

# **Chief Secretary for Administration's Office – Administration Wing**

## **Environmental Report 2020**

### ***Introduction***

This Environmental Report highlights various green management initiatives implemented by the Administration Wing of the Chief Secretary for Administration's Office at the Central Government Offices (CGO) and the Office of the Chief Executive (CE's Office), collectively referred to as the Central Government Complex (CGC), in 2020. It also presents the collaborative efforts of the CGC in minimising environmental impacts arising from internal operations in 2020 and our continuous contributions to a green and sustainable environment.

2. The key responsibilities of the Administration Wing are to:

- Provide support to the Chief Secretary for Administration and the Financial Secretary, in overseeing the effective functioning of the Government Secretariat machinery.
- Coordinate the Government's dealings with the Legislature, act as the contact point between the HKSAR Government on one hand and the Judiciary, Independent Commission Against Corruption and the Office of The Ombudsman on the other.
- Serve as contact point between the Government and the Consular Corps, administer the system for honours and awards and the scheme for Justices of the Peace.
- Provide secretariat support for the Administrative Appeals Board, the Municipal Services Appeals Board and the Disaster Relief Fund Advisory Committee.
- Formulate and develop policy in respect of legal aid and free legal advice services.
- Develop and implement the policy for the management of government records in accordance with legal, fiscal, administrative, program and historical values, collect and make the archival records accessible.

Among other things, the Administration Wing is also responsible for overseeing the building management of CGC, including the administration of the communal facilities and the provision of other common services to the various Bureaux/Offices (B/Os) of the Government Secretariat operating at CGC.

### ***Environmental Objectives***

3. The Administration Wing has been implementing various green management measures with a view to fostering a healthier, greener and more sustainable working environment in CGC. We endeavour to facilitate effective management of carbon emissions by enhancing energy conservation and waste recycling notwithstanding that the business activities of the CGC are primarily office-based and do not give rise to significant environmental impact. Throughout the years, with the concerted efforts of B/Os in CGC in supporting energy saving, efficient electricity consumption and waste recycling, we have been developing and sustaining an environmentally friendly workplace on a progressive basis.

4. The Government set a Green Energy Target of reducing electricity consumption in government buildings by 5% from 2015-16 to 2019-20, using the 2013-14 as the baseline under comparable operating conditions. We surpassed the goal in achieving the target in 2017-18, two years ahead of schedule, by way of monitoring electricity consumption, reviewing the schedules of operations of various systems and identifying possible areas of energy saving. The Government has set a new Green Energy Target in the 2019 Policy Address which seeks to further improve its use of energy by 6% for the period from 2020-21 to 2024-25, using 2018-19 as the baseline. We will strive to achieve the new target of the Government. The ensuing paragraphs list out the green management practices both in building management of CGC and in housekeeping our offices implemented in 2020.

### ***Environmental Management and Performance***

#### ***➤ Energy Conservation***

5. In 2020, we continued to identify areas for energy saving and had asked the Architectural Services Department (ArchSD) to install additional motion sensors which helped conserve power by shutting off the lights automatically when they no longer detected movement. Apart from the above, to further reduce energy consumption, we have been continuing to identify suitable locations at office and communal areas for replacing the lighting equipment with more energy-efficient Light Emitting Diode (LED) devices as practicable as possible. We will continue the efforts in this respect.

6. To fight against COVID-19, meetings of different work groups were held at CGC frequently to respond steadfastly to changes and special teams in some

B/Os were set up to attend to emerging situations, resulting in longer operating hours in individual offices and the communal area. Apart from the above, there have been more staff working in CGC in 2020, marking a 2.8% increase when compared with 2019. With growing IT initiatives, more IT servers and equipment were installed in the CGO Server Centres. These altogether have brought about a greater consumption of energy in CGC.

7. Notwithstanding the above, the increased electricity consumption was offset by our continuous energy saving efforts and the reduction of staff returning to work under the special work arrangement practiced intermittently throughout 2020 having regard to the severity of the local epidemic situation arising from COVID-19. As a whole, the overall electricity consumption of CGC in 2020 had decreased by **0.51%** when compared with 2019. On the energy saving front, we continued to implement various energy management opportunities (EMOs) to reduce energy consumption. For instance, we had launched trial runs at some offices of the Administration Wing and replaced their T5 fluorescent tubes by LED lamps, which contributed to energy saving and served as a good example to other B/Os for taking the same initiative. We have also tasked ArchSD to schedule the replacement of T5 fluorescent tubes by the LED lamps in 2021 by identifying more communal and office areas suitable for the replacement works. Furthermore, with the deteriorating air-conditioning system in the seawater pump house and chiller plants which reduced operational reliability and would bring about additional energy consumption, we had replaced the aged parts with new ones so as to improve the energy efficiency. To extend our continuous efforts beyond 2020, we have taken on ArchSD's recommendation to install Electromagnetic Induction Descaling (EID) Devices at the seawater cooled chillers in 2021 and the new system is expected to achieve saving in chiller energy by 10-12%.

