

2020 Environmental Report
of Commerce and Economic Development Bureau
(Communications and Creative Industries Branch)

I. Introduction

This Report sets out the environmental policy, commitments and progress of green measures taken by the Communications and Creative Industries Branch (CCIB) of the Commerce and Economic Development Bureau in the year 2020. We are highly conscious of the need to protect the environment and are fully committed to supporting government policies on environmental protection.

The offices of CCIB are located principally at Central Government Offices (CGO) in Tamar, with parts accommodated at Queensway Government Offices, Immigration Tower and Revenue Tower which are under the management of the Administration Wing (for CGO) and Government Property Agency respectively. The policy objectives of CCIB 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.

II. Environmental Goal

CCIB undertakes a whole range of green initiatives in its daily operation to protect the environment and monitors the progress regularly. We strive to inculcate an environmentally responsible culture among our staff and strengthen their knowledge of the environmental protection measures.

III. Green Management

CCIB 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

IV. Green Housekeeping Measures

Paper Saving

- ✓ Reduce the overall paper consumption in 2020 by 31% to 1,736 reams, from 2,519 reams in 2019
- ✓ Combine the various bulletin boards on the intranet for access of our staff to circulars, briefs, speeches 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
- ✓ Use both sides of paper for printing and photocopying
- ✓ Use existing sets of document for recirculation
- ✓ Reduce the number of photocopies as far as possible
- ✓ Despatch unclassified documents to bureaux / departments without using envelopes
- ✓ Use glass cups instead of disposable paper cups for meetings held in office
- ✓ Use an electronic recordkeeping system to reduce storage of paper-based information

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
- ✓ Use auto-sensitized water tap in toilets to reduce water consumption

Recycling of Resources

- ✓ Provide a single-sided paper collection box and a waste paper recycling box near the photocopiers for re-cycling
- ✓ Arrange with contractor to collect waste paper periodically: around 1,330kg of waste paper was collected in 2020
- ✓ Recycle metal cans and plastic bottles
- ✓ Re-use single-sided paper, file jackets, tags, envelopes and other paper office items
- ✓ Re-use carton boxes for general storage
- ✓ Collect used printer cartridges for re-cycling

Green Procurement

- ✓ Procure environmental 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
- ✓ Adopt green product specifications promulgated by EPD in procurement exercises where applicable

Commitments under Clean Air Charter

- ✓ Remind drivers of the need to switch off engines while waiting
- ✓ Prohibit smoking in all indoor and public areas in the workplace
- ✓ Conduct in-door air quality checking annually¹
- ✓ Implement the energy-efficient measures mentioned in this report

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

¹ The indoor air quality of Central Government Offices attains the “Excellent” class of Indoor Air Quality Certification in 2020.

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

V. The Way Forward

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.

VI. Comments and Suggestions

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

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