

# Intellectual Property Department Controlling Officer's Environmental Report 2005

## 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 sets out the environmental policy, green management practices and performance of IPD in 2005 and out future targets.

## Environmental Policy

2. We are committed to ensuring that IPD's operations are conducted in an environmentally responsible manner. We continue to practice the principles of "Reduce", "Reuse" and "Recycle" in the procurement and consumption of resources. We adopt environmental friendly initiatives and undertake regular review of the existing green measures 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. We have appointed Floor Green Managers to monitor electricity consumption, to disseminate green management messages and remind 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. 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. Air-conditioning is the major area of electricity consumption in IPD. The room temperature of our office premises has been kept at an energy-efficient level of 25.5° C or above throughout the year. We fine-tune the setting from time to time with regard to the changes in weather condition and the variation in the number of occupants in the premises.

### ■ *Lighting*

6. Energy saving ceiling lights have been installed in all our office premises. Zoning of lighting has also facilitated switching off of lights for areas unoccupied during

lunch break and after office hours.

■ *Electrical Equipment*

7. All computers have been set to the energy saving mode by default. Staff are advised to turn off all electrical appliances before leaving the office.

■ *Paper*

8. IPD is committed to implementing the e-business model which has contributed significantly to paper saving.

- ✧ E-mails are used extensively to replace paper documentation, both internally and externally. They are not printed unless a paper record on file is absolutely necessary. Softcopies instead of print-outs are distributed by e-mails or removable drives/diskettes.
- ✧ Education and publicity materials are published electronically as far as practicable.
- ✧ Softcopies of forms and reports are uploaded onto IPD's website to facilitate public access. Printed copies will only be provided upon request.
- ✧ Trademark, patent and design applications are processed in the electronic mode.
- ✧ Payment can be made on-line.
- ✧ Application results and hearing decisions are publicized through IPD's website instead of in the printed format.
- ✧ Paper used on one side is collected for reuse.
- ✧ Paperless meetings have been arranged. Notebook computers are set up for meeting participants. Documents are stored in computers. Print-outs are no longer required.

■ *Green Office*

9. In order to promote green life style, we have procured potted plants of different sizes and invited volunteers to take care of them. Colleagues are also welcome to bring their own plants to the office.

■ *Departmental Outing*

10. An outing to the Sai Kung Country Park was held on 19 March 2005 (Saturday). It helped promote a healthy life style among staff members.

**Performance Indicators**

11. Total paper consumption has been reduced from 5,550 reams in Financial Year (FY) 2002-03 to 3,108 reams in FY 2004-05. It represents a significant reduction by 44%, which far exceeds the saving target of 5% set by the Policy Committee. Such significant saving is mainly attributable to our e-business model and paperless mode of operation.

12. Various electricity saving initiatives have also produced encouraging results – the total electricity consumption has been reduced by 6% from 591,566 units in FY 2003-04 to 556,643 units in FY 2004-05.

## **Way Forward**

13. We will continue to explore and implement green initiatives. Extensive use of recycled paper will be explored. Further migration to the e-mode of operation and keeping the room temperature of our office premises at 25.5° C will also produce fruitful results in both paper and electricity savings.

### ■ *Departmental Outing*

14. In order to arouse staff's interest in the natural environment, we will organize another outing in 2006.

### ■ *Implementation of Electronic Filing System*

15. We will carry out a pilot project on the replacement of paper files by an electronic filing system. The project may cause further reduction in paper consumption.

## **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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