

# **Intellectual Property Department**

## **Controlling Officer's Environmental Report 2002**

### **Introduction**

The Intellectual Property Department (IPD) carries out the statutory functions of administering the registration systems for trade marks, patents, designs and copyright licensing bodies in Hong Kong as well as the promotion of public awareness of and respect for intellectual property (IP) rights.

### **Environmental Policy**

2. We are committed to ensuring that IPD's operations are conducted in an environmentally responsible manner. We consciously exercise the principles of "Reduce, Reuse and Recycle" in the consumption of materials and adopt environmental-friendly initiatives such as using electronic means for communication, processing and storage of information as far as practicable. We seek continual improvement in the efficient use of resources.

3. We promote green management practices to all our staff as well as to the staff of our outsourcing partner and ensure that they are in a position to assume their environmental responsibilities in the office.

### **Green Management Practices adopted**

#### **◆ E-business model to avoid/reduce paper use**

- Use e-mails extensively both internally and externally instead of paper memoranda and faxes
- Transfer documents on diskettes or through e-mail for collaborative drafting, editing and review
- Upload reports, documents, hearing decisions of the Trade Mark Registry, application/standard forms for public access on our website
- Post notices, circulars, telephone lists, training schedules/materials and statistics electronically
- Publish publicity and education materials and pamphlets electronically as far as practicable

- Arrange booking of function venues and meetings electronically
- Share documents or use electronic versions in meetings whenever possible

#### ◆ **Further measures to reduce paper use**

4. While it is not possible to practise 100% paperless office operation and when use of paper is inevitable, we try to minimize paper use by

- Avoiding the printing of e-documents unless a paper record on file is necessary
- Using fax notes instead of cover sheets for outgoing faxes
- Using both sides of a sheet of paper for copying or printing
- Placing one-sided used paper into green boxes next to photocopiers for reuse
- Using outdated forms or obsolete copies of documents with one side clean as drafting paper

#### ◆ **Reduce electricity consumption**

- Switch off air-conditioning and lighting when area is not in use during office hours and after work
- Switch off personal computers and accessories when not in use
- Walk up and down between floors instead of taking lifts
- Switch off electrical equipment and appliances (except those that should be switched on continuously e.g. fax machines and refrigerators) when not in use
- Use energy-saving light bulbs and sectional control switches for air-conditioning and lighting in the Function Room

#### ◆ **Reuse and recycle**

- Reuse envelopes and old file jackets
- Separate collection of waste paper materials, empty laser printer cartridges and inkjet cartridges for recycling
- Reuse floppy discs
- Reuse decorative materials for festive seasons

## **Performance indicators**

5. We have reduced overall electricity consumption by 1.5% comparing the consumption figures of 594,053 KW in 2002 and 603,368 KW in 2001(calendar year basis) and reduced envelope consumption by 10% comparing the figures of 64,230 in 2002 versus 71,475 in 2001. On paper consumption, the total number of reams of paper used (5,280) in 2002 was higher than the figure of 5,020 reams in 2001 by 5.2%. This is due to the need to use more papers in connection with data cleansing, testing of the new trade mark application processing system and drafting of new trade mark manual in preparation for the implementation of the new Trade Mark Ordinance in 2003. We envisage that we will achieve more savings in paper consumption with the gradual roll-out of more e-business activities in 2003 as outlined at paragraph 7 below.

## **Way Forward**

6. We awarded a five-year contract on 30 November 2001 to out-source information management and processing of existing computer systems, development and administration of new IT systems and office operations. The project is being implemented in phases and is expected to bring the following specific environmental benefits -

- (a) paperless office to save office accommodation and storage space with concomitant energy savings;
- (b) e-business and electronic submission of applications for trade mark, patent and design registration to reduce the need for travel to the IPD office and for the use of paper;
- (c) Internet publication of details of applications to replace advertising in the HKSAR Gazette (currently averaging 240 pages of paper per week);
- (d) Internet access to trade mark, patent and design database as opposed to on-site public search in IPD terminals to reduce the

need for travel; and

- (e) electronic publication of design and patent information to allow for dissemination of new technology (including environmental protection technology) freely around the world.

7. Internet search of the trade mark database has been implemented since January 2003 and Internet publication for trade mark application details under the new Trade Mark Ordinance has been implemented since April 2003. Electronic submission of applications is scheduled to be implemented by April 2004.

8. We will also explore and implement further measures to facilitate knowledge management in the electronic format.

### **Comments and suggestions**

9. We welcome comments and suggestions on this report. Please contact the Green Manager by e-mailing [enquiry@ipd.gov.hk](mailto:enquiry@ipd.gov.hk). A copy of this report is posted on the Department's website at [www.info.gov.hk/ipd](http://www.info.gov.hk/ipd).

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