

**Trade and Industry Department**

**Environmental Report**

**2013**



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## **Introduction**

In support of the Government's initiative to advocate green management, this report sets out the green performance of the Trade and Industry Department (TID) from January to December 2013 and its green targets in 2014. The report covers the performance of all offices of the Department situated in the TID Tower at 700 Nathan Road, Mongkok, Kowloon.

## **Overview of Services of Our Department**

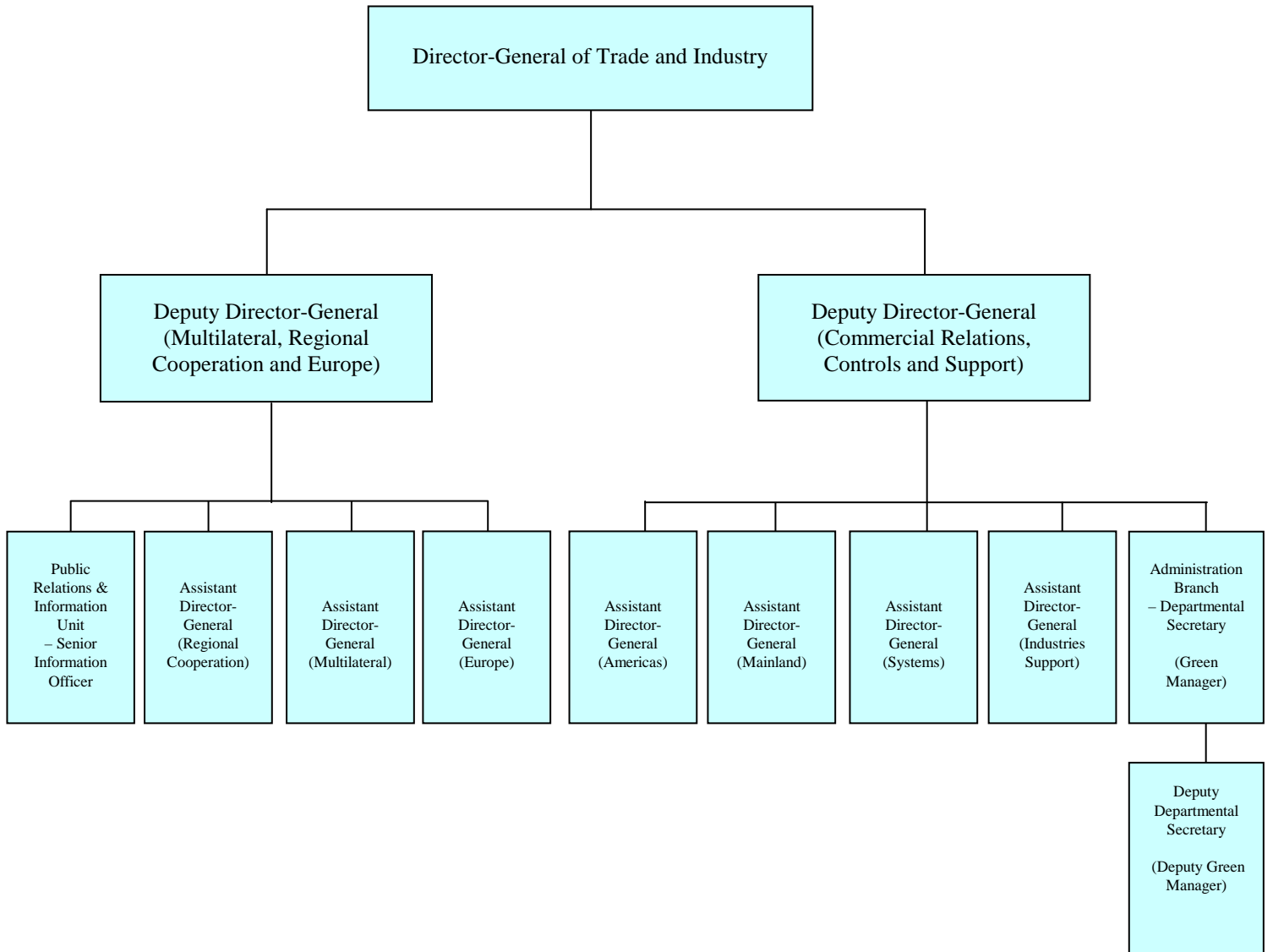
2. The TID is responsible for conducting Hong Kong's international trade relations, implementing trade policies and agreements as well as providing general support services for industries and small and medium enterprises.

