

電訊管理局環保報告
OFTA ENVIRONMENTAL REPORT

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Introduction

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Introduction

This is the fourth Environmental Report published by the Office of the Telecommunications Authority (OFTA). It covers OFTA's environmental policies, targets, actions and achievements in various environmental aspects in 2003. The report is intended for wide readership, covering staff of OFTA, our suppliers and contractors, staff of other bureaux and departments and members

of the public interested in environmental issues. We are glad to announce our achievements made in the past year. We will strive to sustain the momentum of conservation and environmental protection through incorporation of green initiatives in our departmental programmes and activities.

About OFTA

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About OFTA

OFTA was established as an independent government department on 1 July 1993 and is the executive arm of the Telecommunications Authority, who is the statutory body responsible for regulating the telecommunications industry in Hong Kong.

Since June 1995, OFTA has been operating on a trading fund basis, with its funding supported by income derived mainly from licence fees.

The work of OFTA is guided by the following policy objectives:

- to enable Hong Kong to be recognised as a world-class telecommunications centre for doing business
- to ensure that Hong Kong has available high quality telecommunications services at competitive prices
- to ensure that Hong Kong has high performance in telecommunications as measured against the Organisation for Economic Co-operation and Development (OECD) economies

With about 330 staff members, OFTA's role is to regulate, and facilitate the development of the telecommunications sector of Hong Kong. Its work covers five main areas:

Technical and Economic Regulation of Telecommunications Services

OFTA's work in this aspect includes licensing and regulation of services; setting equipment and network connection standards; type-approving telecommunications equipment; administering the numbering plan; handling issues concerning access rights to land and seabed for installation and maintenance of telecommunications facilities, including the co-ordination of access to buildings by operators and laying of ducts for telecommunication cables in public roads; and handling and investigating consumer complaints pertaining to suspected breach of provisions in the Telecommunications Ordinance and licence conditions.

About OFTA

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Enforcement of Fair Competition

OFTA enforces the provisions in the Telecommunications Ordinance concerning anti-competitive practices and misleading conduct. It also handles determinations and mediations to resolve industry disputes related to interconnection and sharing of facilities and access. It is responsible for the approval of the tariffs of the dominant operator. In addition, it provides advice on the implementation of competition provisions in the Broadcasting Ordinance.

Radio Frequency Spectrum Management and Satellite Coordination

The aim is to ensure efficient utilization of the radio frequency spectrum and the satellite orbital positions. OFTA's responsibilities include the assignment of radio frequencies, investigation into interference complaints, licensing private telecommunications services, prosecution of illegal use of telecommunications

equipment, and coordination with frequency management authorities outside Hong Kong to prevent interference between radio services.

Advisory and Planning

OFTA advises the Government on telecommunications matters and renders technical support to the Broadcasting Authority on the regulation of broadcasting services.

International Affairs

In the international arena, OFTA represents Hong Kong in the International Telecommunication Union (ITU) and other international fora and also ensures that the industry complies with various international agreements.

