

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

**Environmental Report
for the Period from April 2009 to March 2010**

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 2009 to March 2010.

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's main office is located at the Central Government Offices East Wing¹ and its sub-office, the Travel Agents Registry

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.

(TAR), 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.

(I) Energy Conservation

The overall electricity consumption of our leased office accommodation at One Pacific Place and Hopewell Centre has slightly increased by 0.1% (from 306,131 kWh in 2008-09 to 306,563 kWh in 2009-10). The corresponding indirect emission of SO₂, NO_X and respirable suspended particulars were 585.54 kg, 355.61 kg and 18.39 kg respectively. The slight increase in electricity consumption was the result of additional server equipment installed in the Hopewell Centre office for TAR to cope with their computer system operation. If we discount the additional consumption by TAR, the effectiveness of our efforts in achieving energy saving was well demonstrated by the 1.5% (4,720 kWh) saving in energy consumption in the One Pacific Place office. The following green measures have been effectively taken -

- (a) Air-conditioning*** : During Summer time, we maintain the average office temperature at 25.5°C. Colleagues 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 office lighting has helped reduce electricity consumption. We have since July 2009 assigned staff on roaster to switch off all lights in the

public areas (e.g. pantries, corridors and common areas) at the end of each workday. Officers are also 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 energy saving stickers next to the switches as a gentle reminder to staff to switch off the lights and equipment that are not in use or before leaving the rooms or workplace.

- (c) ***Office Equipment and Facilities*** : In 2009-10, we continued to adopt energy efficient models and to minimize the number of office machines whenever practicable. Three photocopying machines were replaced by machines with built-in scanning function. The 53 computer monitors and printers acquired in the year are all equipped with auto switch-off or energy saving function. In September 2009, we also extended the installation of digital timers to all water dispensers and microwave ovens to enable automatic switching off of the appliances after office hours.

To ensure all lighting, electrical appliances and office equipments are properly switched off when not in use after office hours, we have a special inspection team to patrol common areas and workplaces on roster. They would report on any non-compliance cases if spotted.

(II) Savings on Paper Consumption

We have achieved 1.9% saving in the overall paper consumption of CITB in 2009-10 (from 3,829 reams in 2008-09 to 3,755 reams in 2009-10). Of this overall consumption amount, 87% (3,267 reams) was recycled paper, indicating an improvement of over 20% increase in recycled paper usage as

compared with the consumption level in 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 emails.
- (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*** : Colleagues are 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. Colleagues are encouraged to print

multiple pages on a single sheet of paper if possible and to preview documents before printing to avoid abortive printing.

(III) Waste Management

We have arranged/placed waste paper collection bags inside the office to separate waste paper from other waste for recycling. In 2009-10, we collected a total of 7,792 kg of waste paper for recycling. As compared to the 11,954 kg collected in 2008-09, the reduction reflects to a certain extent our effort in consuming less paper. 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 for color network printers which cannot support recyclable toner cartridges products for technical reason. In addition, we also use degradable plastic bags for garbage bins and recyclable stationery products to help conserving the environment.

(V) Pollution Prevention

Unleaded fuel is used for all our departmental cars. Drivers are requested to switch off the vehicle engines while waiting and to drive at a steady speed to avoid sudden braking. Colleagues are also encouraged to use public transport whenever possible, to combine trips and to share the use of pool cars in order to fully utilize each vehicle and journey.

Apart from adopting various green measures as mentioned above, we also issued a series of internal topical Green Tips (Appendix I) in 2009-10 to promote energy saving, reduce water consumption, waste reduction and low carbon living and to encourage the joint effort of all staff colleagues in maintaining a green office environment.

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.

<i>Commitment</i>	<i>Performance</i>
(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 temperature at 25.5°C, using energy-efficient office equipment, adjusting lighting to minimum requirements for illumination, encouraging colleagues to dress smart casual during summer months, etc.
(e) Controlling Air Pollution on High Pollution Days	Colleagues are encouraged to share pool car and use public transport for duty trips whenever possible, combine trips to maximize the use of departmental vehicles and plan routes to minimize the journey distance and time. Colleagues are also reminded 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

Performance

(f) Experience Sharing

We have attended 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 arouse 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 shall also strengthen our effort to recycle waste papers and other recyclable wastes, as well as to enhance staff's awareness on energy and paper 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 :

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Commerce, Industry and Tourism Branch
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December 2010