

# **Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service**

## **Environmental Report 2009-10**

### **Introduction**

This is the tenth 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, green measures taken in 2009-10 and our future targets.

### **Environmental Policy**

JSSCS is committed to adopting the principles and spirit of the Clean Air Charter when designing and implementing measures and ensuring that operations of the department are conducted in a manner conducive to the development of a healthy and sustainable environment.

### **Green Measures Taken**

During the past year, the department continued to undertake follow-up work on the grade structure reviews on the directorate grades and the disciplined services grades, and conducted the 2009 Starting Salaries Survey. Despite the heavy calls on manpower and other resources, we managed to reduce paper consumption by more than 36%.

The department continued to strive to preserve the environment by taking the following green measures in 2009-10 –

#### ***Energy Conservation***

- ✧ maintaining room temperature normally at 25.5° C and encouraging staff to dress casual and smart in summer months;
- ✧ using venetian blinds to adjust room temperature when necessary;
- ✧ keeping the minimum illumination level of ancillary area;
- ✧ ensuring proper maintenance of our departmental car and reminding our driver to turn off the car engine whilst waiting;
- ✧ enhancing control of fuel consumed by the departmental car;
- ✧ advancing the powering off of the tea urn to one hour preceding the close of the office;
- ✧ switching off lights, computers and other electrical equipment when they are not in use;
- ✧ installing timer switch in commonly used office equipment;
- ✧ procuring green office equipment; and

- ✧ conducting routine checks at lunch hours or after office hours to ensure lights are switched off where appropriate.

### ***Waste Minimization and Recovery***

#### Minimizing Paper Waste

- ✧ using a fax server to receive fax messages to minimize the use of paper;
- ✧ using printers with double-sided printing function;
- ✧ sending greeting cards in festive seasons by electronic means;
- ✧ extending the use of electronic mode of communication;
- ✧ promoting wider use of e-learning to minimize the use of paper for training purpose;
- ✧ keeping electronic records on the booking of the departmental car and conference room on the departmental network;
- ✧ posting internal circulars and other useful information on the departmental information system for access by all staff;
- ✧ minimizing the number of hard copies of reference materials tabled at meetings;
- ✧ making more use of the electronic mode for distribution of reports, and reducing the number of hard copies of reports to be printed;
- ✧ reminding staff to avoid delivering unclassified documents in envelopes;
- ✧ reducing the use of fax leader pages;
- ✧ avoiding sending original documents after they have been sent by fax;
- ✧ keeping the number of paper printouts to the absolute minimum;
- ✧ using both sides of paper;
- ✧ collecting paper used on one side only for reuse;
- ✧ reusing documents for periodic circulation; and
- ✧ cutting down the quantity of paper government publications (e.g. newsletters and periodicals) allocated to the JSSCS.

#### Minimizing Chemical Waste

- ✧ procuring recyclable stationery items (e.g. refillable ball pens and pencils, toner cartridges for printers, and departmental chops etc.);
- ✧ making visual record of special official functions by means of digital photographs, instead of taking film pictures;
- ✧ reusing decorative materials during festive seasons; and
- ✧ using unleaded fuel for the departmental car.

#### Waste Recovery

- ✧ collecting waste paper, newspaper, outdated publications and toner cartridges for recycling.

### ***Preserving a Green and Healthy Workplace***

- ✧ releasing storage space by weeding out obsolete paper records to maintain a clean and tidy workplace;
- ✧ sustaining efforts to enforce the smoke-free workplace policy in the office;
- ✧ putting more plants in the office;
- ✧ using air cleaners to improve indoor air quality;
- ✧ ensuring regular cleansing of air ventilation system and carpet; and
- ✧ conducting regular inspection of the workplace to ensure that the requirements for occupational safety and health are met.

### ***Sustaining Staff Members' Awareness***

- ✧ appointing one of the staff members as "Energy Warden" who is responsible for encouraging staff to implement the various green measures continuously;
- ✧ displaying posters on economical use of resources;
- ✧ posting "Save Energy" labels on electrical appliances;
- ✧ adhering stickers on control panels of photocopiers to remind staff to use draft/recycled paper;
- ✧ encouraging staff members to attend seminars/workshops on environmental management; and
- ✧ uploading guidelines and tips on green housekeeping onto the shared drive and re-circulating circulars on "green housekeeping" at regular intervals.

### **Future Targets**

In 2010-11, we plan –

- ✧ to explore further energy saving measures;
- ✧ to further encourage the use of electronic means in both internal and external communication;
- ✧ to sustain the prevailing green measures and encourage staff to provide new ideas on environmental protection; and
- ✧ to review the effectiveness of green measures taken at regular intervals for achieving more efficient use of resources and energy.

### **Feedback and Enquiries**

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

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