

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

**Environmental Report  
for the Period from April 2008 to March 2009**

**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 2008 to March 2009.

The Commerce, Industry and Tourism Branch (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, 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 eleven overseas Hong Kong Economic and Trade Offices.

CITB presently operates at three different office locations. The CITB headquarters office occupies leased premises at One Pacific Place, Queensway. Tourism Commission (TC)'s main office is located at the Central Government Offices East Wing<sup>1</sup> and its sub-office, the Travel Agents Registry,

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<sup>1</sup> 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.

at Hopewell Centre, Wanchai. The five departments and the Hong Kong 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.

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; and
- publicizing our environmental policy and encouraging staff participation in environmental protection activities.

Having taking various green measures in 2008-09, we have achieved -

**(I) Energy Conservation**

As far as our leased office accommodation at One Pacific Place and Hopewell Centre is concerned we have achieved savings in our electricity consumption by 2.2% (313,120 kWh in 2007-08 to 306,131 kWh in 2008-09). The corresponding indirect emission of SO<sub>2</sub>, NO<sub>X</sub> and respirable suspended particulars were 584.71 kg, 355.11 kg and 18.37 kg respectively.

- (a) ***Air-conditioning*** : During Summer time, we have maintained the average office temperature at 25.5°C . Staff are encouraged to lower window blinds to reduce direct sunlight and dress lightly. Arrangement has been made for cleansing contractor to clean the dust-filters and fan coil units of our air-conditioning system regularly in order to save energy consumption. Air conditioning after standard supply hours are only provided on rare occasions under very special circumstances.
- (b) ***Lighting*** : The use of energy saving electronic ballast for all of our fluorescent lamps has helped save electricity consumption. It is also our ongoing effort to switch off lights in the public areas (e.g. pantries, corridors and common areas) after office hours. Officers are regularly reminded to switch off the lights and desktop computers in their cellular offices when they are out for meetings, lunch and at the end of their workday. In addition, we have affixed saving energy stickers next to the switches as a gentle reminder to staff to switch off the lights that are not in use or before leaving the rooms or workplace.

- (c) ***Office Equipment*** : In 2008/09, we continued to adopt energy efficient models whenever practicable. Six photocopying machines were replaced with built-in scanning function. The 56 computer monitors and printers acquired in the year are all equipped with auto switch-off or energy saving function.

A formal monitoring system has been introduced with designated officers on roster to inspect common areas and workplaces to ensure that all lighting, air conditioners and office equipments are switched off when not in use after office hours.

## ***(II) Savings on Paper Consumption***

The overall paper consumption of CITB in 2008-09 is 3,829 reams, which represents a 13.5% increase over the consumption in 2007-08. The increase is mainly due to the increased workload under CITB policy area and a number of major exercises undertaken during the year, including a major public consultation exercise, development of new tourism projects, government support to Small and Medium Enterprises and the Assistant Trade Officer II recruitment exercise which required the production of hard copies of discussion papers and reports.

Despite the increased paper consumption, we have maintained our efforts to make good use of recycled paper in 2008-09. A total of 2,418 reams of recycled paper (amounting to 63.1% of total paper consumption) were used during 2008-09. In addition, we have also actively promoted/undertaken the following paper savings measures in the office:-

- (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. The majority of communications, both external and internal, are made through email.
- (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 family departments, and the overseas Hong Kong Economic and Trade Offices.
- (d) ***Reduced use of paper cups and plastic bottles*** : The use of paper cups and plastic bottles is always kept at minimum. Bottled water is occasionally provided at meetings for convenience and the plastic bottles will be collected after use for recycling.
- (e) ***Re-use of paper*** : Staff were encouraged to re-use the used papers for drafting, printing or photocopying of file records and news clippings. Envelopes and file jackets are also re-used as far as possible.
- (f) ***Double-side printing*** : We use network printers and desk-top printers which are equipped with duplex function to facilitate printing on both sides.

### ***(III) Waste Management***

We have arranged/placed waste paper collection bags inside the office to separate waste paper from other waste for recycling. From April 2008 to March 2009, we collected a total of 11,954 kg of waste paper for recycling, representing 35% increase over the amount collected in 2007-08.

We also collected all used toner cartridges of recyclable models 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 are 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 used degradable plastic bags for our garbage bins and the recyclable stationery products to help conserving the environment.

***(V) Pollution Prevention***

Unleaded fuel is used for all our departmental cars and drivers are requested to switch off the vehicle engines while waiting and to drive at a steady speed to avoid sudden braking. Staff are also encouraged 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.

**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 information on our energy and fuel consumption in the 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.

***Commitment***

***Performance***

- (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 colleagues to avoid using products with high VOC (Volatile Organic Compounds) content which, according to research, is one of the major reasons for smog formation.

- (f) Experience Sharing

We have participated in the briefings and experience sharing workshops hosted by EPD/EMSD and frequently visited GovHK's theme page on Environment to acquire relevant knowledge and new ideas on environmental protection for adoption in the offices. We welcome opinion and feedback on our COER. 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, 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. We will also strengthen our effort to enhance staff's awareness on energy saving through various internal communication channels e.g. bulletin board, e-mail, notices and publicity posters.

## **Feedback and Enquiries**

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

Telephone : 2918 7510  
Email : [citbenq@cedb.gov.hk](mailto:citbenq@cedb.gov.hk)  
Fax : 2530 2984  
Post : Commerce, Industry and Tourism Branch  
Commerce and Economic Development Bureau  
Level 29, One Pacific Place  
88 Queensway  
Hong Kong

Commerce, Industry and Tourism Branch  
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