

Registration and Electoral Office

Environmental Report 2023

Introduction

This report gives an account of the green measures taken by the Registration and Electoral Office (“REO”) in 2023.

Key Responsibilities

2. We provide the Electoral Affairs Commission (“EAC”) with administrative support for the effective discharge of its statutory functions under the Electoral Affairs Commission Ordinance (Cap. 541). Our objective is to ensure that elections in Hong Kong are conducted openly, honestly and fairly. Under the direction of the EAC, we implement the decisions of the EAC in relation to -

- the review and delineation of the boundaries of the Legislative Council geographical constituencies and District Council geographical constituencies;
- the registration of electors; and
- the conduct and supervision of elections

Environmental Goal

3. We are committed to ensuring that our operations are conducted in an environmentally responsible manner and increasing staff awareness on environmental protection and green management. We have appointed a Green Manager and Energy Wardens in the REO 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 2023

4. In 2023, we 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

- Uploading the EAC’s Guidelines on Election-related Activities and election reports on the EAC website for public viewing, and reducing the quantity of the printed copy;
- Uploading boundary maps of District Council geographical constituencies in respect of the 2023 District Council Ordinary Election on the EAC and REO websites for public viewing, and reducing the quantity of the printed copy;
- Providing candidates with an option of ‘household’ address labels for free posting of election mails, and encouraging them to use ‘household’ address labels instead of ‘individual’ address labels for sending election mails as this can save substantial resources in the production of address labels and election mails;
- Providing electronic forms to encourage candidates to submit electoral forms by electronic means;
- Avoiding sending original documents after they have been sent by fax or email;
- Extending the use of e-mails to disseminate information; and sending greeting cards on festive occasions by electronic means;
- Placing recycling boxes near the photocopiers to collect single-sided paper for reuse, and using the blank side of used paper for receiving fax, drafting or photocopying; and

- ❑ Making better use of electronic means in disseminating electoral information and handling enquiries and complaints received.

Waste Reduction

- ❑ Reusing envelopes and loose minute jackets;
- ❑ Using the green stationery items supplied by the Government Logistics Department (“GLD”) and returning used toners and inkjet cartridges to the contractor for reuse;
- ❑ Recommending items with residual value for public auction for reuse or recycling for unserviceable inventory items;
- ❑ Serving drinking water in reusable cups when hosting meetings to minimise the consumption of disposable foam and plastic cups;
- ❑ Providing appropriate number of reusable tableware in office pantries for shared use by staff and encouraging staff to bring their own reusable tableware to REO’s events/activities and for take-away meals with a view to reducing the use of disposable tableware; and
- ❑ Reusing and recycling of the election publicity materials and other leftovers arising from the election.

Carbon Management and Green Transport

- ❑ We have carried out carbon audits for our offices at Kowloonbay International Trade & Exhibition Centre (“KITEC”)¹ with annual electricity consumption over 500 000 kWh to monitor the greenhouse gas (“GHG”) emission. According to the carbon audits, the total GHG emission of the offices at KITEC is 423 tonnes of CO2 equivalent in financial year 2022/23;

¹ REO’s offices at KITEC had been moved out in June 2024.

- ❑ Using an environmentally-friendly petrol saloon car with low emission and fuel-efficient engine;
- ❑ Complying with the requirement to switch off idling engine and observing eco-driving practices;
- ❑ Planning routes in advance when using departmental vehicle to shorten journey and travelling time; and
- ❑ Encouraging the use of public transport whenever possible.

Green Procurement

- ❑ Purchasing office equipment and electrical appliances with high energy efficiency or the “Recognition Type” energy label under the Energy Efficiency Labelling Scheme of the Electrical and Mechanical Services Department, with automatic energy saving function (applicable to photocopiers / printers);
- ❑ Adopting the green specifications in the purchases of products in support of the Government’s green procurement policy whenever practicable, and including “trade-in option” in quotations to promote recycling;
- ❑ Including environmental friendly clauses in the cleansing contracts by requiring our cleansing contractors to practise recycling and use cleansing products that comply with the green specifications as far as possible; and
- ❑ Adopting e-Procurement system when procuring IT products and related services under IT Standing Offer Agreements.

Raising Staff Awareness

- ❑ Appointing a Green Manager and Energy Wardens to promote and implement green measures;

- Issuing green tips on green measures to all colleagues to promote staff awareness of green management;
- Encouraging staff to bring their own reusable tableware to REO's events/activities and for take-away meals with a view to reducing the use of disposable tableware;
- Sending reminders to colleagues to switch off their computers before leaving work for the day; and
- Encouraging staff participation in environmental protection and energy saving activities.

Energy Saving and Green Buildings

- Setting air-conditioning at appropriate room temperature;
- Lowering venetian blinds when sunlight is strong;
- Switching off lights, air conditioners, computers and electrical appliances when not in use; and
- Using auto-sensitised water taps in toilets.

Establishing Healthy Working Environment

- Supporting the "Clean Air Charter" to achieve good indoor air quality ("IAQ") to safeguard the health of our staff and visitors and contribute to their comfort and well-being;
- Arranging regular cleaning of air-conditioning vents and carpets to maintain good IAQ in the offices; and
- Conducting assessments under the IAQ Certification Scheme for REO's

premises. We have successfully renewed “Excellent Class” grading under the IAQ Certification Scheme for our offices at Treasury Building as well as Two Sky Parc, and “Good Class” IAQ Certificate for our offices at the Millennium City Phase 6, the KITEC and the Revenue Tower in 2023.

The Way Forward

5. We are committed to providing a green and healthy office environment and using more green products. Looking ahead, we will sustain our effort in green management and continue our endeavours to protect and improve environment through green management practices. We will continue the following good practices in 2024 –

- issuing electoral boundary maps, Guidelines on Election-related Activities, election reports, etc. by electronic means, and reducing the quantity of the printed copy;
- exploring the feasibility of economising the printing of election-related materials and encouraging electors to provide or update their email addresses for receiving election mail with a view to further reducing paper consumption;
- implementing housekeeping measures and installing environmentally-friendly devices, and exploring more green initiatives which can be implemented in office operations and activities of the REO with a view to reducing paper and energy consumption;
- adopting green procurement by supporting and promoting the practice of environmentally responsible purchasing;
- reinforcing the importance of environmental protection and sustainability by making continuous efforts in promoting staff awareness of green management and implementing green measures in our daily operations; and
- encouraging our staff to bring their own reusable tableware to REO’s events/activities and for take-away meals with a view to reducing the use of disposable tableware.

Views and Suggestions

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

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