

Environmental Report

2013

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.

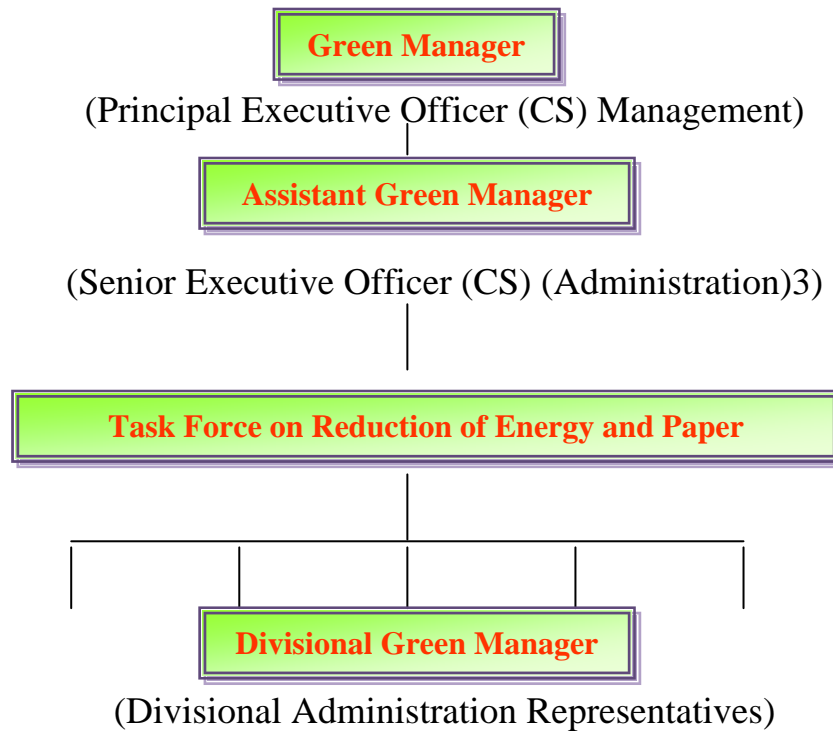
Our Environmental Policy

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.

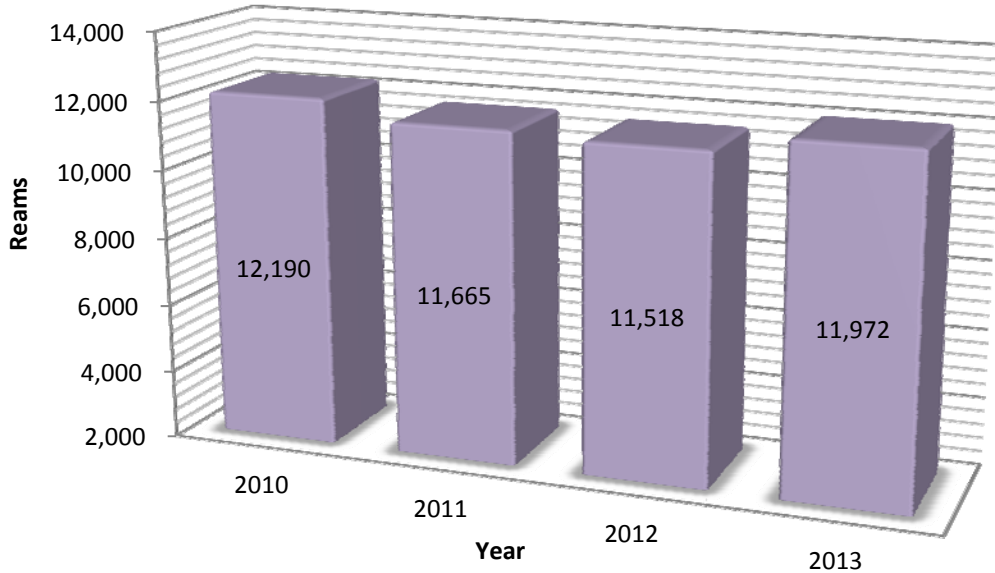
Performance in 2013

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

(A) *Paper Consumption*

- In 2013, we recorded a 3.9% increase in paper consumption when compared to 2012. It is mainly attributable to an increase in recruitment activities and the preparation work for the study on extension of the service of civil servants to meet service needs;

Recycled Paper Consumption



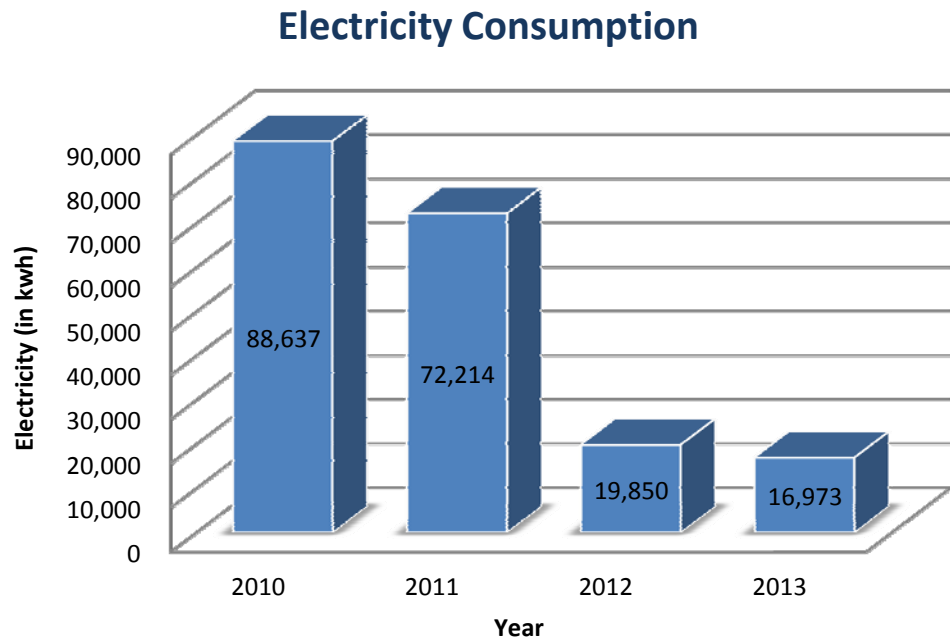
- we maintained the usage of recycled papers at 100%;
- we adopted paperless meeting technology for internal meetings and interviews inside conference rooms of our offices at the Tamar Central Government Offices (CGOs) as far as practicable to reduce the use of paper; and
- we ceased to issue hard-copy of guidance notes on the completion of performance appraisals on Training Officer grade. An electronic version has been placed on a computer platform for common access and retrieval.





