

**2009 Environmental Report
of Commerce and Economic Development Bureau
(Communications and Technology Branch)**

Introduction

This Report sets out the environmental policy, commitments and progress of green measures taken by the Communications and Technology Branch (CTB) of the Commerce and Economic Development Bureau in the year 2009. We are highly conscious of the need to protect the environment and are fully committed to supporting government policies on environmental protection.

The policy objectives of CTB are :

- to facilitate the development of the telecommunications industry and enhance Hong Kong's position as a telecommunications hub; and
- to promote the development of the broadcasting, film and creative industries and enhance Hong Kong's position as a broadcasting and film production centre and a creative capital.

Environmental Goal

2. CTB undertakes a whole range of initiatives in its daily operation to protect the environment. We strive to inculcate an environmentally responsible culture among our staff.

Green Management

3. CTB has adopted the following green measures to achieve our environmental goal –

- ✓ Promote communication through electronic means
- ✓ Work towards the concept of paperless office to reduce the use and despatch of paper
- ✓ Re-use and recycle waste materials
- ✓ Procure products which are environmentally friendly
- ✓ Seek continual improvement in the efficient use of resources and energy

Green Housekeeping Measures

Paper Saving

- ✓ Use of electronic mails for internal and external communication: our mail database has increased by 257.9% in 2009 when compared with 2008
- ✓ Combine the various bulletin boards on the intranet so that documents which are of common interest to our staff such as circulars, briefs, speeches can be stored and accessed through electronic means
- ✓ Upload reports and consultation papers on our homepage for public access through the Internet to reduce the number of printed copies

- ✓ Use blank side of used paper for drafting, printing, photocopying and fax documents
- ✓ Despatch unclassified documents to bureaux / departments without using envelopes
- ✓ Avoid the use of paper Christmas card and make use of the Internet and e-mail facilities for seasonal greetings

Energy Saving

- ✓ Switch off lights and electrical appliances when not in use and conduct daily checks
- ✓ Use staircase instead of lift for inter-floor traffic
- ✓ Keep room temperature at a reasonable level to avoid excessive air-conditioning

Recycling of Resources

- ✓ Provide green boxes for collection of waste paper for recycling
- ✓ Arrange with contractor to collect waste paper periodically: 3100 kg of waste paper was collected in 2009 for recycling
- ✓ Re-use file jackets
- ✓ Collect used printer cartridges for re-cycling

Green Procurement

- ✓ Procure environmentally friendly products such as recycled papers and refillable ball pens
- ✓ Procure energy-saving photocopier and plain paper fax machine
- ✓ Take into consideration the environmental protection elements in selecting items and services

Better Workplace

- ✓ Arrange regular cleaning of air ventilation system and carpet
- ✓ Install and arrange regular cleaning of tap water filters in pantry
- ✓ Decorate office with potted plants

Green Awareness

- ✓ Post notices in office to remind staff of energy and water saving
- ✓ Encourage staff to use their own mug instead of paper cups
- ✓ Re-circulate guidelines on green housekeeping every six months

Commitments under Clean Air Charter

- ✓ Remind drivers of the need to switch off engines while waiting

- ✓ Promote public transport on days when air pollution is high
- ✓ Prohibit smoking in all indoor areas in workplace and public areas
- ✓ Implement the energy-efficient measures mentioned in this report

Future

4. We are committed to implementing environmental protection measures. We will continue to improve the Branch's environmental performance and to promote staff's environmental awareness and knowledge in the years to come.

Your suggestions are welcome

5. We welcome any comments and suggestions on this report. You can reach us by :-

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