

Environmental Report

2009

Civil Service Bureau

Introduction

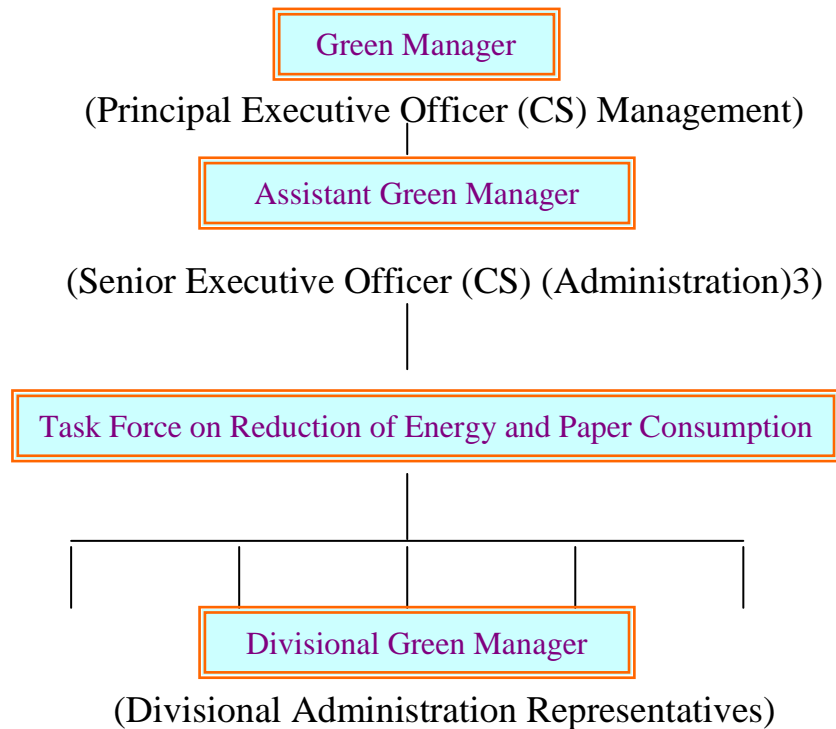
The Civil Service Bureau (CSB) is responsible for the formulation and implementation of policies on the management of the civil service, and our activities are largely office-based. This Environmental Report gives an updated account of the on-going green measures and our performance in green management.

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.

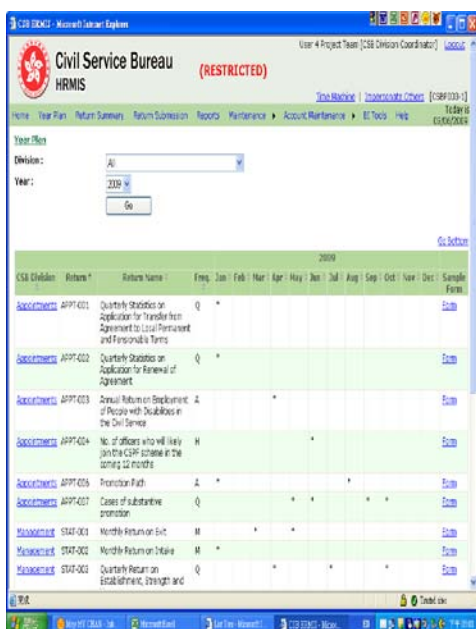
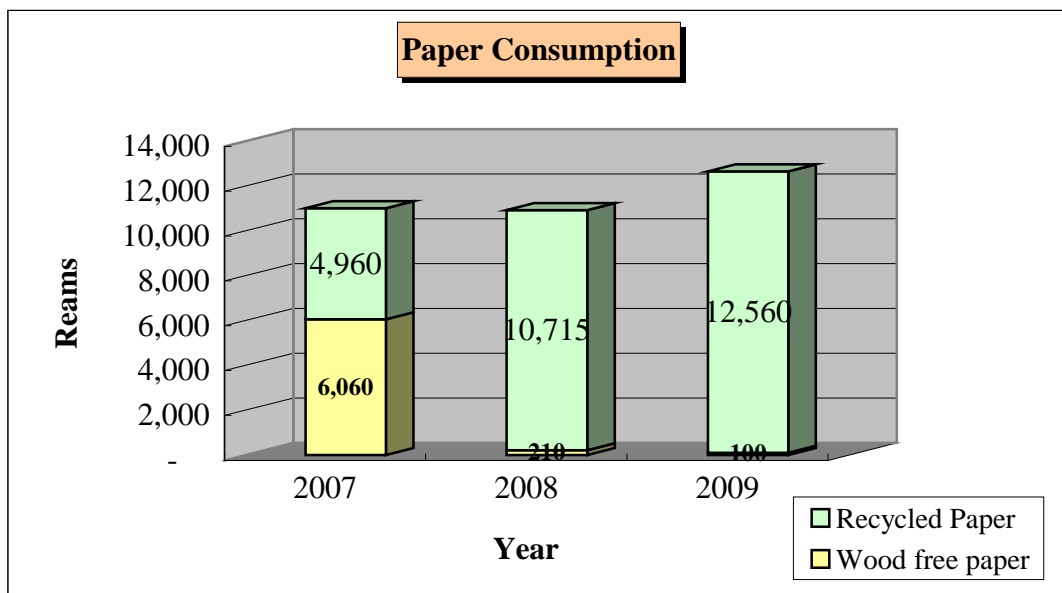
Performance in 2009

