

Immigration Department Environmental Report 2010-11

Preface

The Immigration Department contributes to the security and prosperity of Hong Kong by providing quality immigration services to the public. The Department is responsible for a number of immigration functions including exercising effective immigration control, facilitating the visit of genuine travelers, keeping out undesirables, preventing and detecting immigration-related crimes, issuing highly secure identity cards and travel documents to residents and providing efficient civil registration services for births, deaths and marriages. While the Department has been making every effort to enhance its business performance and endeavouring to be the foremost immigration service in the world in effectiveness and efficiency, we also endeavour to fully support the environmental protection and sustainable development of Hong Kong.

We are committed to ensuring that all the services delivered to the public as well as our internal operations are conducted in accordance with environmental protection principles and practices according to the requirements under the environmental legislation, codes of practices and the Clean Air Charter as appropriate. The Department also strives to boost the staff members' awareness on green culture so that they can adopt green practices in their daily lives.

Environment Management

The Departmental Secretary was appointed as the Green Manager of the Department. He was responsible for overseeing and formulating environmental protection policies and measures in the Department.

Division Heads also played an active role in exploring and promoting environmental protection initiatives and monitoring the green measures to be broadly implemented in the offices under their purview.

In 2010, there were over 100 Energy Wardens appointed in the Department at sub-divisional level. They were responsible for ensuring that the housekeeping energy conservation measures had been taken effectively. In this connection, Energy Wardens conducted periodical checks on office premises and reminded colleagues of the need to conform with the green measures, such as:

- Switch off unnecessary lighting
- Activate hibernation or standby mode for computers
- Switch off lights, computers, photocopiers and other office equipment when they are not in use
- Adjust indoor temperature to the recommended 25.5 °C level during summer months
- Conserve water and shut off taps properly after use



Sha Tin Marriage Registry switched off the illumination system during non-office hour

The monthly consumption of paper and electricity was closely monitored at the meetings of the Resources Management Committee which was personally chaired by the Deputy Director and consisted of members of senior management. The consumption records were regularly updated and uploaded onto our intranet portal so that management at the sectional and divisional level could have a better understanding of the resources used to facilitate their monitoring process.

Environmental Performance

Energy Conservation

Conservation of energy was always our prime concern. In 2010-11, the power consumption of the Department was about 40 000 000 kWh; signifying a mild reduction of 3.5 per cent when compared to 2009-10.

In order to identify areas of inefficiency and explore energy saving opportunities,

Electrical and Mechanical Services Department (EMSD) was invited to carry out energy audits in various outstation offices and control points. Based on the recommendations of energy audits, the Department introduced a series of energy saving measures to further reducing power consumption. In 2010-11, the following projects were implemented:

- The de-lamping exercise to lower the illumination level of areas including corridors, changing rooms, washroom and back office in Lok Ma Chau Spur Line Control Point, Sha Tau Kok Control Point and Airport.
- The reinstatement of operation of thermal wheels for air handling units served in the Arrival and Departure Halls of Lok Ma Chau Control Point to recover the heat energy.
- The replacement of T8 florescent tubes with more energy-efficient T5 florescent tubes in the Airport.
- The replacement of conventional 'EXIT' sign with more energy-saving LED-type sign at Castle Peak Bay Immigration Centre.

In support of environmental protection campaigns, the Department participated in the 'Green Peace Carfree Day' in September 2010 organised by Green Peace. Staff members were encouraged to walk, cycle or take public transport over private vehicles on that day. The Department also participated the 'Earth Hour 2011' organised by the World Wide Fund for Nature in March 2011. The decorative lighting for the Passengers Terminal Building (Hong Kong side) at Shenzhen Bay Control Point and lighting for the name 'Lok Ma Chau Control Point' on the exterior wall of the passenger hall at this control point was switched off.



Minimisation of Paper Consumption

With the concerted efforts of staff members, a total of 60 265 reams of paper was consumed in 2010-11, representing a decrease of usage by 7 per cent when compared

to 64 850 reams in 2009-10.

