

香港特別行政區 Hong Kong Special Administrative Region

Office of the Telecommunications Authority

電訊管理局

OFTA



電訊管理局環保報告
OFTA Environmental Report
2004/05

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INTRODUCTION

The Office of the Telecommunications Authority (OFTA) is committed to implementing environmental protection initiatives in its daily functions in an effort to help improve the environment. We try to ensure our services and operations are conducted in an environmentally friendly and responsible manner, and that our resources are used economically and effectively.

This environmental report is the fifth report published. It outlines our work done during the period 1 April 2004 to 31 March 2005. It covers measures taken and achievements made by OFTA and reaffirms our green focus in the future.

ORGANISATION OF 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.

With about 320 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 to land and provision of physical facilities for the installation of networks, including the coordination 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.

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. 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

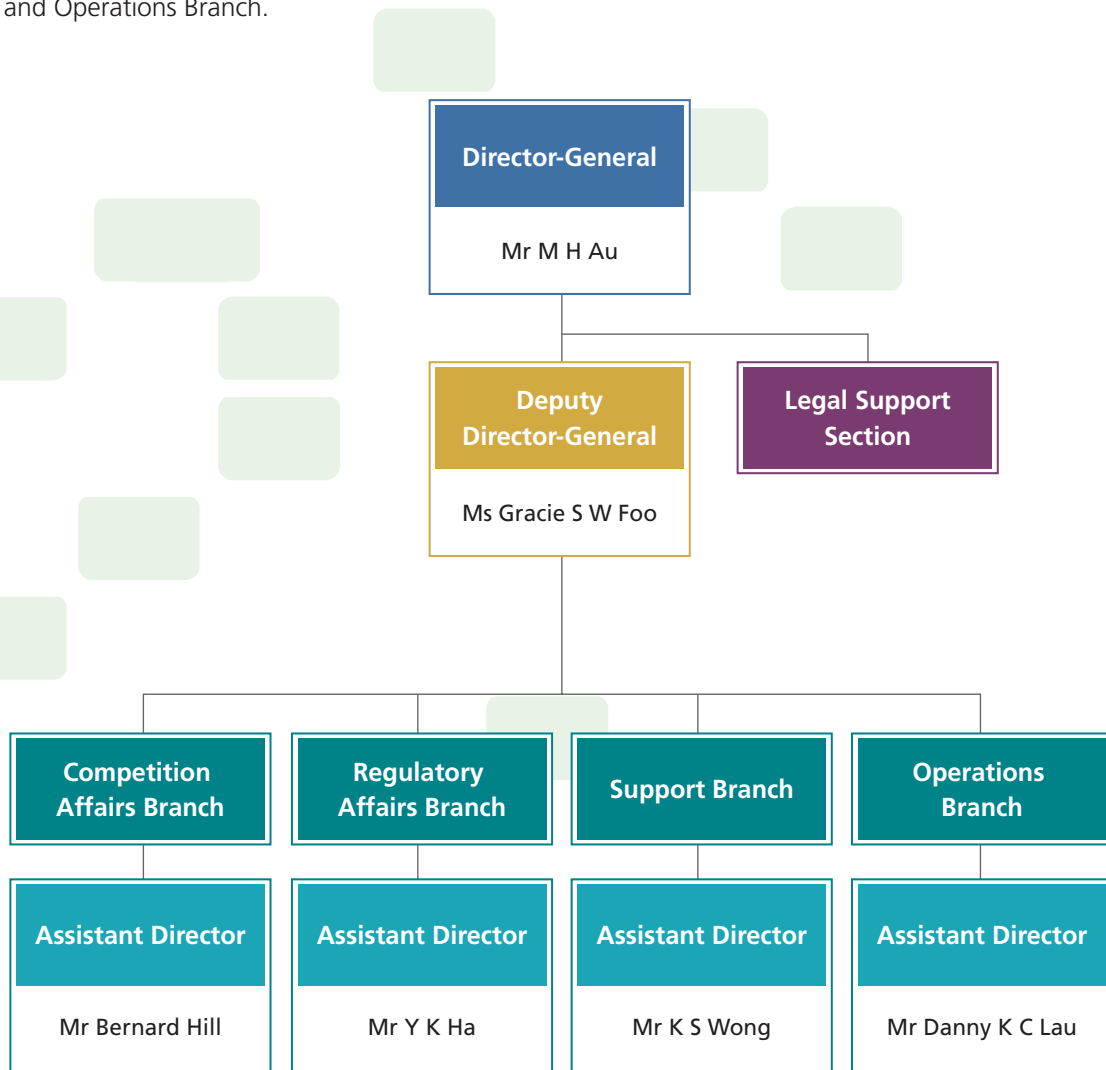
OFTA advises the Government on telecommunications matters and renders technical support to the Broadcasting Authority on the regulation of broadcasting services.

