

引言

本報告是電訊管理局(電訊局)發表的第二份環保報告，內容包括在2001年內，電訊局在各個環保範疇的政策、目標及成績。我們很高興能保持去年的佳績，再次獲頒發「明智減廢標誌」，供2002/03年度使用，以表揚本局去年在減少廢物方面付出的努力。

電訊局簡介

電訊局在1993年7月1日成為一個獨立的政府部門。現有員工約340人，負責規管、協助和促進本港電訊業的發展，職責包括經濟規管、技術規管、執行公平競爭條款、制訂技術標準、協調電訊基礎建設的發展、調查消費者和業界的投訴、管理無線電頻譜、就電訊事宜向政府提供意見，以及代表香港參加國際電訊組織。

環保政策

為了改善我們的環境，電訊管理局自1999年起，承諾在部門的日常運作和工序上推廣環保意識，執行相應的措施，並且定期監察成效。為履行這項承諾，本局針對各有關重點採取了下列的措施：

善用能源和資源

藉改善工序、引進高新科技和設備，並實踐「物盡其用、廢物利用、循環再用」的「三用原則」，我們就能更有效率地運用資源和能源。

防止污染

通過實施有效的環保措施，我們就能在日常工作中減少、甚至完全避免對環境造成污染。

採購與外判工作

我們在選購物料和服務時，會充分考慮到有關環保的事宜，並要求供應商和承辦商遵守認可的環保標準。

教育和訓練

我們會教育與訓練我們的同事，確保他們明瞭部門的環保政策、措施以及他們的責任，務使他們更積極地參與環保工作。



Introduction

This is the second Environmental Report published by the Office of the Telecommunications Authority (OFTA), covering OFTA's environmental policy, targets and achievements in different environmental aspects in calendar year 2001. We are glad to announce following the achievements made last year, we have again been awarded the Wastewi\$e Logo for use in 2002/03. This is a recognition for OFTA's efforts made in waste reduction in the past year.

電訊管理局 OFFICE OF THE TELECOMMUNICATIONS AUTHORITY

About OFTA

OFTA was established as an independent government department on 1 July 1993. With about 340 staff members, OFTA's role is to regulate, enable and facilitate the development of the telecommunications sector of Hong Kong. Its responsibilities include economic regulation, technical regulation, enforcing fair competition rules, setting technical standards, co-ordinating the development of the telecommunications infrastructure, investigating consumer and industry complaints, managing the radio spectrum, providing advice to the Government on telecommunications matters and representing Hong Kong in international telecommunications organisations.

Environmental Policy

Since 1999, OFTA has committed itself to implementing environmental protection initiatives in its daily activities and programmes, with regular monitoring measures, in an effort to help improve the environment. To fulfill this commitment, OFTA has taken actions in the following key areas:

Use of Energy and Resources

By improving our work procedures, introducing new equipment and advanced technologies, and exercising the principle of "Reduce, Reuse and Recycle", we are using our resources and energy in a more efficient way.

Prevention of Pollution

We work at reducing or completely avoiding pollution in our daily work by implementing effective environmental protection initiatives.

Purchasing and Contracting

We take into consideration the element of environmental protection when selecting items and services to be acquired. We also expect our suppliers and contractors to conform to recognised environmental standards.

Education and Training

We educate and train our staff to ensure that they are aware of our departmental environmental

促進溝通

我們定期向管理層匯報環保工作的進展，並且公布我們的環保政策和工作進度。

業界的推廣

我們積極向業界推廣相應的環保措施。

管理層的參與

管理層定期開展及檢討環保行動的計劃和目標，以確保與政府的環保政策一致。

本局的環保管理

本局的部門環保經理由助理總監(支援)擔任。他負責出任部門環保管理委員會的主席。該委員會負責制訂環保政策、指標和目標、監察環保措施的落實，以及擬訂相關的環保行動計劃。此外，本局亦成立了一支環保糾察隊，協助監察部門內遵行環保措施的情況。各項環保指標的結果或統計數據均會呈交該委員會，以檢討成效，並按實際進程修正行動計劃及制訂新的項目，從而確保本局在環保工作方面不斷進步。

成績

以下是電訊局在2001年所達致的環保成績。

能源和資源的耗用

- 以每名員工計算，A4紙的消耗量較1998年的水平：↓12.3%，即每名員工每年8.38令。
- 以每名員工計算，信封的消耗量較1998年的水平：↓26.1%，即每名員工每年249.6個信封。





policy, initiatives and their responsibilities such that they can participate actively in protecting the environment.

Communication

We regularly report to the management progress on our environmental measures and publicise our environmental policy and work progress in an open manner.

Industry

We work to promote related environmental measures within the industry.

