

## Invest Hong Kong

### Controlling Officer's Environmental Report 2013

#### Introduction

This report sets out the environmental policy, commitments and progress of green management measures taken by Invest Hong Kong (InvestHK) in the calendar year 2013.

InvestHK is responsible for spearheading Government's efforts to attract foreign direct investment. It offers solution-oriented investment promotion, facilitation, and aftercare services to make sure that external investors have all the support required to establish or expand operations in Hong Kong. It operated in premises at 23/F – 25/F, Fairmont House, Central, occupying a total floor area of 1,750 m<sup>2</sup> with 96 staff members in 2013.

#### Environmental Policy

In working towards a better and healthier future, InvestHK supports the Government's commitment for sustainable development. Our environmental objectives are:

##### **(A) Consumption minimization**

We adhere to the principle of "3R- Reduce, Reuse and Recycle" in the consumption of resources, such as paper and energy.

##### **(B) Promoting staff's awareness on environmental protection and develop a sense of responsible care for the environment**

We implement measures including provision of guidelines, participate in and organise green activities to raise staff's awareness on the importance of protecting natural environment.

##### **(C) Green procurement**

We request suppliers and contractors to provide products and services that are environmentally friendly.

## Green measures implemented

The green measures taken in 2013 and our achievements are set out below:

### (A) Reduce paper consumption

We continue to reduce paper consumption through the following means-

- (i) E-communication: We encourage communication by email instead of paper communication by fax, memo or letters whenever possible and appropriate. InvestHK sets up its own intranet as e-platform for dissemination of information and publication of various management reports. With this in place, all departmental circulars, operation announcement and management reports are accessed and maintained electronically.
- (ii) E-publication: InvestHK issues its publications, such as its quarterly newsletter in e-form instead of paper form.
- (iii) Double-sided printing: We encourage our staff to print on both sides as far as possible. We procure photocopier and printer with such functions.
- (iv) Re-use of paper: Re-used paper or recycled paper is used for drafting, printing of file record and other internal purposes. Envelopes and file jackets are also re-used as far as possible.

The quantity of printing paper consumed in 2013 is about 1,045 reams. Compared with the figures of 1,050 reams in 2012, there was a slight reduction of 0.5%.

### (B) Minimize the use of stationery through

- (i) using refillable ballpens and
- (ii) minimizing the use of envelopes

### (C) Reduce energy consumption

- (i) It is our on-going efforts to scale down the lighting in our office after normal office hours. Colleagues are reminded at regular interval to ensure that unnecessary equipment and lights in corridors and office areas are turned off when not in use.
- (ii) Appointing energy wardens to conduct irregular inspection to make sure that all energy-saving measures are put in place.

#### (D) Promote waste recycling through

- (i) Placing collection bins at various office locations to collect waste papers and printer cartridges for recycling arrangement.
- (ii) Reusing envelopes, folder and file jackets.
- (iii) Reusing decorative accessories for festive decorations

#### (E) Organise and participate in environmental activities

- (i) Participating in environmental protection activities to promote staff's awareness on preserving environment and instil a sense of responsibility for protecting the environment.
- (ii) Nominating resource managers to attend seminars on green office practice so as to keep them abreast with the latest green measures for introducing the latest green housekeeping practice in office.

#### (F) Using environmentally friendly products

- (i) Ordering environmentally friendly products through the Government Logistics Department and outside contractors as far as practicable.
- (ii) Using equipment that helps to reduce paper consumption. Printers and photocopiers are equipped with duplex function which enables double-sided printing for reducing paper consumption.
- (iii) Using energy-saving appliances: all computers and photocopiers in use are equipped with auto switch-off or energy saving features.

In 2013, InvestHK consumed 189,941kWh of electricity. As compared with the figures of 193,010 kWh in 2012, there was a slight decrease of 1.6% due to the wider use of more energy-saving appliances in office and the increasing staff's awareness about the importance of implementing energy-saving practices.

### The Way Forward

Looking ahead, we will sustain our effort in green management and continue to implement the prevailing green measures in consumption minimization, waste recovery and energy conservation. There is increased staff awareness of environmental protection. We will continue our efforts in protecting and improving the environment through green management practices in the department. We shall closely monitor our environmental performance on paper and energy consumption and the use of green products. Where appropriate, we will also take advantage of new technologies to help preserve nature and improve efficiency.

## Feedback and Enquiries

If you have any comments or suggestions on this report, please send them to InvestHK by the following means-

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