



Environmental Report

2005-06

Hong Kong Export Credit Insurance Corporation

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INTRODUCTION

The Hong Kong Export Credit Insurance Corporation (ECIC) was established by statute in 1966 to encourage and support export trade through the provision of insurance protection for Hong Kong exporters against non-payment risks arising from commercial and political events. Its capital is wholly-owned by the Government of the Hong Kong Special Administrative Region which also guarantees its contingent liability, currently standing at \$15 billion. As at 31 March 2006, the Corporation had an establishment of 82.

ENVIRONMENTAL POLICY

We support the Government's policy to protect our living environment and its objective to achieve sustainable development of Hong Kong.

We are committed to ensuring that the Corporation's operations conform to environmental protection principles and are conducted in an environmentally responsible manner. ECIC is an environmentally responsible organization which

- cherishes the benefits of a healthy living environment;
- recognizes the importance of reducing pollution and waste; and
- preserves common resources.

ENVIRONMENTAL OBJECTIVES

We act consciously in promoting "paperless office", minimizing waste, conserving energy, and reinforcing staff awareness and participation in conserving the environment.

ENVIRONMENTAL MEASURES ADOPTED

During the year, we have adopted various green office practices :

I. Paperless Office

We promote the “paperless office” concept by:

1. E-commerce Development

1) Electronic Document Management System : EC-WISE

- EC-WISE is an effective system to capture, store and route all incoming, outgoing and internal documents.
- Currently, the majority of the incoming and outgoing documents are received and sent by electronic means such as email and Rightfax. Hardcopy documents are scanned and stored into an image format for more effective information retrieval and sharing.
- The launch of EC-WISE has resulted in significant reduction in creation of paper files and storage of paper documents. Paper files will only be created and kept on a need basis.
- In 2005-06, over 16,000 files were created, physical files accounted for less than 2%.

2) Workflow System

- The Corporation has developed workflow systems for underwriting, claims, budgetary control and general ledger processing. These systems have replaced paper-laden operations and reduced paper consumption.

3) E-commerce Platform: EC-link

- EC-link is an effective online platform for policyholders and banks to obtain cover, manage their policies and exchange documents and information with the Corporation. 91% of policyholders actively utilise the system to manage their policies and submit delcarations; 97% of exporters utilise the system to submit proposals.
- Apart from policyholders, EC-link online service has been further extended to credit agencies.
- The launch of EC-link has largely reduced paper consumption of the Corporation.

4) Website

- Over the past few years, we have been uploading our publications, such as “Annual Report”, quarterly magazine “Compass” and

“Policy Operation Guide” to the Internet, thereby leading to reduction of printing hardcopies.

- We also post Christmas greetings on the website and send them out through email, instead of sending paper cards.

5) Intranet

- The Intranet serves as an efficient channel to disseminate internal circulars, guidelines and information, this has also resulted in reduction of printing copies.
- An electronic memo pad has been uploaded to the Intranet for staff to record simple phone message.
- Staff can use electronic forms available on the Intranet to apply for leave, to reserve meeting rooms and to book the corporation car.

6) Email

- We inform policyholders of the Corporation’s annual results through email, instead of sending hardcopies.

II. Minimisation of Paper Consumption

Apart from the above electronic means in reducing paper consumption, we also try to minimise the use of paper by various means:

1. Use both sides of paper

- 1) Using double-sided printing and copying. Some printers are replaced during the year to allow double-sided and multi-page printing.
- 2) Using paper printed on one side for drafting and copying.

2. Reduce the use of paper and paper products by:

- 1) Encouraging the reuse of envelopes.
- 2) Providing re-use and recycle bins to collect papers.
- 3) Re-using boxes from suppliers for storing materials.

3. Reduce the use of paper towel by:

- 1) Installing powerful handdryers in toilets.

III. Energy Conservation

We have adopted measures to conserve the use of energy:

1. Lighting

- 1) Using energy-saving fluorescent lights.
- 2) Switching on only half of the lights in corridors during office hours, and only operate them when they are needed.
- 3) Keeping the lights on to the minimum if there are staff remaining working after office hours.
- 4) Reminding staff to switch off the lights as soon as any area becomes unoccupied.

2. Air-conditioning

- 1) Reminding staff from time to time to turn off air-conditioning in public, meeting rooms as well as office areas wherever possible.
- 2) Adjusting upwards the temperature of the air-conditioning and maintaining the indoor temperature between 23°C to 25°C.
- 3) Cleaning the air ducts on a regular basis.
- 4) Arranging regular and proper maintenance on the air-conditioning system.

3. Office equipment and appliances

- 1) Reminding staff to switch off electrical equipment and appliances such as photocopiers, shredding machines, printers, etc. when they are not in use.
- 2) Advising staff to switch off computer monitors during lunch hour.

IV. Water Conservation

We conserve the use of water by:

- 1) Installing automatic water faucets in toilets;
- 2) Reminding staff to turn off water taps completely and report any leakage once discovered; and
- 3) Posting signs near water taps to remind staff to save water.

IV. Waste Recycling

Apart from reducing waste, we have also implemented measures to recycle waste by:

1. Collecting waste papers for recycling

- 1) Reminding staff to separate waste papers from other kinds of waste. Classified boxes for paper collection are provided in public areas to collect papers which cannot be reused; and
- 2) Reminding cleaning contractors to dispose of waste papers separately from other kinds of waste.

2. Collecting printer cartridges for recycling

- 1) Returning used fax toners/laser printer toners to suppliers for recycling.

V. Indoor Air Quality

We curb indoor air pollution by:

- 1) Maintaining a non-smoking office;
- 2) Cleaning carpets regularly;
- 3) Cleaning the air ducts, filters and cooling coils in air conditioning systems regularly;
- 4) Cleaning telephones and computers regularly;
- 5) Placing air purifiers in the conference rooms;
- 6) Opening exit windows regularly to maintain fresh air flow; and
- 7) Placing plantings and greenery in the office to improve office environment.

ENVIRONMENTAL PERFORMANCE

In 2005-06, the consumption of papers, envelopes and electricity are summarised below:

	Unit	Consumption 2005-06	Consumption 2004-05	% change	Target 2005-06
A4 paper	Ream	1,153	1,200	-4%	-1%
Envelope	No.	53,800	69,000	-22%	-9%
Electricity	Unit	269,940	266,930	+1%	-1%

Through the concerted efforts of staff, the Corporation achieved a 4% decrease in A4 paper consumption and 22% decrease in envelope consumption in 2005-06.

However, the electricity consumption increased by 1% mainly due to more IT system maintenance work on holidays in the first & second quarters of 2005-06. The electricity consumption decreased in the second half of the year.

TARGETS FOR 2006-07

We will strengthen control over energy consumption and strive for continuous improvements to the Corporation's environmental performance through green management initiatives.

- A further reduction in paper consumption by 1%;
- maintain current envelope consumption;
- A reduction of 1% in electricity consumption;
- Enhance staff awareness and encourage staff participation in environmental protection activities; and
- Regular monitor and review the Corporation's energy consumption.
- Use of CD-ROMs for annual report

COMMENTS

Your feedback would be useful for further improving our environmental management in the coming years. If you have any comments or suggestions, please feel free to write to us.

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For staff, please make use of the online "Suggestion Box" on the Intranet to raise your ideas on how we can improve further.