Social Welfare Department
The Government of the Hong Kong Special Administrative Region

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HONG KONG

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Social Welfare Department
Environmental Report 2007

Introduction

This report sets out the green measures taken by the department in 2007.

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 2007

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 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 equipped 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 in draft documents	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. Our offices are using plain paper fax machines.
Stop using envelopes for unclassified documents	99 % of our offices have adopted this practice.
Double-sided printing	Our offices have switched to printing on both sides of paper. Newly procured photocopiers are equipped with the double-sided printing feature.
Publications	Our offices have been reminded to minimize publications and to put publications in the homepage.

Control of paper consumption	Since paper is our major consumption of resources, continuous efforts have been made to reduce consumption of photocopying paper through wider use of electronic communication. The department has reduced paper consumption from 89,856 reams in financial year 2002-03 to 83,668 reams in 2007.
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. Our offices have set the room temperature at 25.5˚C in order to save electricity. Staff are advised to switch off their computer and office equipment when not in use. The department consumed electricity of 8,565,390kWh in 2007, comprising 4,933,507kWh consumed by individual offices and 3,631,883kWh consumed by the correctional institutions. The future electricity consumption will be monitored.

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	Our offices have set up green trays in photocopiers for holding papers used on one side.
Regular returns and submissions	Our offices have been reminded to submit returns in electronic format. With the implementation of departmental Intranet Portal, staff are advised to collect and submit returns on-line.

Recycle

Recycle waste paper	31,386kg of waste paper have been collected for recycling. The quantity of waste paper collected has increased by 19% in comparison with the collection figure of 2006.
Recycle toners	It is a standard practice to return used toners of laser printers to suppliers for recycling. A total of 4,590 toners have been collected for recycling.

Other green initatives

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.
Use of environmental friendly products	It is a mandatory requirement for our cleansing contractors to use biodegradable garbage bags.

Promotion of green message/practice to Non-governmental Organzations (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.

Comments

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

Social Welfare Department
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