

Constitutional and Mainland Affairs Bureau

Environmental Report 2007

Introduction

This is the ninth Environmental Report of the Constitutional and Mainland Affairs Bureau (CMAB), formerly known as the Constitutional Affairs Bureau, which was established on 1 July 2007 following the reorganization of the policy bureaux in the Government Secretariat. It sets out the Bureau's environmental goal and green measures taken in 2007.

2. The CMAB currently operates mainly in the Central Government Offices, with the Race Relations Unit and Gender Identity and Sexual Orientation Unit located at the Southorn Centre in Wanchai. The Registration and Electoral Office and four Mainland Offices under CMAB's purview operate independently in separate local and Mainland premises.

3. We are responsible for -

- overseeing the full and faithful implementation of the Basic Law;
- coordinating and promoting closer ties and cooperation with the Mainland;
- ensuring that external affairs matters relating to the HKSAR are handled in accordance with the Basic Law and in the

interests of Hong Kong;

- coordinating liaison between the HKSAR Government and Taiwan organisations in Hong Kong;
- taking forward the community's discussions on the models, roadmap and timetable for implementing universal suffrage for the Chief Executive and the Legislative Council;
- ensuring that local elections are held fairly, openly and honestly in accordance with the relevant provisions of the Basic Law; and
- matters relating to human rights and access to information.

Although these responsibilities do 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

4. 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 2007

5. We strive to adopt technology to optimize the use of resources and minimize wastage and pollution. In 2007, we have taken 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.
- ❑ Collecting unused stationery from officers for re-distribution.

On Energy Consumption

- ❑ Switching off lights, air conditioners, photocopiers, computers and other electrical appliances not in use.
- ❑ Reducing common area lighting to minimum during office hours.
- ❑ 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. Staff are encouraged to adopt and support the “Dress Down in Summer” promoted by the Civil Service Bureau.
- ❑ Installing auto-switch-off lamps in the office.

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.
- ❑ Using recycled toner cartridges for our printers and fax machines as far as possible.
- ❑ 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 recycle 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.
- ❑ Maintaining a non-smoking environment in the office premises.
- ❑ 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.

Clean Air Charter

6. To achieve the commitments of the Clean Air Charter, we have adopted the following measures in our daily operations -

- ❑ Enhancing energy efficiency: adopting energy-efficient office equipment and energy saving initiatives such as maintaining office temperature at 25.5 °C and using venetian blinds to adjust room temperature, reducing lighting to minimal need, reminding staff to dress casual and smart during the summer, posting energy saving stickers on the switches, etc.

- ❑ Controlling Air Pollution on High Pollution Days: minimizing the use of departmental vehicles and adopting public transport whenever possible, avoiding use of products with high VOC (Volatile Organic Compounds) content, using staircases instead of lifts for inter-floor traffic, etc.
- ❑ Experience sharing: promoting awareness of green office environment among colleagues by posting green tips on notice board and participating in the briefing/seminar organised by the Environment Bureau on promotion of green office environment.

The Way Forward

7. Green measures taken in 2007 will continue in 2008. We would take advantage of technology to protect our environment and improve efficiency, continue to promote energy saving measures and maintain a high level of green management practices. We will also encourage our staff to adopt green office measures and participate in environmental protection practices and activities in order to promote green culture and environmental awareness. Furthermore, we will devote our efforts in regularly reviewing the effectiveness of our various green measures and using green products, for example bio-degradable plastic bags for collection of refuse, so as to seek continual improvement and identify new initiatives to reduce resource consumption.

Comments

8. Comments or suggestions are most welcome. Please send them to us by way of -

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