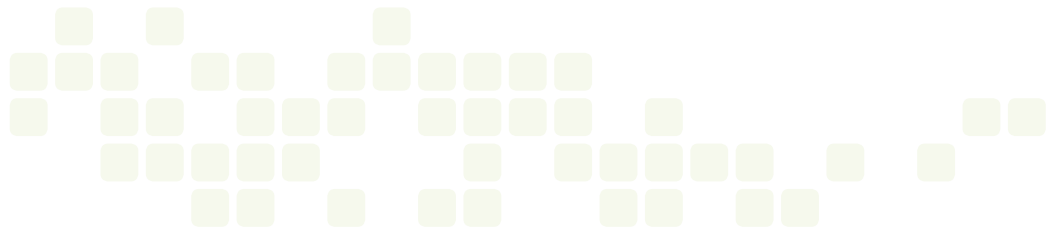


Environmental Report 2006/07
二零零六至二零零七年環保報告

Contents

- 01 Introduction
- 02 Our Environmental Policy and Measures
- 03 Functions and Work of OFTA
- 04 Environmental Management
- 05 Key Environmental Achievements in 2006/07
- 06 The Way Forward
- 07 Comments and Suggestions



01

Introduction

This environmental report is the seventh one of the Office of the Telecommunications Authority (OFTA). It summarizes the achievements and measures taken by us in 2006/07 and paves the way forward for our green initiatives in the year ahead.

02

Our Environmental Policy and Measures

OFTA is committed to environmental protection by acting in compliance with the relevant legislation and codes of practices and providing a green environment for staff to work in.

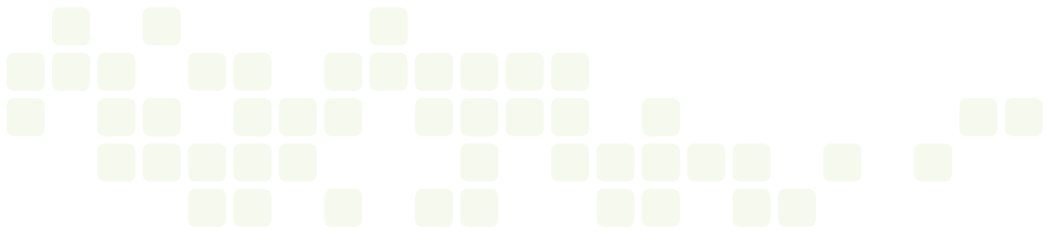
03

Functions and Work of OFTA

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

With about 315 staff members, OFTA's role is to regulate the telecommunications industry of Hong Kong and to facilitate its development. Its work covers six 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 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.

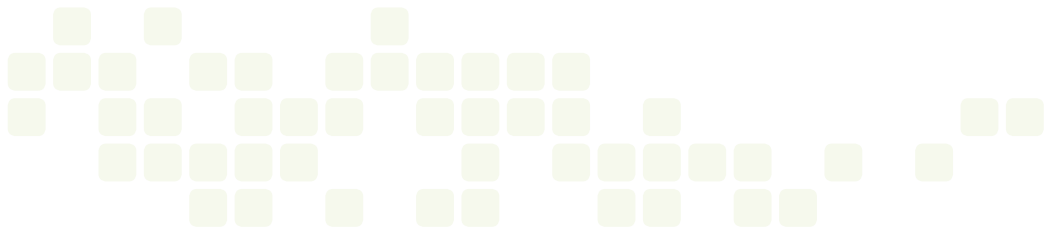
Enforcement of Fair Competition

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 Co-ordination

With the aim to ensure efficient utilisation of the radio frequency spectrum and satellite orbital positions, OFTA's responsibilities include the management of radio frequencies, investigation into radio interference complaints, licensing private telecommunications services, prosecution of illegal use of telecommunications equipment, and co-ordination with the 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.

Enforcement of the Unsolicited Electronic Messages Ordinance

OFTA enforces the provisions in the Unsolicited Electronic Messages (UEM) Ordinance except for those parts related to fraudulent activities. The UEM Ordinance regulates the sending of commercial electronic messages.

