

## **Constitutional and Mainland Affairs Bureau**

### **Controlling Officer's Environmental Report 2022-23**

#### **Introduction**

The Hong Kong Office of the Constitutional and Mainland Affairs Bureau (CMAB) operates in the Central Government Offices (CGO) at Tamar. The Registration and Electoral Office, the five Mainland Offices, eleven Liaison Units in the Mainland and the Hong Kong Economic, Trade and Cultural Office in Taiwan which are under CMAB's purview operate in separate local, Mainland and Taiwan premises. This report focuses on the green measures adopted by CMAB's Hong Kong Office in 2022-23.

#### **Key Responsibilities**

2. Our major areas of policy responsibilities include -
  - overseeing the full and faithful implementation of the Basic Law;
  - co-ordinating and promoting closer ties and "win-win" co-operation and development with the Mainland, including co-ordinating liaison between the Hong Kong Special Administrative Region (HKSAR) Government and the relevant Central authorities, promoting regional co-operation initiatives between Hong Kong and the Mainland, and overseeing the operation of HKSAR Government's offices on the Mainland;

- being responsible for constitutional and election-related matters, and maintaining close liaison with the Electoral Affairs Commission to ensure that the various levels of public elections are conducted in a fair, open and honest manner; and
- promoting the elimination of discrimination, equal opportunities and protection of privacy.

### **Environmental Goal**

3. We are fully committed to supporting the Government's policies in environmental protection. We have assigned a Green Manager and a Green Executive in our Bureau to promote and implement green measures in our daily operation with a view to optimising the use of resources and minimising waste and pollution.

### **Green measures adopted in 2022-23**

4. In 2022-23, we have continued to implement the green measures taken in the past years and explore new initiatives aiming at achieving a more healthy and sustainable working environment. Details of the green measures taken are as follows –

#### ***Minimising Paper Consumption***

- ❑ Using e-mails extensively for internal and external communication and transmitting documents for editing and review.
- ❑ Sharing reference materials and the latest news in the electronic notice boards and local area network.

- ❑ Uploading publications on the Intranet and/or Internet website to reduce massive photocopying.
- ❑ Printing on both sides of paper, re-using the blank side of used paper as well as re-using envelopes, loose minute file jackets and action tags.
- ❑ Minimising subscription of newspapers and magazines by critically reviewing the subscription and circulation lists.
- ❑ Making use of e-Circulation system/old sets of documents for periodic re-circulation.
- ❑ Implementing Paperless Meeting System to reduce paper consumption at meetings.
- ❑ Adopting the Government-to-Employees (G2E) services, such as e-Payroll and e-Leave system, to reduce the use of paper forms.
- ❑ Sending festive greeting cards by electronic mail, uploading them to our homepage and minimising the use of printed cards.
- ❑ Requesting minimal numbers of hard copies of government newsletters/publications.
- ❑ Avoiding issue original documents which has been sent by fax or e-mail.
- ❑ Avoiding use of fax leader pages and envelopes for unclassified documents.

### ***Waste Avoidance and Waste Recovery***

- ❑ Collecting used paper, out-dated newspapers and publications, waste plastic bottles and metal cans as well as used printer cartridges.
- ❑ Reusing decorations and backdrops for festive events.

- ❑ Collecting file folders and used clips for re-use.
- ❑ Collecting unused stationery from officers for re-distribution.
- ❑ Reusing carton boxes for storage.
- ❑ Recording the weight of daily general waste/recyclables to monitor the trend of waste generation in the office.
- ❑ Selling broken furniture and obsolete equipment to contractors for recycling.
- ❑ Avoiding use and distribution of plastic umbrella bags and deploy alternative means such as umbrella racks and carpets to keep the floor dry.
- ❑ Using rechargeable batteries instead of disposable batteries as far as practicable.
- ❑ Reuse containers for hand sanitizer.
- ❑ Arrange statutory removal service with suppliers to dispose waste regulated electrical equipment through participation in the Producer Responsibility Scheme on Waste Electrical and Electronic Equipment.

