



## Environmental Report 2004

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### Introduction

This report sets 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 2004 and our targets for 2005.

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.

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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 in 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 2004

4. We have adopted various measures in 2004 to conserve energy and resources and achieved the following results:

**(i) Use of paper**

Measures

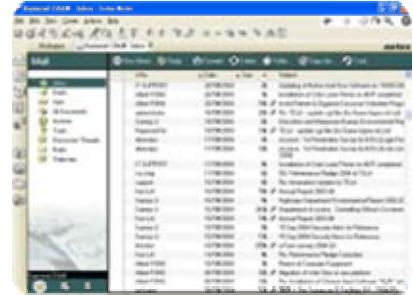
- providing and disseminating information through the internet;
- abolishing the use of greeting cards at festive seasons;
- using both sides of paper for printing, drafting and photocopying;
- re-using envelopes by sticking labels or using transit envelopes;
- minimizing photocopies by sharing documents at meetings and circulating papers and circulars via electronic means; and



- using plain paper fax machines.

Achievements

- some departmental publications (e.g. Performance Pledge 2004, BA annual report 2003-04) are published in electronic format;



- about 90% of information leaflets / guidance notes / application forms are downloadable through the internet;

- 99% of all Christmas cards sent out are in electronic format;

- paper consumption has decreased by 8.8% over the previous year;

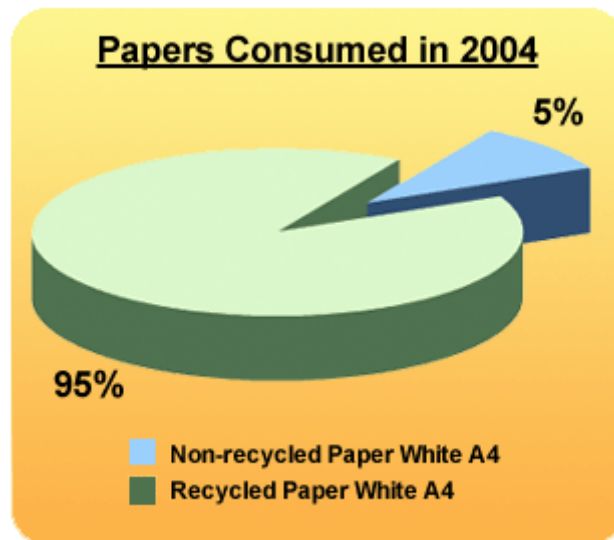


- envelope consumption has decreased by 29% over the previous year;

- over 93% of paper consumed was recycled paper;

- organizing departmental exercises to encourage use of recycled paper; and

- 90% of staff have Lotus Notes accounts for communications, increasing by 6% over the previous year.



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

Measures

- 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 public transport and sharing of departmental transport in performing outdoor duties.

Achievements

- 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 stationeries that are environmentally friendly, e.g. recycled paper, trichloroethane free correction liquid and thinner; and
- adopting electronic procurement method.



Achievements

- 93% 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 collection boxes for waste paper, newspapers, printed materials, aluminium cans and plastic containers;
- returning toner cartridge to suppliers for recycling; and
- re-using decorative materials at festive seasons.



##### Achievements

- collection boxes for aluminium cans, plastic containers and waste paper are in place; and
- 100% return of toner cartridge to suppliers for recycling.

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## Promotion of Staff Awareness

5. Staff awareness is of fundamental importance in achieving effective conservation results. In 2004, we made various efforts to promote staff awareness towards environmental conservation, including:

- 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 2005

6. For 2005, we will continue our efforts to improve our environmental performance by:

- issuing 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;
- adopting trade-in practices in procurement activities as far as possible;
- 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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