

# **Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service**

## **Environmental Report 2010-11**

### **Introduction**

This is the eleventh Environmental Report of the Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service (JSSCS). It sets out our environmental policy, green measures taken in 2010-11 and our future targets.

### **Environmental Policy**

JSSCS is committed to adopting the principles and spirit of the Clean Air Charter when designing and implementing measures and ensuring that operations of the department are conducted in a manner conducive to the development of a healthy and sustainable environment.

### **Green Measures Taken**

During the past year, the department continued to provide dedicated support service to the four advisory bodies on Civil Service and Judicial Salaries and Conditions of Service, and conducted the 2010 pay trend survey, and the 2010 Judicial Remuneration Review. Through sustained resource-saving measures, we managed to reduce paper consumption and electricity consumption by more than 3% and 2% respectively.

The department continued to strive to preserve the environment by taking the following green measures in 2010-11 –

#### ***Energy Conservation***

- ✧ maintaining room temperature normally at 25.5° C, using venetian blinds to adjust room temperature and encouraging staff to dress casual and smart in summer months;
- ✧ installing energy-efficient lighting in our office;
- ✧ switching off unnecessary lights during office hours and keeping the minimum illumination level of ancillary area during lunch hour and outside office hours;
- ✧ advancing the powering off of the tea urn to one hour preceding the close of the office;
- ✧ switching off lights, computers and other electrical equipment when they are not in use;
- ✧ activating the hibernation mode or standby mode setting of office equipment as far as possible;
- ✧ procuring green office equipment;

- ✧ using recycled paper; and
- ✧ ensuring proper maintenance of the departmental car and reminding the driver to turn off the car engine whilst waiting.

### ***Waste Minimization and Recovery***

- ✧ extending the use of electronic mode of communication, such as using email and departmental network for communication and distribution, promoting wider use of e-learning to minimize the use of paper, sending electronic greeting cards, cutting down the quantity of paper government publications (e.g. newsletters and periodicals) allocated to the JSSCS and avoiding sending original documents after they have been sent by fax;
- ✧ using a fax server to receive fax messages to minimize the number of hard copies;
- ✧ using printers with double-sided printing function;
- ✧ keeping electronic records on the booking of the departmental car and conference room and posting internal circulars and other useful information on the departmental information system for access by all staff ;
- ✧ minimizing the number of hard copies of reference materials tabled at meetings, making more use of the electronic mode for distribution of reports, and reducing the number of hard copies of reports to be printed;
- ✧ establishing the environmentally friendly practices of reusing envelopes, using both sides of paper, reducing the use of fax leader pages and delivering unclassified documents without envelopes;
- ✧ using recyclable stationery items (e.g. refillable ball pens and pencils, toner cartridges for printers, and departmental chops etc.) and reusing decorative materials during festive seasons; and
- ✧ collecting waste paper, newspaper, outdated publications and toner cartridges for recycling.

### ***Preserving a Green and Healthy Workplace***

- ✧ releasing storage space by weeding out obsolete paper records for other documents;
- ✧ sustaining efforts to enforce the smoke-free workplace policy in the office;
- ✧ putting more plants in the office and keeping a clean and tidy workplace;
- ✧ using air cleaners to improve indoor air quality;
- ✧ ensuring regular cleansing of air ventilation system and carpet; and
- ✧ conducting regular inspection of the workplace to ensure that the requirements for occupational safety and health are met.

### ***Enhancing Staff Members' Awareness***

- ✧ appointing one of the staff members as "Energy Warden" who is responsible for encouraging staff to implement the various green measures continuously;
- ✧ promoting the message of economical use of resources;
- ✧ posting "Save Energy" labels on electrical appliances;
- ✧ encouraging staff members to attend seminars/workshops on environmental management; and
- ✧ uploading guidelines and tips on green housekeeping onto the shared drive and re-circulating circulars on "green housekeeping" at regular intervals.

### **Future Targets**

In 2011-12, we plan –

- ✧ to explore and implement further energy saving measures;
- ✧ to further encourage the use of electronic means in both internal and external communication and archiving work records;
- ✧ to sustain the prevailing green measures and encourage staff to suggest new ideas on environmental protection; and
- ✧ to review the effectiveness of green measures taken at regular intervals for achieving more efficient use of resources and energy.

### **Feedback and Enquiries**

Any comments or enquiries on this Environmental Report are welcome. You may contact us by one of the following means –

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