

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

Controlling Officer's Environmental Report 2024-25

Introduction

The Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service (JSSCS) provides support services to four advisory bodies on civil service and judicial salaries and conditions of service (namely the Standing Commission on Civil Service Salaries and Conditions of Service, Standing Committee on Disciplined Services Salaries and Conditions of Service, Standing Committee on Directorate Salaries and Conditions of Service and Standing Committee on Judicial Salaries and Conditions of Service) as well as the Advisory Committee on Post-service Employment of Civil Servants. As at 31 March 2025, JSSCS had an establishment of 35. JSSCS occupies an internal floor area of 678 m² (in Admiralty) and 115 m² (a sub-office in Wong Chuk Hang).

The present Report sets out the JSSCS' environmental policy, green measures taken in 2024-25, performance and target as well as the way forward.

Environmental Policy

We are committed to adopting the principles and spirit of the Clean Air Charter as well as the “Reduce, Reuse, Recycle and Replace” principle when designing and implementing measures. Our operations are conducted in a manner conducive to the development of a healthy and sustainable environment.

Green Measures Taken

In 2024-25, JSSCS took the following green measures in its daily activities and promoted an environmentally friendly culture –

Energy Conservation

- ✧ maintaining room temperature normally at 25.5° C, using venetian blinds to adjust room temperature and keep out direct sunlight, and encouraging staff to dress casual and smart in summer months;
- ✧ installing energy-efficient lighting in our office such as light-emitting diodes (LED) and motion sensor lighting, using zone lighting, switching off non-essential lights during office hours and keeping minimum illumination level of ancillary areas during lunch hour and outside office hours;
- ✧ 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; and
- ✧ ensuring proper maintenance of the departmental car and turning off the car engine while idling.

Waste Reduction and Recycling

- ✧ using the electronic mode of communications as far as practicable to reduce the use of paper;
- ✧ adopting electronic platforms (e.g. e-mail and website) in disseminating information;
- ✧ using a fax server to receive fax messages/documents to minimise the number of hard copies;
- ✧ using recycled paper and the double-sided printing function of printers;
- ✧ keeping electronic departmental records and posting internal circulars and other useful information on the intranet (departmental information system) for access by all staff;
- ✧ minimising the number of hard copies of reference materials tabled at meetings, making use of the electronic mode for distribution of papers and reports, and reducing the number of hard copies of papers and reports to be printed;
- ✧ internal meetings conducted on a paperless basis as far as practicable to reduce the use of paper;
- ✧ establishing environmentally friendly practices of reusing envelopes, using both sides of paper, and delivering unclassified documents without envelopes;
- ✧ avoiding the use of one-off disposal items such as paper cups and plastic bottles/utensils;
- ✧ using recyclable stationery items and reusing name plates for meetings;
- ✧ placing waste separation bins for collecting waste paper, newspapers, outdated publications, plastic bottles and aluminum cans; and
- ✧ recycling ink/toner cartridges of printers/fax machines/photocopiers.

Preserving a Green and Healthy Workplace

- ✧ releasing storage space by using multi-storey racks;
- ✧ using air cleaners to improve indoor air quality;
- ✧ conducting Indoor Air Quality tests regularly and joining the Indoor Air Quality Certification Scheme;
- ✧ cleansing air ventilation systems, curtains and carpets regularly; and
- ✧ conducting regular inspections of the workplace to ensure that the requirements for occupational safety and health are met.

Enhancing Staff Awareness

- ✧ appointing an “Energy Warden” who is responsible for encouraging staff to implement the various green measures continuously;
- ✧ maintaining a high level of environmental awareness amongst staff by promoting the importance of energy efficiency and conservation as well as encouraging them to practise green environmental measures;
- ✧ encouraging staff to attend seminars/workshops on environmental management and help identify any situation that may have an adverse impact on the office environment;

- ✧ uploading guidelines and tips on green housekeeping onto the intranet and re-circulating circulars on "green housekeeping" at regular intervals; and
- ✧ encouraging staff to take precautionary measures in performing outdoor duties when air pollution index is high.

Green Procurement

- ✧ procuring electrical appliances classified as Grade 1 under the existing energy label regime as applicable;
- ✧ adopting the Environmental Protection Department's green specifications for purchase of goods as far as practicable;
- ✧ adopting green specifications of information technology (IT) products promulgated by the Digital Policy Office when procuring IT equipment items;
- ✧ adopting server virtualisation technology and utilising government cloud infrastructure services to reduce the number of server equipment items required and enhance energy efficiency; and
- ✧ implementing the e-Procurement System for the purchase of goods and services.

Performance and Target

JSSCS' paper consumption in 2024-25 decreased by 23.5% when compared to 2023-24. All the paper used in 2024-25 was recycled paper. In 2025-26, JSSCS will continue to apply paper-saving measures to reduce paper consumption.

The electricity consumption of JSSCS' offices in 2024-25 as compared with 2018-19 (as baseline)¹ is tabulated below –

Financial Year	Electricity consumption ² under comparable operating conditions in 2018-19 as the baseline
2018-19 (baseline)	55 276 kWh
2024-25	51 521 kWh

As shown in the table above, the electricity consumption of JSSCS' offices in 2024-25 decreased by 6.8% when compared with 2018-19 (the baseline) under comparable operating conditions. In 2025-26, we will continue to adopt effective measures to minimise energy consumption.

¹ The Government announced a "Green Energy Target" in the 2019 Policy Address which seeks to improve its use of energy by 6% for the period 2020-21 to 2024-25 under comparable operating conditions in 2018-19 as the baseline.

² The electricity consumption for air-conditioning system in JSSCS' offices is excluded as no separate meter is available for measurement.

The Way Forward

The green measures so far taken by JSSCS are by no means exhaustive. We are committed to exploring and implementing more effective energy efficiency measures to further enhance our green performance. In 2025-26, we will –

- ✧ further install suitable LED and motion sensor lights;
- ✧ implement an electronic recordkeeping system, thereby further reducing paper use;
- ✧ further encourage the use of electronic means in both internal and external communication;
- ✧ adhere to file disposal schedules and step up the related effort in disposing of time-expired files for reducing office area requirement;
- ✧ sustain the prevailing green measures, promote an environmentally friendly culture and encourage staff to suggest new ideas on environmental protection; and
- ✧ 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 the following means –

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