Organisation

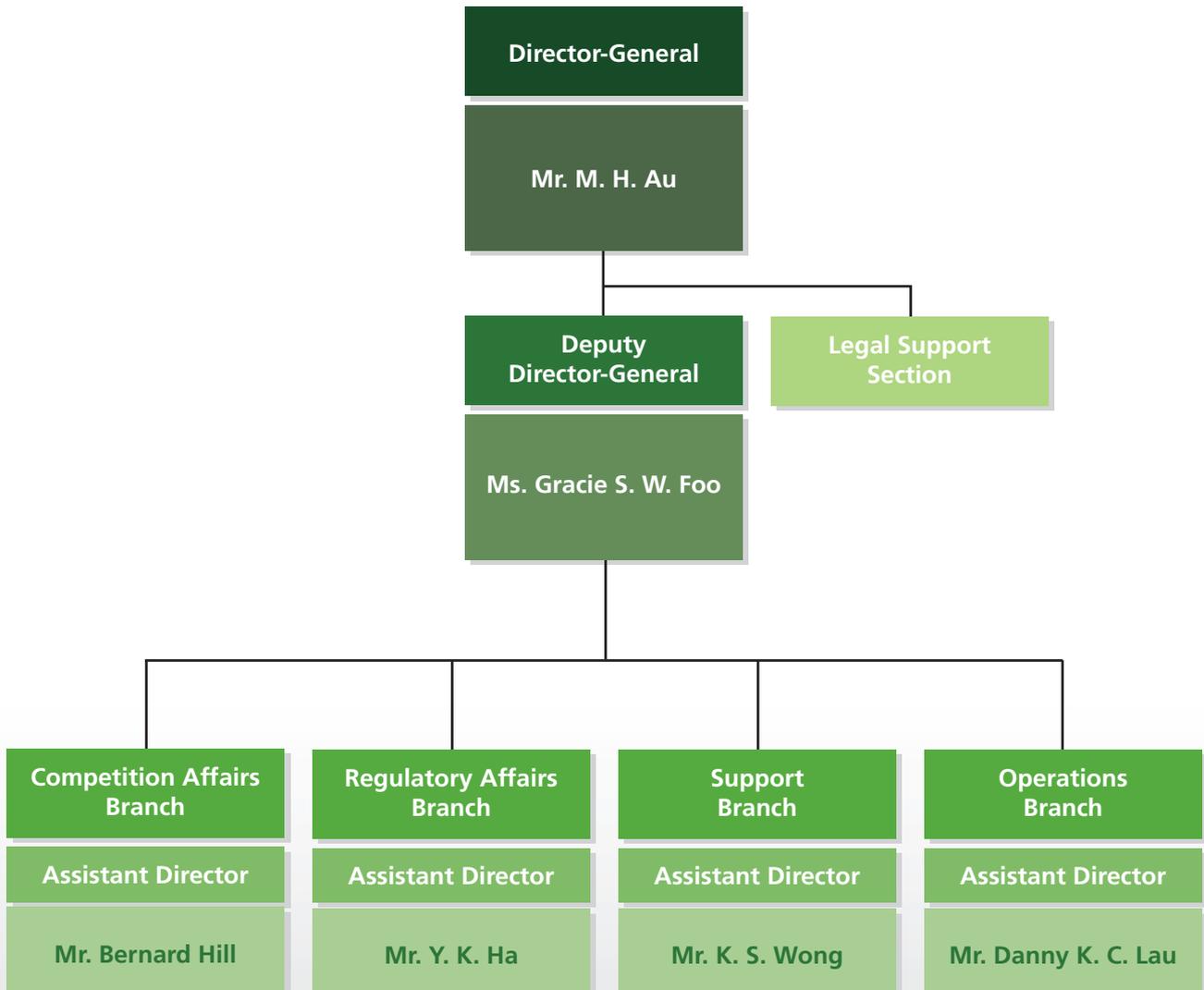
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Organisation

OFTA is headed by the Director-General of Telecommunications. With the assistance of the Deputy Director-General of Telecommunications, he administers four branches of the department, namely Competition Affairs Branch, Regulatory Affairs Branch, Support Branch and Operations Branch.

Detailed information regarding the work of each branch can be found at our website:

[http:// www.ofta.gov.hk](http://www.ofta.gov.hk)



Site Information

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Site Information

The headquarters of OFTA is located at Wu Chung House, Wan Chai and there is a branch office in Kwun Tong:

Headquarters in Wu Chung House, Wanchai	Net Floor Area (m ²)
25/F (part)	349
Rooms 2602-06, 26/F	891
29/F	1,865
Rooms 3601, 07-10, 36/F	872
Branch Office on top of Ngau Tau Kok Service Reservoir, Kwun Tong	790
Total	4,767

