

**Commerce, Industry and Tourism Branch
Commerce and Economic Development Bureau**

**Environmental Report
for the Period from April 2007 to March 2008**

Introduction

This Report sets out the environmental policy, commitments and progress of green management measures taken by the Commerce, Industry and Tourism Branch of the Commerce and Economic Development Bureau for the period from April 2007 to March 2008.

As a result of the re-organization of the Government Secretariat in July 2007, the former Commerce and Industry Branch has incorporated the Tourism Commission (TC) and additional policy areas to form the Commerce, Industry and Tourism Branch (CITB). CITB is responsible for the formulation and co-ordination of policies and strategies in relation to Hong Kong's external commercial relations, inward investment promotion, tourism and intellectual property protection, consumer protection and competition. It also oversees the development of policies and programmes for the industrial and trade sectors, as well as small and medium enterprises. There are five departments under CITB, namely the Trade and Industry Department, the Invest Hong Kong, the Intellectual Property Department, the Post Office and the Hong Kong Observatory. CITB is also supported by a network of ten overseas Economic and Trade Offices.

CITB presently operates at three different office locations with a total strength of 185 as at 31 March 2008. The CITB headquarters office occupies leased premises at One Pacific Place, Queensway. TC's main office is located at the Central Government Offices East Wing¹ and its sub-office, the Travel Agents Registry (TAR), at Hopewell Centre. The five departments and the Economic and Trade Offices under CITB's purview operate independently in separate local and overseas premises.

Our Environmental Policy

CITB fully supports the Government's commitment to conserve energy for sustainable development. This policy is shared by the five departments under CITB. These departments implement their own green measures and publish their respective environmental reports.

¹ Office accommodation at the Central Government Offices (CGO) is under the management of the Administration Wing. Green measures on conserving electricity consumption and waste recycling among offices in CGO is monitored and reported separately by the Administration Wing.

The work of the CITB 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 will continue to strive to protect and conserve the environment through –

- Adopting technologies and green housekeeping measures for energy conservation, paper saving and using environmental friendly products.
- Promoting waste reduction, re-using and recycling resources on an on-going basis.
- Publicizing our environmental policy and encouraging staff participation in environmental protection activities.

The green measures taken in 2007-08 and our achievements are set out below -

(I) Energy Conservation

- (a) **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. Staff are reminded of adopting a more relaxed code of business attire in summer in support of "Dress Down in Summer" promoted by the Civil Service Bureau. We also exercise great prudence in the provision of air conditioning after standard supply hours which are only arranged on rare occasions under very special circumstances. Starting from 2007-08, we require our contractor to regularly cleanse the dust-filters and fan coil units of our air-conditioning system in order to save energy consumption.
- (b) **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 the corridors and common areas after office hours. An inspection system is in place with designated officers assigned on roaster to ensure that the lights in all common areas are switched off after 6:00 p.m. In addition, we affixed saving energy stickers near the switches to remind staff to switch off the lights in store rooms, conference rooms and the server room when not in use.
- (c) **Office Equipment** : We acquire photocopying machine with built-in scanning function when the machine is due for replacement, thus reducing the need to operate separate desktop computer with scanner equipment in the office. We will continue to review office equipment

and adopt energy efficient models whenever practicable. Our computer monitors, printers and photocopiers are all 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.

As far as our leased office accommodation at One Pacific Place and Hopewell Centre is concerned, there was an increase of 7% in our energy consumption from 291,586 kWh in 2006-07 to 313,120 kWh in 2007-08. The corresponding indirect emission of SO₂, NO_x and respirable suspended particulates were 598.1 kg, 363.2 kg and 18.8 kg respectively. The increase was mainly attributable to the increased number of staff in these two offices. In terms of per capita energy consumption, there was a reduction of 4.8% from 2,492 kWh in 2006-07 to 2,372 kWh in 2007-08. Other factors which might contribute to the increase in the overall energy consumption are the more frequent overtime work performed by staff to cope with the general increase in workload, and increased air-conditioning consumption due to the enlarged server room which had been equipped with additional server equipment to cope with the expanded organisation.

