

Environmental Report 2004

Message from Director-General of Trade and Industry

We are very pleased to present our environmental report which sets out the green performance of the Trade and Industry Department in 2004, and our green targets in 2005.

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 colleagues' environmental awareness, and the results are encouraging. In 2004, various green housekeeping measures have been successfully implemented. We have also worked hard at promoting paperless trade and e-services. In future, we will continue to do our best in conserving the environment by reducing the use of precious resources through reusing and recycling materials. I hope you will enjoy reading this report and I look forward to receiving your feedback and comments.

Raymond YOUNG

Director-General of Trade and Industry

July 2005

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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 2004 and its green targets in 2005. The report covers the performance of all offices of the Department situated in -

- a. Trade and Industry Department Tower at 700 Nathan Road, Mongkok, Kowloon;
- b. Revenue Tower at 5 Gloucester Road, Wanchai, Hong Kong; and
- c. Harcourt House at 39 Gloucester Road, Wanchai, Hong Kong.

Overview of Services of Trade and Industry Department

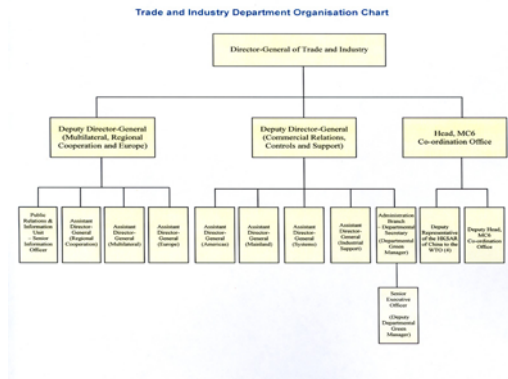
2. The Trade and Industry Department is responsible for the commercial relations between the Hong Kong Special Administrative Region (HKSAR) and its trading partners, implementing trade policies and agreements (including the issue of certificates of origin and export and import licences), participating in international trade fora, as well as providing general support services to the industrial sector and small and medium enterprises (SMEs).
3. Under the Mainland and Hong Kong Closer Economic Partnership Arrangement (CEPA), the Department issues Certificates of Hong Kong Service Suppliers and Certificates of Hong Kong Origin-CEPA. A Supplementary Agreement to the CEPA on further trade liberalisation measures was signed on 27 October 2004. Full implementation of these additional measures took effect starting from 1 January 2005.
4. The Department is also actively preparing to host the Sixth World Trade Organization (WTO) Ministerial Conference (MC6) in Hong Kong from 13 to 18 December 2005.
5. The Department is assisted in its work on commercial relations by 11 overseas Hong Kong Economic and Trade Offices and 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 and the Small and Medium Enterprises Committee. With a view to further improving its services, several Customer Liaison Groups have been set up to facilitate better communication between the Department and its customers from various sectors.

Environmental Management Structure

6. The Department has over 600 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. A Departmental Secretary takes care of office administration. In mid-2004, a Co-ordination Office was also set up to act as the focal point for coordinating all logistical arrangements and the conduct of negotiations during MC6. Environmental management

