

# ***Environmental Report***

***2010***

***Civil Service Bureau***

## Introduction

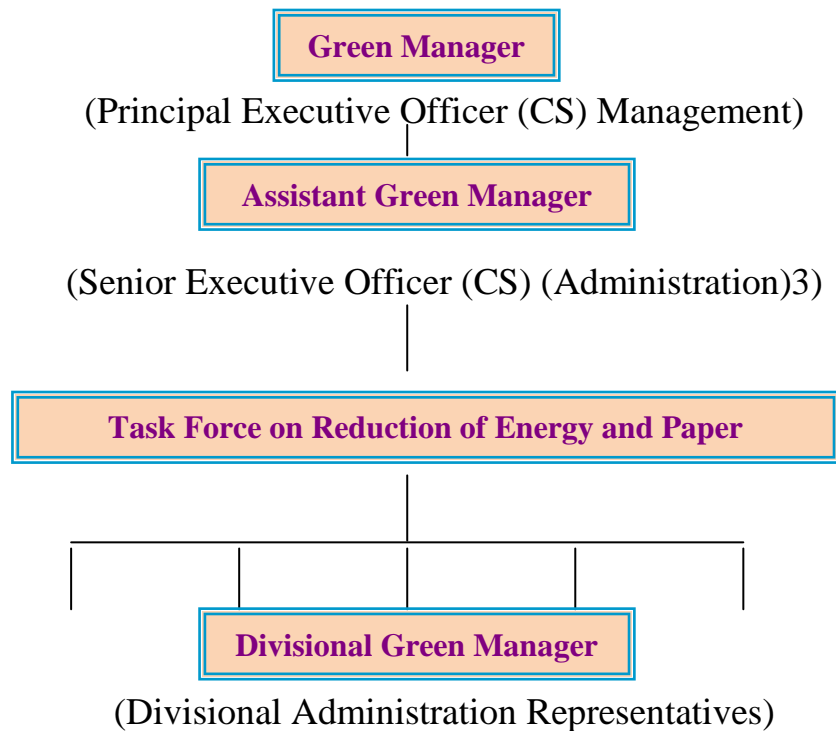
The Civil Service Bureau (CSB) is responsible for the formulation and implementation of policies on the management of the civil service, and our activities are largely office-based. This Environmental Report gives an updated account of the on-going green measures and our performance in green management.

