



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



Government Information Centre

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## Environmental Report 2003

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### Introduction

1. 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 2003 and our targets in 2004.
2. Headed by the Commissioner for Television and Entertainment Licensing Authority, the department is responsible for Broadcasting Monitoring and Regulation, Film Services, Film Classification, Control of Obscene and Indecent Articles, and Entertainment Licensing. It has a staff force of about 209 members working at 9/F, 39/F and 40/F offices in the Revenue Tower.

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### Environmental Objectives

3. TELA fully supports the HKSAR Government's commitment and effort to protect the environment and to conserve natural resources. We are committed to continuously improving our environmental performance through sound environmental planning and management as well as 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:

**(i) Environmental Management**

- Continuously improving our environmental performance through the adoption of environmentally sound practices in all aspects of our operations and identifying opportunities for further improvement.

**(ii) Compliance**

- Complying with all relevant environmental legislation, regulations, Government Circulars and Codes of Practice; and
- Complying with the guidelines set by Environment, Transport and Works Bureau on Energy Saving.

**(iii) 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; and
- Adopting environmentally responsible purchasing practices.

**(iv) Training and participation**

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

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## Conservation of Energy and Resources in 2003

4. The following sets out the various measures adopted during 2003 in conserving energy and resources and the resultant achievements:

**(i) Use of paper**

Measures

- Providing and disseminating information through the internet;
- Abolishing the use of greeting cards at festive seasons;
- Using both sides of paper for printing, drafting and photocopying;
- Re-using envelopes by sticking labels or using transit envelopes;
- Minimizing photocopies by sharing documents at meetings and circulating papers and circulars via electronic means; and
- Replacing all fax machines that use thermal paper.



Achievements

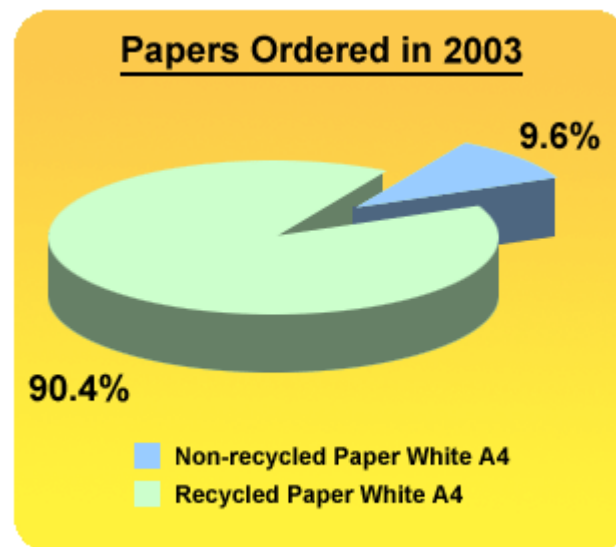
- Some departmental publications (e.g. departmental annual report 2002-03) are published in electronic format;
- About 87% information leaflets / guidance notes / application forms are downloadable through the internet;

- 98% of all Christmas cards sent out are of electronic format;
- Envelope consumption has decreased by 7% over last year;
- Over 90% paper ordered was recycled paper;
- Organizing departmental exercises to encourage use of recycled paper;

From	To	Subject
IT SUPPORT	12/16/2004	Installation of Lotus-Notes Software on 12/16/04
Albert PANG	12/16/2004	Installation of Lotus-Notes/Printer on 12/16/04
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Albert PANG	12/16/2004	Installation of Lotus-Notes/Printer on 12/16/04
Albert PANG	12/16/2004	Installation of Lotus-Notes/Printer on 12/16/04



- 84% of staff have Lotus Notes accounts for communications, increased by 3% over last year; and
- 100% of fax machines use plain paper.



**(ii) Use of electricity for lighting and office equipment**

Measurements

- Using light bulbs/fluorescent tubes with Energy Efficiency Label;
- Using computers and printers with energy saving mode activated;
- Switching off of computer monitors and lights in offices and in communal areas when not in use or outside office hours; and
- Using 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.

### (iii) Procurement of general office supplies

#### Measures

- Acquiring refill for ball pen;
- Procuring of recycled paper;
- Procuring of 1,1,1- trichloroethane free (environmental friendly) correction liquid and thinner; and
- Adopting of electronic procurement.



#### Achievement

- 92% of all paper procured is recycled paper;
- All correction fluid and thinner procured is environmental friendly and is 1,1,1-trichloroethane free; and
- Electronic Ordering System is now adopted in daily procurements.



### (iv) Waste Recycling

#### Measures

- Providing of collection boxes for waste paper, newspapers, printed materials, aluminium cans and plastic containers;
- Returning toner cartridge to suppliers for

recycling;

- Participating in a recognition scheme to obtain professional advice on waste reduction and management; and



- Re-using decorative materials at festive seasons.

#### Achievement

- Collection boxes for aluminium cans, plastic containers and waste paper are in place; and
- Participating in the Wastewi\$e Scheme organized by the Environmental Protection Department.

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### Promotion of Staff Awareness

5. Staff awareness is of fundamental importance in achieving effective conservation results. In 2003, we put in various efforts to promote staff consciousness towards environmental conservation. These efforts included:
  - Participating in the "No-Smoking Month in the Workplace" Campaign 2003 organized by Tobacco Control Office of Department of Health, with 46 participants in this department;
  - Placing indoor plants in offices;

- Posting stickers on energy and water conservation at various locations in the office; and
- Issuing internal circular and guidelines to encourage conservation.



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## Targets for the Year 2004

6. For the year 2004, we will continue our efforts to improve our environmental performance by:
  - Endeavoring to issue departmental publications in electronic format;
  - Economizing the use of paper and envelope consumption through uploading departmental publications onto the homepage to reduce printed copies;
  - Elevating green education and publicity through intranet; and
  - Adopting trade-in practices in procurement activities as far as possible;
  - Promoting non-smoking working environment;
  - Promoting a clean and green workplace to staff;
  - Expanding the use of environmental friendly materials for publicity; and



- Enhancing electronic operations by:
  - ▶ Providing Lotus Notes accounts to more staff; and
  - ▶ Exploring the feasibility of adopting electronic documentation and filing of records.

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## Comments and Suggestions

7. We welcome any comments and enquiries on this report. You may contact us by one of the following methods:

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