

# **Controlling Officer's Environmental Report - 2006**

## **Civil Service Bureau**

### **Introduction**

This Environmental Report gives an updated account of the achievements made and measures taken by the Civil Service Bureau (CSB) in green management and sets out the Bureau's green targets for 2007.

### **Environmental Policy**

2. The activities of CSB are largely office-based. We are committed to ensuring that the operations of the Bureau are conducted in an environmentally responsible manner.

### **Green Strategies**

3. We have put in place an effective management framework to implement our environmental policy. These include appointing a directorate officer (Principal Executive Officer (Civil Service) Management) as the Green Manager to promote and oversee the implementation of green housekeeping measures within the Bureau. The Task Force on Reduction of Energy and Paper Consumption, a cross-divisional working group, is formed to assist the Green Manager to implement, review and identify further green measures for continued improvement on environmental protection. We emphasize the principle of “Reduce, Reuse, Recycle and Replace” in our green strategies and encourage compliance by staff through various promotional, educational and operational measures. The strategies which we have adopted are summarized as follows –

#### **Reduce Paper Consumption**

- (a) promoting paperless offices by collecting, processing, disseminating and sharing information through electronic means which significantly reduce, and in some cases eliminate, the need to provide the information in paper form;
- (b) promoting the wider use of e-learning thereby cutting down on the use of paper as training and reference materials;
- (c) reviewing critically the continued needs of printed publications and their distribution lists;

- (d) adopting environmentally friendly measures in our daily business, including:
- \* allowing all CSB staff to access our LAN, CSB Information Portal and our Departmental Portal either through dedicated or shared PCs to communicate and share information electronically, and to conduct e-transactions
  - \* using printers/photocopiers with double-sided copying functions
  - \* minimizing printing/photocopying, and using both sides of paper if printing/photocopying is unavoidable
  - \* minimizing copies of flimsies and reference copies at meetings, and avoiding use of fax leader pages

### **Reduce Energy Consumption**

- (e) maintaining indoor temperature at 25.5°C as far as possible during summer in our office premises and encouraging staff to wear smart casual dress in summer months;
- (f) cleaning air-conditioning and dust filter regularly;
- (g) lowering the illumination of ancillary area;
- (h) turning off lights, office equipment, air-conditioner and spotlight in conference rooms when not required;

### **Reuse**

- (i) reusing loose minute file jackets and envelopes, or using transit envelopes;
- (j) using the blank side of used paper for drafting/printing;
- (k) providing green boxes in offices for collection of papers used on one side for reuse;

### **Recycle**

- (l) providing green boxes in offices for collection of paper wastes for recycling;
- (m) collecting used printer cartridges and CDs for recycling;

### **Replace**

- (n) procuring more green supplies and environmentally friendly products such as recycled papers and refillable ball pens;
- (o) where practical, using recycled papers or woodfree papers which are made from woodpulp derived from renewable forests and environmental friendly printing inks for printed publications;
- (p) replacing worn out items with energy efficient appliances and office equipment as far as practicable;
- (q) using more environmentally friendly materials, devices and equipment in refurbishment of offices;
- (r) streamlining operational procedures and workflow to eliminate non-value added steps thereby facilitating reduction in resource consumption;

### **Promote Staff Awareness and Staff Participation**

- (s) issuing internal guidelines to set out the Bureau's green housekeeping measures for compliance;
- (t) designating staff members to conduct regular checks to ensure compliance with the green measures and surprise checks to ensure that lights, office equipment and air-conditioners in conference rooms, common corridors and unoccupied areas, are switched off during lunch time and after office hours;
- (u) encouraging staff to participate in green competitions and activities and to make suggestions for saving in energy, paper and other resources through the existing Staff Suggestions Scheme;

### **Other Green Measures**

- (v) promoting a green working environment by provision of more greenery and plantings in offices;
- (w) arranging regular measurement of indoor air quality (IAQ) of offices by Electrical and Mechanical Services Department (EMSD) and necessary improvements works to the ventilation system to ensure good IAQ; and
- (x) designating divisional representatives to monitor and implement the smoking ban in the office premises to ensure a smoke-free workplace.

### **Key Environmental Achievements**

4. Building on the achievements in the past years, we have continued to make positive progress in promoting green management in the Bureau. The key achievements are summarized below -

#### **Reduction in Paper Consumption**

##### **Promoting Paperless Offices**

- We distribute most of our documents to B/Ds by electronic means. Notable examples include CSB Circulars, CSB Circular Memoranda, SCS's letter, Memorandum on Condition of Services and Specimen Letters of Appointments, call circulars inviting nominations to courses/seminars, etc.
- We deposit the electronic version of these documents and other CSB publications including the Civil Service Regulations (CSR), Summary Guide on CSRs, newsletters, all 23 Volumes of the Glossary of Terms Commonly Used in Government Departments, Guide on Training in the Civil Service, Service Directory of CSTDI, etc. on the Central Cyber Government Office (CCGO) for access by B/Ds. Some of these publications have also been uploaded onto the CSB homepage for access by the public.
- We have set up electronic information-sharing platforms to provide B/Ds with paperless access to a host of information on the administration of the civil service. Examples include the Information Repository on the Administration of the Civil Service, Resource Centre on Civil Service Integrity Management, etc.

