

Environmental Report 2003

Message from Director-General of Trade and Industry

I am very pleased to place before you our fifth environmental report which sets out the green performance of the Trade and Industry Department in 2003 and the green targets in 2003.

The Trade and Industry Department aims at leading, supporting and facilitating the development of trade and industry in Hong Kong. We are aware that the activities that we carry out to achieve our aims may have an impact on the environment one way or the other. We are committed to keeping the world green. Over the past few years, we have strengthened the environmental awareness among our staff and received great support from them on environmental protection. In 2003, various green housekeeping measures as well as a number of initiatives to promote paperless trade have been implemented successfully. In future, we will continue to do our best in conserving the environment by reusing, recycling and reducing the use of precious resources on earth. I hope you will enjoy reading this report and look forward to hearing from you your feedback and comments.

Raymond YOUNG

Director-General of Trade and Industry

October 2004

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Introduction

In support of Government's initiative to advocate green management, this report sets out the Trade and Industry Department's green performance from January to December 2003 and its green targets in 2004. The report covers the performance of all offices of the Department situated in the Trade and Industry Department Tower at 700 Nathan Road, Kowloon.

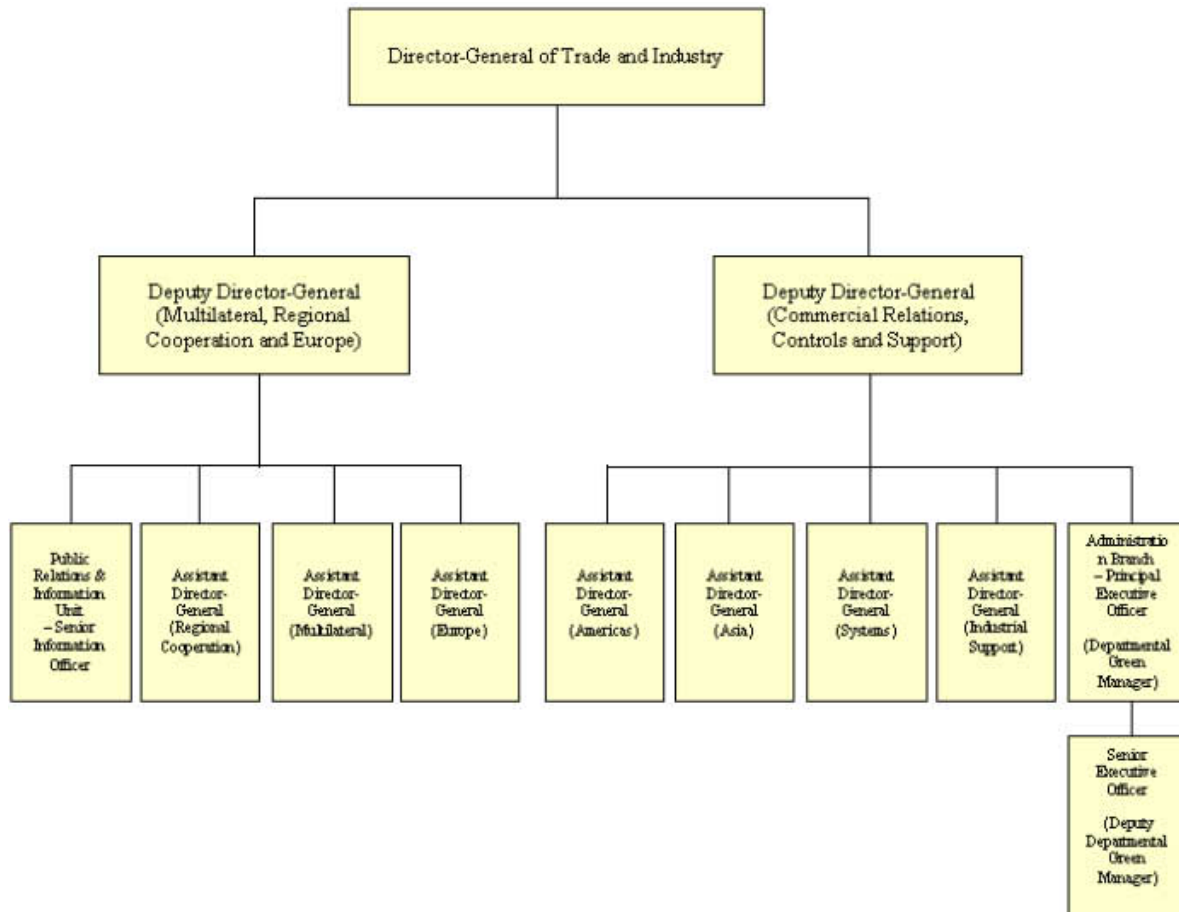
Overview of Services of Trade and Industry Department

