

Intellectual Property Department

Controlling Officer's Environmental Report 2013/14

Introduction

The Intellectual Property Department (IPD) carries out the statutory functions of administering the registration systems for trademarks, patents, designs and copyright licensing bodies in Hong Kong and enhancing the public awareness of and respect for intellectual property rights. Our Environmental Policy, green management practices and future targets are illustrated in this Environmental Report.

Environmental Policy

IPD is committed to ensuring that it operates in an environmentally responsible manner. The 3R principle - "Reduce, Reuse and Recycle" has been adopted to encourage the efficient use of resources and energy. To make our services more accessible and to minimize paper consumption, we have implemented an e-business model for internal/external communication and processing/ storage of information as far as practicable. Apart from that, we are minimizing pollution of the environment.

Green Management Practices

✧ Floor Green Managers

Green Managers have been appointed on each floor in our department. They are responsible for monitoring the paper and electricity consumption as well as reminding colleagues to implement the green housekeeping measures. To promote environment-friendly practices in the office, green guidelines as well as energy-saving tips and paper-saving tips are re-circulated electronically to all staff on a quarterly basis.

✧ Monthly Resource Consumption Reports

Monthly paper and electricity consumption reports are uploaded onto the IPD's e-Bulletin Board for colleagues' information so that they can view and act in a timely manner to their saving efforts and results. To show the saving progress and promote environmental awareness amongst IPD staff, these reports are presented side

by side with figures of the past. Easy-to-follow green housekeeping tips are issued regularly to encourage greater saving efforts.

✧ *Air-conditioning*

With the assistance of EMSD, the room temperature of our office has been set to an average of 25.5°C throughout the year to save energy. Fine-tuning is arranged from time to time when weather conditions and the number of occupants in the premises change. Except for the Computer Server Room, no air-conditioning is provided outside office hours, on weekends and during public holidays. Colleagues are encouraged to use fan and lower venetian blinds instead of lowering the office temperature. A smart casual dress code for colleagues also helps reduce electricity consumption in air-conditioning during the hot season. Doors and windows are kept closed to minimise loss of cool air. Apart from regular maintenance, cleaning of air vents is carried out weekly to ensure the efficiency of the air-conditioning system.

✧ *Lighting*

Individual light switches have been installed as far as possible and clearly defined lighting zones have been drawn up. More prominent signs have been put up to remind staff of the zones they belong to. "Save Energy" stickers have been put on the light switches to encourage and remind colleagues to switch off the lights for unoccupied zones during lunch breaks and after office hours. These measures have been effective as more colleagues support switching off the lights when they are not needed. In addition, designated officers are responsible for switching off the lights in common areas (e.g. pantries, facility rooms, filing rooms and corridors) before they leave office everyday. The old style T8 florescent tubes have all been replaced by the more energy efficient T5 florescent tubes. Moreover, occupancy sensors were installed to control the on/off of the lightings at common corridor on 25/F. The lights in this area are switched off by default outside office hours.

✧ *Electrical Equipment*

All computers, printers and photocopiers are set to the energy saving mode by default. Office equipment that is not frequently used (e.g. laminators, typewriters, etc.) is only switched on when necessary. 24-hour-timer switches are installed in all water dispensers to avoid unnecessary electricity consumption outside office hours. Weekly timer switches are installed in some shared-use electrical equipment on 25/F for further energy saving. Colleagues are advised to switch off all the electrical

appliances and unplug equipment chargers from the power sockets before leaving the office. They are also reminded to turn off the monitor of computer whenever they are away from the workstation.

✧ *Paper Saving*

We are doing all we can to promote a less-paper office:

- E-Business model aiming at saving paper has been adopted. Documents and messages are sent electronically within and outside the department where possible. Public travel to IPD's office has been significantly reduced.
- Trademark, patent and design applications are processed in the electronic mode. Application results and hearing decisions are publicized via the web.
- Softcopies of forms and reports have been uploaded onto IPD's website for public access. Printed copies will only be provided upon request.
- Computer-aided management systems are in place to reduce paper records. (e.g. application of leave, reservation of rooms, e-bulletin board, telephone message)
- Staff continue to make use of email for communication.
- We promote paperless meetings. Notebook computers with softcopies of relevant documents (e.g. minutes, agenda) are set for the participants.
- Paper is saved as all fax numbers have been registered onto the "Do-not-call registers" to decline unsolicited commercial fax messages.
- We do not supply paper cups for beverages available in the department.
- Where possible we subscribe periodicals in e-format.
- We circulate news-clippings via email instead of buying several sets of newspapers.
- Paper-saving tips have been re-circulated electronically to remind colleagues of the green practices on a quarterly basis.
- Only recycled paper is provided at fax machines, photocopiers and network printers.