Management Involvement

The management regularly initiates and reviews environmental protection action plans and targets to ensure compliance with the overall environmental policy of the government.

Our Environmental Management

Our Assistant Director (Support) assumes the role of Departmental Green Manager. He chairs the Departmental Environmental Management Committee that has established our environmental policy, objectives and targets, monitors our performance in environmental protection measures, as well as initiates the related green action plans. A team of green inspectors has also been formed to monitor closely our adherence to the established internal green measures. Results or statistics of various environmental indicators are submitted to the Committee for review on the effectiveness of the action plans. Corrective actions and new action plans are then formulated to ensure continuous improvement.

Achievements

We summarise below our environmental achievements in 2001.

Use of Energy and Resources

- A4 paper consumption per capita as compared to 1998: ↓ 12.3%, i.e. 8.38 reams/person/year.
- Envelope consumption per capita as compared to 1998: ↓ 26.1%, i.e. 249.6 envelopes/person/year.



防止污染

- 以每名員工計算，收集供循環再造的廢紙(包括混合類型和A4紙)較1998年的水平：↑437.5%，即每名員工每年36.0公斤。
- 已聘用一家廢紙回收商處理所有過時的文件作廢紙回收之用。
- 自1999年起以電子聖誕卡取代紙製聖誕卡。

採購與外判工作

- 所購買的A4紙全部含有最少50%再造紙成分。
- 以每名員工計算，用完即棄鹼性電池的消耗量較1998年的水平：↓84%，即每名員工每年1.8枚。
- 自1999年起只購買不污染環境的用完即棄電池。
- 自2000年起在招標書及合約中加入環保採購準則的條款。

教育和訓練

- 自2000年起在胡忠大廈辦公室設置多個「環保角」，

內容包括教育員工辨別物料可否循環再造等。

所採取的特別環保行動

電力消耗

我們於2001年增設了位於胡忠大廈26樓的辦事處。早於裝修工程的設計及規劃階段，我們已把環保措施列入考慮範圍。在一般辦公室中，熒光燈的耗電佔了相當部份，我們決定採用較昂貴但可節省能源的電子鎮流器，照明效率因此提高了最少20%。新的照明系統更設有時間掣，會於辦公時間過後自動關掉辦公室的電燈。

紙張及信封的消耗

我們在辦公室推行了部門環保政策，盡量使用紙張的兩面，並把所有聯網電腦的區域網絡打印機均預設為雙面打印。此外，我們亦採取措施，減少傳統傳真機的紙張耗用量，方法是以個人電腦傳真系統接收電訊營辦商提交的大量文件或透過互聯網直接接收電子版



WastewiSe
明 智 減 廢

電訊管理局 OFFICE OF THE TELECOMMUNICATIONS AUTHORITY

Prevention of Pollution

- Waste paper (including mixed type and A4 paper) collection for recycling per capita as compared to 1998: ↑437.5%, i.e. 36.0 kg/person/year.
- A waste paper collector has been employed to process all outdated files for paper recycling.
- Electronic Christmas cards rather than printed Christmas cards have been used since 1999.

Purchasing and Contracting

- 100% of A4 paper procured contained at least 50% recycled pulp.
- Consumption of alkaline disposable batteries per capita compared with 1998: ↓ 84%, i.e. 1.8 pcs/person/year.
- Only environmentally friendly disposable batteries have been procured since 1999.
- Environmental procurement criteria have been incorporated into tenders and contracts since 2000.

Education and Training

- Green corners in our Wu Chung House offices have been employed since 2000 to educate the staff on environmental matters, eg listing materials that can or cannot be recycled.

Special Green Actions Taken

Electricity Consumption

A new office at 26/F Wu Chung House was acquired in 2001. Environmental considerations were incorporated at an early stage, ie when drawing up the design and specifications of the fitting-out project. In a normal office environment, a significant amount of electricity is consumed by lighting using fluorescent lamps. In this regard, we decided to make use of energy-saving electronic ballasts, which come with a higher price tag. An immediate result was higher efficiency in lighting by at least 20%. Besides, the new lighting circuits are controlled by a timer such that office lighting is switched off automatically after office hours.

