

# THE CHINESE UNIVERSITY OF HONG KONG

## Green Office Programme (GO!)

### About 'GO!'

1. The Chinese University of Hong Kong (CUHK) is committed to sustainable practices and the enhancement of campus environmental quality, and has pledged in its Campus Master Plan to reduce greenhouse gas (GHG) emissions by at least 20% per capita by 2025 (from the campus base figure of 2005).
2. Over the years, CUHK has developed various environment-related policies and taken numerous initiatives and measures to green its operations and buildings, winning a handful of awards for its green achievements. Taking these initiatives one step further, the University launched the first ever Green Office Programme (GO!) among the local tertiary and school sectors in 2012. GO! serves as a platform for the University to promote, support and acknowledge green practices of its offices.
3. The implementation of 'GO!' is divided into three phases: In Phase 1 (2012), a total of 66 offices joined GO! This includes all offices of the senior management and the nine colleges, and majority of the administrative units (representing 90% of the target units) as well as seven student bodies. It is considered that Phase 1 of 'GO!' was successfully launched to the target units and has been effective in promoting and encouraging the uptake of green practices in the workplace when over 96% of the participating offices have done more than required and taken out 24 or more action items on the 'GO! Checklist'. A list of the 'GO!' offices can be viewed at the 'GO!' website: <http://www.cuhk.edu.hk/cpsa/go!/list.html>

Academic and research units will be invited to join 'GO!' in Phase 2 (2013) and a new action item, the 'Sustainability Pledge', will be unveiled at the start of the next academic year to engage individual staff and student for various good practices and be our green champions. In Phase 3 (2014), participation in GO! by all University offices will be made compulsory.

4. With the engagement and involvement of individual offices and their members in the programme, 'GO!' is expected to gradually bring about cultural and behavioral changes on campus, which will not only reduce our carbon footprint but also enhance our green efforts and make them self-sustaining.

### Objectives of 'GO!'

5. Small steps when taken collectively can make a big difference. The objectives of 'GO!' are:
  - To increase the awareness of all members of the University towards sustainability issues;
  - To encourage and engage all CUHK offices in building a sustainable campus;
  - To recognize the green efforts of the offices and their members in building a sustainable future for CUHK, society and the globe; and
  - To bring about cultural and behavioral changes in the long run to sustain the green efforts and a green campus.

### The 'GO!' Checklist and 'GO!' Members' Commitment

6. The core mechanism of 'GO!' is a '[GO! Checklist](#)' (**Attachment A**). It lists 32 easy-to-fulfil green action items (originally 38 action items in Phase 1) that CUHK members can take to make their offices greener. They are grouped into the following four focus areas:

- Energy Conservation
- Waste Reduction
- Green Purchasing
- Awareness and Engagement

**Members of a 'GO!' office commit to:**

- (i) Review the '[GO! Checklist](#)' and work together to complete as many of the actions as possible.
- (ii) Undertake at least one-half of the action items (out of a total of 32) in the '[GO! Checklist](#)';
- (iii) Undertake 13 'required actions' (items marked with a checked box '☑') in the '[GO! Checklist](#)', and  
*Note: this is optional for student bodies, i.e. no items are regarded as 'required actions' for student bodies, in order to allow more flexibility for student bodies in devising their action plan.*
- (iv) Complete the '[GO! Checklist](#)' (e-version) once every year in December, check the items successfully undertaken by the office, and submit the completed checklist online.

**Launch and Implementation**

7. 'GO!' will be implemented in three phases, with voluntary participation from offices in the first two phases, with the ultimate goal of engaging all offices at the University. According to the '[Medium-term Sustainability Targets](#)' approved by the Administrative and Planning Committee in April 2012, participation in 'GO!' will be compulsory for all University offices in 2014. Individual staff and students will also be engaged as green champions under 'GO!' as part of Phase 2 implementation plan.