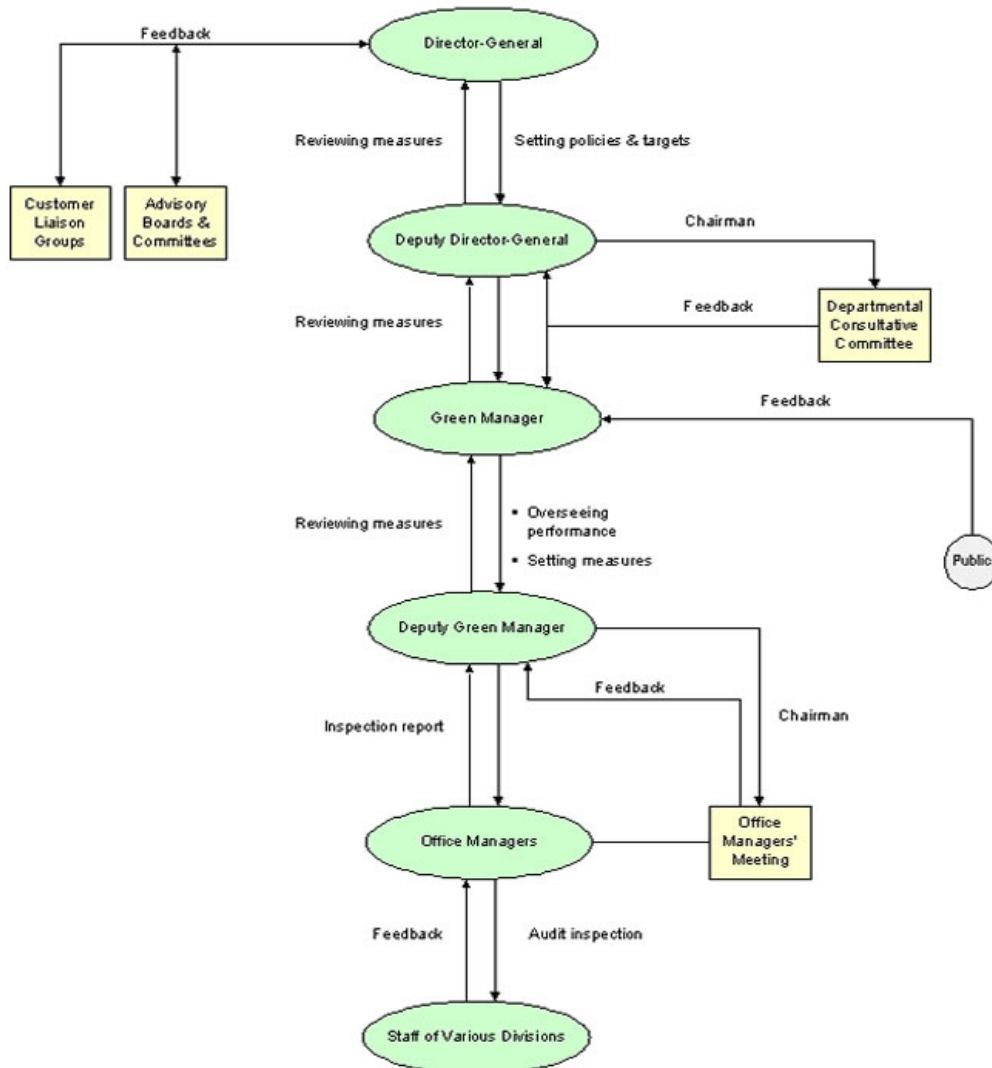
responsibility begins at the highest level and is cascaded down the Department.

Trade and Industry Department Organization Chart



7. The Director-General is responsible for setting the environmental policies and targets, and the Departmental Secretary is the Departmental Green Manager. She is assisted by a Deputy Green Manager. The Green Managers' team draws up various green measures and oversees the Department's environmental performance. The team works closely with the Office Managers of the seven Divisions and the MC6 Co-ordination Office on the implementation of green initiatives. Regular meetings are held to solicit the views of Office Managers and members of the Departmental Consultative Committee on green management. Traders' opinion on environmental protection measures of the Department are collected through various Customer Liaison Groups, advisory boards and committees.

Environmental Management System



Our Green Policy and Targets

8. The Trade and Industry Department is committed to keeping the world green. Our policy is to advocate and support green management, and to build into our culture a self-awareness to actively conserve the environment.
9. The work of the Trade and Industry Department is entirely office-based. Our green targets are therefore directed at the reduction in consumption of paper and envelopes in the office. In 2004, our targets were to achieve zero growth for paper and envelope consumption compared to 2003, and to collect 65,000 kg of waste paper.

Green Measures in 2004

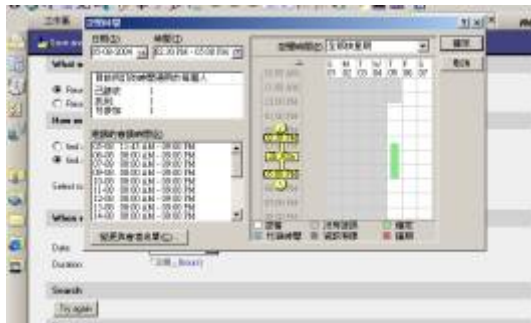
10. We adopted the following measures in 2004 to promote green management at our work place :

- **Paper consumption :**
making full use of the blank side of used papers,
reducing
photocopying/printing, and
maximising the use of
emails for internal and
external communications.



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 :**reservation of conference rooms through self-service on the web.

