

- » Home
- » What's New
- » About Us
- » Press Releases, Speeches and Publications
- » Access to Information
- » Import and Export
- » CEPA
- » SMEs and Industry
- » Trade Relations
- » Trade Circulars
- » Public Forms
- » E-Services
- » Email Notification Service
- » Tender Notices
- » Contact Us
- » Links

- [Trade Circulars](#)
- [Counters](#)
- [Phone](#)
- [Statistics](#)
- [Forms](#)
- [Email Notification](#)

## About Us

[About Us](#) >> [Departmental Profile](#) >>



### Environmental Report 2008

#### Message from Director-General of Trade and Industry

We are very pleased to present our environmental report which sets out the green performance of the Trade and Industry Department in 2008 and the green targets in 2009.

The Trade and Industry Department aims at leading, supporting and facilitating the development of trade and industry in Hong Kong. In the conduct of businesses and activities, we are committed to ensuring that our functions and activities would conform to environmental protection principles and green practices. We are committed to keeping the world green. Over the past few years, we have been promoting green management measures and the awareness of environmental protection among colleagues. The results are encouraging. We continued to carry out initiatives to support the implementation of the Clean Air Charter and the Action Blue Sky, and promote paperless trade services and e-services in 2008. Various green housekeeping measures have been successfully implemented. In future, we will keep up our work in conserving the environment, focusing on the the three "R"s - to reduce, reuse and recyle.

I hope you will enjoy reading this report and I look forward to receiving your feedback and comments.

Joseph Y T LAI

Director-General of Trade and Industry

June 2009

[Introduction](#)

[Overview of Services of Our Department](#)

[Environmental Management Structure](#)

[Our Green Policy and Targets](#)

[Green Measures in 2008](#)

[Clean Air Initiatives](#)

[e-Services](#)

[Our Achievements in 2008](#)

[Our Targets for 2009](#)

[Feedback](#)

[go back](#)

[back to top](#)

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Last revision date: 20 July 2009



- » Home
- » What's New
- » About Us
- » Press Releases, Speeches and Publications
- » Access to Information
- » Import and Export
- » CEPA
- » SMEs and Industry
- » Trade Relations
- » Trade Circulars
- » Public Forms
- » E-Services
- » Email Notification Service
- » Tender Notices
- » Contact Us
- » Links

- » Trade Circulars
- » Counters
- » Phone
- » Statistics
- » Forms
- » Email Notification

## Access to Information

[About Us](#) >> [Departmental Profile](#) >>



### Environmental Report 2008

#### Introduction

In support of Government's initiative to advocate green management, this report sets out the Trade and Industry Department's green performance from January to December 2008 and its green targets in 2009. The report covers the performance of all offices of the Department situated in the Trade and Industry Department Tower at 700 Nathan Road, Mongkok, Kowloon.

#### Overview of Services of Our Department

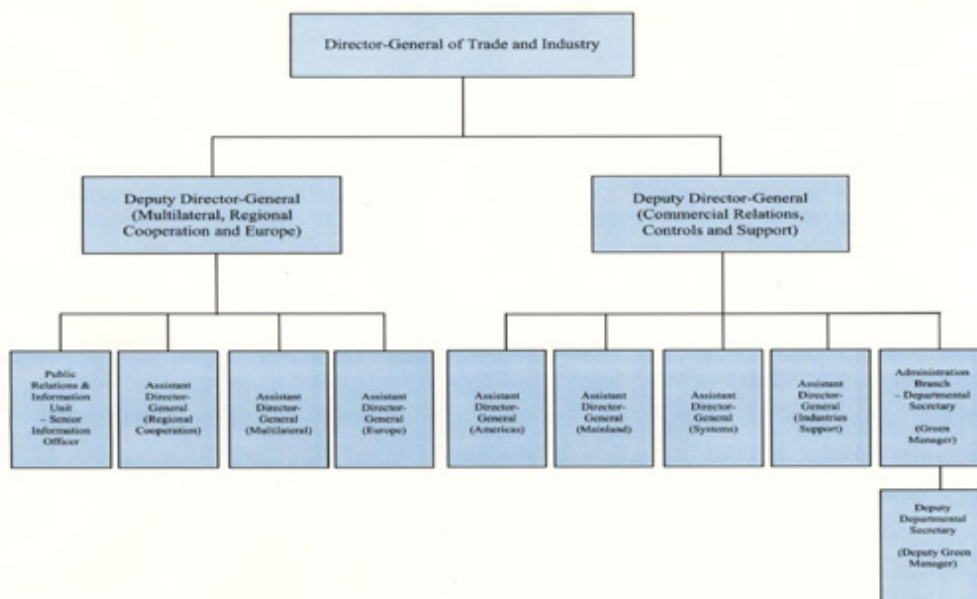
2. The Trade and Industry Department is responsible for handling the Hong Kong Special Administrative Region (HKSAR)'s international trade relations, implementing trade policies and agreements (including the issue of certificates of origin and export and import licences), and providing general support services for industries and small and medium enterprises.
3. The Department is assisted in its work on commercial relations by overseas Hong Kong Economic and Trade Offices and the Office of the Government of the HKSAR in Beijing. The Director-General of Trade and Industry is advised by various boards and committees, including the Trade and Industry Advisory Board, the Textiles Advisory Board, the Small and Medium Enterprises Committee and the Hong Kong Committee for Pacific Economic Cooperation. With a view to further improving its services, several Customer Liaison Groups have been set up to facilitate better communication between the Department and its customers from various sectors.