### ***Energy Conservation***

- ❑ Turning off lights, computers and other electrical equipment when they are not in use.
- ❑ Maintaining room temperature at 25.5 °C in the summer months.
- ❑ Using motion sensors for lighting control in both office and common areas and adjusting temperature of the air-conditioning provision inside cellular offices to a minimum level when no motion is detected by the sensor after 15 minutes.

- ❑ Using electric lamps/tubes with Energy Efficiency label and sensor-controlled water taps.
- ❑ Using video conferencing system to reduce frequency of duty travel.
- ❑ Using venetian blinds to adjust the penetration of sunlight.
- ❑ Removing some light tubes to reduce non-essential lighting in ancillary areas while maintaining adequate illumination.
- ❑ Practising car pooling and task combination as far as practicable to achieve multiple objectives in one journey instead of arranging separate trips.
- ❑ Encouraging officers to use public transport when performing outdoor duties.

### ***Green Purchasing***

- ❑ Procuring electrical appliances with Energy Saving Label.
- ❑ Procuring photocopiers and printers with double-side printing function.
- ❑ Procuring photocopiers, computer workstations and printers which are equipped with automatic energy saving function.
- ❑ Trading in office equipment, such as photocopiers and printers, in procurement.
- ❑ Using recycled toner cartridges for printers and fax machines as far as possible.
- ❑ Using green stationery items supplied by the Government Logistics Department.
- ❑ Arranging bulk purchase and delivery to reduce individual product packaging.

- ❑ Using bio-degradable plastic bags for collection of refuse.
- ❑ Minimising use of products which are not environmentally friendly.
- ❑ Reviewing regularly the usage rate of stock items that have expiry dates.

### *Staff Awareness*

- ❑ Encouraging staff to adopt and support “Dress Down in Summer” promoted by the Civil Service Bureau.
- ❑ Encouraging staff to use staircases instead of lifts for inter-floor traffic as far as possible.
- ❑ Serving water/tea in reusable cups during meetings.
- ❑ Declining the acceptance of souvenirs and gifts when attending events and functions as far as possible.
- ❑ Putting notices to remind colleagues to switch off photocopiers, computers and other electrical appliances when they are not in use.
- ❑ Sending reminders to colleagues to switch off their computers before leaving work for the day.
- ❑ Issuing guidelines on green measures to all colleagues to promote staff awareness on environmental protection.
- ❑ Displaying posters publicising messages on environmental protection in the Green Corner.
- ❑ Ensuring proper maintenance of our departmental vehicles and reminding our drivers to switch off vehicle engines while waiting.
- ❑ Encouraging staff participation in environmental protection and energy saving activities.

### ***Green and Healthy Working Environment***

- ☐ Displaying plants in the common area and waiting area for creating a green office environment.
- ☐ Improving the air quality of the office by cleaning the air ventilation systems regularly as well as using air purifiers.
- ☐ Maintaining a non-smoking environment in the office premises.
- ☐ Participating in indoor air quality inspection.
- ☐ Regular cleaning of carpet.
- ☐ Procuring occupational safety office equipment to promote healthy working condition.
- ☐ Using auto-sensitised water taps in toilets.

### **Clean Air Charter**

5. The HKSAR Government has endorsed and signed the Clean Air Charter to join forces with the business sector and the community to reduce emissions.

### **Green Management Performance**

6. The green measures taken in 2022 were generally effective. Our office located at CGO is under the management of the Administration Wing. Green measures on conserving electricity consumption and waste recycling among bureaux and offices in the building are centrally monitored by the Administration Wing. CGO was awarded with “Excellent Class” Indoor Air Quality Certificate in August 2022. We will continue to adopt energy-efficient measures in our operation to minimise electricity energy consumption in 2023-24.

## **Way Forward**

7. We are committed to providing a green and healthy office environment and using more green products. In the year of 2023-24, we will continue to –

- promote the “Reduce, Re-use and Recycle” principle in office management;
- closely monitor consumption of resources and electricity energy;
- encourage our staff to participate in environmental protection and energy saving activities; and
- review the effectiveness of our green measures at regular intervals so as to seek continual improvement and identify new initiatives to reduce resource consumption.

## **Feedback**

8. If you have any comment or suggestion, please let us know by any of the following means:

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**Constitutional and Mainland Affairs Bureau**

**July 2023**