

Immigration Department Environmental Report 2004-2005

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Environmental Policy

The Department is in full support of the sustainable development of Hong Kong. We are committed to ensuring that all the services delivered as well as all our internal operations are conducted in a manner conformed to environmental protection principles and practices.

Environmental Management

To promote green culture and monitor our performance on environmental protection, all division heads have been conducting internal environmental audits since 1999 covering a wide range of green initiatives including waste minimisation, waste recovery, energy conservation and measures during festive seasons. In October 2004, energy wardens were appointed in each section to remind colleagues of the importance to comply with housekeeping energy saving measures. The Department continued to set targets for paper and energy consumption at the beginning of each financial year and review the performance monthly at the Directorate meeting and the Resources Management Committee meeting. Apart from monitoring the performance, we also explored and promoted various new environmental initiatives.

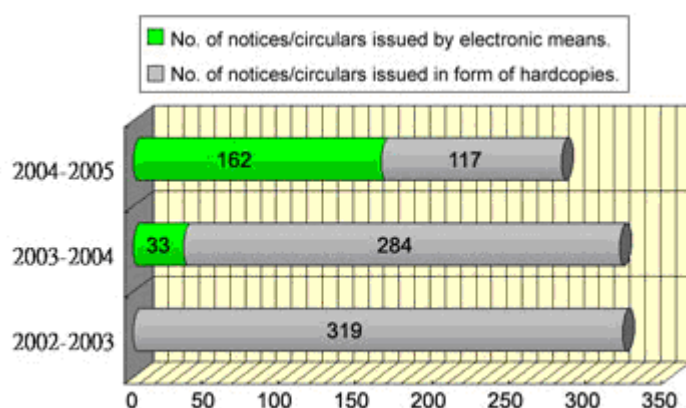
Electronic Dissemination of Information for Paper Saving

To save paper and enhance efficient communication with members of the public and staff, we continued to make the best use of information technology both internally and externally for dissemination of information.

In 2004-2005, a total of 875 164 applications were received under the Electronic Service Delivery (ESD) Scheme. The number increased by 28 per cent as compared with the figure in 2003-2004. This demonstrated that the e-services were generally well received by the public. Moreover, 4 types of e-forms and a number of information leaflets were available at the Department's website.

Apart from facilitating easy access to our services by members of the public, the e-services also helped reduce the use of paper and minimise waste.

Internally, we continued to explore cost-effective means to save paper. A variety of topics were uploaded onto the Immigration Intranet Portal for dissemination of information. In 2004-2005, printing of departmental circulars or notices drastically dropped by 59 per cent while issuing of circulars and notices via the portal increased by 5 times as compared to 2003-2004. An e-Christmas card was uploaded onto the portal for staff to send seasonal greetings by electronic means and only limited Christmas cards were printed. Apart from enhancing efficient communication, the portal proved to be very effective in reducing paper consumption.



Issue of departmental circulars/notices by electronic means was widely adopted in 2004-2005.

To tie in with the central policy to promote greater use of information technology (e.g. e-Leave, e-Pension, e-Payroll, etc.) in conducting internal business between the administration and staff members, we continued to increase the number of Government Office Automation (GOA) workstations and Administrative Network (AN) terminals. As at March 31, 2005, the number of GOA and AN workstations reached 2 002, which was 17 per cent more than the figure as at March 31, 2004. Since August 2004, all permanent staff could access the front-end Electronic Leave Application and Process System (eLAPS) for leave application and processing, which not only speeded up the process, but also greatly minimised the use of paper.

With the concerted efforts of all staff members, paper consumption in 2004-2005 dropped by 2.3 per cent as compared with that in 2003-2004.

Waste Recovery and Recycling of Resources

The Department fully supports the Government's drive to waste recycling and recovery of resources. In 2004-2005, a total of 1 000 emptied toner cartridges were recovered for collection and refilling by recyclers. The figure was maintained at a level similar to that of the previous years.

At present, there is a contract for recyclers to collect waste paper from immigration offices. As regards other types of office refuse, there is an explicit provision in the cleaning contract such that sorting must be done to ensure that recyclable waste is properly treated. Owing to the overall reduction in paper consumption, the used paper collected dropped from 331 899 kg in 2003-2004 to 211 690 kg in 2004-2005.

In August 2004, the Environment, Transport and Works Bureau (ETWB) launched a pilot project to collect used CDs. To support the project, the Department collected a total of 1 300 CDs from staff members for recycling purpose.

Green procurement is an integral part of environmental protection. Apart from encouraging a wider application of recycled toner cartridges, the Department continued to purchase environmentally friendly stationery items such as recycled paper and pencils made from recycled newspaper. By promoting recycling of resources, we hope to minimise waste and alleviate the adverse impacts made to the environment.