8. Energy conservation in CGC can only be achieved with the support and collaboration of all B/Os. We will hence continue with our good practice of recording monthly statistics on the power consumption of individual B/Os and alerting B/Os of their own energy consumption for raising their awareness in conserving energy and taking timely remedial actions. We will also continue to explore other possible means to further reduce energy consumption in consultation with the B/Os and other relevant stakeholders.

➤ *Carbon Audit*

9. Carbon audit is essential in the management of carbon emissions. We are making strenuous efforts in closely monitoring the carbon emission during our operations by conducting carbon audits. Pursuant to the government policy of reducing the GHG emission, we have conducted annual carbon audit since 2017 for evaluating the carbon performance and identified areas for reduction in GHG emissions. The total carbon emission of CGC in 2020 was 25 287 tonnes,

representing a decrease of 1% as compared to 2019. We will continue to monitor the carbon performance in CGC and adopt appropriate carbon reduction measures.

➤ *Waste Reduction and Recycling Management*

10. We continued to weigh and measure general waste and recyclable materials generated by individual B/Os of CGC on a daily basis. We will carry on the measurement exercise to keep track of our performance in waste reduction.

11. In addition, we have continued to promote waste recycling in CGC. Recycling bins have been placed in communal areas to facilitate collection of various recyclable materials including waste paper, aluminium cans, plastics, glass bottles and used batteries by staff and visitors. We have also arranged separation of waste on each office floor. The recyclable materials collected are delivered on a regular basis to recycling operators. In recognition of our efforts and the volume of recyclable wastes collected in CGC, EPD has presented the CGC with the “**Gold Award (Pure Office)**” under the “Commendation Scheme on Source Separation of Commercial and Industrial Waste 2019/20”.

12. In 2020, we had collected around 169 000 kilogrammes of waste paper and plastic for recycling in 2020. The quantity of various types of recyclable materials collected is tabulated in the following table:

Recyclable Materials Collected in 2020	Quantity (% change compared with 2019)
Waste Paper	168 841 kg (-16.8%)
Plastic (including bottles, CDs and DVDs)	387 kg (-42.8%)
Aluminium Cans	6 465 nos. (-15.5%)
Glass Bottles	342 litres (-25.7%)
Used Batteries	426 pieces (+1.43%)
Spent Mercury-containing Fluorescent Lamps and Light Bulbs	623 kg (-35.2%)

13. To further encourage waste recycling, we joined EPD’s pilot scheme in placing a Reverse Vending Machine in CGO in January 2021. The Reverse Vending Machine is a device to allow consumers to feed in empty waste plastic beverage containers for rebate. The number of collected plastic containers throughout the trial period is encouraging.



➤ *Water Quality*

14. To help create a healthy environment for water consumption and maintain water quality for CGC, we have worked closely with ArchSD to implement proper periodical maintenance and housekeeping measures for the water supply system. In response to Water Supplies Department’s “Quality Water Supply Scheme for Buildings - Fresh Water (Management System)” (“the Scheme”), we have hired a qualified person to review and devise a water safety plan for CGC, with a view to eliminating potential contamination risks in the internal plumbing system and safeguarding the quality of potable water in CGC. Apart from the above, we also carried out inspections at exposed water pipes and recorded water meter readings regularly so as to identify possible water leakage and take remedial actions the earliest possible. With our continuous efforts in implementing our water safety plan, Water Supplies Department has continued to award CGC with the “**Gold Standard**” under the Scheme in 2020 in appreciation of the good condition maintained in the internal plumbing system. We will continue to inspect our water supply system in accordance with the water safety plan to make sure that the system is always maintained properly.

➤ *Indoor Air Quality*

15. We also attach great importance to indoor air quality (IAQ) as it has direct health impact on CGC users. With EMSD’s assistance, we have engaged accredited bodies in conducting indoor air quality measurement for CGC on a yearly basis. The CGC has been awarded the “**Indoor Air Quality Certificate (Excellent Class)**” under the Indoor Air Quality Certification Scheme for nine consecutive years since 2012. The certificate has reinforced our commitment towards continued

effort in maintaining IAQ for CGC. In fact, we have applied for the “IAQwi\$e Certificate” under the Hong Kong Green Organisation Certification Scheme which will showcase our commitment to and efforts in environmental protection through improving IAQ. We will continue to work with EMSD to ensure the quality of indoor air for CGC users.

➤ *Ongoing Promotional Initiatives*

16. We continued to participate in the territory-wide promotional campaigns and events organised by green bodies to reduce energy consumption and raise staff awareness of environmental protection/green management. During the annual international lights-out event - Earth Hour Campaign organised by World Wildlife Fund on 28 March 2020, all non-essential external lightings of CGC were switched off on the night for one hour.

