

Census and Statistics Department Environmental Report 2003/04

Introduction

The Census and Statistics Department (C&SD) was set up in December 1967. Together with the statistical units established in various government departments and bureaux, it forms the Government Statistical Service (GSS) .

2. The work of the C&SD can be classified into three main categories:
 - (a) Conducting statistical surveys and operating statistical systems for the production of social and economic statistics including data series on such areas as population, trade, industry, employment, prices, national income and Balance of Payments, etc.;
 - (b) Performing statistical analysis and disseminating statistical data and analytical results; and
 - (c) Providing consultation and support services on statistical matters to various government departments/bureaux.
3. The Commissioner for the Census and Statistics is the head of the C&SD. He is assisted by a Deputy Commissioner and five Assistant Commissioners, each of whom is in charge of one division. As at 1 January 2004, the establishment of the C&SD was 1 423. The organisation and scope of work of the C&SD is shown in the section [Organization and Management](#).
4. Being the leading department in the provision of government statistical services, the work of C&SD interacts with the environment in the aspects of paper and material usage, waste management and energy consumption. Hence, a reporting system has been set up and various initiatives have been implemented to facilitate the monitoring and improvement of these significant aspects.
5. Enhancement in our environmental performance can only be achieved through the dedication and support of our stakeholders, which include users of our statistical services, our staff, our material suppliers and contractors, and other government departments. It is hoped that, through this environmental report, our stakeholders can better understand our environmental concern and will join us in environmental protection.
6. Unless otherwise stated, figures quoted in this report refer to the financial year 2003/04.

Environmental policy

7. C&SD is committed to ensuring that all statistical activities it undertakes will be conducted in an environmentally responsible manner. It has adopted the following policies in pursuance of its environmental commitment:
 - (a) Consumption minimization
C&SD will adhere to the principle of "Avoid, Reduce, Reuse and Recycle" in the consumption of paper, materials and energy. The usage of information technology will be exploited in enhancing performance in this aspect.
 - (b) Staff training and education
C&SD will ensure through appropriate measures such as provision of training and

guidelines that all staff are aware of environmental issues.

(c) Procurement management

C&SD will, wherever possible, demand our suppliers and contractors to provide products and services that can meet high environmental standards.

(d) Communication

C&SD will make known its environmental policy to the community through the Internet.

Environmental objectives

8. The environmental objectives of C&SD are:

(a) To reduce consumption of paper and materials hazardous to the environment;

(b) To reduce electricity consumption; and

(c) To increase the environmental awareness of staff and instill a sense of responsibility for the environment.

Environmental management

9. The C&SD is committed to promoting green management. It set up an Environmental Management Committee (EMC) in 1995, which is chaired by an Assistant Commissioner. Members of the EMC include the Departmental Secretary, Senior Statisticians from each of the five divisions, a statistician and a senior clerical officer.

10. Over the past years, the EMC has explored various green initiatives, introduced a series of green office guidelines and set the directions in implementing various environmental programmes.

11. To implement environmental programmes effectively, the EMC has initiated the setting up of a network of Green Ambassadors since 1999. Under the programme of Green Ambassadors, an officer (at Section Head level) on each floor of C&SD's offices is selected to be responsible for promulgating various measures of environmental protection to other colleagues located on the same floor. Specifically, the Green Ambassadors have the roles of:

(a) facilitating prompt actions on environmental measures formulated by the EMC to be carried out in different offices of the C&SD;

(b) carrying out a monitoring role when the green measures are implemented;

(c) enhancing communication between staff and the EMC on environmental issues; and

(d) serving as site facilitators for environmental audit.

In 2003/04, a total of 22 Green Ambassadors were appointed.

12. The C&SD has implemented an environmental audit programme since December 1999. The aims of the audit programme are to verify day-to-day office operation to see if it complies with our stated environmental policy and objectives and to explore new green initiatives through on-site visit for continual improvement in environmental performance. The focus of the programme is on energy

conservation, waste minimisation, waste recovery and enhancing green awareness of staff and quality of environmental management. Ad hoc audit teams are formed in each year and the Green Ambassadors of the audited offices will carry out follow-up actions if required based on the findings in the audit reports.

Environmental performance

Reduction of paper consumption

13. In support of the Government's call for reduction in paper consumption, the C&SD aimed in mid-2003 to cut down total consumption of paper in photocopying/office printing during 2003/04 by 2.5% as compared to a year earlier.

14. Information technology has been widely used in achieving paper saving. A number of office automation applications (e.g. Online Inventory System for Software Asset Management, and the Personnel, Training and Staff Reporting System) have been developed. Besides, most of the departmental information was accessed and maintained electronically via some 50 bulletin boards, which are organized systematically into such topics as statistical management, administrative and general matters, IT user resources and information centre on-line, etc.

15. In line with the E-Government policy, e-options have been provided for major services of the C&SD. For example, e-questionnaire templates are available for all surveys amenable to e-submissions; e-forms are also available on the C&SD's Website for applying for various statistical services.

