

# **Constitutional Affairs Bureau**

## **Environmental Report 2006**

### **Introduction**

This is the eighth Environmental Report of the Constitutional Affairs Bureau (CAB). It sets out the environmental goal and green measures taken by CAB in 2006.

2. The key responsibility of CAB is to maintain confidence in the constitutional arrangements of the Hong Kong Special Administrative Region. Although this responsibility does not have direct environmental impact, we are conscious of the importance of environmental protection and are fully committed to supporting 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 2006**

4. In 2006, we have adopted the following measures in pursuance of our commitment in environmental conservation -

### ***On Paper Consumption***

- Re-using the blank side of previously used paper for drafting and printing.
- Printing on both sides of paper.
- Minimizing photocopies.
- Minimizing hard copies of circulars.
- Avoiding printing or photocopying documents unless hard copies are absolutely necessary.
- Re-using envelopes.
- 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 the Intranet and Internet websites for general reference.
- Encouraging the use of electronic means for transmission of documents and correspondence.
- Reducing the number of newspaper and magazines subscribed by critically reviewing the subscription and circulation lists.

- Requesting less hard copies of government newsletters/publications.

### ***On 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.

### ***On Energy Consumption***

- 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, air-conditioners and other electrical appliances are switched off.
- Maintaining room temperature at 25.5 °C during summer months to maximize energy saving.

### ***Green Purchasing***

- Replacing air conditioners which are energy inefficient with those of the “Energy Efficient Grade 1”, i.e. those certified by the Electrical and Mechanical Engineering Department as the most energy efficient.
- Procuring photocopiers, computer workstations and printers which are equipped with automatic energy saving function.
- Replacing the Cathode-ray tube monitors with Liquid Crystal Display monitors, as the latter consume less power.
- Purchasing environmentally-sound products such as compatible toner

cartridge for printers and pencils made by recycled paper.

- Using the Green stationery items supplied by the Government Logistics Department, such as refillable ball pens and recycled pencils.

### ***Staff Awareness***

- Issuing guidelines on green measures to all colleagues to promote staff awareness on environmental protection.
- Displaying posters publicizing messages on environmental protection.
- Requiring driving staff to switch off vehicle engines while waiting to avoid idling emission and achieve fuel saving.

### ***Other Actions***

- Improving the air quality of the office by cleaning the air ventilation system regularly.
- Re-using decorative materials at festive seasons.
- Implementing the web-based Electronic 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.
- Sharing reference materials on the local area network.
- Sending festive greetings via electronic mail and homepage to minimize the number of printed cards.

## **Performance in 2006**

5. All the green measures taken in 2006 have been effective particularly in terms of reduction in resource consumption. For example, we have adopted paper saving measures like printing on both sides of paper and reusing envelopes. As a result of our green efforts, the consumption of envelopes and various government forms has decreased significantly by 15% and 43% respectively when compared to the preceding year.

## **The Way Forward**

6. Green measures taken in 2006 will continue in 2007. We shall continue to promote energy saving measures. Besides, we will also encourage our staff to participate in environmental protection practices and activities. Also, we will install auto-switch-off lamps in the office when renovation is required so as to reduce energy consumption. Looking ahead, we will continue our efforts in regularly reviewing the green measures so as to make continual improvement and with a view to 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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