

UNIVERSITY STEERING COMMITTEE ON ENVIRONMENT

Minutes of the 2nd Meeting of the University Steering Committee on Environment (USCE) held on Monday, November 27, 2000 at 2:30 p.m. in Room 126, Institute of Chinese Studies

Present : Professor Chan King-ming (Chairman)
Professor Wong Po-keung
Mr. Louis Heung, representing the Bursar
Ms. Joan Wong, representing the Director of Student Affairs
Mr. Vincent Chen
Mr. Benny Tam
Mr. Jonathan H. Amies
Miss Chan Kit-man
Mr. Leung Chi-man

Apologies: Professor Ho Wing-shing John
Professor Lim Wan-fung Bernard
Ms. Amy Yui

In Attendance: Professor Jimmy C.M. Yu
Ms. Amanda Chan
Mr. Jack Yung
Mr. S.S. Tam (Secretary)

1. Welcome

The Chairman WELCOMED Mr. Louis Heung representing the Bursar, Ms. Joan Wong representing DSA, as well as Professor Jimmy C.M. Yu, Ms. Amanda Chan and Mr. Jack Yung, in attendance by invitation in their capacity as Conveners of USCE's Task Force/Action Teams.

2. Minutes

USCE CONFIRMED the minutes of the 1st meeting held on Monday, September 18, 2000.

3. Matters Arising

(a) Orientation Day for 6th Formers

Arising from M4(b)/1, USCE NOTED good publicity work done during the above function, even though the main concern of visitors (mostly students) was on obtaining information for their studies. USCE also OPINED that similar or enhanced arrangements to publicise environmental messages should be made during the University's Open Day.

(b) Annual Environmental Report

Arising from M4(c)/1, USCE NOTED that the University's annual Environmental Report for the year 1999-2000 had been printed, ready for submission to the Government. The Report was coordinated and produced by the University Safety and Environment Office and the University was the first UGC-funded Institution to have done a comprehensive environmental review and audit of the campus and produced a report. The Chairman CONGRATULATED USEO and APPEALED to members to continue to supply USEO, particularly the Environmental Officer, relevant information for preparing future Reports. In this connection, USCE NOTED that the Information and Public Relations Office had been looking into publishing a press release relating to the annual Environmental Report.

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(c) Inter-Institutional Meeting

Arising from M4(c)/1, USCE NOTED that an Inter-Institutional meeting would be held on campus on Friday, December 8, 2000, mainly on waste reduction matters. The Environmental Protection Department would be involved. USCE OPINED that it would be highly desirable to involve more members of the campus community (including students and student bodies) on waste reduction (including construction wastes) and other worthwhile causes.

(d) General Education

Arising from M5/1, USCE HEARD from the Chairman that he had approached the Director of University General Education. It would be necessary for the Departments and Units to propose new courses on environment. Apart from liaising with parties concerned, he would explore the possibility of inviting external guests and experts to hold seminars/forums etc. to promote environmental conservation and protection concepts.

(e) Sub-Committees

Arising from M6/1, the Chairman THANKED the Task Force/Action Teams for their efforts:-

(i) *Task Force to Improve on Environmental Black Spots:-*

The Task Force already started inspection of various sites and issued notes to parties concerned for improvement. USCE NOTED that a lot of work had already been done by CDO on construction wastes but because of many renovation/repartitioning jobs recently some less conscientious parties had to be reminded regularly. USCE OPINED that parties concerned would need to be reminded to adopt environmentally friendly measures, and to keep the campus clean and tidy. If need be, more regular inspections should be conducted.

(ii) *Canteen Hygiene Action Team*

The Canteen Service Officer already CONDUCTED scheduled biweekly inspections of almost all canteens on campus and REPORTED the findings to the Secretaries of the respective Canteen Management Committees for follow-up action. USCE NOTED that in addition to the above pre-arranged inspections, which were useful in helping caterers with advice and facilitation, the various Canteen Management Committees would conduct surprise checks/audits about twice a year. USCE AGREED that a systematic approach such as using a standard audit form with a good checklist on actions/steps taken would provide caterers with a consistent record for checking and follow-up action, and that such form of help-audit would be more functional.

(iii) *Air Pollution Action Team*

USCE AGREED also to include a representative from EMO on the Action Team for operational monitoring. USCE OPINED that apart from looking into indoor air quality, the Action Team should also urge the contractor bus company to ensure good overall improvement to its bus fleet, particularly as diesel oxidation catalyst converters had already been installed on all University-owned buses to reduce smoky emission.

Knowing that it was the time of examination and student bodies' change of office-bearers, USCE nevertheless REQUESTED the student representatives to recommend/send their delegates to the above Task Force/Action Teams to strengthen their work.

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4. Environmental Week

(a) USCE NOTED that there would be major functions coming up in early February 2001, in

connection with EMO's joint seminar with EPD. The Vice-Chancellor INDICATED that he would be available on February 7, 2001 to officiate at a ceremony relating thereto, including a tree-planting initiative.

- (b) The Chairman MENTIONED that the Chairman of the Steering Committee on Health Promotion on the Campus had suggested the possibility to join together to make the function a Health and Environmental Programme.
- (c) USCE DELIBERATED on the pros and cons, as well as the time factor, of combining Environment and Health in the same event, both being important and worthwhile causes, particularly on whether the organisation would be too difficult because of shortage of time. USCE OPINED that it would be better and more effective to focus on the Environmental Week only this time, as this would already involve a lot of organisation and coordination work.
- (d) USCE HEARD from the Director, EMO that there would be 2 seminars/workshops with EPD, most likely on February 2 and 9, 2001. USCE IDENTIFIED initially that the following programmes should be the main features of the Environmental Week:-
 - (i) Tree-planting Ceremony to be officiated by the Vice-Chancellor;
 - (ii) seminars/workshops on waste reduction and energy conservation;
 - (iii) talks, visits and possibly exhibitions involving environmental celebrities;
 - (iv) competition on waste reduction and energy conservation.
- (e) USCE APPOINTED the following Organising Committee to prepare for the Environmental Week:-

Chairman:	Professor Chan King-ming
Members:	Professor Ho Wing-shing John Professor Wong Po-keung Professor Jimmy C.M. Yu Director of Student Affairs or her representative Director, Estates Management Office or his representative Director of Information and Public Relations or her representative Director of University General Education or his representative Environmental Officer 1 to 2 student representatives 1 student representative from the Environmental Science Programme
Secretary:	Mr. S.S. Tam

The Organising Committee should hold its first meeting in December 2000.

- (f) USCE AGREED that the best strategy would be to promote the idea of every day being an environmental day so that environmental protection would be internalised as part of our daily life.

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5. Work strategy in the coming year

USCE NOTED the importance of setting objectives, with long-term plans and a focused direction, so that the momentum could be sustained. USCE AGREED to assess feedbacks from the various Task Force/Action Teams to plan its strategy, and eventually to propose/recommend

policies and guidelines on environmental issues for the campus community to follow. USCE also PLACED great importance on the future annual Environmental Reports.

6. Date of Next Meeting

USCE DECIDED to hold its next meeting on Monday, March 5, 2001 at 2:30 p.m. to

- (a) review the performance in the Environmental Week;
- (b) receive reports from the Task Force/Action Teams;
- (c) discuss the main contents of the annual Environmental Report for the year 2000-2001;
- (d) plan the strategy ahead; and
- (e) review the funding situation and requests, if applicable.

The meeting was adjourned at 4:45 p.m.