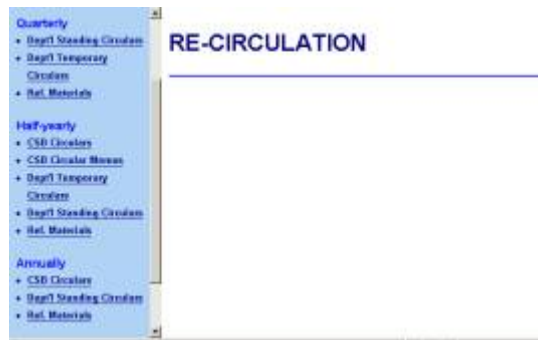


The e-Booking system is both environmental friendly and efficient. Colleagues can check the booking status through the net.

- **Electronic dissemination of information through intranet :** promoting and facilitating the 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

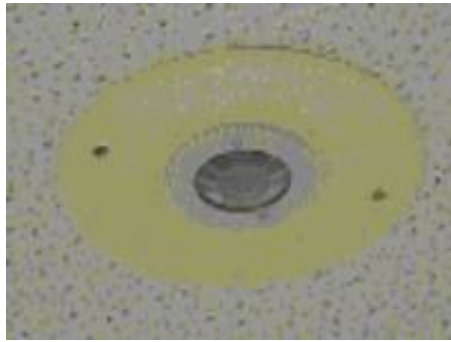
reach all colleagues within seconds.

- **TID Departmental Portal** : provision of a single entry point for our staff to access the Government's e-transaction platform (such as e-Leave, e-Payroll, etc.).



One of the green initiatives of the Government is to implement the paperless Government to Employee (G2E) services , such as electronic submission of leave applications. The entire process, starting from application, recommendation and approval to notification, now becomes paperless.

- **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.



Motion detectors switch off the lights automatically when the rooms are vacant.



For better control of power consumption, indoor temperature is maintained at 25.50C and the duration of time when air-conditioning is provided is also shortened. Eye-catching signs are displayed to remind colleagues of the importance of energy saving.

- **Paper recycling** : provision of 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** : provision of 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 on each floor.

- **Environmental audit** : conducting routine and surprise inspections to ensure that best green practices are followed.



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

- **Education and publicity** : promulgation of guidelines on best green practices and launching awards to reward staff achieving highest savings in paper.



Green guidelines are uploaded onto the intranet and circulated on a regular basis among all staff.



The Deputy Director-General presents the Green Ambassador Award and the Green Pioneer Award to a staff representative in recognition of their efforts in achieving savings in paper consumption.

- **Staff participation in community's green activities** : encouraging colleagues to participate in green activities such as collection of used moon cake cans; supporting Used CD Recycling Programme, World Environmental Day, etc.



Participation in the community's green activities helps strengthening the environmental awareness in daily life of our colleagues and also their families.

e-Services

11. We are keen in enhancing our e-services to traders. Apart from improving the overall efficiency, the electronic mode of operation has contributed to substantial savings in paper usage.



A dedicated web page provides a convenient platform for the public to access the e-Services of our Department

12. The system for electronic submission of strategic commodities licence applications was launched in March 2004.



Through the Strategic Commodities Control System Website (SC Website), companies can register for e-Accounts and electronically submit a wide range of applications relating to the import and export of strategic commodities.

Our Achievements in 2004

13. Our performance in 2004 has been impressive - a reduction of 22% in paper consumption and a reduction of 43% in envelope consumption. We also collected 61,664 kg of waste paper for recycling, achieving 95% of our target.
14. To conserve precious resources, we have ceased printing paper Christmas cards, Chinese New Year cards and calendar cards since 2003. Currently, greetings to our official contacts are mostly sent through e-cards.

Our Targets for 2005

15. In 2005, we shall continue to build on our past performance. Despite a continual increase in the volume and scope of our activities, we aim to achieve a reduction of 5% in paper and envelope consumption, and to collect 65,000 kg of waste paper.
16. Because our offices are mainly housed in a multi-user building where there are no separate meters for individual user departments, we shall not be able to delineate the exact amount of electricity consumed or saved.
17. As always, we shall continue to encourage our staff to economise on the use of precious resources and to render full support to the community's green campaigns. In collaboration with other departments and organisations, we shall continue to promote the use of electronic mode for submission of official trade documents. In 2005, we shall also terminate the dissemination of trade circulars in the paper mode and encourage the public to obtain up-to-date trade information through accessing our web site.
18. Our ultimate goal is to make the world a greener place for our future generations.

Feedback

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

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