

THE CHINESE UNIVERSITY OF HONG KONG
UNIVERSITY STEERING COMMITTEE ON ENVIRONMENT

Minutes of the 23rd Meeting of the University Steering Committee on Environment (USCE)
held on **Wednesday, 20 Dec 2006 at 2:30 pm in 1/F Lecture Room, Sino Building.**

Present : Professor K.C. Lam (Chairman)
Professor Michael Hui, Associate Pro-Vice-Chancellor
Professor L.M. Chu, Teacher Representative
Professor K.C. Chau, Teacher Representative
Dr. M.Y. Leung, College Representative
Mr. Benny Tam, Director of Estates Management Office
Mr. Louis Heung, representing Bursar
Mr. Tom Fong, representing Director of Student Affairs Office
Mr. Arthur Ma, representing Director of Campus Development Office
Mr. W.T. Yu, Student Representative
Mr. S.K. Lam (Secretary)
Mr. Jack Yung (Under-Secretary)

In Attendance: Mr. Barry Kwong, representing Business Environment Council
Ms. Rhoda Lam, representing Business Environment Council

The Chairman welcomed Mr. Benny Tam back to the committee as a member. Besides, he noted that the Student Representative Council has approved the resignation of student delegate Mr. H.K. Chao in several university committees including USCE and the new delegate would be appointed later. He thanked Mr. H.K. Chao for his contribution in the past year.

Action

1. Minutes

Some comments were raised in the meeting suggesting revision of the draft [Secretary](#) minutes. In view of the proposed changes, the Chairman decided not to confirm the 21st and 22nd minutes in the meeting. He asked the Secretary to circulate the revised minutes to all members and for later confirmation.

2. Progress of the Sustainability Indicator Study

Phase I

The Chairman welcomed Mr. Barry Kwong and Ms. Rhoda Lam of the Business Environment Council to the meeting to report the progress of the study. The Secretary reported some outstanding issues such as electricity consumption and LPG consumption of staff quarter needed to be resolved in this meeting.

Mr. Barry Kwong gave a brief presentation on the following topics:

- Firstly, he introduced a 3 tier-reporting system: individual office providing raw data; the USEO consolidating the data and the USCE presenting the data.
- Secondly he indicated that Appendix B: Environmental Friendly Products was amended after the discussion with Business Office. The stakeholders' guidelines and IPLD was added and the term "Criteria" was amended to "Basic Features" which were widely accepted and "Additional Features" which could be adopted later.
- Finally, he illustrated the responsible parties of the indicators in the Table 5.12 and presented the outstanding issues for the university to make its own decision.

Mr. Benny Tam stated the monthly data collected by EMO were already publicized under the ISO14001 requirements and it was not necessary to adopt the 3 tier-reporting system. The Chairman opined the system was just a pathway to help the university reporting the data and it would not affect the existing data reporting system of EMO. Prof. Michael Hui agreed there would no contradiction between two systems but a mutual compensation instead.

Electricity Consumption

Mr. Benny Tam opined that the indicators of electricity consumption of canteen and staff quarter were meaningless as those activities were not managed by the university. He suggested the indicator of electricity consumption of academic and administration buildings divided by the number of full-time student (FTE) or campus area (GFA) should be used for benchmarking.

Mr. Louis Heung suggested the electricity consumption data could be divided into 3 parts: the residents, the canteens and the core academic and administrative

activities. He opined the residential and canteen consumption were uncontrollable and self-financed. He suggested that the energy consumption of core academic and administrative activities was the most meaningful and benchmarkable.

LPG Consumption

Mr. Barry Kwong suggested the indicator of LPG consumption was similar to the indicator of electricity consumption. He raised that the total LPG consumption could not be obtained as one of the canteen operators refused to provide the data.

Prof. K.C. Chau suggested that in future, the contract should be written in such a way that the caterers are required to provide these data to the University for reporting. The Chairman agreed new terms should be added during contract renewal but the data of LPG consumption would be left open in the first reporting.

Renewable Energy

Mr. Barry Kwong defined the indicators of Renewable Energy (RE): EN4, EN6 & EN7. Mr. Benny Tam pointed out that there was currently no meter installed to measure how much RE used by the university. Mr. Barry Kwong suggested the data obtained by simple estimation would be acceptable.

Paper Consumption

Mr. Barry Kwong estimated that the Business Office bought 90% A4 paper by bulk purchase. Therefore, he suggested it could project the total paper consumption of the university in case the assumption was clearly stated. The chairman opined this was a reasonable approach to adopt with a note to indicate that not all paper consumption can be accounted under the existing purchase order system.

Green Purchasing

Mr. Barry Kwong stated that the existing policy allowed the individual department to purchase if the amount was under \$10,000-. Therefore, one cannot depend only on Business Office to implement green purchasing. He pointed out that there was no definition of green purchasing in CUHK currently. He opined that it

was very important to define it and limit the scope of CUHK green purchasing so that one could determine what areas or products to be covered and would report the data reasonably.

