

## 環保管理

### Green Management



各管制站出入境大堂的照明光度均調節至機電工程署建議的標準，並引入自然光，減省能源消耗。  
The adjustment of illumination to the standard as recommended by Electrical and Mechanical Services Department and the penetration of natural light at immigration clearance halls of control points help save energy.

### 節約能源

在二零一三年，由於本處的運作活動有所增加，二零一三年的耗電量與二零一二年比較，輕微增加了1.3%。

本處在各分科委任能源管理員，負責確保各項節能措施在辦事處有效執行，以盡量抵銷因部門運作活動有所增加而不能避免的額外能源消耗。能源管理員定期檢查各辦事處，並維持同事對持續遵守環保措施的意識，例如把辦公室器材在無須使用時關掉，以及將辦公室及公共空間等地方的照明設備調校至合適的亮度。

### 減少用紙

隨著本處的運作活動有所增加，二零一三年的用紙量較二零一二年增加了4.8%。為了節約用紙，本處積極採用資訊科技作對外及對內的溝通。我們已在日常工作中廣泛使用電郵、互聯網、內聯網及其他電子方式溝通。本處亦為市民提供多項電子服務，例如網上申請及外遊提示登記服務等以助減低用紙量。本處亦推出了新的流動應用程式讓市民快捷和無紙地查閱資訊。此外，部門全面使用電子處理假期申請系統及電子採購系統，減少採用依賴以紙張處理工作的傳統方式。本處將繼續監察用紙量，並會採取節約措施，盡量減少用紙。

### 廢物循環再用及資源回收

為提高員工和市民認識廢物回收對環境的正面影響，入境事務大樓自二零零八年起參與環境保護署推行的「工商業廢物源頭分類計劃」。



本處參加了室內空氣質素檢定計劃，確保室內空氣質素良好。  
The Department has participated in the Indoor Air Quality Certificate Scheme to ensure good indoor air quality.

### 支持《清新空氣約章》

為落實以改善香港空氣質素為目標的《清新空氣約章》，我們致力減少部門車隊和船隊的能源消耗量和空氣污染物排放量。例如，我們會為部門車輛和船隻進行定期檢查，以盡量減少因廢氣排放而產生環境污染物和造成環境滋擾。此外，我們亦會鼓勵員工共用部門車輛，並在可行情況下盡量把行程合併，以便能最有效地使用車輛和減少行車里數。

### 提高員工的環保意識

為促進員工的環保文化，本處繼續經電郵和內聯網向員工發放有關環保的最新消息和有用資料。本處亦鼓勵員工參與由不同機構安排的推廣活動，例如香港公益金舉辦的「公益綠識日」、世界自然基金會舉辦的「地球一小時」等活動。本處於不同的辦事處亦設有環保告示板發佈環保訊息。



本處的環保告示板定期發放環保管理信息。  
Information on green management is regularly disseminated at the green corners of the Department.

### 未來路向

本處會持續推行和擴展現行的環保措施，在各項活動中採用環保管理準則，以及在部門推行新的環保措施及目標，務求善用能源及資源。

## Energy Conservation

In 2013, as there was an increase in operational activities in the Department, the power consumption slightly increased by 1.3% when compared to 2012.

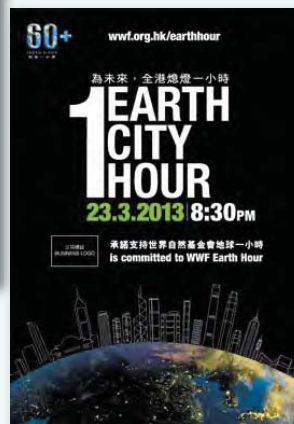
Energy Wardens appointed at sub-divisional level are tasked to ensure the effective implementation of the green housekeeping measures with a view to offsetting the unavoidable increase in energy consumption arising from the increasing departmental activities. Energy Wardens have conducted regular inspections in office premises and maintained staff awareness of the importance of persistent conformance to the housekeeping measures such as switching off office equipment that is not in use and adjusting illumination to the recommended level in the office and public area, etc.



本處獲環境保護署的惜食香港督導委員會頒發「惜食香港」運動嘉許狀。  
The Department was awarded a certificate of appreciation by the Food Wise Hong Kong Steering Committee of the Environmental Protection Department.

## Minimisation of Paper Consumption

With the growth of operational activities of the Department, the paper consumption increased by 4.8% when compared to 2012. To conserve the use of paper, the Department has made extensive use of information technology for external and internal communication as far as practicable. E-mail, internet, intranet portal and other electronic means are widely adopted in our daily operations. A number of e-Services such as online application and Registration of Outbound Travel Information are provided for members of the public which help reduce the use of paper. A new mobile application was also introduced to provide quick and paperless access of information. In addition, the Electronic Leave Application and Processing System and



e-Procurement System which are less dependent on the traditional paper-based mode have been implemented. The Department would continue to monitor the paper consumption and adopt conservation measures to minimise the use of paper.

## Recycling of Waste and Recovery of Resources

With a view to raising the awareness of staff and public on the positive impacts of waste recycling to the environment, the Immigration Tower has participated in the 'Programme on Source Separation of Commercial and Industrial Waste' initiated by the Environmental Protection Department since 2008.

## Support on Clean Air Charter

To implement the Clean Air Charter which aimed at improving the air quality of Hong Kong, great effort has been put into reducing energy consumption and emissions of our vehicles and vessel fleet. For instance, departmental vehicles and vessels are checked regularly to minimise the production of pollutants and nuisance caused by exhaust emissions. Furthermore, staff members are encouraged to share pool cars and combine their trips whenever practicable to fully utilise the vehicles and reduce mileage.



