

Environmental Report

2017/18

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 2017/18.

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 Departmental Secretary is appointed as the Green Manager to promote, oversee and review the Department's green initiatives.

IV. Key Environmental Achievements and Measures in 2017/18

In 2017/18, OFCA continued to fulfill the requirements for the “Class of Excellence” Wastewi\$e Label and 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. OFCA also obtained the Hong Kong Green Organisation Certification, which aims to benchmark organisations’ environmental initiatives in various aspects. Moreover, we continued to participate in the Indoor Air Quality Certification Scheme and our offices attained the “Good” Indoor Air Quality Class. The key green measures in 2017/18 included the following areas –

Paper Consumption

We have made efforts to promote 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-mails, e-notices and e-circulation on the departmental portal, Intranet and departmental website
- Use blank side of used paper for drafting
- Set double-sided printing for all network printers as default; encourage double-sided or multi-page printing and photocopying
- Adopt e-flimsy system and 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 IT 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
- Adopt the Electronic Licensing System (ELSO) to streamline the licensing procedures and to save paper
- Send e-publications to the public and un-envelope publications if necessary
- Adopt electronic templates of letterhead, memo and forms to minimise pre-printed copies

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 offices
- Control individual light zones by using sectional light switches
- Continue to replace the traditional T8 fluorescent light tubes with energy efficient T5 tubes when existing T8 tubes reach the end of their life span
- Adopt LED lights in the reception area, corridors and public area and energy efficient T5 tubes in office area when carrying out office fitting-out/renovation works
- Remind staff to switch off their computers and office equipment when not in use; adhere labels on light switches and office equipment to remind officers of taking energy saving measures
- Use venetian blinds to adjust room temperature when necessary
- Participate in energy saving activities and competition organised by various green organisations
- Conduct compliance checks to ensure that lights and office equipment are switched off during lunch time and after office hours

- Replace the malfunctioned window-type air-conditioners by new models with energy efficient labels in our Kwun Tong office
- Encourage staff to use staircases for inter-floor traffic

As a result of the above energy saving measures, the electricity consumed by our office areas in Financial Year (FY) 2017/18 decreased by 9.25% when compared to that of FY 2013/14^{Note 1}, the baseline for calculating energy saving under comparable operating conditions in accordance with the Government Guidelines issued in 2015.

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

- Replace obsolete vehicles and maintain vehicles in good conditions to ensure the efficient use of fuel
- Use public transport and share departmental transport in performing outdoor duties
- Control fuel consumption and reduce pollutants emission by encouraging staff to share pool car for duty visits and site visits

Pollution Prevention

We have made 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

^{Note1} Some of our offices are in floors that are shared with other occupants. Since there are no separate meters for measuring the energy use of the floors, such use is excluded from our calculation.

- Collect toner cartridges of facsimile machines, photocopying machines and printers for recycling and re-use
- Minimise use of products which are not environmentally friendly, such as correction fluid and paper cups
- Collect spent batteries containing heavy metals for recycling
- Place recycling bins at various locations in offices to collect recyclable papers, plastic and aluminum wastes
- Re-use existing furniture and equipment for new office and repair old furniture to minimise waste production
- Use refillable stationery items, such as refillable ball pens, clutch pencils and correction tapes, to minimise waste production
- Participate in the Indoor Air Quality Certification Scheme to ensure a green and healthy working environment in our offices
- Participate in the collective carbon audit of the buildings of our offices to monitor greenhouse gas emissions
- Use timer taps in toilets to save water and reduce waste water production

Procurement Management

We continued to 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 papers we use are either woodfree 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
- Replace printers and photocopiers with multi-functional copiers which can also support printing and scanning functions

- Dispose of obsolete records to release office space and achieve efficient records management
- Include "trade-in option" for procurement of replacement of stores items
- Arrange collection of unserviceable stores items under the disposal contracts or through public auction

Environmental protection is one of the factors for consideration 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 on environmental protection and encourage their participation -

- Place labels to remind colleagues to use resources wisely
- Issue internal circulars and guidelines by emails to remind staff of the economical use of paper and energy saving regularly
- Encourage staff to propose new green measures
- Encourage staff to support events promoting environmental awareness, such as the Earth Hour, during office hours and at home
- Devise more green tips for circulation to raise staff awareness and encourage their participation in environmental-friendly activities
- Arrange environmental-related visit and tree planting activity for staff

V. The Way Forward

We will continue to review the effectiveness of all our green measures and seek further improvement on consuming resources and energy more efficiently by –

- ✓ Devising more green tips for circulation to raise staff awareness and encourage their participation in environmental-friendly activities
- ✓ Collecting spent batteries with heavy metals for recycling
- ✓ Participating in the Indoor Air Quality Certification Scheme to ensure a green and healthy working environment in our offices
- ✓ Collecting unwanted crystalline plastic items for recycling
- ✓ Arranging routine maintenance of air-conditioning system to maintain good indoor air quality in the office and to ensure efficient operation of air-conditioning and ventilation systems
- ✓ Arranging routine maintenance to ensure efficient operation of electrical mechanical systems and building services systems
- ✓ Disposing of obsolete records to release office space and achieve efficient records management
- ✓ Replacing old vehicles which have reached the end of their life span to reduce carbon emissions

VI. Comments and Suggestions

You are welcome to give us suggestions and views on this report.
You can reach us by –

E-mail : webmaster@ofca.gov.hk
Fax : 2803 5110
Address : The Green Manager
Office of the Communications Authority
29/F, Wu Chung House
213 Queen's Road East
Wan Chai, Hong Kong