to part-time Simultaneous Interpreters in our Bureau.

**(B) *Energy Consumption***

- ❑ As a service-wide initiative to complement the central energy saving initiatives, we issued a CSB circular in 2005 to encourage government staff to wear smart casual dress in summer months;
- ❑ within our office premises, we adopt the central directive of maintaining the indoor temperature at 25.5°C as far as practicable during summer;
- ❑ we provide individual divisions with mini thermometers to monitor and maintain the room temperature at an appropriate level;
- ❑ we arrange cleansing of the air-conditioning/ventilation system and dust filters regularly;
- ❑ where electrical devices or appliances have to be replaced, we would identify and switch to models which are more energy efficient;

- ❑ as far as practicable, we use energy-saving light bulbs and reduce the illumination in ancillary areas and areas where there is natural light;
- ❑ we reduce common area lighting to the minimum after office hours;
- ❑ where operationally practicable, we switch off lights, computers, printers, electrical devices and air-conditioners when they are not in use;
- ❑ where opportunity arises, we install motion sensors in common areas like toilets and corridors, and timer switches to the electrical boilers in some pantries to achieve energy savings; and
- ❑ we turn on screen-saver setting and energy saving mode as default setting in all personal computers and notebooks.

**(C) *Commitments to Clean Air Charter***

- ❑ We ensure proper maintenance of our departmental cars, remind our driver/chauffeurs to turn off the car engines whilst waiting, and encourage shared use of cars among colleagues;
- ❑ our departmental vehicles run on unleaded fuel;
- ❑ we replace our vehicles with environment-friendly models that run with more fuel efficient engines; and
- ❑ all CSB offices are smoke-free.

**(D) *Staff Awareness***

- ❑ We publicise our internal green housekeeping measures for general compliance and circulate green tips to staff regularly;
- ❑ we promote and encourage staff to adopt green office practices through regular reminders and the CSB Staff Newsletter;

- ❑ we organise inspection teams to conduct regular compliance checks to ensure that lights, office equipment and air-conditioners, where applicable, are switched off during lunch time and after office hours;
- ❑ we organise the Electronic Christmas Card Design Competition to raise green awareness among staff. Winning designs are uploaded onto the CSB Information Portal and the CSB Homepage for use by staff and members of the public; and
- ❑ with the sponsorship of CSB, the CSB Volunteer Team organises activities in relation to environmental conservation from time to time.

***(E) Other Reduction and Recycling Friendly Measures***

- ❑ We collect waste paper, used printer cartridges and CDs for recycling;
- ❑ we have provided recycle bins on selected floors of our offices in the North Point Government Offices and Queensway Government Offices to collect aluminum and plastic wastes separately for re-cycling. For offices in the Central Government Offices, recycle bins, where required, are centrally provided by the building management;
- ❑ we procure and use green and environmental friendly products and stationery such as refillable ball pens;
- ❑ as far as practicable, we use recycled papers or woodfree papers which are made from woodpulp derived from renewable forests and environmental friendly printing inks for printed publications;
- ❑ we use environmental friendly materials, devices and equipment when refurbishing new offices;
- ❑ we promote a green working environment by provision of more greenery and plantings in offices;

- through constant reviews, we streamline our operational procedures and workflow to eliminate non-value added steps thereby facilitating reduction in resource consumption; and
- where plastic bags are required for rubbish collection, we switch to use bags produced from degradable or recycled materials.