Paper and Envelope Consumption

Our office has adopted the departmental policy to use both sides of a piece of paper as far as



本。同時，我們亦開展了一些24小時網上牌照申請服務，這些牌照包括衛星電視共用天線牌照、流動無線電系統牌照、業餘電台牌照及操作授權證明等。

由於本局所有電腦均已聯網，同事們可透過電郵通訊及利用內聯網和電子布告板共享資訊(例如內部通告、管理上的統計數據及培訓資料)，進一步減少紙張的耗用量。此外，我們開發及採用了更多的群組軟件應用系統，例如電子假期申請處理系統、整合的電話號碼簿，以及網上預訂會議設備，這樣不但可節省紙張，更可提高辦公室的整體效率。

對外通訊方面，我們透過本局網頁向市民大眾發放新聞稿、諮詢文件及申請表格。電訊局營運基金年報主要以唯讀光碟的形式發佈，只印製了少量的印刷本，而大眾亦可在本局網頁下載該年報。

同時，我們致力減少信封的使用量，並自1999年起，減少向持牌商印發通知書。

廢物消滅

為了響應政府的減少廢物政策，我們於2000年3月開始參加「明智減廢」計劃。這是一項由環境保護署舉辦的獎勵計劃，參加機構每年須在下列範疇達到不同目標：

- 避免產生廢物和減少廢物量；
- 收集可回收的廢物，循環再造；及
- 選購可循環再造的產品。

在2001年3月至2002年2月，本局致力減少廢物，達到了下列四個計劃目標：

- 改用可充電電池，將C及D類型用完即棄的鹼性電池(以每名員工計算)的消耗量減少47.6%；
- 回收所有用完的傳真機鐳射打印碳粉匣，供循環再造；



possible. The LAN printer settings of all networked computers have been set for duplex printing by default. In addition, we have implemented measures to reduce paper consumption caused by fax machines, including the use of a PC-fax system for receiving large volumes of document submissions from telecommunications operators or directly receiving electronic copies of documents through the Internet. Moreover, on-line application for the Satellite Master Antenna Television Licence, Mobile Radio System Licence and Amateur Station Licence and Authority to Operate has been introduced to serve the public around the clock.

As all our computers are networked, paper saving has further been achieved through electronic mail communication and sharing of information (like departmental circulars, management statistics and training materials) using the intranet and the electronic bulletin board system. More groupware applications such as the electronic leave application processing system, comprehensive phone list and on-line booking of meeting facilities have been developed and launched, not only for saving paper, but also for enhancing overall efficiency in the office.

Externally, press releases, consultation papers and application forms are distributed to members of the public through our web site. OFTA's annual Trading Fund Report is distributed mainly in the form of CD-ROMs, supplemented by limited copies in paper format. The Report may also be downloaded from our web site.

Efforts have also been made to reduce envelope consumption. Fewer letters of reminder have been sent to our licence holders starting from 1999.

Waste Reduction

In response to the Government's policy on waste reduction, we have joined the Wastewi\$e Scheme since March 2000. This is a recognition scheme organised by the Environmental Protection Department. Subscribers of the scheme have to take measures in achieving different targets every year in the following aspects:

- waste avoidance and reduction;
- collection and recycling of recyclable materials; and
- buying recycled products.

From March 2001 to February 2002, efforts were made to reduce waste by attaining the following four targets:

- By using rechargeable batteries, the consumption per capita of disposable alkaline batteries (for C and D sizes) was reduced by 47.6%;



- 收集了1,077公斤的廢紙，供循環再造；以及
- 收集了1,030公斤的廢金屬，供循環再造。

結果，本局獲頒發「明智減廢標誌」，可於2002/03年度使用。今次是電訊局第二次獲環境保護署頒發此獎項，足以顯示我們在減少廢物方面的貢獻。

採購與外判工作

除了把環保措施納入新辦事處的裝修設計外，我們在外判合約上亦規定承辦商在印刷名片、通訊刊物及其他出版刊物時使用由可再生林木製成或含有再造紙成分的紙張。此外，我們所購買的用完即棄電池都不含水銀。而在可充電的電池方面，本局盡量購買較環保的鋰電池及鎳氫電池。

提高員工意識

我們在辦事處各層以布告板形式設立了「環保角」，張貼有關環保及環保活動的最新訊息，以作推廣。此外，本局亦鼓勵員工參與環保講座及活動，例如環保駕駛講座及在2001年5月31日舉行的公益綠「識」日—「Act, Dress and Ride Green」。

展望將來

在2002年，本局會根據訂下的環保政策，繼續在各個環保範疇全力以赴。我們會繼續在電訊業推動環保，在這方面擔當領導角色，而在今年年初，本局更已參與了業界兩個主要環保項目：

2002年4月，本局協助推廣為期12個月的流動電話電池回收及循環再造試驗計劃。流動電話電池製造商及網絡服務供應商的積極參與，令此計劃成為全港首個由商界參與的自願性產品責任計劃。流動電話用戶可將用完的流動電話電池交與約103個收集





- 100% collection of exhausted laser toner cartridges of fax machines for recycling;
- 1,077 kg of waste paper was collected for recycling; and
- 1,030 kg of scrap metal was collected for recycling.

