OFTA 電 訊 管 理 局

Office of the Telecommunications Authority

Environmental Report 2009/10

二零零九至二零一零年度環保報告

Contents

(1) Introduction

This is the tenth 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 2009/10, it also sets out our green targets for 2010/11.

(2) Our Environmental Policy and Measures

OFTA is committed to ensuring that our daily operations are conducted in an environmentally responsible manner. We will also adhere to the principles of Reduce, Re-use and Recycle in the consumption of resources with the objective of saving resources and reducing waste.

(3) Functions and Work of OFTA

OFTA was established on 1 July 1993 and is the executive arm of the Telecommunications Authority (TA). The TA is appointed under the Telecommunications Ordinance (Cap. 106) as the statutory body responsible for regulating the telecommunications industry in Hong Kong.

Since June 1995, OFTA has been operating on a trading fund basis, with its funding supported by income derived mainly from licence fees.

With about 330 staff members, OFTA's major role is to regulate and facilitate the development of the telecommunications sector. Its responsibilities include licensing and regulation of services, enforcing fair competition rules, coordinating the development of the telecommunications infrastructure, investigating consumer and industry complaints pertaining to suspected breach of provisions in the Telecommunications Ordinance and licence conditions, enforcing the provision in the Unsolicited Electronic Messages Ordinance (Cap. 593), ensuring efficient utilization of the radio frequency spectrum,

coordinating satellite orbital positions, providing advice to the Government on telecommunications matters, representing Hong Kong in the International Telecommunication Union and other international fora, and ensuring Hong Kong's compliance with relevant international agreements.

(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 2009/10

In 2009/10, OFTA was awarded the **"Class of Excellence" Wastewi$e Label** and **"Class of Good" Energywi$e Label** under the **Hong Kong Awards for Environmental Excellence** (HKAEE) programme organised by the Hong Kong Productivity Council.   The HKAEE 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 2009/10 included -

- Replacement of traditional T8 fluorescent light tubes by energy efficient T5 tubes
- Collection of used toner and ink cartridges for recycling
- Collection of spent fluorescent tubes for recycling
- Collection of waste paper for recycling
- Collection of unwanted crystalline plastic items for recycling
- Collection of spent batteries containing heavy metals for recycling
- Installation of timers in photocopiers, printers and drinking machines to switch off the machines after office hours

Our environmental achievements in 2009/10 are summarised below -

Paper Consumption

We continued our effort in promoting a less-paper office by enhancing the use of e-services and e-publications, as well as promoting a wider use of electronic facilities for communication with staff members -

- Disseminate information to 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, e-flimsies system and e-circulation system
- Promote wider use of e-faxes
- Use e-Christmas Card since 1999
- Encourage double-sided or multi-page printing, place recycling bins at various places in the office to collect recyclable paper, plastic and aluminum waste
- Implement computer-aided management systems to reduce paper records and transactions (e.g. e-inventory check of office furniture and equipment, e-booking of meeting rooms, 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
- Adopt the Electronic Licensing System (ELSO) to streamline the licensing procedure and to save paper

