

# Secretariat, Commissioner on Interception of Communications and Surveillance

## Controlling Officer's Environmental Report 2023

### **Introduction**

The aim of the Secretariat, Commissioner on Interception of Communications and Surveillance (the Secretariat) is to provide support to the Commissioner on Interception of Communications and Surveillance in overseeing the compliance by law enforcement agencies and their officers with the relevant requirements under the Interception of Communications and Surveillance Ordinance (Cap. 589). This report sets out the environmental policy and green measures taken in 2023.

### **Environmental Policy**

The Secretariat attaches great importance to environmental protection and energy conservation. We fully support the HKSAR Government's initiative and efforts to protect the environment. We are committed to ensure that our daily operations are conducted in an environmentally responsible manner through the optimal use of resources and energy.

### **Green Measures Taken**

We have implemented the following housekeeping measures and green office practices in 2023 -

#### ***Reducing Paper Consumption***

- ✚ Transmission of documents and dissemination of notices/reference materials through electronic means such as e-mails and departmental portal;
- ✚ Processing applications for leave and payroll records through electronic systems;
- ✚ Cease producing printed copies of annual reports;
- ✚ Requesting minimal numbers of hard copies of government newsletters and publications;
- ✚ Reusing existing sets of documents for periodic re-circulation;
- ✚ Printing/photo-copying on both sides of papers;
- ✚ Reusing envelopes, file jackets and action tags; and
- ✚ Reusing carton boxes for transportation or storage.

### ***Waste Minimisation***

- ✚ Serving drinking water/tea in cups at meetings/events instead of one-off disposable items such as paper cups or bottled water;
- ✚ Collecting out-dated newspapers/publications and used printer cartridges for recycling;
- ✚ Reducing and reusing decorative materials for social/festive events; and
- ✚ Encouraging staff to dispose recyclable wastes into the waste separation bins located in the communal area.

### ***Energy Conservation***

- ✚ Maintaining room temperature at 25.5°C in summers and using venetian blinds/curtains to keep out direct sunlight;
- ✚ Cleansing of air-conditioning/ventilation system and dust filters regularly; and
- ✚ Posting notices beside the switches to remind staff to turn off the lights and air conditioners when they are not in use.

### ***Water Conservation***

- ✚ Using sensor-controlled water taps in washrooms;
- ✚ Using dual flushing cisterns for flushing toilets; and
- ✚ Using flow controllers for water taps.

### ***Green Purchasing***

- ✚ Encouraging staff to adopt green specifications in procurement of goods;
- ✚ Requiring cleansing contractor to use cleansing products that comply with the green specifications;
- ✚ Procuring photo-copiers and printers with double-side printing function; and
- ✚ Including “trade-in requirement” for procurement of IT or office equipment.

### ***Staff Awareness***

- ✚ Issuing green housekeeping measures to staff regularly to promote staff awareness and green practices; and
- ✚ Encouraging staff to participate in green activities such as Earth Hour 2023 held by the World Wide Fund for Nature, as well as Green Low Carbon Day and Dress Casual Day 2023 organised by the Community Chest.

## **Commitments to Clean Air Charter**

The HKSAR Government has endorsed and signed the Clean Air Charter to join forces with the business sector and the community to reduce emissions. The office building in which the Secretariat is situated was awarded the “Excellent Class” Indoor Air Quality Certificate in 2023. The Secretariat is committed to making sustainable improvement by pursuing the green management efforts as listed above continuously.

## **Green Management Performance**

Overall speaking, the housekeeping measures and green office practices taken in 2023 were generally effective. When compared with 2022, the paper consumption increased by 9.21% due to operational needs, and the printing of annual report continued to be ceased in 2023. Electricity consumption slightly increased by 2.7%. We shall continue to review the effectiveness of our green measures in order to contain the growth of paper and electricity consumption and seek improvement on green management performance.

## **Comments and Suggestions**

The Secretariat welcomes your views and suggestions on this Environmental Report through the following means:

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Telephone : 2834 3361

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Interception of Communications and Surveillance  
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