



Information Technology Services Department  
Environmental Report 2002

## Contents

◆ Introduction	1
◆ Environmental Policy	2
◆ Environmental Management	3
✕ Promotion of Wider Use of IT	4
✕ Environmental Awareness in Procurement and Disposal of Computer Products	6
✕ Promotion of Green Culture	8
◆ Environmental Performance in 2002	11
◆ Scope for Further Action and Improvement	12

## **Introduction**

ITSD is the Government's advisor on information technology (IT) matters. Our vision is to lead the Government and facilitate the community in the development and the exemplary usage of IT. Our mission is to promote and enable the extensive adoption and use of IT in the Government and the wider community, and to enable individuals, businesses and the Government to interact easily and securely through the use of IT.

## **Environment Policy**

2. Our environmental policy is to conduct our business in an environmentally responsible manner. Although our business is office-based and does not have significant impact on the environment at large, we aim to contribute towards environmental protection by promoting the wider use of IT, and the use of environmental-friendly computer products and services within the community and the IT industry. These would lead to conservation in the use of natural resources like power and paper.



## **Environmental Management**

3. ITSD has established an Environmental Management Committee (EMC) comprising senior directorate officers to ensure that our business is conducted in an environmentally responsible manner, in line with the environmental policy. Specifically, we have taken the necessary environmental protection measures in pursuing our departmental activities.

## **Promotion of Wider Use of IT**

4. Promoting the use of IT in Government is a primary departmental objective of ITSD. Under our co-ordination and assistance, a number of departments and bureaux have established their own Information Technology Management Unit to establish their in-house IT capabilities and IT management responsibilities. We have also enlarged the capacity of the Government Communication Network (GCN) and the Central Cyber Government Office (CCGO) to meet the demands of users for in departments and bureaux for internet/intranet access and communications.



Our Information Technology Solution Centre provides latest information on new technologies and trends on computer systems and applications, organizes seminars and issue bulletins/guidelines on relevant IT news and market information, and maintains a showroom and development center for users to appreciate the latest technologies and solutions and try out the systems and applications. Last but not least, in developing our E-government programme we look for opportunities in joining up the business processes of bureaux/departments through the use of IT, thereby reducing the need for paper flows among them.

5. Internally, we equip our staff with adequate computer facilities and individual e-mail account to facilitate the efficient transaction of departmental business by electronic means. Through enhancement of our hardware and software IT capabilities, e-mail has now been widely used for circulation of official notices and messages within the Department, and the printing of hardcopies has been kept to the absolute minimum.



## **Environmental Awareness in Procurement and Disposal of Computer Products**

6. To promote the use of environmental-friendly computer products, we have issued guidelines to users, both in the department as well as within the Government, to specify power-saving requirements when procuring these products. We have also issued guidelines to the industry for setting up desktop computer products with energy saving features. Such requirements would be included in computer contracts.

7. We have coordinated with departments and bureaux to donate over 1,200 reusable personal computers to the PC recycling programme projects run by voluntary agencies in 2002. Through our promotion, the Environmental Protection Department has launched a 1-year pilot programme from January 2003 to recover and recycle computers and electrical and electronic appliances. Details of the programme could be found in EPD's website at:

[http://www.epd.gov.hk/epd/english/news\\_events/current\\_issue/trial\\_recovery.html](http://www.epd.gov.hk/epd/english/news_events/current_issue/trial_recovery.html)



## **Promotion of Green Culture**

8. We continue to enhance the environmental awareness of staff by issuing circulars and emails to staff to emphasize the importance of energy conservation and the need to exercise economy in the use of energy and office resources. Posters and stickers on energy and water saving have been posted at suitable locations to arouse the awareness of staff on reduction of waste. Ongoing arrangements have been made to collect used paper and cans and ink cartridges for recycling. To optimize the use of office space, we have formulated and promulgated a departmental records management policy to dispose of inactive records so as to free up some office space for other more productive uses.

9. To minimize the consumption of paper, we request staff to use both sides of paper for printing and drafting, and to avoid the printing of hard copies for personal retention unless absolutely necessary. We have also implemented the electronic fax dispatching system to reduce paper consumption. A project is being implemented to conduct departmental work processes by electronic means e.g. booking of shared facilities and management of contract staff. The computer centers have also imposed economy measures to request users to keep the printing requirements to the absolute minimum commensurate with operational requirements so as to minimize paper consumption and waste.



10. We provide in-house environmental management training to staff from time to time to improve their concepts and knowledge on environmental protection and environmental management system. Talks and visits on environmental conservation would be organized whenever possible to enhance their environmental awareness and to further promote green culture among staff.

## **Performance in 2002**

11. We are pleased to report that the targets set out in the COER 2001 have been met. In brief, the CCGO and GCN capacity has been enhanced to meet the growing demand of users in departments and bureaux. The implementation of e-initiatives within ITSD which commenced in 2002 (e.g. electronic booking of facilities, contract staff management etc) will proceed into 2003. The promotion of the use of environmental-friendly computer products and the disposal of used/obsolete computer equipment has also been implemented in collaboration with relevant departments as planned. The ongoing implementation of green measures and the promotion of green culture within ITSD have also made steady progress, as outlined in the preceding paragraphs.



## **Scope for Further Action and Improvement**

12. We would continue our efforts in conducting our business in an environmentally responsible manner. We would further implement the other stages of e-initiative project for the enhancement and further development of the wider use of IT in the various work processes of the department. We would also spare no efforts in taking the energy-saving and green measures that would contribute positively to environmental protection.

13. We would explore new ideas and opportunities to achieve better results in green management and environmental protection. We would respond positively to the invitations of Environmental Protection Department, Electrical and Mechanical Services Department and the Environment, Transport and Works Bureau in attending seminars and briefings on power saving and green office initiatives. We would also work closely with Government Property Agency and the building management committees of joint user buildings on ways to set and achieve economy in power consumption.