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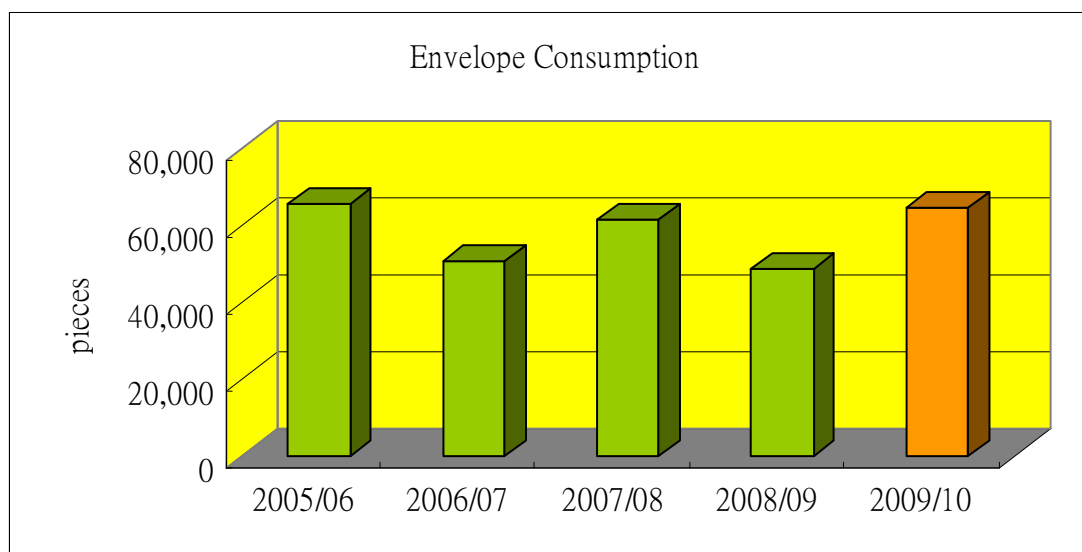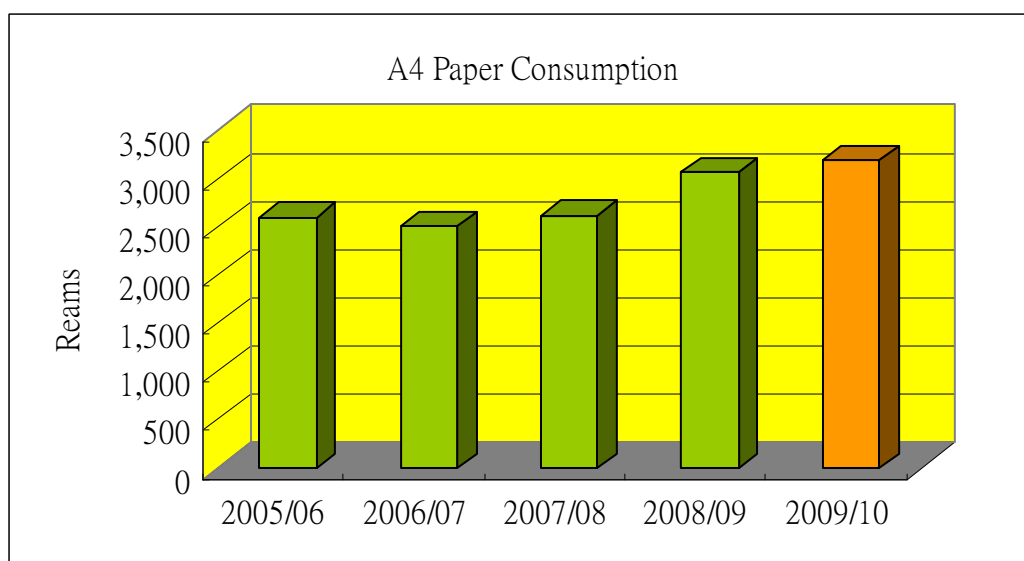
Table 1 – Envelope Consumption

Table 2 – Paper Consumption

We consumed 64,540 envelopes in 2009/10 which represented an increase of 32.3% compared to 2008/09. As regards paper consumption, it increased by 3.74% to 3,188 reams compared to the preceding year. The additional envelopes consumed were mainly due to the increased publicity campaigns conducted by our Public Affairs Section. The additional paper consumption was mainly due to the increased workload of our Telemarketing Regulation Section in handling complaint/enquiry letters related to the enforcement of Unsolicited

Electronic Messages Ordinance. During the year, over 5,116 new case files were opened.

Energy Consumption

We have adopted the following energy saving measures -

- Reduce non-essential lighting in our office
- Replace the traditional T8 fluorescent tube lighting system by energy saving T5 tubes 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; labels are fixed on light switches and 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^{o}C
- Arrange for cleansing of the air-conditioning system to maintain good indoor air quality in the office and to ensure efficient operation of the air-conditioning and ventilation systems

The electricity consumption in the past five years is shown in Table 3 below. The consumption for 2009/10 was maintained at more or less the same level as that for 2008/09 despite the addition of a computer server room in our Kwun Tong office.