(B) Energy Consumption

- In 2013, we noted a decrease in total electricity consumption by 2,877kWh or 14.5% when compared with 2012; 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 (decreased by 52,364 kWh or 72.5%) when compared to 2011. In 2012 and 2013, 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 2013, we replaced 13 obsolete photocopiers with new model which is of low ozone emission design in our offices at Tamar CGOs and North Point Government Offices (NPGOs);
- all three cars managed by CSB use unleaded petrol. Compared with 2012, there was a 19% decrease in total fuel consumption in 2013 which was attributable to the decrease of 12% in total distance travelled;
- we arranged regular cleaning for air ducts, air-conditioning ventilation outlets and filters of fan coil units in our offices; and



- we conducted Indoor Air Quality tests regularly and joined the Indoor Air Quality Certification Scheme with satisfactory results as set out below –

Indoor Air Quality Certification Scheme		
CSB Premises	Certified location	Valid until
Fairmont House	Public Area of Whole Building (Good Class)	19 November 2014
Queensway Government Offices	Whole Building (Good Class)	26 February 2015
North Point Government Offices	Whole Building (Good Class)	4 March 2015
Tamar Central Government Offices	Whole Building (Excellent Class)	16 August 2015

(D) Staff Awareness

- We have issued an Internal Guidelines on Bestowal of Gifts/Souvenirs in an Official Capacity in 2013 to remind officers of the green practice of refraining from bestowing gifts or souvenirs to others during the conduct of official activities and avoiding the exchange of gifts or souvenirs during meetings and visits involving outside parties as far as possible;
- we regularly post up green messages on our information portal to appeal for colleagues' continued support in energy and paper 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; and
- we encouraged our staff to participate in activities relating to the promotion of green environment , including the Green Day organised by the Community Chest and the Light Outs Campaign organised by the World Wide Fund for Nature.

(E) Waste Collection

- We continued to collect waste paper, aluminum, glass bottles and compact discs (with all the data and information on the diskette deleted) for recycling;
- we collected about 1,200 empty toner cartridges for recycling in 2013; and



- for the offices in NPGOs, we joined the glass bottle recycling programme organised by the Hong Chi Association to collect used glass bottles for the production of eco-bricks; and

- we participated in the EPD's Voluntary Computer Recycling Programme for the disposal of aged computers to avoid and reduce computer waste.





(F) *Green Purchase*


- We adopted EPD's green specifications for purchase of goods as far as practicable;
- we implemented the e-Procurement Service for the purchase of IT products/ services under IT Standing Offer Agreements;
- when procuring IT equipment, we adopted green specifications of IT products promulgated by the Office of the Government Chief Information Officer (OGCIO);
- we reduced the number of server equipment under the server upgrade exercise for Lotus Notes;
- 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 2014

7. 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 2014:

Key Area	Green Measures
<p>Paper Consumption</p> 	<ul style="list-style-type: none"> ❑ To continue with quarterly reviews of paper consumption and publicise the review results to divisions with a view to controlling the purchase of paper and reducing the use of paper. ❑ To continue to fully adopt the use of recycled paper. ❑ To explore the feasibility of setting up an electronic recordkeeping system. ❑ To promote saving of paper through pop-up message.
<p>Energy Consumption</p> 	<ul style="list-style-type: none"> ❑ To closely monitor the electricity consumption in our offices with a view to achieving energy savings. ❑ To replace worn out/obsolete electrical appliances, computer equipment and system servers with energy efficient models.
<p>Staff Awareness</p> 	<ul style="list-style-type: none"> ❑ To continue to issue regular green messages and organise/ participate in activities to enhance staff's awareness on waste reduction and environmental protection. ❑ To continue to publicise green tips at the "Green Column" in our Staff Newsletter. ❑ To reinforce the concept of recycling among staff by organising bookcrossing and book donation activities to encourage them to share their favorite books with others.
<p>Clean Air</p> 	<ul style="list-style-type: none"> ❑ To explore the feasibility of conducting the Indoor Air Quality measurement for our leased office premises at the Fairmont House.

Key Area	Green Measures
<p data-bbox="210 376 446 412">Green Purchase</p> 	<ul style="list-style-type: none"><li data-bbox="552 376 1428 456">❑ To continue adopting green specifications for purchase of goods and services as far as practicable.<li data-bbox="552 479 1428 604">❑ To continue incorporating the green guidelines into the new cleansing contracts for our offices where appropriate.<li data-bbox="552 627 1428 707">❑ 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
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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 and Training 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.
- ❑ We refrain from bestowing gifts or souvenirs to others during the conduct of official activities and avoid the need to exchange gifts or souvenirs during meetings and visits involving outside parties as far as possible.

(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.