3. In addition to the advice and support rendered by various Economic and Trade Offices in Mainland and overseas on commercial relations duties, the Director-General of Trade and Industry (Director-General) is also 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**

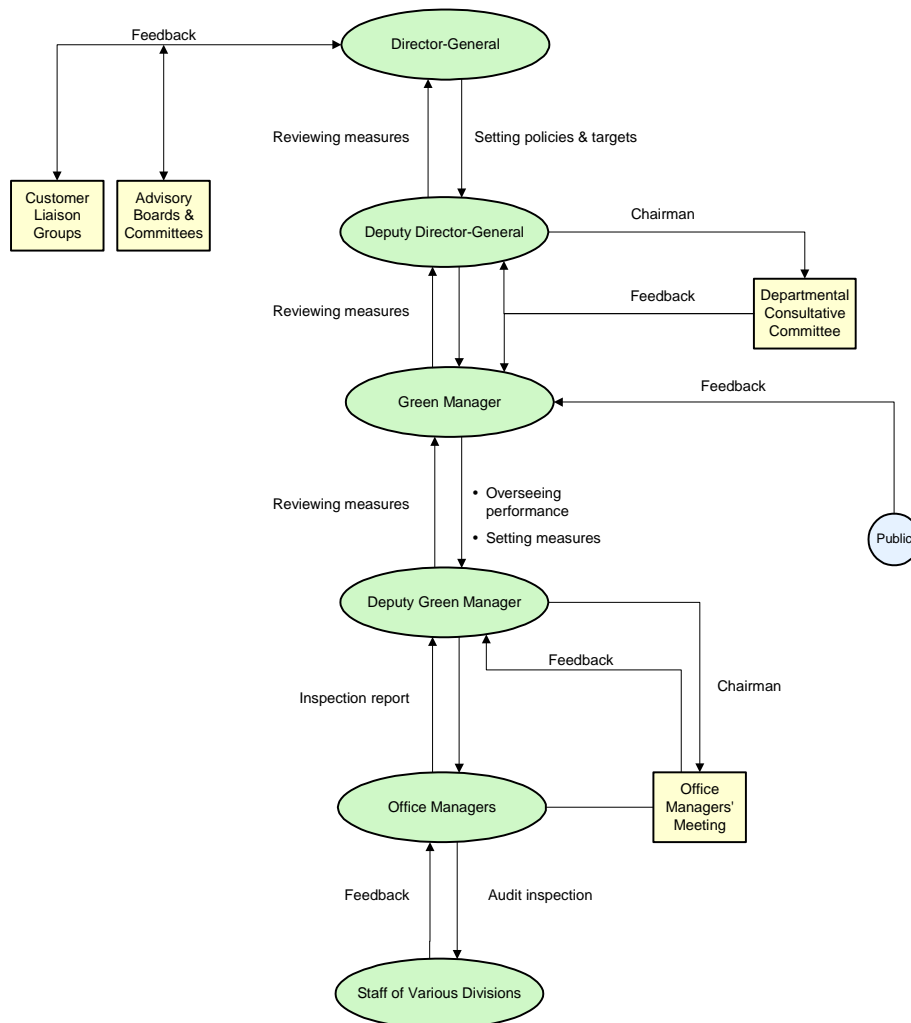
4. The Department has about 600 staff. The Director-General is assisted by two Deputy Directors-General. These two Deputies are supported by seven Assistant Directors-General, each heading a division. A Departmental Secretary takes care of office administration. Environmental management responsibility begins at the highest level and is cascaded down the Department.

# Trade and Industry Department Organisation Chart



5. The Department is committed to keeping the world green. Each year, green management measures and targets are promoted to nurture awareness of environmental protection among staff; and continuous efforts are made to promote paperless trade service and e-service. To this end, the senior management is responsible for setting environmental policies and targets, and the Departmental Secretary has been assigned as the Departmental Green Manager. She is assisted by a Deputy Green Manager. The Green Manager's 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 come through various Customer Liaison Groups, advisory boards and committees.

**Environmental Management System**



## Our Green Policy and Targets

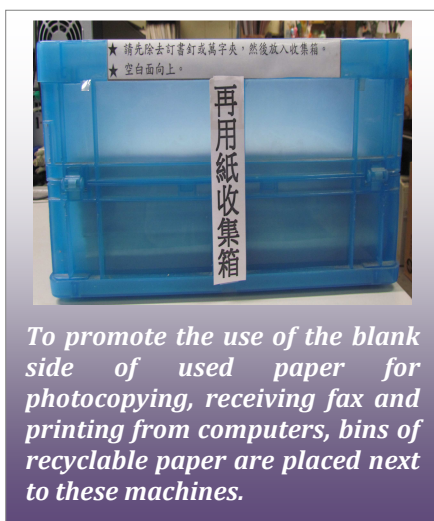
6. The TID is committed to keeping the world green. Our policy is to advocate green management, support the 'Action Blue Sky' campaign, and build into our culture a strong sense of self-awareness to actively conserve the environment.

7. The work of the TID is entirely office-based. Our green targets are therefore directed at the reduction in consumption of paper and envelopes in the office. In 2013, our targets were to achieve a reduction of 6% in envelope consumption and limit the growth of paper consumption within 5% as compared to 2012, to collect 20,000 kg of waste paper, to attain 95% of paper consumption on recycled type, and to achieve a 0.5% saving in electricity consumption.

## Green Measures in 2013

8. We adopted the following measures in 2013 to promote green management at our workplace:

- ◆ **Paper consumption** : using recycled paper instead of virgin paper wherever possible, 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.





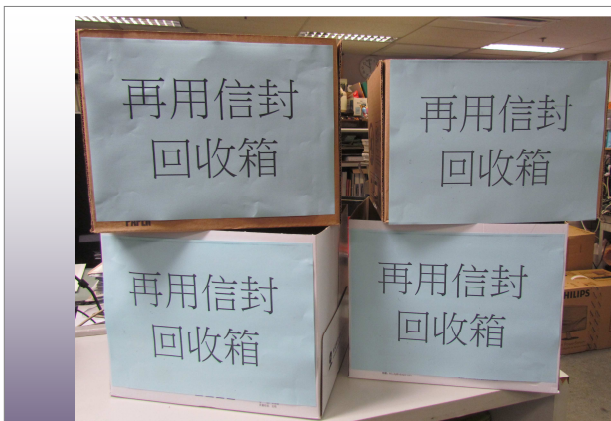
- ◆ **Paper and envelope recycling** : provision of green boxes to collect used paper and envelopes for recycling.



*Waste paper is collected in red/green bags for recycling.*



*Collection boxes for recyclable paper are provided at vantage points.*



*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 and plastic bottles for recycling.



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



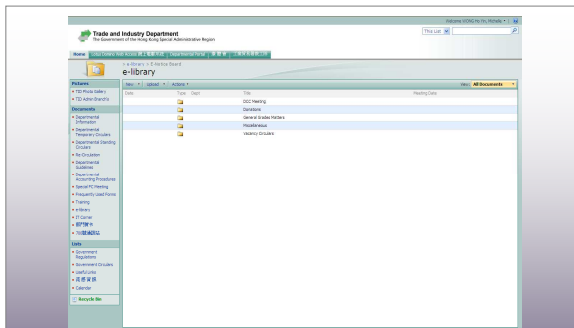
*Separate bins for collecting aluminum cans and plastic bottles are placed outside the pantries on each floor.*

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

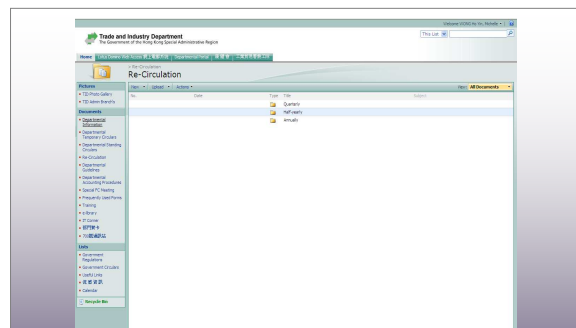


*Green Products are used.*

- ◆ **Electronic dissemination of information through intranet** : the dissemination and re-circulation of departmental circulars, notices, briefs and posting orders are in electronic mode.



*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** : conference rooms are reserved 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.