16. As to dissemination of statistical publications, the "[Statistical Bookstore, Hong Kong](#)", which was launched by the C&SD in October 2001, was the first online bookstore of the HKSAR Government. Through the "[Statistical Bookstore, Hong Kong](#)" (Address: <http://www.statisticalbookstore.gov.hk>) , local and overseas internet users may purchase electronic versions of statistical publications through on-line payment and downloading of the purchased statistical products.

17. On distribution of statistical information, many publicity/educational leaflets, pamphlets and frequently asked statistics of the C&SD are available on the C&SD's Website free of charge.

18. The amount of A4 paper consumed by the C&SD in photocopying/office printing in 2002/03 was 18 915 reams. In 2003/04, the amount of A4 paper consumed was 21 622 reams, of which 3 500 reams were consumed in the planning work for the 2006 Population By-census and a new round of Household Expenditure Survey. After discounting these two new projects in 2003/04, consumption of A4 paper in fact decreased by 4% compared with 2002/03.

Waste recovery for recycling/re-use

19. Each section of the C&SD has been provided with waste paper recycling bags for collecting waste paper. In 2003/04, C&SD continued its efforts in recycling the waste paper it generated. 116 tonnes of waste paper were collected for recycling.

20. Since 2001, the C&SD's work on waste separation and recycling has extended to aluminium cans and plastic bottles. Collection bins were placed on each floor of the Wanchai Tower headquarters to collect aluminium cans and plastic bottles separately.

21. Since 1995, the C&SD has joined the HP Printer Cartridge Recycling Programme under which used cartridges are collected and passed to HP for recycling. In 2003/04, 667 printer cartridges were recycled.

Energy conservation

22. The C&SD recognizes much the importance of energy conservation and efficiency. The C&SD has carried out a number of energy saving retrofit works since 1998, including installation of T8 energy-saving fluorescent tubes and compact fluorescent lamps, as well as replacing magnetic ballasts with electronic ballasts.

23. Apart from the modification of engineering installations, the C&SD emphasizes good housekeeping practices in achieving energy conservation. Green energy management practices are widely adopted in the offices. Such practices include switching off lights, air-conditioners and electric equipment when not in use, lowering venetian blinds when sunlight is strong, and setting air-conditioning at appropriate temperature, etc.

24. To assess performance in energy saving, figures on the total amount of electricity consumption per square metre of 3 C&SD office locations⁽¹⁾ in 2002/03 and 2003/04 were compared. In 2003/04, the total amount of electricity consumed at the 3 selected locations was 1 052 504 kWh. As compared to 2002/03, no matter in terms of total consumption of electricity or average consumption per m², a saving of 2.8% in electricity was achieved.

25. To further motivate staff in energy saving, the C&SD participated in the Energy Efficiency and Conservation Best Practice Awards as well as the Star Saver Awards of the "Hong Kong Awards for Energy Efficiency and Conservation in Government" launched by the Electrical and Mechanical Services Department.

Environmental audit

26. Assisted by Green Ambassadors, the ad hoc environmental audit teams formed in 2003 conducted environmental audits on four different office floors of the C&SD during 2003/04. Reports on the strengths and weaknesses of the audited offices in environmental protection and suggestions for improvement were prepared by the audit teams and conveyed to the relevant Green Ambassadors for follow up.

Building an environmental culture

27. To keep staff informed of the C&SD's latest initiatives on environmental protection and to foster their awareness of green office practices, a permanent section entitled "*Environmental Protection and You*" has been established in the bi-monthly Departmental Newsletter since March 2002. Articles on environmental issues covering such topics as waste recovery, energy conservation, green pledge, environmental procurement were contributed by Green Ambassadors and released therein.

28. With the assistance of the Environmental Protection Department, environmental awareness workshops on various topics such as green office, waste reduction, clean air and environmental consideration to sustain development were held in 2003/04 and a total of 34 officers attended. Some officers who had attended the workshops in turn organized briefings on green concepts in their sections and 41 more officers benefited from such briefings.

The way ahead

29. The C&SD will continue to work towards its environmental goal and improve its environmental performance. Specific targets that the C&SD aims to achieve in the coming year are set out below:

- (a) To continue our efforts in consumption minimisation, waste recovery and energy conservation. Taking 2002/03 as the base year, the C&SD aims at reducing consumption of

electricity and photocopying paper by 6% and 10% respectively in 2006/07.

- (b) To continue organising training sessions and green activities to raise the staff's awareness of and participation in environmental protection;
 - (c) To explore if the practice of recycling can be expanded to cover more brands of toner cartridges.
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- (1) 3 office locations, out of a total of 6, were selected for quantitative assessment of performance in energy saving. This was because separately metered figures that were comparable over the two years were available from those 3 office locations only. Nevertheless, they together accounted for 96% and 93% of the C&SD's electricity bills in 2002/03 and 2003/04 respectively..