

Environmental Report

2012

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.

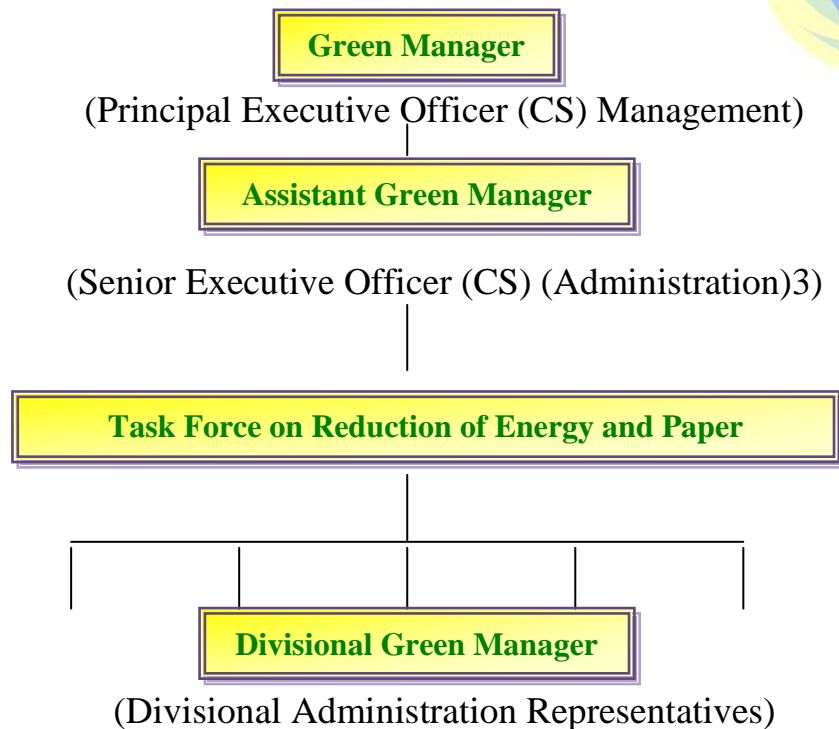
Our Environmental Policy

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. 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-





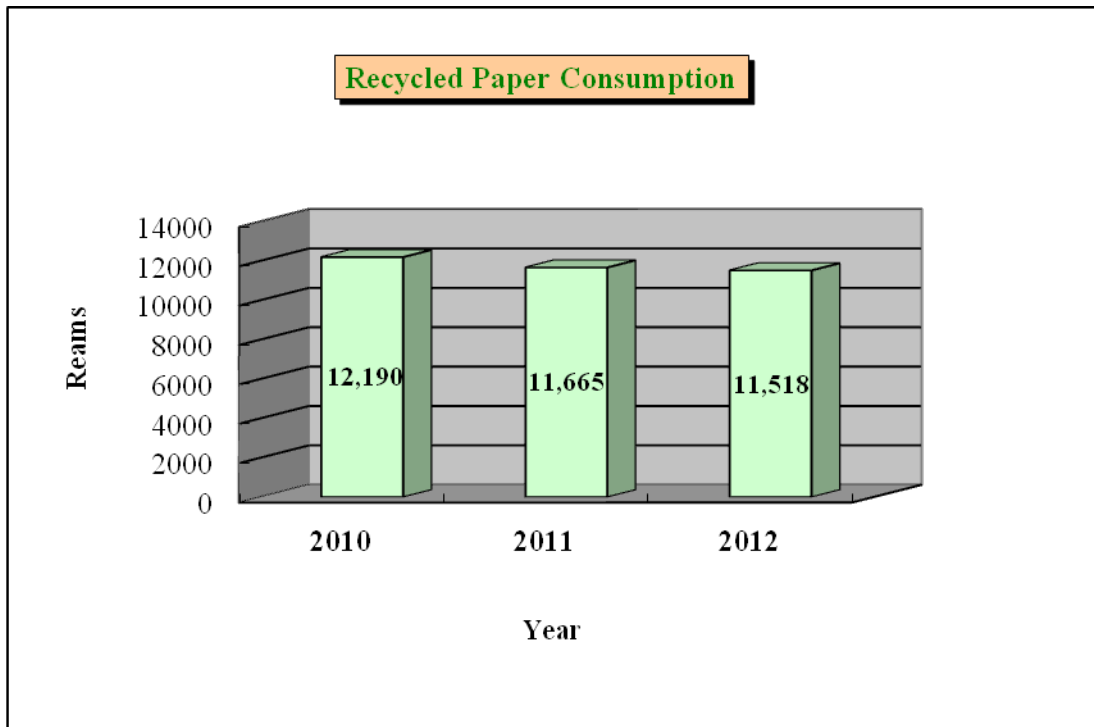
5. The role of the Green Manager is to promote and oversee the implementation of green housekeeping measures within CSB. The Green Manager is assisted by an Assistant Green Manager and supported by the Task Force on Reduction of Energy and Paper Consumption which is a cross-divisional working group comprising 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 2012

