

Controlling Officer's Environmental Report 2002-03

Civil Service Bureau

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Introduction

This Environmental Report accounts for achievements made and measures taken in 2002-03 by the Civil Service Bureau (CSB) in green management and sets out the Bureau's green targets for 2003-04.

Environmental Policy

CSB is committed to ensuring that the operations of the Bureau are conducted in an environmentally responsible manner.



Policy Objective and Functions of Civil Service Bureau

The Policy Objective of CSB is to ensure that the civil service is honest, trustworthy, efficient and provides quality service to the public.

To ensure that this Policy Objective can be achieved, we must deliver results in a number of areas, that is, we must -

- modernise the policy and practice applicable to the management of the civil service
- equip staff with the skill, knowledge and ability to deliver an efficient service to the community
- promote a culture focused on achieving results
- uphold the integrity of the civil service
- promote staff well-being

The activities of CSB are largely office-based. As at 31 March 2003, CSB has an establishment of 329. Our headquarters is currently located in West Wing, Central Government Offices (CGO), Ice House Street, Central which is a joint-users government building under the management of the Director of Administration. A few CSB Divisions are located outside CGO. The Secretariat on Civil Service Discipline is housed in Wu Chung House, Queen's Road East, Wan Chai. Since mid-2002, the Housing and Establishment Division, the Staff Relations Division, part of the Appointments Division and the Statistics Unit are relocated to 18/F and 19/F of No. 9 Queen's Road Central, Central. These two out-stationed offices are managed by private management companies of the buildings concerned. Except for air-conditioning within office hours which are covered by the management fees, the electricity charges for these two offices are borne by CSB.



Environmental Management

To implement our environmental policy, we adopt the following measures -

- (a) promoting paperless offices and raising the awareness of staff on environmental aspects within the Bureau;
- (b) applying the principles of reduction, reuse and recycling in consumption of resources and provisions of services;
- (c) reviewing critically the continued needs of printed publications and their distribution lists;
- (d) undertaking the procurement of more green supplies and environmentally sound products;
- (e) promoting a green working environment through the smoke-free work place policy and provision of more greenery and plantings in offices;
- (f) streamlining operational procedures and workflow to eliminate non-value added steps thereby facilitating reduction in resource consumption;
- (g) putting in place an effective management framework. These include appointing a directorate officer as the Green Manager and formation of cross-divisional working groups, namely the CSB Cost Savings Committee which has been formed in mid-2002 to co-ordinate measures for saving resources; a Task Force on Reduction of Energy and Paper Consumption; and dedicated divisional environmental audit teams;
- (h) conducting reviews to identify further green measures in order to seek continued improvement on environmental protection; and
- (i) in a service-wide context, encouraging colleagues to make suggestions for cost savings, including saving in energy, paper and other resources through the existing Staff Suggestions Scheme.



Key Environmental Achievements

Building on the achievements in the past years, we have continued to make positive progress in promoting green management in the Bureau. Key achievements include -

(a) Save Paper Consumption

(i) Information Sharing with all Government bureaux and departments (B/Ds) through Central Cyber Government Office (CCGO)

- Uploaded the electronic version of Civil Service Regulations (CSRs), CSB Circulars and Circular Memoranda, Civil Service Newsletter and newsletters of general grades etc. onto the CCGO to which all B/Ds have access. This has significantly reduced the needs to provide them in paper form.
- Uploaded the electronic version of the Summary Guide on CSRs onto CCGO to which all B/Ds can gain access to the latest version of the Summary Guide thereby leading to the cessation of printing 15,500 copies of the Guide as well as the amendments sheets.
- Set up the electronic "Resource Centre on Civil Service Integrity Management" to allow access by B/Ds to reference materials relating to integrity management, e.g. guidelines on conduct and discipline, Independent Commission Against Corruption's Newsletter - "Integrity Online" etc. through the site, leading to reduction in paper consumption and cessation of printing 180 000 copies of the "Integrity OnLine" half-yearly.
- Rolled out the "Information Repository on the Administration of the Civil Service" in the CCGO in November 2002. The Repository is an electronic information sharing platform which B/Ds can gain electronic access to a host of information on the administration of the civil service. This has significantly reduced the needs to provide them in paper form.
- Distributed CSB Circulars, CSB Circular Memoranda and Vacancy Circulars, Secretary for the Civil Service's letter to B/Ds all by electronic means, leading to the reduction of paper consumption of 10 000 reams of A4 size paper annually. B/Ds are also strongly advised to further circulate these circulars/circular memoranda within their bureaux/departments by electronic means where possible.
- Distributed the Memorandum on Condition of Services and Letters of Appointments to B/Ds all by electronic means, leading to the reduction of more than 2 800 printed copies of the documents annually.



