

Civil Service Bureau
2007 Environmental Report

Introduction

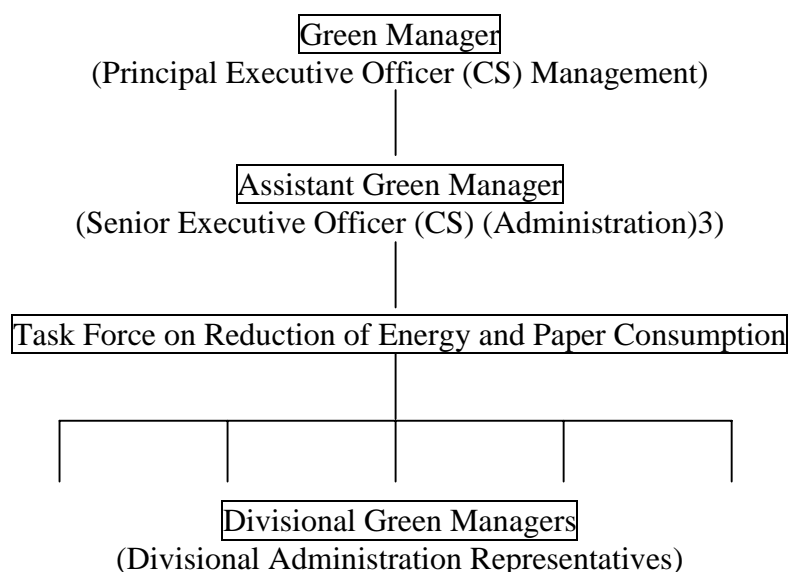
The Civil Service Bureau (CSB) is responsible for the formulation and implementation of policies on the management of the civil service, and our activities are largely office-based. This Environmental Report gives an updated account of the green measures taken and our achievements in green management, and sets out our targets for 2008.

Our Environmental Policy

2. CSB recognises the significance and importance of a healthy environment. We support the HKSAR Government’s central green initiatives to protect and improve our environment and are committed to ensuring that our operations are conducted in an environmentally responsible manner. In particular, we are supportive of the Clean Air Charter signed by the Chief Executive in November 2006 to improve air quality, and adopt appropriate energy and emission reduction measures to contribute to the improvement of air quality.

3. Our green strategies are guided by the four principles of “Reduce, Reuse, Recycle and Replace” (the ‘4 Rs’). Within our policy framework, we constantly look for opportunities to pursue environmentally friendly initiatives in devising and implementing civil service management policies and measures. Inside the bureau, we are committed to adopting environmentally responsible practices and encourage compliance of green measures by staff through various promotional and educational activities. Furthermore, we review the green measures from time to time with a view to taking appropriate actions to attain continuous improvement.

4. To pursue and implement green measures in CSB, we have put in place a cross-divisional management framework as shown below-



5. The role of the Green Manager is to promote and oversee the implementation of green housekeeping measures within CSB. The Green Manager is assisted by an Assistant Green Manager and supported by the Task Force on Reduction of Energy and Paper Consumption which is a cross-divisional working group comprising divisional administration representatives normally ranked at the level of Executive Officer I or equivalent. The Task Force assists the Green Manager to identify, execute and review the progress of green measures.

Our Green Measures

6. Building on the achievements attained in past years, we continue to strive for improvement in our environmental performance under the principles of the '4Rs'. Our efforts in pursuing a sustainable green development and our achievements in the various areas are summarised in the ensuing paragraphs.

(A) *Paper Consumption*

Ongoing Measures

7. Promoting economy in paper consumption continues to be our core strategy in this area. Towards this end, we have adopted the following paper saving measures:

- ❑ We distribute documents (like CSB Circulars, Circular Memoranda, etc.) to bureaux/departments (B/Ds) through electronic means and cease/reduce distribution of printed publications whenever possible;
- ❑ we share information with B/Ds via the electronic platforms in the Central Cyber Government Office and the CSB Homepage. This provides B/Ds and/or members of the public with paperless access to a host of information and guidelines on the administration of the civil service;
- ❑ as far as practicable, we develop dedicated electronic management systems to collect and process information from B/Ds and/or the public. On-line applications for government jobs and implementation of the service-wide e-Leave system are two major paperless initiatives which have been put in place;
- ❑ we promote the wider use of e-learning among government staff via the Cyber Learning Centre Plus;
- ❑ internally, we allow all CSB staff convenient access to our Local Area Network, CSB Information Portal and the Departmental Portal so that they can communicate, share information and transact business electronically;
- ❑ we print on both sides of paper and avoid making photocopies and using fax leader pages where practicable;
- ❑ we use the blank side of used paper for drafting/printing;
- ❑ we reuse loose minute file jackets and envelopes, or use transit envelopes;

- ❑ we provide green boxes for collection of used papers for reuse or recycling; and
- ❑ we avoid circulation of flimsies within CSB and, where such circulation is necessary, reduce the number of copies for circulation.