- We have set up the Cyber Learning Centre Plus (CLC Plus) whereby trainees across B/Ds can access web courses and up-to-date training information online.
- We have rolled out the e-Leave system to B/Ds to allow on-line submission and processing of vacation leave and sick leave applications.
- We have provided the e-version of performance appraisal forms for the clerical and secretarial grades since June 2004.
- We have replaced the CSB Intranet with the CSB Information Portal since June 2006. New functions, including a three-layer access control, an enhanced search engine and the electronic Central Government Offices (CGO) conference room booking log, facilitate all CSB staff to share and search for useful information online.
- We have launched the CSB Departmental Portal to provide a more user-friendly platform for promoting G2E e-transactions, including inter-departmental services such as online access to the e-Payroll System of the Treasury.
- We have launched E-salary statements for part-time Simultaneous Interpreters in CSB since 2006.
- We have developed the Electronic Training Management System to enable CSB to collect and generate government-wide training statistics electronically.
- We re-launched the Training Administration System in 2006 to allow CSB staff to submit and process on-line applications for training courses/seminars.
- We replaced about 50 old and worn out printers with new ones having double-side printing function in 2006. The replacement programme will continue in 2007.
- We provide an interactive enquiry system in the CSB Homepage to provide information relating to the administration of the Civil Service for access by the public. Notable examples include the “Job-opportunities in the Civil Service” providing appointment information of selected basic ranks in the Civil Service and the "Government Vacancies Enquiry System” enabling the public to search for recruitment advertisements of government jobs.

- We allow on-line submission of applications for civil service and non-civil service vacancies through the “Online GF 340 Application System” accessible via the CSB homepage. Applicants of Common Recruitment Examination (CRE) can also submit applications on-line.
- We have launched a website on Occupational Safety and Health (OSH) in the Civil Service in July 2006. It serves as a one-stop-shop for the public as well as all government staff to exchange views and share experience on OSH good practices.

### **Reduction of Printed Publications**

- We have ceased a number of our printed publications including the Staff List, Staff Biographies, On Course Training Newsletter, and in 2006, ceased the Who’s Who in the Government of the Hong Kong Special Administrative Region.
- We have replaced some of our printed publications by electronic version. They include the Job-opportunities in the Civil Service, Civil Service in Figures, Annual Civil Service Personnel Statistics, Hong Kong Facts Sheet - Civil Service, Civil Service Pay Scales, Clerical Grades Staff List, Secretarial Class and Telephone Operators Staff List, Sources of Finance for Civil Servants, and the Glossary of Terms Commonly Used in Government Departments. The CD-ROM version of the Guidebooks on Official Chinese Writing (Second Edition), which replaced the printed version of first edition, was also produced for sale to the general public.
- In 2006, we replaced the printed publication “Learning Log of Leadership in Action Programme” by an electronic version. Pre-course materials for “Leadership in Action Programme” and some National Studies Programmes are distributed to programme participants in e-version and/or uploaded to Leaders’ Corner of CLC where possible.
- We have reduced 6,000 printed copies of “Keep in Touch” (from 7,500 to 1,500), 64,800 copies of “Clerical and Secretarial Grades Newsletter” (from 90,000 to 25,200), 5,000 copies of “Word Power” quarterly (from 15,500 to 10,500), and 211,000 copies of “Civil Service Newsletter” (CSN) (from 240,000 to 29,000) quarterly. We encourage colleagues and pensioners to read the e-version of our publications and CSN and have ceased distribution of the CSN subscription form to new retirees with effect from June 2004.

### **Other Initiatives conducive to Paper Reduction**

- We have modified the hard-copy application form (CSB 31) for the CRE allowing reuse of stocks for future examinations. Arrangement has also been made with the Public Enquiry Service Centres of District Offices and Job Centres of the Labour Department to return unused application forms for later use. In 2006, a total of about 25,200 unused application forms were returned for reuse.
- We have achieved the target of using recycled paper of about 30% of our total paper consumption in 2006. In 2007, we aim to increase the usage of recycled paper from 30% to 50% of our total paper consumption.
- We re-organised CSB in 2002. Through streamlining procedures, delayering decision-making processes and devolving authority to B/Ds on civil service management matters, we have eliminated non-value added steps, enhanced civil service efficiency and achieved economy of resources.
- We maintain the “Online Government Vacancies Advertising System” to allow B/Ds to post recruitment advertisements onto the CSB website and vacancy circulars onto the CCGO direct, saving the central paper processing steps by CSB.
- We have rationalized the need and frequency of our statistical returns. For example, B/Ds are no longer required to submit half-yearly returns on “Wastage Estimates of non-directorate officers” starting from February 2006.