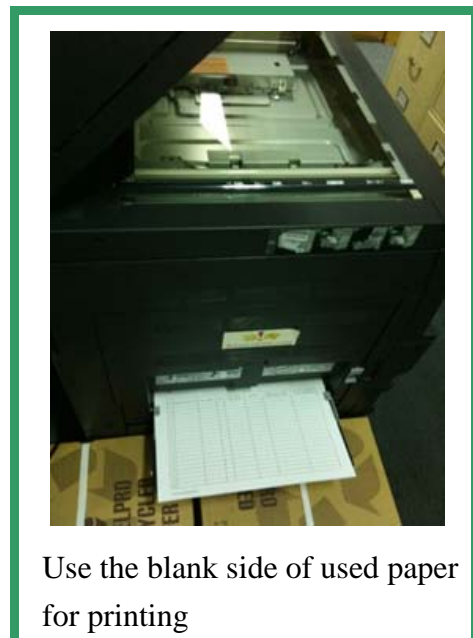
In order to sustain the Department's efforts in minimising paper consumption, the Department had adopted various measures both externally and internally to conserve the use of paper:

External

- Provide members of the public with a number of e-Services such as online application, reporting of immigration offences as well as e-submission of various applications or notifications. These e-Services did not only provide convenient means for the public to acquire our services, but also helped save the use of paper.

Internal

- Use of information technology, such as communication by e-mail and use of intranet portal as an information sharing platform extensively.
- Distribute the internal circulars and notices as well as posting orders through electronic means.
- Use both sides of paper and greater use of the blank side of used paper for drafting, faxing, printing and photocopying documents.



The above measures were widely accepted by both the public and internal staff. The Department would continue to adopt information technology as far as practicable to create a paperless working environment.

E-Procurement Programme

The Department was one of the three government departments participating in a pilot programme for e-Procurement. The e-Procurement System (e-PS) was fully launched in the Department in February 2011 and would further enhance to cater bulk purchase items.



The e-Procurement Portal

Through the e-PS, paper consumption and storage space was reduced. It also helped promote green procurement by sharing green procurement information among pilot departments through the internal e-Procurement portal. The suppliers could also get the procurement related information, say government's policy, application method, etc. through the external e-Procurement portal. The ultimate aim of the programme was to automate and streamline the procurement processes, which would be more cost-effective and less dependent on traditional paper-based mode.

Recycling of Waste and Recovery of Resources

In view of the need to enhance the awareness of staff and public on the importance of recycling of waste, the Immigration Tower had participated in the 'Programme on Source Separation of Commercial and Industrial Waste' initiated by the Environmental Protection Department since 2008. The quantity of waste paper, aluminum cans and plastic bottles collected in 2010-11 was compared to the figure in 2009-10 in the table below:

| Type of recyclable waste collected | Year 2009-10 (kg) | Year 2010-11 (kg) | Percentage change (%) |
|------------------------------------|-------------------|-------------------|-----------------------|
| Paper | 122 523 | 83 331 | -32 |
| Aluminum cans | 61.69 | 59.99 | -3 |
| Plastic bottles | 252 | 291.59 | 16 |

As aforementioned, the paper consumption of the Department had dropped and thus constituted to a reduction in recyclable waste paper collected. In addition to the traditional wastes, other recyclable wastes including rechargeable batteries were also collected through the collection boxes. We believed that through reuse and

recycling of solid waste; both staff and the public would become increasingly aware of the importance of these actions to lead a greener life.

Minimisation of the use of resources could help conserve our environment. In this regard, great efforts had been made to reduce the use of consumable items. The quantity of items procured in 2010-11 was compared to the figure in 2009-10 in the table below:

| Items procured | Year 2009-10 | Year 2010-11 | Percentage change (%) |
|----------------------------------|---------------------|---------------------|------------------------------|
| Pencils made from recycled paper | 3 656 | 2 400 | -34 |
| Clutch pencils | 353 | 960 | 172 |
| Lead refills for clutch pencils | 949 | 1 596 | 68 |

In the midst of increase in workload and operational activities, there was an increase in items procured in 2010-11. The Department would strive to monitor the use of consumable items and adopt pragmatic strategies to reduce usage.

Moreover, used printer cartridges had been returned to the suppliers by means of trade-in so as to minimise solid waste. The returned quantity increased by 67 per cent from 1 572 pcs in 2009-10 to 2 626 pcs in 2010-11. The Department also included green specifications for stock items so that products that caused minimal adverse environmental impacts were purchased.

