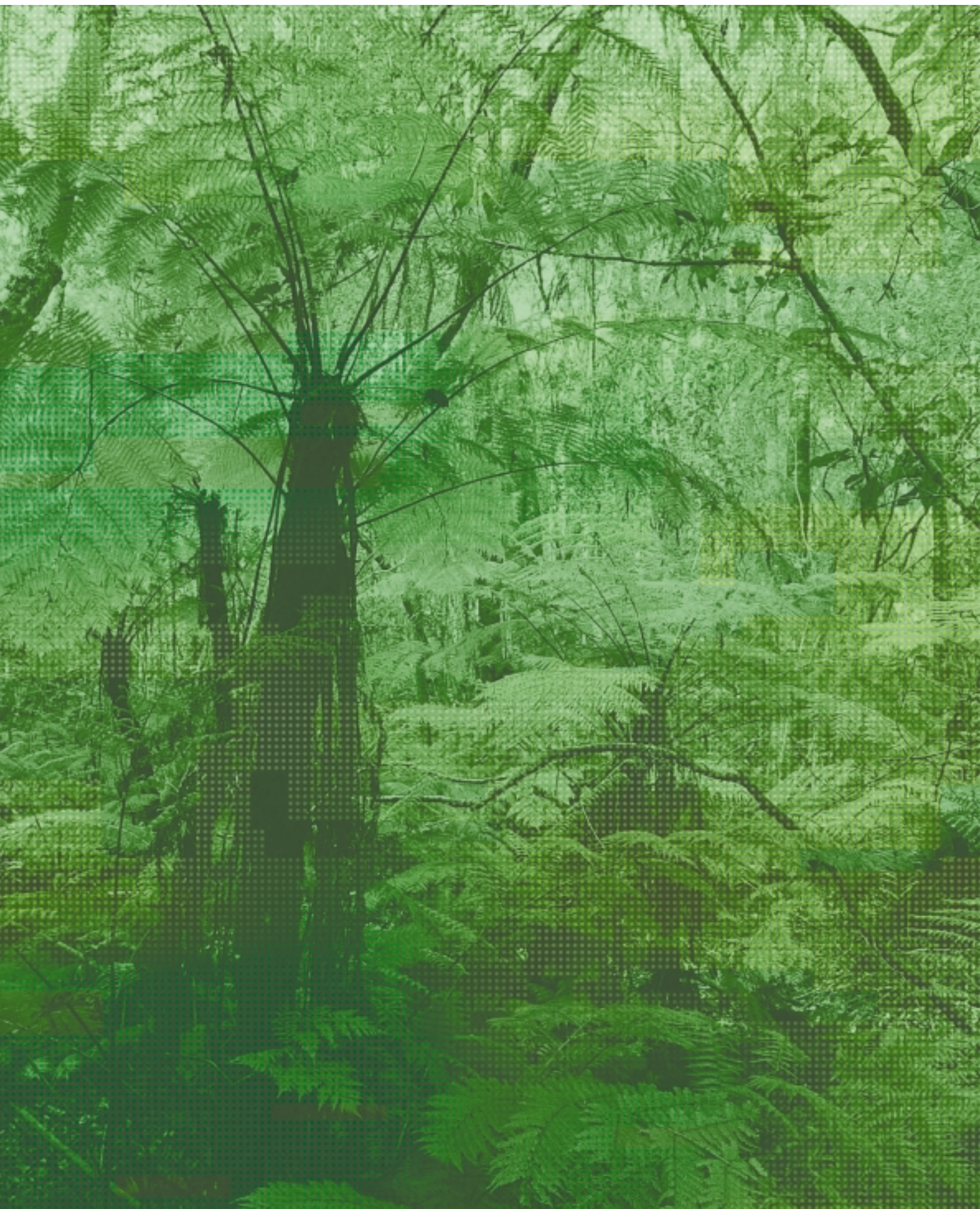




Office of the Telecommunications Authority

Environmental Report 2000



INTRODUCTION



This is the first standalone Environmental Report published by the Office of the Telecommunications Authority (OFTA). It covers OFTA's environmental policy, targets and achievements in different environmental aspects in calendar year 2000. It is worth mentioning that OFTA is among the first batch of Wastewi\$e Scheme Logo awardees recognised for their efforts made in waste reduction, enhancement in waste collection and use of recycled products.

Wastewi\$e
明智減廢

ABOUT OFTA

The Office of the Telecommunications Authority (OFTA) was established as an independent government department on 1 July 1993. With about 300 staff members, OFTA's role is to regulate and facilitate the development of the telecommunications sector. Its responsibilities include economic regulation, technical regulation, enforcing fair competition rules, setting technical standards, co-ordinating the development of the telecommunications infrastructure, investigating consumer and industry complaints, managing the radio spectrum and providing advice to the Government on telecommunications matters.



