

OFTA 電訊管理局



電訊管理局 Office of the Telecommunications Authority

香港特別行政區 Hong Kong Special Administrative Region

環保報告

Environmental Report

2008/09

1

### Introduction

This is the ninth Environmental Report of the Office of the Telecommunications Authority (OFTA). This report provides an up-to-date account of the green measures taken and our achievements in 2008/09, it also sets out our green targets for 2009/10.

2

### 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.

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### Functions and Work of OFTA

Established on 1 July 1993, OFTA is the executive arm of the Telecommunications Authority, who is the statutory body responsible for regulating the telecommunications industry in Hong Kong.

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.

4

### Environmental Management

Our Assistant Director (Support) is appointed as the Green Manager to promote, oversee and review the Department's green initiatives.

# 5

## Key Environmental Achievements in 2008/09

In 2008/09, OFTA was awarded the “Class of Excellence” **Wastewi\$e Logo** and **EnergyWi\$e Logo** under the **Hong Kong Awards for Environmental Excellence** programme organized by the Hong Kong Productivity Council. The Hong Kong Awards for Environmental Excellence programme aims to encourage businesses and organisations to adopt green measures and to recognize their commitment to environmental protection. The green initiatives we adopted in 2008 included -

- Replacement of traditional T8 fluorescent light tubes by energy efficient T5 tubes
- Removal of excess fluorescent light tubes in the office areas while maintaining the lighting at an optimal level
- Collection of spent fluorescent tubes for recycling
- Collection of waste papers for recycling
- Donation of old computers/accessories to charitable organisations
- Installation of timers in photocopiers, printers and drinking machines to switch off the machines after office hours

Our environmental achievements in 2008/09 are summarized below -

### **Paper Consumption**

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

- Disseminate information among staff members through e-notices and circulars on the departmental portal, Intranet and departmental website

- Use electronic submissions and forms, upload departmental publications onto the Homepage
- Adopt e-filing and e-flimsies system
- Promote wider use of e-faxes
- Use e-Christmas Card since 1999
- Encourage double-side printing or multi-page printing per sheet of paper
- Implement computer-aided management systems to reduce paper records and transactions (e.g. e-booking of meeting room, e-telephone message, e-booking of departmental transportation, etc)
- Adopt electronic Library Management System for borrowing of books by departmental users
- Use fewer or re-use envelopes as far as practicable

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

Table 1 – Envelope Consumption

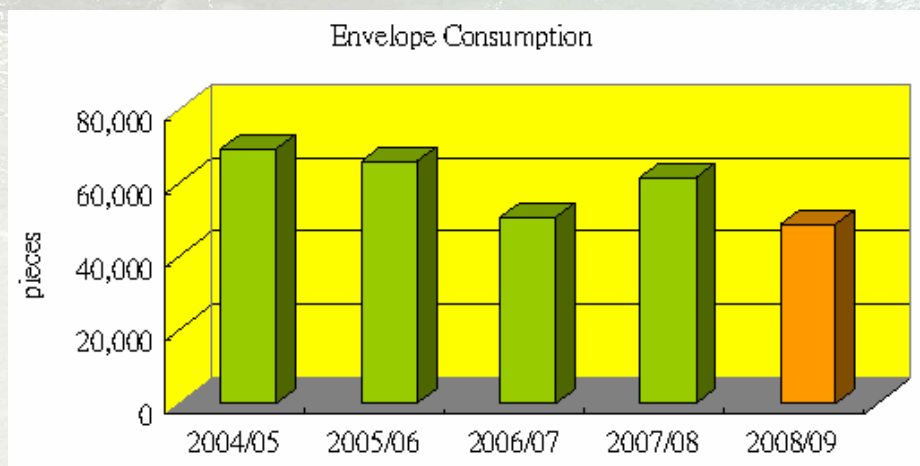
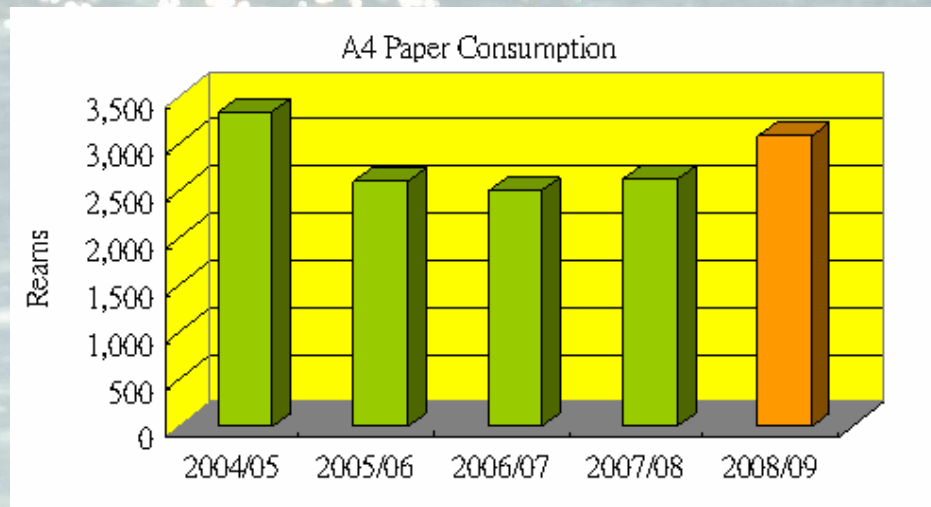