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.

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.

Please also visit our web site ([http:// www.ofta.gov.hk](http://www.ofta.gov.hk)) for detailed information regarding the work of each branch.

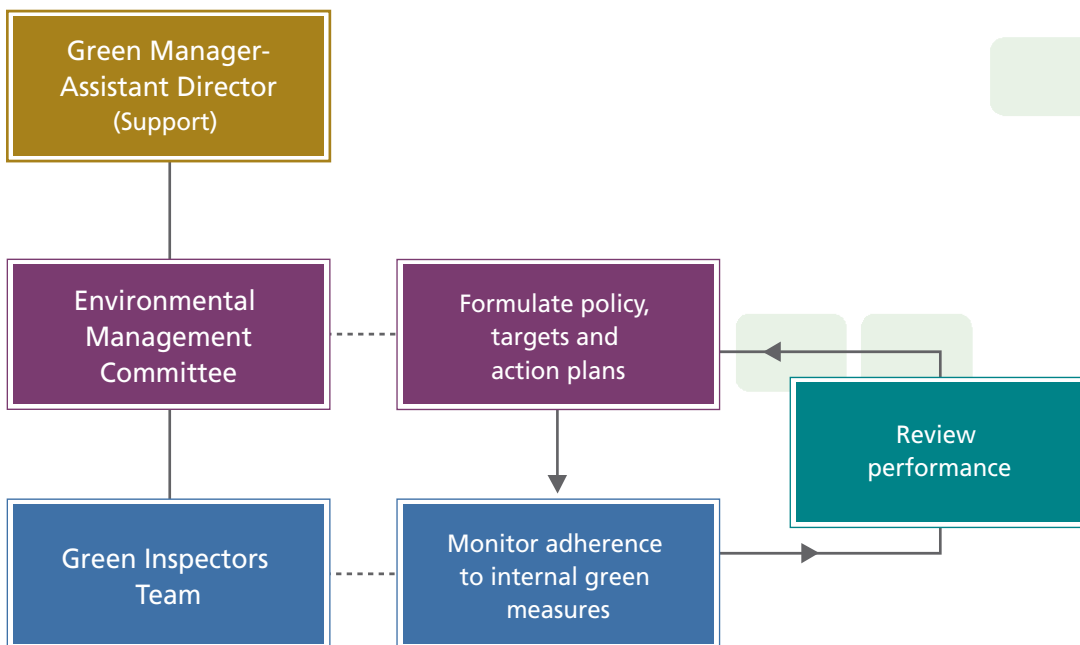


ENVIRONMENTAL MANAGEMENT SYSTEM

A Departmental Environmental Management Committee has been set up in OFTA to formulate the environmental policy, objectives, targets and goals of OFTA. The Committee is chaired by Assistant Director (Support), our Departmental Green Manager. It monitors the department's performance in environmental protection and green management. A team of green inspectors

consisting of representatives from different sections is set up 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 AND OBJECTIVES

We have been doing our best to ensure our operations and services are conducted in an environmental-friendly and responsible manner. We have implemented green measures in the following key areas:

Use of Energy and Resources — We target to use our resources and energy in an environmental-friendly and efficient way. By introducing new technology and equipment, we are improving our work procedures to ensure resources are used efficiently and effectively.

