Office of the Government Chief Information Officer

Controlling Officer's Environmental Report 2004 - 2005

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Introduction

The Office of the Government Chief Information Officer (OGCIO) was established on 1 July 2004 by merging the Information Technology Services Department and the information technology (IT) related divisions of the Communications and Technology Branch of the Commerce, Industry and Technology Bureau.

The principal aims of OGCIO are :

(i)   promote and facilitate the more extensive use of information technology (IT) by the Government;

(ii) facilitate the development of a secure and reliable infrastructure and the setting of common standards in Hong Kong; and

(iii) promote and facilitate the development and adoption of IT in the community and in business to enhance the social and economic well-being and competitiveness of Hong Kong.

Environmental Policy

3.   Our environmental policy is to conduct our business in an environmentally responsible manner.   Although our business is office-based and does not have significant impact on the environment at large, we aim to contribute towards environmental protection by promoting the wider use of IT, and the use of environmental-friendly computer products and services within the community and the IT industry.   These would lead to conservation in the use of natural resources like power and paper.

4.   OGCIO is committed to ensuring that our business is conducted in an environmentally responsible manner, in line with the environmental policy. Specifically, we have taken environmental protection measures in pursuing our departmental activities.

Next Wave of E-Government

5.   By bringing e-government into the agenda of all Government bureaux and departments, we have improved the accessibility of government information and services and built up a solid foundation for citizens, businesses and the Government to further benefit from e-opportunities.

6.   Our vision of the next wave of e-government is to "use information technology to provide customer-centric services that promote an accessible, accountable and efficient government and contribute to Hong Kong's achievement as a leading digital city".

7.   In further developing our E-government programme, we look for opportunities in joining up the business processes of bureaux/departments through the use of IT and enhancement of IT infrastructure facilities, thereby reducing the need for paper flows among them.

8.   Within the Government, we are equipping all government staff, through an Accessibility Programme, with shared computer facilities and individual e-mail accounts to facilitate the efficient transaction of government-to-employee, government-to-government services and dissemination of circulars and notices by electronic means.   Such expansion of IT provisions enables more electronic services such as distribution of payslip via e-mail, online leave application, and information sharing and electronic document retrieval through access to the government intranet, Central Cyber Government Office (CCGO).   These facilities have helped towards reducing paper consumption.

9.   Community-wise, the ESD Scheme provides a platform for citizens and businesses to transact electronically with the government thus reducing the need for paper consumption in the processes.   As at end 2005, the ESD Scheme supports over 200 e-services from more than 50 bureaux and departments.   We plan to implement a new strategy for e-government service delivery through a one-stop access portal by adopting a service clustering model and a customer segmentation approach.   This will further streamline the processes and hence the need for paper consumption.

10.   To enhance the efficiency of the procurement processes within the government and improve the adoption of e-business by suppliers' community, we are conducting a consultancy study on e-Procurement to cover low-value, high volume

purchases of goods and services at the bureaux and departments level.   We anticipate that, upon its implementation, the need for paper flow within the government and with supplier in the procurement processes will be greatly reduced.   The platform will also facilitate the adoption of green procurement within the government.

Promotion of Green Culture

11.   Internally within OGCIO, we continue to promote a green culture through implementation of green measures for minimizing waste, conserving energy, promoting recycling of resources and arousing staff awareness in environmental conservation.   We have adopted the following measures:

(i)   requesting staff to use both sides of paper for printing and drafting, and to avoid the printing of hard copies for personal retention unless absolutely necessary;

(ii)   imposing economy measures in the computer centers to request users to keep the printing requirements to the absolute minimum commensurate with operational requirements so as to minimize paper consumption and waste;

(iii)   using electronic fax dispatching system to reduce paper consumption;

(iv)   using more recyclable products.   We have started using recycled paper in 2004 and the use of recycled paper has increased by 16% in 2005. We have also introduced five more types of recycled toner cartridges for printers in our stock in order to encourage staff to use recycled products;

(v)   collecting used paper and ink cartridges for recycling;

(vi)   switching off lights and communal facilities when not in use;

(vii)   keeping the room temperature of our office premises at an energy–saving level of 25.5 ℃ as far as possible;

(viii)   issuing circulars and emails to staff to remind staff of the importance of energy conservation and the need to exercise economy in the use of energy and office resources; and

(ix)   putting up posters and stickers on energy and water saving at suitable locations to arouse the awareness of staff on reduction of waste.

12.   To further avoid the use of paper-based records, we have been promoting an e-culture by using electronic forms and workflows extensively in our business processes.   To enable the information to be accessible electronically when required, the OGCIO Portal has been serving as a central repository of information.   In addition, through the increasing use of mobile and wireless computing solutions, we have been facilitating the access of information anytime, anyplace and anywhere.

13.   To minimize waste, we have donated 400 sets of used computers that were surplus to the Government's requirements to social service agencies in early 2005.

Scope for Further Action and Improvement

14.   We would continue our efforts in conducting our business in an environmentally responsible manner.   We would further promote the wider use of IT in the various work processes of the Office.   We would spare no efforts in taking the energy-saving and green measures that would contribute positively to environmental protection.   We would also work closely with concerned government departments to explore new ideas and opportunities to achieve better results in green management and environmental protection.

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