Phase	Participating Offices	Launch Ceremony	Submission of Checklist
I	University management, colleges, administrative and service units, and student bodies	May 2012	Every December (starting from 2012)
II	Academic and research units	March 2013	Every December (starting from 2013)
III	Compulsory participation by all University offices	TBD	Every December (starting from 2014)

8. CUHK offices can join 'GO!' by:
- **New members:** Simply reply to the invitation email, or register by clicking the purple 'Register to become a member of GO!' button at the 'GO!' website:  
<http://www.cuhk.edu.hk/cpsgo/go!/>.
  - **Offices that joined 'GO!' in Phase 1:** Offices that have submitted the 'GO! Checklist' once need not re-register but may simply review the '[GO! Checklist](#)' and commit to fulfilling as many of the actions as possible, starting from the day after submission of the last checklist, and submit a new checklist the coming December.

## Acknowledgement of Commitment and Achievement

9. The Vice-Chancellor will sign to acknowledge the '[GO! Charter](#)' (**Attachment B**) of each participating office.
10. After joining 'GO!', the participating office:
  - (a) is encouraged to display in its office area the signed 'GO! Charter' to showcase its green commitment;
  - (b) may put up the 'GO!' logo below on its website, and use it for emails, other correspondences and publications to spread the green message; and



- (c) will be acknowledged on relevant university websites and official publications in recognition of their green commitment as a socially responsible office.
11. Any participating office that has fulfilled the requirements of 'GO!' by completing at least one-half of the action items (including all required actions) in the '[GO! Checklist](#)' at the end of each year will:
  - (a) be acknowledged on relevant university websites and official publications;
  - (b) be provided an e-seal to acknowledge their good work and for display on offices' website and publications; and
  - (c) be invited to a BYOC ('Bring Your Own Cup') party in February/ March, where drinks and snacks are provided and members from different offices can get together to share experiences and best practices in greening their offices.

## Compliance and Monitoring

12. 'GO!' aims to bring about cultural and behavioural change. It is meant to be an incentive scheme. Participating offices are encouraged to honour their commitment and monitor their own progress.
13. The head of the participating office is expected to encourage input and participation from all members of the office, and support them in their efforts to promote, facilitate and monitor the implementation of 'GO!' within the office.
14. One or more office members may be nominated by the head of the office as Contact Person(s) to assist with the implementation and monitoring of 'GO!', who, for instance, may send friendly reminders to office members from time to time to promote compliance.

## Resources for 'GO!'

15. A '[Resources for GO!](#)' page is included in the '[GO! website](#)', to provide useful information to support and facilitate participating offices in fulfilling their commitments, such as:
- energy policy and advice for energy-saving opportunities
  - waste management policy (reduction, reuse, recycling, recovery) and waste separation information
  - green purchasing policy and guidelines
  - other useful posters, tips, guides and newsletters

### **The Way Forward**

16. Sustainability is a lasting trend, requiring concerted commitment and continuous effort. The University looks forward to the support of all CUHK offices in building a greener campus and making 'GO!' a success. To enhance its effectiveness, 'GO!' will be regularly reviewed. Any feedback from participating offices, and the university community at large, will help improve the Green Office Programme and, ultimately, make a difference at CUHK.

**Enquiries and Suggestions:**

Campus Planning and Sustainability Office (CPSO) Email: [GO@cuhk.edu.hk](mailto:GO@cuhk.edu.hk); Telephone: 3943 3924

**Attachment A****Members of 'GO!' pledge to:**

1. Undertake at least **one-half** of the action items in the 'GO! Checklist';
2. Undertake 13 **required actions** (items marked with a checked box '☑') in the 'GO! Checklist', and  
(Note: this is optional for student bodies, i.e. no items are regarded as 'required actions' for student bodies, in order to allow more flexibility for student bodies in devising their action plan.)
3. Complete the 'GO! Checklist' (e-version) once every year in December, check the items successfully undertaken by the office, and **submit the completed checklist online**.

**Support and Resources**

Relevant tips, guides and contacts that facilitate offices to fulfill the items in the checklist are provided in '[Resources for GO!](#)' on the '[GO!](#)' website.