Table 2 – Paper Consumption



We consumed 48,790 envelopes in 2008/09 which represented a decrease of 20.6% compared with 2007/08. As regards paper consumption, it increased by 17.2% to 3,073 reams compared to the preceding year. The additional papers were mainly consumed by the Telemarketing Regulation Division for discharging its duties of enforcing the Unsolicited Electronic Messages Ordinance. During the year, over 10,000 case files were opened and 560 reams of paper were consumed by the Division for processing complaints/enquiries under the ordinance.

### Energy Consumption

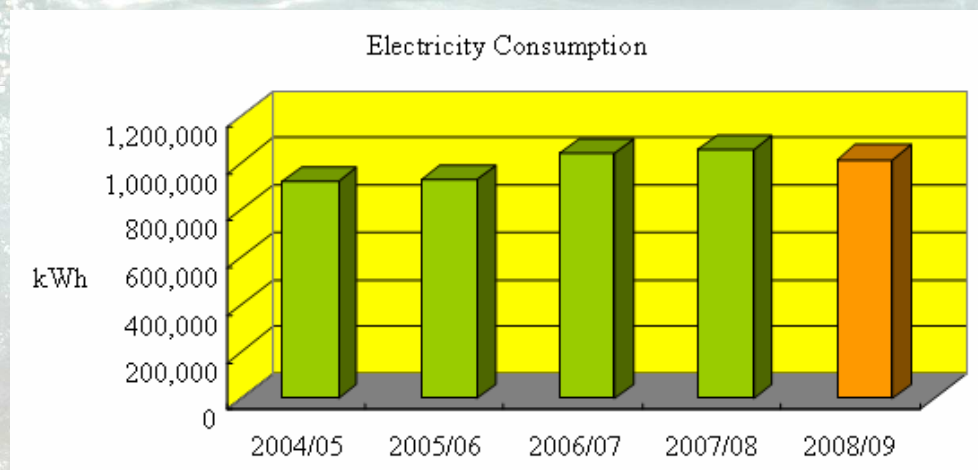
We have taken the following energy saving measures -

- Reduce non-essential lighting in our office, replacing traditional T8 fluorescent tube lighting system with high efficiency electronic ballast with T5 tube in order to save power consumption and to achieve a longer lamp life
- Remind staff to switch off their computers 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
- Install timer adaptors to automatically switch off photocopiers and printers outside office hours
- Maintain the indoor temperature at 25.5°C

The electricity consumption in the past five years is shown in Table 3 below. A decrease of 3.7% was noted in 2008/09 compared with the preceding year.

