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Environmental Report 2007

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Introduction

This report sets out the environmental commitments adopted by the Television and Entertainment Licensing Authority (TELA), the measures that we have taken to meet these commitments, our achievements in 2007 and our targets for 2008.

2. Headed by the Commissioner for Television and Entertainment Licensing Authority, the department is responsible for Broadcasting Monitoring and Regulation, Film Services, Film Classification, Control of Obscene and Indecent Articles, and Entertainment Licensing.

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Environmental Objectives

3. TELA fully supports the HKSAR Government's commitment and effort to protect the environment and to conserve natural resources. We are committed to continuously improving our environmental performance through environmental planning and management as well as to performing our utmost in contributing to sustainable development in the long term. We have set commitments in four major areas related to our activities and operations:

(i) Environmental Management

- continuously improving our environmental performance through the adoption of environmentally sound practices in all aspects of our operations and identifying opportunities for further improvement.

(ii) Compliance

- complying with all relevant environmental legislation, regulations, Government Circulars and Codes of Practice; and
- complying with the guidelines set by Environment Bureau on Energy Saving.

(iii) Reduction of waste generation and energy consumption

- conserving energy and resources by promoting and adopting the economical use of electricity, paper and other general supplies;
- minimizing the generation of waste by resource conservation, waste recovery and recycling; and
- adopting environmentally responsible purchasing practices.

(iv) Training and participation

- promoting staff awareness of environmental issues and encouraging them to participate in green programmes.

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Conservation of Energy and Resources in 2007

4. We have adopted various measures in 2007 to conserve energy and resources and achieved the following results:

(i) Use of paper

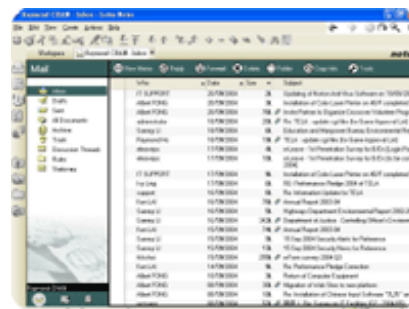
Measures

- providing and disseminating information through the internet;
- abolishing the use of greeting cards at festive seasons;
- using both sides of paper for printing, drafting and photocopying;
- re-using envelopes by sticking labels or using transit envelopes;
- minimizing photocopies by sharing documents and using IT conferencing facilities at meetings, and circulating papers and circulars via electronic means; and
- using plain paper fax machines.

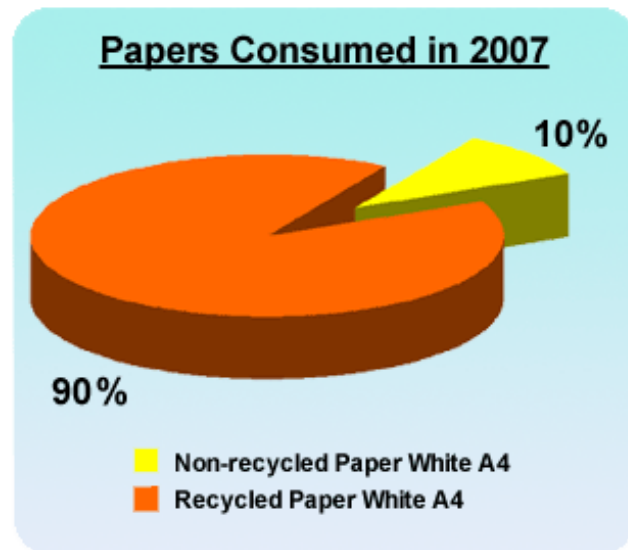


Achievements

- some departmental publications (e.g. Performance Pledge, BA annual report and Broadcasting Services Survey) are published in electronic format;
- about 89.8% of information leaflets / guidance notes / application forms are downloadable through the internet;
- 99% of Christmas cards sent out are in electronic format;



- photocopying paper consumption has achieved 15% reduction in 4 years against the target of 10% reduction over the consumption at 2002/03 level set by the Policy Committee for all Bureaux and Departments;
- over 90% of paper consumed was recycled paper;
- envelope consumption has decreased by 19% over the previous year;
- organizing departmental exercises to encourage use of recycled paper;
- adopting electronic documentation and filing of records such as minutes record of Departmental Consultative Committee (DCC) meetings;
- introducing paperless IT conferencing facilities; and
- 100% of staff have Lotus Notes accounts for communications.