Environmental Management System

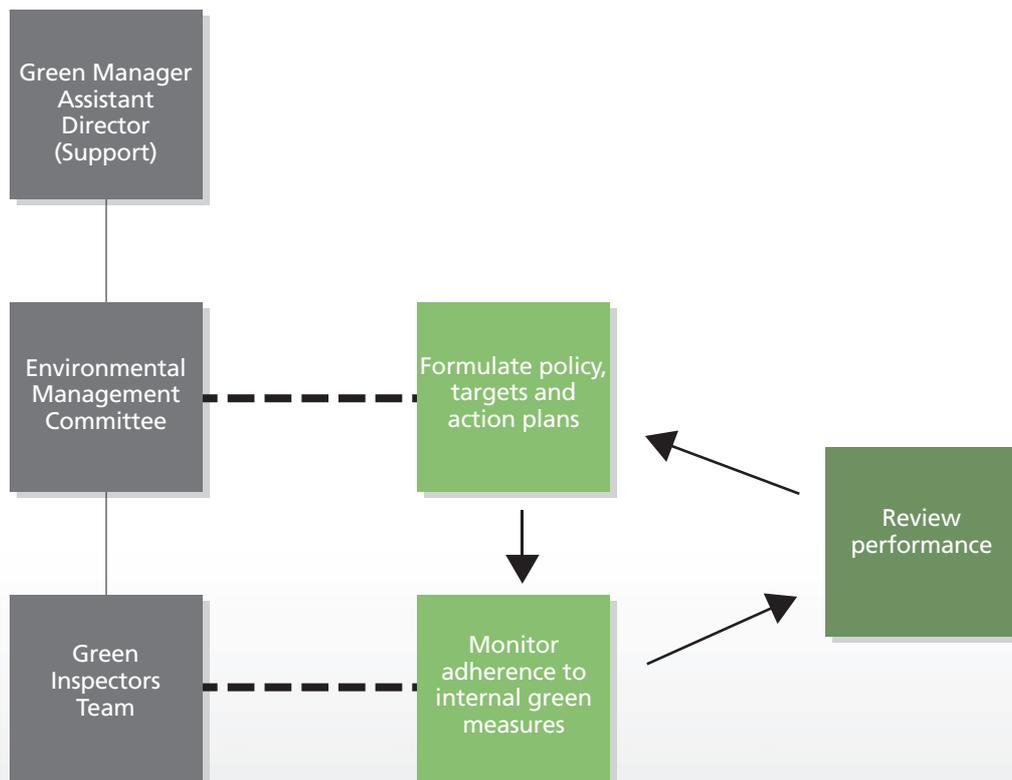
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Environmental Management System

The Assistant Director (Support) acts as our Departmental Green Manager and chairs the Departmental Environmental Management Committee, which formulates the environmental policy, objectives and targets. The Committee also monitors the department's performance in environmental protection and green management. There is also a team of green inspectors consisting of representatives from different

sections to assist monitoring achievements in environmental protection and adherence to the established internal green measures. Results and statistics are submitted to the Committee for review of the effectiveness of action plans and hence to formulate corrective actions and new action plans for sustainable improvement.

Environmental Management System of OFTA (Cycle to maintain sustainable improvement)



Environmental Policy

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Environmental Policy

The Departmental Environmental Management Committee of OFTA has reviewed office operations and considered that OFTA is principally an "office-based" organisation. The more significant environmental impacts are connected to paper and other solid waste generation, as well as power consumption in the business activities.

OFTA 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, actions in the following key areas have been adopted:

Use of Energy and Resources

By improving our work procedures, introducing new equipment and advanced technology, and adhering to

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.

Environmental Reporting Principles and Limitations

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	1998	2003	Percentage Increase
Staff strength	287	330	15.0%
Net Office Area (m2)	3,876	4,767	23.0%

Environmental Reporting Principles and Limitations

The telecommunications industry has been expanding and developing rapidly in recent years. To cope with the dynamic changes and new challenges in the market, our staff strength has increased from 287 in 1998 to 330 in 2003. The total area of office premises has also increased from 3,876m² in 1998 to 4,767m² in 2003.

