



電訊管理局

Office of the Telecommunications Authority

香港特別行政區 Hong Kong Special Administrative Region

# Environmental Report 2010/11

## 二零一零至二零一一年度環保報告

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## **I. Introduction**

This is the 11<sup>th</sup> Environmental Report of the Office of the Telecommunications Authority (OFTA). This report provides an up-to-date account of our green measures taken and our achievements in 2010/11, it also sets out our green initiatives for 2011/12.

## **II. Our Environmental Policy and Measures**

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

### **III. Functions and Work of OFTA**

OFTA was established as an independent Government department 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 the telecommunications industry of Hong Kong and to facilitate its development. Our work covers six main areas:

- licensing and regulating of telecommunications services
- enforcing the provisions in the Telecommunications Ordinance concerning anti-competitive practices and misleading conduct
- ensuring efficient utilisation of the radio frequency spectrum and satellite orbital positions
- providing advice to the Government on telecommunications matters and rendering technical support to the Broadcasting Authority on the regulation of broadcasting services and to the Government on the implementation of digital terrestrial television policy
- enforcing the provisions of the Unsolicited Electronic Messages Ordinance (Cap. 593)
- representing Hong Kong in the International Telecommunication Union as well as other international fora, and ensuring Hong Kong's compliance with various international agreements on telecommunications technical standards.

### **IV. Environmental Management**

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

## V. Key Environmental Achievements in 2010/11

In 2010/11, OFTA was again awarded the “Class of Excellence” Wastewi\$e Label and “Class of Good” Energywi\$e Label of the Hong Kong Awards for Environmental Excellence (HKAEE) Scheme. The HKAEE aims to encourage businesses and organisations to adopt green management and green innovation and to recognise their commitment to environmental excellence. The key green initiatives we adopted in 2010/11 included –

- Replacement of traditional T8 fluorescent light tubes by energy efficient T5 tubes when existing T8 tubes reached the end of their life span
- Deployment of “Hibernate” function to computers in our offices to reduce electricity consumption during lunch break or meetings and the computers can be re-activated quickly
- Collection of waste paper for recycling
- Collection of unwanted crystalline plastic items for recycling
- Collection of exhausted toner and ink cartridges for recycling
- Collection of spent fluorescent tubes for recycling
- Replacement of traditional emergency exit lights and spotlights by LED lights
- Replacement of the old central air-conditioning system in our Kwun Tong office by window-type or split-type air-conditioners with energy efficient labels

Our environmental achievements in 2010/11 are summarized in the following sections –

## 1. Paper Consumption

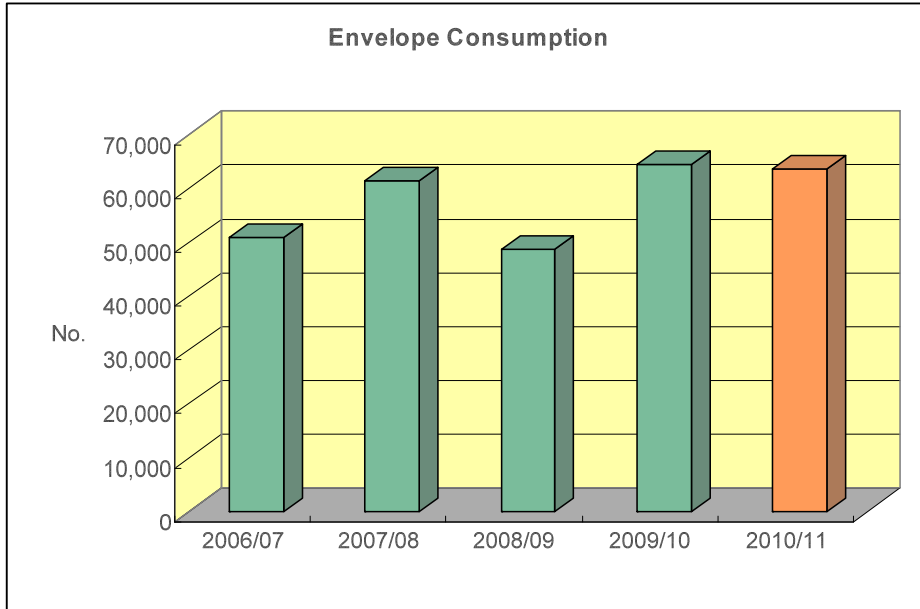
We continued our effort in promoting a less-paper office by enhancing the use of e-services and e-publications, as well as promoting wider use of electronic facilities for communication among staff members -

- Use electronic submissions and forms; upload departmental publications onto our homepage
- Disseminate information among staff members through e-notices and circulars on the departmental portal, Intranet and departmental website
- Encourage double-sided or multi-page printing; place recycling bins at various locations in the office to collect recyclable paper, plastic and aluminum waste
- Adopt e-filing, e-flimsies system and e-circulation system
- Promote wider use of e-fax
- Use e-Christmas Card since 1999
- Adopt 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 transport, etc.)
- Adopt electronic Library Management System for book borrowing by staff members
- Use fewer or re-use envelopes as far as practicable
- Implement the electronic Licensing System (ELSO) to streamline the licensing procedures and to save paper

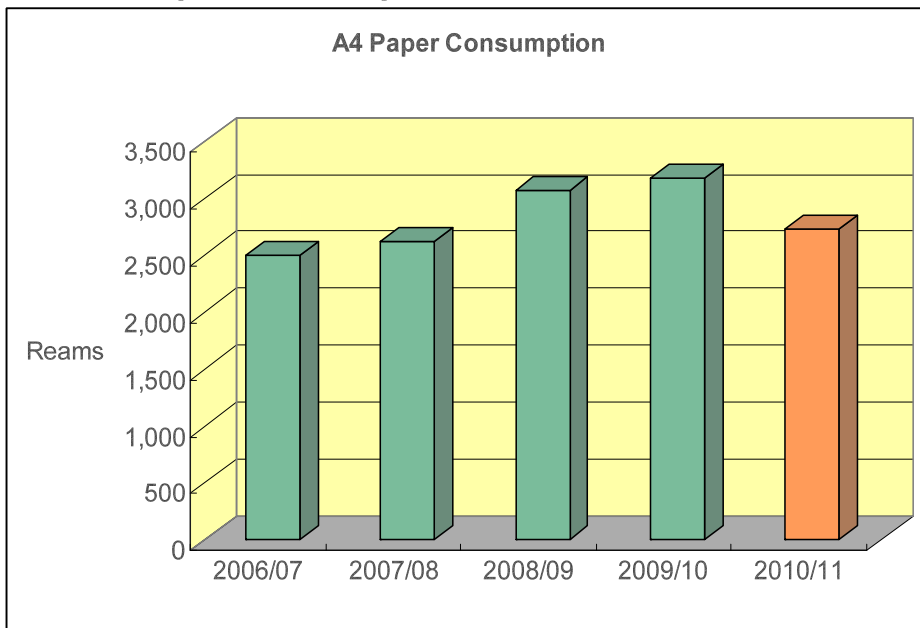
In 2010/11, with the continuous implementation of the electronic form submission and licensing system and double-sided printing, both envelope consumption and paper consumption decreased compared with 2009/10. 63,600 envelopes were consumed in 2010/11, which is a decrease of 1.46% compared with the consumption of 64,540 envelopes in 2009/10. Paper consumption also decreased sharply by 14.1% from 3,188 reams to 2,740 reams compared to the preceding year.