Highlights in 2007

8. In 2007, we have implemented the following new initiatives to facilitate further reduction in the use of paper -

- ❑ We have worked jointly with the Hospital Authority (HA) to roll out the on-line Medical and Dental Benefits Eligibility Checking System (ECS) which will replace the existing paper-based eligibility verification procedures. The first phase for pensioners and their eligible dependants was implemented in December 2007;
- ❑ we are now developing a CSB Human Resource Management Information System (HRMIS) which will enable CSB to collect civil service personnel statistics and management information from B/Ds electronically. The first phase will be launched in the first quarter of 2008; and
- ❑ we have achieved the target of switching to more extensive use of recycled papers and raising its share of our total paper consumption to about 50%.

9. As a result of our green efforts over the past years, paper consumption in 2006-07 has dropped by more than 10% when compared to the base year of 2002-03. In 2007 alone, we have recorded a further reduction of 1.4% when compared to 2006. Also, to complement our paper reduction efforts, we have replaced 100 old and worn out printers with printers equipped with double-side printing function.

Initiatives/Targets in 2008

10. To enhance operational efficiency and, also, to further our efforts in reducing paper consumption, we plan to implement the following new initiatives in 2008 -

- ❑ The on-line Medical and Dental Benefits ECS will be extended to civil servants and their eligible dependants and other eligible persons, which will render the need for using the paper-form GF 181 unnecessary on full roll-out;
- ❑ we shall continue to develop the CSB HRMIS with a view to launching Phase 1 of the system in the first quarter of 2008. Depending on the progress of the system development work, implementation of Phases 2 and 3 will follow in 2009 and 2010;
- ❑ we plan to cease hard-copy re-circulation of circulars, internal circulars and other documents within CSB. Instead, the relevant documents will be uploaded onto the CSB Information Portal and e-mail reminders will

be issued on a regular basis to draw the attention of staff to the documents; and

- we shall encourage staff to avoid printing out e-messages as far as practicable and to be more discriminatory where hard copies of such messages are needed for a functional purpose or for record on file.

(B) *Energy Consumption*

Ongoing Measures

11. We sustain our on-going energy-reduction efforts through the adoption of the following measures:

- As a service-wide initiative to complement the central energy saving initiatives, we issued a CSB circular in 2005 to encourage government staff to wear smart casual dress in summer months;
- within our office premises, we adopt the central directive of maintaining the indoor temperature at 25.5°C as far as practicable during summer;
- individual divisions in CSB are provided with mini thermometers to monitor and maintain the room temperature at an appropriate level;
- we arrange cleansing of the air-conditioning/ventilation system and dust filters regularly;
- where electrical devices or appliances have to be replaced, we would identify and switch to models which are more energy efficient;
- as far as practicable, we use energy-saving light bulbs and reduce the illumination in ancillary areas and areas where there is natural light; and
- where operationally practicable, we switch off lights, electrical devices and air-conditioners when they are not in use.

Highlights in 2007

- In May 2007, we issued an e-mail reminder to all B/Ds to appeal for the continued support of all government staff in dressing smart casual to work during summer. The message was also included in the Civil Service Staff Newsletter;
- as an experimental measure, we installed occupancy sensors in selected offices to enable more efficient control on the use of lighting and air-conditioning/ventilation;
- we replaced the T8 model fluorescent lamps with the more energy efficient T5 model when we refurbished our new office in Citibank Tower and the temporary office in Murray Road Carpark Building; and
- we replaced about 50 old and worn out personal computers with lower power consumption models.

12. By 2006-07, we have reduced our energy consumption¹ by more than 10% when compared to the base year of 2002-03. In 2007, the energy consumption of our office at 9 Queen's Road Central was 85 792 kWh². When compared with that in 2006, the consumption has further gone down by 6% or 5 821 kWh. Reduction in energy consumption contributes indirectly to improvement of air quality. As an illustration, in terms of air pollutant emissions, the drop in consumption in 2007 represents an estimated reduction³ of 11.12 kg sulphur dioxide (SO₂), 6.75 kg nitrogen oxides (NO_x) and 0.35 kg respirable suspended particulates.

