

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

**Environmental Report
for the Period from April 2011 to March 2012**

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 2011 to March 2012.

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.

Before 2011-12, CITB had three separately located offices. They were the CITB headquarters office in leased premises at One Pacific Place, Queensway; the Tourism Commission's main office at the former Central Government Offices¹; and its sub-office, the Travel Agents Registry (TAR), in

¹ Offices located in the former Central Government Offices (CGO) and the new CGO in Tamar is under the management of the Administration Wing. Green measures on conserving electricity consumption and waste recycling among bureaux and offices in the buildings is centrally monitored and reported by the Administration Wing.

leased premises at Hopewell Centre, Wanchai. During 2011-12, the CITB headquarters office and the Tourism Commission's main office were relocated to the new Central Government Offices¹ in Tamar (CGO Tamar) in August 2011 and October 2011 respectively. The five departments and the Hong Kong Economic and Trade Offices under CITB's purview operated 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 shared by the five departments which implement their own green measures and publish their respective environmental reports.

The work of CITB is entirely office-based. We strived to provide a green office environment for the workplace and ensure 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 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
- promulgating our environmental policy and encouraging staff participation in environmental protection activities.

(I) Energy Conservation

In 2011-12, the CITB headquarter office only occupied the leased office accommodation at One Pacific Place for four months from 1 April to 31 July 2011. During this period, the electricity consumption was 65,733 kWh (which was around 25% of the total consumption of 259,249 kWh in 2010-11). The corresponding indirect emission of SO₂, NO_X and respirable suspended particulars were 125.55kg, 76.25kg and 3.94kg respectively.

The overall electricity consumption of TAR's leased office accommodation at Hopewell Centre had slightly increased by 0.5% (from 36,387 kWh in 2010-11 to 36,563 kWh in 2011-12). The slight increase of electricity consumption was mainly due to eleven additional staff engaged by TAR to cope with the increased workload and number of travel agents registration cases. The corresponding indirect emission of SO₂, NO_X and respirable suspended particulars were 69.84 kg, 42.41 kg and 2.19 kg respectively.

We have adopted the following energy saving measures to upkeep our performance in electricity consumption -

- (a) **Air-conditioning** : During summer time, we maintained 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 to achieve more efficient energy consumption. Air conditioning after standard supply hours was only provided on a need basis and under special circumstances.

- (b) **Lighting** : The use of energy saving electronic ballast for office lighting had helped reduce electricity consumption. We have since July 2009 assigned staff on roster 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 also affixed energy saving stickers next to the switches as a gentle reminder to staff.

In our new offices in CGO Tamar, motion sensors have been installed to enable automatic control of lightings. General office lightings were automatically switched off when the designated area was idle to help reduce unnecessary electricity consumption. Light sensors have also been installed along the window side, allowing automatic dimming of lights when the natural sunlight was adequate for office operation.

- (c) **Office Equipment and Facilities** : In 2011-12, we continued to use energy efficient models and to reduce the number of office machines required whenever practicable. The computer monitors and printers acquired in the year were all equipped with auto switch-off or energy saving function. We have also enabled power management features on the office equipment and installed digital timers to water dispensers and microwave ovens to enable the automatic switching off of the appliances after office hours.

- (d) ***Green Management of Data Centre*** : To reduce the number of physical servers and power required for server operations, we employed server virtualization in CITB data centres for redeployment of less-critical IT system. We 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 were 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 were properly switched off when not in use after office hour, we have introduced a special inspection team to regularly patrol common areas and workplaces. They would report on any non-compliance cases noticed during patrolling.

(II) Savings on Paper Consumption

The overall paper consumption has increased by 5.8 % (from 3,730 reams in 2010-11 to 3,948 reams in 2011-12). The increase was mainly due to the documentations and papers related to the various consultation and legislative exercises during the year. This included the introduction of the Competition Bill, the review of patent system in Hong Kong, the draft code of practice of copyrights protection in the digital environment, which required production of hard copies of discussion papers and reports.

Despite the increased paper consumption, we have maintained our efforts to make use of recycled paper in 2011-12 as far as possible. 99.5% (3,928 reams) of the overall paper consumption amount was recycled paper.

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 the booking of conference rooms, IT equipment and other common facilities.
- (b) ***E-communication*** : All staff were provided with e-mail access. The majority of communications, both external and internal, were made through emails.
- (c) ***E-bulletin boards*** : E-bulletin boards are used for the dissemination of information to replace hard copies. There were 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 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 used network printers and desk-top printers which were 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 to separate waste paper from other waste for recycling. In 2011-12, we collected a total of 17,420 kg of waste paper and all used recyclable toner cartridges for recycling.

(IV) Green Procurement

We continued to use recyclable toner cartridges for our printers and fax machines as far as possible. 95% of the toner cartridges used were recycled products. The remaining five percents were used for color network printers which could not support recyclable toner cartridges products for technical reason. In addition, we also acquired recyclable stationery products and used degradable plastic bags for garbage bins.

(V) Pollution Prevention

Unleaded fuel was used by our departmental cars. Chauffeurs and motor drivers were reminded of the requirement 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 introduced a series of internal topical green tips into 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 efforts 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 then 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.
(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 has been uploaded onto our website for access by the public.

<i>Commitment</i>	<i>Performance</i>
(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 colleagues to dress smart casual during summer months, etc.
(e) Controlling Air Pollution on High Pollution Days	Staff are encouraged to share pool car services and use public transport for duty trips whenever possible. Staff are also reminded not to use products with high VOC (Volatile Organic Compounds) content which, according to research, will lead to smog formation.
(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 also regularly posted green tips on to our bulletin board to enhance staff's awareness of green office environment.

Conclusion

We shall continue our endeavours 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 efforts 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

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