We started collecting baseline environmental performance in 1998 and we set the related targets in 1999. In 2003, annual data were compared with 1998 data to evaluate whether the preset targets had been achieved or not. Owing to the rapid increase in activities in the past few years, most performance data were normalized (in terms of per capita or per m²) before comparison.

We collect data on environmental performance on a monthly basis for most categories. A4 paper consumption information is based on the quantity ordered during the report period. Alkaline battery consumption data is estimated by the quantity of batteries issued out by the Supplies and Accounts Section. Envelope usage is estimated on the actual number of mails sent out by the department times a factor of 1.2. Waste paper collection volume is directly provided by the cleaning contractor.

For electricity consumption, the meter readings for the four office floors in Wu Chung House only cover the consumption caused by internal office lighting, office equipment and the standalone air-conditioning facility installed in the computer sever room. Central lighting in public areas, air-conditioning and lift services are provided by the management office centrally. Hence, we are unable to collect data on power consumption in these aspects. Nonetheless, for the Kwun Tong branch office, standalone electricity meter has been installed which captures the power consumption of the whole office, including air-conditioning, lighting, office equipment and the perimeter lighting of the site. This is worth taking note especially when the reported power consumption data are compared to data obtained from other offices.

Environmental Targets and Performance

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Figures on our environmental targets and performance are given below:

Targets in 2003	Performance in 2003	Performance compared to 1998	Target Achieved
Use of Energy and Resources			
Reduce A4 photocopying paper consumption per capita by 3% as compared to 1998 level	2935 reams, i.e. 8.9 reams/person/year	- 7.3%	Yes
Reduce envelope consumption per capita by 3% compared to 1998 level	78152 pcs, i.e. 236.8 envelopes/person/year	- 30%	Yes
Reduce electricity consumption per capita by 3% compared to 1998 level	1,037,616 kWh, i.e. 3,144.3 kWh per capita or 217.7 kWh per m ²	+ 35.9% (per capita) or + 26.3% (per m ²)	No
Prevention of Pollution			
Increase waste paper (including mixed type and A4 paper) collection for recycling per capita by 3% as compared to 1998	5734 kg, i.e. 17.38 kg/person/year	+ 159%	Yes
To employ a waste paper collector to process all outdated files for paper recycling	---	---	Yes, achieved since 2002
To send electronic Christmas Card instead of paper Christmas Card	---	---	Yes, achieved since 1999
Reduce consumption of alkaline disposable batteries by 30% compared with 1998	930 pcs, i.e. 2.59 pcs/person/year	- 77.9%	Yes, achieving through using rechargeable batteries as far as possible
Purchasing and Contracting			
All A4 photocopying paper procured should be environmentally friendly type, i.e. woodfree paper or containing at least 50% recycle pulp	---	---	Yes, achieved since 2002
Only environmental friendly disposable batteries should be procured	---	---	Yes, achieved since 1999
To incorporate environmental procurement criteria into tenders and contracts	---	---	Yes, achieved since 2000
Raising Staff Awareness			
To establish green corners in our Wu Chung House offices to educate the staff on environmental issues	---	---	Yes, achieved since 2000

Interpretation of Environmental Performance and Actions Taken

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Interpretation of Environmental Performance and Actions Taken

Paper and Envelope Consumption

We managed to out-perform the target of reducing consumption of A4 photocopying paper by 3% as compared to the 1998 level. In fact, several paper saving measures were adopted in the past few years such as provision of photocopiers which enable two-side printing, launching of electronic bulletin board which enable on-line circulation of government circulars, departmental instructions and management statistics, and wider use of e-mail and PC-fax system.