Prevention of Pollution — We try to minimise waste and pollution in our operation. Through the principle of “reduce, reuse and recycle”, we are making progress in reducing production of waste materials.

Purchasing and Contracting — We factor in environmental considerations when we evaluate bids for supply of goods and services. Our suppliers and contractors are expected to conform to recognised environmental standards.

Education and Training — We promote environmental protection in the department and enhance our staff’s awareness of environmental protection through training and promulgation of environmental tips.

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 closely with the industry to promote related environmental measures.

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.



DATA COLLECTION

The headquarters of OFTA is located at Wu Chung House, Wan Chai and we have a branch office in Kwun Tong, details as shown in Table 1 below:

Table 1 – Locations and Floor Areas of OFTA Office Premises	
Location	Net Floor Area (m ²)
Headquarters in Wu Chung House, Wan Chai	
25/F (part)	349
Rooms 2602-06, 26/F	891
29/F	1,865
Rooms 3601, 3607-10, 36/F	872
Branch Office on top of Ngau Tau Kok Service Reservoir, Kwun Tong	
	790
Total	4,767

We have been keeping data on consumption of paper, envelopes, alkaline batteries and electricity. On waste recycling, we collect data on recycling of paper and toner cartridges for fax machines, photocopiers and computer printers.

Environmental performance data are closely monitored and recorded on a monthly basis. For paper and alkaline batteries consumption, data are collected based on the quantities ordered by the Supplies Section during the reporting period. Estimation of envelope consumption is based on the actual number of mails sent out by the department multiplied by a factor of 1.2. For waste paper recycled, our cleaning contractor reported the collection volume directly to us.

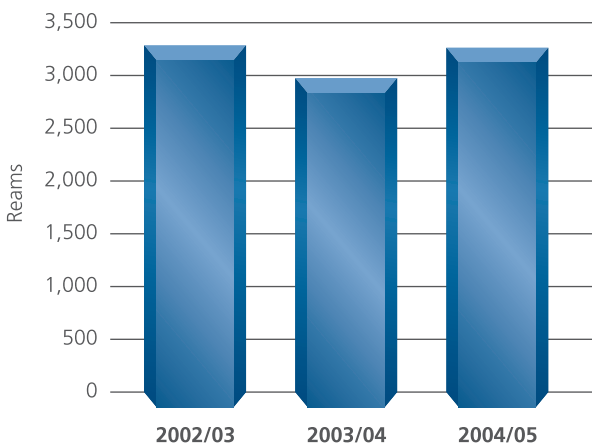
We also collect data on energy consumption. For electricity consumption, the meter readings for the four office floors in Wu Chung House reflect the consumption arising from normal office operations, such as lighting, office equipment and the standalone air-conditioning facility installed in the computer server room. Central lighting in public areas, air-conditioning and lift services are provided by the management office centrally and we are not able to collect data on power consumption in these aspects. For the Kwun Tong branch office, standalone electricity meter has been installed which recorded the power consumption of the whole office, including air-conditioning, lighting, office equipment and the perimeter lighting of the site. The difference is worth taking note when the reported power consumption data is compared to data obtained from other offices.

GREEN MEASURES TAKEN AND OUR ACHIEVEMENTS IN 2004/05

Paper Saving

The amount of A4 paper consumed in the past three years is shown in Table 2 below. In recent years we have adopted several measures to reduce paper consumption including sharing documents among staff via the Local Area Network (LAN); using e-mails as major communication means; using electronic bulletin board for circulation of Government circulars, departmental instructions and sharing of documents; providing photocopiers and printers which enable double-sided printing; putting up notices at photocopiers to remind officers to make photocopies on both sides of the paper or use recycled paper.