(II) Savings on Paper Consumption

We have maintained our efforts to make more use of recycled paper in 2007-08 to help protect the environment. A total of 2,137 reams of recycled paper (amounting to 63.3 % of total paper consumption) were used during 2007-08. This has doubled the level of 33.8% achieved in 2006-07. As in last year, the following measures were maintained to help minimise paper consumption -

- (a) ***Computer-aided facility management system*** : An electronic Resource Reservation System is in place to facilitate booking of conference rooms, IT equipment and other common facilities.
- (b) ***E-communication*** : All staff are provided with e-mail access. Majority of communications, both external and internal, are made through email instead of written memo, fax and letters.
- (c) ***E-bulletin boards*** : E-bulletin boards are used for the dissemination of information to replace hard copies. There are altogether 16 e-bulletin boards in our Branch's LAN system for communication of general information among authorized users in the Trade and Industry Department, Intellectual Property Department, Invest HK, Information Services Department, and the 10 Economic and Trade Offices.
- (d) ***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 convenience, the plastic bottles are collected after use for recycling.

- (e) ***Re-use of paper*** : Used papers are re-used for drafting, printing of file records and photocopying of news clippings. Envelopes and file jackets are also re-used as far as possible.
- (f) ***Double-side printing*** : We use network printers which are equipped with duplex function to encourage printing on both sides.

To further promote double-side printing, we have in 2007-08 started to procure new provision or replacement desk-top printers with double-side printing function.

The overall paper consumption of CITB in 2007-08 is 3,373 reams, which in gross terms represents 72.6% increase over the consumption in 2006-07 when the re-organisation of Government Secretariat had not yet taken place. The increase is mainly the result of the incorporation of TC and new policy areas to CITB. The per capita paper consumption was maintained at 18.2 reams in 2007-08 as compared to 18.3 reams in 2006-07.

(III) Waste Management

From April 2007 to March 2008, we collected a total of 8,866 kg of waste paper for recycling. All used toner cartridges of recyclable models were also collected for recycling.

(IV) Green Procurement

We continue to use recycled toner cartridges for our printers and fax machines as far as possible. At present, 95 % of the toner cartridges used is recycled products. The remaining five percents are used by color network printers or obsolete models of fax machines which cannot support recyclable toner cartridges products for technical reason. We have also continued to use degradable plastic bags for our garbage bins to help conserving the environment.

(V) Pollution Prevention

Unleaded fuel is used for our departmental cars and our drivers always observe the instruction of switching off the vehicle engines while waiting. We conduct surprise inspection to ensure their straight compliance. To reduce the use of departmental vehicles and fuel consumption, we encourage staff to use public transport whenever possible, to combine trips and share the use of pool cars in order to fully utilize each vehicle and journey. We also request motor drivers to drive at a steady speed to avoid sudden braking.

Clean Air Initiatives

To demonstrate the HKSAR Government's commitment in improving the air quality of Hong Kong, the Chief Executive signed the Clean Air Charter on behalf of the HKSAR Government in November 2006. CITB's performance in fulfilling the commitments of the Clean Air Charter is illustrated below: -

| <i>Commitment</i> | <i>Performance</i> |
|--|--|
| (a) Achievement in Attaining World Class Standards | We have observed and complied with all the applicable ordinances and regulations on environmental protection related to our operation during the reporting year. |
| (b) Continuous Emissions Monitors at Significant Sources | The commitment is not applicable to CITB as our operation is mainly office-based which would not generate significant air emissions. |
| (c) Information Publication | We publish our information on energy and fuel consumption in our Controlling Officer's Environmental Report (COER) every year. The COER is uploaded onto our website for access by the public. |
| (d) Enhancing Energy Efficiency | We have enhanced energy efficiency by adopting various energy saving measures in our operation such as setting air-conditioning at 25.5°C, using energy-efficient office equipment, reducing lighting to minimum requirements for illumination, encouraging colleagues to dress casual and smart during summer months, etc. |
| (e) Controlling Air Pollution on High Pollution Days | We have encouraged colleagues to share pool car and use public transport whenever possible, combine trips to maximize the use of departmental vehicles and plan routes to minimize the journey distance and time. We have also reminded our staff to avoid using products with high VOC (Volatile Organic Compounds) content which, according to research, is one of the major reasons for smog formation. |

Commitment

(f) Experience Sharing

Performance

We have participated in briefings and experience sharing workshops hosted by EPD/EMSD to acquire relevant knowledge and new ideas on environmental protection for adoption in our offices. We welcome opinion and feedback on our COER, inviting interested parties to contact us for further information or details. We have also posted green tips on to our bulletin board to enhance colleagues' awareness of green office environment.

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 as well as 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

Suggestions and enquiries on this Report can be addressed to this Branch by the following means :

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