## 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.

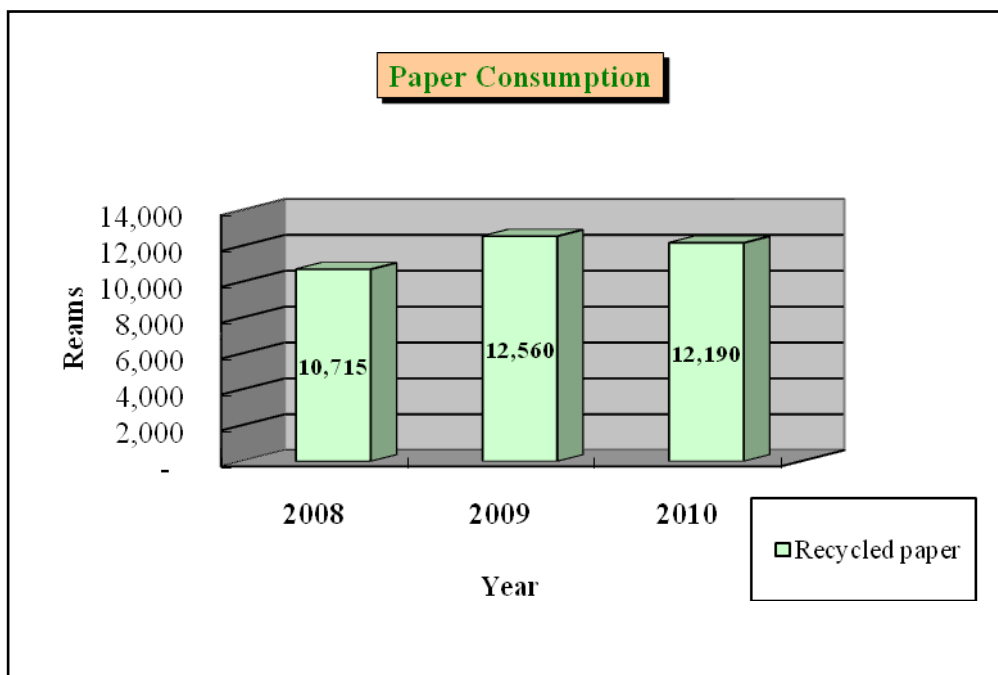
## Performance in 2010

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

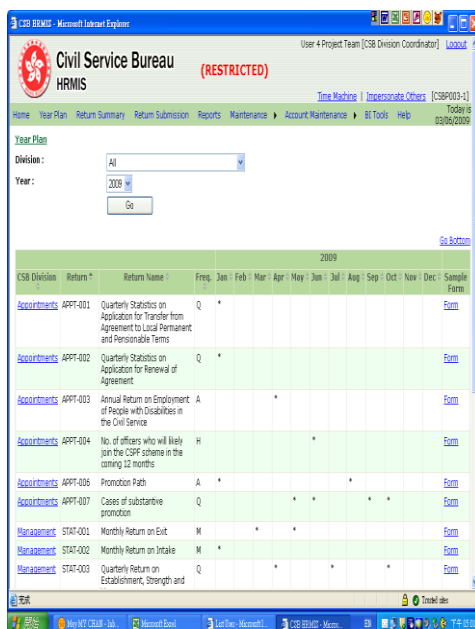
### (A) *Paper Consumption*

- In 2010, we recorded a reduction of 4% in paper consumption when compared to 2009;

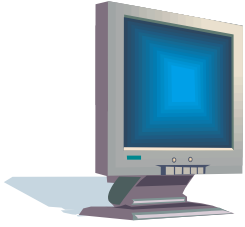




- we adopted wider use of recycled papers and its proportion in our total paper consumption exceeded 99%;



- we successfully completed the rollout of all phases of the CSB Human Resource Management Information System in September 2010 which enabled CSB to collect civil service personnel statistics and management information from bureaux/departments through electronic means instead of paper returns;



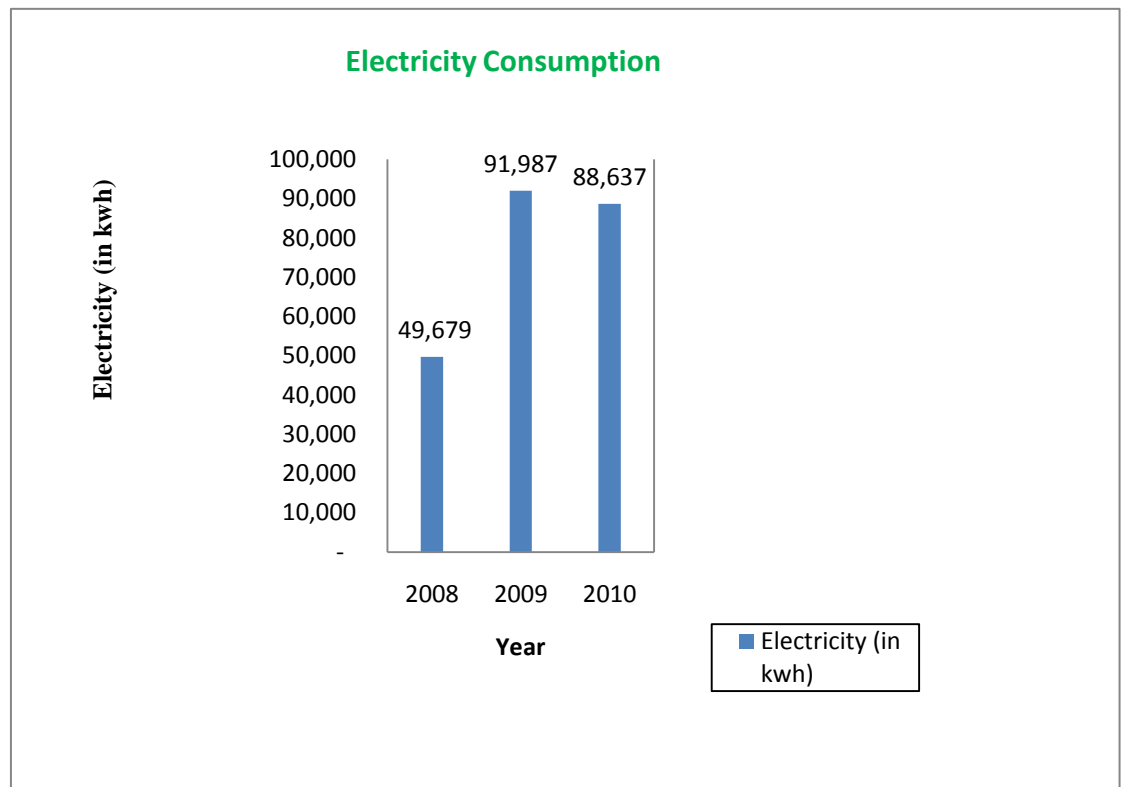
- we replaced 180 numbers of LCD monitors of larger size and with “Energy Star” Label which is the international standard for energy efficient consumer products. The provision of a larger monitor could also encourage users to read documents from the monitor directly and reduce the need for paper printing; and



- we implemented a Wi-Fi Internet Access Service at Civil Service Training and Development Institute and promoted to visitors the way to retrieve information in an electronic way, such as reading e-version newspapers.