**The 'GO! Checklist'**

**Note:** Based on feedback received from 'GO!' Phase 1 members and also new developments/policies at the University, some revisions/updates have been made to the Phase 1 checklist and a number of new items have been added:

- Items marked with '**NEW**' are new action items.
- Items marked with '\*' are items from the Phase 1 checklist that have been updated/reworded/combined.

**A. Energy Conservation**

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|--|---|
| <input checked="" type="checkbox"/> <b>NEW</b><br><br><input checked="" type="checkbox"/> *<br><br><input checked="" type="checkbox"/> *<br><br><input type="checkbox"/><br><br><input type="checkbox"/> | <ol style="list-style-type: none"> <li>1. We support our office's Energy Warden(s) in their implementation of the University's energy-saving initiatives, e.g. by enabling Energy Wardens to attend training programmes and providing information on the office's equipment to EMO.</li> <li>2. We set our office's/ classroom's air conditioner thermostat temperature to 25.5°C +/- 2°C in the summer. Where appropriate, we open windows for free cooling or use our air conditioners' fan instead of cooling function in the winter.</li> <li>3. We turn off unused electrical equipment whenever we are away from office for classes, long meetings and lunch. Where possible, we unplug equipment like computers, printers and drinking water dispensers before long holidays to save energy consumption in standby mode.</li> <li>4. We enable our computer monitors to <a href="#">turn off automatically</a> after 5 minutes or less of inactivity. Where possible, we lower monitor brightness.</li> <li>5. We have invited <a href="#">EMO staff</a> to visit our office and recommend measures we can take to save energy, and have implemented the measures where applicable.</li> </ol> |
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**B. Waste Reduction**

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|--|---|
| <input checked="" type="checkbox"/> *<br><br><input checked="" type="checkbox"/> *<br><br><input checked="" type="checkbox"/><br><input checked="" type="checkbox"/><br><input checked="" type="checkbox"/><br><br><input checked="" type="checkbox"/><br><br><input type="checkbox"/><br><br><input type="checkbox"/><br><br><input type="checkbox"/> *<br><br><input type="checkbox"/> * | <ol style="list-style-type: none"> <li>6. When unable to avoid printing hard copies, we do <a href="#">double-sided printing</a>/copying or reuse paper that has text on one side, whenever appropriate.</li> <li>7. We try our best to reduce paper use by electronic means, e.g. by making good use of emails, installing an electronic fax system, or by using the <a href="#">electronic document management system (EDMS)</a> for e-filing.</li> <li>8. We send and use e-copies of agenda and minutes for our meetings, whenever possible/appropriate.</li> <li>9. We do not serve water in individual bottles at meetings, seminars, conferences and functions.</li> <li>10. We keep recyclable paper, plastics and metals in separate containers and bring them to a recyclables' collection location regularly. To facilitate efficient waste separation, we have downloaded the '<a href="#">Recycling Tips</a>' poster for posting near waste separation containers in our office.</li> <li>11. If our office needs to dispose of usable furniture, we try to <a href="#">make the furniture available for reuse by other offices using appropriate channels</a>. We also consider acquiring unwanted furniture of other offices prior to buying new furniture for our office.</li> <li>12. When using Microsoft Word or other word processing tools, we reduce paper margins and use smaller font size where appropriate, or <a href="#">set them as the page setup default</a> where applicable.</li> <li>13. For printing drafts and other documents to be circulated within the office, we use a lower printing resolution/Econoprint or Ecoprint mode to save toner. Where applicable, we <a href="#">set it as the default mode</a>.</li> <li>14. We issue newsletters, brochures, handbooks &amp; promotional materials in e-format to minimize the number of hardcopies distributed. Where applicable, we include a message on hardcopies to encourage readers to circulate the printed matters and recycle them after reading.</li> <li>15. Our office subscribes to e-versions of publications (e.g. newsletters) or circulate a minimal number of hardcopies of printed matters in the office.</li> </ol> |
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- ☐ 16. We do not use disposable containers and utensils to service drinks and food in seminars, conferences and functions; and if they must be used, we use eco-friendly or biodegradable ones.
- ☐\* 17. To raise awareness about locations on campus that enable reuse/recycling of misc. resources (glass bottles, old clothes, etc.), we have downloaded and posted the '[Recycling Locations](#)' poster in our office/pantry.
- ☐\* 18. We arrange [appropriate quantity of food for official functions](#) we host and our office's social gatherings to reduce food waste.
- ☐ **NEW** 19. We commit to a 10% reduction in office paper use by end of 2013 and will keep a record of our paper purchase figures for self-monitoring and continuous commitment.

