



Environmental Report 2004

Introduction

This is the sixth Environmental Report of the Constitutional Affairs Bureau. It sets out the Bureau's environmental goal and green measures taken in 2004, which continued in 2005.

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 2004

4. In 2004, 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.
- Implementing the web-based Electronic Leave (E-Leave) Application and Processing System which enables most of the leave applications to be processed online and reduces the use of Government Forms on paper.

Performance in 2004

5. All the green measures taken in 2004 have been effective particularly in terms of reduction in resource consumption. For example, the consumption of the Government Forms for leave application was reduced by 95% since the launch of the E-Leave system.

The Way Forward

6. Green measures taken in 2004 have continued in 2005. Increased effort is being put to minimize energy and fuel consumption. For example, the room temperature in most of the office areas is maintained at 25.5°C during summer months to maximize energy saving. Besides, all driving staff are required to switch off vehicle engines while waiting to avoid idling emission and achieve fuel saving. 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:

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