The Chairman explained the university could consider what should be included in our green purchasing and report such practices with available data and figures. Mr. Louis Heung agreed we should not just make a statement on green purchasing and also needed to give quantified data.

The Chairman suggested and members agreed that while it would not be possible to define precisely the scope of green purchasing in this meeting due to time constraint, the university could embark on initial programs with a view to expand it over time.

Other Issues

Mr. Barry Kwong suggested the data of Potable Water Consumption would be similar to the LPG and Electricity Consumption. He also explained the definition of various indicators.

The Chairman opined that this indicator set had been revised several times and the key issues had been resolved and the broad direction set. He believed that it was high time for next step. After discussion, all members accepted the Sustainable Indicator report in principle and agreed that should issues of implementation arise, they should be dealt with in due course. The meeting endorsed the report and members agreed to initiate Phase II of the Study namely undertaking a sustainability appraisal of CUHK using the indicator set. The data and findings of the indicators would be published in the next Sustainable Report.

The Chairman thanked Mr. Barry Kwong for his contribution in the studies.

(Mr. Barry Kwong and Ms. Rhoda Lam left at 4:00pm.)

Phase II

The Chairman reported that a memo was received on 19 September 06 from AAC

committing a sum of \$300,000 for the afore-mentioned Phase II study. He asked members to consider whether publication of the Sustainable Report should be deferred to next year as there were only six months left for the work, including tendering, the actual appraisal work and publication of the report in mid-2007. He suggested and members agreed to publish an interim environmental and sustainable report in 2007 with the view to produce a full-fledged and comprehensive one in 2008.

Prof. L.M. Chu opined that the expectations of management should be taken into account. Mr. Benny Tam suggested that some data had not been collected and it was impossible to trace back these data. He expected only 60 – 70% of data could be obtained but it was impossible to get data of all these 79 indicators. Prof. L.M. Chu reminded that the data reporting methodology of report 2006 and 2007 should be consistent. Prof. Michael Hui opined the measurement methods should be consistent. Otherwise, it would lose the benchmarking function.

Mr. Louis Heung suggested listing the 79 indicators in report 2006 firstly and then reporting quantitative data in report 2007 after the implementation of Phase II Study. The Chairman opined it was too late just to publish a sustainability report in 2008.

Mr. Louis Heung suggested submitting the Phase I Study Report to AAC for [Chairman](#) comment and to the university communities for consultation. Prof. Michael Hui indicated that while a report should be submitted to AAC as USCE is under AAC, the formal approval was not deemed necessary as he was the bridge between AAC and USCE. The meeting agreed that once the report was amended, USCE would write to AAC drawing her attention to the report and the way forward for Phase II study.

Prof. L.M. Chu asked when would a forum be held and he suggested making it a core programme of Environmental Week. The Secretary opined the public consultation of the Indicator Study would further delay the progress and suggested uploading the information to USCE webpage for publicity instead. Mr. Louis Heung opined not to upload the responsible parties until all tasks were confirmed to avoid any dispute.

With reference to the Phase II Study, the meeting resolved that USEO should proceed the tender specification in January and form a task group to select a

consultant in February. The Secretary suggested the BEC report should be received before the tender drafting and invitation. He also opined June was not necessary the deadline of report publication.

The Chairman suggested the task group including the Secretary, Prof. L.M. Chu, [Secretary](#) Mr. Louis Heung, and himself should be formed to select the consultant for the Phase II Study.

Prof. K.C. Chau asked what would be the name of next report. Mr. Benny Tam suggested that it depended on the content of the report. The Chairman agreed we would decide in May or June next year.

3. UGC Memo to CUHK on Green Management

The Chairman reported VC received a letter from UGC asking CUHK, as well as [Secretary](#) other tertiary institutions, to embark on wide range environmental measures on campus including energy saving and green purchasing. Noting that the letter was forwarded to USCE, Prof. Michael Hui suggested and members agreed that USEO would draft a response letter to UGC on behalf of the VC summarizing the measures already adopted at CUHK. The Chairman asked the Secretary to draft an article.

4. Any Other Business

The Chairman asked members whether or not to arrange the environmental week in 2006. Prof. K.C. Chau opined that it was not necessary to have an Environmental Week every year and suggested that environmental initiatives of new colleges and sustainability would be good themes. Prof. L.M. Chu suggested that the Environmental Week should be orientated toward the students. Besides, the new consultant should be taken part by preparing promotion boards to educate the university communities on sustainability issues.

Mr. Benny Tam opined September and October would be a better time for holding an Environmental Week as the new students could participate. Prof. Michael Hui suggested Walking Campus would be a good theme to promote environmental protection and health. Mr. Benny Tam suggested many activities or issues such as Solar Campus, Solar Garden, energy saving trail and energy saving ambassador

would be adopted for the week.

The Chairman suggested that details of Environmental Week would be finalized in the next meeting.

5. Date of the Next Meeting

The date of the next meeting would be determined in due course.

The meeting was adjourned at 5:10 pm.