# 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**

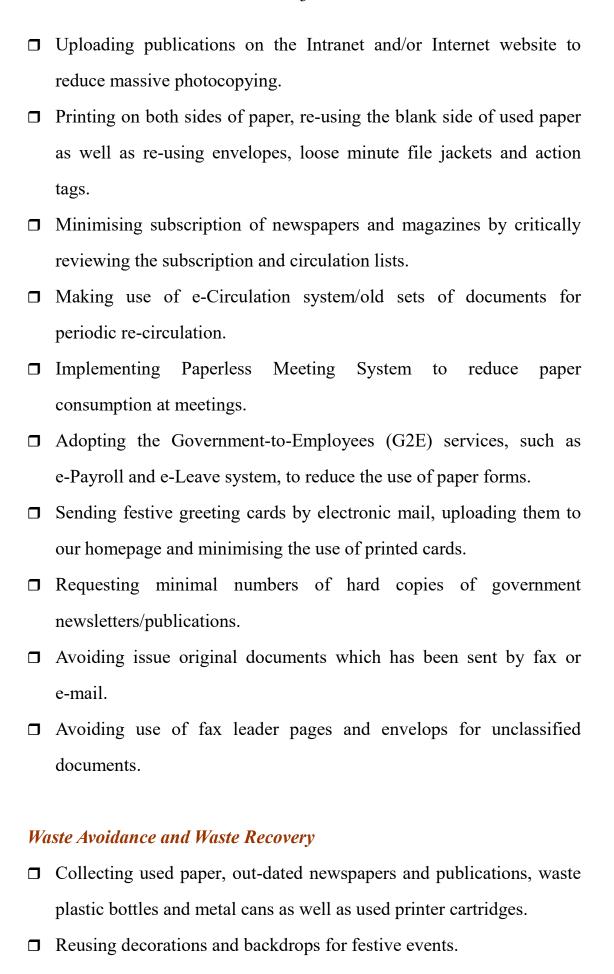
3. We are fully committed to supporting the Government's policies in environmental protection. We have assigned a Green Manager and a Green Executive in our Bureau to promote and implement green measures in our daily operation with a view to optimising the use of resources and minimising waste and pollution.

# 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.

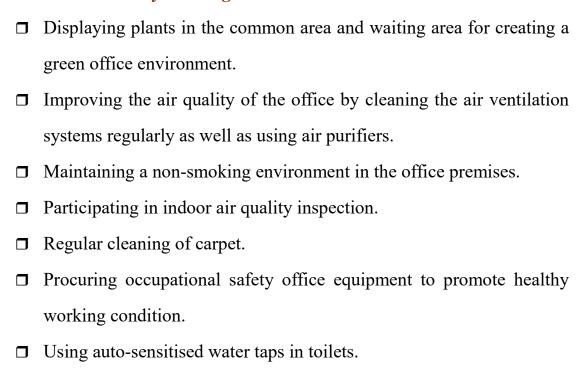


	Collecting file folders and used clips for re-use.
	Collecting unused stationery from officers for re-distribution.
	Reusing carton boxes for storage.
	Recording the weight of daily general waste/recyclables to monitor
	the trend of waste generation in the office.
	Selling broken furniture and obsolete 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.
En	ergy 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.
Gr	een 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



#### 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

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