

# **Intellectual Property Department Controlling Officer's Environmental Report 2004**

## **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 presents the environmental policy, green management practices and performance of IPD in 2004.

## **Environmental Policy**

2. We are committed to ensuring that IPD's operations are conducted in an environmentally responsible manner. We practice the principles of "Reduce", "Reuse" and "Recycle" in the procurement and consumption of resources. We adopt environmental friendly initiatives and encourage the use of the electronic platform for both internal and external communication. We undertake regular review of the environmental policy and seek continual improvement in the efficient use of resources, not only by our staff, but also by our outsourcing partner working in IPD.

## **Green Management Practices**

### ■ *Floor Green Managers*

3. 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*

4. Monthly paper and electricity consumption reports compiled by the departmental Green Manager are posted onto IPD's e-Bulletin Board for colleagues' information so that they can feedback timely on their saving efforts. These reports are presented side-by-side with figures of the past such that progress or the lack of which can be shown. Where appropriate, e-mail reminders are issued to all staff to encourage greater saving efforts and to give due recognition for their achievement.

### ■ *Air-conditioning*

5. The air-conditioning system accounts for about half of the total electricity consumption in IPD. We understand that raising the room temperature in our office premises can help save electricity and have therefore set the room temperature of our office premises to 25.5° C since October 2004. We fine-tune the setting periodically with regard to the changes in weather conditions.

### ■ *Lighting*

6. With a view to achieve greater savings in electricity consumption, zone

lighting and energy saving ceiling lights have been installed in our office premises. To assist staff to form the habit of switching off lights when they leave the office, all the switches are labeled with their corresponding zones and detailed zoning maps are publicized in the Departmental e-Bulletin Board. The measures prove to be useful in raising our staff's awareness of electricity conservation and has brought about greater saving in electricity consumption. We have also taken the opportunity of office renovation to relocate more workstations alongside windows for better utilization of natural light.

#### ■ *Electrical Equipment*

7. All computers have been set to the energy saving mode by default. All photocopiers and printers are also set to the energy saving mode during office hours and are switched off after office hours. Office equipment that are not frequently used, for instance, laminators and typewriters, will only be switched on when necessary.

#### ■ *E-business Model*

8. The e-Business model has contributed significantly to paper saving in IPD.

- ✧ 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 practicable.
- ✧ Application for vacation leave and sick leave can be made through the web.
- ✧ Reservation of function venues and cancellation of bookings can be made electronically.
- ✧ Usage of online dictionaries and journals is encouraged to weed out paper versions gradually.

9. Because of the following e-practices, paper saving is particularly evident in the operation of the Trade Marks Registry.

- ✧ Standard forms, reports and hearing decisions are uploaded onto IPD's website to facilitate public access.
- ✧ Trade mark applications are processed in the electronic mode.
- ✧ Payment can be made on-line.
- ✧ Application results are publicized through IPD's website instead of printed in the Gazette.

#### ■ *Paper*

10. Totally paperless is impossible but IPD tries our best to reduce, reuse and recycle paper.

- ✧ E-mails are not printed unless a paper record on file is absolutely necessary.
- ✧ Both sides of a sheet of paper are used. One-sided used paper is collected for reuse.
- ✧ Documents are shared in meetings to minimize the number of printed copies.
- ✧ Envelopes and old file jackets are reused.
- ✧ Waste paper is collected separately for recycling.

■ ***“Adopt a Plant” Scheme***

11. In order to promote green life style, small potted plants are provided to colleagues who volunteer to nurse the plants for display in their workstations. Staff members are welcome to bring their own plants to our office.

**Performance Indicators**

12. Total paper consumption has been reduced from 5,550 reams in Financial Year (FY) 2002-03 to 3,998 reams in FY 2003-04. It represents a significant reduction by 28%, which far exceeds the saving targets of 2.5% set by the Policy Committee. Such significant saving is mainly attributable to our e-business model and paperless mode of operation.

13. Electricity consumption has risen by 5%. The fitting-out exercise was the possible cause. With the above mentioned electricity saving measures in place, we have confidence that electricity consumption will drop in the coming FY.

**Way Forward**

14. We will continue to explore and implement green initiatives. Further migration to the e-mode of operation and installation of energy saving ceiling lights and zone lighting on 25/F will produce fruitful results in both paper and electricity savings.

■ ***Green Trail Walk***

15. We will organize a Green Trail Walk to Sai Kung as our annual departmental outing to promote a healthy and green life style among staff.

**Comments and Suggestions**

16. Comments and suggestions on this report are welcome. Please feel free to contact the Green Manager by e-mail at [enquiry@ipd.gov.hk](mailto: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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