(ii) Information Sharing within CSB through CSB Intranet

- Extended the Local Area Network to all officers at Executive Officer II and above and to other officers through provision of communal terminals and launched the Confidential Mail System. All documents, including classified documents, may now be transmitted via electronic means. Facilities and technical support are also provided to staff of this Bureau to facilitate the wider use of communication through electronic means. This is in line with our policy to promote paperless office and results in reduction in paper consumption.
- Uploaded electronic version of circulars, newsletters, training materials, Government regulations etc. on CSB Intranet for reference by CSB colleagues, thereby reducing the need for keeping hard copies by individual officers.
- Implemented the web-based Electronic Leave Application and Processing System in November 2002 to replace the existing notes-based system which was launched in June 2001. In addition to vacation leave applications, the system now also allows electronic sick leave applications to be submitted online. Paper-based vacation leave and sick leave application forms are no longer required.

(iii) Information Available for Public Access through CSB Homepage

- Uploaded the Appointments Information System, information on civil service personnel statistics and other information relating to the administration of Civil Service onto the CSB Homepage. The public and user government departments may search for such information as Government vacancies, entry requirements, salary of recruitment rank, personnel statistics, etc. through the Internet, thereby leading to cessation of printing 100 000 copies of "Job-opportunities in the Civil Service" and 10 500 copies of "Civil Service in Figures" annually, and reduction in paper consumption in making hard copies of the information.
- Enhanced the "Online GF 340 Application System" to allow applicants of Common Recruitment Examination as well as civil service and non-civil service vacancies to submit their GF 340 application Forms electronically through our on-line facility. On average, about 50% of applications for Government vacancies were received online thereby reducing the demand for paper-based application form. The annual consumption of the printed application form GF340 has been reduced by 360 000 from 800 000 to 440 000 copies.

(iv) Review the Continued Needs of Printed Publications

- Regularly reviewed the continued needs of printed publications and their distribution lists, and kept the number of paper publications to the minimum, leading to -

Publications Ceased Production	Printed Copies Reduced Annually
Staff List	1 360
Staff Biographies	700

Printed Publications Replaced by Electronic Version	Printed Copies Reduced Annually
Hong Kong Fact Sheet - Civil Service	4 000
Civil Service Pay Scales	1 400
Clerical Grades Staff List	650
Secretarial Class and Telephone Operators Staff List	650
Civil Service Personnel Statistics	500

- Following regular reviews of the distribution lists, reduced 3 000 printed copies of "Keep in Touch" (from 7 500 to 4 500), 64 500 copies of "Clerical and Secretarial Newsletter" (from 90 000 to 25 500) and 16 000 copies of "Sources of Finance for Civil Servants" annually, and 140 000 copies of "Civil Service Newsletter" (from 240 000 to 100 000) quarterly.

(v) Streamlined Procedures

- Re-organised CSB on 1 November 2002 through streamlining procedures, delayering decision-making processes and devolving authority to B/Ds on civil service management matters thereby eliminating non-value added steps, enhancing civil service efficiency and achieving economy of resources.
- Instead of centrally processed by CSB, starting from April 2002, recruiting departments/grades can make use of the "Online Government Vacancies Advertising System" to post recruitment advertisements onto the CSB website and vacancy circulars onto the CCGO direct. The change has brought about reduction in paper consumption required for central processing and documentation.

(vii) Others Paper Saving Measures

- Exercised economy in the use of paper by various means -

- * using the blank side of used paper for drafting/printing;
 - * printing on both sides of paper;
 - * reusing envelopes or using transit envelopes;
 - * reusing loose minute file jackets;
 - * minimizing photocopies;
 - * using photocopiers with double-sided copying functions;
 - * avoiding use of fax leader pages;
 - * minimizing copies of flimsies and reference copies at meetings;
- Provided green boxes in offices for collection of papers used on one side for reuse.
 - Put up notices near photocopiers to remind colleagues to minimize photocopying and to copy on both sides if photocopying is unavoidable.



