



OFTA

電訊管理局
Office of the Telecommunications Authority

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Office of the Telecommunications Authority

香港特別行政區 Hong Kong Special Administrative Region

環保報告 Environmental Report

2007/08

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01 Introduction

This is the eighth Environmental Report of the Office of the Telecommunications Authority (OFTA). It sets out our environmental policy as well as our performance in 2007/08. It also paves the way for our green initiatives in the year ahead.

02 Our Environmental Policy and Measures

OFTA is committed to adhering to the principles of Reduce, Reuse and Recycle in the consumption of resources with the objective of saving resources and reducing waste.

We also comply with the relevant legislation and codes of practices to provide a green and healthy environment for staff to work in.

03 Functions and Work of OFTA

OFTA is the executive arm of the Telecommunications Authority, who is the statutory body responsible for regulating the telecommunications industry in Hong Kong.

With 319 staff members, the main duties of OFTA cover economic and technical regulation of telecommunications services, enforcement of fair competition in the telecommunications sector and management of radio frequency spectrum.

Our headquarters is located in Wu Chung House, Wan Chai and there is a branch office in Kwun Tong.

04 Environmental Management

Green House-keeping

Our Assistant Director (Support) is appointed as the Green Manager to oversee and review the Department's green measures. To promote environmental awareness and participation among staff, the Department has implemented proper measures on the following aspects:-

Use of Energy and Resources

- Minimize paper consumption
- Ensure proper maintenance of our departmental cars and remind drivers to switch off the car engine whilst waiting

Prevention of Pollution

- Recycle/reuse waste
- Donate old computer equipment to charitable organizations

Purchasing and Contracting Out

- Take environmental protection factor into account in the procurement of goods & services

Work Environment

- Set office temperature at 25.5°C
- Provide greenery and plants in offices
- Use venetian blinds and air circulators to adjust the room temperature

Education and Training

- Promote staff's awareness of environmental protection through green tips, seminars/workshops and environmental protection activities

Communication

- Report regularly to the management on the progress of our environmental measures
- Share experience with the Environmental Campaign Committee of the Hong Kong Productivity Council

05 Key Environmental Achievements in 2007/08

Paper Consumption

We have continued our effort in promoting a less-paper office:-

- Electronic means of communications are widely adopted for both internal and external communication
- Use electronic submissions and forms
- Use e-filing, e-circulation systems where applicable
- Use e-faxes
- Double-side printing or multi-page printing per sheet of paper
- Implement computer-aided management systems to reduce paper records and transactions (e.g. booking of meeting room, telephone message)
- Electronic Library Management System for borrowing of books by departmental users
- Staff are reminded to use fewer or to re-use envelopes as far as practicable

The paper and envelope consumption over the past four years are shown in Tables 1 and 2 below:-

Table 1 – Paper Consumption

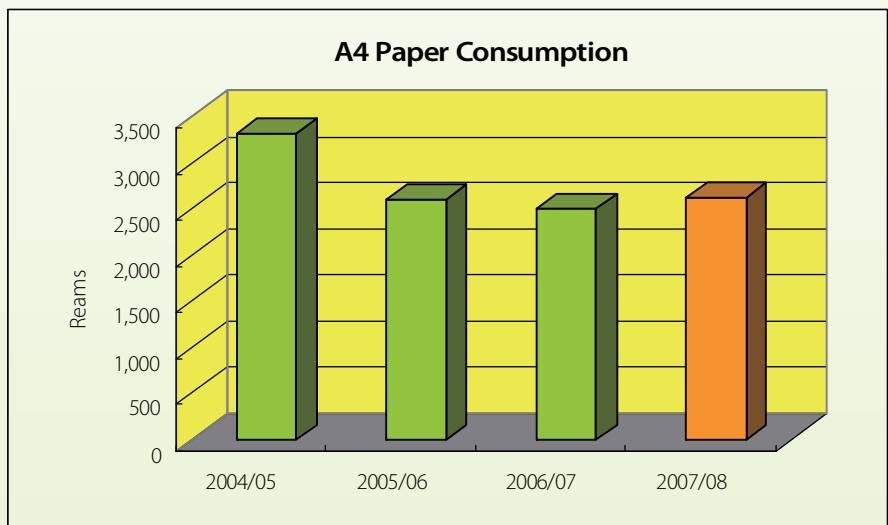
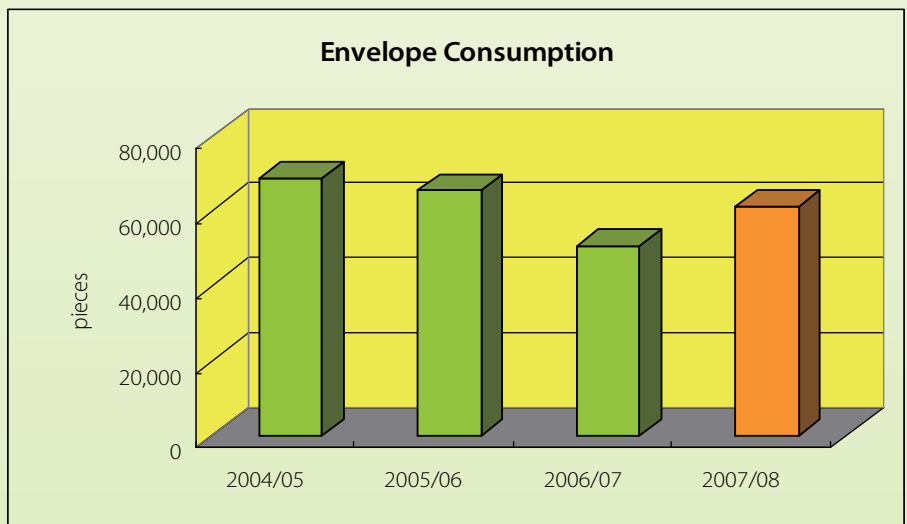


