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Environmental Report 2010

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 2010 and its green targets in 2011. 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.

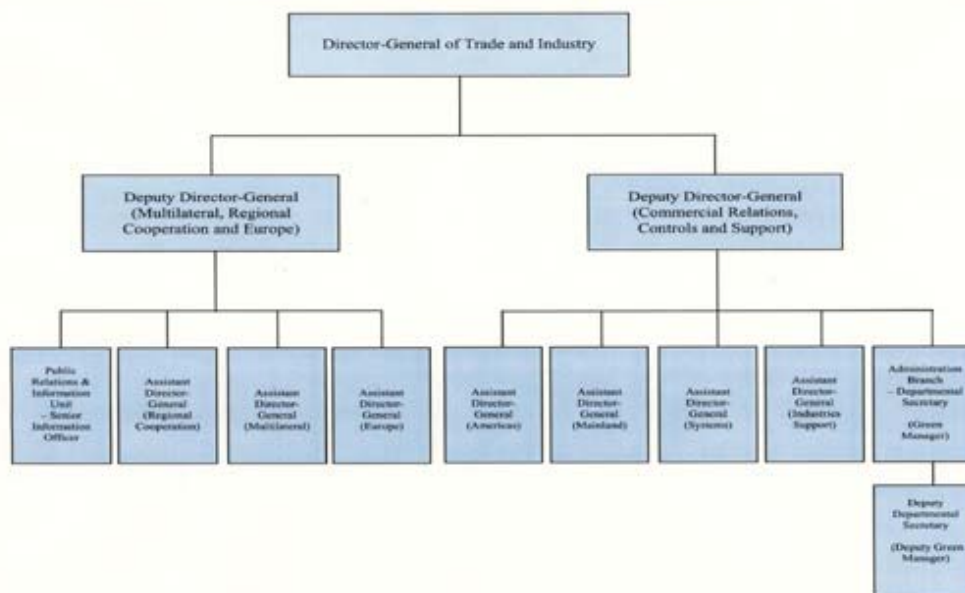
Overview of Services of Our Department

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, the Office of the Government of the HKSAR in Beijing and Mainland Hong Kong Economic and Trade Offices including Guangdong, Shanghai and Chengdu. 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, Customer Liaison Groups have been set up to facilitate better communication between the Department and its customers from various sectors.

Environmental Management Structure

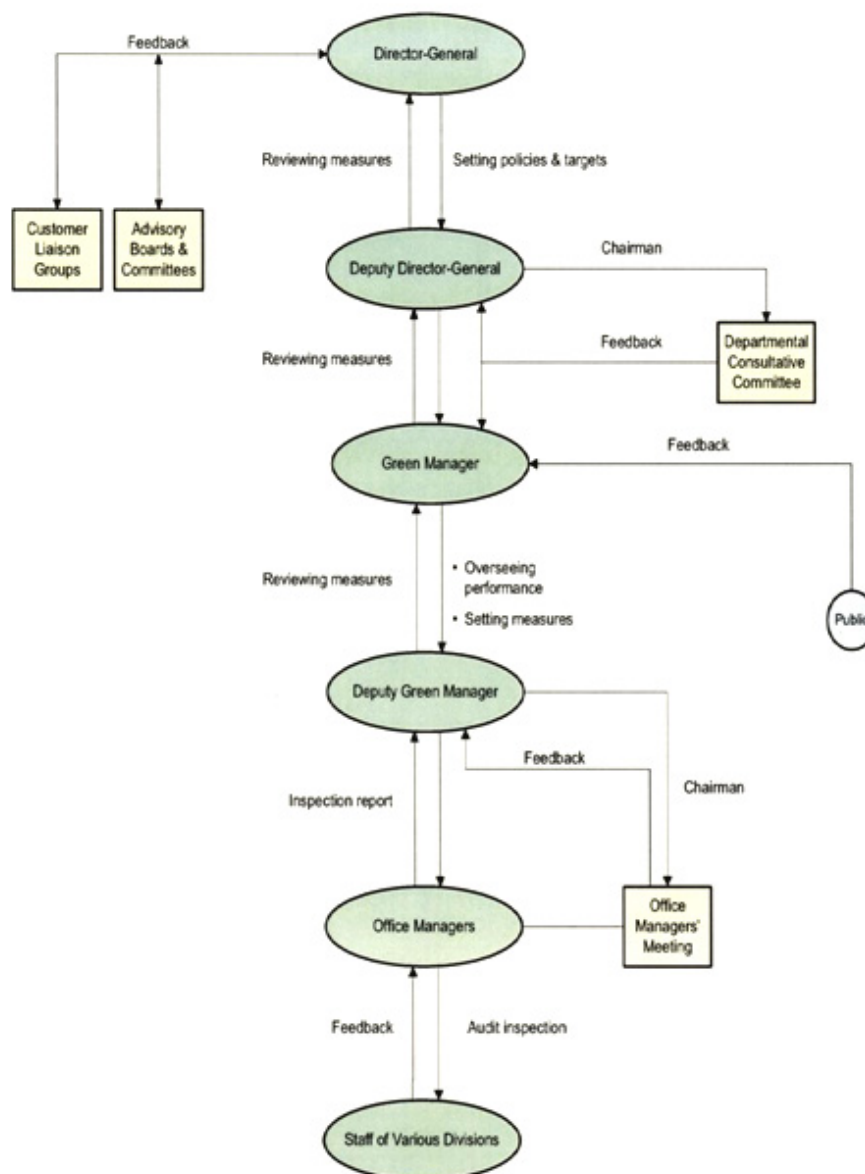
4. The Department has over 600 staff. The Director-General is assisted by two Deputy Directors-General. These two Deputies are supported by seven Assistant Directors-General, each heading a division. A Departmental Secretary takes care of office administration. Environmental management responsibility 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 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' opinions 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 the '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 2010, our targets were to achieve a reduction of 6% in envelope consumption and limit the growth of paper consumption within 5% as compared to 2009, to collect 20,000 kg of waste paper, and to attain 90% of paper consumption on recycled type.

