

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

**Environmental Report**  
**for the Period from April 2006 to March 2007**

**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 2006 to March 2007.

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 10 overseas Economic and Trade Offices.

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 2007. 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 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 2006-07 and our achievements are set out below -

### *(A) Energy Conservation*

#### *(i) Air Conditioning*

We have continued to maintain the average office temperature at 25.5 ° C during summer months in support of Government's initiative to conserve energy. We also exercise great prudence in the provision of air conditioning after standard supply hours which is only arranged on rare occasions under very special circumstances.

#### *(ii) Lighting*

We are using energy saving electronic ballast for all of 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 the lights in all common areas are switched off after 6:00 p.m. The lights in store rooms, conference rooms and the server room are always switched off when not in use.

#### *(iii) Office Equipment*

We have been using LCD computer monitors instead of CRT monitors to help reduce energy consumption. We will continue to review and reduce the number of office equipment where possible. Our computer monitors, printers 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 addition, we are going to install timer switches on some office equipment to help reduce energy consumption.

In general, there is an increase of 7% in our energy consumption from 247,992 kWh in 2005-06 to 266,691 kWh in 2006-07 due to overtime work by staff, increase in in-house printing work due to the growing workload and a number of major exercises undertaken during the year, and the installation of additional servers which require air conditioning round the clock to meet operational and new service needs.

*(B) Paper Consumption*

We introduced and advocated the use of recycled paper in August 2006 to help protect the environment. With the support of all staff, a total of 660 reams of recycled paper (34% of total paper consumption) were used during the year. The following measures were also taken to help reduce paper consumption -

- (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.
- (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 10 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 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.

The overall paper consumption in 2006-07 has increased by 58% from 1,231 reams in 2005-06 to 1,954 reams in 2006-07. The increase was mainly attributable to the growing workload and a number of major exercises undertaken during the year, including the Election Committee Subsector Elections, the public consultation exercise on Copyright Ordinance, and the Assistant Trade Officer recruitment exercise.

*(C) Waste Management*

From April 2006 to March 2007, we collected a total of 7,950 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, 97% of the printer cartridges used are recycled products. We will also introduce the use of degradable plastic bags for our garbage bins to help conserve the environment.

*(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**

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 energy and 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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