**(B) *Energy Consumption***

- In 2010, we noted a decrease in total electricity consumption by 3,350kWh or 4% when compared with 2009; and



**Note:** The above figures only represent the electricity consumption of the CSB's offices in leased premises (two in 2008, three in 2009 and 2010) 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.

- we completed the replacement of worn out personal computers and upgrading of LCD monitors with models of lower power consumption such as "80 PLUS certified models" and "Energy Star".

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

- In 2010, we replaced 9 obsolete photocopiers with new models that are of low ozone emission design;
- our offices at North Point Government Offices and Queensway Government Offices participated in the Hong Kong Indoor Air Quality Assessment (HKIAS) and were awarded certificates of "Good Class" issued by the Environmental Protection Department;
- all of the three cars managed by CSB run on unleaded petrol. Compared with 2009, there was a 9% decrease in the total fuel consumption in 2010; and
- we arranged regular cleaning for air ducts, air-conditioning ventilation outlets and filters of fan coil units.



### (D) *Staff Awareness*

- We posted up a message on our information portal to appeal for colleagues' continued support in adopting a more relaxed code of business attire and dress down in the summer for energy conservation;

- we continued to regularly publicise environmental protection messages and green tips in the “Green Column” of our staff newsletters; and

**節約用紙 共創環保工作間**

自去年一月起，本局開始實行監察訂購白紙的計劃，旨在積極鼓勵各部/組別節約用紙，盡量減少訂購紙張。

經過一年的努力，本局在二零一零年的全年訂紙量相比二零零九年減少達4%，這實在有賴各位同事合作，大力支持環保。我們謹呼籲各位同事在新的一年繼續努力，務求進一步減少用紙量。

以下是一些節約用紙的小提示，讓同事再作參考：

- 盡量採用雙面打印、避免影印文件和在傳真時使用引頁
- 利用用過的紙張的空白背頁草擬/印製文件
- 設置環保箱，收集用過的紙張，以備再用或循環再造

**減碳「點子」咁簡單**

今期，我們承接低碳生活的主題，介紹一些既簡單又有趣的「減碳點子」，供同事參考。

世界自然基金會於六月份剛舉辦了一個名為「減碳擂台」的比賽，主題為「生活小創意，我的減碳秘技」。參賽者是一些曾接受基金會訓練的「氣候正能量大使」，他們以相片或短片表達自己認為可應用於日常生活的創意減碳方式，作為參賽作品。

以下就是這項比賽的其中一些參賽點子，希望為同事實踐低碳生活提供一些啟示！

- we encouraged our staff to participate in the activities relating to the promotion of green environment such as the Green Day organised by the Community Chest.

## Initiatives/Targets in 2011

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 2011:

Key Area	Green Measures
Paper Consumption	<ul style="list-style-type: none"> <li>□ To conduct regular review of paper consumption with a view to controlling the purchase orders of paper; and</li> <li>□ To fully adopt the use of recycled papers.</li> </ul>
Energy Consumption	<ul style="list-style-type: none"> <li>□ To replace worn out electrical appliances and computer equipment with lower power consumption models; and</li> <li>□ To closely monitor the electricity consumption in our leased office premises.</li> </ul>

<b>Key Area</b>	<b>Green Measures</b>
Staff Awareness	<ul style="list-style-type: none"><li data-bbox="604 376 1428 501">❑ To issue regular green messages and organise staff activities to enhance the staff awareness on waste reduction; and</li><li data-bbox="604 546 1428 627">❑ To promote green tips at the “Green Column” in staff newsletter.</li></ul>
Green Purchase	<ul style="list-style-type: none"><li data-bbox="604 683 1428 801">❑ To use plastic bags produced from degradable or recycled materials and laid it down in the cleansing service contracts; and</li><li data-bbox="604 846 1428 927">❑ To adopt green specifications as recommended by EPD for purchase of goods and services.</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 for promotion as a greener working environment.



## **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  
9/F, West Wing, Central Government Offices,  
2 Tim Mei Avenue  
Tamar, Hong Kong

**Civil Service Bureau  
December 2011**

## 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;
- as far as possible, we do not use envelopes for unclassified documents;
- 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;
- most of our staff use their own cups instead of paper cups;
- we encourage wider use of LCD projectors to facilitate meeting presentation, thus reducing the need for printing out meeting documents;
- we cease 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; 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;
- all conference rooms and meeting rooms of CSB in the Central Government Offices are equipped with T5 model fluorescent tubes or “Dimmerable” compact fluorescent lamps to achieve energy efficiency;
- 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 during lunch time and 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 occupancy 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 switch off the engines while waiting to reduce emission, 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;
- where plastic bags are required for rubbish collection, we switch to the use of bags produced from degradable or recycled materials; and
- we use recyclable laser printer cartridges.