Initiatives/Targets in 2008

- To further complement our energy saving measures, we plan to install occupancy sensors in selected areas of our another new office in Citibank Tower;
- we shall use the more energy efficient T5 model fluorescent lamps and keep the number required to the minimum when refurbishing the new office; and
- we would continue to replace worn out personal computers with lower power consumption models.

(C) *Other Reduction and Recycling Friendly Measures*

Ongoing Measures

13. The following reduction and recycling friendly measures have also been put in place:

- we collect waste paper, used printer cartridges and CDs for recycling;
- we procure and use green and environmentally friendly products and stationery such as refillable ball pens;
- as far as practicable, we use recycled papers or woodfree papers which are made from woodpulp derived from renewable forests and environmental friendly printing inks for printed publications;
- we use environmentally friendly materials, devices and equipment when refurbishing new offices;
- we promote a green working environment by provision of more greenery and plantings in offices; and
- through constant reviews, we streamline our operational procedures and workflow to eliminate non-value added steps thereby facilitating reduction in resource consumption.

¹ Measurement of electricity consumption is only applicable to office premises where a dedicated power meter has been installed.

² The figure represents the electricity consumption of an office area of 854m² located at 18/F No. 9 Queen's Road Central where a separate power meter is available for keeping measurement.

³ The emission from electricity consumption is calculated according to the formulae set out in the "Guide to Clean Air Charter Report Writing" published by EPD in January 2008.

Highlights in 2007

- Where plastic bags are required for rubbish collection, we started to switch to bags produced from degradable or recycled materials; and
- since 2007, we have provided recycle bins on selected floors of our offices in the North Point Government Offices and Queensway Government Offices to collect aluminum and plastic wastes separately for re-cycling. For offices in the Central Government Offices, recycle bins, where required, are centrally provided by the building management.

Initiatives/Targets in 2008

- We aim to increase the proportion of recycled papers in our total paper consumption from the current 50% to 90% by the end of 2008.

(D) *Air Emissions*

14. On the front of improvement of air quality and reduction of air emissions, we support the Clean Air Charter and adopt the following internal measures:

- We 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;
- our departmental vehicles run on unleaded fuel;
- we replace our vehicles with environment-friendly models that run with more fuel efficient engines;
- we enforce the smoke-free work place policy in all CSB offices; and
- we arrange regular measurement of the indoor air quality (IAQ) of our offices by Electrical and Mechanical Services Department and necessary improvements works to the ventilation system to ensure good IAQ. Where appropriate, we participate in the IAQ Certification Scheme launched by the Environmental Protection Department.

Highlights in 2007

- We replaced one of our three departmental cars with a more environment-friendly one that emits less carbon dioxide.

Initiatives/Targets in 2008

- We shall replace another departmental car with an environment-friendly model in 2008; and
- we would continue to promote shared use of vehicles and encourage taking public transport where operationally feasible.

(E) Staff Awareness

15. We promote staff awareness of environmental protection through the following initiatives:

- We publicise our internal green housekeeping measures for general compliance;
- we promote and encourage staff to adopt green office practices through regular reminders and the CSB Staff Newsletter;
- we organise inspection teams to conduct regular compliance checks to ensure that lights, office equipment and air-conditioners, where applicable, are switched off during lunch time and after office hours;
- we organise the Electronic Christmas Card Design competition to raise green awareness among staff. Winning designs are uploaded onto the CSB Information Portal and the CSB Homepage for use by staff and members of the public; and
- with the sponsorship of CSB, the CSB Volunteer Team organises tree-planting activities from time to time.

Highlights in 2007

- We launched a service-wide ‘Civil Service Volunteer Action’ in 2007 and one of the themes was to ‘protect and conserve our environment’. A total of 13 programmes under this theme were held by B/Ds;
- the five-year tree-planting programme organised by the CSB Volunteer Team was successfully concluded in 2007. In total, we have planted more than 500 trees since 2003;
- making use of the internal computer network, we delivered pop-up messages to all CSB staff to disseminate green messages/tips;
- we encouraged staff to use staircases for inter-floor traffic; and
- we were awarded the logo of ‘Caring Organisation’ by the Hong Kong Council of Social Service three years in a row. One of the criteria of the 2007 award is ‘Caring for the Environment’.

Initiatives/Targets in 2008

- In place of the tree planting programme, the CSB Volunteer Team will organise environmental conservation visits to the Wetland Park on a biannual basis; and
- we shall continue to produce and disseminate computer pop-up messages to promote green tips.

The Way Forward

16. Promoting green management is an on-going commitment of CSB, and by reinforcing and expanding our current measures, we strive to sustain our efforts and achievements. We would continue to review the effectiveness of our various green measures and seek continuous improvement in the efficient use of resources and energy.

Feedback Mechanism

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

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