➤ *Paper Consumption*

17. Staff members have been conducting businesses and disseminating information by electronic means as far as practicable. To minimise paper consumption, printing and photocopying of documents, if unavoidable, are encouraged to be kept to the minimum and should be done on both sides of paper. All photocopiers and network printers in the office are equipped with double-sided printing functions. Envelopes and paper should be reused where practicable. By effectively practicing the abovementioned measures, we had achieved a reduction in paper consumption by **5.29%** and a reduction in envelope consumption by **46.33%** in 2020 when compared to previous year. To promote paperless office, the Administration Wing has implemented an electronic recordkeeping system (ERKS) to keep records electronically since 2017. The implementation of ERKS contributes to less paper consumption, hence promoting environmental-friendly records management practice and saving storage cost. We will continue to monitor the paper consumption patterns and issue advice to relevant units as appropriate.

***Other Green Measures***

➤ *Use of Environmental Friendly Vehicles and Installation of Fast Charging Station*

18. Both hybrid-fuelled vehicles and electric vehicles contribute to lowering GHG emissions in that hybrid-fuelled vehicles are equipped with regenerative braking systems and electric vehicles run on electricity instead of fossil fuel respectively. Electric vehicle (EV)s can also reduce roadside airborne pollutant emissions. Hence, the Administration Wing has put in place both hybrid-fuel and EVs in the vehicle fleet. By end 2020, there were a total of five hybrid-fuelled cars and two electric cars in our 24-vehicle fleet. In addition, we have bid two electric

cars as replacements of existing vehicles and they are expected to be delivered in 2021-22. To support wider use of electric vehicles, on top of the four existing medium chargers and one fast charging station equipped with two fast chargers and one medium charger, we have installed one additional medium charger in the CGC Carpark in 2020. We will continue to explore the possibility of installing more chargers for use by EVs in support of the Government's policy of promoting wider use of EVs.

➤ *Use of Environmentally Friendly Products/Green Procurement*

19. We continued to adopt environmentally friendly, low-/no-VOCs (volatile organic compounds)<sup>1</sup> products whenever practicable. We have also purchased green stationery items and IT consumables. The common items include clutch pencils, refillable ball pens, non-chlorinated correction fluid and mercury-free batteries, etc. We will continue to adopt green product specifications promulgated by EPD in procurement exercises where such specifications are applicable. Where the purchase is for replacement of stores or equipment, trade-in options will be considered as far as practicable.

20. For procurement of services, we have also incorporated "green specifications" into the tender documents as far as practicable. We required CGC's cleansing contractor to practise recycling, and provide and make use of degradable and recycled plastic bags for collection of recyclable wastes and other refuse.

***Cultivating a Green Culture among Staff***

21. The Administration Wing has been encouraging low-carbon practices in CGC by achieving a low-carbon performance and developing staff's awareness of environmental conservation. For the CGO canteen, we have stipulated in the tenancy agreement that the operator should use reusable tableware to serve dine-in customers unless specifically requested. On the other hand, we have also been encouraging staff to bring their own utensils and avoid using plastic bags for the takeaway orders of food/drinks through various publicity means (e.g. to display posters inside the CGO canteen and to include a reminder in the weekly canteen menu circulated to B/Os , etc.). We are pleased to observe that quite a number of staff have made a habit of bringing their own utensils and/or declining disposable tableware and plastic bags, for their takeaway orders.

22. Besides, we have also worked closely with the operator of the CGO canteen for adoption of green measures. In addition to establishing a practice of serving cold drinks only with paper straws (upon request), the CGO canteen has

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<sup>1</sup> VOCs will react with nitrogen oxides to form ozone, which in turn helps the formation of fine particulates. The use of VOC-containing products releases VOCs that eventually cause air pollution and smog.

provided wooden stirrers, spoons, forks and knives in lieu of plastic ones since 2019. In order to achieve greater reduction in the use of single plastics, the operator has also adjusted some operational arrangements of the CGO canteen by –

- (i) including such information on the payment receipts as “No plastic bag”, “No disposable lunch box”, etc. for take-away customers to facilitate canteen staff to follow up; and
- (ii) tasking dedicated staff to work at the designated counter to help pack take-away orders with provision of no more than the necessary disposable tableware rather than doing it on a self-served basis.

We shall continue to explore if more green specifications could be adopted in our future canteen services in CGC.

23. The success of our green office management requires the support and cooperation from staff members. The Administration Wing supports and encourages staff to take part in greening activities such as nominating green managers to attend seminars on energy-saving, energy consumption reporting and monitoring mechanism, ways to conduct carbon audit, etc. The General Circular on “Green Practices and Waste Avoidance” is also circulated at regular intervals to remind staff of the green tips on green management.

### ***Way Forward***

24. We will continue our efforts in seeking cooperation with B/Os, implementing green housekeeping measures in CGC and installing environment-friendly devices where practicable with a view to enhancing the energy performance of various systems in CGC. Most importantly, we are determined to sustain our continuous efforts to achieve the new “Green Energy Target” set by the Government to further improve its use of energy by 6% from 2020-21 to 2024-25. CGC has made a promising start for achieving the new “Green Energy Target” with reducing the electricity consumption by 4.33% in 2020-21 as compared to the baseline 2018-19 under comparable operating conditions. We will continue to implement various practical and effective energy saving measures and achieve low-carbon performance at the CGC.

### ***Enquiries***

25. Enquiries on this report can be directed:

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