Table 2 – A4 Paper Consumption



Moreover, we distribute our publications, consultation papers, press releases, application forms to members of the public mainly through our web site. Our annual OFTA Trading Fund Report is also distributed mainly in the form of CD-ROM and only supplemented by limited issues in paper format. In our daily operations, we have adopted computerised system for recording press and



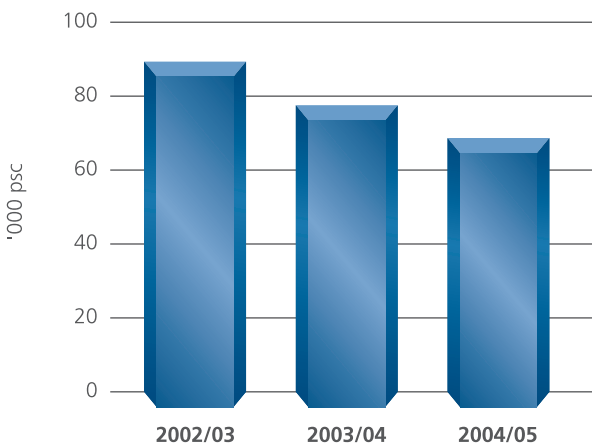
public enquiries. Electronic filing and computerised fax systems have also been introduced in a bid to further reduce paper consumption.

However, although various paper saving measures have been adopted, the consumption of A4 photocopying paper in 2004/05 increased by 13.4% compared to the usage rate in 2003/04. The increase was mainly due to the fact that A4 paper was used to replace printout in several computer systems. Besides, there was large printing requirement for documents to be distributed to the media in press conferences. In the past year, several large-scale press conferences were held. Copies of printed documents and reference materials were handed out to the media.

In the coming year, we will continue to closely monitor the usage of A4 paper and step up measures to reduce the consumption.

We have also taken measures to reduce envelope consumption. As shown in Table 3, there has been a decreasing trend in the consumption of envelopes in the past three years. In our daily operations, e-mails are widely used instead of letters and memos for both internal and external communications. Moreover, we have been sending less reminder letters to our licence holders since we have revised our licensing procedures in 1999.

Table 3 – Envelope Consumption



Furthermore, officers are encouraged to use less envelopes and to re-use envelopes as far as practicable in daily operations. With those actions, we managed to reduce the envelope consumption to 69,050 pieces, representing a reduction of 12.6% when compared to the usage rate in 2003/04.

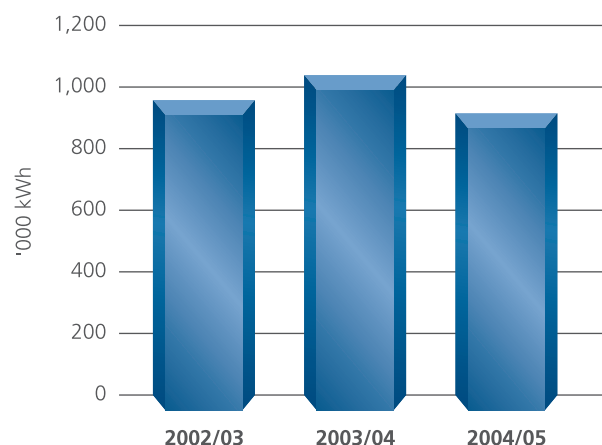
Energy Consumption

In 2004/05, we managed to reduce the overall electricity consumption by 11.5% compared to the preceding year. The electricity consumption in the past three years is shown in Table 4.



We have taken measures to reduce electricity consumption. We closely monitor and control the temperature of the office premises to ensure efficient use of energy by the air conditioning equipment. Lights, computers and office equipment are switched off when they are not in use. Stickers are put on light switches and other office equipment reminding officers to take energy-saving measures. Officers are also encouraged to use staircases instead of lifts when going to other office premises in the same building.