International Affairs

In the international arena, OFTA represents Hong Kong in the International Telecommunication Union as well as other international fora, and ensures that the industry complies with various international agreements on telecommunications technical standards.





04 Environmental Management

Performance

To implement our environmental policy, we have adopted green measures in the following areas:-

Use of Energy and Resources

- Minimizing paper consumption
- Minimizing the use of stationery

Prevention of Pollution

- Waste recovery

Purchasing and Contracting

- Energy efficiency ratings are taken into account in procurement

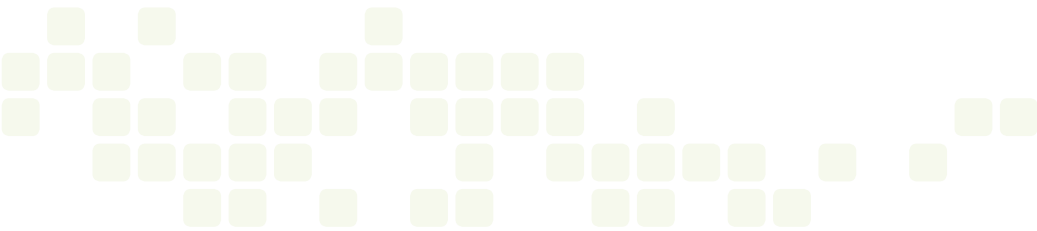
Work Environment

- Setting the office temperature at 25.5°C
- Provision of greenery and plants in offices



Education and Training

- Enhancing our staff's awareness of environmental protection
- Encouraging staff to support green activities



Communication

- Reporting regularly to the management on the progress of our environmental measures

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.
- 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 standalone air-conditioning facility installed in the computer server room. 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.
- For waste paper and toner cartilages recycled, our contractors reported the volume of collection to us direct.






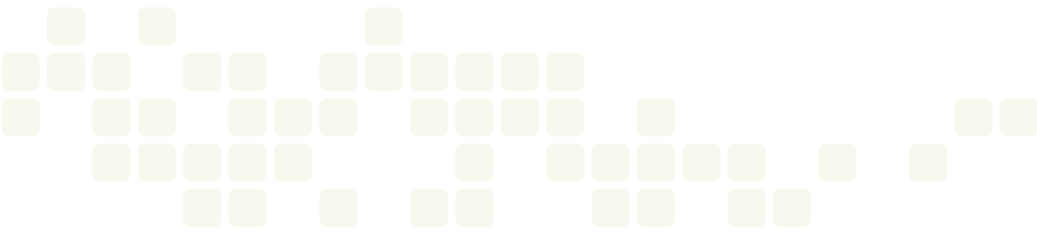
05

Key Environmental Achievements in 2006/07

Paper Consumption

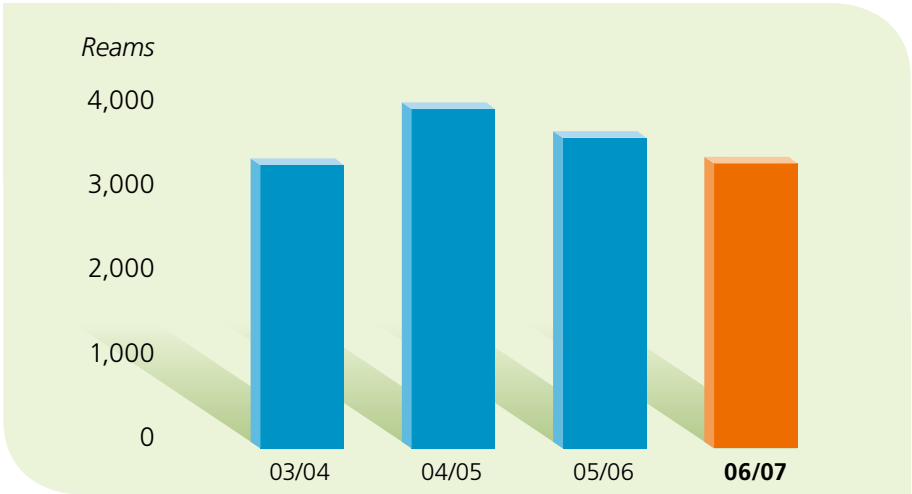
We have continued our effort in the promotion of a less-paper office:-