### C. Green Purchasing

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- ☒ 20. We make sure that our purchases comply with the mandatory requirements of the [Green Purchasing Guidelines](#).
- ☒ 21. We use 100% recycled A3 & A4 white paper for our in-house printing and copying. (Please visit Business Office's [centralized tenders page](#) for bulk tender suppliers.)
- ☒\* 22. We will not order shark's fin dishes for official meals and our office's social gatherings.
- ☐ 23. We request printing companies to print our name cards/letterheads/other materials on 100% recycled paper. (Please visit Business Office's [centralized tenders page](#) for bulk tender suppliers and information on green products.)
- ☐\* 24. Apart from the mandatory items in the [Green Purchasing Guidelines](#), we purchase other environmentally-friendly products [Please list at the end of the e-checklist]. Examples include:
  - Refillable pens
  - Mechanical pencils
  - Biodegradable garbage bags
  - Ozone-safe correction pens
  - Eco-friendly dishwashing liquid
  - Environmentally-friendly event souvenirs(Please visit Business Office's [centralized tenders page](#) for bulk tender suppliers and information on green products.)

### D. Awareness and Engagement

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- ☒ 25. We have informed all office members (including any new members) of our participation in 'GO!' and encourage them to support our office's initiatives.
- ☐\* 26. We have nominated one or more office members as [Environmental Sustainability Ambassadors \(ESAs\)](#).
- ☐\* 27. We have circulated the '[Green Matters](#)' e-news flash to all office members.
- ☐ 28. One or more of our office members [has shared tips on environmentally-friendly living](#) with other offices participating in 'GO!' through *Green Matters*.
- ☐ 29. We have recommended 'GO!' to other offices that are not '[GO!](#)' participants yet [please list the names of those offices in 'Additional Information/Comments' at the end of the e-checklist].
- ☐ **NEW** 30. We have read the University's '[Guidelines for Sustainable Event Planning and Management](#)' and taken reference of the green event tips while planning our office's official functions.
- ☐ **NEW** 31. One or more of our office's staff members/ students have taken the 'Sustainability Pledge' (to be launched at the beginning of the 2013/14 academic year).

### E. Other Initiatives

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- ☐ 32. Other environmentally-friendly initiatives [please list at least one such initiative in 'Additional Information/Comments' at the end of the e-checklist].





# Green Office Charter

綠色辦公室約章

*As a member of the Green Office Programme (GO!), our office is committed to engaging all office members in various endeavours to enhance environmental awareness and to build a sustainable campus together.*

作為「綠色辦公室計劃」的成員，我們辦公室全體成員會致力推廣環保意識，並攜手協力共建可持續發展校園。

## OUR PLEDGES 承諾宣言

- 1. Our office will participate in 'GO!' and be a role model for putting sustainability into action.*  
我們願意參與「綠色辦公室計劃」，以身作則，將可持續發展理念付諸行動。
- 2. Our office will complete at least one-half of the action items in the 'GO! Checklist'.*  
我們會履行「綠識辦行動清單」中最少二分之一的環保行動項目。
- 3. Our office will support efforts to promote, facilitate and monitor the implementation of 'GO!' within the office.*  
我們會支持辦公室內有關推動、協助落實及監察「綠色辦公室計劃」的實行。

Granted by Professor Joseph J Y Sung, Vice-Chancellor and President, CUHK  
香港中文大學校長沈祖堯教授頒授



Dated this          day of

年          月          日

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