

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

**Environmental Report
for the Period from April 2010 to March 2011**

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 2010 to March 2011.

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 also shared by the five family departments which 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 have continued 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 had reduced by 3.56% (from 306,563 kWh in 2009-10 to 295,636 kWh in 2010-11). The corresponding indirect emission of SO₂, NO_X and respirable suspended particulars were 564.66 kg, 342.94 kg and 17.74 kg respectively. The reduction of electricity consumption demonstrated the effectiveness of the energy saving measures that we adopted. These measures included -

- (a) Air-conditioning*** : During Summer time, we maintain the average office temperature at 25.5°C. Colleagues were encouraged to lower window blinds to reduce direct sunlight and dress lightly. We also arranged regular cleansing for the dust-filters and fan coil units of our air-conditioning system in order to achieve more efficient energy consumption. Air conditioning after standard supply hours was only provided on rare occasions and 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 were reminded to switch off the lights and desktop computers in their cellular offices when they were 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.

- (c) ***Office Equipment and Facilities*** : In 2010-11, we continued to use energy efficient models and to minimize the number of office machines required whenever practicable. All photocopying machines are required to be equipped with built-in scanning function. The 142 computer monitors and printers acquired in the year are all equipped with auto switch-off or energy saving function. We have enabled all power management features on the office equipment and installed digital timers to all water dispensers and microwave ovens to enable automatic switching off of the appliances after office hours.
- (d) ***Green Management of Data Centre*** : To help reduce the number of physical servers and power required for server operations, we employed server virtualization in CITB data centres for deployment of less-critical IT system. We have also regularly monitored and measured the server utilizations with a view to identifying underutilized servers for consideration of consolidation or virtualization. All servers and network equipment procured in the year are specified with wide ranges of operating temperatures and humidity for energy saving. Unused IT systems were decommissioned and idle IT equipments were shut down.

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

(II) Savings on Paper Consumption

We sustained a stable level of paper consumption in 2010-11. There was a slight reduction in the overall paper consumption of CITB from 3,755 reams in 2009-10 to 3,730 reams in 2010-11. Of this overall consumption amount, 99.8% (3,725 reams) was recycled paper, an increase of over 10% in recycled paper usage as compared with the consumption level in 2009-10.

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 has been put 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 have been used for the dissemination of information to replace hard copies. There are currently a total of 16 e-bulletin boards in our Branch's LAN system for communication of general information among authorized users in the family departments and those in our overseas Hong Kong Economic and Trade Offices.
- (d) ***Reduced use of paper cups and plastic bottles*** : The use of paper cups and plastic bottles has always been kept to a minimum. Bottled water was provided at meetings only when circumstances required and the used plastic bottles were collected 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 were 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. Staff were encouraged to print multiple pages on a single sheet of paper 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 2010-11, we collected a total of 9,642 kg of waste paper and all used recyclable toner cartridges are recycled.

(IV) Green Procurement

We continue to use recyclable 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.

(V) Pollution Prevention

Unleaded fuel was used for all our departmental cars. Chauffeurs

and motor drivers were required to switch off the vehicle engines while waiting. To enhance fuel efficiency, they were instructed to drive at a steady speed and avoid sudden braking. Staff were also encouraged to use public transport whenever possible, to maximize the use of departmental vehicle and journeys by combining trips and the use of pool cars.

Apart from adopting the green measures as mentioned above, we have a series of internal topical green tips posted onto the e-bulletin board to promote energy saving, reduce water consumption, waste reduction and low carbon living. We have continued to appeal to the joint effort of Branch 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. |

| <i>Commitment</i> | <i>Performance</i> |
|--|---|
| (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 temperature at 25.5°C, using energy-efficient office equipment, adjusting lighting to minimum requirements for illumination, encouraging staff to dress smart casual during summer months, etc. |
| (e) Controlling Air Pollution on High Pollution Days | Staff are encouraged to share pool car service or use public transport for duty trips whenever possible. Staff are also told not to use products with high VOC (Volatile Organic Compounds) content which, according to research, will lead to smog formation. |

Commitment

Performance

(f) Experience Sharing

We attended 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 staff's suggestions and feedback on our COER. We have also regularly posted green tips on to our bulletin board to enhance staff's awareness of green office environment.

Conclusion

We shall 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. We shall also strengthen our effort to recycle waste papers and other recyclable wastes, and to enhance staff's awareness 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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