

## General administration

The HKMA continued to streamline its work flow to improve cost-effectiveness. The electronic procurement system was upgraded and detailed guidelines were given to staff to improve operational efficiency and internal controls on procurement. Regular drills were held to practise office evacuation and activation of backup facilities. Contingency plans were kept under review.

Since the adoption of the HKMA Environmental Policy in 2001, a number of green office measures have been introduced and staff awareness of environmental protection has been increasing. In 2006 31% fewer envelopes and 49% fewer paper cups were used. Electricity consumption in the HKMA's general offices<sup>1</sup> decreased by 3% during the year.

The HKMA supports and encourages recycling. In 2006 the HKMA donated computers and other equipment to the Computer Recycling Scheme organised by the Hong Kong Council of Social Service and the Education and Manpower Bureau. Regular campaigns were held to collect unwanted clothes, toys and other reusable items from staff for donation to charities. Waste paper and used printer cartridges were collected for recycling.

During 2006 the HKMA participated in a number of fund-raising activities including the Hong Kong Standard Chartered Marathon, the Green Power Hike, the MTR Hong Kong Race Walking, and the Run-up Two IFC Charity Race. More than 50 staff donated blood to the Hong Kong Red Cross in May. Other charity events included the Green Day, the Dress Special Day and the Skip Lunch Day organised by the Community Chest.

The HKMA Volunteer Team gave more than 330 hours of their free time in 2006 to voluntary services, including clearing refuse and plant debris in countryside, raising funds to help school students in Liannan, a mountainous area of Guangdong, and arranging events for the students of the Chak Yan Centre. The HKMA procured

office supplies from a workshop operated by people with disabilities. In recognition of the HKMA's commitment to corporate citizenship, the Hong Kong Council of Social Service awarded the Caring Organisation Logo to the HKMA in 2006/07.



HKMA volunteers and students of the Chak Yan Centre in a day camp.



Senior citizens of the Ho Kwok Pui Chun Social Centre visit the HKMA.

<sup>1</sup> This excludes the data centre, where the introduction of new facilities essential to the financial infrastructure of Hong Kong led to an increase of 13% in electricity consumption.