- Use of e-mail, e-fax, electronic bulletin board for circulation; implementation of the e-filing system; computerized system for recording public and press enquiries.
 - Distributing our publications, consultation papers, press releases, application forms, newsletter to members of the public mainly through our website.
 - Encouraging double-sided printing of documents or the use of recycled paper.
 - Producing electronic greeting cards for staff use.
 - All staff members are provided with collection boxes as containers to collect used papers for recycling.
 - Digital maps of nearly 200 hiking routes are published on the OFTA website for public to download onto their mobile devices.
 - Development of the Electronic Library Management System for internal use.
- 



In 2006/07, we managed to reduce the paper consumption by 12.2% compared to the preceding year. The amount of A4 paper consumption in the past four years is shown in table 1 below:-

Table 1 - Paper Consumption



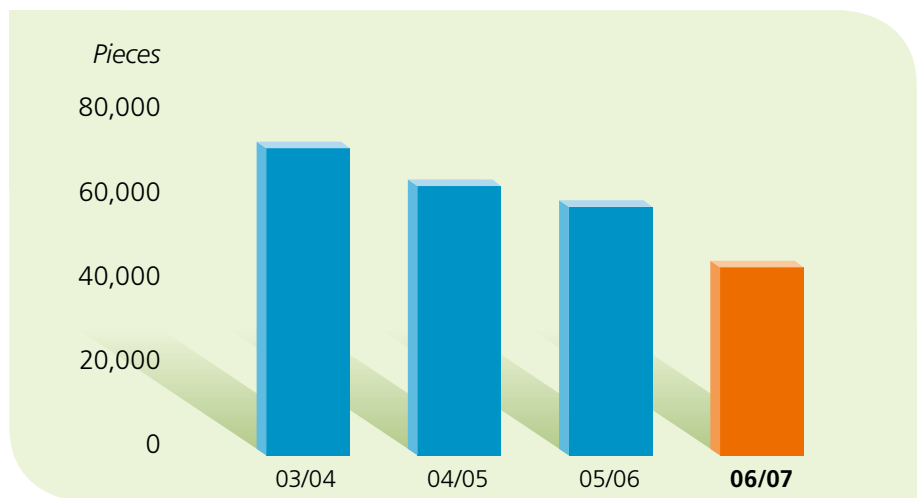
The consumption of envelopes in 2006/07 was reduced by 22.6% compared to 2005/06, and by 35% compared to 2003/04.

- E-mails are widely used instead of letters and memos for both internal and external communication.
- Staff are reminded to use less or to re-use envelopes as far as practicable.



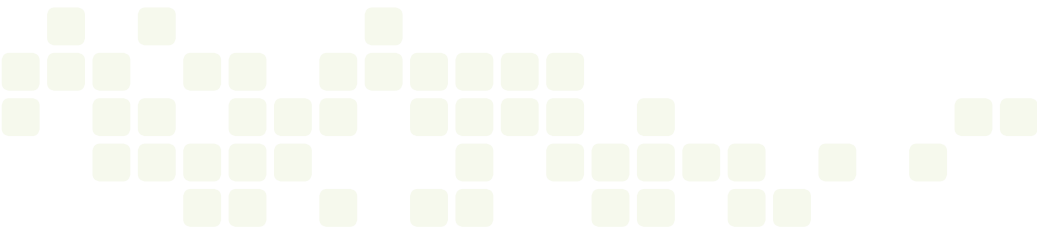
The amount of envelope consumption in the past four years is shown in table 2 below:-

