

Commerce and Industry Branch
Commerce, Industry and Technology Bureau

Environmental Report
for the Period from April 2004 to March 2005

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 2004 to March 2005.

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. There are three executive departments under the Branch, namely Trade and Industry Department, Invest Hong Kong and Intellectual Property Department. The Branch is also supported by a network of 11 Economic and Trade Offices operating outside Hong Kong.

The Branch currently operates in leased premises in One Pacific Place, Queensway, occupying a total floor area of 1,860.4 m² with 99 staff as at 31.3.2005. The executive departments and the Economic and Trade Offices under its purview operate independently in separate premises.

Our Environmental Policy

The Branch fully supports the Government's commitment to conserve energy 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 2004-05 and our achievements are set out below:

(I) Energy Conservation

(a) Air Conditioning

The landlord of our leased premises pre-sets 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. Nevertheless, we exercise prudence in the provision of AC after standard supply hours and additional AC requirement in 2004-05 reduced by 10.7% as compared to 2003-04.

(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

In 2004-05, we replaced 6 sets of 17" CRT monitors with 15" LCD monitors which consume much less energy. We also disposed of a fax machine which was underutilised. We will continue to review and trim down the number of office equipment where possible. All our 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 decreased by 9.7% from 264,054 kWh in 2003-04 to 238,442 kWh in 2004-05.

(II) Paper Consumption

We continue to reduce paper consumption through the following means:

- *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 sent out e-X'mas cards to reduce paper consumption.
- *E-bulletin boards* : We are making more use of e-bulletin boards for circulation of information to replace the hardcopies. There are altogether 16 e-bulletin boards in our Branch's LAN system for shared use by Trade and Industry Department, Intellectual Property Department, Information Services Department, Invest HK and the 11 Economic and Trade Offices.
- *Double side printing* : We have 4 network printers which are equipped with duplex function to enable printing on both sides.
- *Re-use of paper* : Staff are reminded by means of internal circulars to use re-used or recycled paper for drafting, printing of file records and photocopying of news clippings, and to re-use envelopes and file jackets as far as possible.
- *Reduced 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. When bottled water is provided at meetings occasionally for expediency, the plastic bottles are collected after use for recycling.

Overall, our paper consumption reduced by 18% from 1,726 reams in 2003-04 to 1,416 reams in 2004-05.

(III) Waste Management

From April 2004 to March 2005, we collected a total of 12,655 kg of waste paper for recycling. All used printer cartridges and about 50 used CDs were also collected for recycling.

(IV) Green Procurement

We continue to procure recycled printer cartridges as far as possible. At present, 85% of the printer cartridges used are recycled products. With sustained efforts and growing staff awareness on environmental protection, we are able to achieve continued savings on energy conservation and paper consumption. The savings are also partly attributed to slight reduction in office space and staff number arising from the transfer of one Division to the Financial Secretary Office during the year. We will continue our efforts to protect the environment through green management practice in the Branch.

Feedback and Enquiries

Enquiries on 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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