#### Environmental Management Structure

4. The Department has over 500 staff. The Director-General is assisted by two Deputy Directors-General. These two Deputies are supported by seven Assistant Directors-General, each heading a division. A Departmental Secretary takes care of office administration. Environmental management responsibility begins at the highest level and is cascaded down the Department.

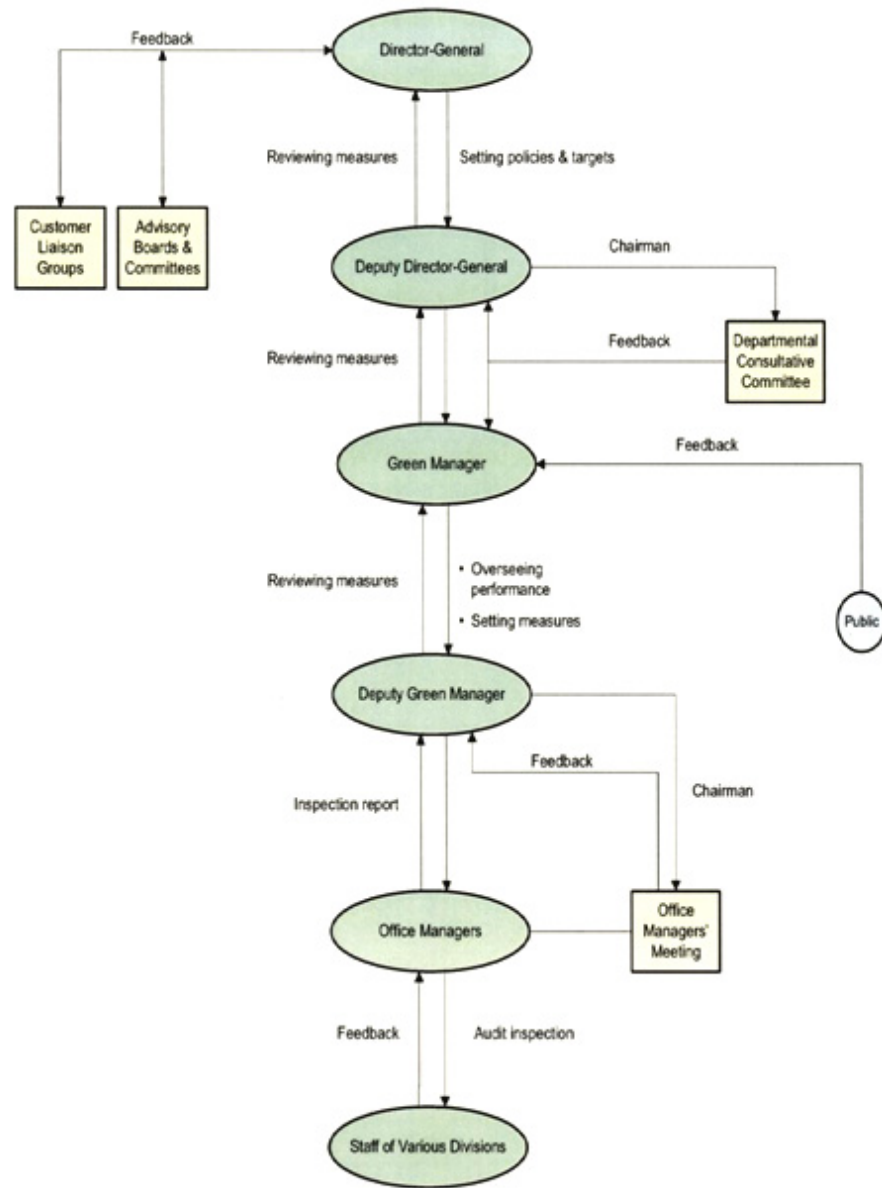
#### Trade and Industry Department Organisation Chart

