

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

Environmental Report 2003

Introduction

This is the fourth 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 and green measures taken in 2003.

Environmental Policy

JSSCS is committed to ensuring that the operations of the department are conducted in a manner conducive to the development of a healthy and sustainable environment.

Green Measures Taken

In response to the changes in operational circumstances and technology advancement, JSSCS reviewed its prevailing green measures and introduced more than 10 new arrangements in the past year. Our achievement in 2003 includes the following :

Preserving the Green and Healthy Workplace

- In the light of the SARS outbreak in 2003, reminding staff regularly of the need to maintain good personal hygiene and good hygiene at home and at office
- Raising staff awareness of the importance of achieving a sustainable work environment
- Enforcing the smoke-free workplace policy in the office
- Displaying more plants in the office
- Ensuring regular cleansing of air ventilation system and carpet

Facilitating Staff in Sustaining their Awareness

- Adhering stickers on control panels of photocopiers to remind staff to use draft/recycled paper
- Encouraging new staff members to attend seminars/workshops on environmental management
- Posting "Save Energy" labels on electrical appliances
- Displaying posters on economical use of resources
- Re-circulating circulars on "green housekeeping" at regular intervals

Waste Minimization and Recovery

- Publishing Report of the Standing Commission on Civil Service Salaries and Conditions of Service by means of CD-ROM and on-line version (no more paper form)
- Doing away with hardcopies of the departmental correspondence directory, Saturday duty roster and organizational chart and issuing them in soft form
- Requesting other departments to cut down to the minimum the quantity of paper publications (e.g. newsletters, periodicals and calendars etc.) distributed to the JSSCS
- Taking digital photographs during special official functions
- Establishing a departmental information system, which can be accessed by all staff, to maintain departmental circulars, frequently used templates, and bookings of the departmental car and conference room etc.
- Using unleaded fuel for the departmental car
- Reusing decorative materials during festive seasons
- Keeping the number of paper printouts to the absolute minimum
- Minimizing the number of hard copies of reference materials for meetings
- Not using envelopes for unclassified documents
- Reviewing regularly the actual need against monthly supply items that have expiry dates
- Extending the use of electronic mode of communication to a greater extent
- Using PC-based faxes
- Increasing the collection of waste paper, newspaper and outdated publications for recycling

Energy Conservation

- Achieving the Government's target of reducing power consumption by 1.5% in 2003-04
- Achieving the Government's target of cutting down photocopying paper consumption by 2.5% in 2003-04
- In the light of the temporary suspension of the annual pay trend surveys, the relevant unit in the department was disbanded and the surplus office space was temporarily allocated to another department
- Enhancing control of fuel consumption
- Requiring staff to bring their own cups of tea when participating in internal meetings
- Advancing the powering off of the tea urn to one hour preceding the close of the office
- Switching off lights, computers and other office equipment not in use

Future Targets

- To meet the Government's target of reducing photocopying paper consumption by 5% in 2004-05
- To meet the Government's target of cutting down power consumption by 3% in 2004-05
- To put into operation more e-Government initiatives e.g. e-Leave
- To enhance the departmental information system and to set up more frequently used templates
- To review at regular intervals the effectiveness of green measures taken so far for achieving more efficient use of resources and energy

Feedback and Enquiries

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