Table 3 – Electricity Consumption

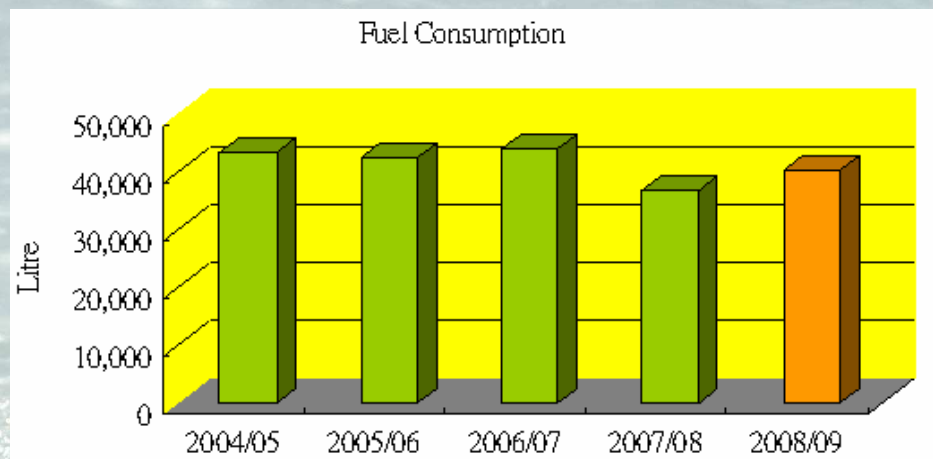


We also closely monitor the fuel consumption by our departmental vehicles by -

- Constantly reminding drivers to switch off their engines while waiting
- Maintaining all our vehicles in good condition to ensure efficient use of fuel
- Phasing out the replacement of our vehicles which have reached/near the end of their life span over the next few years

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

Table 4 – Fuel Consumption



The fuel consumption is increased by 9% in 2008/09 compared to 2007/08 mainly due to the overtime work engaged by the departmental fleet during the 2008 Olympics and Paralympics Equestrian Events and various ad hoc operations during the year.

### Prevention of Pollution

We have continued our efforts to reduce the creation of pollution or other solid waste in our daily operations -

- Improve the air quality of the office through air duct cleansing on two of our office premises
- Promote waste paper collection. As shown in Table 5 below, a total of 9,733 kg of waste paper was collected in 2008/09, an increase of 36.5% compared to the preceding year
- Arrange for regular destruction of obsolete files to free up office space and achieve efficiency in records management

- Take part in the waste separation scheme coordinated by the Building Management Office of Wu Chung House. Aluminium cans, plastic bottles and papers were collected and recycled
- Provide staff members with green collection boxes to encourage collection of used papers for recycling
- Collect the toner cartridges of facsimile machines, photocopying machines and computer laser printers for recycling and re-use. A total of 187 toner cartridges were collected in 2008/09
- Continue to recycle and re-use festive/decorative materials within the office
- Keep plants in our office premises to create a green and comfortable environment

Table 5 - Waste Paper Collected



### Procurement Management

A “Green procurement” concept was adopted as far as practicable -

- Energy efficiency ratings are taken into account in the procurement of electric appliances and equipment



- 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
- 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 concerns 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**

- Remind staff constantly of the importance of energy saving through screen saver tips or organize intra-departmental competition with the aim of instilling in staff the habit of switching off lights or electrical equipment when not in use
- Encourage staff to participate in green activities launched by other government departments and organizations, such as the tree conservation activities or nature protection programmes
- Continue to explore ways to reduce electricity and paper consumption, improve internal environmental practices and maximize recycling practices

# 6

## The Way Forward

We would continue to review the effectiveness of our various green measures and seek continuous improvement in the efficient use of resources and energy by -

- Participating in energy saving competition organized by various green organizations, such as the “Power Smart 2009” run by the Friends of the Earth
- Conducting regular compliance checks to ensure that lights, office equipment, where applicable, are switched off during lunch time and after office hours
- Lowering electricity consumption by reducing non-essential lighting in our office premises and replacing traditional T8 fluorescent tube lighting system with energy efficient fluorescent tubes
- Monitoring the air quality of the office premises by arranging for the cleansing of the air-ventilation system and dust filters
- Devising more green tips on energy saving for circulation to staff
- Exploring further energy saving measures and waste reduction methods in our operations

# 7

## Comments and Suggestions

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

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