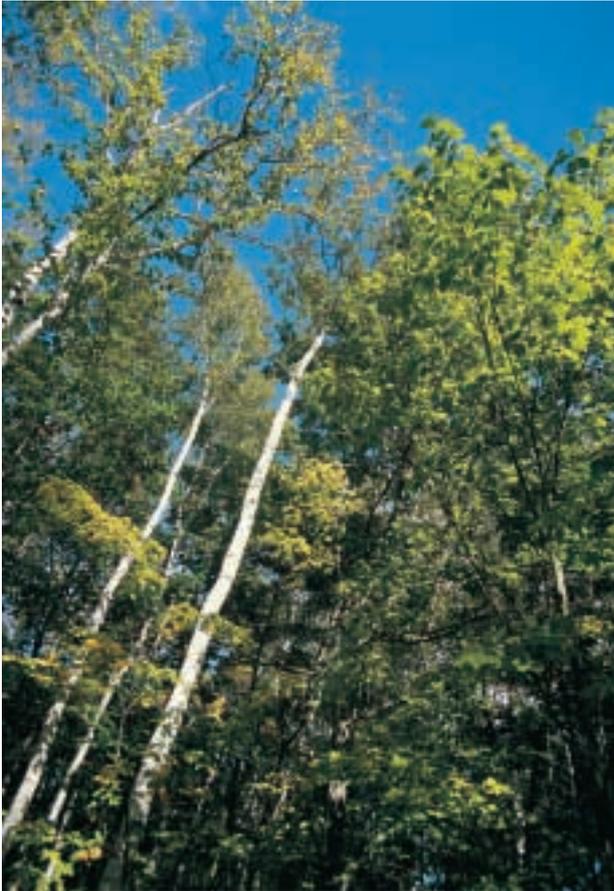
Consultation papers, press releases, application forms are distributed to members of the public through our website. Moreover, our annual OFTA Trading Fund Report is distributed mainly in the form of CD-ROM and only supplemented by limited issues in paper format to reduce paper consumption.

Besides, with wider use of groupware applications complemented by re-engineering of internal working procedures, we have promoted electronic transfer and sharing of information among divisions. Press and public enquiries by phone and verbal complaints are recorded through our self-developed computer application and routed to subject officer for follow-up action. Electronic filing systems are used in some sections, which enhance reliability of record keeping, facilitate record retrieval and information sharing, as well as reducing paper consumption. Our pilot scheme in the electronic document management system, launched in 2003, also marks a definite step in promoting a paperless office in the department where the nature of operation permits.

For envelope consumption, we have succeeded in reducing the consumption rate by 30% as compared to the usage in 1998. This was mainly attributable to our revised procedures in sending less reminder letters to our licence holders since 1999. Besides, e-mails are widely used instead of letters and memos during daily operations. We also encourage staff to re-use envelopes as far as practicable.

Interpretation of Environmental Performance and Actions Taken

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Electricity Consumption

The electricity consumption for the department increased by 26.3% (per net floor area) as compared to the 1998 level. The increase was mainly attributed to the relatively high electricity consumption of the standalone air-conditioning facility installed for the computer server room at 26/F, Wu Chung House. Since the computer servers located inside the server room provide 24-hour support to the essential and critical

services of the department (such as OFTA's website), we can only try to reduce power consumption by monitoring and adjusting the temperature setting within acceptable limits. Nonetheless, we will continue to closely monitor and review the operation of the facility with a view to optimising the temperature setting to ensure economic use of electricity.

Waste Reduction

OFTA has joined the Wastewi\$e Scheme since 2000 in support of the Government's policy on waste reduction. The scheme is organised by the Environmental Protection Department. It recognizes the efforts and achievements of participants who have attained certain targets every year in the following aspects:

- waste avoidance and reduction;
- collection and recycling of recyclable materials; and
- buying recycled products

OFTA was awarded the Gold Wastewi\$e Logo in 2003/04 to recognize our commitment and achievements in waste reduction in the past three years.