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

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

Pre-set Notification List					
Notification Name	Department	From			
Remark: eLAPS cannot support multi-level group in the notification list.					
<input type="checkbox"/>					
<input type="checkbox"/>					

Please enter details of the application.					
Days	Start Date	End Date	Date of Resumption of Duty	Est Hours	Max. Factor
	Paired (DD/MM/YYYY)	(DD/MM/YYYY)	(DD/MM/YYYY)	Per Day	Factor
1	1/1/2004	1/1/2004	1/1/2004	AM	N/A
2	1/1/2004	1/1/2004	1/1/2004	PM	N/A

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; 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.*



*The Director-General of Trade and Industry presented the Green Ambassador Award and the Green Pioneer Award.*

- ◆ **Staff participation in the community's green activities** : encouraging colleagues to participate in green activities, such as collection of used moon cake tins/boxes, to help raising 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.**

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

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

◆ **Office Managers to remind staff on the last-man-out to check and turn off all lighting and office equipment.**



*For better control of power consumption, indoor temperature is maintained at 25.5°C. Eye-catching signs are displayed to remind colleagues of the importance of energy saving.*



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



*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.



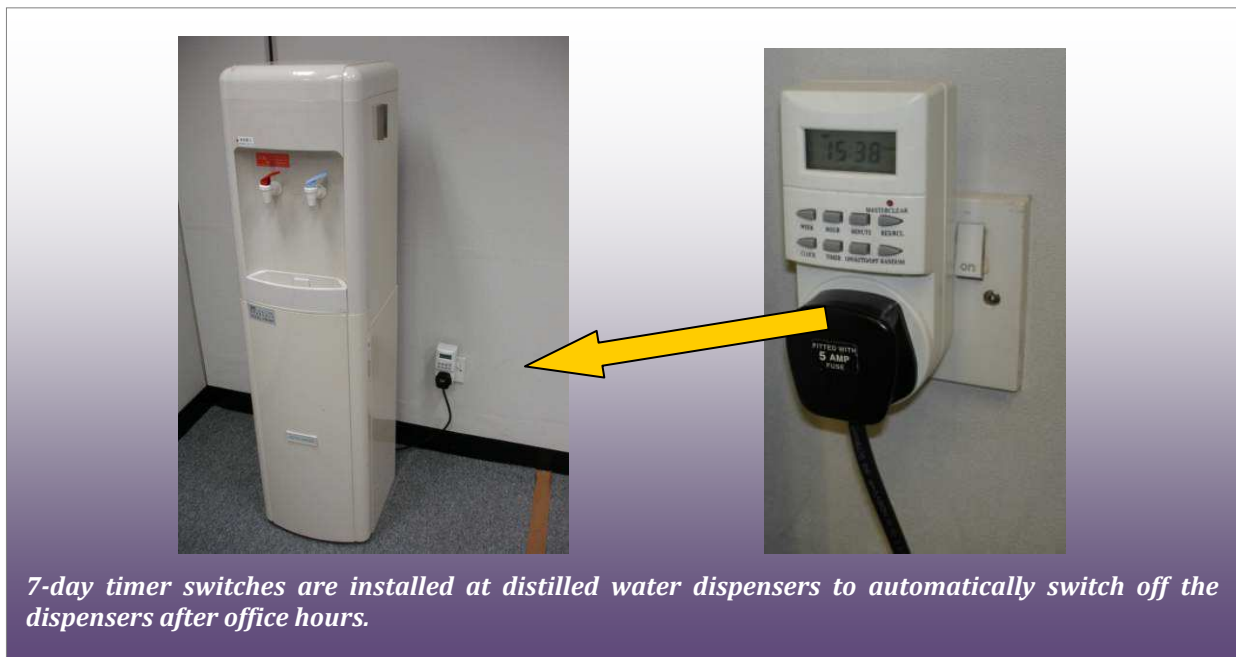
*Meters are installed to monitor the electricity consumption of the floor.*



