Social Welfare Department

Environmental Report 2003-04

Introduction

This report sets out the green measures taken by the department in the financial year 2003-04.

Policy and Objectives

2. As a government department and a member of the community, we are committed to supporting Government's policies on environmental protection and sustainable development. To this end, our objectives are to promote a green culture among staff of the department and our working partners and to do our best in adopting green management and practices in our workplace.

Green Measures Adopted in 2003-04

3. During the year, the department has made continuous efforts in cultivating and fostering a personal responsibility among the staff for the care of the environment. Since most of our operation units are office-based, we have endeavoured to adopt good office practices aiming at reducing the use of, reusing and recycling of valuable resources.

4. Surveys on green housekeeping measures adopted were conducted at 6-monthly intervals so as to ascertain the extent of compliance with green measures with special emphasis on "Reduce, Reuse and Recycle" of energy, paper and other valuable resources.

5. The following tables summarize the survey findings for the year -

Reduce	
Use of electronic mail	All offices have been installed with the Internet email facility.
Electronic Bulletin Board	Useful information for internal circulation (e.g. departmental telephone list) have been uploaded to the departmental Intranet Portal for viewing by staff.
Use soft copies only in draft documents	66% of our offices have adopted the practice of using soft copies only in draft documents.
Phase out thermal fax	Thermal fax machines have been phased out to reduce the need to make a second copy of faxes for filing. More than 90% of our offices are using plain paper fax machines.
Review & reduce circulation documents	It has become a standard practice to circulate reference documents instead of issuing personal copies to staff.
Stop using envelopes for unclassified	89% of our offices have adopted this practice.

documents	
Double-sided printing	It is a standard practice to print/photocopy on both sides of paper. Newly procured photocopiers are equipped with the double-sided printing feature.
Save electricity	Guidelines on how to save electricity through economic use of lighting, air-conditioning, photocopiers and computer equipment have been issued to all offices.
Publications	All offices have been reminded to minimize publications and to upload publications in our homepage. For instance, we have stopped publications of hard copy of departmental telephone directory and departmental annual report.

Reuse	
Reuse envelopes & file jackets	It is a standard practice in our offices to reuse envelopes and file jackets that are in good condition.
Use single-sided paper for drafts	Single-sided paper is used for drafts and printing internal documents.
Set up green trays in photocopiers	92% of our offices have set up green trays in photocopiers for holding papers used on one side.
Regular returns and submissions	All offices have been reminded to submit returns in electronic format. With the implementation of departmental Intranet Portal, staff are encouraged to collect and submit on-line returns.

Recycle	
Recycle waste paper	16,099 kg of waste paper have been collected for recycling. The quantity of waste paper collected has decreased by 19.3% in comparison with the collection figure of 2002-03 [1].
Recycle toners	It is a standard practice to return used toners of laser printers to suppliers for recycling. A total of 11,069 toners have been collected for recycling. Compared with the figures of the Financial Year 2002-2003, the quantity of toners collected for recycling purpose has increased by almost 7.5 times [2] .

(1) There were 19,949 kg of waste paper collected in the Financial Year 2002-03.

(2) There were 1,480 toners collected for recycling purpose in the Financial Year 2002-03.

Increase staff awareness	
Continuous monitoring	Periodic surveys are carried out to gauge the extent of adoption of green measures by individual offices and to monitor their

Use of slogans	Slogans are used in electronic communication to promote conservation of the environment by using less paper.
Departmental guidelines	Guidelines on green office practices have been issued to all offices.

Promotion of green message/practice to Non-governmental Organizations (NGOs)	
Use of homepage	Circulars and relevant information of the Subvention Reform are promulgated using the department's homepage.
Electronic communication	The department has promoted the use of electronic communication with NGOs .

Control of paper consumption

6. The department has stepped up its efforts in building a green and environmentally friendly workplace. Since our major consumption of resources is paper, we have set a target on saving paper consumption by 3% and continuous efforts will be made to reduce consumption of photocopying paper through wider use of electronic communication. The paper consumption in the financial year 2003-04 has dropped by 15% to 76,408 reams [3] . Please refer to the Appendix for the paper consumption figures for the last four years.

> (3) The paper consumption in the Financial Year 2002-03 was 89,856 reams. This figure only represents the total consumption of A3 and A4 papers ordered from the Government Logistics Department, excluding the paper used for publication of reports, pamphlets, etc.

Green Initiatives in 2004

7. The department will closely monitor the level of paper consumption so as to achieve our target on saving paper consumption by 3% annually.

Comments

8. We welcome comments or suggestions. These can be sent to gradm@swd.gov.hk

Social Welfare Department
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Appendix

Paper Consumption of the Social Welfare Department for the Financial Year 2000 - 2004

	Reams
2000-2001	83,290
2001-2002	89,801
2002-2003	89,956
2003-2004	76,402