



HKMA Annual Report 2000



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General Administration

The Administration Division continued to identify and take advantage of opportunities to streamline workflow and simplify internal procedures so that administrative services and logistic support could be delivered more effectively. The procedures in areas such as distribution of stores and supplies items, handling of maintenance contracts for office equipment, disposal of files and records were reviewed and streamlined.

With the enactment of the Electronic Transactions Ordinance, the HKMA set up a system in April 2000 to receive electronic submissions required under the following five ordinances under the purview of the HKMA:

- Banking Ordinance
- Exchange Fund Ordinance
- Coinage Ordinance
- Legal Tender Notes Issue Ordinance
- Monetary Statistics Ordinance

Members of public are now able to send electronic submissions to the HKMA using the following email address, which supports the digital certificates of the Hongkong Post: hkma_mail@hkma.gov.hk

The HKMA and the Environment

The HKMA continued its efforts to make the HKMA a greener office. Some examples are shown in Table 2. Staff participated enthusiastically in the Ride Green Day organised by the Environmental Campaign Committee and in the Community Chest's Green Day held in June 2000. The HKMA also launched a Green Day on 9 June 2000, and a number of green office measures were implemented, including the procurement only of recycled paper. Support from colleagues has been encouraging.



HKMA staff offer strong support to the Green Day organised on 9 June 2000 to raise staff awareness of environmental protection.

To encourage recycling and to assist people in need, a campaign was organised to collect unwanted clothes, toys, handbags, and other reusable items from colleagues for donation. Phased out personal computers were also donated to a number of charitable organisations.

Table 2 A Greener HKMA Office					
Item	Unit	Consumption		Percentage	Remarks
		1999	2000	Change	
Paper	ream	16,450	15,450	-6%	Increased use of single-side used paper and electronic communications
Envelopes	item	39,000	25,000	-36%	Increased re-use of envelopes and electronic communications
Waste paper collection	kg	10,202	39,449	+ 287%	Increased recycling
Wooden pencils	item	2,500	300	-88%	Provision of mechanical pencils