

Department of Justice

Controlling Officer's Environmental Report 2001

1. Our environmental policy

The Department of Justice is committed to ensuring that its operations are conducted in an environmentally responsible manner. We exercise the principle of "Reduce, Reuse, Recycle and Replace" and seek continual improvement in the efficient use of resources.

2. Green measures adopted

Along the principle of "Reduce, Reuse, Recycle and Replace", we have taken the following measures regarding resource consumption -

Reduce

Consumption of paper

Reducing the consumption of paper to the minimum with computerization within the Department by

- sharing documents via the Local Area Network;
- using computer fax instead of normal fax machines;
- using electronic mail extensively for both inter-departmental and intra-departmental communication, and to respond to public enquiries received electronically;
- posting notices, circulars, announcements and government regulations which require wide circulation on the electronic bulletin board;
- providing a system to facilitate staff to keep documents in electronic form;
- establishing an information management system to provide statistics and management reports;
- providing a Bilingual Laws Information System to facilitate access to the Laws of Hong Kong by members of the Department and the public;
- preparation for the introduction of the confidential mail system that allows the transmission of classified documents in electronic form; and
- reducing the printed copies of publications by the Department's library by subscribing to 22 CD-ROMs and 20 on-line databases which include law reports, statutes, statutory instruments, forms and

precedents, practice directions, commentaries, treaties and dictionaries.

Consumption of printed stationery and publications

Reducing the use of standard printed stationery and publications by

- regularly reminding staff not to send unclassified documents in envelopes;
- reducing the use of printed stationery such as forms, paper file jackets and tags;
- reviewing critically the distribution of such items as diaries, calendars, telephone directories and performance pledge booklets by minimising the quantities required and replacing them with electronic equivalents as far as possible; and
- significantly reducing the requirements for printed copies of the Government Gazette.

Use of energy

Cutting down energy consumption by

- reminding all staff to switch off lights when not in the office;
- turning off electrical equipment and appliances (except those which should be switched on continuously, e.g. fax machines and water-coolers) when they are not needed;
- using energy saving equipment and devices wherever possible;
- reminding all staff to use the stairs instead of the elevator as far as practicable and not to open windows when air-conditioning is on; and
- promoting and putting into practice the use of open plan offices for non-counsel grade staff where operationally appropriate so that less energy is consumed for lighting and air-conditioning.

Reuse

Paper

- promoting the use of each piece of paper on both sides. While the collection and distribution of used papers is centrally coordinated, a lot of staff members have already developed the habit of using both sides of the paper before discarding it. Regular reminders are issued to maintain staff awareness in this respect.

Printed stationery

- reusing envelopes and folders.

Decorative items

- decorative items at Christmas and Spring Reception are reused as far as possible.

Recycle

- placing over 150 "Green boxes" and waste paper collection bags at strategic locations for the collection of waste paper for recycling.
- using recycled paper instead of normal paper whenever possible.
- making arrangement to recycle the toner cartridges of printers.

Replace

- using environmentally friendly products (e.g. clutch pencils, refills for ball pen, non-chlorinated correction fluid and alkaline batteries) as far as possible.

Other Green Measures

- providing a green workplace to staff by decorating offices with plants and improving air quality by using air purifiers for certain offices.
- further promoting staff awareness of environmental protection by encouraging staff to participate in the following events -
 - "The Community Chest Green Day" to appeal staff to dress in "green" by wearing green clothes/accessories, act in "green" by reducing the use of paper or using cloth bags instead of plastic bags and "ride" green by using public transportation ;
 - "Hong Kong Environmental Protection Festival 2001" to arouse their awareness of waste reduction ; and
 - "Clean Air Exhibition" to promote their awareness of the importance of clean air.

3. Green managers

- 3.1 The Departmental Secretary takes on the role of Departmental Green Manager. Divisional Executive Officers are designated as Divisional Green Managers to assist the Departmental Green Manager in initiating, implementing and reviewing green housekeeping programmes within the Department. There are also established channels for all staff to give suggestions that would enhance green management.
- 3.2 To ensure that green practices are followed in daily operations, we have issued a checklist for staff to follow, covering areas such as paper consumption, energy saving and the use of office stationery. There are periodic inspections to ensure that green practices are duly complied with and any necessary follow-up action taken immediately.
- 3.3 Statistics on consumption of paper, envelopes, paper stationery and green products are maintained on a monthly basis and the usage rate is monitored in the monthly meetings of the Departmental Administration Committee.

4. Targets/Performance

- 4.1 The total consumption of paper in 2001/02 was 34,920 reams only and it represented a decrease of 3.5% when compared with that in 2000/01.
- 4.2 The Department of Justice is committed to promoting greater use of computer applications and to provision of PCs to our staff. Our e-mail system has been integrated with our Document Management System. Transmission of correspondence and documents can be easily performed electronically through the computer network. In 2001/02, the Department ranked among one of the top three bureaux and departments that have the highest total number of e-mails exchange throughout the Government.
- 4.3 Regarding the provision of PCs, the Department of Justice is one of the government departments which provide the largest number of computers to its staff. In 2001/02, all staff who had the operational need to use computer in their daily work had been provided with PCs. The total number of PCs was 1,100.
- 4.4 The green measures adopted have increased the awareness of all staff in maintaining an environmentally friendly work environment. This is evidenced by a noticeable decrease of reported cases on non-compliance. Related remedial action has been taken accordingly.
- 4.5 The use of printed stationery items such as diaries, tags and envelopes is reduced to a minimum. There is a discernible drop in the quantity consumed compared with last year's figures. For instance, we achieved to significantly reduce the total consumption of desk calendar refills and desk diaries in 2001/02 by 39% and 27% respectively when compared with those in 2000/01.

Printed Stationery	Consumption in 2000/01	Consumption in 2001/02	Drop/Increase in percentage (%)
Desk Calendar Refills	820	501	-39
Desk Diaries	1,029	750	-27
Tags	94,902	68,005	-28
Envelopes*	111,268	113,455	+2
Paper File Jackets	40,058	36,530	-9

* The increase in the consumption of envelopes in 2001/02 was mainly due to the fact that a large quantity of envelopes were used for the recruitment exercise for Court Prosecutors.

- 4.6 The number of telephone directories and publications such as performance pledge booklets is reduced to a minimum. There is a discernible drop in the quantity consumed compared with last year's figures.

Items	Number of copies per issue in 2000/01	Number of copies per issue in 2001/02	Drop/Increase in percentage (%)
Government Telephone Directories	657	506	-23
Departmental Telephone Directories*	600	527	-12
Performance Pledge Booklets	3,000	2,620	-13

* The current issue of the departmental telephone directories in 2001/02 was printed in A5 booklet size instead of A4 size of the previous one in 2000/01. It helped to save around 14,000 pieces of A4 paper.

5. Our continual commitment

The Department of Justice will continue to adopt effective measures of green management and explore new ideas to further achieve the goal of being an environmentally responsible department. Three new web pages have been established since the start of 2001/02 to further facilitate members of the public to communicate with the Department through electronic means.

6. Comments

Comments on this report are very welcome. Please contact the Green Manager of the Department of Justice by e-mailing to dojinfo@doj.gov.hk. A copy of this report is available on the Department's Internet homepage www.info.gov.hk/justice.

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