

## **Finance Division**

<b>Objectives</b>	<b>Target</b>
<b>Resource Use</b>	
<i>General, Office &amp; System Management</i>	<p>Continue Livelink Document Management system implementation (target to be completed by Q4/2002)</p> <p>Continue to purchase computer equipment e.g. desktop PC under green procurement guidelines (For information, around 600 desktop PC was purchased in 2001 and similar figure is expected in 2002)</p> <p>Continue to exercise the recycle programme of PC equipment and target to re-use PC equipment by 30% (For information, in year 2001, out of 761 replaced PC equipment, 142 was re-deployed or donated. Re-use rate is 19%)</p>
<i>Company Reporting</i>	<p>Within the boundaries of the relevant legislation governing Company Reporting, examine ways to reduce the printing of Company reports and circulars.</p>
<b>Waste Minimisation</b>	
<i>Logistic &amp; Material Management</i>	<p>Ensure 100% compliance with the EPD regulations on Chemical Waste disposal and handling</p> <p>Ensure 100% use of pollution-free mechanical handling equipment</p> <p>Ensure 100% use of lead free gasoline road vehicles. Target to replace one Goods Van in 2002</p> <p>Ensure 100% fitting of particulate removal device to pre-euro diesel road vehicles</p> <p>Electronic Requisition System – Design an electronic requisition system for new stock items to replace the existing paper requisition</p>
<b>Environmental Education &amp; Training</b>	
<i>Increase Environmental Awareness</i>	<p>Help to provide computer terminal for roving display of environmental promotion</p> <p>Continue the environmental working group to manage and monitor the progress of environmental targets on regular basis</p>
<b>Others</b>	
<i>Green Accounting</i>	<p>Complete pilot project on estimating environmental spending at Kowloon Bay Depot</p>