Energy Conservation

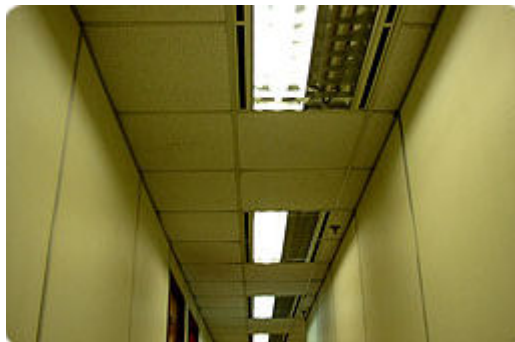
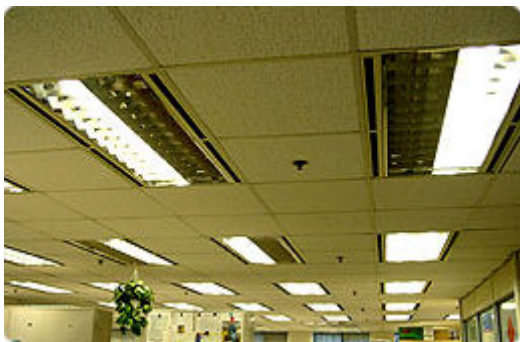
Though there was an increase in electricity consumption in 2004-2005 mainly due to the implementation of various new initiatives, energy conservation remained one of our major targets. A number of measures were introduced to conserve energy and promote energy efficiency.

In accordance with ETWB's guidelines, the room temperature of all immigration offices has been set at 25.5 degree celsius during summer months in order to save energy.



Thermometers were installed to ensure that air conditioning temperature was set at 25.5 degree celsius.

Rearrangement of lighting without affecting work efficiency was another effort in 2004-2005. The Department managed to save energy by disconnecting 2 761 fluorescent tubes at the office areas, corridors, toilets and storage areas at both the Headquarters and branch offices. Non-essential lighting in common areas of the Headquarters was switched off 1 hour earlier at 1800 hours during weekdays; 7-day timers were also installed for flexibly switching off unnecessary lighting during weekdays and weekends. With the assistance of the Electrical and Mechanical Services Department (EMSD), all conventional "EXIT" signs at Lok Ma Chau Control Point were replaced by the high efficiency LED "EXIT" signs. Moreover, all staff members were encouraged to activate the hibernation mode or standby mode on computers when leaving their desks temporarily. The Department would continue to explore possible means with a view to making further energy saving.



A number of fluorescent tubes were disconnected without affecting work efficiency.

Environmental Design for New Building

With the expertise of the Architectural Services Department, environmentally friendly design was adopted at the newly built Immigration Service Institute of Training and Development and the Castle Peak Bay Immigration Centre in Tuen Mun. Extensive green landscaping was included both indoors and outdoors. Energy efficient electrical installations such as electronic ballasts, high efficiency T5 tubes, parabolic controllers, energy saving lamps, dimming control facilities and occupancy sensors were used. All electrical, air-conditioning, lift and lighting installation were designed in compliance with Energy Codes. To maximise energy efficiency, day lighting was maximised in its design and a Building Integrated Photovoltaic Panels system was also installed to collect solar energy and generate electricity for some of the equipment. These panels also provided shading effect for cooling purpose which resulted in the reduction of energy consumption.



Building Integrated Photovoltaic Panels system was installed on the roof of Castle Peak Bay Immigration Centre to collect solar energy.

Promotion of Staff Awareness in Green Management

To enhance environmental awareness amongst staff, "Green Tips" were uploaded onto the Intranet Portal and incorporated into our departmental newsletter. Best green practices were also promulgated to staff via e-mails periodically. In February 2004, 18 middle managers received training on green management provided by EMSD.

To promote green culture, staff members were encouraged to actively participate in the Green Power Hike and the Community Chest Green Day organised by the Green Power and the Community Chest respectively. In May 2004, the Immigration Department Volunteer Work Team organised a campaign to collect old computer monitors from colleagues for donation to the Caritas Magdalene School, School for the Deaf, Lutheran School for the Deaf and Victoria Park School for the Deaf. Besides, another campaign to collect used clothes from colleagues at the Immigration Headquarters, various control points and a number of departmental quarters' sites was also organised in June 2004. The activity was well received and a total of 2 960 kg of clothes were collected and donated to the Salvation Army for charity purpose. These campaigns not only helped those in need, but also minimised unnecessary wastage.



A campaign to collect used clothes.



Old computer monitors collected from staff members.

The Way Forward

The Department always endeavours to explore green initiatives for conserving the environment and identify areas for improvement. To achieve the goal of paperless meetings, 26 notebook computers connected to the Intranet Portal have been installed in the Department's conference room. Members of the meetings can browse minutes of meetings, agenda items, briefing notes and supplementary references on screen, thus minimising paper wastage. Besides, to tie in with the central policy for promoting e-culture among staff and to help accelerate the development of e-government, the Department has rolled out an Accessibility Programme by phases in 2005. Upon successful implementation of the programme, all staff members will be provided with e-mail service either through Lotus Notes or Domino Web Access, which will further reduce the use of paper and minimise waste.