

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

**Environmental Report  
for the Period from April 2005 to March 2006**

**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 2005 to March 2006.

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<sup>Note</sup>.

The Branch currently operates in leased premises in One Pacific Place, Queensway, occupying a total floor area of 1,860.4 m<sup>2</sup> with 99 staff as at 31 March 2006. 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.

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<sup>Note</sup> The Hong Kong Economic and Trade Office in Guangdong has been put under the purview of the Constitutional Affairs Bureau with effect from 1 April 2006.

## **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 minimization of waste and paper use, energy conservation and waste recovery.
- Promoting waste reduction, re-use 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 2005-06 and our achievements are set out below:

### *(A) Energy Conservation*

#### *(i) Air Conditioning*

In support of Government's initiative to set the air conditioning temperature at 25.5 °C in the summer months in order to reduce energy consumption, we have taken positive actions to sort out technical issues on the central air conditioning system with the building management. Appropriate adjustment to the air conditioning system was made and the average temperature in our leased office premises is now maintained at 25.5 °C. We will also continue to exercise prudence in the provision of air conditioning after standard supply hours in order to conserve energy.

#### *(ii) Lighting*

We are using energy saving electronic ballast for all our fluorescent lamps. It is also our ongoing effort 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.

#### *(iii) Office Equipment*

All the CRT computer monitors have been replaced with LCD monitors which consume much less energy. We will continue to review and reduce the number of office equipment where possible. 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.

In general, there is a slight increase of 4% in our energy consumption from 238,442 kWh in 2004-05 to 247,992 kWh in 2005-06 due to overtime work by staff in the course of the year. Nevertheless, we have achieved an overall reduction of 16% in energy consumption in three years' time when compared to the consumption level of 294,543 kWh in 2002-03.

*(B) Paper Consumption*

We continue to reduce paper consumption through the following means:

- (i) Computer-aided management system : An electronic Resource Reservation System is in place for booking of conference rooms, IT equipment and other common facilities.
- (ii) E-communication : The majority of staff use 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.
- (iii) E-bulletin boards : E-bulletin boards are used for the dissemination of information to replace the hard copies. There are altogether 16 e-bulletin boards in our Branch's LAN system for shared use by Trade and Industry Department, Intellectual Property Department, Invest HK, Information Services Department, and the 11 Economic and Trade Offices.
- (iv) Double side printing : We use network printers which are equipped with duplex function to enable printing on both sides.
- (v) Re-use of paper : Re-used paper or recycled paper are used for drafting, printing of file records and photocopying of news clippings. Envelopes and file jackets are also re-used as far as possible.
- (vi) 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 has reduced by 13% from 1,416 reams in 2004-05 to 1,231 reams in 2005-06. When compared with the consumption level of 2,030 reams in 2002-03, there is a substantial reduction of 39% in paper consumption.

*(C) Waste Management*

From April 2005 to March 2006, we collected a total of 11,475 kg of waste paper for recycling. All used printer cartridges were also collected for recycling.

*(D) Green Procurement*

We continue to use recycled printer cartridges for our printers as far as possible. At present, 85% of the printer cartridges used are recycled products.

*(E) Pollution Prevention*

Unleaded fuel is used for our departmental cars and our drivers will switch off the vehicle engines while waiting. There is regular inspection to ensure compliance of the latter.

## **Conclusion**

There is increased staff awareness of environmental protection. We will continue our endeavour to protect and improve the environment through green management practices in the Branch. We shall closely monitor our environmental performance on paper consumption and the use of green products, and where applicable take advantage of new technologies to help preserve nature as well as improve efficiency.

## **Feedback and Enquiries**

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