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



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



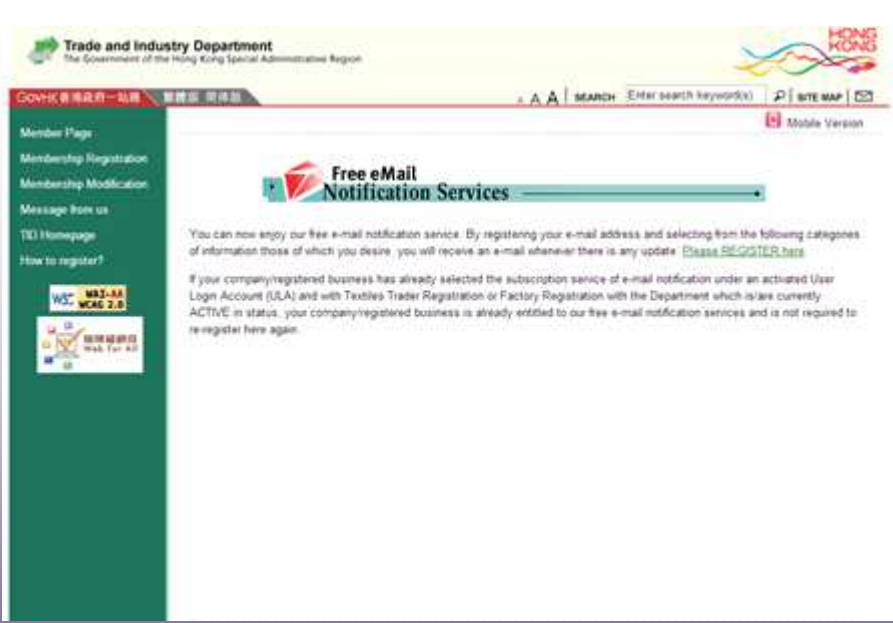
- ◆ Conducting surprise checks to ensure switching off engines of departmental cars while waiting in order to avoid idling emissions and achieve fuel saving.





## E-Services and TID websites

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.



The screenshot shows the Trade and Industry Department website. The header includes the department name and logo. A navigation menu on the left lists options like 'Member Page', 'Membership Registration', and 'Membership Modification'. The main content area is titled 'Free eMail Notification Services' and contains text explaining the service and a 'REGISTER here' link.

*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 of daily summary when 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, e-option is provided for strategic commodities licence applications, textiles notification, factory registration, Kimberley Process certificate applications, stockholder's return/monthly return of approved rice storage place, enrolment of seminar and making appointment with Business Advisory Service, as well as the change address function via GovHK website for selective TID services.

12. e-Enquiry functions are also provided on the website for Textiles Trader Registration, Factory Registration, general overview on import and export licensing control, code tables for CO(CEPA) application, application status of strategic commodities licence application, quick reference to Hong Kong Trade and Industrial Organizations compiled by TID, business licence information service in the SUCCESS website, and some application-related enquiry functions in the SME Funding Schemes website.

The image displays several overlapping screenshots of the Trade and Industry Department's website. The top-most screenshot shows the main homepage with the 'E Services' menu and various service links. Below it, a screenshot of the 'Strategic Commodities Control System' is visible. Another screenshot shows the 'SME Funding Schemes' page, which includes a search bar and a list of services. The most prominent screenshot is the 'Enquiry on Funded Projects' page under the 'SME Development Fund' section. This page features a search form with the following fields:

- Project Reference:
- Project Title:
- Applicant:
- Collaborating Organization:
- Implementation Agent:
- Project Sector:
- Target Sector:
- Fund Approved:  Enter Amount of Fund (From) -  Enter Amount of Fund (To)