Table 2 - Envelope Consumption



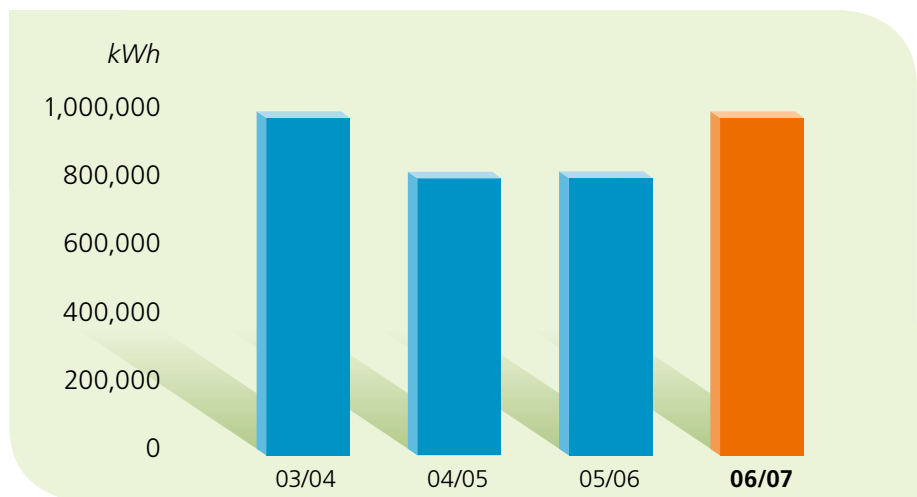
Energy Consumption

- Reduced non-essential lighting in our office in 2006/07. This has resulted in the removal of 500 fluorescent light tubes, and an average reduction of 9.2% in our monthly energy consumption.
- In line with the government's energy saving policy, we have adopted the energy saving measures of maintaining the indoor temperature at 25.5°C.
- Computer and office equipment are switched off when not in use; stickers/labels are fixed on light switches and other office equipment to remind officers to take energy saving measures.
- Installed timer adaptors to ensure photocopiers and printers are switched off outside office hours.



The electricity consumption in the past four years is shown in table 3 below. The electricity consumption was reduced by 4.8% and 3.8% in 2004/05 and 2005/06 respectively and increased by 0.03% in 2006/07 taking 2003/04 as the base year. The increase in electricity consumption in 2005/06 and 2006/07 over the previous years is mainly due to the increased number of computer systems arising from office automation.

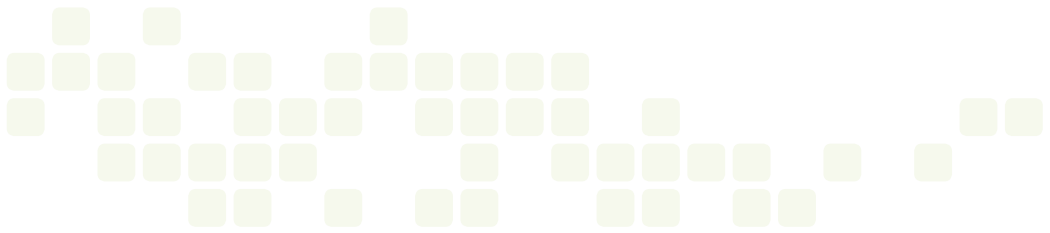
Table 3 - Electricity Consumption



We also closely monitor the fuel consumption by our departmental vehicles.

