

## **Invest Hong Kong Controlling Officers' Environmental Report 2005**

### **Introduction**

This reports sets out the environmental policy, commitments and progress of green management measures taken by Invest Hong Kong (InvestHK) in the year 2005.

InvestHK was set up on 1 July 2000 to spearhead 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 their operations in Hong Kong. It operates in leased premises in One Pacific Place, Queensway, occupying a total floor area of 1,527 m<sup>2</sup> with 90 staff members as at 1 January 2005.

### **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 "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.

*(D) Communication*

We make known our environmental policy to the public and encourage staff participation in environmental protection activities. We also collect feedback to further review our objectives and improve our performance.

**Green measures implemented**

The green measures taken in 2005 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, 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-side printing: We encourage our staff to print on both sides as far as possible. We purchase photocopier and printing with such functions.
- (iv) Re-use of paper: Re-used paper or recycled paper are used for drafting, printing of file record and other internal purposes. Envelopes and file jackets are also re-used as far as possible.

With the above measures in place, the amount of printing paper consumed by InvestHK in 2005 is 1,030 reams. Compared with the figure of 1,300 reams in 2004, a substantial reduction of 20 % was achieved.

*(B) Reduce energy consumption through*

- (i) It is our on-going efforts to scale down the lighting in our office after normal office hours. An inspection system is in place 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 regular inspection to make sure that all energy-saving measures are put in place.

With the above measures in place, in 2005/06, InvestHK consumed 197,436 kWh of electricity. As compared with the figure of 200,215 kWh in 2004/05, a 1.4% saving was achieved despite a slight increase in the number of staff and equipment in this year.

*(C) 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, folders and file jackets.
- (iii) Reusing decorative accessories for festival decorations.

*(D) Organise and participate in environmental activities*

- (i) Organising departmental outings to the country side and 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 of the latest green measures for introducing the latest green housekeeping practice in office.

*(E) 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 help to reduce paper consumption. Printers and photocopiers are equipped with duplex function which enable double-side printing for reducing paper consumption.
- (iii) Using energy-saving appliance. All computers and photocopiers in use are equipped with auto switch-off or energy saving features.

## The Way Forward

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 the Invest HK by the following means –

Email : [rchi@investhk.gov.hk](mailto:rchi@investhk.gov.hk)  
Fax : 3107 9008  
Telephone : 3107 1075  
Post : Invest Hong Kong  
Suites 1501-9, Level 15, One Pacific Place,  
88 Queensway,  
Hong Kong

Invest Hong Kong  
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