

## Environmental Report 2005

### 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 2005 and its green targets in 2006. The report covers the performance of all offices of the Department situated in the Trade and Industry Department Tower at 700 Nathan Road, Mongkok, Kowloon.

### Overview of Services of Our Department

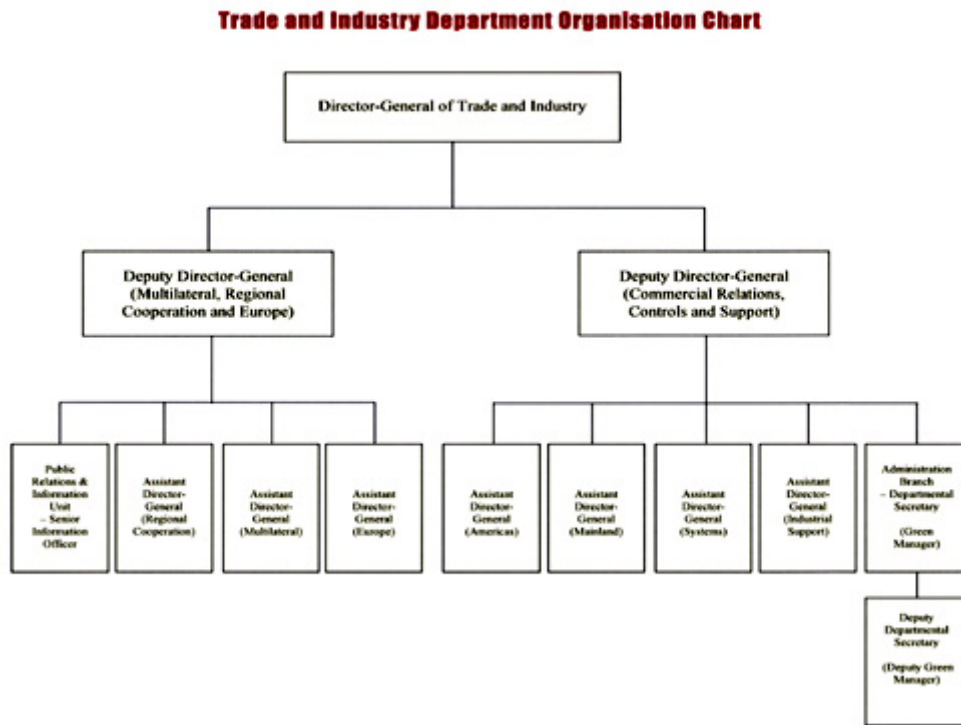
2. The Trade and Industry Department is responsible for the commercial relations between the Hong Kong Special Administrative Region (HKSAR) and its trading partners, implementing trade policies and agreements (including the issue of certificates of origin and export and import licences), participating 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. The Department continues discussions with the Mainland on further liberalization and co-operation measures concerning trade in goods, trade in services and trade and investment facilitation under CEPA.
4. The Department is also charged with the responsibility of preparing for hosting 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 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 560 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. A Co-ordination Office had also been set up to act as the focal point for coordinating all logistical arrangements and

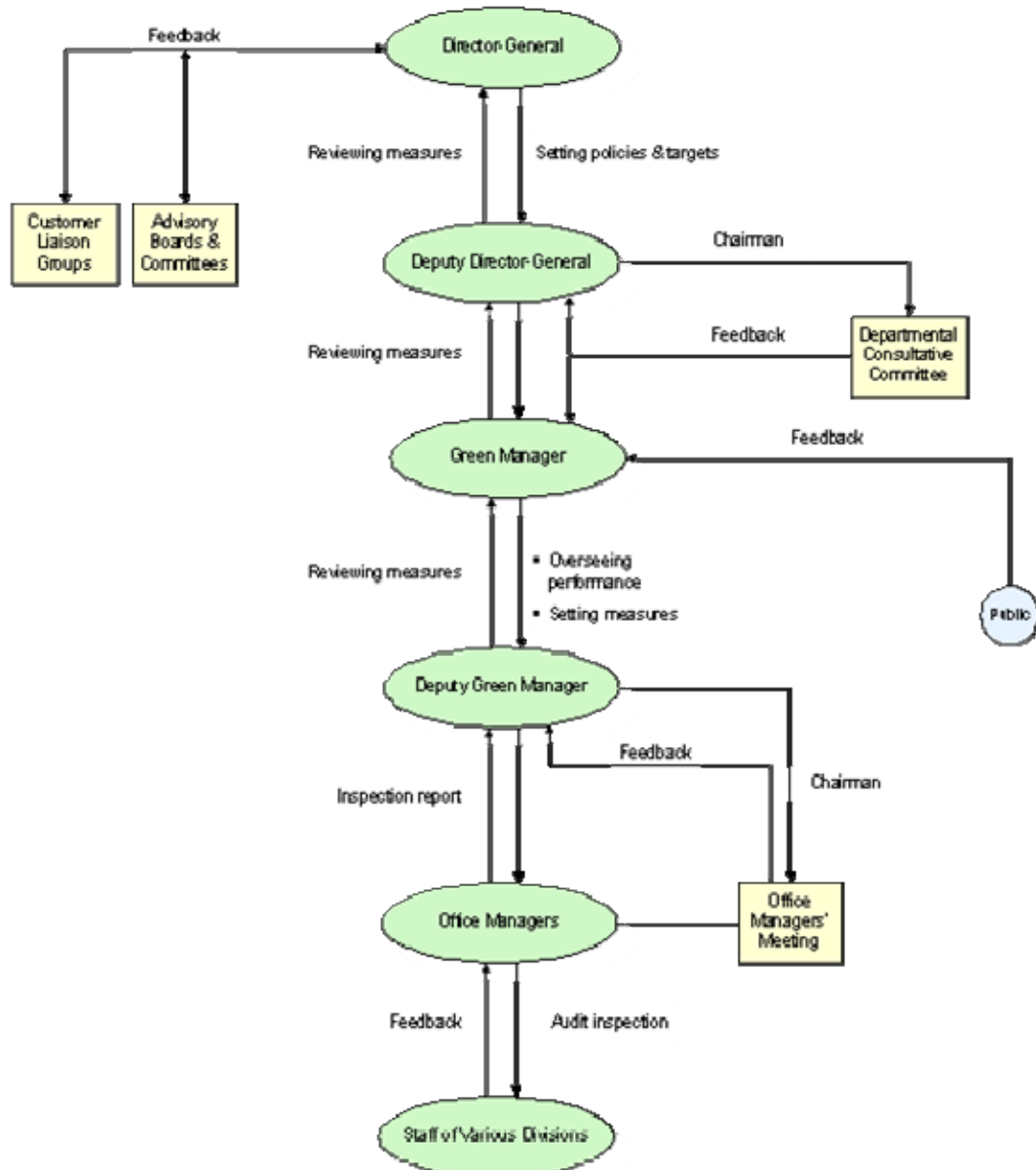
the conduct of negotiations during MC6 until its disbandment in March 2006. Environmental management responsibility begins at the highest level and is cascaded down the Department.