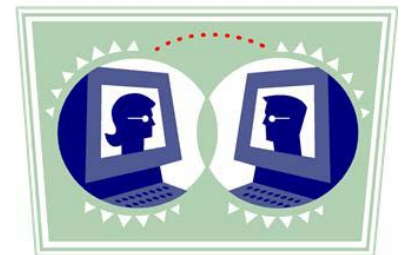
6. Our green performance in different areas is summarised below:

(A) Paper Consumption

- ❑ In 2012, we recorded a reduction of 1.3% in paper consumption when compared to 2011;
- ❑ when compared with the paper consumption in 2010, the reduction is 5.5%;

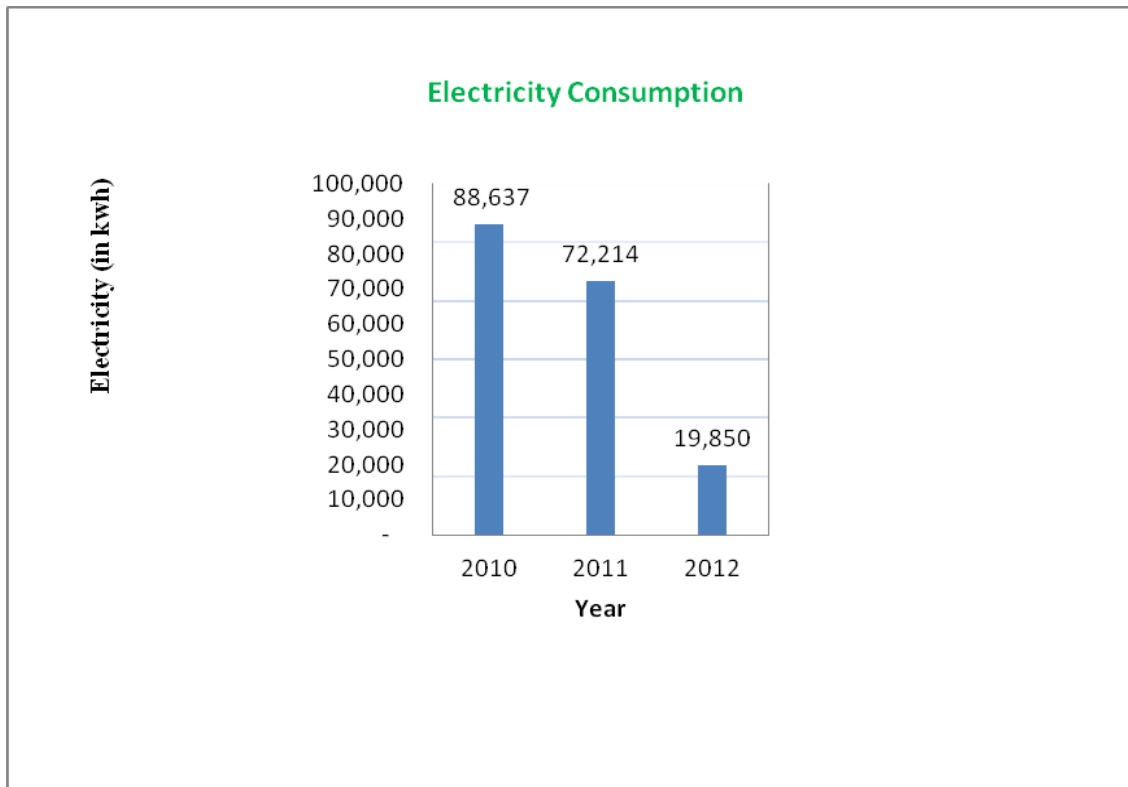


- we maintained the usage of recycled papers at 100%;
- we adopted paperless meeting technology for internal meetings and interviews inside conference rooms of our offices at the Tamar Central Government Offices (CGOs) as far as practicable to reduce the use of paper;
- we ceased printing hardcopy of CSB Staff Newsletter; and
- the Inland Revenue Department (IRD) granted the Green Employer Award 2011-12 to CSB for supporting IRD's e-services and promotion of green environment.



