

OFTA Environmental Report
電訊管理局環保報告
2005/06

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Introduction

This is the sixth Environmental Report of the Office of the Telecommunications Authority (OFTA). It accounts for the achievements and measures taken by OFTA in 2005/06 and sets out our targets in green management for 2006/07.



Environmental Policy

OFTA is committed to conducting our operations and delivering our services in an environmental-friendly and responsible manner, in compliance with the overall environmental policy of the government.

Functions and Work of OFTA

OFTA is the executive arm of the Telecommunications Authority, which is the statutory body responsible for regulating the telecommunications industry in Hong Kong. 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:

(a) Technical and Economic Regulation of Telecommunications Services

This area 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 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.

(b) 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.

(c) Radio Frequency Spectrum Management and Satellite Coordination

The aim is to ensure efficient utilisation 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.

Functions and Work of OFTA

(d) Advisory and Planning

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

Telecommunication Union (ITU) and other international fora and also ensures that the industry complies with various international agreements.

(e) International Affairs

In the international arena, OFTA represents Hong Kong in the International

Our headquarters is located in Wu Chung House, Wan Chai and there is a branch office in Kwun Tong. Details of our office premises are shown at Table 1.

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
26/F (part)	891
29/F	1,865
36/F (part)	872
Branch Office on top of Ngau Tau Kok Service Reservoir, Kwun Tong	754
Total	4,731

Environmental Management

Environmental Management

A Departmental Environmental Management Committee, chaired by an Assistant Director, has been set up to formulate the environmental policy, objectives, targets and goals of OFTA and to monitor the departmental performance in environment protection and green management.

The operation of OFTA is basically "Office-based". The most significant impacts on the environment are associated with paper and other solid waste generation, and energy consumption in its daily activities. To implement our environmental policy, we have adopted green measures in the following areas since 1999:

Use of Energy and Resources – to ensure that our resources and energy are used efficiently and effectively by improving our work procedures and the adoption of new technology and equipment.

Prevention of Pollution – to minimise production of waste materials in our operations through adoption of the principle of "reduce, reuse and recycle".

Purchasing and Contracting – to factor in environmental considerations in evaluating bids for supply of goods and services. Our suppliers and contractors are expected to conform to recognised environmental standards.

Working Environment – to promote a green working environment through setting office temperature at 25.5°C and provision of greenery and planting in offices.

Education and Training – to enhance our staff's awareness of environmental protection through training and promulgation of environmental tips.

Communication – to regularly report to the management progress on our environmental measures and publicise our environmental policy and work progress in an open manner.

Collection of Environmental Data

We closely monitor and collect data on consumption of paper, envelopes, alkaline batteries and electricity on a monthly basis: -

- Paper and alkaline batteries consumptions are based on the quantities ordered by our Supplies Section during the reporting period;
- Envelope consumption is based on the actual number of mails sent out by the department multiplied by a factor of 1.2; and
- Energy consumption: For office premises in Wu Chung House, meter readings for the four office floors are recorded. The meter readings reflect the consumption arising from normal office operations, such as lighting, office equipment and the stand-alone air-conditioning facility installed in the computer server room. For 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, stand-alone 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.

For waste paper and toner cartilages recycled, our contractors reported the volume of collection to us direct.

Key Environmental Achievements in 2005/06

Key Environmental Achievements in 2005/06

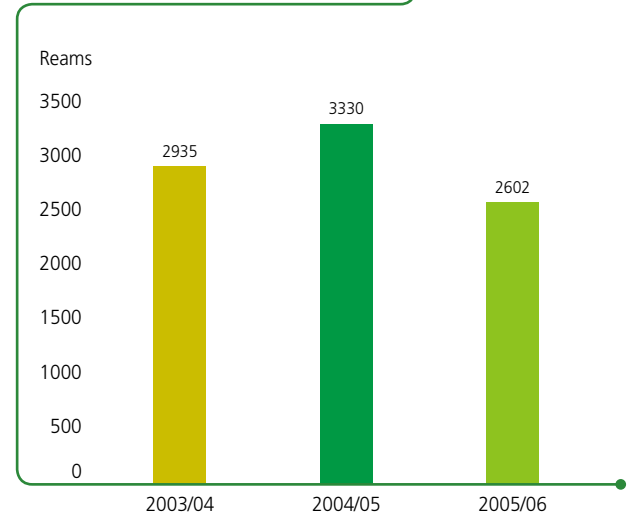
Paper Consumption

We have continued our efforts in the promotion of paperless office:

- using e-mails as the major means for internal and external communication;
- using the electronic bulletin board for circulation of Government circulars/departmental instructions and sharing of information within the department;
- distributing our publications, consultation papers, press releases, application forms to members of the public mainly through our web site;
- reducing the production of paper copies of publications. For example, our annual OFTA Trading Fund Reports are distributed mainly in the form of CD-ROM. Quantity of printed copies was reduced from 1,000 in 2003/04 to 500 in 2004/05;
- adoption of electronic filing and computerised fax systems and a computerised system for recording press and public enquiries; and
- encouraging double-sided printing of documents.