Moreover, staff are encouraged to minimize paper consumption by:

- Using both sides of papers.

- Reusing file jackets, envelopes and paper whenever possible. Use of envelopes for unclassified documents should be avoided as far as practicable.
- Avoiding the use of fax leader page when a document is self-explanatory.
- Estimating accurately the quantity required, previewing the printing format and checking the machine setting before printing/copying to avoid errors and wastage.
- Combining multiple pages on a single sheet of paper when printing/copying.
- Referring to the softcopy or hardcopy on file instead of keeping personal hardcopies.

✧ *Conserving Other Kinds of Resources*

Our Supplies Team regularly checks our stock that is about to expire and takes action to avoid wastage (e.g. arrange immediate consumption, donation, etc.). “Green procurement” concept is adopted as far as practicable. It means purchasing products and services that cause minimal adverse environmental impacts. For example, recycled papers were purchased instead of ordinary papers where possible. Ball pen refills are distributed instead of new pens. Durable and consumable stationery from officers leaving the department is collected and reused if it is serviceable. Used printer cartridges are returned to the recycling contractor.

Also, christmas decorative materials are reused every year. We do not send out seasonal greetings or annual reports on paper. Use of plastic bags is avoided except for garbage collection. To reduce electricity consumption on lift services, we encourage our staff to use staircases for inter-floor traffic within the two floors of our office.

✧ *Separation of Waste*

3-coloured separation bins are provided on both floors of our office for collecting waste paper, plastics and metals that can be recycled. The waste is collected regularly for recycling by our cleansing contractor.

✧ *Indoor Air Quality*

Green plants are placed inside the office to promote a green working

environment and reduce the level of carbon dioxide. Air vents are cleaned weekly and carpets are shampooed annually. Large-scale cleaning of air ducts is performed periodically to ensure the air quality in the office. Office furniture and equipment are wiped clean periodically by the cleaning contractor. Besides, we maintain a smoke-free working environment and provide green healthy public areas to visitors.

We have also participated in the “Indoor Air Quality Certification Scheme for Offices and Public Places” organised by the Environmental Protection Department. A “Good Class” certificate has been awarded to the floors occupied by IPD in Wu Chung House. To ensure good indoor air quality, regular indoor air quality test in office area will be conducted.

✧ *Environmentally Friendly Departmental Transport*

The Motor driver of our departmental car is required to strictly comply with the provisions of the Motor Vehicle Idling (Fixed Penalty) Ordinance (Cap. 611) and the GLD Circular Memorandum No. 6/2005. We conduct surprise checks and remind him constantly to switch off his engine while waiting. This minimizes the air pollution caused by exhaust emissions of vehicles. Besides, our vehicle is inspected periodically to ensure efficient use of fuel. Staff are encouraged to use public transport or walk to the designations when possible.

✧ *Preserving Biodiversity*

Staff support preserving biodiversity by ensuring that when lunches or dinners are organized with government funds, products from endangered species such as shark’s fin, deep-sea wild fish and wild game are not ordered.

✧ *Enhancing Staff Awareness*

We take every opportunity to promote environmental awareness amongst IPD staff, and support environmental campaigns initiated by other organisations. We will continue to display of posters and notices on green management topics in office premises and remind staff regularly on adopting paper and energy saving practices to enhance staff awareness of environmental concerns.

Performance Indicators

The total paper consumption in Financial Year (FY) 2013-14 was 3,129

reams, which represents an increase of 7.75% when compared with 2,904 reams in FY 2012-13. This is mainly attributed to the increased business activities and headcounts in the department. Continuous effort will be paid to minimize paper use.

Our consumption of electricity increased by 4.36% in FY 2013-14 as compared to FY 2012-13. When keeping all other factors constant, our normalized consumption when compared to that in the base year FY 2007-08 has significantly dropped by 77.84%.

Way Forward

Same as in previous year, we shall keep up with our green practices and further explore new measures to minimise waste, conserve energy, and economise the use of resources. Electronic mode of operation will continue to be promoted to achieve further reduction in paper consumption. We shall explore new initiatives to provide services to stakeholders in an energy-efficient way through our IT systems. We shall also keep exploring new initiatives to save electricity and promote efficiency.

Comments and Suggestions

Comments and suggestions on this report are welcome. Please feel free to contact the Green Manager by email at enquiry@ipd.gov.hk. A copy of this report is posted on IPD's website at <http://www.ipd.gov.hk>.

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