(B) Energy Consumption

- In 2012, we noted a decrease in total electricity consumption by 52,364 kWh or 72.5% when compared with 2011; and



Note: With the relocation of our offices at the Citibank Tower to Tamar CGOs in October 2011, there was a significant drop in electricity consumption in 2012 when compared to 2010 and 2011. In 2012, there were only two leased premises which were 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 is not covered in this report.



- all electrical appliances such as microwave ovens and refrigerators procured for our offices were classified as Grade 1 under the existing energy label regime.

(C) *Commitment to Clean Air Charter*



- In 2012, we replaced two obsolete photocopiers with new model which is of low ozone emission design;

- Indoor Air Quality tests were regularly conducted at our offices at Tamar CGOs. The whole CGOs building has been awarded the certificate of “Excellent Class” issued by the Environmental Protection Department (EPD) under the Indoor Air Quality Certification Scheme (IAQCS);
- our offices at North Point Government Offices (NPGOs) and Queensway Government Offices (QGOs) also participated in the IAQCS and were awarded certificates of “Good Class” issued by EPD;
- all three cars managed by CSB use unleaded petrol. Compared with 2011, there was a 7% increase in total fuel consumption in 2012 which was attributable to the increase of 13% in total distance travelled; and
- we arranged regular cleaning for air ducts, air-conditioning ventilation outlets and filters of fan coil units in our offices.



(D) Staff Awareness

- We updated an Internal Circular on Green Housekeeping to set out the updated green housekeeping measures in our bureau;
- we posted up a green message on our information portal to appeal for colleagues’ continued support in adopting a more relaxed code of business attire and dress down in summer for energy conservation;
- we continued to regularly publicise environmental protection messages and green tips in the “Green Column” of our staff newsletters;



- we organised inspection teams to conduct regular energy conservation compliance checks to ensure that table lamps, personal computers, printers and office equipment, etc. are switched off during lunch time and after office hours when they are not in use;
- we circulated green tips on energy saving to colleagues on a regular basis; and
- we encouraged our staff to participate in activities relating to the promotion of green environment, such as the Green Day organised by the Community Chest and in-house pop-up green message design competition.



(E) *Green Purchase*

- We adopted EPD's green specifications for purchase of goods as far as practicable;
- when procuring IT equipment, we adopted green specifications of IT products promulgated by the Office of the Government Chief Information Officer (OGCIO);
- we incorporated the green guidelines into the new cleansing contract for our office in Fairmont House; and
- we incorporated the emission standards into the invitation for quotations of vehicle hiring services.

Initiatives/Targets in 2013

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 2013:

Key Area	Green Measures
Paper Consumption	<ul style="list-style-type: none">❑ To continue with quarterly reviews of paper consumption with a view to controlling the purchase of paper.❑ To continue to fully adopt the use of recycled paper.❑ To further adopt paperless meeting technology inside conference rooms for meeting and interview purposes as far as practicable.❑ To adopt the e-Procurement Service for the purchase of IT products/services under the IT Standing Offer Agreements.
Energy Consumption	<ul style="list-style-type: none">❑ To closely monitor the electricity consumption in our offices with a view to achieving energy savings.❑ To extend the practice of conducting office security/energy conservation checks in our offices located at QGOs/ NPGOs.❑ To replace worn out/obsolete electrical appliances, computer equipment and system servers with energy efficient models.❑ To re-align the service of servers at the coming upgrading exercise to reduce the number of server equipment and to reduce energy consumption.



Key Area	Green Measures
Staff Awareness	<ul style="list-style-type: none">❑ To issue regular green messages and organise/ participate in activities to enhance staff’s awareness on waste reduction and environmental protection.❑ To continue to publicize green tips at the “Green Column” in our Staff Newsletter.
Green Purchase	<ul style="list-style-type: none">❑ To adopt green specifications for purchase of goods and services as far as practicable.❑ To continue incorporating the green guidelines into the new cleansing contracts for our offices where appropriate.❑ To continue incorporating the emission standards into the invitation for quotations of vehicle hiring services.