### 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 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 2005, our

targets were to achieve a reduction of 5% in paper and envelope consumption compared to 2004, and to collect 65,000 kg of waste paper.

### Green Measures in 2005

10. We adopted the following measures in 2005 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.

- **Electricity consumption** : switching off electrical equipment and lights whenever they are not in use, and economising on the use of air-conditioning.



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 signs are displayed to remind colleagues of the importance of energy saving.

- **Paper and envelope recycling** : provision of green boxes to collect used paper and envelopes for recycling.



Waste paper is collected in green bags for recycling.



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



Registries are provided with green boxes to collect used envelopes.  
Colleagues are encouraged to reuse them for internal communication.

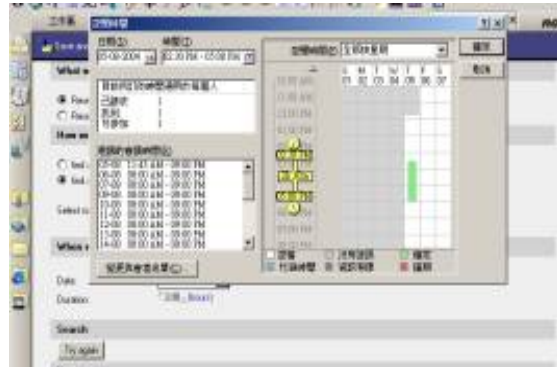
- **Waste recycling** : provision of separate bins to collect empty aluminum cans for recycling.



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

Separate bins for collecting aluminium cans are placed outside the pantries on each floor.

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

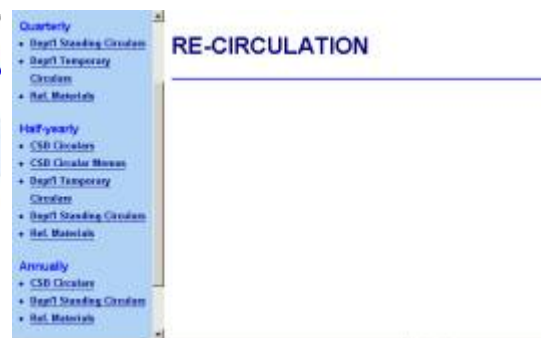


The e-Booking system is both environmental friendly and efficient. Colleagues can check the booking status through the net.

- **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.

- **Electronic greeting cards** : sending e-cards to our official contacts.



We stopped printing paper Christmas cards, Chinese New Year cards and calendar cards since 2003.

- **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.

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



Regular inspections are conducted to ensure that best green practices are 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.

To raise colleagues' awareness of environmental protection, the Environmental Protection Department was invited to give a talk on "Green Life" on 9 August 2005.

- **Staff participation in community's green activities** : encouraging colleagues to participate in green activities such as collection of used moon cake cans.



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



11. We are keen in enhancing our e-services to traders. To promote a green government and to shorten the time for processing and dissemination of information, the dissemination of trade circulars in the paper mode was terminated in phases in 2005. The public were encouraged to obtain up-to-date trade information through accessing our web site and to register with our free email notification service. By registering the e-mail address and selecting the type of trade information needed, the registrant will receive an email alert whenever there is new trade information or circular issued.



Traditionally, paper-mode delivery of trade information involves printing and mailing tasks and therefore takes days to reach the traders. After registering with our email notification service, traders will receive an email whenever there is new trade information or circular issued. The new initiative is a good demonstration of both achieving efficiency and protecting our environment.

### Our Achievements in 2005

12. Our performance in 2005 has been impressive - a reduction of 9% in paper consumption and a reduction of 46% in envelope consumption. We also collected 43,244 kg of waste paper for recycling, achieving 67% of our target.

### Our Targets for 2006

13. In 2006, we shall continue to build on our past performance. We aim to achieve a reduction of 5% in paper and envelope consumption, and to collect 50,000 kg of waste paper.
14. Because our offices are 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.

15. 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.
16. Our ultimate goal is to make the world a greener place for our future generations.

### Feedback

17. 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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