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## Environmental Report 2008 and 2009

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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 2008 and 2009 and our targets for 2010.

2. Headed by the Commissioner for Television and Entertainment Licensing, the department is responsible for Broadcasting Monitoring and Regulation, Film Services (up to 31 May 2009), Entertainment Licensing, Film Classification, and Control of Obscene and Indecent Articles.

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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:

#### (a) 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.

#### (b) Compliance

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



Report of the first round of public consultation has been published



**(c) Reduction of waste generation and energy consumption**

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

**(d) 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 2008 and 2009

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

**(a) Use of paper**

(i) Measures

- using photocopiers and printers with double-sided printing function;
- using plain paper fax machines;
- using both sides of paper for printing, photocopying, and drafting;
- adopting electronic templates of letterhead and fax leader pages to avoid pre-printed copies;
- reusing envelopes and loose minute jackets;
- reusing envelopes by sticking labels or using transit envelopes;
- maximising the use of electronic mails instead of memo in hardcopies;
- providing and disseminating information through the internet;
- minimizing photocopies by sharing documents and using IT conferencing facilities at meetings, and circulating papers and circulars via electronic means;
- promoting the Guideline for Paper-Saving by regular circulation to all TELA staff; and
- sending greeting cards at festive seasons by electronic means.



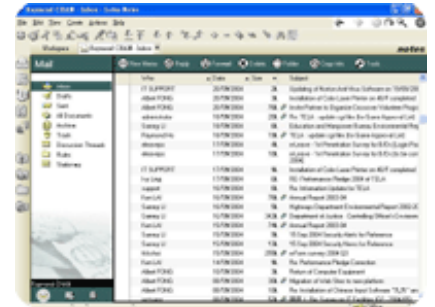
(ii) Achievements

In 2008

There was an increase of 26% in paper consumption in 2008 as compared with 2007 due to the Review of Control of Obscene and Indecent Articles Ordinance (COIAO) and a recruitment exercise; whereas envelope consumption increased by 25%;

In 2009

As compared with 2008, paper consumption decrease by 42% and envelope consumption decrease by 27.5% in 2009.



Others

- over 92.5% of paper consumed was recycled paper;
- departmental publications (e.g. Performance Pledge, BA annual report and Broadcasting Services Survey) are published in electronic format;
- about 90% of information leaflets / guidance notes / application forms are downloadable through the internet;
- making use of paperless IT conferencing facilities;
- adopting electronic documentation and filing of records such as minutes record of Departmental Consultative Committee (DCC) meetings;
- 99% of Christmas cards sent out are in electronic format;
- all relevant circulars on Guideline for Paper-Saving were circulated to all staff periodically as a reminder; and
- 100% of staff members are provided with Lotus Notes accounts for internal communications.

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

(i) 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;
- maintaining 25.5°C room temperature in offices;
- using venetian blinds to adjust room temperature when necessary;
- conducting regular indoor air quality checking;
- cleaning air ducts regularly with a view to maintain good air ventilation;
- cleaning of carpet regularly;
- using public transport and sharing of departmental transport in performing outdoor duties;
- switching off the engine of departmental vehicles while waiting;
- refurbishing 9/F offices by replacing T8 with T5 fluorescent lamps for light fitting along the corridors of the Department; and
- installing energy saving timer switches on office equipment and electrical appliances.

(ii) Achievements

- delamping is adopted to save energy.

**(c) Procurement of general office supplies**

(i) Measures

- using refillable ball pen;
- choosing green products in procuring stationeries and office sundries such as recycled paper, etc.; and
- adopting electronic procurement method.



(ii) Achievements

Since 2008

- 90% of all paper procured is recycled paper.



**(d) Waste Recycling**

(i) Measures

- collecting waste paper for recycling;
- collecting used toner cartridges of printers and fax machines for recycling;
- providing green boxes to collect reusable envelopes and papers;
- providing green boxes to collect waste paper, newspapers, printed materials, aluminium cans and plastic containers;
- re-using decorative accessories for festive seasons;
- collection boxes are provided at office to facilitate recycling arrangements;
- reusable envelopes and papers were being reused; and
- all decorative accessories for festive seasons were being reused.



(ii) Achievements

Since 2008

- 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 2008 and 2009, we made various efforts to promote staff awareness towards environmental conservation, including:

- (a) placing indoor plants in offices;
- (b) posting stickers and conservation reminder posters on paper, energy and water conservation at various locations in the office;
- (c) issuing internal circular and guidelines by e-mails to remind staff on the economical use of paper and energy saving regularly; and
- (d) discussing further improvement measures at Management Working Group.



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## Targets for the Year 2010

6. We will continue our efforts to improve our environmental performance by:

- (a) containing the growth of paper and envelope consumption;
- (b) 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;
- (c) promoting green education and publicity through intranet;
- (d) adopting green purchasing as far as possible;
- (e) promoting a clean and green workplace to staff;
- (f) expanding the use of environmental friendly materials for publicity;
- (g) enhancing electronic operations by exploring the feasibility of adopting electronic documentation and filing of records;
- (h) continuing to explore appropriate measures which are specific to the nature of our operation in order to fulfill the Clean Air Charter; and
- (i) making continued efforts to promote energy saving in the office premises.

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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:

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