The Way Forward

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

Fax : 2868 5069

Post : Civil Service Bureau
9/F, West Wing, Central Government Offices,
2 Tim Mei Avenue
Tamar, Hong Kong

Civil Service Bureau
September 2013



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 adopt the full use of recycled paper.
- ❑ 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 encourage our staff to double check the setting of the photocopier before making copy.
- ❑ 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 yellow/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 implement the Wi-Fi Internet Access Service at the Civil Service Training and Development Institute and promote to visitors the way to retrieve information in an electronic way, such as reading e-version newspapers.
- ❑ 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 the completion of performance appraisals on Official Languages Officer. An electronic version has been placed on a computer platform for common access and retrieval.
- We cease to issue hardcopy of CSB Staff Newsletter.
- We send out electronic seasonal greeting cards during festive seasons.
- We monitor the consumption of paper regularly and remind divisions when their orders have reached the threshold as compared with the consumption of the previous year.

(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.
- Motion sensors and light sensors are widely adopted in our office in CGOs.
- We adopt the central directive of maintaining the indoor temperature at 25.5°C as far as practicable during summer.
- Within our office premises of NPGOs and QGOs -
 - as far as practicable, we use energy-saving light bulbs and reduce the illumination in ancillary areas and areas where there is natural light; and
 - we reduce common area lighting to the minimum during lunch time and after office hours.
- We arrange cleansing of the air-conditioning/ventilation system and dust filters regularly.

- ❑ Where electrical devices or appliances have to be replaced, we would switch to models which are more energy efficient.
- ❑ We monitor and control consumption of fuel for all vehicles managed by CSB.
- ❑ All personal computers and LCD monitors in use are models of lower power consumption, such as “80 PLUS certified models” and “Energy Star”.
- ❑ We turn on the screen-saver setting and energy saving mode as the default setting in all personal computers and notebooks.
- ❑ Where operationally practicable, we switch off lights, table lamps, computers, printers, air conditioners and electrical devices when they are not in use.

(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.
- ❑ Our office premises in Tamar CGOs, NPGOs and QGOs have joined the Indoor Air Quality Certification Scheme. We conduct regular indoor air quality tests in office area to ensure good indoor air quality. The certificates will be renewed on a regular basis by the responsible offices/departments.
- ❑ We replace our vehicles with environment-friendly models that run with more fuel efficient engines.
- ❑ 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 by email regularly.
- ❑ We promote and encourage staff to adopt green office practices and green tips through regular reminders and the CSB Staff Newsletter.
- ❑ We organise inspection teams to conduct regular compliance checks to ensure that table lamps, personal computers, printers and office equipment, etc. 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 for use by staff.
- ❑ With the sponsorship of CSB, the CSB Volunteer Team organises activities in relation to environmental conservation from time to time.

(E) Green Purchase

- ❑ We purchase green products and avoid single-use disposable items as far as possible and where economically rational.
- ❑ We adopt EPD's green specifications for purchase of goods as far as practicable.
- ❑ We incorporate the green guidelines into new cleansing contracts for our offices where appropriate.
- ❑ We incorporate the emission standards into the invitation for quotations of vehicle hiring services as far as practicable.

(F) *Organising/Attending Events*

- ❑ We issue invitations in electronic means as far as practicable.
- ❑ We do not use corsages and reduce the use of name badges.
- ❑ We decline the acceptance of corsages and badges, souvenirs and gifts as far as practicable when attending events.
- ❑ We limit the main dishes to 6 or below when hosting Chinese cuisine in restaurant.
- ❑ We avoid dishes prepared by using food ingredients that are likely to be captured/harvested in ecologically unfriendly ways.
- ❑ We avoid using disposable paper/plastic utensils.

(G) *Other Reduction and Recycling Friendly Measures*

- ❑ We collect waste paper and used printer cartridges for recycling.
- ❑ We provide recycle bins in our offices in the CGOs, NPGOs and QGOs to collect aluminum, glass and plastic wastes for re-cycling. For the office in Tamar CGOs, we also collect compact discs (with all the data and information on the diskette deleted) for re-cycling.
- ❑ We minimise the use of products which are not environmentally friendly.
- ❑ We adopt auto-sensitized water tap in our offices to save water.
- ❑ We use environmental friendly materials, devices and equipment when refurbishing new offices.
- ❑ We promote a green working environment by providing 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.
- ❑ We use recyclable laser printer cartridges.
- ❑ We reuse decorative materials at festive seasons.
