

Intellectual Property Department Controlling Officer's Environmental Report 2006

Introduction

The Intellectual Property Department (IPD) carries out the statutory functions of administering the registration systems for trademarks, patents, designs and copyright licensing bodies in Hong Kong as well as the promotion of public awareness of and respect for intellectual property rights. This environmental report gives an account of our green management practices and measures taken in 2006 and sets out the future targets.

Environmental Policy

We are committed to ensuring that IPD's operations are conducted in an environmentally friendly manner. The principle of "Reduce, Reuse and Recycle" is adopted to conserve resources and energy. We implement the e-business model for both internal/ external communication and processing/ storage of information as far as practicable in order to reduce paper consumption. Apart from resource conservation, we are also devoted to minimizing pollutants generated which are harmful to the environment.

Green Management Practices

✧ Floor Green Managers

Floor Green Managers have been appointed on each floor in our office. They are responsible for monitoring the paper and electricity consumption, disseminating green management messages and reminding colleagues to comply with the green housekeeping measures.

✧ Monthly Resource Consumption Reports

Monthly paper and electricity consumption reports compiled by the departmental Green Manager are posted on IPD's e-Bulletin Board for colleagues' information so that they can view and react timely on their saving efforts and results. These reports are presented side-by-side with figures of the past such that progress can be shown. Email reminders are issued to all staff to encourage greater saving efforts and to give recognition for their achievement.

✧ *Air-conditioning*

We have asked EMSD to set the room temperature of our office premises to 25.5°C throughout the year to save energy. We fine-tune the setting periodically with regard to changes in weather conditions and the variation in the number of occupants in the premises.

✧ *Lighting*

Energy saving lights have been installed and zoning of lighting has been implemented. We encourage and remind our colleagues to switch off the lights for areas unoccupied during lunch break and after office hours. The reminders are quite effective and our colleagues are aware of switching off the lights when not in use.

✧ *Electrical Equipment*

All computers, printers and photocopiers have been set to the energy saving mode by default. Office equipment that is not frequently used (e.g. laminators, typewriters, etc.) will only be switched on when necessary. Timer switches are installed in all water dispensers to ensure the cessation of electricity consumption outside office hours. Colleagues are advised to switch off all the electrical appliances before leaving the office.

✧ *Paper Saving*

- E-Business model has been implemented which aims at saving paper. E-mails are used extensively to replace paper documentation, both internally and externally. Softcopies are distributed by e-mails or removable drives/ diskettes instead of print-outs.
- Education and publicity materials are published electronically as far as practical.
- Application for vacation leave and sick leave can be made through the web. Reservation of function venues and cancellation of bookings can also be made electronically.
- Softcopies of forms and reports are uploaded onto IPD's website for public access. Printed copies will only be provided upon request.
- Trademark, patent and design applications are processed in the electronic mode. Application results and hearing decisions are publicized via the web.
- Both sides of paper are used. Papers used on one side, envelopes and old file jackets are reused.
- Paperless meetings have been arranged. Notebook computers with softcopies of relevant documents (e.g. minutes, agenda) are set for the

participants.

- Waste paper is collected separately for recycling.
- Fax machines, photocopiers and network printers are filled with recycled papers.

✧ *Minimal Use of Plastic Bags*

Plastic bags are seldom used. They are only used for garbage collection.

✧ *Environmentally Friendly Departmental Transport*

Motor driver of our department vehicle is being periodically reminded to comply with the regulations stated under GLD Circular Memorandum No. 6/2005. We conduct regular spot checks and our driver is constantly reminded to switch off engines while waiting. This act minimizes the air pollution caused by exhaust emissions of vehicles. Also, our vehicle is maintained in good condition to ensure the efficient use of fuel.

✧ *Promotion of Staff Awareness*

In order to enhance the awareness of our staff in protecting the environment, an in-house seminar conducted by the Environmental Protection Department was held. The topics include waste reduction, air pollution, and so on. CD-ROMs about ways to protect our environment are placed in our departmental library for easy access by our colleagues.

✧ *Green Office*

To promote green life style, potted plants are placed in our office premises to create a green and comfortable environment. Colleagues are also welcome to grow potted plants in their respective workstations.

✧ *Recycling Encouraged*

We have all along been re-using festive/decorative materials within the office. In addition, we encourage colleagues to take part in the "Rechargeable Battery Recycling Programme" launched by our Property Management Office.

Performance Indicators

With our strenuous efforts, the total paper consumption has been reduced from 5,300 reams in Financial Year (FY) 2002-03 to 2,900 reams in FY 2006-07. It

represents a significant reduction by 45.3%.

Our consumption in electricity was increased by 12.7% in FY 2006-07 as compared to FY 2005-06. The growth was mainly due to the increased use of IT/office equipment as a result of office automation and the rescheduling of air-conditioning supply upon implementation of the 5-day week.. In fact, when keeping all other factors constant, our normalized consumption when compared to that in the base year FY 2002-3 has significantly dropped by 33%.

Way Forward

We will keep up with our green practices to minimise waste, conserve energy, and economise the use of resources. E-mode of operation will continue to be promoted to achieve further reduction in paper consumption. We will keep exploring new initiatives to save electricity and promote efficiency.

Comments and Suggestions

Comments and suggestions on this report are welcome. Please feel free to contact the Green Manager by email at enquiry@ipd.gov.hk. A copy of this report is posted on IPD's website at <http://www.ipd.gov.hk>.

Intellectual Property Department
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