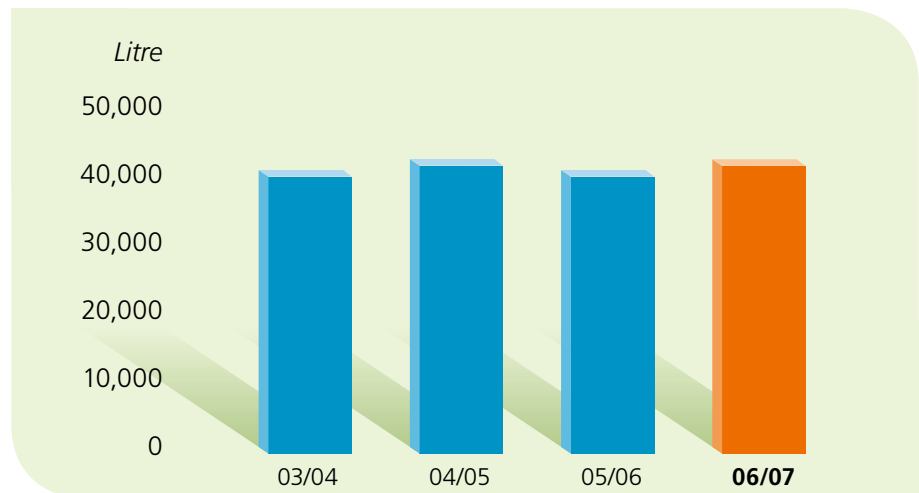
- Drivers are constantly reminded to switch off their engines while waiting.
- All our vehicles are maintained in good condition to ensure the efficient use of fuel.

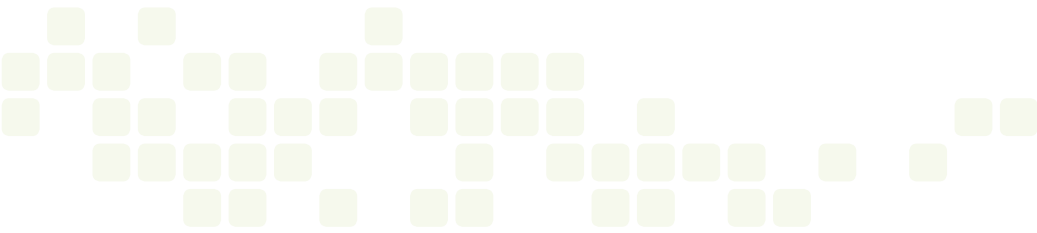




The fuel consumption is slightly increased by 3.49% in 2006/07 as compared to 2005/06. The increase is mainly due to the outdoor work arising from the mobile network coverage survey programme conducted in 2006/07. The fuel consumption in the past four years is shown in table 4 below:-

Table 4 - Fuel Consumption



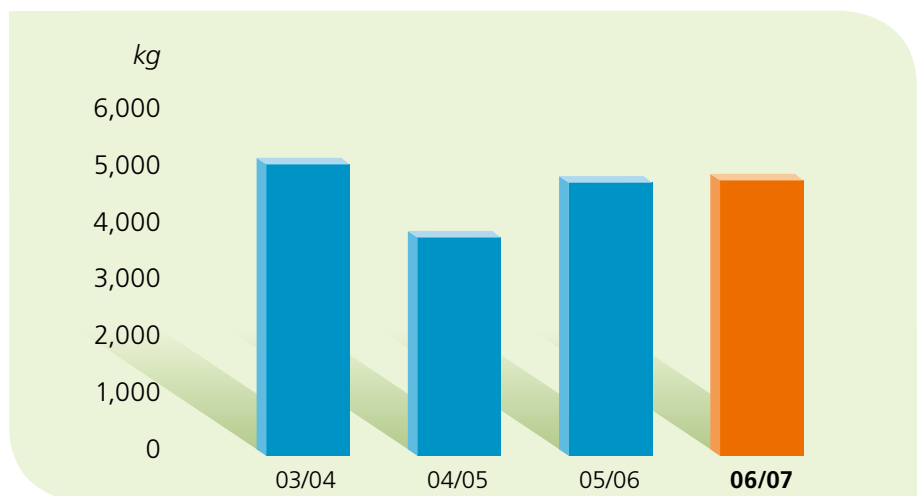


Prevention of Pollution

We have continued our efforts to reduce the amount of solid waste in our daily operations:-

