

**Commerce and Industry Branch**  
**Commerce, Industry and Technology Bureau**

**Environmental Report April 2003 - March 2004**

**Introduction**

This report sets out the environmental policy, commitments and progress of green management measures taken by the Commerce and Industry Branch of the Commerce, Industry and Technology Bureau for the period from April 2003 to March 2004.

The Commerce and Industry Branch of the Commerce, Industry and Technology Bureau is responsible for the formulation and co-ordination of policies and strategies in relation to Hong Kong's external commercial relations, inward investment promotion and intellectual property protection. It also oversees the development of policies and programmes for the industrial and trade sectors, as well as small and medium enterprises. The Branch is also responsible for the housekeeping matters of the executive departments, namely the Trade and Industry Department, the Invest Hong Kong and the Intellectual Property Department. It is also supported by a network of Economic and Trade Offices outside Hong Kong.

The Branch currently operates in leased premises in One Pacific Place, Queensway, occupying a total floor area of 1,923 m<sup>2</sup> with 115 staff as at 31.3.2004. The executive departments under its purview and the 11 Economic and Trade Offices operate independently in separate premises.

**Our Environmental Policy**

The Branch fully supports the Government's commitment to conserve energy use for sustainable development. This policy is shared by our executive departments which implement their own green measures and publish their respective environmental reports.

The work of the Commerce and Industry Branch is entirely office-based. We are committed to providing a green office environment in the workplace and to ensuring that our operation is conducted in an environmentally conscious and responsible manner.

## **Our Green Measures**

In working towards a better and healthier future, we strive to protect and conserve the environment through –

- Adopting technologies and green housekeeping measures for the minimisation of waste and paper use, energy conservation and waste recovery.
- Promoting waste reduction, reuse and recycling of resources on an on-going basis.
- Publicizing our environmental policy and encouraging staff participation in environmental protection activities.

The green measures taken in 2003-04 and our achievements are set out below:

### **(I) Energy Conservation**

#### **(a) Air conditioning**

The landlord of our leased premises has pre-set the building's central AC system to 24°C in summer and 22.5°C in winter for offices. These temperature settings are acceptable from the environmental protection point of view. Restricted by the infrastructure, we are unable to adjust the temperature of individual work areas or take more proactive measures to reduce energy use through management of the AC system. However, we have adopted prudence in the provision of AC after standard supply hours. In 2003-04, additional AC requirement has reduced by 11% compared to the year before.

#### **(b) Lighting**

We are already using energy saving electronic ballast for our fluorescent lamps. It is also our ongoing efforts to switch off lights in corridors and common areas after office hours. An inspection system is in place to ensure that at least 14% of the lights in our office are switched off after 6:00 p.m. on weekdays and after 12:30 p.m. on Saturdays, and that all lights in store rooms, conference rooms and the server room are switched off when not in use.

#### **(c) Office Equipment**

We have replaced 26 sets of 17" CRT monitors with 15" LCD monitors which consume much less energy in 2003-04. 2 under-utilized fax machines were also disconnected. We will continue to review and trim down the number of office equipment where possible. All computer monitors and photocopiers are equipped with auto switch-off or energy saving function. A formal inspection system is also in place to ensure that office equipment is shut down when not in use after office hours.

Overall, our energy consumption has decreased by 10% from 294,543 kWh in 2002-03 to 264,054 kWh in 2003-04.

## **(II) Paper Consumption**

### **(a) Reduce the use of paper**

- *Computer-aided management system* : An electronic Resource Reservation System is in place for booking of conference rooms, IT equipment and other common facilities.
- *E-communication* : The majority of staff are now very used to using email instead of memo, fax and letters for both external and internal communications. We also send out e-X'mas cards to reduce paper consumption.
- *E-bulletin board* : We are making more use of e-bulletin boards for circulation of information to replace the hardcopies. There are totally 16 e-bulletin boards in our Branch's LAN system for the shared use of the Trade and Industry Department, Intellectual Property Department, Information Services Department, Invest HK and the 11 HK Economic and Trade Offices.
- *Double side printing* : We have installed duplex unit for 3 more network printers in 2003-04 to enable printing on both sides. A total of 4 network printers are equipped with this function.
- *Re-use of paper* : An internal circular has been issued to remind staff of the need to use re-used or recycled paper for drafting, printing of file records and photocopying of news clippings, etc. Staff are also encouraged to re-use old envelopes and file jackets and the general consumption is reduced by 5%.
- *Reduce use of paper cups and plastic bottles* : The use of paper cups and plastic bottles is kept to the minimum. Only one water dispenser in the reception area is provided with paper cups for visitors. If there is a need to provide bottled water at meetings occasionally for expediency, the plastic bottles will be collected after use for recycling.

### **(b) Reduce demand for printed publications**

In 2003-04, we have further trimmed newspaper subscription from 14 to 12 copies, and from 6 to 3 copies for magazines. In addition, we have further reduced the number of government printed publications for staff distribution by 6.5% from 12,359 to 11,559 copies.

Overall, our paper consumption has reduced by 15% from 2,030 reams in 2002-03 to 1,726 reams in 2003-04.

**(III) Waste Management**

We have joined the Waste Paper Recycling Scheme operated by the building management. From April 2003 to March 2004, we have collected a total of 11,144 kg of waste paper for recycling. All used printer cartridges are also collected for recycling. We shall continue to support these green efforts in the years to come.

**(IV) Green Procurement**

We continue to procure recycled printer cartridges. At present, 85% of the printer cartridges used are recycled products.

**Feedback and Enquiries**

Enquiries to this report can be addressed to this Branch through either email at <mailto:cibenq@citb.gov.hk> or by telephone at 29187510.

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