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

**Table 1 – Envelope Consumption**



**Table 2 – Paper Consumption**



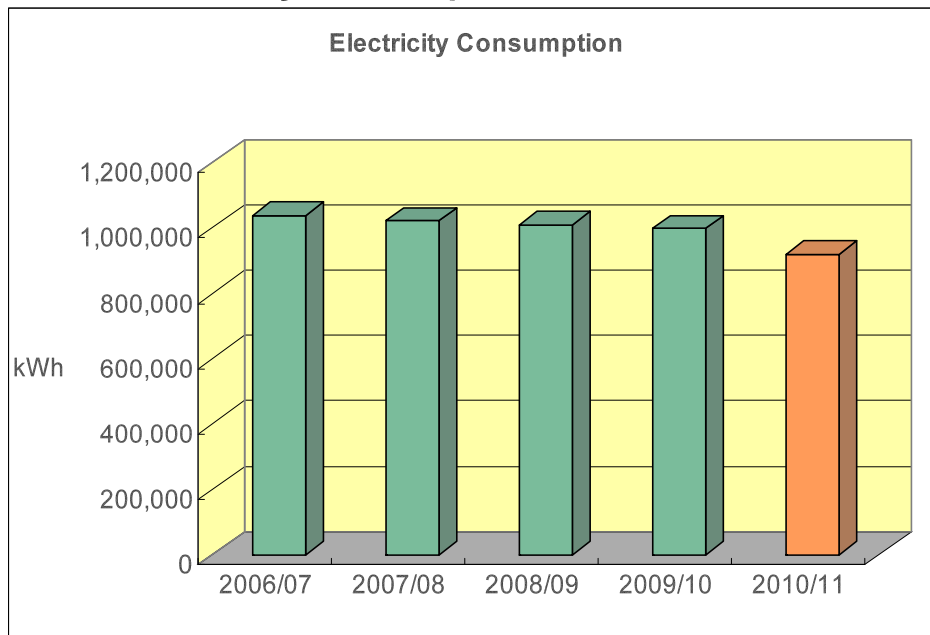
## 2. Energy Consumption

In 2010/11, we have taken the following energy saving measures –

- Deploy the “Hibernate” function to most computers in our offices
- Replace emergency exit sign plates by LED exit signs
- Reduce non-essential lightings in our office
- Continuously replace the traditional T8 fluorescent light tubes by energy efficient T5 tubes when existing T8 tubes reached the end of their life span
- Remind staff to switch off their computers and office equipment when not in use; labels are adhered on light switches and office equipment to remind officers to take energy saving measures
- Use timer adaptors to automatically switch off photocopiers and printers after office hours
- Arrange the cleansing of air-conditioning system to maintain good indoor air quality in the office and to ensure efficient operation of air-conditioning and ventilation systems

Our electricity consumption has decreased significantly by 7.67% to 921,074 kWh compared with the preceding year. The electricity consumption over the past five years is shown in Table 3.

**Table 3 – Electricity Consumption**



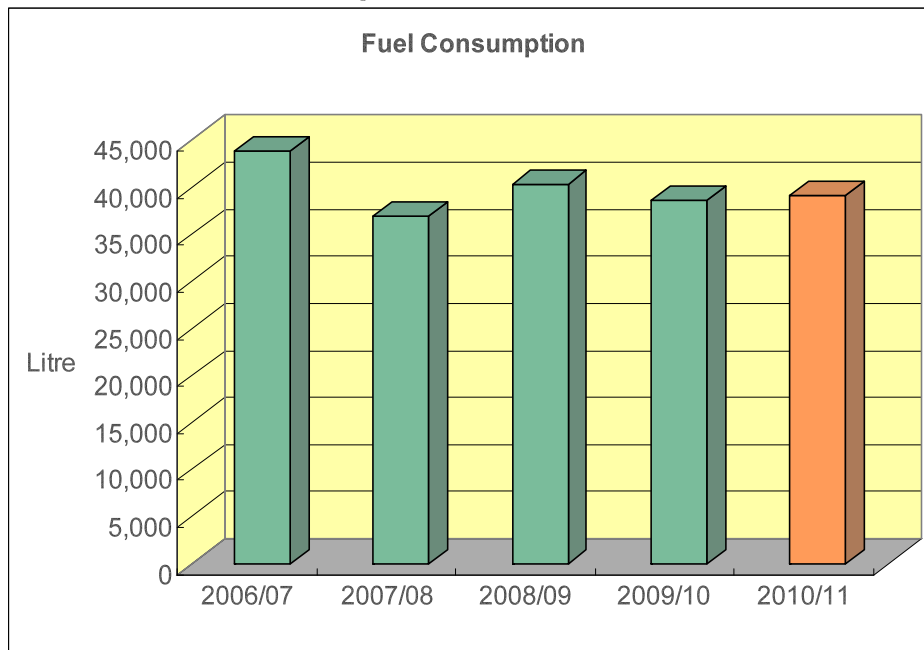


We also closely monitored the fuel consumption of our departmental vehicles and the following active measures were taken to reduce carbon emissions –

- Constantly reminding drivers to switch off engines of their vehicles during the waiting period
- Maintaining the vehicles in good conditions to ensure efficient use of fuel

The fuel consumption over the past five years is presented in Table 4. Compared with 2009/10, fuel consumption is increased slightly by 1.04% to 39,071 Litres in 2010/11.