ENVIRONMENTAL POLICY

Since 1999, OFTA has promulgated the following environmental policy to the public and its staff:

<p>The Office of the Telecommunications Authority is committed to implementing environmental protection initiatives in its daily activities and programmes, with regular monitoring measures, in an effort to help improve the environment. To fulfill this commitment, action in the following key areas have been adopted:</p>	
Use of Energy and Resources	By improving our work procedures, introducing new equipment and advanced technology, and exercising the principle of "Reduce, Reuse and Recycle", we are using our resources and energy in a more efficient way.
Prevention of Pollution	We work at reducing or completely avoiding environmental pollution in our daily work by implementing effective environmental protection initiatives.
Purchasing and Contracting	We take into consideration the element of environmental protection when selecting items and services to be acquired. We also expect our suppliers and contractors to conform to recognised environmental standards.
Education and Training	We educate and train our staff to ensure that they are aware of our departmental environmental policy, initiatives and their responsibilities such that they can participate actively in protecting the environment.
Communication	We regularly report to the management progress on our environmental measures and publicise our environmental policy and work progress in an open manner.
Industry	We work to promote related environmental measures within the industry.
Management Involvement	The management regularly initiates and reviews environmental protection action plans and targets to ensure compliance with the overall environmental policy of the government.

OUR ENVIRONMENTAL MANAGEMENT SYSTEM



Our Assistant Director (Support) assumes the role of Departmental Green Manager. He chairs the Departmental Environmental Management Committee that has established our environmental policy, objectives and targets, monitors our performance in environmental protection measures, as well as initiates the related green action plans. A team of green inspectors has also been formed to monitor closely our adherence to the established internal green measures. Results or statistics of various environmental indicators are submitted to the Committee for review on the effectiveness of the action plans. Corrective actions and new action plans are then formulated to ensure continuous improvement.

Mr Y K Ha
Departmental Green Manager

TARGETS AND ACHIEVEMENTS

The following table summarises our environmental targets and achievements within 2000.

Use of Energy and Resources	
Targets in 2000	Results in 2000
2% reduction in electricity consumption per capita as compared to 1998 (2,321 kWh/person/year)	Achievement: ↓ 7.6%, i.e. 2,143 kWh/person/year
2% reduction in A4 paper consumption per capita as compared to 1998 (9.55 reams/person/year)	Achievement: ↓ 15.8%, i.e. 8.04 reams/person/year
2% reduction in envelope consumption per person as compared to 1998 (337.9 envelopes/person/year)	Achievement: ↓ 9.8%, i.e. 304.8 envelopes/person/year
Prevention of Pollution	
Targets in 2000	Results in 2000
2% increase in waste paper (including mixed type and A4 paper) collection for recycling per capita as compared to 1998 (6.7kg/person/year)	Achievement: ↑ 139.5%, i.e. 16kg/person/year
20% of outdated files should be disposed of through the waste paper collector	Achievement: a waste paper collector was employed to process <u>all</u> outdated files for paper recycling
Cessation of sending paper Christmas cards and other greeting cards	Achievement: electronic Christmas cards have been used since 1999 to replace paper Christmas cards
Purchasing and Contracting	
Targets in 2000	Results in 2000
20% of A4 paper procured should contain at least 50% recycled pulp.	Achievement : 100% of A4 paper procured contained at least 50% recycled pulp
20% reduction in consumption of alkaline disposable batteries (per capita) compared with 1998 (11.7 pcs/person/yr)	2000: Achievement : ↓ 40%, i.e. 7pcs/person/year
Only environmentally friendly disposable batteries should be used and procured	Achieved since 1999
Incorporation of some environmental procurement criteria into tenders and contracts	Achieved since 2000
Education and Training	
Targets in 2000	Results in 2000
Establishment of various green corners at our Wu Chung House offices to educate the staff on materials that can or cannot be recycled etc	Have met target since 2000

SPECIAL GREEN ACTIONS TAKEN

The above target achievements in year 2000 were mainly attributed to special green measures taken in the past two years made possible through full participation and cooperation of all our colleagues.

Electricity Consumption

For electricity consumption, a simple survey has been carried out in a branch office located in Kwun Tong. It was found that relatively high energy consumption had been caused mainly by the operation of the central air-conditioning system. As this was a 24-hour manned office housing sensitive electronics and telecommunications equipment, a proper air-conditioned system was essential for the operation. Improvement work on the air-conditioning arrangement was subsequently carried out in early 2000 to fine-tune the air-conditioning supply after normal office hours. With a small initial investment, the overall electricity consumption in the year was reduced by 7.6%.

Paper and Envelope Consumption

Apart from issuing circulars reminding colleagues to re-use paper printed only on one side and to recycle envelopes, paper saving tips have been posted beside all LAN printers, fax machines and photocopiers. Specially designed yellow/green boxes are placed near all printers, fax machines and photocopiers to enhance the collection of paper printed on one side for reuse, and paper printed on both sides for recycling.

