



Introduction

In support of the Government's drive to implement green management, this report sets out Information Services Department's green performance in 2000 and the green initiatives in 2001.

Environmental Goal & Policy

2. The Information Services Department is committed to ensuring that government's Public Relations and information policies, both locally and overseas, are implemented in an environmentally responsible manner. Throughout the year of 2000, we adopted the following policies in meeting our environmental goal :-

- (a) implementing government's PR policies in an environmentally responsible manner such as issuing press releases and photographs electronically to all news organizations; promoting the use of the Internet for dissemination of information; publishing the Hong Kong Annual Report on the Internet and in CD Rom format and reducing hard copies of publications produced;
- (b) promoting communication within the department through electronic means via GCN and the Intranet; working towards the concept of paperless office to reduce the use and dispatch of paper; adopting the principles of Reduce, Reuse and Recycle in the consumption of materials and seeking continual improvement in the efficient use of natural resources and energy, e.g. by re-engineering of work processes;
- (c) complying with the relevant environmental protection ordinances;

(d) providing training for staff to develop an environmentally responsible culture and increasing their awareness of continual improvement in protecting the environment; and

(e) recommending to clients the use of environmental friendly paper and ink for printing publicity items and publications.

Environmental Management and Performance

3. Through the department's continuous effort in promoting green management in our workplace, the following achievements were made in various environmental aspects in 2000:

<u>Environmental Aspects</u>	<u>Measures</u>	<u>Performance in 2000</u>
A. Use of Energy and Material		
<u>Energy</u>	All officers are requested to comply with the energy conservation policy of switching off lights and air-conditioners whenever offices are not in use. Routine checks are conducted.	Effective compliance.
<u>Material</u>	(i) Measures are taken to economize in the use of paper. This includes using blank side of used paper for drafting, printing on both sides of paper and reusing envelopes, etc.	Effective compliance.
	(ii) All officers are reminded to maximize the use of the Internet and e-mail facilities for seasonal greetings. The Internet Resource Centre has, as in previous years, arranged for electronic Christmas cards for use by Government officials with a view to reducing the need for paper Christmas cards.	Effective compliance.

(iii) Arrangement is made for members of the public to place order for Government publications by electronic means through the Internet, in addition to fax and mail.	About 50% of the orders for Government publications were received by electronic means in 2000.
(iv) Upon the uploading of the e-Gazette on the Government web-site on 8 December 2000, the number of printed copies of Government Gazette has been substantially reduced.	The number of printed copies of Government Gazette was reduced from 4,000 in 1999 to 2,200 (45%) in 2000.
(v) The Hong Kong Annual Report is produced in electronic format to reduce the number of printed version.	The number of printed copies of Annual Report was reduced from 27,000 in 1999 to 14,000 (48%) in 2000.
(vi) A Digital Photo System was introduced in June 1997. News photographs are distributed to news organisations and other users in digital format.	The number of printed copies of news photographs was reduced from 9,492 in 1998 to 1,082 (89%) in 2000.
(vii) A computerised personnel record system is implemented to reduce the need for printing and copying of staff records.	Effective compliance.
(viii) High speed scanners are installed for scanning large quantity of documents.	About 60,000 pages of documents are scanned into electronic format and sent to 10 overseas offices and Beijing Office through email every year.
(ix) An electronic distribution system is set up to facilitate information access and minimize the need for	Fax server is now used for receiving and re-distributing fax documents

	photocopying.	in electronic format.
B. Pollution Prevention		
<u>Air-quality</u>	(i) Random checks are conducted to ensure the implementation of Government's Smoke-free Workplace Policy.	Full compliance.
	(ii) All drivers are regularly reminded of the need to switch off engines of cars while waiting.	Full compliance.
<u>Waste</u>	(i) Paper waste is collected by GSD's contractor regularly.	In 2000, 37,642kg of paper waste was collected.
	(ii) Used printer cartridges were collected for recycling.	330 used printer cartridges were collected in 2000 and sent to the Post Office. \$4,329 was donated to Sowers Action under the Recycling Campaign.
	(iii) Used plastic film containers are collected by a private firm for recycling.	About 6,000 plastic film containers were collected for recycling in 2000.
<u>Hazardous waste management</u>	(i) Chemical waste emitted in the course of photo-processing is properly contained and stored.	Arrangement has been made to comply with the Waste Disposal (Chemical Waste) (General) Regulation.
	(ii) The waste is collected by EPD's contractor for disposal.	The contractor has been requested to dispose of chemical waste in an environmentally safe manner.
	(iii) Regular site inspections are conducted to ensure proper handling of hazardous waste.	Full compliance.

<u>Purchasing</u>	(i) Wider use of green products, eg. recycled photocopying paper, alkaline batteries and refillable ball-pens, etc. is adopted in the office.	Green products are widely accepted by users.
	(ii) New equipment purchased are recognized energy efficient models.	Conscious assessment and judgement on environmental friendliness and energy efficiency was made for all equipment procurement.
C. Management Action/Initiatives on Environmental Improvement		
Green Management Initiatives Implemented		
<u>Green management scheme</u>	Each Division has nominated an officer to be the Green Management Co-ordinator who is responsible for gauging staff's views on environmental improvement, relaying views to management and conducting regular checks and reviews on progress of green housekeeping measures implemented.	Close liaison has been maintained between management and the green management co-ordinators. Progress of green housekeeping action plans was highly satisfactory in 2000.
<u>Environmental policy</u>	Departmental management, in consultation with staff, has developed an environmental policy. The policy has been implemented smoothly and is kept under regular review.	The environmental policy was first introduced in December 1999. The Policy Statement is circulated regularly and made available on the Intranet for staff's information.
D. Education and Training		
<u>Training</u>	Environmental audit training is arranged for staff in the Photo Section to equip them with knowledge on handling chemical	All technicians handling chemical waste attended related training.

	waste discharged in the course of photo-processing.	
<u>Green practice guideline/information for staff</u>	Departmental circulars on energy conservation, economy in the use of paper and other environmental protection matters are circulated to all staff periodically and placed on the Lotus Notes Bulletin Board for easy access and re-circulation.	Continual effort is made on dissemination information to enhance environmental consciousness.

Environmental Initiatives in 2001

4. Looking ahead, the department will keep up its momentum to promote and implement green management in our workplace. The following green initiatives have been/will be implemented:

i.	setting-up an Intranet Web Server in 2001 with a view to reducing the need for hard-copy circulation and facsimile transmission of papers and documents and enhancing communication among officers in the department;
ii.	launching the online sale of government publications under the Electronic Service Delivery (ESD) Scheme in 2001. With this sales channel in place, the number of paper documents required for the processing of sales transactions can be substantially reduced; and
iii.	implementing a five-year plan subsequent to the Information Systems Strategy Review conducted in early 2001 for the enhancement, improvement and further development of the use of Information Technology (IT) for various work processes of the department with a view to increasing its efficiency and cost-effectiveness.

Your suggestions are welcome

5. If you have any suggestion or points to make on this report, you can telephone, call at or write to the Departmental Secretary (Telephone No. 2842 8780, Fax No. 2868 5609, internet

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