6. Our green performance in different areas is summarised below:

(A) *Paper Consumption*

- In 2009, we recorded an increase of 16% in paper consumption when compared to 2008. This is partly attributable to an increase in recruitment activities and the need to conduct more rounds of civil service recruitment examination to meet service needs. In 2010, we shall monitor the consumption closely and expect it to return to a lower level;

- we adopted the use of recycled papers and its proportion in our total paper consumption reached as high as 99%;



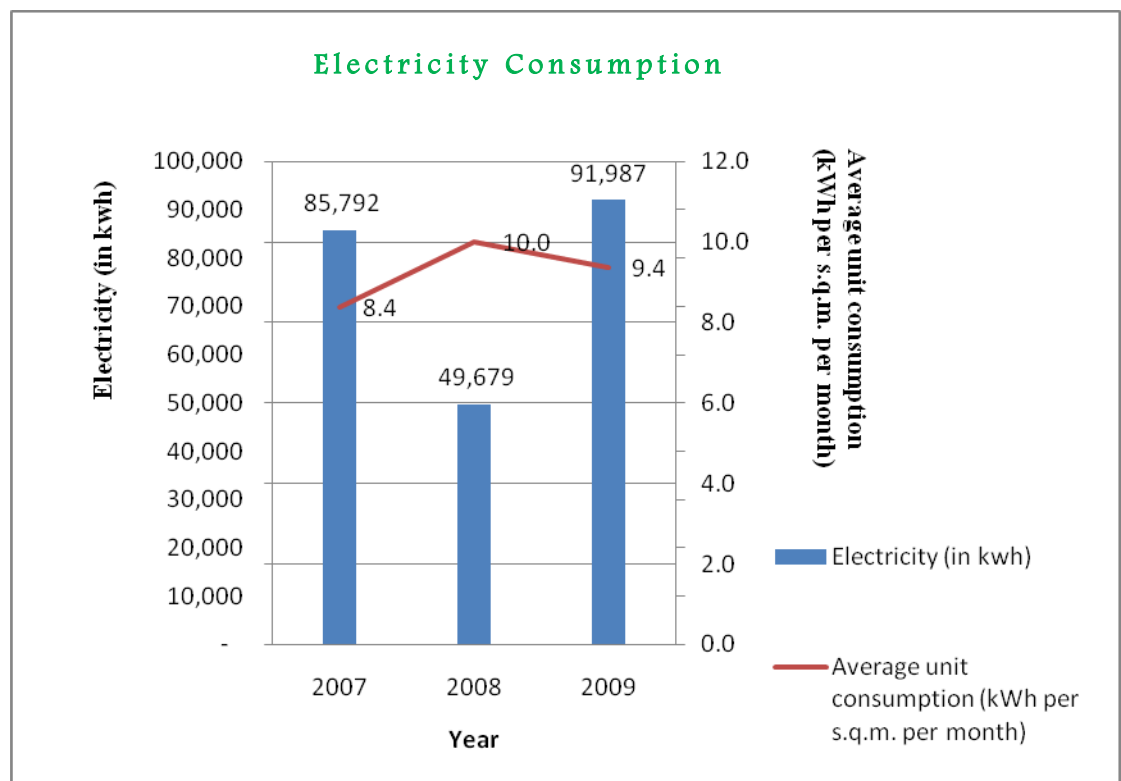
- we successfully completed the rollout of Phase 1 of the CSB Human Resource Management Information System which enable CSB to collect civil service personnel statistics and management information from bureaux/departments through electronic means instead of paper returns. With completion of Phases 2 and 3, the system will be fully commissioned by the end of 2010;

- we replaced 258 old and worn out printers with models equipped with double-side printing function; and

- we ceased to issue hard-copy of guidance notes on completion of performance appraisals on Official Languages Officer. An electronic version has been placed on a computer platform for common access and retrieval.