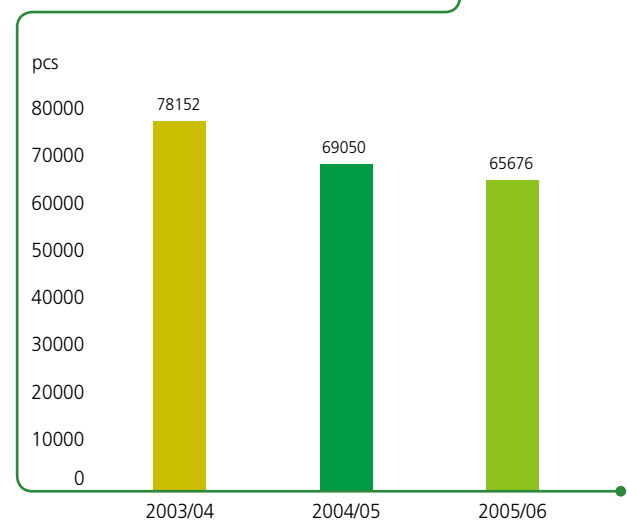
In 2005/06, we managed to reduce the paper consumption by 21.8% compared to the preceding year and by 8.9% compared to 2003/04. The amount of A4 paper consumption in the past three years is showed in Table 2 below.

Table 2 – Paper Consumption



The consumption of envelope in 2005/06 was reduced by 4.9% compared to 2004/05, and by 16% compared to 2003/04. The amount of envelope consumption in the past three years is showed in table 3 below.

Table 3 – Envelope Consumption



Key Environmental Achievements in 2005/06

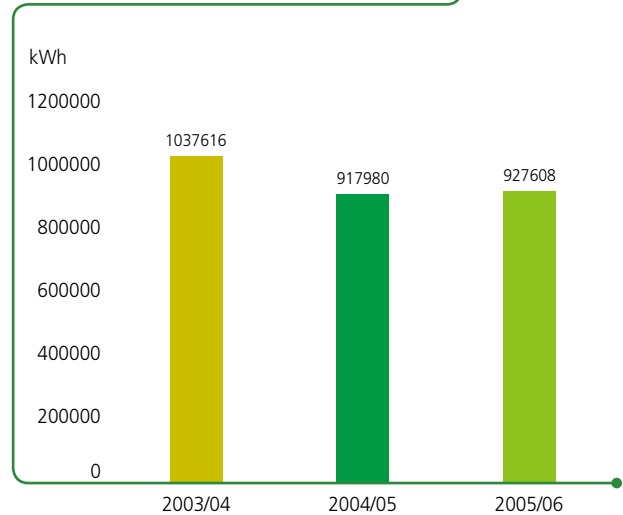
Energy Consumption

We have taken various steps to ensure that energy is used in an environmental-friendly manner. We have set the temperature in our office premises at 25.5°C. Lights, computers and office equipment are switched off when they are not in use. Worn out electrical appliances and office equipment are replaced with energy efficient ones as far as practicable. Stickers are put on light switches and office equipment reminding staff members to take energy-saving measures. Staff are also encouraged to use staircases instead of lifts when going to other office premises in the same building.



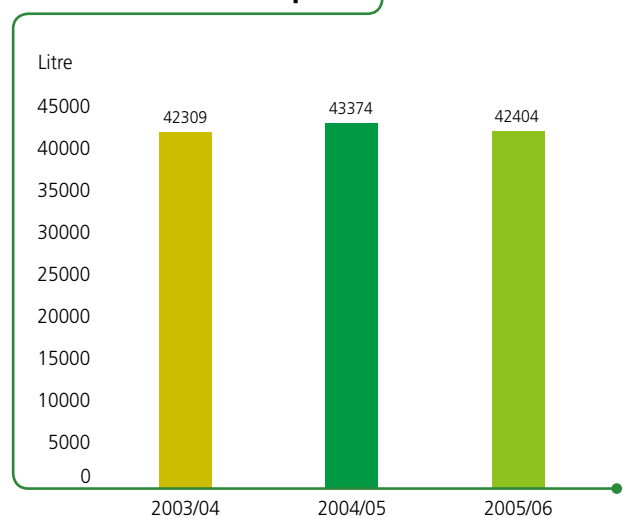
The electricity consumption in the past three years is shown in table 4 below. We reduced the electricity consumption by 4.8% and 3.8% in 2004/05 and 2005/06 respectively, taking the 2002/03 as the base year. The slight increase in electricity consumption in 2005/06 as compared to 2004/05 is mainly due to the increasing use of computer equipment owing to office automation.