In 2003, we have collected about 130 kg of recycled batteries. The batteries were shipped overseas for recycling. Moreover, with our continuous efforts in promoting the use of rechargeable batteries since 1999, we have reduced the consumption of disposable batteries per capita by 77.9% in 2003.

Interpretation of Environmental Performance and Actions Taken

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Furthermore, toner cartridges of all facsimile machines, photocopying machines and computer laser printers are collected by manufacturers for recycling and re-using.

Purchasing and Contracting

Environmental requirement has always been one of our specifications for procurement of items and services. Photocopying paper ordered from the Government Logistics Department is either woodfree type or

containing at least 50% recycled pulp. All publications, newsletters, letterhead papers and name cards are printed on paper made from regenerable forest or containing recycled wood pulp. We order only mercury-free disposable batteries. For rechargeable batteries, Nickel-Metal Hydride and Lithium-ion batteries are procured instead of Nickel-Cadmium types to reduce possible pollution.

In addition, when evaluating tender bids for contract of services, we also take the environmental factor into consideration and credits will be given to bidders who meet certain level of environmental standards.

Raising Staff Awareness and Staff Commitment

Since 2000, we have set up green corners in our office premises to enhance staff awareness. Posters, newsletters and publications are provided at the green corners to promote staff awareness of environmental protection and green management. Environmental tips on "Energy Saving" and "Paper Saving" are placed in obvious locations reminding staff of the conservation practices. We also encourage colleagues to take part in environmental activities organised by charitable organisations, such as Community Chest Green Day. Moreover, colleagues will be awarded for contributing environmental improvement suggestions under our Staff Suggestion Scheme.

Our Continual Commitment

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Our Continual Commitment

In 2003, most of the departmental targets were achieved except the one on reduction of electricity consumption by 3% as compared to the 1998 level. In fact, various measures have been taken to achieve environmental targets and we have made substantial progress and achievements in the past few years. Hence, it is expected that major breakthrough in energy conservation and waste reduction will become increasingly difficult to achieve in the coming years.

Nonetheless, OFTA will continue to adopt effective ways of green management. We will also explore new ideas and initiatives to promote and ensure responsible use of resources.

The HKSAR Government announced the policy requesting bureaux and departments to reduce power consumption (in kWh) by 6% and photocopying paper consumption by 10% by FY 2006/07, comparing to the levels in FY 2002/03. With a view to supporting the Government's environmental and sustainable development policy, we are progressing to achieving those targets by using the resources more efficiently and economically.

Comments and Suggestions

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Comments and Suggestions

We treasure any of your valuable comments and suggestions on this report and environmental initiatives for OFTA. Please send them via the following channels:

E-mail: webmaster@ofta.gov.hk

Fax: 2803 5110

By Post: ***The Green Manager***

Office of the Telecommunications Authority

29/F, Wu Chung House

213 Queen's Road East

Wan Chai, Hong Kong

You can also fill in the feedback form and return it to us via the abovementioned channels.

Feedback Form

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To improve the report and environmental performance in the coming year, your feedback and comments would be valuable for us. Please complete this form and return it to the Office of the Telecommunications Authority by the following channels:

E-mail: webmaster@ofta.gov.hk

Fax: 2803 5110

By Post: **The Green Manager**
Office of the Telecommunications Authority
29/F, Wu Chung House
213 Queen's Road East
Wan Chai, Hong Kong

1) How did you obtain this report?

2) Which part of this report do you consider most informative and useful?

3) Which part of this report do you consider most interesting?

4) Which part of this report requires more elaboration?

5) How would you suggest us to improve this report?

6) In which environmental aspects do you suggest OFTA should improve?

7) Do you have any new suggestions for OFTA on saving energy and paper?

8) Any other suggestions and comments?

Optional

Please let us have your name, with your e-mail or other contact details for our follow up action:
