



Television and Entertainment Licensing Authority
The Government of the Hong Kong Special Administrative Region

HONG KONG

Government Information Centre 繁體版 简体版

SEARCH SITE MAP

Home
What's New
About Us
Publications & Press Releases
Publications
Press Releases
Access to Information
Services
Forms
Notices
Related Ordinances / Codes of Practice
Publicity & Public Education
Frequently Asked Questions
Contact Us

Publications & Press Releases

Introduction Environmental objectives Key Environmental Issues in 2001 Targets for the Year 2002 Comments and Suggestions

Introduction

This report lists out the environmental commitments adopted by the Television and Entertainment Licensing Authority (TELA), the measures that we have taken to meet these commitments, our achievements in 2001 and our targets in the year 2002.

[Top](#)

Environmental Objectives

TELA fully supports the HKSAR Government's commitment and effort to protect the environment and to conserve the natural resources. We are committed to continually improving our environmental performance through sound environmental planning and management and to performing our utmost in contributing to sustainable development over the long term. We have set commitments in four major areas related to our activities and operations:

Environmental Management

- Continually improving our environmental performance through the adoption of environmentally sound practices in all aspects of our operations where opportunities



arise.

- Through on-going management and review of our environmental performance, identifying opportunities for improvement.

Compliance

- Complying with all relevant environmental legislation, regulations, Government Circulars and Codes of Practice.

Reduction of waste generation and energy consumption

- Conserving energy and resources by promoting and adopting the economical use of electricity, paper and other general supplies.
- Minimizing the generation of waste by resource conservation, waste recovery and recycling.
- Adopting environmentally responsible purchasing practices.

Training and participation

- Promoting staff awareness of environmental issues and encouraging them to participate in ecological conservation programmes.

[Top](#)

Key Environmental Issues in 2001

I. Conservation of Energy and Resources and Waste Reduction

1. Use of paper

- Provision of information through the internet

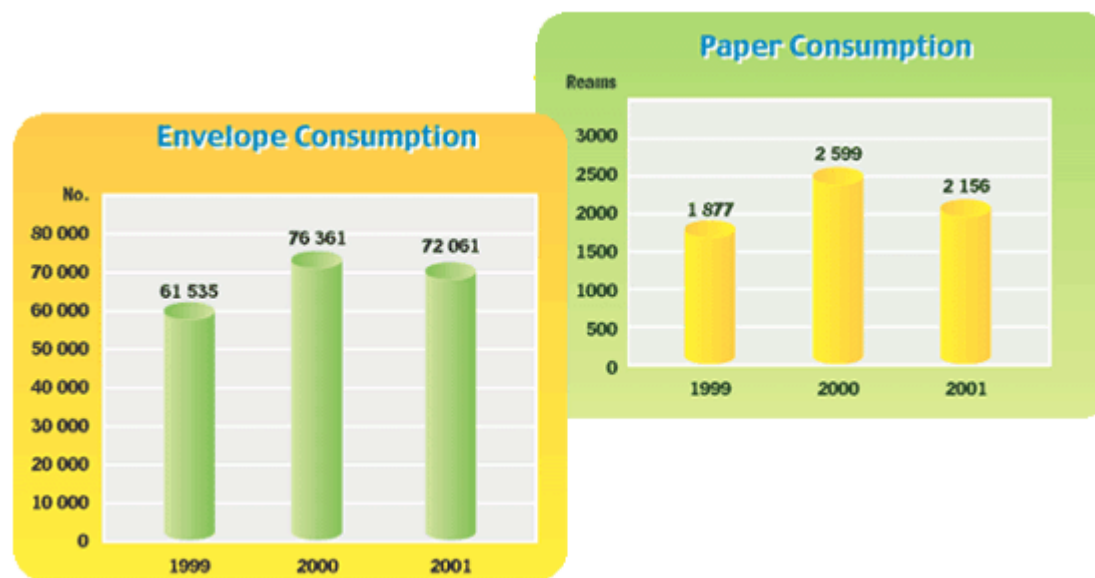
- Abolishment of the use of greeting cards at festive seasons
- Use of both sides of paper for printing, drafting and photocopying
- Placing documents in envelopes only when absolutely necessary and re-using envelopes by sticking labels or using transit envelopes
- Minimization of photocopies by sharing documents at meetings and circulating papers and circulars via electronic means
- Replacement of all fax machines with new models to eliminate the use of thermal paper

Achievement

- 100% of guidance notes and 95% of application forms are downloadable through the internet.



- 92% of all Christmas cards sent out are of electronic format
- Total paper consumption and envelope consumption decreased by 17% and 6% respectively



- 50% of staff have Lotus Notes accounts for external and internal communications
- 100% of fax machines use plain paper

2. Use of electricity for lighting and office equipment

- Use of light bulbs/fluorescent tubes with Energy Efficiency Label
- Use of computers and printers with energy saving mode activated
- Switching off of computer monitors and lights in offices and in communal facilities when not in use or outside of office hours
- Use of public transport and sharing of departmental transport in performing outdoor duties

Achievement

- Light bulbs/fluorescent tubes with Energy Efficiency Label, and computers and printers with energy saving mode are in place.

**3. Procurement of general office supplies**

- Procurement of recycled paper
- Procurement of 1,1,1- trichloroethane free (environmental friendly) correction liquid and thinner

Achievement

- 63% of all paper procured is recycled paper
- 100% of correction fluid and thinner procured is environmental friendly and is 1,1,1-trichloroethane free

4. Waste Recycling

- Provision of collection boxes for waste paper, newspapers, printed materials, aluminium cans and plastic containers

- Returning toner cartridge to suppliers for recycling
- Participation in a recognition scheme to obtain professional advice on waste reduction and management

Achievement

- Collection boxes for aluminium cans, plastic containers and waste paper are in place



- Participation in the Wastewi\$e Scheme organized by the Environmental Protection Department

II. Promotion of Staff Awareness

- Organizing departmental eco-tours. A bird-seeing tour in Mai Po was organized with 35 participants.
- Placing indoor plants in offices



- Posting stickers on energy and water conservation at various locations in the office



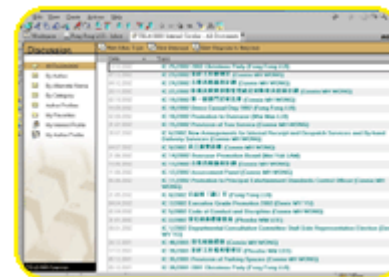
[Top](#)

Targets for the Year 2002

For the year 2002, we will continue our efforts to improve our environmental performance by:

- economizing the use of paper and envelope consumption;
- arranging more environmental activities to arouse staff awareness of the importance of environmental and resource conservation;
- expanding the use of environmentally friendly materials for publicity; and

- enhancing our ability to operate by electronic means by:



- providing Lotus Notes accounts to more staff within the Department;
- providing a fax-to-email system as a paperless option for communication; and
- exploring the feasibility of adopting the electronic documentation and filing of records.

[Top](#)

Comments and Suggestions

We welcome any comments and enquiries on this report. You may Contact Us by one of the following methods:

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[Top](#)

~ End of Report ~

 [Top](#)

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