2. The Trade and Industry Department is responsible for handling the Hong Kong Special Administrative Region's (HKSAR) commercial relations with its trading partners, implementing trade policies and agreements (including the issue of certificates of origin and export and import licences), participating in international trade fora, as well as providing general support services for the industrial sector and small and medium enterprises (SMEs).
3. To safeguard the interests of rough diamonds traders in Hong Kong, the Department has implemented a certification scheme for rough diamonds as from 2 January 2003. Since 2 October and 30 December 2003, the Department has also started processing applications for Certificates of Hong Kong Service Suppliers and Certificates of Hong Kong Origin-CEPA respectively.
4. The Department is assisted in its work on commercial relations by 11 overseas Hong Kong Economic and Trade Offices as well as the Office of the Government of the HKSAR in Beijing. The Director-General of Trade and Industry is advised by various boards and committees, including the Trade and Industry Advisory Board, the Textiles Advisory Board, the Rice Advisory Committee as well as the Small and Medium Enterprises Committee. With a view to further improving its services, several Customer Liaison Groups have been set up to serve as an additional channel of communication between the Department and its customers from various sectors.

Environmental Management Structure

5. The Department, headed by a Director-General, has slightly over 700 staff. The Director-General is assisted by two Deputy Directors-General. These two Deputies are supported by seven Assistant Directors-General each heading a division and a Departmental Secretary. Environmental Management responsibility starts at the highest level and cascades down the Department.

Trade and Industry Department Organization Chart



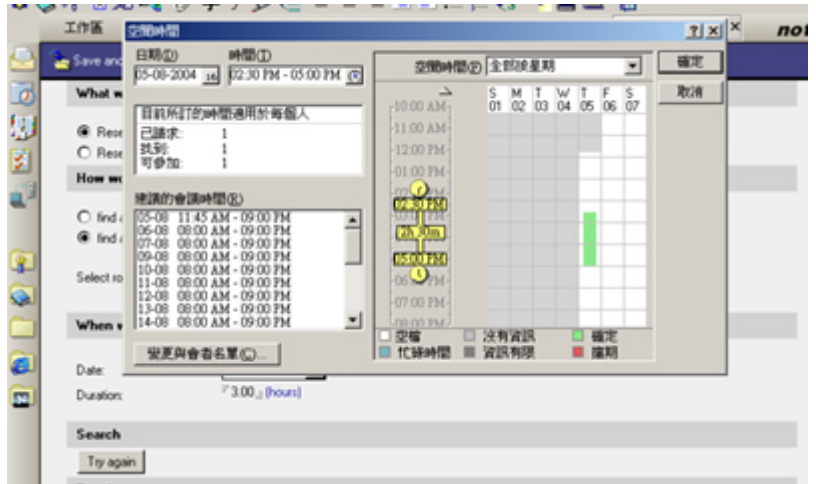
6. The Director-General sets the environmental policies and targets. The Departmental Secretary takes up the role as the Departmental Green Manager. She is assisted by a Deputy Green Manager. The Green Managers' team is responsible for overseeing the Department's environmental performance, and setting and reviewing green measures in the Department. The team works closely with the office managers of the seven divisions on implementation of green initiatives. Regular meetings are held with these office managers and members of the Departmental Consultative Committee to solicit their views on green management. Through the Customer Liaison Groups, the advisory boards and committees, traders' opinions on environmental protection measures of the Department are also collected.

- **Paper consumption** : make full use of the blank side of used papers, reduce photocopying/printing, maximise the use of emails for internal and external communications and replace paper payslips with email notifications.



To promote the use of the blank side of used paper for photocopying, receiving fax and printing from computers, bins of recyclable paper are placed next to these machines.

- **Electronic booking of conference rooms** : book conference rooms through the self-service system on the web.

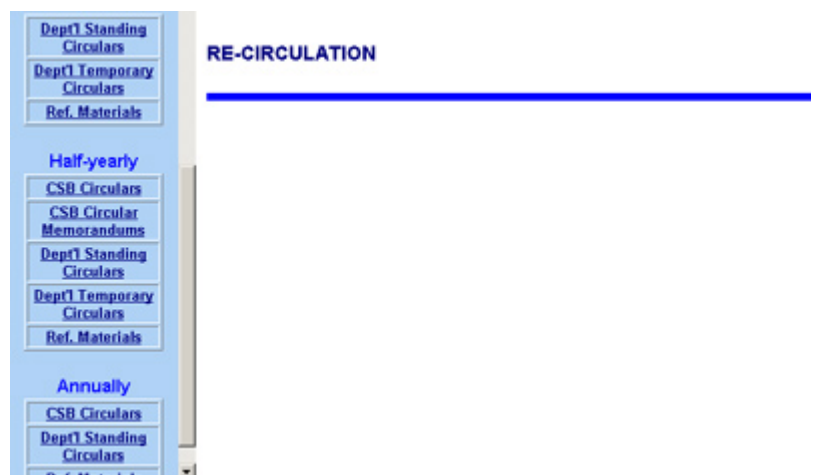


The e-Booking system is both environmental friendly and efficient. Colleagues can check the booking status through the net.

