

Environmental Report 2012/13

I. Introduction

This report sets out the environmental policy, commitments and progress of green measures taken by the Office of the Communications Authority (OFCA) in financial year 2012/13.

OFCA was formed by merging the Office of the Telecommunications Authority (OFTA) and the relevant divisions of the Television and Entertainment Licensing Authority (TELA). It is the executive arm of Communication Authority (CA), the new unified regulator for the broadcasting and telecommunications sectors, which was established on 1 April 2012, the same date that OFCA itself came into operation.

II. Our Environmental Policy and Measures

OFCA fully supports the HKSAR Government's commitment and efforts to protect the environment and to conserve natural resources. We are committed to ensuring that our daily operations are conducted in an environmentally responsible manner. We also adhere to the principles of Reduce, Reuse and Recycle in resources consumption with the objective of saving resources and reducing waste.

III. Environmental Management

Our Assistant Director (Support) is appointed as the Green Manager to promote, oversee and review the Department's green initiatives.

IV. Key Environmental Achievements and Measures in 2012/13

In 2012/13, OFCA was awarded the “Class of Excellence” Wastewi\$e Label and “Class of Good” Energywi\$e Label of the Hong Kong Awards for Environmental Excellence (HKAEE) Scheme. The HKAEE aims to encourage businesses and organisations to adopt green management and green innovation and to recognise their commitment to environmental excellence. The key green measures in 2012/13 included the following areas –

Paper Consumption

We have paid efforts in promoting a less-paper office by enhancing the use of e-services and e-publications, as well as promoting the wider use of electronic facilities for communication among staff members -

- Use electronic submissions and forms; upload departmental publications onto our homepage
- Disseminate information among staff members through e-notices and circulars on the departmental portal, Intranet and departmental website
- Encourage double-sided or multi-page printing; place recycling bins at various locations in the office to collect recyclable paper, plastic and aluminum waste
- Adopt e-flimsy system and e-circulation system
- Promote wider use of e-fax
- Send greeting cards at festive seasons by electronic means
- Adopt computer-aided management systems to reduce paper records and transactions (e.g. e-inventory check of office furniture and equipment, e-booking of meeting rooms, e-telephone message, e-booking of departmental transport, etc.)

- Adopt electronic Library Management System for book borrowing by staff members
- Use fewer or re-use envelopes and loose minute jackets as far as practicable
- Implement the electronic Licensing System (ELSO) to streamline the licensing procedures and to save paper

Energy Consumption

We have adopted the following energy saving measures –

- Deploy the “Hibernate” function to most computers in our offices
- Reduce non-essential lightings in our office
- Continuously replace the traditional T8 fluorescent light tubes by energy efficient T5 tubes when existing T8 tubes reached the end of their life span
- Remind staff to switch off their computers and office equipment when not in use; labels are adhered on light switches and office equipment to remind officers to take energy saving measures
- Use venetian blinds to adjust room temperature when necessary

We also closely monitored the fuel consumption of our departmental vehicles and the following active measures were taken to reduce carbon emissions –

- Maintaining the vehicles in good conditions to ensure the efficient use of fuel
- Use public transport and share departmental transport in performing outdoor duties

Pollution Prevention

We have paid efforts to minimise pollution and other solid wastes in our daily operations –

- Participate in the waste separation scheme to collect aluminium cans, plastic bottles and papers for recycling
- Do not use festive/decorative materials in the offices
- Keep plants in our office premises to create a green and comfortable environment
- Collect the toner cartridges of facsimile machines, photocopying machines and printers for recycling and re-use.
- Provide green collection boxes to our staff to encourage recycling of used paper

Procurement Management

We support and promote the practice of environmentally responsible purchasing. A “Green Procurement” concept was adopted as far as practicable –

- Energy efficiency ratings are taken into account in the procurement of electrical appliances and equipment
- All paper we use are either wood-free or from recycled sources
- Nickel-Metal Hydride and Lithium-ion batteries are procured instead of Nickel-Cadmium types to reduce possible pollution
- Consumable items to be procured through Government Logistics Department are on the Green Products List

Environmental protection is one of the factors we considered in evaluating quotations submitted by bidders in contracting out our services. Bidders are required to meet certain environmental protection requirements and credits will be given to those meeting the relevant environmental standards or possessing certificates on environmental protection.

Promotion of Staff Awareness

We have also put in efforts to raise our staff awareness about environmental protection and encouraged their participation -

- Place labels to remind colleagues to use resources wisely
- Issue internal circulars and guidelines by emails to remind staff on the economical use of paper and energy saving regularly
- Encourage staff to propose new green measures

V. The Way Forward

We would continue reviewing the effectiveness of all our green measures and seek continuous improvement to use resources and energy efficiently by –

- ✓ Participating in energy saving activities and competition organised by various green organisations
- ✓ Sending e-publications to the public and un-enveloped publications if necessary
- ✓ Conducting regular compliance checks to ensure that lights and office equipment are switched off during lunch time and after office hours

- ✓ Adopting LED lights in the public area and energy efficient T5 tubes in office area when carrying out office fitting-out/renovation works
- ✓ Re-using existing furniture and equipment for new office and repairing old furniture to minimise waste production
- ✓ Organising year-end clean up operation to free up office space and reduce resource wastage
- ✓ Devising more green tips for circulation to raise staff awareness and encourage their participation in environmentally-friendly activities
- ✓ Replacing old vehicle with electric vehicle which have reached the end of their life span to reduce carbon emissions
- ✓ Collecting spent batteries containing heavy metals for recycling
- ✓ Replacing printers and photocopiers by multi-function copiers which can also support printing and scanning functions

VI. Comments and Suggestions

You are welcome to give us suggestions and views on this report.
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