

Environmental Report 2024/2025



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 (FY) 2024/25.

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 principle of saving resources and reducing waste in resources consumption.

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 2024/25



In 2024/25, OFCA fulfilled the requirements for the “Excellent Level” Energywise Certificate and “Good Level” Wastewise Certificate under the Hong Kong Green Organisation Certification and was recognised as a Hong Kong Green Organisation by the Environmental Campaign Committee. Moreover, we

continued to participate in the Indoor Air Quality Certification Scheme and our offices attained the “Excellent”^{Note1} and “Good”^{Note2} Indoor Air Quality Classes respectively. The key green measures in 2024/25 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^{Note3} -

- 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 and filing
- Set double-sided printing for all network printers as default; encourage double-sided/ multi-page printing and photocopying
- Adopt e-flimsy system, e-fax and computer-aided management systems to reduce paper records and transactions
- Send greeting cards at festive seasons by electronic means
- Re-use / reduce the use of envelopes and loose minute jackets as far as practicable
- Adopt the electronic licensing system to streamline the licensing procedures and to save paper

^{Note1} The Indoor Air Quality Class of OFCA office on 36/F Wu Chung House was rated “Excellent” in 2024/25.

^{Note2} The Indoor Air Quality Class of OFCA Offices on 20, 25, 26 and 29/F Wu Chung House was rated “Good” in 2024/25.

^{Note3} In 2024/25, around 4,100 reams of paper were consumed for printing and photocopying while 7,400 kgs of paper waste was collected for recycling.

- 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
- 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 activity organised by green organisation
- Conduct compliance checks to ensure that lights and office equipment are switched off when the office is not in use
- 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 offices in FY 2024/25 decreased by 10.8% ^{Note4} comparing with the baseline in FY 2018/19.

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
- Adopt electric vehicles as replacement with a view to reducing carbon emissions as far as practicable
- Control fuel consumption and reduce pollutants emission by encouraging staff to use public transport and share departmental transport in performing official duties

Pollution Prevention

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

- Place recycling bins at various locations in offices to collect papers, plastic and aluminum wastes for recycling.
- Collect toner cartridges of facsimile machines, photocopying machines and printers for recycling and re-use
- Avoid the use of festive/ decorative materials in offices
- Minimise the use of non-environmental friendly products, such as correction fluid and paper cups
- Reuse existing furniture and equipment for new office and repair old furniture to reduce waste
- Use refillable stationery items, such as refillable ball pens, clutch pencils and correction tapes, to reduce waste

^{Note4} In view of the difference in Gross Floor Area of OFCA Offices in baseline year 2018/19 and 2024/25, the electricity consumption in 2024/25 was adjusted before comparison with the electricity consumption in 2018/19 on the basis of the same Gross Floor Area.

- Use timer taps in toilets to save water and reduce water waste
- Keep plants in our office premises to create a green and comfortable environment
- 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

Procurement Management

We continued to support and promote the practice of environmentally responsible purchasing by adopting the green specifications for purchase of goods (including computer equipment and products) promulgated by the Environmental and Ecology Bureau as far as practicable. Some of our existing green procurement measures are listed below –

- Procuring electrical appliances and equipment having an energy label with higher rating of energy efficiency
- Using wood-free papers or papers from recycled sources
- Replacing printers and photocopiers with multi-functional copiers which can support both printing and scanning functions
- Providing “trade-in option” for procurement of replacement of stores items
- Arranging collection of unserviceable stores items under the disposal contracts or through public auction
- Avoiding items which are environmentally unfriendly, such as batteries containing mercury and correction fluids

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/ re-circulate internal circulars and guidelines by emails to remind staff of the economical use of paper and energy saving regularly
- Encourage staff to participate in environmental protection promotional events, such as the Green Low Carbon Day 2024 and New Year Food Drive 2025

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
- 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
- Replacing old vehicles reaching the end of their life span in a timely manner to reduce carbon emissions
- Stepping up compliance checks to ensure that lights and office equipment are switched off when the office is not in use
- Implementing the Electronic Recordkeeping System with a view to reducing paper records in the long run

VI. Comments and Suggestions



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

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