- **Electronic dissemination of information through intranet** : electronic dissemination and re-circulation of departmental circulars, notices, briefs and posting orders.



e - Notice Board disseminates various types of information, such as donations and training courses.



e-Circulation and Re-circulation of departmental circulars reach all colleagues in a matter of seconds.

- **Electricity consumption** : switch off electrical equipment and lights whenever they are not in use, economise on the use of air-conditioning, and replace aging lighting facilities with energy-saving devices.



For better control of power consumption, indoor temperature was raised to 24 °C and the regular provision of air-conditioning was also shortened. Eye-catching signs are displayed to remind staff of the importance of energy saving.

- **Paper recycling** : provide green boxes to collect used paper for recycling.



Waste paper is collected in green bags for recycling



Collection boxes for recyclable paper are provided next to officers' desks.

- **Waste recycling** : provide separate bins to collect empty aluminum cans for recycling



Waste separation bins - blue bins for waste paper, yellow for aluminium cans and brown for plastic bottles - and placed at a convenient location inside the TID Tower



Separate bins for collecting aluminium cans are placed outside pantries.

Environmental audit : conduct routine and surprise inspections to ensure that the best green practices have been followed.



Regular inspections are conducted to ensure that the best green practices have been followed

Education and publicity : issue guidelines on best green practices, organise seminars on green management, include green awareness in the staff induction programme, launch awards to reward staff achieving highest savings in paper.



To arouse staff's concern for environmental protection, seminars were held.



To encourage staff participation in achieving savings in paper consumption, the Green Ambassador Award and the

Green Pioneer Award were presented by the Director-General of Trade and Industry

e-Services

10. We continue to enhance our e-services to traders. Improved efficiency apart, the electronic mode of operation has contributed to huge savings in paper usage.
11. In addition to the full electronic service for Restrained Textiles Export Licences applications, Production Notification and Certificate of Origin applications, electronic services for sending manifests and textiles notifications were implemented in April and May 2003 respectively. We have also been working towards launching a system for electronic submission of strategic commodities licence applications.
12. On the Internet front, we have upgraded our departmental website into a web portal, a more user-friendly interface with more e-services. Traders are allowed to make online enquiries about the registration details of several major schemes, textiles quota application status, textiles quota scheme balance and textiles quota holders' information, etc. To assist SMEs, online registration to seminars and applications for SME funding schemes are made available.

Our Achievements in 2003

13. Despite our green initiatives, there had been an upsurge of paper and envelope consumption of 22% and 75% respectively, mainly arising from the outbreak of Severe Acute Respiratory Syndrome in March 2003 when notices and circulars were issued to exporters and traders on a frequent basis to update them and their business partners with a better understanding of the disease and the latest restrictions.
14. With a strong determination to conserve the precious resources on earth, we stopped printing paper X'mas cards, Chinese New Year cards and calendar cards in 2003. We have also collected 65,145 kg of waste paper for recycling.

Our Targets for 2004

15. In the coming year, we will continue to build on our work of the past years. Despite a continuous increase in the volume and scope of our activities, we aim to achieve zero growth for paper and envelope consumption and to collect 65,000 kg of waste paper in 2004.
16. As for energy usage, we cannot delineate the exact amount of electricity consumed or saved because we are housed in a multi-user building where there are no separate meters for individual user departments.
17. As always, we will continue to encourage our staff to economise on the use of the precious resources and to render full support to the community's green campaigns. In collaboration with other departments, we will help promote the electronic mode of submission for official trade documents. We will also review the dissemination of trade circulars which is now done in the paper mode. The e-Leave System will also be launched in 2004, through which all staff will apply for vacation leave and sick leave through the web. The entire process, starting from application, recommendation and approval to notification, will become paperless.
18. Our ultimate goal is to make our world a greener place for our future generations.

Feedback

19. We value very much your opinions. If you have any comments or suggestions on what we have or should have done, please send them to our Departmental Green Manager by :

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