Furthermore, more than 90% of staff members are provided with a networked computer. With extended network coverage, the staff could communicate both internally and externally in an efficient and paper-saving manner. Moreover, in 2000, a PC fax system was established in our Infrastructure Co-ordination Section to receive routine incoming fax submissions from telecommunications operators. The electronic fax copies are stored for further processing before hardcopies are printed. Such practice did contribute substantially in reducing our paper consumption.

An Intranet using a groupware software was also launched in 2000 to further enhance information sharing in a paperless manner. For example, an electronic flimsy system was implemented to replace the paper flimsy system. The traditional paper telephone directory was completely substituted by an electronic database. The staff is encouraged to use the electronic calendar and organiser for booking meeting rooms etc. As a result, the demand for calendar refills and paper desk diaries in 2001 has been reduced by 12% as compared to the demand in 2000.

A trial run on a nearly paperless office has been conducted in the newly-established In-building System Section since June 2000. Telecommunications operators are requested to submit drawings on building facilities electronically.

In addition, we also distribute most of our press releases, consultation papers, application forms and other information to members of the public electronically through our web site.

To reduce the use of envelopes, work procedures were reviewed and revised in 1999 such that fewer reminders are sent to our licence holders.



Waste Reduction

Apart from using less paper and envelopes, some more proactive steps have been taken to make contributions to the Government's policy on waste reduction. To demonstrate our commitment, we have subscribed to the Wastewi\$e Scheme since March 2000. This is a recognition scheme launched by the Environmental Protection Department. Subscribers of the scheme have to take measures in achieving at least three targets within 12 months in the following aspects:

- (a) waste avoidance and reduction;
- (b) collection and recycling of recyclable materials; and
- (c) buying recycled products.

Efforts made by our colleagues in support of the Scheme from March 2000 to February 2001 have been recognised as OFTA is among the first batch of organisations awarded with the Wastewi\$e Logo with the following achievements:

- (a) By using rechargeable batteries, the consumption per capita of disposal alkaline batteries (for AA and AAA sizes) was reduced by 82%;
- (b) 100% collection of used toner cartridges of laser printers for recycling; and
- (c) All A4 paper purchased contained at least 50% recycled pulp.

Furthermore, in support of efficient waste paper collection, we have implemented a measure to separate the collection of high grade waste paper (photocopying paper) and lower grade waste paper (e.g. newspaper) in our office.

For disposal of seized equipment items, the Ni-Cd rechargeable battery components are separately collected by the Environmental Protection Department for further treatment before disposal.



Purchasing and Contracting

Green procurement criteria have also been incorporated in our purchasing and contracting work. Apart from buying recycled photocopying paper, our newsletters, name cards and many other publications have been printed on recycled paper. For rechargeable batteries, Li-ion and Ni-MH which are more environmentally friendly than Ni-Cd batteries are used.

Raising Staff Awareness

Apart from issuing circulars to remind staff on our environment policy, providing various green tips, adopting green measures, publishing statistics on the consumption rate of resources and results in waste reduction, a team of green inspectors has been formed to facilitate our implementation of green initiatives. Colleagues are also encouraged to participate in environmental seminars and activities, such as the seminar on eco-driving, the Community Chest Green Day - "Dress Green, Act Green" on 9 June 2000. Moreover, 106 signatures were collected from our colleagues in the "Green Challenge - No Plastic Bag, Please!" campaign in April 2000.



LOOKING AHEAD

In 2001, we will continue our efforts in pursuit of greater achievements in different environmental aspects in accordance with our environmental policy.

In addition to the waste reduction measures taken last year under the Wastewi\$e Scheme, a new set of Scheme targets has been agreed with the Environmental Protection Department.

Our intranet will be further enhanced to facilitate information sharing to further reduce paper consumption. Applications to facilitate electronic workflow will also be developed and used. For example, the Electronic Leave Application Processing System has just been launched.

In the area of external communication, we have joined the Government e-Form project. Instead of using paper forms, members of the public can now submit electronic applications for radio amateurs' examination and radio dealers (unrestricted) licence.

Apart from the above internal green measures, an Environmental Forum for the telecommunications industry will also be organised in 2001/02. OFTA representatives also play active roles in a committee to discuss with mobile phone manufacturers and dealers the collection and proper disposal of mobile phone batteries.

Looking ahead, our colleagues and our Environmental Management Committee will continue to align ourselves with the Government's latest green policy, exploring innovative ideas and devising new and updated green action plans.



COMMENTS AND SUGGESTIONS

Your valuable comments and suggestions on this report and environmental initiatives in relation to OFTA are always welcome. Please send them to us via the following channels:

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