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## University Grants Committee (UGC) Secretariat Environmental Report 2003/04

### Introduction

Welcome to the 2003 Environmental Report of the University Grants Committee (UGC) Secretariat. In this report, you will find our environmental policy, performance in 2003 and our targets for 2004.

### Environmental Policy

The UGC Secretariat is committed to contributing to a healthier and more sustainable environment by ensuring that its operations are conducted in an environmentally responsible manner, in that :

- a. we work by the 3 "R" principles of Reduce, Reuse and Recycle in the consumption of materials, supplies and energy and seek continual improvement to make effective use and reduce consumption of natural resources;
- b. we support and promote the practice of environmentally responsible purchasing among staff;
- c. we promote greater awareness among staff in assuming their environmental responsibilities; and
- d. we review our activities and operations regularly to strive for continual improvement in our environmental performance.

### Green performance in 2003

In 2003, the following green housekeeping practices were taken in our workplace -

**(A) Waste minimization**

- using double-sided network printers and photocopiers;
- using the back of used paper for drafting before collection for recycling;
- re-using file jackets and economising the use of envelopes;
- reducing the use of fax covering and printing of fax journals;
- minimising the use of paper cups;
- using e-mails for distributing meeting papers thereby reducing the number of hardcopies printed;
- promoting the extensive use of e-mail and the Local Area Network (LAN) in internal and external communications;
- minimising the number of hardcopies of circulars issued to staff by disseminating departmental information electronically or by circulation;
- using electronic Christmas and New Year banners for seasonal greetings;
- encouraging the shared use of reference materials through the intranet;
- using environmentally-responsible products supplied by Government Logistics Department e.g. refillable ball pens, clutch pencils;
- printing publications with papers made from wood pulp derived from renewable forests and uploading publications onto the Internet; and
- using plain paper fax machines.

**(B) Waste recovering for recycling**

- collecting waste paper for recycling; and

- collecting used toner cartridges for printers and fax machines for recycling.

### **(C) Energy conservation**

- using computers, lamps and fluorescent tubes with Energy Efficiency labels;
- installing energy saving fluorescent lights with electronic ballasts and occupancy sensor control on the lighting system;
- affixing "Save Energy" stickers to air-conditioning and lighting switches;
- disseminating green messages to remind staff to switch off their computers, lights and air-conditioning outside office hours or when not in use; and
- arranging for the last-man-out to check and turn off all lighting and electric devices before leaving office.

### **(D) Improvement in indoor air quality**

- implementing government "Smoke-free Workplace" policy; and
- cleaning the office ventilation system on a regular basis.

### **(E) Environmentally-responsible purchasing**

- procuring energy saving computers and photocopiers with duplex function;
- including common environmentally friendly terms such as trade-in clause, recycling arrangement, etc., as far as practicable when arranging tenders;
- using green products procured by Government Logistics Department; and
- increasing the use of recycled paper.

### **(F) Raising staff awareness**

- organising discussing forum with the Departmental Consultative Committee to discuss green housekeeping measures.

As stated in the last report, the operation of UGC Secretariat was entirely office-based and applications were received in paper-form from time to time. Concerning paper consumption, there was an increase from 2 475 reams in 2002 to 2 615 reams in 2003. Envelope consumption also increased from 23 970 in 2002 to 25 120 in 2003. The increases in paper and envelope consumption were mainly due to operational reasons. In 2002, only two UGC meetings were conducted. However, there were three meetings held in 2003. As a result of the production of more meeting-related documents, the use of paper and envelope increased. In spite of this, we have tried hard to minimise the consumption of paper resources by making use of recycled paper. There was a decrease in waste paper collected for recycling by 6.1%, from 9 367kg in 2002 to 8 795 kg in 2003.

Concerning electricity consumption, the total amount of electricity consumption in 2003 reduced by 2.9% from 218,767 kWh in 2002 to 212,403 kWh. This was mainly attributed to the cooperative attitude and awareness of our staff on energy conservation.

#### **Targets for 2004**

In 2004, we will continue our efforts in green management. By reviewing our green performance in 2003 and taking into consideration our actual operational requirements, our targets will again focus on reducing paper and electricity consumption through:

- a. further reduce paper consumption by using electronic means. For instance, we will expand the scope of the Competitive Earmarked Research Grants (CERG) system, which is an electronic information system to conduct CERG business over the Internet. Currently, the CERG system receives on-line applications for one panel only. It is anticipated that further reduction in paper consumption can be achieved when the scope of the system covers all four panels;
- b. further increase the use of recycled paper and other green products available from Government Logistics Department so as to help reduce subsequent waste disposal problems; and
- c. collect waste paper/newspaper for recycling.

**In addition, we will step up our efforts in promoting greater awareness among staff by**

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- a. adopting environmentally friendly housekeeping practices;
- b. issuing guidelines addressing various aspects of resources consumption and waste reduction during daily operations from time to time; and
- c. soliciting support and suggestions for green initiatives from staff.

### **The way forward**

Looking ahead, we will continue to explore the feasibility of more extensive application of information and communications technology commensurate with our operational requirements with a view to achieving, among others, the reduction of paper-based processes and records to the minimum and consequently, paper consumption.

We welcome comments on this report. Please contact us at [ugc@ugc.edu.hk](mailto:ugc@ugc.edu.hk).