### Trade and Industry Department Organisation Chart



5. The Director-General is responsible for setting the environmental policies and targets, and the Departmental Secretary is the Departmental Green Manager. She is assisted by a Deputy Green Manager. The Green Managers' team draws up various green measures and oversees the Department's environmental performance. The team works closely with the Office Managers of the seven Divisions on the implementation of green initiatives. Regular meetings are held to solicit the views of Office Managers and members of the Departmental Consultative Committee on green management. Traders' opinion on environmental protection measures of the Department are collected through various Customer Liaison Groups, advisory boards and committees.

### Environmental Management System



### Our Green Policy and Targets

6. The Trade and Industry Department is committed to keeping the world green. Our policy is to advocate green management, support 'Action Blue Sky' campaign, and build into our culture a strong sense of self-awareness to actively conserve the environment.
7. The work of the Trade and Industry Department is entirely office-based. Our green targets are therefore directed at the reduction in consumption of paper and envelopes in the office. In 2008, our targets were to achieve a reduction of 5% in envelope consumption and limit the growth of paper consumption with 5% as compared to 2007, to collect 30,000 kg of waste paper, and to attain 80% of paper consumption on recycled type.

### Green Measures in 2008

8. We adopted the following measures in 2008 to promote green management at our work place:

**Paper consumption** : using recycled paper instead of virgin paper, making full use of the blank side of used papers, reducing photocopying / printing, maximising the use of emails for internal and external communications, avoiding unnecessary packaging paper in functions, and installation of hand dryers in toilets to reduce the use of tissue paper.



To promote the use of the blank side of used paper for photocopying, receiving fax and printing from computers, bins of recyclable paper are placed next to these machines.

Hand-dryers are installed in toilets to encourage less use of tissue paper.

**Paper and envelope recycling** : provision of green boxes to collect used paper and envelopes for recycling.



Waste paper is collected in green bags for recycling.



Collection boxes for recyclable paper are provided next to officers' desks.



Registries are provided with green boxes to collect used envelopes. Colleagues are encouraged to reuse them for internal communication.



**Waste recycling** : provision of separate bins to collect empty aluminum cans for recycling.



Waste separation bins - blue bins for waste paper, yellow for aluminum cans and brown for plastic bottles - are placed at convenient locations inside the TID Tower.

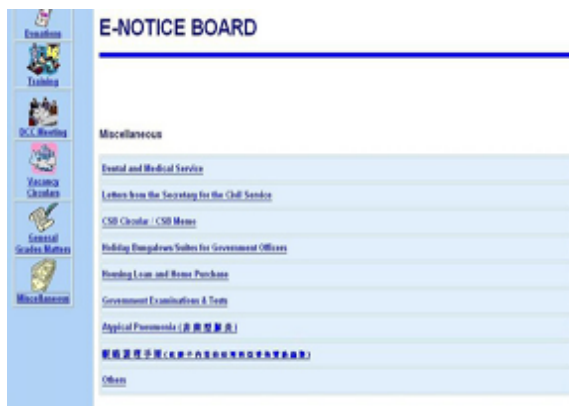
Separate bins for collecting aluminum cans are placed outside the pantries on each floor.

**Green procurement** : only alkaline dry batteries, recyclable toner cartridges and pencils made of recycled materials are purchased.



Green Products are used.

**Electronic dissemination of information through intranet** : promoting and facilitating the electronic dissemination and re-circulation of departmental circulars, notices, briefs and posting orders.

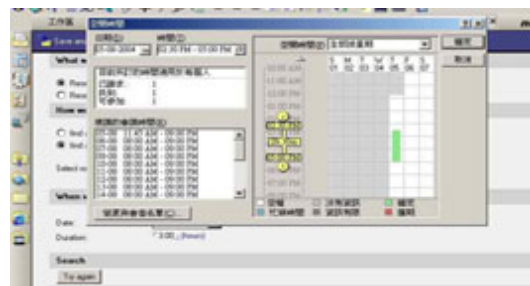


e-Notice Board disseminates various types of information, such as donations and training courses.



e-Circulation and Re-circulation of departmental circulars reach all colleagues within seconds.

