



Information Technology Services Department

Environmental Report 2003

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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.

Environmental 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. Through our continued efforts, the capacity of the Government Communication Network (GCN) and the Central Cyber Government Office (CCGO) has been enlarged to meet the prevailing demands of users in the Government 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 included the requirements of power-saving for desktop systems in the current PC/LAN term contract.

7. Through our co-ordination and promotion, the Environmental Protection Department has launched the territory-wide Recovery Programme for Waste Computers and Waste Electrical Electronic Equipment from January 2003 to December 2004. The Recovery Programme aims to recover used computers and electrical and electronic appliances from the public for re-use after repair, or for recycling of usable components. 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

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 implemented a departmental records management system 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, and the electronic booking system for use of meeting facilities. 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. Significant savings in paper consumption has been recorded since we implemented the various economy measures.

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, to enhance their environmental awareness and to further promote green culture within

The Way Forward

11. We would continue our efforts in conducting our business in an environmentally responsible manner, and in exploring possible scope for further enhancement and development of e-initiative projects for the wider use of IT in the department as well as within the Government. We would also spare no efforts in taking forward the energy-saving and green measures which would contribute positively to environmental protection.

12. 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 considering and implementing green measures, and 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 achieve economy in power consumption.

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