Table 2 – Envelope Consumption



The consumption of paper and envelopes in 2007/08 was increased by 4.92% and 20.94% respectively compared to 2006/07. The additional paper/envelopes were mainly required by the Telemarketing Regulation Division for discharging its duties of enforcing the new Unsolicited Electronic Messages Ordinance. During the year, a large quantity of registered letters were sent to complainants and the parties being complained against in line with the law enforcement procedures.

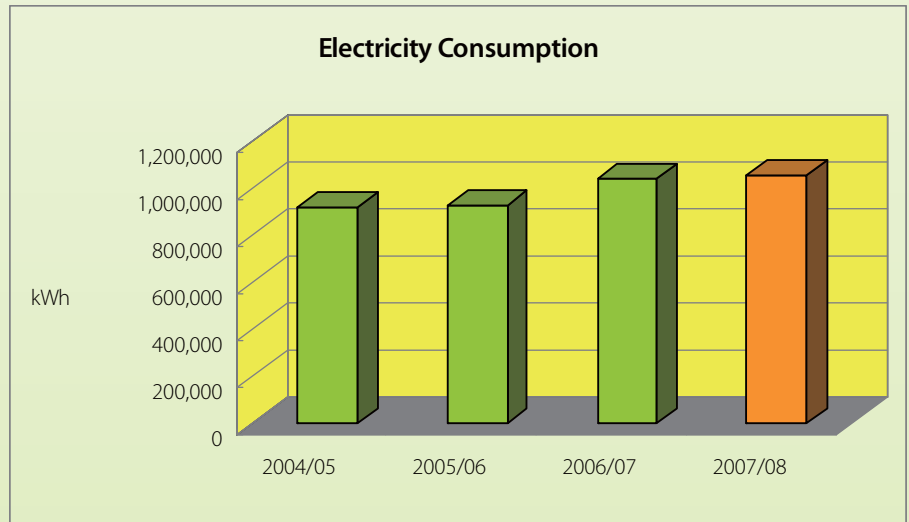
Energy Consumption

We have taken the following energy saving measures:-

- Reduced non-essential lighting in our office, replacing traditional T8 fluorescent tube lighting system with high efficiency electronic ballast with T5 tube with a view to achieving saving of power consumption by 50% and a longer lamp life
- In line with the government's energy saving policy, we have maintained our indoor temperature at 25.5°C
- Staff are reminded to switch off their computer and office equipment when not in use; stickers/labels are fixed on light switches and other office equipment to remind officers to take energy saving measures
- Installed timer adaptors to ensure photocopiers and printers are switched off outside office hours

The electricity consumption in the past four years is shown in Table 3 below. The electricity consumption was increased by 1.55% in 2007/08. The increase in electricity consumption is mainly due to the installation of 8 additional computer systems for office automation during the year.

Table 3 – Electricity Consumption

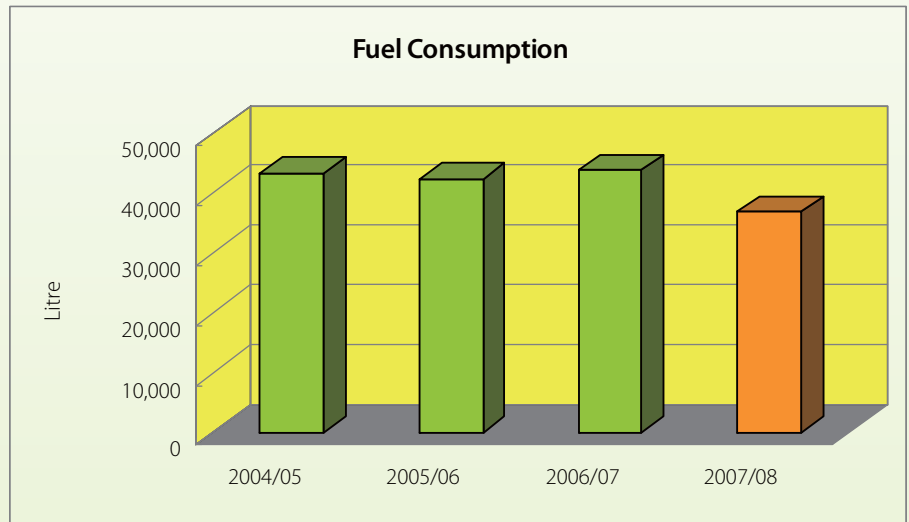


We also closely monitor the fuel consumption by our departmental vehicles by:-

- Constantly reminding drivers to switch off their engines while waiting
- Maintaining all our vehicles in good condition to ensure efficient use of fuel