In this connection, OFTA was awarded the Wastewi\$e Logo for use in 2002-03. This is the second time that OFTA has received such an award from the Environmental Protection Department. The Wastewi\$e Logo is synonymous with leadership in waste reduction.

Purchasing and Contracting

Apart from incorporating environmental considerations into the fitting-out requirements of our new offices, in the production of namecards, newsletters and other publications, we have made it a basic requirement as far as possible for contractors to use paper made from re-generable forest or containing recycled wood pulp. All disposable batteries procured are mercury-free. For rechargeable batteries, the more environmentally friendly Li-ion and Ni-MH batteries are purchased as far as possible.

Raising Staff Awareness

Green corners in the form of notice boards have been established on the various office floors. Updated articles and activities on environmental protection are posted on the board to promote environmental protection. Colleagues are also encouraged to participate in environmental seminars and activities, such as the seminar on eco-driving and the Community Chest Green Day – “Act, Dress and Ride Green” on 31 May 2001.

Looking Ahead

In 2002, we will continue our efforts in pursuit of greater achievements in different environmental aspects in accordance with our environmental policy. In particular, we will continue to promote and to take a lead in this matter within the telecommunications sector. The first two key activities took place early this year:

In April 2002, we helped to promote a 12-month pilot programme on mobile phone battery recovery and recycling. Mobile phone battery manufacturers and network service providers are closely involved in this programme, making it the first time an industry has participated in a voluntary product responsibility programme in Hong Kong. Instead of burdening the scarce landfill resource in Hong Kong, mobile phone users can dispose of their end-of-life mobile



點，所收集的電池將運往海外循環再造，減少本港堆填區的負荷。

2002年5月，電訊局與香港互聯網暨通訊業聯會假香港會議展覽中心協辦了由全球e持續發展組織籌劃的「第一屆亞太電訊業環保大會」。全球e持續發展組織是由國際電信聯盟(國際電聯)及聯合國環境委員會聯合組成。會議的主要對象是資訊及通訊科技業的商界領袖及環保人士，出席者包括來自8個經濟體系逾80名代表。他們藉此寶貴機會就環保事宜交流經驗，並討論如何以積極的環保措施令資訊及通訊科技業受惠。與會者同意向國際電聯提議，於2002年12月初在香港舉行的2002年國際電聯亞洲電信展中加入「資訊及通訊科技與環保」環節。

展望未來，本局的同事及環保管理委員會將繼續全力支持政府的環保政策，開拓新的意念並訂定嶄新和先進的環保行動計劃。

意見及建議

閣下如對本報告及本局的環保措施有任何寶貴意見及建議，歡迎以下列方式向本局提交：

電郵地址： webmaster@ofta.gov.hk

傳真號碼： 2803 5110

郵 遞： 香港灣仔皇后大道東213號

胡忠大廈29樓

電訊管理局環保經理



▲ 由全球e持續發展組織 (GeSI) 籌辦、香港互聯網暨通訊業聯會及電訊管理局作會議東道主的「第一屆亞太電訊業環境保護研討會」已於2002年5月舉行 OFTA co-hosted with the Internet and Telecom Association of Hong Kong the "1st Asia Pacific Regional Conference on Environmental Issues in Telecommunications", which was organised by the Global e-Sustainability Initiative in May 2002



▲ 電訊管理局支持「流動電話電池回收再造計劃」

OFTA in support of the Mobile Battery Recovery and Recycling Programme

phone batteries at about 103 collection points and the collected batteries will be shipped overseas for recycling.

In May 2002, together with the Internet and Telecom Association of Hong Kong, we hosted the 1st Asia Pacific Regional Conference on Environmental Issues in Telecommunications, organised by the Global e-Sustainability Initiative (GeSI), at the Hong Kong Convention and Exhibition Centre. GeSI is a collaborative initiative launched by the International Telecommunication Union (ITU) and the United Nation Environmental Programme (UNEP). This conference was targeted at business leaders and environmental practitioners within the information and communications technology (ICT) sector. Some eighty delegates from 8 economies attended the conference. It provided a good opportunity for members of the sector to share experience or understand how a pro-active stance on environmental protection can benefit the ICT industry. The conference agreed to recommend to the ITU to include a session on "ICT and the Environment" in the ITU TELECOM ASIA 2002, which will be held in early December 2002 in Hong Kong.

Looking ahead, our colleagues and our Environmental Management Committee will continue to pledge full support to the Government's latest green policy, exploring innovative ideas and devising new and updated green action plans.

Comments and Suggestions

Your valuable comments on this report and suggestions in relation to OFTA's environmental initiatives are always welcome.

Please send them to us via the following channels:

E-mail address : webmaster@ofta.gov.hk

Fax no : 2803 5110

By post : The Green Manager

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