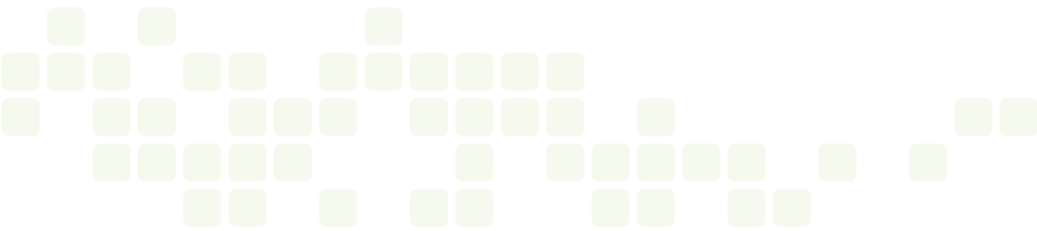
- Green boxes are placed at different locations throughout our office premises for collecting waste paper for recycling. The amount of waste paper collected in the past three years is shown in table 5 below. A total of 5,280 kg of waste paper was collected in 2006/07, increased by 0.4% compared to the preceding year.

Table 5 - Waste Paper Collected



- We collected the toner cartridges of facsimile machines, photocopying machines and computer laser printers for recycling and re-use. A total of 226 toner cartridges were collected in 2006/07, increased by 18% compared to 2005/06.
- Uninterruptable Power Supply (UPS) batteries for ensuring the stability and continuity of power supply to the critical IT systems are collected by professional waste collection companies for recycling and re-use.





- With regard to our concern over the outdoor air quality, our drivers are constantly reminded to switch off idle engines.
- We have all along been recycling and re-using festive/decorative materials within the office.
- Redeploying serviceable furniture and equipment - pieces of serviceable furniture were successfully redeployed for further use.
- Indoor air quality tests are conducted to ensure our office is a good and healthy place to work in.
- Plants are placed in our office premises to create a green and comfortable environment.

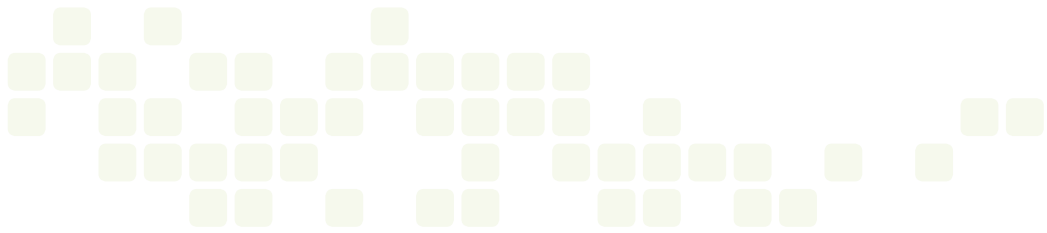
Procurement Management

The environmental aspect has been taken into consideration for the acquisition of goods and services:-

- All photocopying paper is either wood free or recycled paper.
- 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 the environmental factor in evaluating tender bids for contract of services. Bidders are required to meet certain environmental requirements and credits are given to those meeting certain level of environmental standards (e.g. ISO 14000) or with certificates on environmental protection.



Promotion of Staff Awareness and Staff Participation

- Energy saving tips are sent to staff through e-mail to remind them of the green initiatives and daily conservation measures.
- Encourage staff to review their filing record, destruction of unwanted record will reduce storage and maintenance cost, improve working environment, improve operational efficiency and productivity, and help to recycle and re use papers.
- Proactively encourage staff to support green activities launched by other government departments and organizations, including the Tree Planting Challenge 2007 held by Friends of the Earth and the Tree Planting Day organized by the Civil Service Bureau.
- Staff are encouraged to donate their surplus sweets and biscuits received during Christmas or Lunar New Year to social welfare organizations (e.g. St. James Settlement).





06 The Way Forward

In 2006/07, with all the efforts we have made achievements in reducing the consumption of paper and envelopes, and increasing the collection of waste paper, used toner cartridges and used UPS batteries for recycling. To keep up our impetus in green management, we have set the following targets for 2007/08:-


- Further lower 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.
- Explore possibilities of further measures to save energy and reduce waste in our operations.

07 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