Table 4 – Electricity Consumption



We also closely monitor the fuel consumption by our departmental vehicles. All our vehicles are maintained in good conditions to maximise the efficient use of fuel. In 2005/06, we managed to reduce the fuel consumption by 2.2% compared to 2004/05. The fuel consumption in the past three years is shown in the table 5 below.

Table 5 – Fuel Consumption

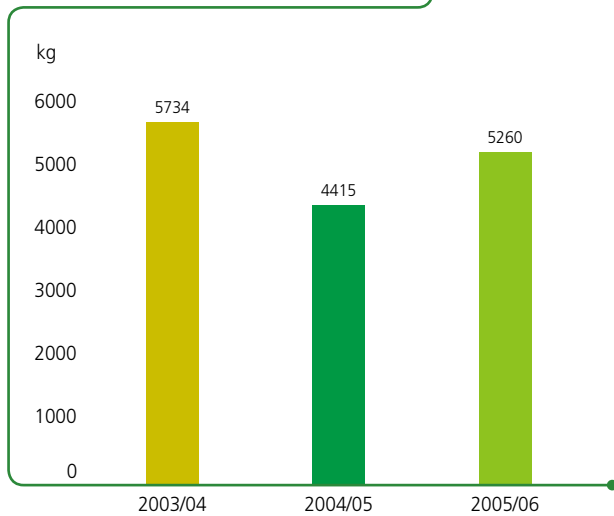


Key Environmental Achievements in 2005/06

Prevention of Pollution

We have continued our efforts to reduce the amount of solid waste in our daily operations. Green boxes are placed at different locations throughout our office premises for collecting waste paper for recycling. The amount of waste paper collected in the past three years is shown in the table 6 below. A total of 5,260 kg waste paper was collected in 2005/06, increased by 19.1% compared to the preceding year. The increased waste paper collected reflected the growing staff awareness of environment protection.

Table 6 – Waste Paper Collected



We collected toner cartridges of facsimile machines, photocopying machines and computer laser printers for recycling and re-use. A total of 193 toner cartridges were collected in 2005/06, increased by 27% compared to 2004/05. Besides, rechargeable batteries are used as far as possible to reduce the usage of disposable batteries.

Our departmental vehicles are kept in good conditions to minimise possible air pollution. Our drivers follow the rule of turning off the engines when the vehicles are in a stand-by mode to reduce fuel consumption and air pollution.



Key Environmental Achievements in 2005/06

We have also taken steps to provide a clean and healthy working environment for staff. Carpets and air ducts are cleaned regularly. Indoor air quality tests are conducted to ensure our office is a good and healthy place to work in. Potted plants are placed in our office premises to create a green and comfortable environment.



Procurement Management

We continued to use photocopying paper which 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. Nickel-Metal Hydride and Lithium-ion batteries are procured instead of Nickel-Cadmium types to reduce possible pollution. For electric appliances and equipment, energy efficiency ratings are considered during procurement. We also ensure that consumable

items to be procured are on the Green Products List of the Government Logistics Department.

We continued to take into consideration environmental factor in evaluating tender bids for contract of services. Bidders are required to meet certain environmental requirements and credits are given to bidders meeting certain level of environmental standards (e.g. ISO 14000) or with certificates on environmental protection.

Promotion of Staff Awareness



Green corners displaying articles and posters on environmental protection have been set up on various floors in our office to enhance staff awareness.

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 green practices.

Green tips are also sent to staff to remind them of the green initiatives and daily conservation measures. Moreover, colleagues are encouraged to participate in environmental seminars and activities, such as the Community Chest Green Day and seminar on eco-driving, and to contribute environmental improvement suggestions.



Looking Ahead



In 2005/06, with all the efforts, we have made achievements in reducing the consumption of paper and fuel, and increasing the collection of waste paper and used toner cartridges for recycling. To keep up our impetus in green management, we have set the following targets for 2006/07 -

- further reduce electricity consumption by reducing non-essential lighting in our office premises and other energy saving measures;
- further promote staff awareness in green management by issuing new green tips and encourage staff to participate in environmental protection activities; and
- explore possibilities of further measures to save energy and reduce waste in our operations

Comments and Suggestions

Comments and Suggestions

We welcome your valuable comments and suggestions on this report and the environmental strategy of 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 above channels.



Feedback Form**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:
