

二〇〇四年環保報告

Environmental Report 2004



學生資助辦事處

Student Financial Assistance Agency



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引言

Introduction

學生資助辦事處致力於使用符合環保的方式以改善工作環境及提供公共服務。

我們的理想是協助所有符合資格及需要經濟援助的學生達到心目中的教育水平，以及獎賞和鼓勵學業成績優異的學生。在 2004 至 2005 學年，我們就各項計劃共收到超過 1,049,000 份申請，較上一學年增加 5.3%。

儘管本辦事處需要處理不斷上升的申請，我們仍然積極推行各種環保措施以減少廢物、節約能源、提倡「循環再用」資源，以及提高員工的環保意識。

本報告概述學生資助辦事處於 2004 年所採取的環保措施及成效，以及期望於 2005 年達到的目標。

The Student Financial Assistance Agency (SFAA) is committed to improving its working environment and providing public services in an environmentally responsible manner.

Our vision is to assist qualified students in need of financial assistance to achieve the education level they aspire to, and to reward and encourage students who have excelled in their studies. In the 2004/05 academic year, we have received over 1,049,000 applications under various financial assistance schemes, which is an increase of 5.3% in the total no. of applications received in the previous academic year.

Despite an on-going increase in applications processed by SFAA, we act consciously in the implementation of green measures for minimizing waste, conserving energy, promoting recycling of resources and arousing staff awareness in environmental conservation.

This report aims to cover the green measures adopted by the Student Financial Assistance Agency (SFAA), our achievements in 2004 and the objectives that we set for 2005.



二〇〇四年的環保措施 *Environmental Measures in 2004*

由於本處的日常運作主要是在辦公室內進行，我們主要的環保措施包括：1) 節約用紙；2) 節約能源；3) 資源回收及循環再用及4) 減少污染及營造一個綠化的工作環境。我們亦會不時提醒員工善用資源，減少製造廢物。

我們致力推行下列的環保措施，以改善我們的環境：

1) 節約用紙

- 定期傳閱有關節約用紙的通告，以提倡員工盡量減少用紙；
- 減少影印；
- 使用雙面影印或列印；
- 利用電郵通訊，以代替撰寫便箋；
- 將電郵通訊推及至更多員工；
- 將分享使用的資料放在部門電子報告板上，以取代複製影印本給使用者；

Since this Agency operates under an office type environment, the major environmental measures are confined to 1) Economization of Paper Consumption; 2) Energy Saving; 3) Reuse and Recycle of resources and 4) Minimization of Pollution and Establishment of a Green Workplace. Staff members are regularly reminded to economize use of resources and reduce waste production.

We are committed to improving our environment by adopting the following measures:

1) Economization of Paper Consumption

- Promoting the message of economization of paper consumption by the circulation of circulars to all SFAA staff regularly;
- Minimizing photocopies;
- Using double-sided photocopying or printing;
- Using electronic mails in communication instead of writing memos in hardcopies;
- Extending the use of emails to more staff; and
- Posting share-use materials on internal bulletin board instead of making hardcopies to individual users;



二〇〇四年的環保措施

Environmental Measures in 2004

- 利用已使用的紙張空白的一面作接收傳真、草擬及影印等用途；
 - 循環使用舊信封及檔案封套；
 - 傳真文件時，避免使用傳真蓋頁；
 - 發送電子節日賀卡；
 - 使用部門電子電話簿，代替印刷本。
- Using blank side of used paper for receiving fax, drafting or photocopying;
 - Reusing envelopes and loose minute jackets;
 - Avoiding use of fax cover sheet;
 - Sending electronic seasonal greeting cards;
 - Using electronic internal telephone list instead of hardcopies.

2) 節約能源

- 關掉無人使用的電燈或電器；
- 張貼有關“節約能源”的告示於當眼處以提醒員工；
- 使用更具能源效益的照明燈；
- 使用百葉簾以調節射進室內的陽光強度，以配合不同季節的需要；
- 如發現“冷點”，立即要求保養維修人員檢查及調節有關設備；
- 經常保持空調房間的門關閉；
- 鼓勵員工在可行的情況下，應盡量使用樓梯代替升降機上落樓層；

2) *Energy Saving*

- Switching off lights or electronic appliances when not in use;
- Affixing ‘saving energy’ stickers on prominent places to remind staff;
- Using “energy-efficient” lighting;
- Using venetian blinds to adjust the penetration of sunlight to suit different seasons;
- Requesting maintenance staff to check and adjust the air-conditioning system if “cold spots” are located;
- Always keeping the doors of air-conditioned rooms close;
- Encouraging staff to use staircases instead of lifts, if possible;



二〇〇四年的環保措施

Environmental Measures in 2004

- 除需要長時間加班工作，否則辦公時間以外一律停止空調及照明系統；
- 提醒最後離開辦公室的員工，關掉所有電器及電燈。

3) 資源回收及循環再用

- 回收可供循環再造的紙張；
- 回收已用完的打印機或傳真機碳粉盒；
- 於採購物料及辦公室文具時，會盡量選購符合環保的產品，如再造紙等；
- 循環再用電腦磁碟；
- 循環使用節日裝飾品。

- Except for zones having prolonged overtime work, provision of air-conditioning and lighting will stop after office hours;
- Reminding staff to switch off all electrical equipment before leaving the office.