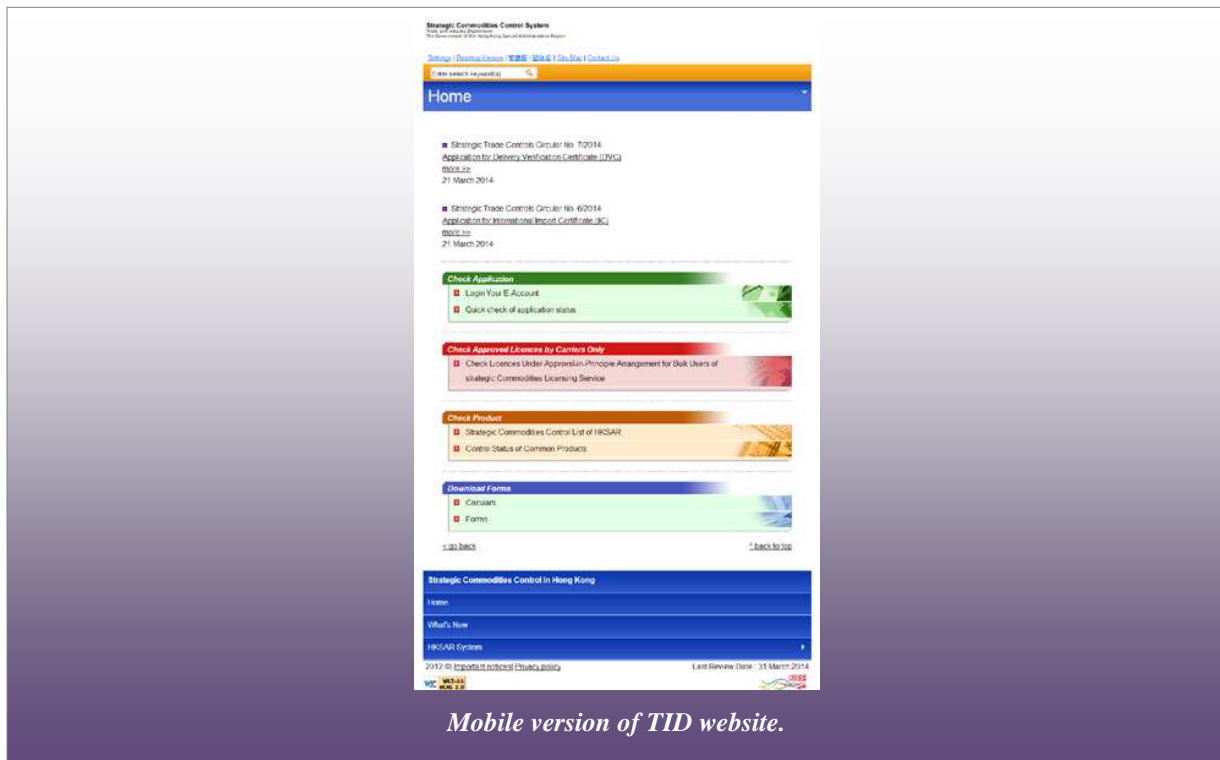
Buttons for 'Search', 'Reset', and 'Screen All' are located at the bottom of the form.

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

13. To enhance accessibility by the widest possible audience, the static webpage of TID's websites had been modified to facilitate persons with disabilities to access the TID entry portal and thematic websites.



14. To enhance accessibility by means of mobile devices, mobile versions have been implemented in all the static webpage of TID's websites.



## **Our Performance in 2013**

15. We have achieved a remarkable saving of 16.5% in paper consumption in 2013 as against the target to limit consumption to 5% growth as our strenuous effort to convert to electronic means in disseminating information as far as possible in the preceding year. During the year, we have issued notification letters to promulgate new services and enhancement. Thus, envelope consumption was recorded with a reduction of 3.2% that falls short of the set target of 6% saving.

16. On waste paper for recycling, we have collected 27,471 kg in 2013 as against the target of 20,000 kg, which is partly attributable to the weeding exercise of obsolete documents. As regards the use of recycled paper, we have been performing very well as recycled paper accounted for 97.7% of the total paper consumption, exceeding the target of 95%.

17. With our efforts in reducing electricity consumption, the electricity saving in 2013 is 6.6% as compared to the target of 0.5%. The reason for a saving that far exceeded the set target is due to the effect of a one-off equipment replacement exercise, such as Air Handling Units, which help to improve the overall energy efficiency significantly.

## **Our Targets for 2014**

18. Taking into account factors attributable to the average achievement and by excluding one-off factors in previous years, we aim to achieve a reduction of 3% in envelope consumption in 2014. We also aim to achieve 0% growth in terms of paper consumption despite our continuing expansion of services to the public; to collect 26,000 kg of waste paper; to attain 95% of paper consumption on recycled type; and to achieve a 0.5% saving in electricity consumption.

19. 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.

20. Our ultimate goal is to make the world a greener place with blue sky for our future generations.

## Feedback

21. 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>	enquiry@tid.gov.hk
<b>Web site</b>	www.tid.gov.hk
<b>Mail</b>	Room 908, TID Tower, 700 Nathan Road, Kowloon, Hong Kong
<b>Telephone</b>	2398 5337
<b>Fax</b>	2787 7422