Support on Clean Air Charter

In support of the Clean Air Charter which aimed at improving the air quality of Hong Kong, the Department had taken the below measures to reduce the adverse impact of vehicles and vessels to the environment:

- Purchase environmentally friendly type vehicles for replacement.
- Encourage staff members to share the pool car and combine their trips as far as practicable in order to fully utilise the vehicles and reduce mileage.
- Ensure proper maintenance of our departmental vehicles.
- Check the vehicles and vessels regularly in order to minimise the production of pollutants and nuisance caused by exhaust emissions.

In 2010-11, the total fuel consumption in diesel and oil of the vehicle team of the Department was 55 250 litres, representing a decrease of 24 per cent when compared to 2009-10. On the other hand, the consumption of Liquefied Petroleum Gas was 17 541 litres, which had decreased 60 per cent when compared to 2009-10. The consumption of fuel by our fleet of seven vessels was 1 299 200 litres, indicating a decrease of about 2 per cent when compared to 2009-10's usage of 1 323 930 litres.

In order to provide staff members with a better working environment, we had participated in the Indoor Air Quality (IAQ) Certificate Scheme. In 2010, the indoor air quality of Immigration Tower, Sha Tin Marriage Registry and Passenger Terminal 2, Hong Kong International Airport that covered both common and office areas was awarded 'Good Class'.

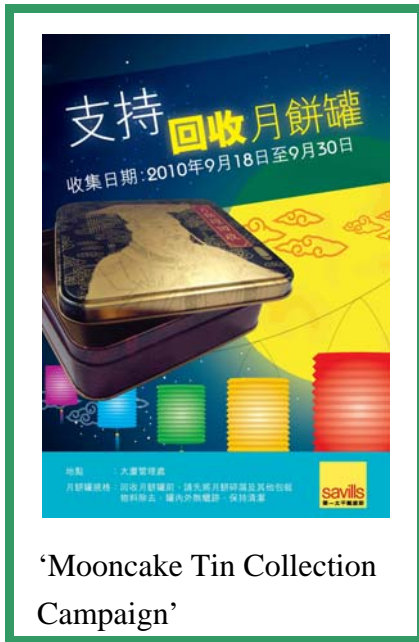
Promotion of Staff Awareness

To promote environmental awareness amongst staff, the Department released latest news and useful information to staff through e-mails and intranet portal. Staff members were encouraged to attend seminars and participate in promotional activities arranged by different organisations.

In August 2010, EMSD held a seminar on energy conservation and the Department had encouraged Energy Wardens to attend so as to enhance their knowledge and awareness on this issue. Participants acquired general knowledge on energy efficiency labeling scheme, high performance lighting system and learnt a number of energy saving tips for office. They found the seminar educational.

The Department also held a 'Green Smart Office Competition' from October 2010 to April 2011 aiming at encouraging staff to suggest effective and practical measures to reduce the use of resources. A total of 45 activities or events had been held during a 7-month period which included 'No Driving Days', 'Encouraging the Use of Stairs', 'Greening of Office' and 'Green Visits'. The Department collected useful insights on resources conservation through the competition.





'Mooncake Tin Collection Campaign'

Same as previous years, our Immigration Department Volunteer Work Team continued to organise the 'Used Clothes Collection Campaign' in April 2010. A total of 1 560 kg of used clothes and 130 kg of miscellaneous accessories were collected and donated to the Salvation Army. The Department also participated in environmental protection campaigns organised by other organisations such as 'The Community Chest Green Day' by The Community Chest which encouraged participants to take public transport so as to reduce carbon emission, the 'Mooncake Tin Collection Campaign' and 'Red Pocket Recycling Campaign' organised by the Building Management Office of the Immigration Tower.

To cultivate green culture among staff members, the Department had set up green corners at various offices for putting posters, green tips and latest news concerning green matters. The information posted on the green corners would be renewed periodically.



A green corner at the Immigration Headquarters

The Way Forward

The Department shall continue to sustain practical housekeeping measures, adopt green management principles in all activities and implement green initiatives in the Department as appropriate. The Department shall also explore the feasibility of using new technologies including renewable energy to further enhance the effectiveness of energy performance and promote environmental protection.