為了培養員工的環保文化，部門鼓勵員工參與由不同機構安排的環保推廣活動。

To foster a green culture among staff members, the Department encourages staff to participate in environmental protection campaigns arranged by different organisations.

## Promotion of Staff Awareness

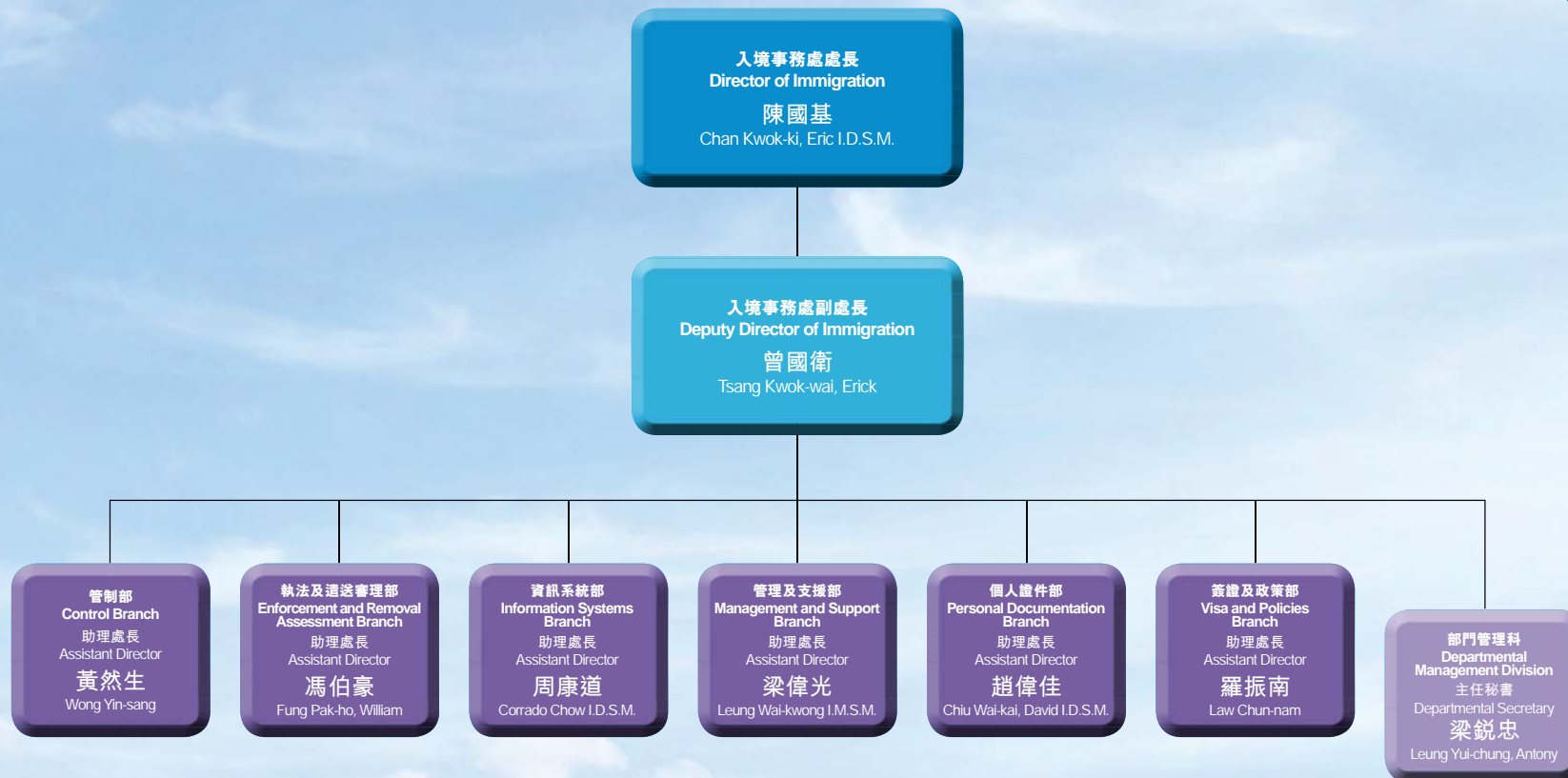
To foster a green culture among staff members, the Department has continued to disseminate the latest news and useful information to staff through e-mails and intranet portal. Staff members were also encouraged to participate in various environmental protection campaigns arranged by other organisations, such as the Community Chest Green Day organised by the Community Chest, the Earth Hour organised by the World Wide Fund for Nature, etc. Green corners had also been set up at various offices of the Department to promulgate green tips.

## The Way Forward

The Department would sustain and broaden the current housekeeping measures, adopt green management principles in all activities and take forward new green initiatives and targets in the Department as appropriate with a view to making efficient use of energy and resources.

# 部門組織圖

## Organisation Chart of Immigration Department



截至二零一四年三月三十一日  
As at 31 March 2014

## 二零一三年年報

入境事務處部隊支援組製作

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### 兌換率

除另有說明外，本年報提及的「元」均指港元。自一九八三年十月十七日起，政府通過發行鈔票機制，把港元與美元掛鈎，以 7.8 港元兌 1 美元為固定匯率。



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### Exchange Rates

When dollars are quoted in this report, they are Hong Kong dollars, unless otherwise stated. Since 17 October 1983, the Hong Kong dollar has been linked to the US dollar, through an arrangement in the note-issue mechanism, at a fixed rate of HK\$7.8 = US\$1.