



**Joint Secretariat for the Advisory Bodies on Civil Service  
and Judicial Salaries and Conditions of Service**  
The Government of the Hong Kong Special Administrative Region

Asia's world city **HONG KONG**



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## Publications

### Environmental Report 2002

#### Introduction

This is the third Environmental Report of the Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service (JSSCS). It sets out our environmental policy and green measures taken in 2002.

#### Environmental Policy

JSSCS is committed to ensuring that the operations of the department are conducted in a manner conducive to the promotion of a healthy and sustainable environment.

#### Green Measures Taken

On top of the 40 green measures mentioned in our previous reports, we have adopted 19 more in the past year :

#### *Waste minimization and Recovery*

- Keeping the number of paper publications to the absolute minimum
- Minimizing the number of hard copies of reference materials at meetings
- Not using envelopes for unclassified documents
- Reviewing regularly the actual need against monthly supply items that have expiry dates
- Extending the use of electronic mode of communication
- Using PC-based faxes
- Increasing the collection of waste paper, newspaper and outdated publications for recycling increased

### ***Energy conservation***

- Requiring staff to bring their own cups of tea when participating in internal meetings
- Advancing the powering off of the tea urn to one hour preceding the close of the office
- Switching off lights, computers and other office equipment not in use
- Enhancing control of fuel consumption

### ***Facilitating Staff in Sustaining their Awareness***

- Encouraging staff to attend seminars/workshops on environmental management
- Posting "Save Energy" labels on electrical appliances
- Displaying posters on economy in the use of resources
- Re-circulating circulars on "green housekeeping" at regular intervals

### ***Green and Healthy Workplace***

- Enforcing "Smoke-free workplace"
- Displaying more plants in offices
- Raising staff awareness of the importance of achieving a healthy and sustainable work environment
- Regular cleaning of air ventilation system and carpet

### ***Future Targets***

- To review effectiveness of measures taken so far to achieve more efficient use of resources and energy at regular intervals
- To publish Report No. 41 of the Standing Commission on Civil Service Salaries and Conditions of Service by means of CD-ROM and on-line version (no more paper form)
- To cut down power consumption by 1.5% in 2003-04
- To reduce consumption of photocopying paper by 2.5% in 2003-04
- In the light of the recent SARS outbreak, to regularly remind staff of the need to maintain good personal hygiene and good hygiene at home and at office

### ***Feedback and Enquiries***

Any comments or enquiries on this Environmental Report are welcome. You may contact us by either one of the following means :

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