

Social Welfare Department Environmental Report 2004-05

Introduction

This report sets out the green measures taken by the department in the financial year 2004-05

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 2004-05

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 endeavored to adopt good office practices aiming at reducing the use of, reusing and recycling of valuable resources.

4. The Department has conducted an annual survey on green housekeeping measures so as to ascertain the extent of compliance with green measures with special emphasis on 'Reduce, Reuse and Recycle' of paper, energy 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. It has become a standard practice to circulate reference documents by email instead of hardcopy
The use of Intranet	Useful information for internal circulation have been uploaded onto the departmental Intranet Portal for viewing by staff
Use soft copies only in draft documents	77 % of our offices have adopted the practice of using soft copies for drafting 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 96 % of our offices are using plain paper fax machines
Stop using envelopes for unclassified documents	94 % of our offices have adopted this practice
Double-sided printing	All our offices have switched to printing 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. All our offices have set the room temperature at 25.5°C in order to save electricity
Publications	All offices have been reminded to minimize publications and to put publications in our homepage

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	97% 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	7,746 kg of waste paper have been collected for recycling. The quantity of waste paper collected has increased by 10% in comparison with the collection figure of 2003-04
Recycle toners	It is a standard practice to return used toners of laser printers to suppliers for recycling. A total of 18,350 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 66%

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 improvements over time
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 documents relevant to NGOs are promulgated using the department's homepage
Electronic communication	The department has promoted the use of electronic communication with NGOs
Regular returns and submissions	NGOs have been requested to submit returns in electronic format

Control of paper consumption

6. The department has stepped up its efforts in building a green and environmentally friendly workplace. Since paper is our major consumption of resources, we have set a target on saving paper consumption by 3% annually and continuous efforts will be made to reduce consumption of photocopying paper through wider use of electronic communication. The Department has significantly reduced paper consumption from 89,856 reams in financial year 2002-03 to 76,251 reams in financial year 2004-05.

Green Initiatives in 2005-06

7. The department will continue to adopt paper saving initiatives and other green management practices.

Comments

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

Social Welfare Department

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