Table 3 – Electricity Consumption

Electricity Consumption

kWh

| | 2005/06 | 2006/07 | 2007/08 | 2008/09 | 2009/10 |
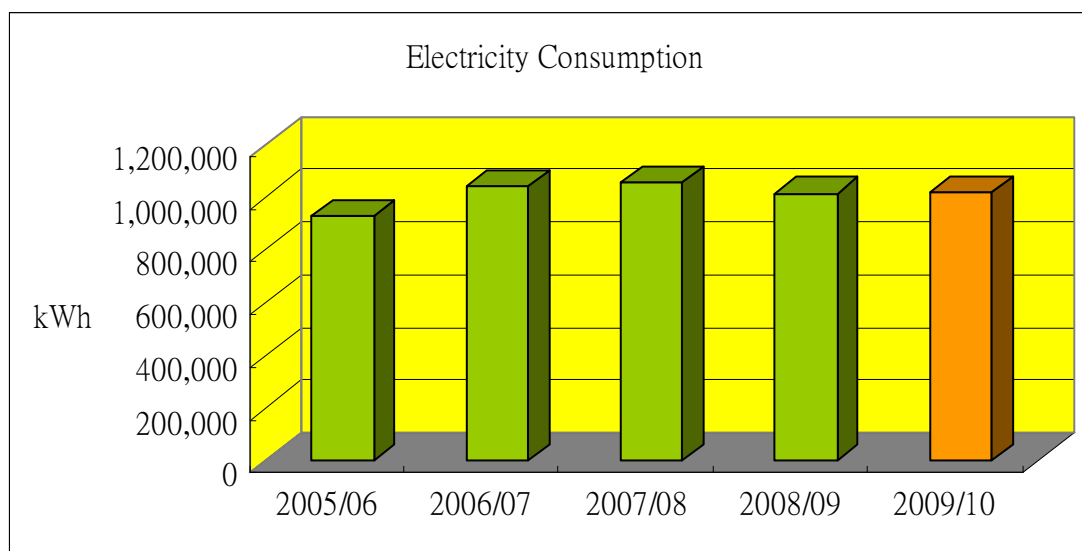
We monitored closely the fuel consumption of our departmental vehicles and we also take the following active measures to reduce carbon emissions -

- Constantly reminding drivers to switch off their engines during the waiting period
- Maintaining the vehicles in good condition to ensure the efficient use of fuel
- Replacing old vehicles which have reached the end of their life span

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

Table 4 – Fuel Consumption
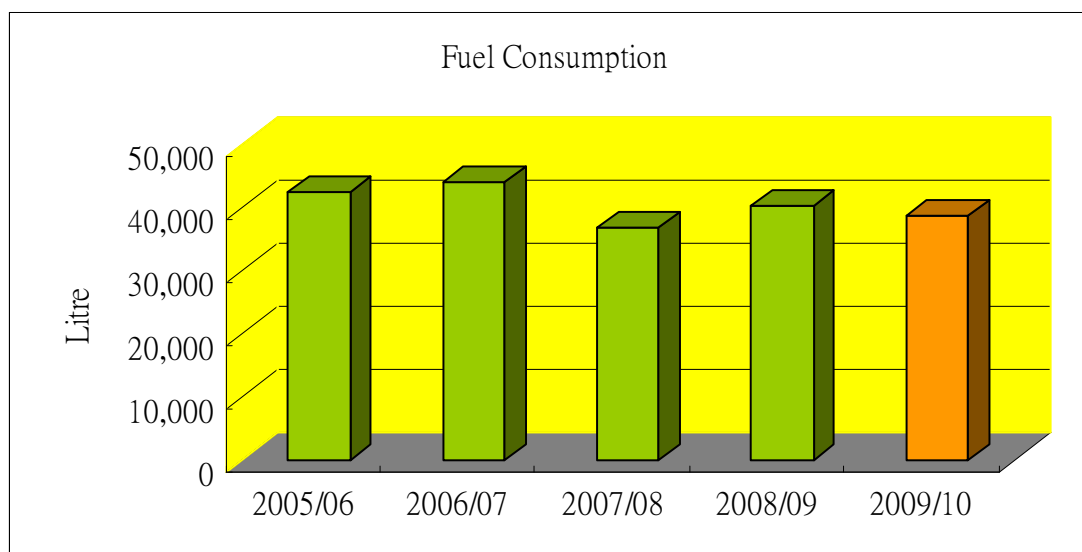
The fuel consumption is decreased by 3.97% in 2009/10 compared to 2008/09.

