

## **Constitutional and Mainland Affairs Bureau**

### **Controlling Officer's Environmental Report 2013-14**

#### **Introduction**

This is the fifteenth Environmental Report of the Constitutional and Mainland Affairs Bureau (CMAB). It sets out our environmental goal and green measures taken in 2013-14.

2. CMAB's Hong Kong Office operates in the Central Government Offices (CGO) at Tamar. The Registration and Electoral Office, the five Mainland Offices, three Liaison Units in the Mainland and the Hong Kong Economic, Trade and Cultural Office in Taiwan which are under CMAB's purview operate in separate local, Mainland and Taiwan premises. This report mainly focuses on CMAB's Hong Kong Office.

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 Hong Kong Special Administrative Region (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;

- attaining the goal of implementing universal suffrage for the Chief Executive and 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 2013-14**

5. We strive to adopt technology to optimize the use of resources and minimize wastage and pollution. In 2013-14, we implemented the following measures in pursuance of our commitment in environmental protection -

### *Paper Consumption*

- Re-using the blank side of used paper for drafting and printing.
- Printing on both sides of paper.
- Minimizing photocopies.
- Avoiding printing or photocopying documents unless hard copies are absolutely necessary.
- Distributing circulars and publications by electronic means.
- Using an eCirculation system for periodic re-circulation of documents/circulars by electronic means.
- Using old sets of documents for recirculation.
- Requesting fewer hard copies of government newsletters/publications.
- Uploading publications and consultation papers on the Intranet and/or Internet websites for general reference.
- Sharing reference materials on the local area network.
- Re-using envelopes, loose minute file jackets and action tags.
- Not using envelopes for unclassified documents.
- Encouraging the use of electronic means for transmission of documents and correspondence.
- Encouraging staff to use their own cups instead of paper cups.
- Using plain paper fax machines.
- Avoiding the use of fax leader pages.
- Installing “Green Tray” in LAN laser printer to use blank side of used paper.
- Exchanging diskettes within and outside of the Bureau.
- Reducing the number of newspapers and magazines subscribed by critically reviewing the subscription and circulation lists.

- ❑ Sending festive greeting cards by electronic mail, uploading them to our homepage and minimizing the use of printed cards.
- ❑ Implementing Paperless Meeting System to reduce paper consumption at meetings.
- ❑ Implementing the web-based Electronic Leave Application and Processing System to reduce the use of paper forms.

### ***Waste Recovery***

- ❑ Collecting used paper, out-dated newspapers and publications for recycling.
- ❑ Collecting waste plastic bottles and metal cans 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.
- ❑ Posting a notice on the Central Cyber Government Office to publicize the availability of the surplus store items to ascertain whether they are needed in other parts of the Government.
- ❑ Selling broken furniture and obsolete equipment to contractors for recycling.

### ***Energy Consumption***

- ❑ Switching off photocopiers, computers and other electrical appliances when they are not in use.
- ❑ Using electric lamps/tubes with Energy Efficiency label.
- ❑ Using motion sensors for lighting control in both office and common

areas like lift lobbies, meeting and conference rooms and toilets.

- ❑ Reducing common area lighting to minimum during office hours.
- ❑ Maintaining room temperature at 25.5 °C during summer months to maximize energy saving.
- ❑ Encouraging staff to adopt and support the “Dress Down in Summer” promoted by the Civil Service Bureau.
- ❑ Adjusting the cooling function of the air-conditioning provision inside cellular offices to operate at the minimum level when no motion is detected by the sensor after 30 minutes.
- ❑ Using sensor-controlled water taps.
- ❑ Using staircases instead of lifts for inter-floor traffic as far as possible.
- ❑ Using video conferencing system to reduce the frequency of duty travel.
- ❑ Controlling fuel consumption.
- ❑ Using venetian blinds for windows.

### ***Green Purchasing***

- ❑ Procuring photocopiers and printers capable of double-side printing.
- ❑ 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.
- ❑ 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.
- ❑ Minimizing use of products which are not environmentally friendly.
- ❑ Reviewing regularly of actual need against items that have expiry dates.

### ***Staff Awareness***

- ❑ Appointing a Green Manager and Green Executive and setting up a Green Action Team to promote and implement green measures.
- ❑ Encouraging staff suggestions about green measures.
- ❑ Issuing guidelines on green measures to all colleagues to promote staff awareness on environmental protection.
- ❑ Setting up a Green Corner on the notice board to promote 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.
- ❑ Declining the acceptance of souvenirs and gifts when attending events and functions as far as possible.

### ***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.

- ❑ Participating in indoor air quality inspection.
- ❑ Arranging regular cleaning of carpet.
- ❑ Re-using decorative materials at festive seasons.
- ❑ Putting plants in the common and waiting areas.
- ❑ Procuring occupational safety office equipment to promote healthy working condition.

### **Clean Air Charter**

6. The HKSAR Government has endorsed and signed the Clean Air Charter to join forces with the business sector and the community to reduce emissions. CGO was awarded with “Excellent Class” Indoor Air Quality Certificate in August 2012. We adopt energy-efficient measures in our operation and continue to control the electricity energy and fuel consumption. When compared with 2012-13, the electricity energy consumption of CMAB’s Hong Kong Office at Tamar in 2013-14 has decreased by 14%. This is mainly due to shortening of the operation hours of air-conditioning outside normal office hours, minimization of office electricity consumption, etc. Moreover, staff in CMAB are reminded to protect the environment as well as reduce emissions.

### **The Way Forward**

7. We will sustain our efforts in providing a green and healthy office environment and using more green products. 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 -

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