The fuel consumption in the past four years is shown in the Table 4 below:-

Table 4 – Fuel Consumption



The fuel consumption is reduced by 15.82% in 2007/08 as compared to 2006/07. The decrease in fuel consumption is mainly due to the following policies:-

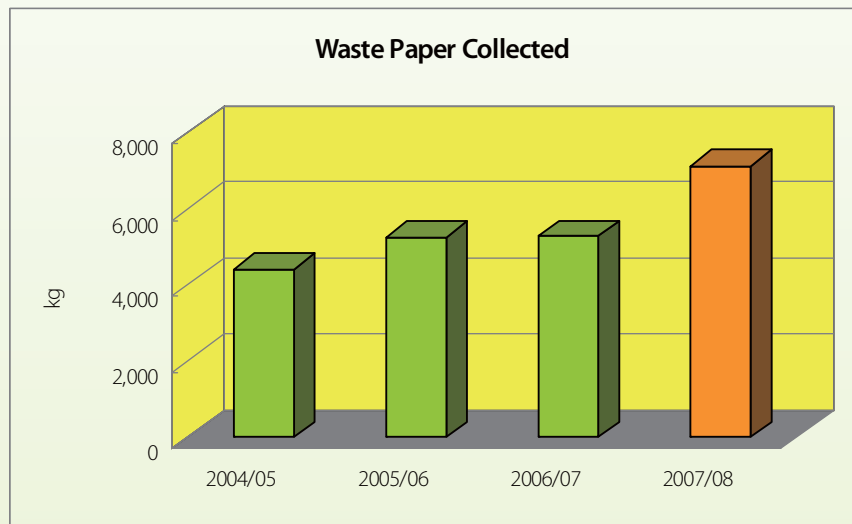
- encourage sharing of pool cars
- plan routes with a view to minimizing the journey time and distance and avoiding congested areas
- avoid single-passenger car trips

Prevention of Pollution

We have continued our efforts to reduce the amount of solid waste in our daily operations:-

- The amount of waste paper collected in the past four years is shown in Table 5 below. A total of 7,133 kg of waste paper was collected in 2007/08, which has increased by 35.09% compared to the preceding year.
- All staff members are provided with green collection boxes as containers to collect used papers for recycling.
- To save office space and achieve economy in records management, destruction of time-expired files is conducted from time to time.

Table 5 - Waste Paper Collected



- We collect the toner cartridges of facsimile machines, photocopying machines and computer laser printers for recycling and re-use. A total of 163 toner cartridges were collected in 2007/08.
- 8 Uninterruptable Power Supply (UPS) batteries for ensuring the stability and continuity of power supply to critical IT systems are collected by professional waste collection companies for recycling and re-use.
- We have all along been recycling and re-using festive/decorative materials within the office.
- Recycle of waste electrical and electronic equipment e.g. fluorescent light tubes.
- Plants are placed in our office premises to create a green and comfortable environment.
- Plastic containers and aluminum cans are collected for recycling.
- 112 pieces of computer equipment were donated to charitable organizations in 2007/08.

Procurement Management

The environmental aspect has been taken into consideration in the acquisition of goods and services:-

- All photocopying paper is either wood free or from recycled sources.
- Nickel-Metal Hydride and Lithium-ion batteries are procured instead of Nickel-Cadmium types to reduce possible pollution.
- Energy efficiency ratings are taken into account in the procurement of electric appliances and equipment. We also ensure that consumable items to be procured are on the Green Products List of the Government Logistics Department.

The environmental factor is one of our concern in evaluating quotation bids for the contracting out of services. Bidders are required to meet certain environmental requirements and credits are given to those meeting certain level of environmental standards (e.g. ISO 14000) or with certificates on environmental protection.

Promotion of Staff Awareness and Staff Participation

- Encourage staff to keep fewer personal copies of file records for a neat and efficient work environment
- Encourage staff to support green activities launched by other government departments and organizations, such as the tree conservation activity or the wetland protection programme
- Disseminate energy saving tips to staff through animated notice to remind them of the green initiatives and daily conservation measures
- Encourage staff to attend seminars/workshops on environmental management

06 The Way Forward

To keep up our impetus in green management, we have set the following targets for 2008/09:-

- Lower electricity consumption by reducing non-essential lighting in our office premises and replacing traditional T8 fluorescent tube lighting system with energy efficient fluorescent tubes
- Monitor the air quality of the office premises
- Devise more green tips on energy saving for promulgation to staff
- Explore further energy saving measures and reduce waste in our operations.

07 Comments and Suggestions

You are welcome to give us suggestions and views on this report by emailing us at webmaster@ofta.gov.hk, by fax to 2803 5110 or by post to:

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