

# Constitutional Affairs Bureau Environmental Report 2003

## Introduction

This is the fifth Environmental Report of the Constitutional Affairs Bureau. It sets out the Bureau's environmental goal and green measures taken in 2003, which continued in 2004.

2. The Policy Objective of Constitutional Affairs Bureau is to maintain confidence in the constitutional arrangements of the Hong Kong Special Administrative Region. Although the policies under our purview do not have direct environmental impacts, we are conscious of the importance of environmental protection and are fully committed to support the Government's policies in this area.

## Environmental Goal

3. As the activities of the Bureau are mainly office-based, we have adopted green office practices and initiatives to ensure that any environmental impact arising from the day-to-day operation of the Bureau is addressed in an environmentally friendly manner.

## Green Measures Adopted in 2003

4. In 2003, we have adopted the following measures in pursuance of our commitment in environmental protection:

### - Waste Minimization

- - Using the blank side of previously used paper.
- - Printing on both sides of paper.
- - Minimizing photocopies.
- - Minimizing copies of circulars.
- - Re-using envelopes and not using envelopes for unclassified documents.
- - Using recyclable laser printer cartridges.
- - Minimizing the distribution of publications, such as telephone directories, etc.
- - Re-using loose minute file jackets and action tags.
- - Avoiding the use of fax leader pages.
- - Uploading publications and consultation papers on CAB's homepage
- - Encouraging the use of e-mail for transmission of documents and correspondence.

### - Waste Recovery

- - Collecting used paper, newspapers and publications for recycling.
- Collecting used printer cartridges for recycling.
- Collecting file folders for re-use.
- Collecting used clips for re-use.

#### - **Energy Conservation**

- - Switching off lights, air conditioners, photocopiers, computers and other electrical appliances not in use.
- - Conducting routine checks during the lunch hour and after office hours to ensure that any unnecessary lights and air-conditioners are switched off.
- - Replacing air conditioners which are energy inefficient with those of the "Energy Efficient Grade 1", i.e. those certified by EMSD as the most energy efficient.
- - Procuring photocopiers, computer workstations and printers which are equipped with automatic energy saving function.
- - Replacing the Cathode-ray tube (CRT) monitors with Liquid Crystal Display (LCD) monitors, as the latter consume less power.

#### - **Other Actions**

- - Issuing guidelines on green measures to all colleagues to promote staff awareness on environmental protection.
- - Reducing the number of newspaper and magazines subscribed by critically reviewing the subscription and circulation lists.
- - Improving the air quality of the office by cleaning the air ventilation system regularly.
- - Purchasing environmentally-sound products such as bio-degradable detergent, mechanical pencil and environmental friendly correction fluid.
- - Displaying posters publicizing messages on environmental protection.
- - Re-using decorative materials at festive seasons.

### **Performance in 2003**

5. All the green measures taken in 2003 have been effective particularly in terms of reduction in resource consumption. For example, compared to the preceding year, the consumption of envelopes decreased by 7% and file jackets by 11%.

## The Way Forward

6. Green measures taken in 2003 have continued in 2004. Increased effort is being put into wider use of information technology to minimize paper and energy consumption. For example, the web-based Electronic Leave Application and Processing System (E-Leave) has been in place since April 2004. The system enables most of the leave applications to be submitted and processed online. Since the launch of the new system, the consumption of the related Government Forms has been reduced by 95%. Looking ahead, we will continue our efforts in regularly reviewing the current green measures so as to make continual improvement and identifying new initiatives to reduce resource consumption.

## Comments

7. Comments or suggestions are most welcome. Please send them to us by way of:

E-mail : [cabenq@cab.gov.hk](mailto:cabenq@cab.gov.hk)

Fax : 2179 5284

Post : Constitutional Affairs Bureau  
3/F, Central Government Offices,  
Lower Albert Road,  
Central, Hong Kong.