3) Reuse and Recycle of Resources

- Collecting waste paper for recycling;
- Collecting used toner cartridges of printers and fax machines for recycling;
- Choosing green products in procurement of stores and office stationery such as recycled paper, etc. as far as practicable;
- Reusing diskettes;
- Reusing decorative accessories for festival decorations.



二〇〇四年的環保措施

Environmental Measures in 2004

4) 減少污染及營造一個綠化的工作環境

- 執行無煙工作間及保持環境清潔;
- 栽種更多盆栽，美化工作環境;
- 安排部門車輛一次過接載工作地點相近的外勤員工;
- 鼓勵外勤員工使用公共交通工具;
- 部門車輛使用無鉛汽油

4) *Minimization of Pollution and Establishment of a Green Workplace*

- Maintaining a smoke-free and clean workplace;
- Increasing the number of potted plants to beautify our working environment;
- Scheduling the same departmental car trip for users whose destinations are close to one another;
- Encouraging officers to use public transport when performing outside duties;
- Using unleaded petrol for departmental car.



二〇〇四年的工作成效

Achievements in 2004

雖然本處於 2004 年收到的學生資助申請總數大幅上升，但我們仍積極地控制紙張耗用量。本處於 2004 年推行的環保措施，取得以下成效：

1) 節約用紙

- 定期向員工傳閱有關節約用紙的通告；
- 員工已習慣透過電郵或部門電子告示板查閱通告及電話簿等，省卻複製影印本的紙張；
- 將部門出版的刊物上載於本處網頁，減少了刊物的印行數量；
- 二〇〇四年的電郵使用者數量比二〇〇三年增加了 54%。

Although there is a drastic increase in total number of applications received under various financial assistance schemes in 2004, we have consciously controlled the use of paper in order to economize paper consumption. With the implementation of our green measures, we have made the following achievements in 2004:

1) Economization of Paper Consumption

- Circulars on economization of paper consumption were circulated to staff periodically as reminders;
- Staff are used to checking circulars and the internal telephone list through email or internal bulletin board. No individual copy was needed;
- Departmental publications were uploaded onto the homepage of SFAA and the no. of printed copies made was reduced;
- The no. of Lotus Notes mail users in 2004 has increased by 54% over that of 2003.



二〇〇四年的工作成效

Achievements in 2004

2) 節約能源

- 員工向保養維修人員報告“冷點”，並已要求調節冷氣設備；
- 員工於離開辦公室前已關掉所有電器及電燈。

3) 資源回收及循環再用

- 於二〇〇四年回收可供循環再造的紙張共重 8,739 公斤；
- 回收已用完的打印機或傳真機碳粉盒；
- 由於循環再用電腦磁碟，各組別已減少了對新電腦磁碟的需求；
- 循環使用節日裝飾品。

4) 減少污染及營造一個綠化的工作環境

- 栽種了更多盆栽，美化工作環境；
- 外勤員工需要外出工作時，已盡量使用公共交通工具代替部門車輛。

2) Energy Saving

- Staff have reported “Cold spots” to the maintenance staff and the air-conditioning system was adjusted accordingly;
- Staff have switched off all electrical equipments and lightings before leaving the office.

3) Reuse and Recycle of Resources

- 8,739 Kg of waste paper was collected for recycling in 2004;
- Toner cartridges for laser printers and fax machines were returned to the suppliers for recycling;
- As diskettes were reused, the demand for new diskettes from user sections was reduced;
- Decorative accessories for festival decorations were reused.

4) Minimization of Pollution and Establishment of a Green Workplace

- The no. of potted plants has been increased to beautify our working environment;
- Staff have used public transport instead of the departmental car when performing outside duties.



二〇〇五年的環保目標 *Environmental Objectives for 2005*

學生資助辦事處仍會繼續堅守環保責任，並加強灌輸環保意識給員工，我們的二〇〇五環保目標包括：

- 節約用紙;
- 節約用電;
- 減少製造廢物;
- 增加綠色空間;
- 鼓勵員工參與環保工作及活動。

This Agency will continue to shoulder its environmental responsibility and strengthen the environmental awareness of our staff. Our environmental objectives for 2005 are:

- Economize paper consumption;
- Economize electricity consumption;
- Minimize waste production;
- Enhance green workplace;
- Encourage our staff to participate in environmental protection practices and activities.



意見 *Comments*

如有任何意見，請用以下方法與本辦事處聯絡：

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