

# Environmental Report

## Independent Police Complaints Council Secretariat

### Environmental Report 2003

#### Introduction

This Environmental Report presents the environmental policy and performance of the Independent Police Complaints Council (IPCC) Secretariat in 2003.

2. The IPCC is an independent body whose Members are appointed by the Chief Executive. Its main function is to monitor and review the investigations of public complaints against the Police conducted by the Complaints Against Police Office (CAPO) of the Hong Kong Police Force.

3. The IPCC is supported by a full-time Secretariat, headed by the Secretary, IPCC with 23 general grades staff and a Senior Government Counsel serving as legal adviser to the IPCC. The major function of the Secretariat is to examine all the complaint investigation reports submitted by CAPO in detail to ensure that each and every case is investigated in a thorough and impartial manner before passing them on to IPCC Members for endorsement.

4. Under the supervision of the Secretary and the Deputy Secretary, four teams, each comprising one Senior Assistant Secretary and one Assistant Secretary, are responsible exclusively for vetting complaint investigations. The fifth team, Planning and Support, comprising one Senior

Assistant Secretary and 13 executive, clerical and secretarial staff, is responsible for general administration, research, publicity and other support services.

## Environmental Goal and Policy

5. The IPCC Secretariat supports the Government's efforts to improve the environment and is committed to promoting environmental protection by:

- complying with the relevant environmental protection ordinances;
- promoting the efficient use of resources;
- minimizing the production of waste and environmental pollutants;
- improving the environmental conditions of the Secretariat of the IPCC; and
  
- reviewing regularly the environmental protection measures so that continued improvements can be made.

## Environmental Protection Measures

6. The activities of the IPCC Secretariat are mainly office-based. In discharging its functions, the Secretariat has adopted the following environmental protection measures:

### **(a) Economy in the use of paper**



- use photocopiers that support double-sided printing;
- use plain paper fax machines;
- use the blank side of used paper for drafting, printing and photocopying;

- print on both sides of paper;
- use electronic mails instead of paper memos and faxes for dissemination of information as far as practicable;
- avoid printing of electronic mails unless a paper record on file is absolutely necessary;
- adopt electronic templates of memo to avoid pre-printed copies;
- exchange diskettes within and outside the Secretariat;
- minimize copies of flimsies and reference copies for meetings;
- avoid using fax leader pages;
- avoid sending the original copy of documents that have been sent by fax;
- despatch unclassified documents to bureaux/departments without using envelopes;
- send electronic seasonal greeting cards;
- minimize photocopies by circulating circulars and other documents to officers instead of providing them with personal copies;
- produce CD-ROM annual reports to replace printed copies; and
- upload reports and papers onto the Council's Homepage for public access through the Internet to reduce printed copies.

## **(b) Energy Conservation**



- switch off lights and office equipment when the office is not in use;
- switch off unnecessary lighting in perimeter area lit by sufficient daylight;
- affix 'Save Energy' stickers to lighting switches to remind staff to switch lights off when not in use;
- use energy-saving light bulbs; and
- economize on the use of air-conditioning.

### **(c) Waste minimization**



- re-use envelopes and loose-minute jackets;
- collect used papers for drafting and printing purposes; and
- use refillable ball pens.

### **(d) Green Procurement**



- procure environmentally friendly products such as recycled paper, refillable ball pens and environmental thinner; and
- procure energy-saving photocopiers and plain paper fax machines.

### **(e) Healthy Workplace**



- enforce no-smoking in the Secretariat office;
- display potted plants in offices;
- arrange regular cleaning of air ventilation system and carpets;
- install tap water filter in pantry; and
- keep the office clean and tidy.

### **(f) Other measures**



- re-circulate at regular intervals environmental protection guidelines to the staff of the Secretariat;
- provide green boxes for collection of waste paper

- and arrange with recyclers to collect waste paper periodically for recycling; and
- collect used printer toner cartridges for recycling.

## Performance

7. The performance of the IPCC Secretariat in implementing the above green measures has been satisfactory. With enhanced environmental awareness and cooperation of the staff of the Secretariat, the resources of the Secretariat, in particular paper and electricity, have been put to efficient and optimum use.

## The Way Forward

8. The IPCC Secretariat will continue to implement and improve its environmental protection measures and promote the environmental awareness of staff of the Secretariat in the years to come.

## Enquiries

9. If you have any comments or enquiries on this report, please send them to us by one of the following means :

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