**Electronic booking of conference rooms** : reservation of conference rooms through self-service on the web.



The e-Booking system is both environmental friendly and efficient. Colleagues can check the booking status through the net.

**Electronic greeting cards** : sending e-cards to our official contacts.

Christmas Card  
2008



Chinese New Year Card  
2008 (鼠年)



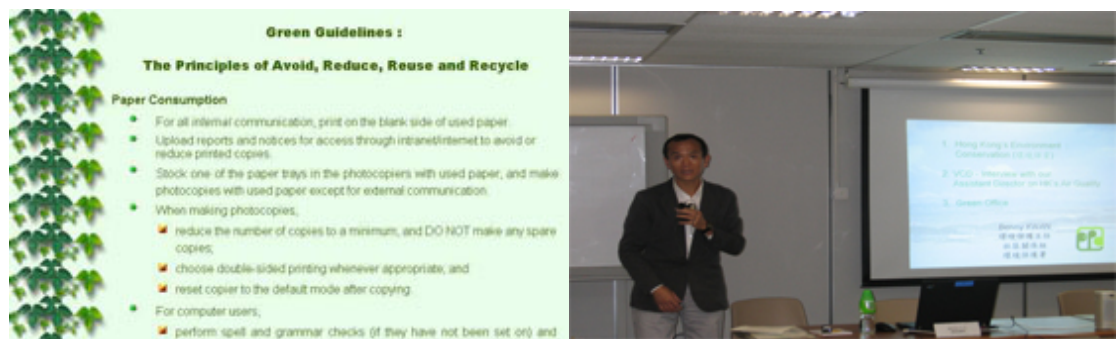
**TID Departmental Portal** : provision of a single entry point for our staff to access the Government's e-transaction platform (such as e-Leave, e-Payroll, etc.).





One of the green initiatives of the Government is to implement the paperless Government to Employee (G2E) services, such as electronic submission of leave applications. The entire process, starting from application, recommendation and approval to notification, now becomes paperless.

**Education and publicity** : promulgation of guidelines on best green practices and giving awards and recognition to staff for achievement in saving paper.



Green guidelines are uploaded onto the intranet and circulated on a regular basis among all staff. To raise colleagues' awareness of environmental protection, the Environmental Protection Department was invited to give a talk on "HK Environment : Environment Conservation and Green Office" on 25 November 2008.



Presentation of Green Ambassador Award and the Green Pioneer Award in recognition of savings in paper consumption.

**Staff participation in community's green activities** : encouraging colleagues to participate in green activities such as collection of used moon cake cans, to help raising their awareness in environmental protection.



Participation in the collection of used moon cake cans.

### Clean Air Initiatives

9. In addition to the above measures, we contribute to the improvement of air quality in accordance with the principles and spirit of the Clean Air Charter signed by the Chief Executive on behalf of the Government by :

**Setting air-conditioners to 25.5° C.  
Encouraging staff to dress casual  
and smart, and to discard jackets  
and ties in summer.**



For better control of power consumption, indoor temperature is maintained at 25.5° C and the duration of time when air-conditioning is provided is also shortened. Eye-catching signs are displayed to remind colleagues of the importance of energy saving.

**Reducing electricity consumption :**  
Staff are encouraged to activate 'energy saving' mode in office equipment during office hours, turn off electrical equipment and lights whenever they are not in use.



Photo-copying machine with energy-saving mode is used.

**Appointing Energy Wardens to ensure strict implementation of energy saving measures.**



Regular inspections are conducted to ensure that best green practices are followed.

**Removing excess fluorescent lights and replacing tubes with energy-saving type.**



Thin fluorescent light tubes (T5) are used to reduce power consumption.

**Replacing emergency lighting by energy-saving type.**



Fluorescent tube exit signs are replaced by LED type to reduce power consumption.

**Installing meters to monitor the electricity consumption of office.**



Meters are installed to monitor the electricity consumption of the floor.

**Installing timer switches to distilled water dispensers to reduce energy consumption after office hours.**



7-day timer switches are installed at distilled water dispensers to automatically switch off the dispensers after office hours.