(B) Energy Consumption

- In 2009, we noted an increase in electricity consumption by 42,308kWh or 85% when compared with 2008. This is wholly due to the relocation of some CSB offices from government buildings to leased premises. However, in term of average consumption per square meter of leased area, it had remained steady in the past three years and recorded a mild decrease in 2009. We shall continue to monitor the consumption pattern and implement energy saving measures in our offices as far as circumstances permit.



Note: The above figures only represent the electricity consumption of the CSB's offices in leased premises (one in 2007, two in 2008 and three in 2009) which are under the Bureau's meter accounts. 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 of consumption, is not covered in this report.

- All conference rooms and meeting rooms of CSB in the Central Government Offices are now equipped with T5 model fluorescent tubes or "Dimmerable" compact fluorescent lamps to achieve energy efficiency; and



"Dimmerable" compact fluorescent lamps

- we completed the replacement of about 285 worn out personal computers with models of lower power consumption "80 PLUS certified models" at the Official Languages Division, Civil Service Training and Development Institute (CSTDI) and General Grades Office in 2009-2010.

(C) *Commitment to Clean Air Charter*

- In 2009, we replaced 18 obsolete photocopiers with new models that are of low ozone emission design;
- the air ducts, air-conditioning ventilation outlets and filters of fan coil units are cleaned regularly. As a precautionary measure for the Human Swine Flu, additional ad hoc cleansing and disinfection works for air-conditioning outlets were carried out in CSB offices; and
- all of the three cars managed by CSB run on unleaded petrol. Compared with 2008, there was a 20% increase in the mileage traveled in 2009, while the total fuel consumption increased by 14.6%. This was wholly due to an increase in the use of departmental

car for transportation of training materials between CSTDI in North Point and the temporary training facilities in the Civil Aid Service Training Centre in Yau Ma Tei when the CSTDI classroom renovation project was underway from May 2009 to January 2010.

(D) *Staff Awareness*

- our office in Queensway Government Offices switched to the use of degradable plastic refuse bags in 2009 ^{Note};
- from June to September 2009, we posted up a message on our information portal to appeal for colleagues' continued support for dressing smart casual to work during summer;



- we set up a “Green Column” in our staff newsletters to regularly promote environmental protection messages and green tips;
- we encouraged staff to participate in the activities relating to the promotion of green environment such as the Green Day organised by the Community Chest;
- CSB Volunteer Team organised two environmental conservation visits to the Hong Kong Wetland Park in 2009.



Note: For offices in the Central Government Offices, degradable plastic refuse bags are used by the cleansing contractor engaged by the building management.

Initiatives/Targets in 2010

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 2010:

Paper Consumption	<ul style="list-style-type: none">□ To strengthen monitoring measures with a view to controlling the growth in paper consumption; and□ maintain the proportion of recycled papers in our total paper consumption above 98%.
Energy Consumption	<ul style="list-style-type: none">□ To closely monitor the electricity consumption in our leased office premises; and□ continue implementing energy saving measures such as replacement of worn out personal computers with lower power consumption models.
Commitments to Clean Air Charter	<ul style="list-style-type: none">□ To continue promoting shared use of vehicles and encourage taking public transport where operationally feasible; and□ replace obsolete photocopiers with new models that are equipped with environmental friendly facilities, e.g. with low ozone emission design.
Staff Awareness	<ul style="list-style-type: none">□ To issue regular green messages to alert staff to any significant increase/decrease in consumption of paper and energy;□ promote green tips at the "Green Column" in staff newsletter; and□ continue organising environmental conservation visits to the Hong Kong Wetland Park on a regular basis by the CSB Volunteer Team.

Other Reduction and Recycling Friendly Measures	<ul style="list-style-type: none">□ To use plastic bags produced from degradable or recycled materials and laid it down in the cleansing service contracts; and□ make use of battery recharge equipment to reduce the need for non-rechargeable battery.
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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

Fax : 2868 5069

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

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 cease 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;
- 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 record on file;
- ❑ we encourage wider use of LCD projectors to facilitate meeting presentation, thus reducing the need for printing out meeting documents; and
- ❑ we send out electronic seasonal greeting cards during festive seasons.

(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 the screen-saver setting and energy saving mode as the 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 energy and paper consumption; and
- ❑ where plastic bags are required for rubbish collection, we switch to the use of bags produced from degradable or recycled materials.