



This is the second environmental report issued by the Television and Entertainment

Licensing Authority (TELA). In this brief report, we will list out the current environmental objectives adopted in our department, the measures that we have taken to address our environmental concerns, our achievements in 2000 and our targets in the year 2001.

[Top](#)



In support of the Government's effort to protect the environment, TELA is committed to achieving continuous improvements in our own environmental performance by setting the following environmental objectives in four different areas -

Compliance

- ▶ complying with relevant environmental protection ordinances;

Reduction of Waste Generation and Energy Consumption

- ▶ minimising waste and consumption of energy by promoting economical use of electricity and paper;
- ▶ adopting green measures in procurement;

Training and Participation

- ▶ promoting staff awareness of their environmental responsibilities and encourage their participation in conserving the environment; and

Environmental Management

- ▶ continuously improving our environmental performance through the adoption of environmentally sound procedures, processes and products.

[Top](#)



We have introduced the following housekeeping measures to address our environment concerns-

(a) Reduction of paper and envelopes

- Using both sides of the paper for printing, drafting and photocopying
- Minimizing photocopies by sharing of documents at meetings, circulating papers and circulars via electronic means
- Placing documents in envelopes only when absolutely necessary
- Re-using envelopes by sticking labels or use transit envelopes
- Re-using folders if possible
- Abolishing the use of greeting cards at festive seasons

(b) Energy and natural resources conservation

- Using light bulbs/fluorescent tubes with Energy Efficiency label
- Switching off computer monitors, lights in offices and in communal facilities when not in use or outside office hours
- Installing screen-saver and power-save shut down features in computers to save energy
- Using environmental friendly public transport and reducing the use of pool and departmental transport while performing outdoor duties

(c) Waste separation and collection for recycle purposes

- Providing collection boxes for waste papers, newspaper, publications
- Providing collection boxes for aluminum cans and plastic containers
- Returning ink-cartridge to suppliers for recycling

(d) Promoting staff awareness and staff participation

- Establishing a non-smoking office
- Placing indoor plants in offices
- Posting stickers on energy and water saving at suitable locations to arouse staff's awareness

[Top](#)

Green Measures in Procurement



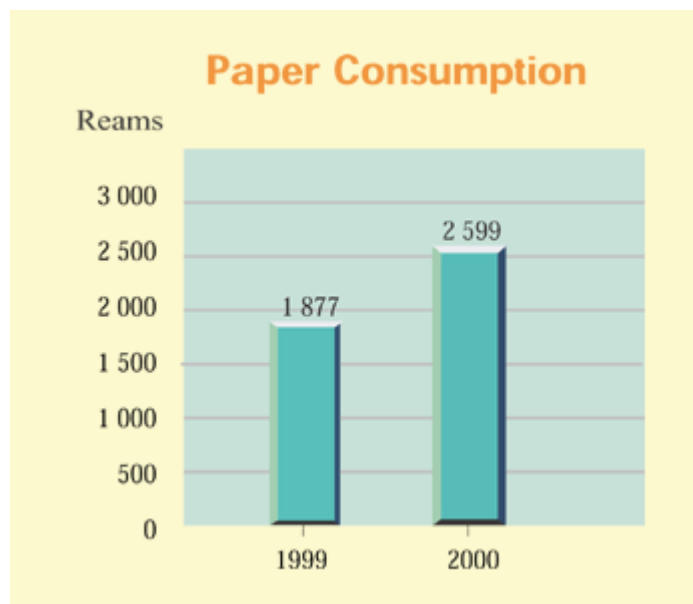
- Procuring and using refillable stationery to promote waste reduction
- Procuring recycled paper
- Procuring 1,1,1-trichloroethane free (environmental friendly) liquid and thinner

[Top](#)

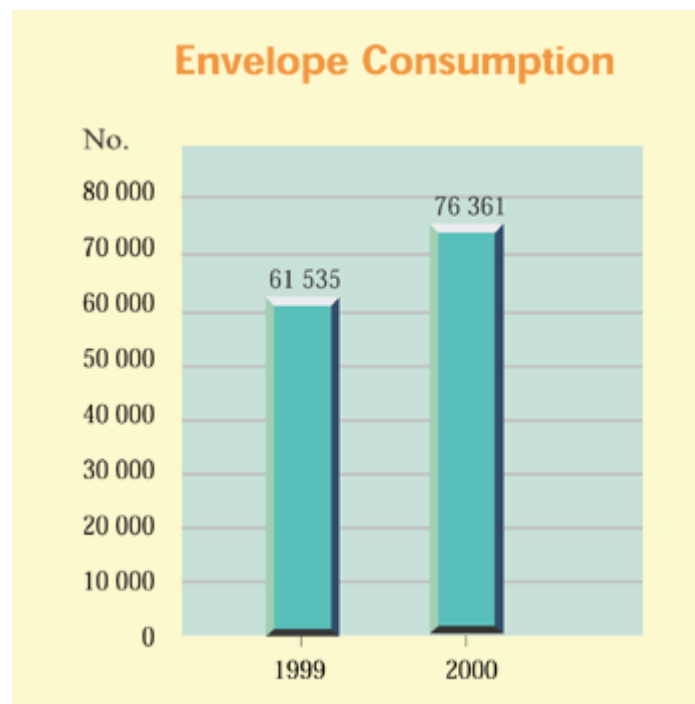
Performance Indicators in 2000



The paper consumption in 2000 was 2 599 reams, which represented an increase of 38.4% against 1 877 reams in 1999.



The envelope consumption in 2000 was 76 361, which represented an increase of 24% against 61 535 in 1999.



The increase was mainly due to the intensified publicity activities in relation to the Control of Obscene and Indecent Articles and Broadcasting Ordinance. We will continue to economize the use of paper and envelope.

On the other hand, the percentage of the recycled paper of total paper consumption was 90% in 2000 as compared with the percentage of 50% in 1999. The number of plain paper fax machines in our department also increased to 10 as compared with 1 plain paper fax machine and 8 thermal paper fax machines in 1998. Thereby reducing the need for photo-copying of incoming faxes to save paper. These achievements were due to our efforts to adopt green measures in procurement.

[Top](#)

Targets for 2001

We will continue our efforts to improve our environment performance by-

- ▶ maintaining the current level of paper and envelope consumption
- ▶ arranging environmental related activities to arouse staff's awareness of the importance of conservation
- ▶ enhancing our capability to conduct business electronically by providing more e-mail accounts to our staff
- ▶ providing paper-less operation system such as fax-to-email system to further reduce paper consumption
- ▶ exploring the use of electronic documentation technology for filing records
- ▶ participating a recognition scheme in order to obtain professional advice on ways to reduce and manage the waste

[Top](#)

Comments and Suggestions

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[Top](#)

~ End of Report ~

 [Top](#)

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