### **Reduction in Energy Consumption**

- We have distributed mini thermometers to division representatives to monitor and remind staff of the need to maintain the room temperature at appropriate level.
- We have procured computer server equipment with less power consumption in 2006.
- We have replaced the T8 model fluorescent lamps with the more energy efficient T5 model in our offices in CGO and Queensway Government Offices (QGO) in 2006 and 2004 respectively.
- In 2006, we removed an average of about 7% and 3% of the fluorescent lamps in our offices in CGO and 18/F, No. 9 Queen’s Road Central (9 QRC)

respectively to reduce non-essential lighting in ancillary areas, while maintaining adequate illumination. In aggregate, we have already removed about 30% fluorescent lamps on 18/F, 9 QRC since 2003.

- We have installed timer adapters in toilets of CSB offices in QGO to ensure that lights are switched off outside office hours.
- We fully complied with the energy efficiency requirements laid down by EMSD under the “Hong Kong Energy Efficiency Registration Scheme for the Electrical Installations” when we refurbished our offices at 9 QRC.
- We participated in the Energy Efficiency and Conservation Competition launched by EMSD in 2003 to compete for the “Venue Saver Awards”. CSB won the “Office Building Saver Gold Award” in the competition.

### **Staff Awareness and Other Green Measures**

- We upload guidelines and tips on green housekeeping onto the CSB Information Portal and remind staff at half-yearly intervals of the importance of green management as well as the green measures to be observed.
- We promote energy and paper saving measures and encourage staff to adopt green office practices through the CSB Staff Newsletter.
- We share our experience in achieving reduction in energy consumption with representatives of other B/Ds in the experience sharing sessions organised by EMSD.
- We organise the Electronic Christmas Card Design competition to raise green awareness among staff. Winning designs are uploaded onto CSB Website and Intranet for use by colleagues.
- We organise tree-planting activities bi-annually through the CSB Volunteer Team and about 500 trees have been planted since 2003.
- Some of our offices have participated in the IAQ Certification Scheme launched by the Environment, Transport and Works Bureau and the Environmental Protection Department. The offices at QGO, 7/F Main Wing CGO, Room 405 North Point Government Offices and 9 QRC have been certified as complying with the “Good Class of the IAQ Objectives” required for the protection of employees in the workplace.



## Targets

5. To keep up the momentum in green management and to save resources, we have set saving targets for paper and energy consumption for CSB offices. Taking the Financial Year (FY) 02-03 as the base year, we aim to cut down respectively in FY 03-04, 04-05, 05-06 and 06-07 –

- (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%.

6. With the concerted efforts of all our colleagues, we have been able to reduce our energy and paper consumption by more than 10% respectively since 2004-05, already surpassing the overall saving target of 6% for energy consumption and 10% for paper consumption by 2006-07. In 2006, the energy consumption of our office at 18/F 9 QRC recorded a further 4% decrease as compared with that in 2005.

7. Promoting green management is an on-going commitment of CSB, and by reinforcing our good efforts, we strive to sustain our achievement. In 2007, we would continue to –

- (a) explore further energy saving proposals, e.g. by installing sensors for lighting and air-conditioning in selected offices in CSB to ascertain the practicability and effectiveness of these measures;
- (b) review the need for printed publications and reduce the number of printed publications to the absolute minimum, and make use of recycled paper where appropriate;
- (c) actively pursue the replacement of the existing printed publications by using electronic media e.g. issuing CD-ROM, uploading onto CSB Homepage or CCGO;
- (d) further promote staff awareness in green management and to encourage staff participation in environmental protection activities;
- (e) further encourage the use of electronic means in both internal and external communication;

- (f) further develop e-learning infrastructure and to promote the wider use of e-learning;
- (g) procure more green products, e.g., those with energy savings labels, biodegradable plastic bags, etc, and to require the contractors/suppliers to use environmentally sound products in their execution of service contracts; and
- (h) review the effectiveness of the green measures taken and seek continuous improvement in the efficient use of resources and energy.

8. In addition to the above efforts, we contribute to the improvement of air quality and reduction of air emission in accordance with the principles and spirit of the Clean Air Charter signed by the Chief Executive on behalf of the Government as promulgated via ETWB Circular Memorandum No. 1/2007. In this respect, we would:

- (a) ensure proper maintenance of our departmental cars, remind our driver/chauffeurs to turn off the car engine whilst waiting, and encourage shared use of cars among colleagues;
- (b) continue the on-going effort to save energy through the cross-divisional "Task Force on Reduction of Energy and Paper Consumption", which takes on the role of an Energy and Emission Management Team to coordinate measures to reduce energy/paper consumption and improve air quality; and
- (c) continue to promote staff awareness of green measures that would help reduce emissions. For example, we would encourage colleagues to take mass public transport whenever practicable and avoid driving cars on days when air pollution is running high.

### **Feedback Mechanism**

9. Comments or feedback on this Environmental Report are welcome. Please send them to us through the following avenues –

E-mail : [csbts@csb.gov.hk](mailto:csbts@csb.gov.hk)

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**Civil Service Bureau**  
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