

# **Constitutional and Mainland Affairs Bureau**

## **Environmental Report 2011-12**

### **Introduction**

This is the thirteenth Environmental Report of the Constitutional and Mainland Affairs Bureau (CMAB). It sets out our environmental goal and green measures taken in 2011-12.

2. CMAB was relocated from the previous Central Government Offices (CGO) at Central to the CGO at Tamar in late December 2011. The Registration and Electoral Office, four Mainland Offices and the Economic, Trade and Cultural Office in Taiwan (newly set up in December 2011) which are under CMAB's purview operate independently in separate local, Mainland and Taiwan 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 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 organizations in Hong Kong;

- taking forward the implementation of universal suffrage for the Chief Executive and the Legislative Council;
- ensuring that local elections are conducted in a fair, open and honest manner, and in accordance with the relevant legislation; and
- handling 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 2011-12**

5. We strive to adopt technology to optimize the use of resources and minimize wastage and pollution. In 2011-12, we took the following measures in pursuance of our commitment in environmental protection -

### *Paper Consumption*

- Re-using the blank side of previously used paper for drafting and printing.
- Printing on both sides of paper.
- Minimizing photocopies.
- Distributing circulars and publications by electronic means.
- Avoiding printing or photocopying documents unless hard copies are absolutely necessary.
- Re-using envelopes, loose minute file jackets and action tags.
- Not using envelopes for unclassified documents.
- Avoiding the use of fax leader pages.
- Uploading publications and consultation papers on the Intranet and Internet websites for general reference.
- Sharing reference materials on the local area network.
- Encouraging the use of electronic means for transmission of documents and correspondence.
- Reducing the number of newspapers and magazines subscribed by critically reviewing the subscription and circulation lists.
- Requesting less hard copies of government newsletters/publications.
- 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.
- Sending festive greeting cards by electronic mail, uploading them to our homepage and minimizing the use of printed cards.
- Using an eCirculation system for periodic re-circulation of documents/circulars by electronic means.

- ❑ Encouraging staff to use their own cups instead of paper cups.

### ***Waste Recovery***

- ❑ Collecting used paper, out-dated 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.
- ❑ Selling broken furniture and obsolete equipment to contractors for recycling.

### ***Energy Consumption***

- ❑ Switching off lights, air conditioners, photocopiers, computers and other electrical appliances when they are not in use. In CGO at Tamar, motion sensors are installed in both office and common areas like lift lobbies, meeting and conference rooms and toilets. Lights will be automatically turned off when no motion is detected by the sensor. Besides, temperature of the air-conditioning provision inside cellular offices will be adjusted to a minimum level when no motion is detected by the sensor after 30 minutes.
- ❑ Reducing common area lighting to minimum during office hours.
- ❑ Conducting routine checks during 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.

- ❑ Using staircases instead of lifts for inter-floor traffic as far as possible.
- ❑ Using video conferencing system to reduce the frequency of duty travel.

### ***Green Purchasing***

- ❑ Replacing air conditioners which are energy inefficient with those of “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.
- ❑ Procuring photocopiers and printers capable of double-side printing.
- ❑ Using recycled toner cartridges for our printers and fax machines as far as possible.
- ❑ Using plain paper fax machines.
- ❑ Purchasing environmentally-sound products such as compatible toner cartridges for printers.
- ❑ Using the green stationery items supplied by the Government Logistics Department, such as refillable ball pens and recycled pencils.
- ❑ Using bio-degradable plastic bags for collection of refuse.

### ***Staff Awareness***

- ❑ Issuing guidelines on green measures to all colleagues to promote staff awareness on environmental protection.

- ❑ Displaying posters publicizing messages on environmental protection.
- ❑ Ensuring proper maintenance of our departmental vehicles and reminding our drivers to switch off vehicle engines while waiting to avoid idling emission and achieve fuel saving.

### ***Green and Healthy Working Environment***

- ❑ Improving the air quality of the office by cleaning the air ventilation systems regularly.
- ❑ Maintaining a non-smoking environment in the office premises.
- ❑ Re-using decorative materials at festive seasons.
- ❑ Putting plants in the common and waiting areas.
- ❑ Procuring occupational and safety office equipment to promote healthy working condition.

### **Clean Air Charter**

6. To achieve the commitments of the Clean Air Charter, we adopt the following measures in our daily operation -

- ❑ 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 minimum for meeting operational needs, 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: proper maintenance and minimizing the use of our departmental vehicles,

encouraging use of public transport whenever possible, avoiding use of products with high 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 sessions/seminars organized by the Environment Bureau on promotion of green office environment.

### **The Way Forward**

7. We will continue the green measures taken in 2011-12 as follows -

- to take advantage of technology and introduce energy saving measures as adopted in CGO at Tamar to protect our environment, improve operational efficiency and maintain a high level of green management practices;
- to sell broken furniture and obsolete equipment to contractors for recycling; and
- to switch off the office equipment (such as photocopiers, shredders and other electrical appliances) to avoid idling; and to remind our staff to turn off any unused office equipment and electrical appliances.

With the installation of motion sensor, we can secure energy saving after office hours through reducing idle of lighting and adjusting temperature of air-conditioning to a minimum in both office and common areas. We

will sustain our efforts to provide a green and healthy office environment and use more green products, such as recycled paper, environmental friendly stationery, etc. We will also encourage our staff to participate in environmental protection practices and activities and make suggestions on green measures, in order to promote green culture and environmental awareness. Furthermore, we will review the effectiveness of our green measures at regular intervals 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 -

E-mail : [cmabenq@cmab.gov.hk](mailto:cmabenq@cmab.gov.hk)  
Fax : 2179 5284  
Post : Constitutional and Mainland Affairs Bureau,  
12/F, East Wing, Central Government Offices,  
2 Tim Mei Avenue, Tamar,  
Hong Kong.