Prevention of Pollution

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

- Promote waste paper collection.　As shown in Table 5 below, 8,839 kg of waste paper was collected in 2009/10

- Arrange for regular destruction of obsolete files to free up office space and achieve efficiency in records management. 147 closed files have been disposed in 2009/10

- Take part in the waste separation scheme coordinated by the Building Management Office of Wu Chung House.　Aluminium cans, plastic bottles and paper were collected and recycled

- Provide staff members with green collection boxes to encourage collection of used paper for recycling

- Collect the toner cartridges of facsimile machines, photocopying machines and computer laser printers for recycling and re-use. A total of 170 toner cartridges were collected in 2009/10

- Collect unwanted crystalline plastic items for recycling
- Collect the spent batteries containing heavy metals from vehicles for recycling.   A total of 22 kg of spent batteries were collected in 2009/10
- Continue to recycle and re-use festive/decorative materials within the office
- Keep plants in our office premises to create a green environment

Table 5 - Waste Paper Collected
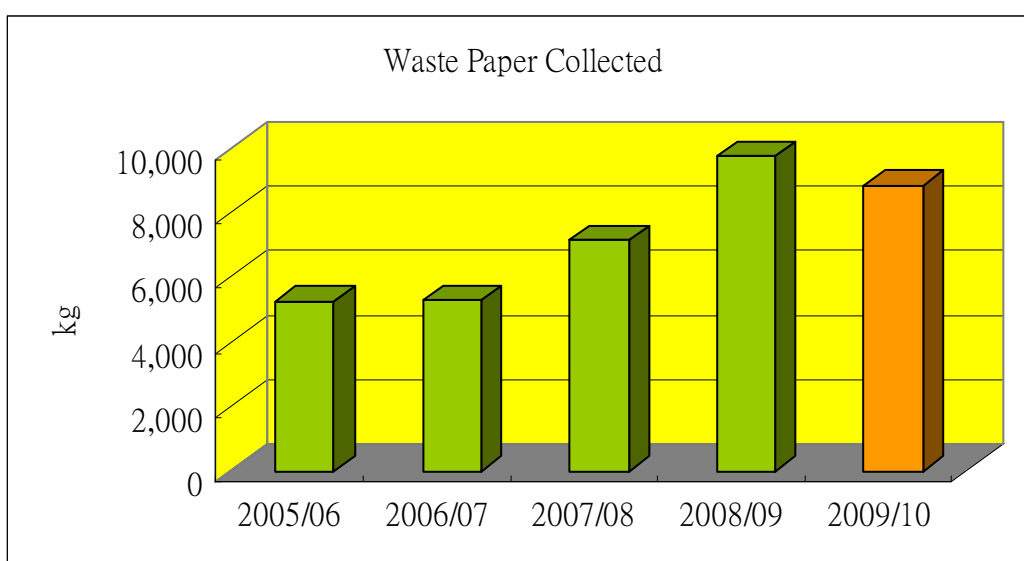
Procurement Management

We support and promote the practice of environmentally responsible purchasing.   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 protection factor is one of our considerations in evaluating quotations submitted by bidders in the contracting out of services.   Bidders are required to meet certain environmental protection requirements and credits will be given to those meeting the relevant environmental standards (e.g. ISO 14000) or possessing certificates on environmental protection.

Promotion of Staff Awareness and Staff Participation
- Remind staff constantly of the importance of energy saving through e-mails and organise 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 organisations, such as tree conservation activities or nature protection programmes
- Place labels to remind colleagues to save energy and paper consumption

(6) The Way Forward
We will continue to review the effectiveness of our green measures and seek continuous improvement in the efficient use of resources and energy by –

- Replacing the existing Mobile Radio Licensing System by the electronic "ELSO" system and aim at completing the replacement by 2012

- Participating in energy saving competitions organised by various green organisations, such as the "Power Smart 2010" organised by Friends of the Earth

- Organising intra-departmental competitions with the aim of instilling in staff the habit of energy saving

- Conducting regular compliance checks to ensure that lights and 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 using energy efficient fluorescent tubes

- Replacing traditional Emergency Exit lights and spotlights by LED lights

- Encouraging our staff to use public transport wherever possible, having regard to our operational needs and work requirements

- Replacing the old central air-conditioning system of our Kwun Tong office by window-type or split-type air-conditioners with energy efficient labels

- Monitoring the air quality of our office premises and arranging for the cleansing of the air-ventilation system and dust filters

- Devising more green tips on energy saving for circulation to staff, e.g. exploring the use of the hibernate function for computers

- Replacing printers and photocopiers by multi-function copiers which can also support printing and scanning functions

- Sending un-enveloped publicity materials to members of the public

- Repairing and re-upholstering of old furniture instead of purchasing new furniture

(7) 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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