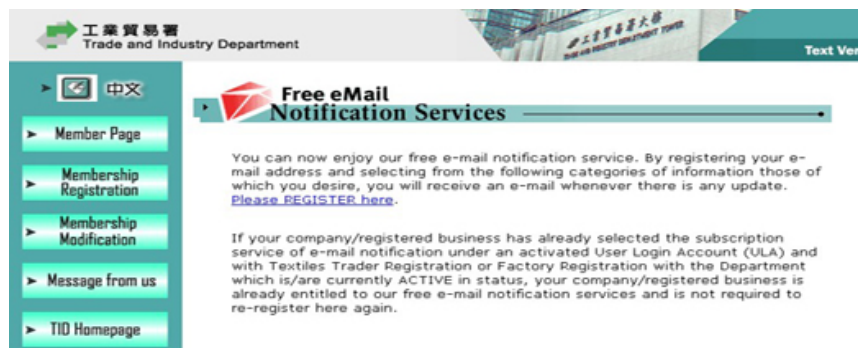
**Switching off engines of departmental cars while waiting to avoid idling emissions and achieve fuel saving.**



Label is displayed to remind users of the car to switch off engines.

**e-Services**

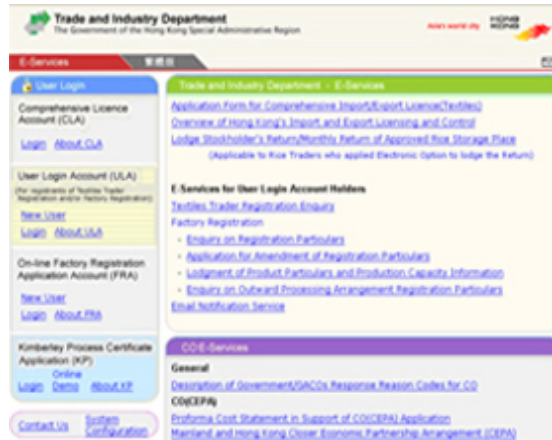
10. We are keen in enhancing our e-services to traders. To promote a green government and to shorten the time for processing and dissemination of information, the trade circulars are uploaded on TID website. Members of public are encouraged to obtain up-to-date trade information through accessing our web site and to register with our free email notification service. By registering the e-mail address and selecting the type of trade information needed, the registrant will receive an email alert whenever there is new trade information or circular issued.



Traditionally, paper-mode delivery of trade information involves printing and mailing tasks and therefore takes days to reach the traders. After registering with our email notification service, traders will receive an email whenever there is new trade information or circular issued. This is a good demonstration of both achieving efficiency and protecting our environment.



To facilitate trade, we have full electronic services for lodging Production Notification and Certificate of Origin and Cargo Manifest (air, rail, ocean and river modes); in addition, strategic commodities licence applications and textiles notification and currently accepted in both paper and electronic modes. Factory registration, Kimberley Process certificate applications, stockholder's return/monthly return of approved rice storage place and comprehensive licence applications can also be lodged electronically with TID.



Electronic services are provided for the trade to send various applications via electronic mode.

### Our Achievements in 2008

- Our performance in 2008 was satisfactory. We achieved a reduction of 26% in envelope consumption, which was much higher than our 10% reduction target. We also successfully limited the growth in paper consumption to 4% (against a 5% growth target). We collected 44,690 kg of waste paper for recycling, far more than our target of 30,000 kg. Recycled paper accounted for 91.5% of our paper consumption, exceeding the target of 80%.

### Our Targets for 2009

- In 2009, we aim to achieve a reduction of 15% in envelope consumption. We also aim to limit the growth of paper consumption within 5% despite substantial expansion of services to the public, particularly small and medium sized enterprises, during the global financial crisis; to collect 35,000 kg of waste paper; and attain 85% of paper consumption on recycled type.
- As always, we shall continue to encourage our staff to economise on the use of resources and render full support to the community's green campaigns. In collaboration with other departments and organizations, we shall continue to promote the electronic mode of submission for official trade documents.
- Our ultimate goal is to make the world a greener place with blue sky for our future generations.

### Feedback

- We value your opinion. If you have any comments or suggestions on what we have or should have done, please send them to our Departmental Green Manager through :

<b>E-mail</b>	<a href="mailto:enquiry@tid.gov.hk">enquiry@tid.gov.hk</a>
<b>Web site</b>	<a href="http://www.tid.gov.hk">www.tid.gov.hk</a>
<b>Mail</b>	Room 908, Trade and Industry Department Tower, 700 Nathan Road, Kowloon, Hong Kong
<b>Telephone</b>	2398 5337
<b>Fax</b>	2787 7422



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