(b) Save Energy Consumption

(i) Air-Conditioning

- Kept the room temperature at a reasonable level to avoid unnecessary electricity consumption in air-conditioning.
- Cleaned up air-conditioning and dust filter regularly.

(ii) Electrical Appliances and Equipment

- Replaced worn out items with energy efficient appliances and office equipment as far as practicable.
- In line with our policy to use more environmentally friendly materials, devices and equipment in refurbishment of offices, our newly refurbished offices at No. 9 Queen's Road Central, Central have complied with the energy efficiency requirements required by the Electrical and Mechanical Services Department under the "Hong Kong Energy Efficiency Registration Scheme for the Electrical Installations".

(iii) Energy Audit

- Environmental Audit Teams and inspection teams comprising divisional representatives conducted environmental auditing frequently to ensure compliance with the green measures and to look for improvement opportunities in green

management.

- Designated staff members to conduct regular checking to ensure lights, office equipment and air-conditioners in conference rooms, common corridors and unoccupied areas, are switched off during lunch time and after office hours.

(c) Procurement Management

- Purchased green supplies and environmentally sound products such as recycled papers and refillable ball pens.
- Specified the use of woodfree papers which are made from woodpulp derived from renewable forests, and environmental friendly printing inks in placing printing orders with the Printing Department.

(d) Waste Management

- Provided green boxes in offices for collection of wastes for recycling.
- Collected used printer cartridges for recycling.

(e) Promoting Staff Awareness and Staff Participation

- Appointed a directorate officer (Principal Executive Officer (Civil Service) Management) since 1994 to act as the Green Manager to promote and oversee the implementation of green housekeeping measures within the Bureau.
- Issued internal guidelines to set out the Bureau's green housekeeping measures for compliance. Officers newly joined the Bureau are briefed on these green measures. Guidelines on green housekeeping are re-circulated at half-yearly intervals to remind staff of the importance of green management as well as the green measures to be observed.
- Encouraged staff to propose green measures through the existing Staff Suggestions Scheme. Practicable proposals for saving in energy, paper consumption and other resources have been actively pursued.
- Organized the Electronic Christmas Card Design competition to raise green awareness among staff. Winning designs were uploaded onto CSB Website and Intranet for use by colleagues.
- Organized the tree-planting day by the CSB Volunteer Team in March 2003 at Nei Lak Shan of Lantau Island. There were 54 participants and about 150 trees were planted on that day. This is a continuous programme and tree-planting at the site will be organised annually.



(f) Greening of offices

- Increased provision of plantings and greenery in the offices to improve office environment.

(g) Air Quality Improvement

- Implemented the Government's "Smoke-free Workplace Policy".
- Indoor air quality of offices regularly monitored by the Electrical and Mechanical Services Department and improvements works to the ventilation system conducted as and when required.

Targets for the coming year

To keep up the momentum in green management and to save resources, we have set the following saving targets for paper and energy consumption for CSB offices. Taking the Financial Year (FY) 2002-03 as the base year, we aim to cut down respectively in FY 2003-04, 2004-05, 2005-06 and 2006-07 -

(a) our energy consumption (in KWh) by 1.5%, 3%, 4.5% and 6%; and

(b) our photocopying paper consumption (in ream which is equivalent to 500 sheets of A3 or A4 paper) by 2.5%, 5%, 7.5% and 10%.

Promoting green management is an on-going commitment of CSB. In 2003-04, we would continue -

- To explore further energy saving proposals.
- To review the need for printed publications and to reduce the number of printed publications to the absolute minimum.
- To actively pursue the replacement of the existing printed publications by electronic means e.g. issuing CD-ROM, uploading onto CSB Homepage or CCGO.

- To further promote staff awareness in green management and to encourage staff participation in environmental protection activities.
- To further encourage the use of electronic means in both internal and external communication.
- To procure more green products and to require the contractors/suppliers to use environmentally sound products in their execution of service contracts.
- To review the effectiveness of the green measures taken and seek continuous improvement in the efficient use of resources and energy.



Feedback Mechanism

Any comments or feedback on this Environmental Report are welcome. Please send them to us by one of the following means:

E-mail : csbts@csb.gov.hk

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Civil Service Bureau

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