(ii) Use of electricity for lighting, air-conditioning and office equipment

Measures

- using light bulbs/fluorescent tubes with Energy Efficiency Label;
- using computers and printers with energy saving mode activated;
- switching off computer monitors and lights in offices and in communal areas when not in use or outside office hours;
- using energy saving timer switches on equipment and electrical appliances to minimize unnecessary electricity usage;
- using public transport and sharing of departmental transport in performing outdoor duties; and

- participating in Room Temperature Measurement and Monitoring Programme conducted by Electrical and Mechanical Services Department to maintain 25.5° C room temperature in offices.

Achievements

- contributing to energy savings and heightening staff awareness through participation;
- replacing T8 fluorescent lamps with T5 lamps and de-lamping at offices; and
- installing energy saving timer switches on equipment and electrical appliances.

(iii) Procurement of general office supplies

Measures

- acquiring refill for ball pen;
- procuring stationeries and office sundries that are environmentally friendly, e.g. recycled paper, trichloroethane free correction liquid and thinner;
- including common environmentally friendly terms such as trade-in clauses, recycling arrangements, etc. as far as practicable in arranging purchases with suppliers; and
- adopting electronic procurement method.



Achievements

- 70% of all paper procured is recycled paper;
- all correction fluid and thinner procured is environmental friendly and is 1,1,1-trichloroethane free;
- increasing application of recycled products, e.g. toner cartridge and degradable plastic bags; and
- Electronic Ordering System is now adopted in daily procurements.



(iv) Waste Recycling

Measures

- providing collection boxes for waste paper, newspapers, printed materials, aluminium cans and plastic containers;

- returning toner cartridge to suppliers for recycling; and
- re-using decorative materials at festive seasons.



Achievements

- collection boxes for aluminium cans, plastic containers and waste paper are in place to facilitate recycling arrangements; and
- 100% return of toner cartridge to suppliers for recycling.

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Promotion of Staff Awareness

5. Staff awareness is of fundamental importance in achieving effective conservation results. In 2007, we made various efforts to promote staff awareness towards environmental conservation, including:

- placing indoor plants in offices;
- posting stickers and conservation reminder posters on paper, energy and water conservation at various locations in the office;
- issuing internal circular and guidelines to encourage conservation; and
- discussing further improvement measures at Environmental Management Working Group.



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Targets for the Year 2008

6. For 2008, we will continue our efforts to improve our environmental performance by:

- issuing departmental publications in electronic format;
- economizing the use of paper and envelope consumption through uploading departmental publications onto the homepage and extending the use of IT conferencing facilities to reduce printed copies;
- promoting green education and publicity through intranet;
- adopting green purchasing as far as possible;
- promoting a clean and green workplace to staff;

- expanding the use of environmental friendly materials for publicity;
- enhancing electronic operations by exploring the feasibility of adopting electronic documentation and filing of records;
- covering air quality improvement and related energy saving in our work plan in response to the Clean Air Charter; and
- reviewing the reporting format of this publication and continuing to report our performance with reference to government requirements.

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Comments and Suggestions

7. We welcome any comments and enquiries on this report. You may contact us by one of the following methods:

Telephone number : 2594 5855

Fax number : 2507 3880

E-mail address : enquiry@tela.gov.hk

Mailing address : 9/F, Revenue Tower, 5 Gloucester Road, Wanchai, Hong Kong

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