Green Measures in 2010

8. We adopted the following measures in 2010 to promote green management at our workplace:
 - **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 for waste paper, yellow for aluminum cans and brown for plastic bottles - are placed at convenient locations inside the TID Tower.



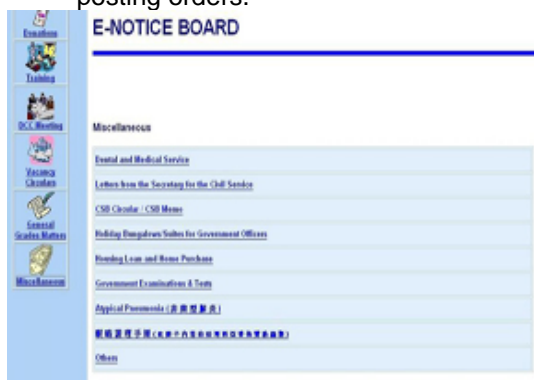
Separate bins for collecting aluminum cans are placed outside the pantries on each floor.

- **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 environmentally friendly and efficient. Colleagues can check the booking status through the net.

- **Electronic greeting cards** : sending e-cards to our official contacts.
Christmas Card 2010



Chinese New Year Card 2010



We stopped printing paper Christmas cards, Chinese New Year cards and calendar cards since 2003.

- **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.



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 tins/boxes, to help raising their awareness in environmental protection.



Participation in the collection of used moon cake tins/boxes.

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.
- **Staff are encouraged to use venetian blinds to adjust the penetration of sunlight to suit different seasons.**



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.**
- **The last-man-out is to check and turn off all lighting and office equipment.**



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.**
- **To consume less electricity, staff are encouraged to use staircase instead of lifts for inter-floor traffic.**



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

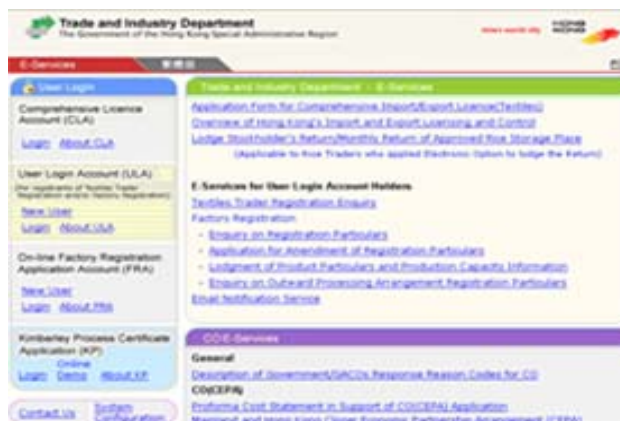
10. We are keen in enhancing our e-services to traders. To promote a green government and to shorten the time for processing and dissemination of information, trade circulars are uploaded on TID website. Members of the public are encouraged to obtain up-to-date trade information through accessing our 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.

11. To facilitate trade, we have full electronic services for lodging Production Notification, Certificate of Origin applications and Cargo Manifest (air, rail, ocean and river modes); in addition, strategic commodities licence applications and textiles notification are 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 2010

12. We have achieved an impressive reduction in paper consumption of 15% in 2010, which was much better than our target growth limit of 5%. Envelope consumption increased by 13% as against the 6% reduction target. The increase reflects a large amount of notification letters issued to SMEs and the trades in 2010 on the increase in funding for certain Funding Schemes.
13. In regard to waste paper for recycling, we collected 17,732 kg in 2010, which was lower than the target of 20,000 kg. This reflects the reduction in paper consumption in 2010 and the fact that most internal communication was in e-mode while paper-form documents were usually sent to outside parties. As regards the use of recycled paper, we have been performing very well as recycled paper accounted for 94.8% of the total paper consumption, exceeding the target of 90%.

Our Targets for 2011

14. In 2011, we aim to achieve a reduction of 6% in envelope consumption. We also aim to limit the growth of paper consumption within 5% despite our continuing expansion of services to the public; to collect 20,000 kg of waste paper; and to attain 90% of paper consumption on recycled type.
15. 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 organisations, we shall continue to promote the electronic mode of submission for official trade documents.
16. Our ultimate goal is to make the world a greener place with blue sky for our future generations.

Feedback

17. 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 :

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Web site	www.tid.gov.hk
Mail	Room 908, Trade and Industry Department Tower, 700 Nathan Road, Kowloon, Hong Kong
Telephone	2398 5337
Fax	2787 7422

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