**Table 4 – Fuel Consumption**



### 3. Prevention of Pollution

We have continued our efforts to minimize pollution and other solid wastes in our daily operations –

- Dispose obsolete files regularly to free up office space and achieve efficient records management
- Exchange and repair old furniture and equipment
- Participate in the waste separation scheme to collect aluminium cans, plastic bottles and papers for recycling
- Keep festive/decorative materials to the minimal in the offices
- Keep plants in our office premises to create a green and comfortable environment
- Collect the toner cartridges of facsimile machines, photocopying machines and printers for recycling and re-use. A total of 227 toner cartridges were collected in 2010/11
- Provide green collection boxes to our staff to encourage recycling of used paper

As shown in Table 5, a total of 9,631kg waste paper was collected for recycling in 2010/11, which denotes a 8.96% increase as compared to 8,839kg in 2009/10. We will keep reducing the use of paper and collecting waste paper for recycling in the coming year.

**Table 5 - Waste Paper Collected**



#### **4. 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 paper we use are 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
- Consumable items to be procured are on the Green Products List of the Government Logistics Department

Environmental protection is one of the factors we considered in evaluating quotations submitted by bidders in 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 processing certificates on environmental protection.

#### **5. Promotion of Staff Awareness and Participation**

We have also put effort to raise our staff awareness about environmental protection and encouraged their participation -

- Place labels to remind colleagues to use the resources wisely
- Remind our staff constantly the importance of energy saving through e-mail and organize intra-departmental competition such as Intra-departmental Electricity Consumption Saving Competition to promote energy efficiency in OFTA
- Encourage staff to participate in green events launched by other government departments and organizations such as “Power Smart” Energy Saving Contest 2010 run by the Friends of the Earth (HK) and “Car Free Day 2010” which encourages our colleagues to use public transport whenever possible
- Encourage staff to propose new green measures

## VI. The Way Forward

We would continue reviewing the effectiveness of all our green measures and seek continuous improvement to use resources and energy efficiently by –

- ✓ Joining the Indoor Air Quality Certification Scheme to ensure a green and healthy working environment in OFTA
- ✓ Participating in energy saving activities and competition organised by various green organizations, such as the “Power Smart 2011” organised by the Friends of the Earth and the HKAEE
- ✓ Keeping a good progress for the replacement of the Mobile Radio Licensing System by ELSO. The replacement will be completed in 2012
- ✓ Sending e-publications to the public and un-enveloped publications if necessary
- ✓ Continuing organizing intra-departmental energy saving competition with the aim of promoting green habits among staff
- ✓ Conducting regular compliance checks to ensure that lights and office equipment are switched off during lunch time and after office hours
- ✓ Continuing the replacement of traditional T8 fluorescent light tubes by energy efficient T5 tubes when existing T8 tubes reached the end of their life span
- ✓ Repairing old furniture to minimize waste production
- ✓ Organizing year-end clean up operation to free up office space and reduce resource wastage
- ✓ Arranging regular cleansing of the air-ventilation system and dust filters to ensure efficient energy consumption
- ✓ Replacing printers and photocopiers by multi-function copiers which can also support printing and scanning functions
- ✓ Devising more green tips for circulation to raise staff awareness and encourage their participation in environmentally-friendly activities
- ✓ Replacing old vehicles which have reached the end of their life span to reduce carbon emissions
- ✓ Replacing quartz lights by LED lights in conference rooms
- ✓ Replacing malfunctioned window-type air-conditioners by new models with energy efficient labels for our Kwun Tong office

- ✓ Collecting spent batteries containing Heavy Metals for recycling
- ✓ Collection of unwanted crystalline plastic items for recycling

## VII. 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 the following address –

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