



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



Government Information Centre

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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 2002 and our targets in the year 2003.

Headed by the Commissioner for Television and Entertainment Licensing Authority, the department is responsible for Broadcasting Monitoring and Regulations, Film Services, Film Classification and Control of Obscene and Indecent Articles, as well as Entertainment Licensing. We have a staff force of about 220 members working at 9/F, 39/F and 40/F offices in Revenue Tower providing efficient and quality service to the public.

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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
- Complying with the guidelines set by Environment, Transport and Works Bureau on Energy Saving

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 green programmes

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Key Environmental Issues in 2002

I. Conservation of Energy and Resources and Waste Reduction

1. Use of paper

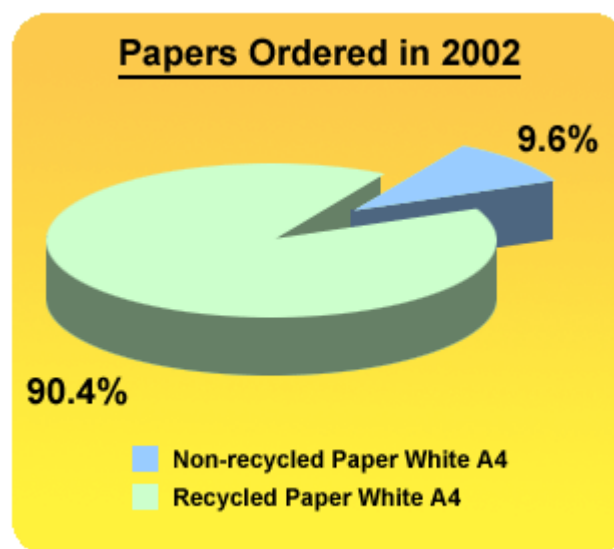
- Provision and dissemination of information through the internet
- Abolishment of the use of greeting cards at festive seasons
- Use of both sides of paper for printing, drafting and photocopying
- Placing documents in envelopes only when absolutely necessary and re-using envelopes by sticking labels 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

- More than 90% information leaflets / guidance notes / application forms are downloadable through the internet



- 98% of all Christmas cards sent out are of electronic format
- Envelope consumption has increased no more than 1%
- Over 90% paper order was recycled paper
- Launching a in-house recycled paper collection campaign to encourage fully use of recycled paper
- 81% of staff have Lotus Notes accounts for external and internal communications, with 30% increase compared with last year
- 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
- Adoption of electronic procurement

Achievement

- 90% of all paper procured is recycled paper
- 100% of correction fluid and thinner procured is environmental friendly and is 1,1,1- trichloroethane free
- Electronic Ordering System is now adopted in

daily procurement



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

- Re-using decorative materials at festive seasons

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

- Participating in the "No-Smoking Month in the Workplace" Campaign organized by Tobacco Control Office of Department of Health, with 46 participants in this department
- Participating in "The Community Chest Green Day". Number of participants has increased by 3 times compared with year 2001
- Placing indoor plants in offices
- Posting stickers on energy and water conservation at various locations in the office
- Issuing internal circular and guidelines to encourage paper and energy saving



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Targets for the Year 2003

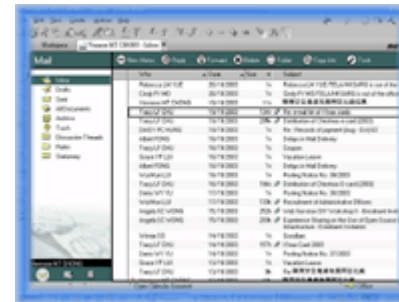
For the year 2003, we will continue our efforts to improve our environmental performance by:

- economizing the use of paper and envelope consumption through uploading departmental publication onto the homepage to reduce printed copies;
- elevating green education and publicity through intranet;
- adoption of trade-in in daily procurement as far as possible;
- promoting non-smoking working environment;



- providing a green workplace to staff by regular cleansing and pest control;
- expanding the use of environmental friendly materials for publicity; and
- enhancing our ability to operate by electronic means by:

- providing Lotus Notes accounts to more staff within the Department;
- exploring the feasibility of adopting the electronic documentation and filing of records.



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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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