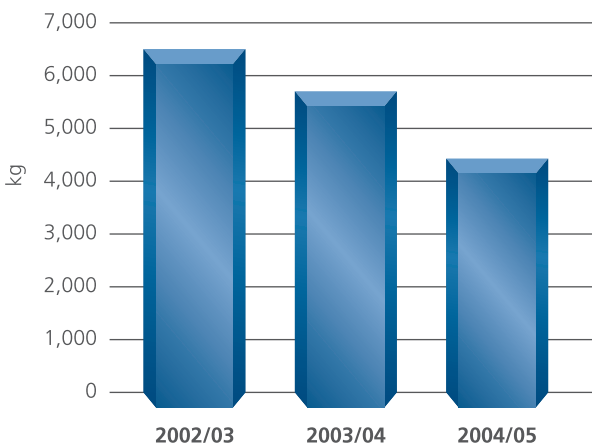
Table 4 – Electricity Consumption



Prevention of Pollution

Table 5 shows the amount of waste paper collected in the past three years. A total of 4,415kg waste paper was collected for recycling in 2004/05. The amount of paper collected has decreased in the past three years, reflecting that we have been generating less waste paper. To achieve reduction of waste paper, we have placed recycle boxes at different locations throughout our office premises. Officers are reminded to use recycle paper as far as possible.

Table 5 – Waste Paper Collected



Toner cartridges of all facsimile machines, photocopying machines and computer laser printers are collected by manufacturers for recycling and re-use. Moreover, we continue using rechargeable batteries to reduce the usage of disposable batteries.



In addition, our departmental vehicles are kept in good conditions to minimize possible air pollution. Our drivers are reminded to turn off the engines to reduce fuel consumption and air pollution when the vehicles are in a stand-by mode.

Furthermore, OFTA is putting effort to provide a green office environment for staff by keeping green potted plants in the office premises and improve air quality by cleaning air duct and carpet regularly. Indoor air quality tests are conducted periodically to ensure our office environment is a good and healthy place to work in.



Procurement of Goods and Services

In the procurement of goods and services, environmental requirements have been taken into consideration as an essential factor. All photocopying paper ordered from the Government Logistics Department is either woodfree type or containing at least 50% recycled pulp. For publications, newsletters, letterhead papers and name cards, paper made from regenerable forest or containing recycled wood pulp is used. For rechargeable batteries, Nickel-Metal Hydride and Lithium-ion batteries are procured instead of Nickel-Cadmium types to reduce

possible pollution. We also ensure that consumable items procured are on the Green Products List of the Government Logistics Department.

Furthermore, we also consider environmental factor when evaluating tender bids for contract of services. Bidders are required to meet certain environmental requirements and credits will be given to bidders who meet certain level of environmental standards or obtain certificates on environmental protection.

Staff Education and Training

Green corners are set up in our office to enhance the awareness of staff on environmental protection and the concept of green office. Posters, newsletters, publications are provided at the green corners to promote environmental protection. Multi-media materials are also available at our library for reference.



Environmental tips on “Energy Saving” and “Paper Saving” are placed at obvious locations near electric switches and other equipment like photocopiers and fax machines to remind staff of the conservation practices. Green tips are also sent to staff periodically to remind them of departmental environmental policy, green initiatives and daily conservation measures. Moreover, colleagues are encouraged to contribute environmental improvement suggestions under our Staff Suggestions Scheme.

Working with the Industry

In 2004, we organised the 29th Meeting of the Asia-Pacific Economic Cooperation (APEC) Telecommunications and Information Working Group. More than 290 delegates from the APEC economy participated in the 6-day meeting. We provided and promoted a paperless meeting environment for the event.

All documents for the meeting were uploaded to APEC TEL web site thus obviating the need for distribution of hard copies to participants. Wireless LAN was provided at the meeting venue to enable the participants to download the documents.



The Way Forward

Reviewing our environmental performance in 2004/05, we have made achievements in reducing pollution and reducing electricity consumption. However, there are still room for improvement in some aspects, including initiatives for paper saving.

OFTA will continue to adopt effective measures for green management in the workplace. We will continue to seek further improvements by using less, reusing and recycling. We will review past practices and explore new possibilities to promote environmental protection in our operational procedures and take an active role to further enhance our achievements in the coming year.



COMMENTS AND SUGGESTIONS

We treasure any of your valuable comments and suggestions on this report and environmental strategy for OFTA. Please contact us via the following channels:

By E-mail: webmaster@ofta.gov.hk

By 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

Your comments and suggestions regarding this report and our environmental performance are welcome. Please complete the following feedback form and return it to the Office of the Telecommunications Authority by the following channels:

By E-mail: webmaster@ofta.gov.hk

By 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:
